Administration and Human Services Committee

Standing Committee Meeting Agenda

Monday, September 28, 2015
5:45 PM

Location:
Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name	Absent
Commissioner Angela Markley, Chair	☐
Commissioner Melissa Bynum	☐
Commissioner Mike Kane	☐
Commissioner Harold Johnson	☐
Commissioner Jane Philbrook	☐

I. Call to Order / Roll Call

II. Approval of standing committee minutes from June 22 and July 20, 2015.

III. Committee Agenda

Item No. 1 - REMOVE USER LOGIN REQUIREMENT

Synopsis:
Recommendation to remove the user login requirement for owner name search and display of real estate information on the UG website, submitted by Christian Cooley, DOTS-GSS.

For information only.
Tracking #: 1579

Item No. 2 - REVISE FARMER'S MARKET PROCESS

Synopsis:
Request authorization to develop an ordinance to simplify the farmer's market process and fee structure, submitted by Rob Richardson, Director of Urban Planning & Land Use.

For information only.
Tracking #: 1587

Item No. 3 - UPDATE: DIGITAL BILLBOARDS & REMOVAL OF URBAN BILLBOARDS

Synopsis:
Update on digital billboards and removal of urban billboards resulting from the code change last spring, presented by Rob Richardson, Director of Urban Planning & Land Use.

For information only.
Tracking #: 1586

Item No. 4 - DISCUSSION: CDBG REALLOCATION AND GRANT APPLICATION PROCESS

Synopsis:
Discussion of CDBG Reallocation and Grant Application Process. Submitted by Melissa Mundt, Assit County Administrator.

For information only.
Tracking #: 1597

IV. ADJOURN

ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, June 22, 2015

The meeting of the Administration and Human Services Standing Committee was held on Monday, June 22, 2015, at 5:55 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Bynum, Johnson, Kane and Philbrook. The following officials were also in attendance: Gordon Criswell, Assistant County Administrator; Joe Connor, Assistant County Administrator; Jody Boeding, Chief Legal Counsel; Ken Moore, Deputy Chief Counsel; and Misty Brown, Senior Attorney.

Chairman Markley called the meeting to order. Roll call was taken and all members were present as shown above.

Chairman Markley said we have no minutes to approve this month. We do have a blue sheet item for tonight's agenda. It is a new item and will be added as agenda Item #4.

Committee Agenda:

Item No. 1 – 150140…ORDINANCE: PROHIBIT ELECTRONIC CIGARETTE USAGE

Synopsis: An ordinance amending the UG's smoke free environment ordinance to ensure electronic cigarette usage remains prohibited in specific areas, submitted by Misty Brown, Legal. Additional changes were made to ensure compliance with state law. On May 18, 2015, the Administration and Human Services Standing Committee, chaired by Commissioner Markley, voted unanimously to present an ordinance at the next standing committee meeting.

Chairman Markley said at our last meeting, we had a presentation on this issue and we instructed staff to come back with an ordinance. Since we had the presentation last meeting, I advised the KU doctors I did not think they needed to come to represent. It looks like we have a representative here if you guys do have any questions. Misty Brown is here to present as well.

Misty Brown, Senior Attorney, said, as Commissioner Markley said, last month we enjoyed a presentation by KU, and Robin Liston with KU is here as well. Today, you have the actual ordinance changes in front of you that I'm proposing. They are basically a new definition for electronic cigarettes or e-cigarettes and a new definition for tobacco products. Then I've went and tweaked the definition of smoking and specialty tobacco stores to incorporate electronic cigarettes in there. Additional edits were then made to make sure our ordinances were more in compliance with state law, and then there was a section pertaining to the smoking license that I repealed just so that it appeared better online and read better. I am happy to go into it in more detail if the Commission would like or answer any questions.

Action: **Commissioner Johnson made a motion, seconded by Commissioner Philbrook, to approve**. Roll call was taken and there were five "Ayes," Philbrook, Kane, Johnson, Bynum, Markley.

Item No. 2 – 150160…PRESENTATION: LOCAL AREA WORKFORCE PARTNERSHIP

Synopsis: Presentation outlining the relationship, activities and governances of the Local Area Workforce Partnership, presented by UG staff and Workforce Partnership, submitted by Marlon Goff, Economic Development.

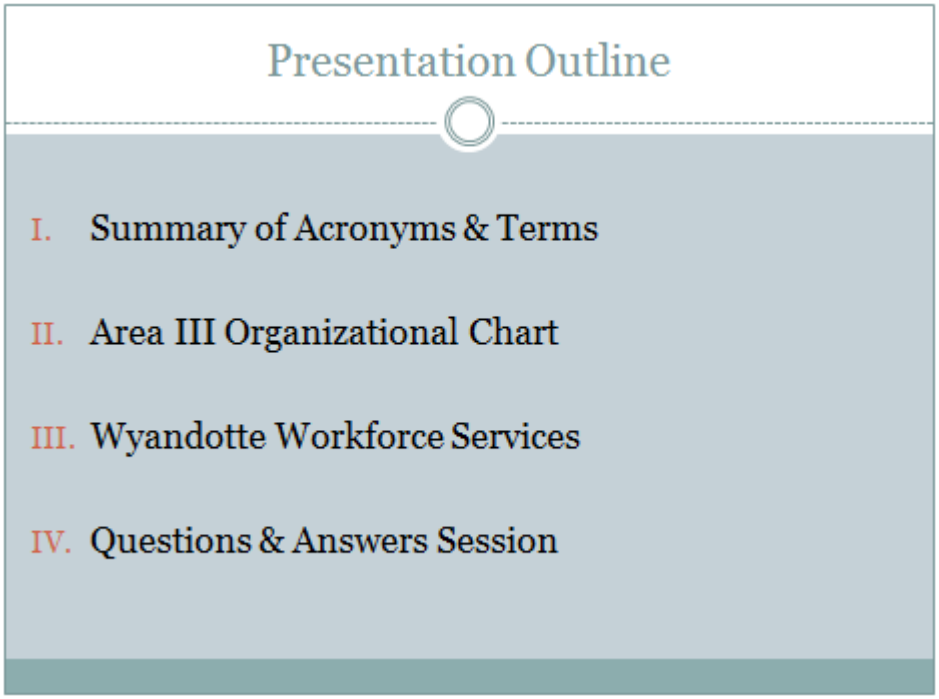
Commissioner Markley said Marlon Goff and Greg Kindle are here to speak on this item. I suspect Commissioner Philbrook will also add some comment. **Commissioner Philbrook** said I have heard a whole lot here. It's not just workforce partnership, it's actually workforce partnership along with our workforce development folks that Greg Kindle has been steering for a while.

Marlon Goff, Economic Development, said so this agenda item tonight essentially represents an opportunity for us, the various stakeholder groups around the table, to report out and have a discussion about some of the workforce development initatives and activities we've been carrying out probably for the better part of the last 12 or 18 months, I think, where we'll talk about. So that end, we'll just go down the table and you guys can introduce yourselves for the

record. Trent Howerton, Workforce Partnership; Scott Anglemyer, Executive Director of Workforce Partnership; and Greg Kindle, President of the Wyandotte Economic Development Council; introduced themselves.

Mr. Goff said first we'll have a quick presentation by Workforce Partnership. Depending on your age or how long you've been a member of this community, you've probably heard their office referred to as the old Unemployment Office, Job Services Center and more recently, Workforce Partnership. Previously, and for several years, they were located there just on that northeast corner of State Avenue and North 6th St. but here recently, they've relocated to a new facility just on 6th & Minnesota. With that, I'm going to turn this presentation over to Workforce Partnership and they'll walk us through the first half of our presentation.

Scott Anglemyer, Executive Director of Workforce Partnership, said I'm going to try to be brief so if it seems like I'm racing through this presentation, we do have an opportunity for questions afterwards and I encourage questions and dialogue. This is sometimes very dense material and it's easy to get bogged down as certain people in the room know that I can do, so I'm going to try to avoid that.



Let me start out with—this is the outline of the presentation. Again, it's dense material. There are lots of acronyms that we have and intend to use those acronyms rather than the words so we'll start out with some terms and defining some terms which I think will help set the tone for the presentation and fill in some information on what we're talking about. Then we'll talk about the organizational chart and why that's important and why that matters to the Unified Government and the Commission, some descriptions of our services and opportunity for questions and answers.

Summary of Terms & Acronyms

Term	Definition:
Workforce Partnership	Working name of local board
WIA	Workforce Investment Act of 1998
LWIA III	Local Workforce Investment Area III
Area III	Johnson, Leavenworth & Wyandotte Counties
WIOA	Workforce Innovation and Opportunity Act

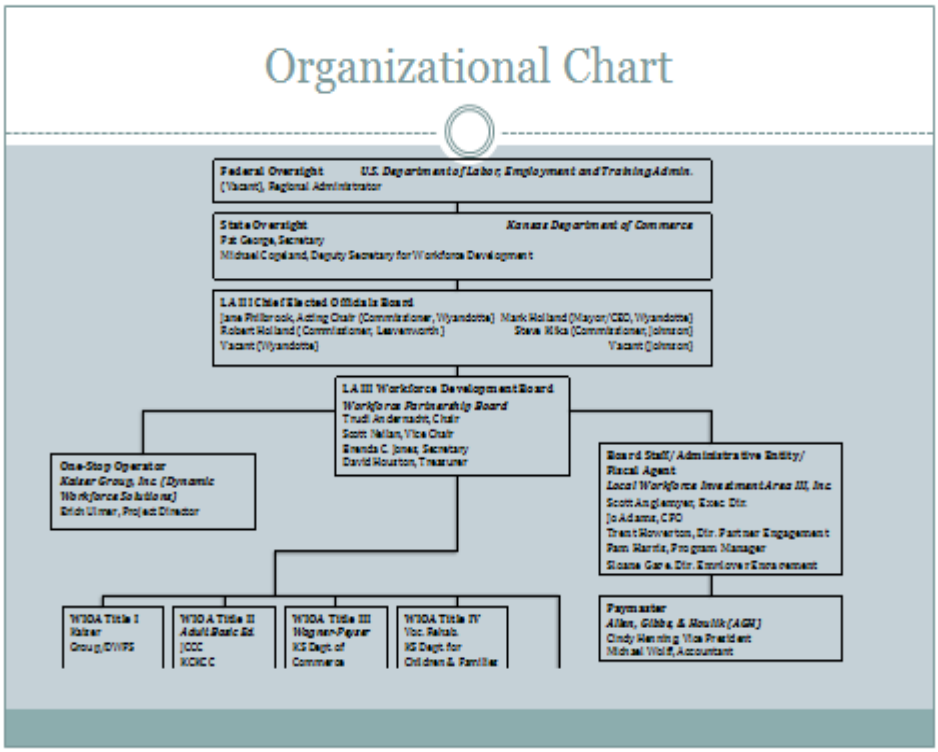
Workforce Partnership is actually a brand name or a label more than anything else. It's the term that we use to define the board that we have as well as the system, the Workforce Development System, that the board is building throughout the area that we serve. We serve Johnson, Leavenworth and Wyandotte Counties. There's no legal entity called workforce partnership. Actually, the organization that Trent and I work for has the wonderful bureaucratic sounding name of Local Workorce Investment Area III, Incorporated, which is part of the reason that we've decided to develop Workforce Partnership which sounds, at least, slightly less bureaucratic.

We talk a lot about WIA, that's the Workforce Investment Act. That's the act that has governed our activities since 1998.

I'm going to skip to the bottom. That is now being replaced by WIO, the Workforce Innovation and Opportunity Act. Congress passed that last year and the President signed it in a rare example bipartisanship and actually both chambers working together as well is overhauling some of the requirements that we face. That formally goes into effect July 1. We are really in the last week or just about the last week of the Workforce Investment Act.

We sometimes refer to ourselves as LWIA III or Local Workforce Investment Area III. That's the region that we serve: Johnson, Leavenworth and Wyandotte Counties. Again, our

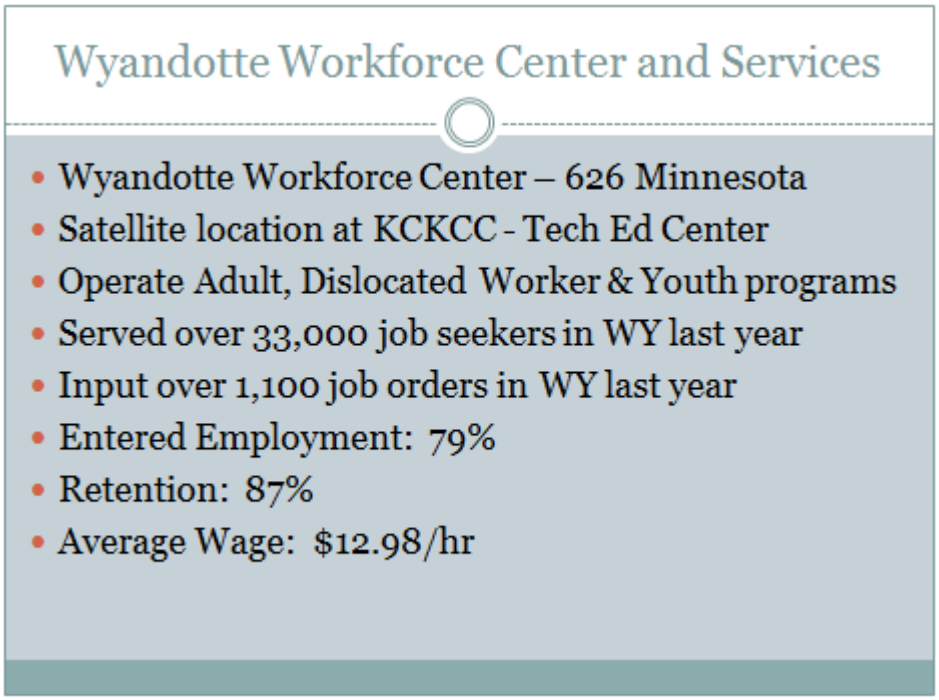
legal name is in that. That's a region designated by the state and we'll talk about that in a little bit. Sometimes we abbreviate that to Area III and again, that's those three counties: Johnson, Leavenworth and Wyandotte Counties.



I'm not going to go in great detail over this, but I want to give you an example of the complex relationships that we're talking about here. Again, our activities are governed by federal law. US Department of Labor administers that and then there's a state oversight role. The Governor has designated the Department of Commerce as the agency that administers workforce programs in the state and specifically our programs. The state designates the regions. Again, they've designated five regions in the state. We are Region III. Each region is supposed to have a Chief Elected Officials Board. Commissioner Philbrook sits on that now. We did have Commissioner Maddox on that and we haven't replaced his seat yet. We're working on some of that now. We also have representatives from Leavenworth and Johnson County as well. Those individuals appoint our governing board actually. So we have a Chief Elected Officials Board. We also have a governing board of Workforce Partnership that consists of right now 31 members. The new law is going to allow us to get that down to a little more manageable number. The working

number we have is 23 members now and we're working on that appointment process right now. They govern the day-to-day activities or govern the system as well.

There are various rolls that we call a one-stop operator role. That's an entity that actually operates the centers. One of the weird things about the law is the board cannot operate it. It needs to select somebody else. We've selected an entity called KAISER Group, Incorporated, but we do have an administrative entity that administers the relationships with the state and things like that. That's what the organization that Trent and I work for essentially do. Within that system, we have a number of required partners. Those are along the bottom of the screen there. Those are our mainly federally funded employment and training programs which includes adult basic education. It would include what's called Wagner-Peyser which is really what we think of when we think of the old job services offices. Those are still state employees so we have state employees working in our workforce centers under the Workforce Partnership name. Vocational Rehabilitation is also a required partner.



We wanted to give you a brief description of our services. Again, there are a lot of things that we can do so this is a really high level and fast descriptions of the things that we do. As Marlon mentioned, we moved last December to a location at 626 Minnesota right across from the library that we call our Wyandotte Workforce Center. That is a comprehensive center where everything

is available. We also have a working relationship with Kansas City, Kansas Community College in the Technical Education Center so we have staff located there. That's been a relationship that's worked out very well. It's something that initially started out under a grant that they received. That grant is expiring now and we think the relationship has worked so well we're going to continue that. It's a great relationship with the school and once Johnson County Community College found out about that, they got very jealous and wanted us to do the same thing. We're working on that relationship now in Johnson County.

In that center, we operate three different funding streams within the Workforce Investment Act or soon to be within WIOA: adult services, dislocated worker services, and youth services. They each have their own specific rules and requirements that we have to deal with.

In Wyandotte County last year, both in that center and electronically through Kansas Works.com, we've served over 33,000 job seekers in this county last year. We have job seeker services. We also have employer services. In fact, we talk a lot about having a dual customer approach in that we have to serve both well. One of the ways that we serve employers, and we'll talk about this on an upcoming slide, is through posting job orders. Employers can go out and post their own job order.

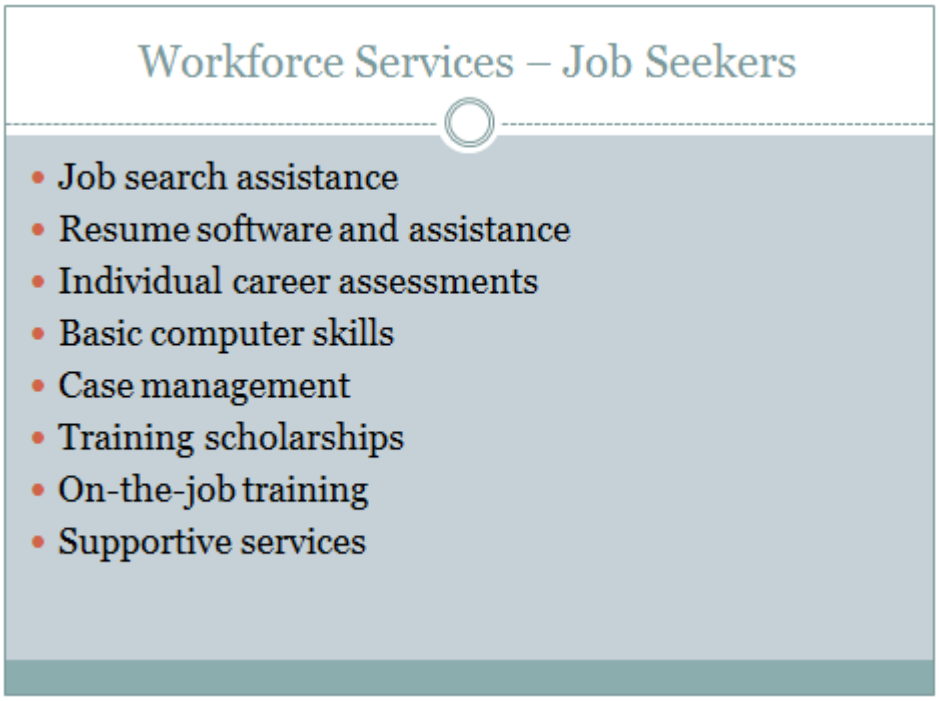
This 1,100 number that we have on the next bullet point is the number that we did some staff assistance work on. I don't think we have an exact count of the number of Wyandotte County job orders we posted last year but it's more than that 1,100.

We have some federally required performance measures that we're responsible for. We have the entered employment rate which basically means once we exit or stop working with somebody, they have to enter employment within the first quarter after exit. 79% of the people that we exited were employed in that first quarter after exit.

Of that amount then, we calculate a retention rate and that's based upon the third quarter after exit. 87% of those were still employed, not necessarily with the same employer, but usually with the same employer in the third quarter after exit.

We are also responsible for average wages of placement. The idea behind this program is not just to get somebody a job but get somebody a quality job. Our average wage of placement is almost $13.00 an hour which given our base customer, which is somebody who generally is fairly low-skilled being able to place them at $13.00 an hour gets them on a path so they can then

have a good career path. Increasingly, that's what we're really focused on is not just that initial placement but getting them on a career pathway so they have that initial placement, but they're also set up that they can continue to progress throughout their career. Those are all right now—I believe all three of these are exceeding the goals that we have that are imposed upon us by the federal government, by the state government. We're actually performing better than the expectations that are upon us.



Just a really quick description of our services and, again, this is very high level because there are so many different things that we can do. These are some of the major things that we do. Certainly we work with a lot of these 33,000. We're doing really just placement work where we're helping with resumes, we're helping with interviews, we're helping them identify job opportunities that maybe they haven't seen, doing some things to help them with their job search. Job search assistance is a big part of what we do. Sometimes that will involve things like resumes. We have some software that we use. We have some one-on-one assistance that we use. An individual can come in—increasingly, the job search process has to be online. So many employers are going to online systems. In all three of our workforce centers, we have what we call a career center which is a bank of computers and an individual can come in and do that. We hope at least in terms of job search, helps close that digital divide a little bit.

Going along with that is the fact that those individuals sometimes don't have the skills to use computers. There are still a lot of people out there that have never really touched a computer or are afraid of computers. One of the significant services we do is helping people with those basic computer skills both in terms of this is a computer, here's how you turn it on, here's what you do, as well as some training on typically something like the Microsoft Office Suite of services which helps them in the job search process but also is increasingly the requirement for more and more jobs that are out there.

We do some one-on-one case management which would involve helping develop some goals for individuals and helping them develop a plan to achieve those goals. For individuals that qualify and there's an additional level of qualification based primarily on income or employment status, we can do training scholarships for individuals where we will pay for them to get training at a community college or a technical school or a proprietary school. We actually have a process of approving those programs. Those programs have to meet actual labor market needs in the area. That's a significant use of our resources and also a really important step for individuals that are very low skilled getting them on that pathway into not just that initial job but that lifelong career.

Increasingly, some of our resources are going toward on-the-job-training. We find that combining that with that classroom training is really what seems to work out well to prepare people for the world of work. Classroom training is wonderful and we will continue to do that, but we've also found that employers are increasingly telling us people need those soft skills and one of the ways we found to develop those soft skills is to get them in the world of work. I give the analogy if I have two teenagers and I can tell the teenagers over and over you need to do this, you need to do that. They have to learn that for themselves. Being able to provide support to employers for that on-the-job-training allows them to assume the risk of somebody who doesn't have those soft skills and to develop those soft skills while they are working, so increasingly we are doing that.

This last idea of supportive services is the idea that if we send an individual to training, they sometimes need child care, they need transportation assistance, they need things like that. We can provide those things too because often those things are barriers to them actually getting the job training or the skills training that they need so our resources often go toward supportive services.

I've mentioned before that we have what we call a dual customer approach and we consider both job seekers and employers co-equal customers. It sounds like a tright saying but I believe it's true. If we don't serve one well, we can't serve the other well.

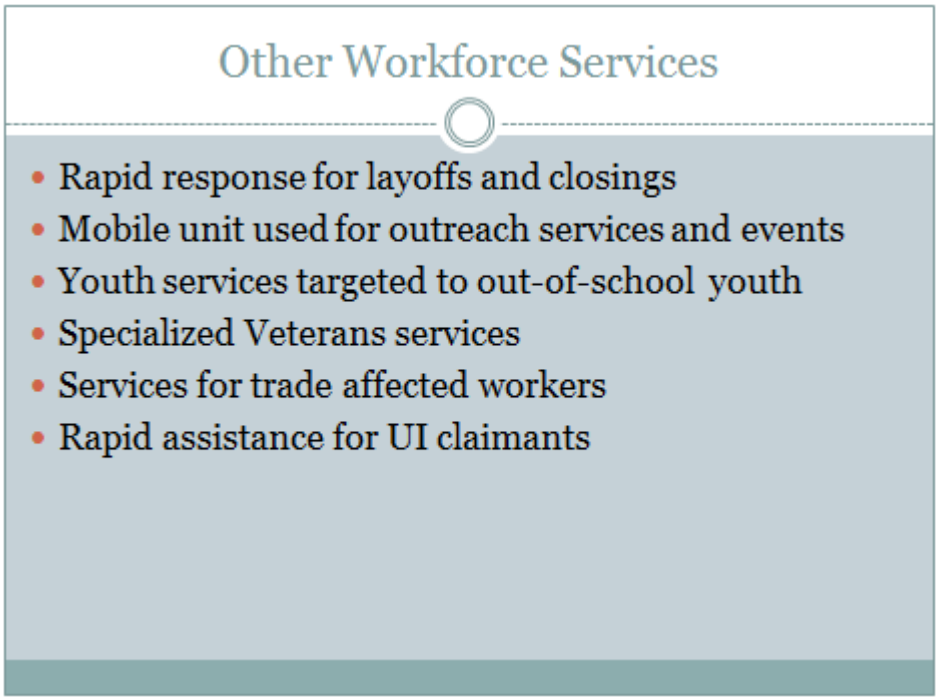
I'll go very briefly over the business services that we provide. We help a lot with job posting, which we've talked about before as part of the candidate recruitment process. We can do recruitment events for employers. We invite employers into our workforce centers to actually do many job fairs within our centers. Those are some of the basic services that we do. Higher level things that we might do are helping them screen, especially small employers that really don't have that ability to screen, don't know what to look for in a resume or just don't have the time to do that. Our staff do a lot of that. We do a number of assessments. They can be customized assessments for the employer. They can be some off-the-shelf readily approved things that have passed EEOC approval as assessments for particular positions. That's something increasingly we do.

On-the-job training we view as an employer service just as much as we do a job seeker service. Increasingly, we're going to have the ability under the new Act to do more customized training where we can work specifically with an employer. Rather than saying you have to go to

this class that's already been developed at a school or something like that, we can do something that is very customized for them and pay to train several people at once rather than the kind of one-on-one training that typically we've done.

I've mentioned before that we provide space for employers to come in and we have employers that regularly take advantage of that.

This last one is something that seems pretty simple but it's increasingly important, labor market information. Helping employers understand that if they're looking for somebody with a bachelor's degree, they can't pay $10 an hour. This particular occupation, if they really want the quality candidate they want, here's the amount that they have to pay, here's what the availability is, here's where you might have to do some recruiting, things like that.



Other services that we do, in cooperation with the state, when an employer has a mass layoff event, the state notifies us, we send individuals out to do rapid response. The idea really is once those people receive a layoff notice, we want to get them immediately on the path of the transition to reemployment. Employers generally are very willing to allow us to come into their workspace when they have issued those layoff notices and work with the individuals even before that layoff actually takes effect. That's a pretty significant service we do. It was obviously very big during the recession, it tails off a little bit now.

We provide a lot of services through a mobile unit. We have a 38 ft. mobile unit with 13 computer workstations where we can do on-site training; we can do onsite recruiting events. I know we've used that significantly at the Legends with multiple employers. It can be sectioned off so we can actually do three different interviews with three different employers all at the same time in that mobile unit.

We talked a little bit about youth services before. We're really focused on serving out of school youth. Youth is defined in the new Act as age 16 – 24. What we're really focusing on are people who are basic skills deficient but have left school. Whether they've dropped out or there are still instances where we have some basic skills deficient individuals who have high school diplomas. We really work on getting that credential and getting some initial training and bringing those basic skills up.

We have state employees who provide veteran services that are a part of our system and work in our system. We have, I believe, five of those across our system, two of whom work in Wyandotte County now. There's a separate program called Trade Adjustment Assistance. If an individual loses their job due to foreign competition, there's actually a higher amount of training that we can provide somebody to do that. That's also a state administered program and again, it works through our system.

We also do some very specialized assistance for people who are unemployment insurance claimant, that's what UI stands for. That's another one of those acronyms that we use that we sometimes don't stop to explain. Our services are available to anybody who's a job seeker whether they're on unemployment or not. If you are on unemployment assistance, we actually have some tailored programs that we're able to do for that to help speed up the process of transition to reemployment hopefully saving the government money by minimizing the time that somebody is drawing unemployment insurance.

I could do an hour long presentation on this. I'm going to do this in 30 seconds. Commissioner Philbrook has worked with our board on a transformation plan that we're very excited about. We've recognized both some of the federal changes that were coming as well as changes in the labor market and realized we needed to do things significantly differently from how we've done in the past. We've developed a six point transformation plan. Among those are decentralizing, getting our staff out in the community, getting away from the idea they have to come to us and making sure we are going to where the job seekers and the employers are.

We're exploring some new and novel partnerships that we've never done before trying to go beyond the minimum required and identifying partners who can really assist in what we do that perhaps we've never been mandated to deal with before. We know that there are a lot of organizations that do a lot of employment related services. We want to—we're working and I think we've got a pretty good handle on who those are and what they do. Rather than trying to be the only entity that's doing employment services out there, we want to focus on those things that we specialize, that we can do uniquely well. We're probably going to be doing less of that resume writing and things like that. There are a lot of organizations that do that and do that just as well as we do, but we want to do that in partnership with those other organizations so that our

resources can go toward the training and the development types of services that not a lot of other organizations have the resources to do.

We reorganized the staffing within our workforce center so that they are focused on major employment sectors and everybody who works with either an employer or a job seeker is going to be an expert on one of the major employment sectors in the metro area, which we think is something that is pretty novel but we think it's really going to increase our ability both to serve those job seekers and those employers well.

I mentioned before we're making more of a shift to work-base learning, on-the-job training, internships, apprenticeships, things like that.

This last idea of employer development is the idea that we want to increasingly work with employers and challenge some employers to become better employers. We don't want to just place people in jobs just because they're jobs. We want to place them in good jobs and just as we do development work with job seekers, we realize we have to do some development work with employers and working on some partnerships that we think—this is something I'm really excited about but is also something that's going to take us awhile to really get developed but we want to be somebody that works to develop both sides so that we have better employers and better job seekers in the area. That's probably longer than I should have talked but a lot shorter than I could have talked so I would be happy to answer any questions anybody has.

Commissioner Bynum said I just have a couple of questions. The services are available to anyone who is a job seeker so no restrictions on income or other things that would qualify a person to come see you. **Mr. Anglemyer** said the most basic of our services are available to anyone. The only restrictions we have for those services are if you are basically male and over 17, you have to be registered with selective service; you have to have work authorization in the United States. If somebody in Montana wanted to come into one of our workforce centers, we don't have a residency requirement for those things. Now some of the higher level services that typically involve more one-on-one are more staff intensive or more resource intensive, there are eligibility requirements that would be based upon employment status or based upon income or something like that. What we would call our core services are available to almost anyone in the community.

Commissioner Bynum said so the website you referenced, kansasworks.com, would you recommend that we go poke around there and see what all there is. **Mr. Anglemyer** said I think so. The state operates that site. It's got information about us and our peers. It's a job board. It also has some of that labor market information that's out there. There's a lot there.

Commissioner Bynum said I know in your supportive services piece: child care, transportation, I think those are barriers for a lot of people. Is there a working partnership with ATA and if so, can you tell us about what that looks like. **Mr. Anglemyer** said we provide bus passes so we work with ATA. We purchase them and then provide them to the individuals.

Commissioner Johnson said thank you for that presentation. I'm curious about the level of work that you all do with ex-offenders that are coming back into society. Also, recently we approved the ban the box legislation here at the Unified Government. Is there any of that type of language that is going on as you are talking to employers and others, if you could address that. **Mr. Anglemyer** said I'll answer that on two levels. The first level is to me that's a good example of employer development of making employers better employers. We see a lot of employers out there that will not consider ex-offenders at all but have no legal standing to be able to do that. There are some that do have legal standings. Financial institutions, the FDIC requires that there are certain offenses that you cannot work in a financial institution. There are other requirements in health care and things like that. There are some employers out there that we need to challenge and are challenging on some of that.

What we also do is really approach this as an individual with a criminal background, especially if they are currently under supervision, actually come with a tremendous amount of support through a parole officer, probation officer, as well as our staff that a typical job seeker isn't going to have. If you're an employer that has a problem with attendance or something like that, we found, and I think there is good data to back that up, that individuals with criminal backgrounds, especially those that are currently under supervision, actually have better attendance and often better soft skills and are more highly motivated than a lot of other individuals.

We really try to package ex-offenders as well as others, what I would call alternative labor pool, where there might be people with limited English proficiency, people with

disabilities, whatever. We tend to package the advantages there and say that typically those things are seen as risks but they're not really risks, they're benefits. We have services and activities to help mitigate some of those risks and we've got some great employers out there that understand that. We need to have more of those. **Commissoner Johnson** said I agree.

Chairman Markley said I was just going to ask the flip side on one of Commissioner Bynum's questions. What about employers, what qualifications do they have to meet to work with you? If there is an employer who's having trouble recruiting, not sure they're getting the right quality of people, do they have to meet some kind of threshold to be able to work with you? **Mr. Anglemyer** said none whatsoever. There are some employers that are mandated to work us, mandated to at least post jobs. If you're a federal contractor, you're required to post your jobs through us but we'll work with just about any employer. One of the things that we will do; however, is based upon the quality of job, the quality of employer, we've tiered our services somewhat. An employer that's not paying very well, is providing only seasonal jobs, we're going to do some things for them but not nearly as much as an employer that is paying really well, has permanent jobs, provides great benefits, has a career path and things like that.

Chairman Markley said thank you guys very much. We've been anticipating hearing from you. We know that Commissioner Philbrook has been working with you for some time. I think that really just getting the word out and hopefully seeing this presentation will help do that for some people. I just think there are a lot of people that don't know you exist and probably would benefit from your services.

Greg Kindle, President, Wyandotte Economic Development Council, said it's the first time I've ever addressed this particular standing committee, a lot of familiar faces nevertheless. **Chairman Markley** said he's frequent at other committees. **Mr. Kindle** said I'm going to start with just indicating that our mission has traditionally been about growing the economy here in the county. We're agnostic about where projects land. We do a lot of strategic look in terms of finding additional land for the future and landing projects being so that first call for projects looking to come into the community and putting an incentive package together working with the UG team, whomever we have to to get the deal done. Even though we have this very nice mission statement, I usually say, do what you got to do to get the project if it's a good fit for the community.

We have four key focus areas: attraction, which gains most of the headlines. That's the sexy part of what we do. The retention side which is frankly, to me, the most important part of our business is retaining and growing what we have and the least expensive way to do it. Probably the area of our business, if you will, that we know the most about now because we've actually put money into it. As you all know, you increased your investment in the EDC about a year and a half ago after piloting a retention person and now we have Jay Matlock, who came from Community College, who has a background in workforce that was by design, great bedside

manner. We now have interviewed more than 150 companies. Our largest companies have a great deal of information now about their workforce needs and what's going on.

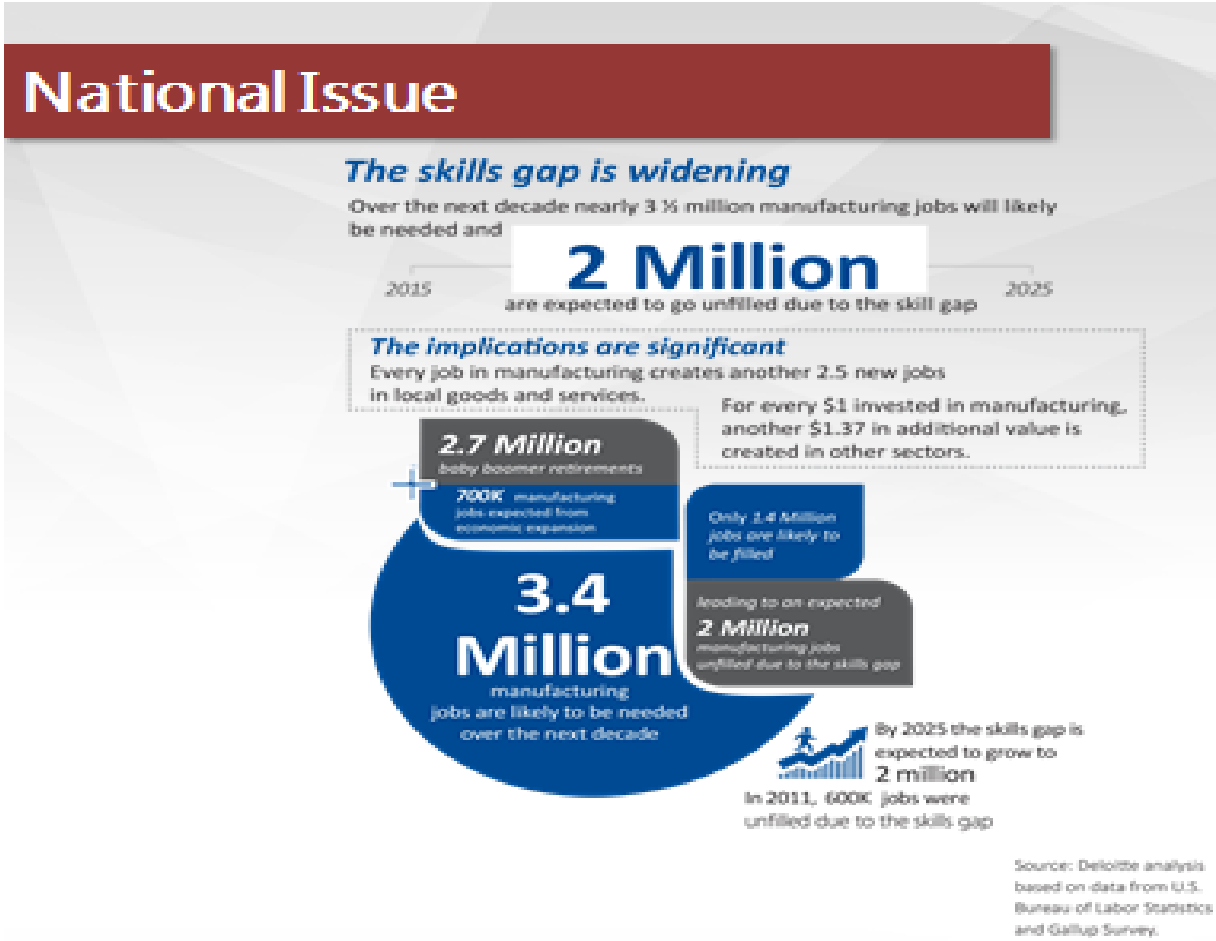
Then we have marketing which we do, I think, fairly well based on the budget we have and then workforce development. I will tell you before I get into my presentation that until two years ago, I've been here three and one-half years, I would say that up until about two years ago when we started down this path I think we paid primarily lip service to this idea for workforce development. That was somebody else's problem.

Our goal was to create the jobs and create an environment in which jobs could be created. That has changed because the paradigm has shifted in which we can't just assume that it's the community college's job to do. We can't just assume the Workforce Partnership is the silver bullet for all things workforce development related. It's not just the school districts' job to do, to train the kids to be ready to go. That's how we generally had approached it.

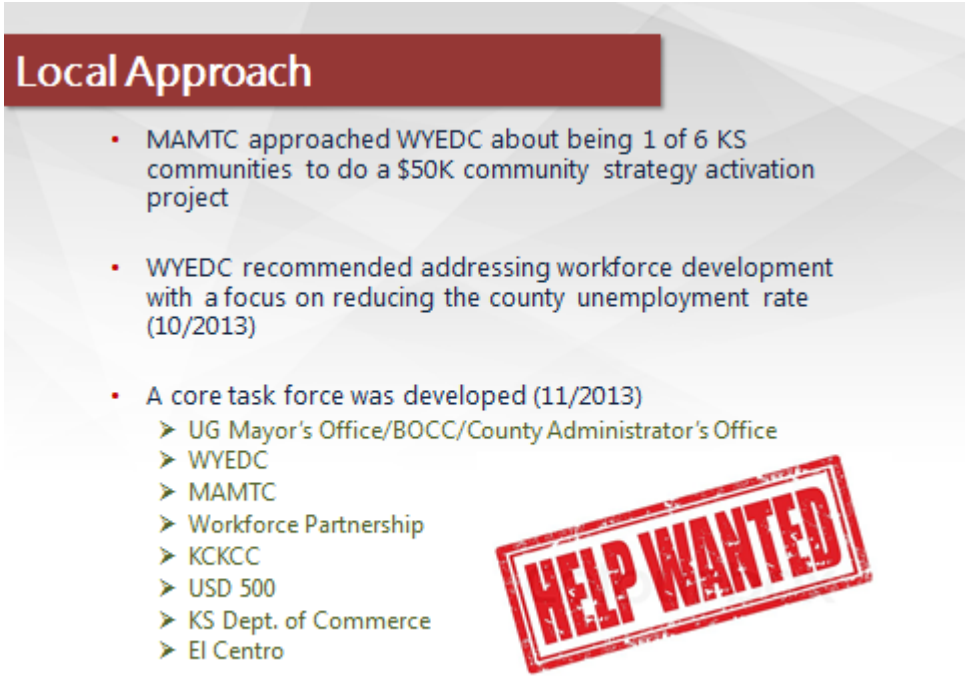
About two years ago, maybe a little bit more, we started really engaging the Workforce Partnership to say we want you to be part of a lot of these entry initial conversations. We were finding the trend being that these large companies would ask us: do you have the product? do you have the site? Our client wants to be here. Can you put the incentive deal together? Very quickly it became about workforce. Do you have the people in which we're looking for and can you prove it?

We started going to Scott Anglemyers' group and saying we need to know how many people in Wyandotte, how many people in the region are looking for these kinds of jobs. What's the wagering just for that? Are we in anyway at all capable of winning this project based on the workforce piece of it and started engaging them early on. We thought at that time that we were real rocket scientists because most of our colleagues and peers didn't let anybody else in the room when we would talk to site consultants. We thought, gosh, we've really broken the mold here and we quickly learned that frankly, that wasn't the case either.

I'm here today to kind of give you what we've done over the last 18 to 24 months, sort of the shift in my thinking, the shift in our collective thinking, and what we think we can do locally and what we've already done, frankly, locally that we want to share with you a little bit.



I'll start with the fact that this is not a purely Wyandotte County issue. This is a graft I stoled from a Deloid study from 2015 essentially showing that in the next 10 years, this problem is going to get worse. It's going to get significantly worse particularly as we see more retirements that in manufacturing alone—I picked manufacturing because we have over 11% of our workforce is tied to manufacturing jobs. They're the best jobs that we have. They pay very well. Frankly, it's really at the core of what we do. After government and education and healthcare comes manufacturing and just pure manufacturing jobs. This gives you an indication that this is a national issue. It's the communities that figure this out or figure out a sustainable way to address this that will ultimately win in the economic development game. That's what I'm going to walk through now.



In about mid-2013, we were approached by the Mid-America Manufacturing Technology Center, MAMTC. They're an investor of the WYEDC. They've been around for many years. They've received some federal funds to help do—it used to be really focused on lean manufacturing, kind of changed and evolved in just really trying to figure out how to make companies better in kind of a wide scope.

They approached us in mid-2013 and said we have six grants, about $50,000 each. We'd like for Wyandotte County to be a part of that. We'd like to know what your thoughts are on how we would do some sort of targeted strategy activation project. Other communities at that time were doing things on growing their patents, figuring out how to do logistics better. A very tiny slivers of challenges that were able to be accomplished in a very short amount of time.

We put two or three things together but essentially came back to them and said if we could do one thing in Wyandotte County it would be to approach workforce development. Help us figure out why it is at that time we were on track to have almost a billion dollar year. We were growing significant number of jobs throughout the community. We have tons of research showing how well we were doing in all areas of economic development and yet our unemployment rate had not come down. That was, at that time, the thought process was if there were political chips that we could cash in and say look, we're going to take a step back and talk about workforce. If we step back a little bit and approach this issue, now is the time to do it

because we had a phenomenal year and we felt like if we could begin addressing it while we were riding high that by the time we came back down, hopefully we would have fixed this problem. We just didn't realize how challenging that discussion would be.

So by October of that year, we had met with the Mayor and with the County Administrator and his team including Marlon, Commissioner Philbrook, and Commissioner Kane were involved at that time as well. A core group of folks and said are we willing to stack hands on approaching this knowing that it's a tough job and a tough project and it may take us longer than we had hoped. Also, keeping in mind that at that time the focus that we were pushing forward was reducing the unemployment rate. Jason Banks and I at the time were like let's really go after this unemployment piece.

A core task force was developed by the end of that year and we began meeting fairly regularly almost all of 2014. We would meet on Friday afternoons at the community college from about 1:00 until 5:00 or a little after. Long afternoons where we would beat our heads against the wall sometimes trying to figure out what is it that we're studying, what is it that we're trying to fix. Ultimately we determined that it wasn't unemployment that we were trying to fix; that was an alcom. What we were trying to fix is the continuum of the human supply chain here in

Wyandotte County. What's the core problem both at the elementary level all the way back to fourth grade when they start developing ideas about what they want to be all the way through community college, or a four-year college, technical skills, skill trades, but also the unemployed and the underemployed. How do we collective change culture in a community that has basically not seen significant change in household income for some time? So all of these things began to kind of tie together and became much bigger that just unemployment, which I also meant that we met a lot more.

As a team of MAMTC, early on ran out of money so they started doing the facilitation of these meetings really just as a result of just wanting to see how this would turn out and being a good community partner and investor of EDC. At the end of that, Scott and these guys were all a part of that. There are a lot of people that get kudos for spending a lot of hours in these meetings. I'm the one making the presentation, but there are a lot of folks in this room and outside of this room that spent a lot of hours putting their thoughts together. Folks from Hollywood Casino participated. These guys. Folks from the Mayor's Office. Folks from all over the community that we asked to participate.

We came up with these six core areas. These were issues, topics that we needed to flush out further and so that took us a long time to come to these six areas: Should we be a work-ready community and what does that mean? Are there school district programs that are out there or are there gaps in some of the programs that are coming through the school district? What are we doing around marketing and communications to get the information about the jobs out there to the students, to the underemployed, unemployed. This issue of soft skills, what are they and how do we fix that problem? Looking at employer best practices, some of what Scott was talking about, how do we get employers to do the right thing and to begin looking at hiring and how do we get them to look at Wyandotte Countains first and making these sort of connections between folks? Then connecting diverse populations.

This idea that we have a phenomonal immigrant population that in the countries they come from are skilled tradesman yet when they come here, they don't have a GED, they don't have much of anything and we give them menial labor, menial jobs, many which is cash based and so they never get beyond pure poverty in this country and how do we connect them to these good jobs where we know we have skilled needs, could we not get them moved up in the process.

Local Actions To Date

- ✓ Expanded committee outreach to include multiple partners
- ✓ Generally raised awareness of a collaborative workforce discussion
- ✓ Engaged numerous topics related to workforce
- ✓ Connected Diploma+ to WYEDC retention calls
- ✓ Engaged businesses and developed the Made in the Dotte video
- ✓ Developed HR Roundtables
- ✓ Enhanced participation in Manufacturing Day
- ✓ Engaged USD 500 regarding pathways to skilled trades
- ✓ Analyzed WorkKeys and skills assessment with both partners and businesses

To date—and I won't spend tons of time, but I think it's important to celebrate some of the successes we've already had because of what this group came together and did. We expanded that committee. Originally, we started off with a core group. We essentially said—we took the Chambers bioscience community and renamed it to workforce and then debranded it all together and said, do we care whose committee this really is at this point. What we want is everyone to come to the table if you're interested in workforce and you have a passion for it then come to this meeting or send us an ambassador to other groups so that we can get as much information as possible.

We generally raised the awareness of a collaborative discussion. These meetings now have 15 to 25 people every month attending. They went from a 3:30 to 5:00 meeting to say we really want to meet from 3:00 to 5:00, at their request, to expand the time—**Commissioner Philbrook** said and it ended up 5:30 at the last meeting. **Mr. Kindle** said it ended up being a two and a half hour meeting and we still struggled to get through our agenda because there's so much discussion about what could we do around work force.

We've had a significant amount of information submitted to this committee, if you will, topics that we would otherwise had never come across. We've had talks about whether we should become an ACT work-ready community. Ultimately, deciding that at the cost and the

fact that we're not on an island into ourselves, most of our businesses didn't even know what that meant. It made no sense for us to go down that path.

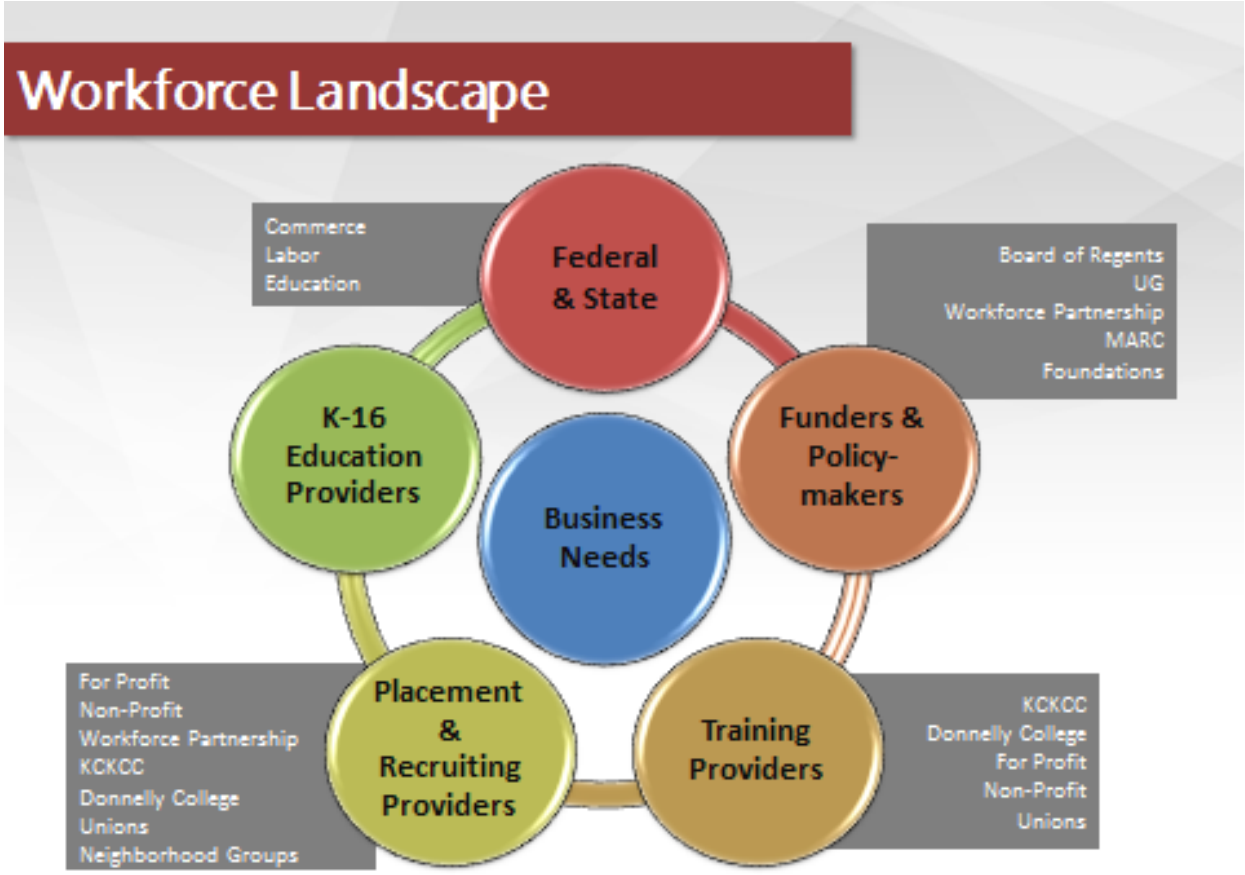
We have talked about diploma plus and the fact that most of our businesses didn't know what that meant. We've included it now in our EDC retention calls to make sure that our businesses understand what the school district is doing. Those companies are now being prepared for—being invited to career ready and career jump starting pieces at the school districts so they can get more engaged. We know that once the business and the school district have a relationship, they are less likely to ever leave our community because now they have a relationship.

We have put together a short video called Made in the DOT that begins to put some pride and showing the pride that we have and the very cool things that we make in this community and begin rolling that out into the school districts and to anyone else who wants to look at it because it is very interesting. There's a lot more to do around that but we were able to couple together about $20,000 to put that video and all the related pieces together initially to make that happen.

We have developed a number of HR roundtables so that we can get those human resources folks around tables on a regular basis and find out what's going on, what their issues are. We've got the schools, the community college, Workforce Partnership, community college all around the table basically trying to make sure that we're addressing their needs. Again, the relationship is probably the decision maker down the line about whether they stay here and grow or they go someplace else. We've even enhanced our participation around manufacturing day with the community college. We've talked to the school districts about pathways. We've got great stem pathways but not every student is going to go into healthcare. Not every student is going to go into IT. Not every student is going to go to a four-year college. We're beginning to have this conversation with the school districts about how do you become a skilled-trade person in our school districts and maybe go into a more skilled environment and that's something that I think we'll see more of by the end of the year.

We talked about workkeys and then this idea of pending college credits for preventative maintenance. Logistics is a wonderful industry. We have a number of warehouse jobs but as you know, we go after things that bolt down because they're less capable of moving and they have a higher wage. The parts that do pay incredibly well are things that fix the trucks, they keep those trailers on the road that retread the tires. We have a lot of those companies here in

this community and the drivers of those trucks make very good wages. We're beginning to look at how do we create programs like preventative maintenance so that our kids can go into those programs through the community college and come back out and go into companies that are right here in Wyandotte County.



This is the Workforce landscape according to an economic developer guy. It may not be that of Scott Anglemyer who works in it day in and day out. For me, this is a very simplistic way of saying it's a complicated landscape as Scott said. For us, we see all the federal, state policymakers, all of these pieces going on up above and that's the world that Scott has to live in and follow that to make sure they're following the grants and doing all the things they're doing. Then we've got funders and policymakers like the Board of Regents who have become much more involved in work force. You've got UG like you all that have gotten involved in work force. You've got the Workforce Partnership themselves. You've got MARC who studies this on a regional wide basis and foundations alone. You've got training providers like the

community college, Donnelly College. You've got for-profits that are doing training. You've got non-profits groups. I'll show you the list of non-profit folks here in a second and the union is involved in this. They have their own set of challenges.

On the placement and recruiting side, you've got for-profit. We thought when we did our retention calls, out of 150 companies, we thought certainly there would be a couple of placement agencies that rose to the top as the trend. It turns out there were more than 30 some different placement agencies placing people in Wyandotte County among our top 150 companies. There were very few trends. We've got non-profit folks working in this and all the other folks you see there and then K-16.

In the middle of this is the business saying we, have all these jobs available and they're supposed to navigate this and try to figure out who it is they're supposed to call today to either help them figure out how to pay for the training, find the employees and do their job to. This is where we begin to see where some of the gaps are and the results of our work. Workforce Partnership does a wonderful job. They're a panacea. There are all these other organizations out here doing work force.

We're not necessarily all talking together, as I had mentioned to Commissioner Philbrook in the past. In years past, you all would have called us together and said by golly, there's a problem out here. I want to know why Wyandotte County is not getting these good jobs. I want you all to do a presentation. We'd all get together. We'd put together this wonderful presentation and tell you that everything is great and the reality is that we are all doing a good job in our individual silos. The challenge has been connecting those silos together and that's what this work force committee, in my mind, has drawn to light. There are a lot of silos out there. The question is, how do we get those silos connected and talking to each other.

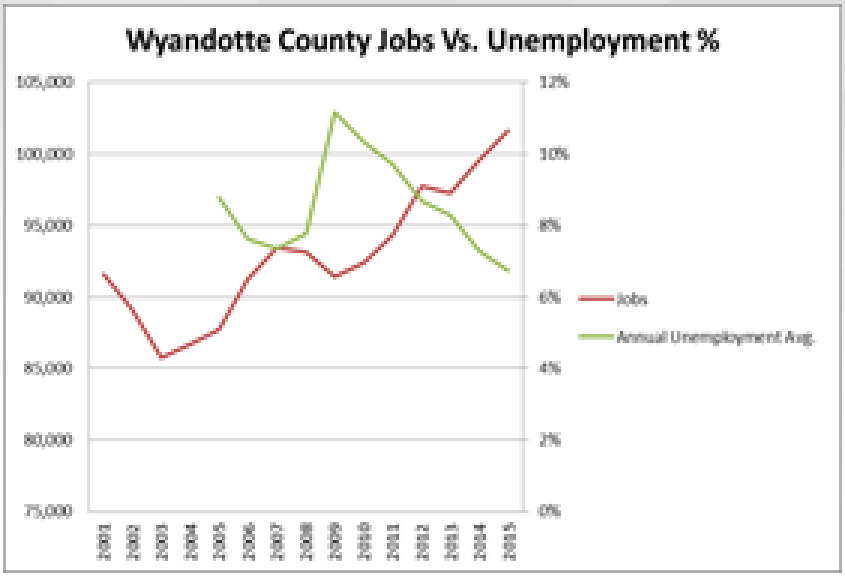
Employment Consortium

- American Indian Council
- Amerigroup
- Assisted Independence Inc.
- Bishop Sullivan Center
- Catholic Charities of KS
- Donnelly College
- Economic Opportunity Foundation
- El Centro
- Episcopal Community Services
- Excelsior Springs Job Corps
- Federal Reserve Bank of KC
- Friends of Yates
- Habitat KC
- Hillcrest Transitional Housing
- Job Corps
- KCK Community College
- KCK Housing Authority
- KCK Public Library
- KCK Public Schools
- KS Commission on Veterans Affairs
- KS Dept. for Children & Families
- KS Dept. of Commerce
- Kansas Focus
- Kansas Parole/Dept. of Corrections
- K-State Research & Extension
- Keeler Women's Center
- KU Educational Opportunity Center
- Made Men
- Next Chapter KC/Shepherd's Center
- Right Start Employment
- Salvation Army Harbor Lights
- The Yellow Brick Foundation
- UG Community Corrections
- UG Community Development
- UG Sheriff's Office*
- UG Transit
- University of Kansas Veterans Upward Bound
- Workforce Partnership
- Wyandotte Econ. Dev. Council

- Kimberley Holm, UG Sheriff's Office, currently chairs group
- Note: List may not include all members.

I mentioned all of the non-profit and the groups that are working and the employment consortium, the non-profit side largely. This may or may not be the full list, but this is what Kimberly, and Kimberly has done a phenomenal job. She works for you all in the Sheriff's Office. They do this group on a monthly basis. For a very small fee, you can participate in it. Many of those folks also sit around the Workforce Committee but not all, but all of them are doing individual things and doing job fairs and training. The question is how do we make sure that our companies understand what these folks are doing and how they interact along with the Workforce Partnership and the business needs that we see.

Workforce Data



Connecting the current and future human supply chain in WYCO to existing well-paying jobs locally – the national problem in need of local solutions

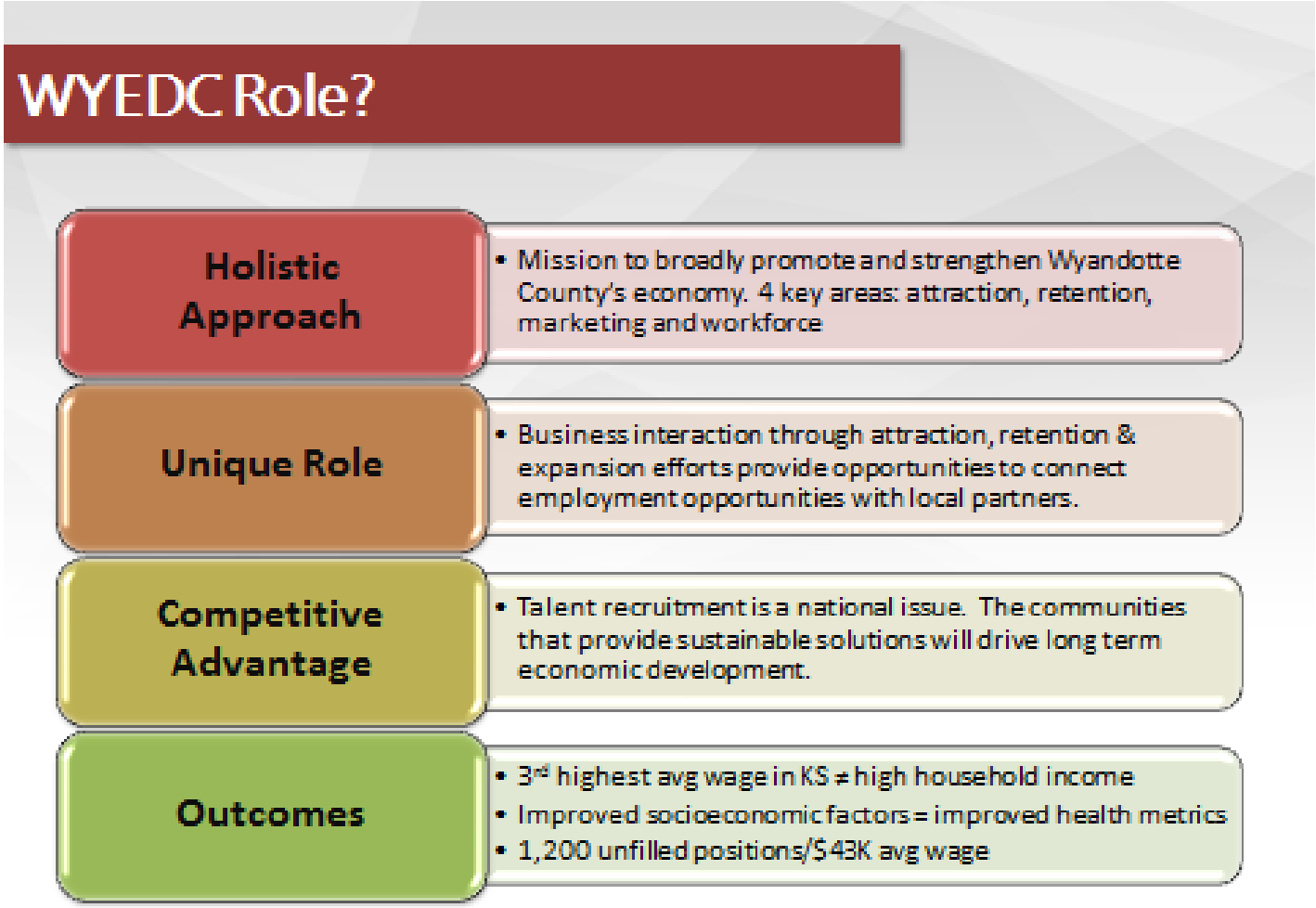
- April WYCO Unemployment: 6% (KC Metro: 5.4% KS: 4.3% US: 6.1%)
- Lowest WYCO Unemployment in the last 10 years: 5.9% Nov & Dec 2014
- WYCO job creation 4% vs region/national rate of 2%
- Surpassed the 100K available jobs threshold in 2015
- WYCO avg wage: $45,552 (3rd highest) up from $43K

I mentioned paying web service on the WYEDC side. I don't mean that to be hateful to our own organization. I'm just saying sometimes it's okay to be self-critical of what you do and you don't do. If you look at the graft, we have recently just past the 100,000 job threshold. We now have more than 100,000 jobs in Wyandotte County for the first time in history. That's a pretty phenomenal thing. We recovered from the recession in terms of job creation very, very rapidly; in fact, we barely missed ever really going down all that much. If you look at the unemployment rate, it has come down very rapidly even though we're still, I think, today at about at 6.1%. Our lowest in the last ten years is 5.9%. We're on the cusp of meeting some great metrics in terms of going down. We have the third highest wages in the state of over $45,000 and that's up from $43,000 just about 18 months ago. You look at all of those pieces and you think gosh, Wyandotte County job creation is at 4% versus the metro or the country at

2%. You read the articles in the *Star* and they talk about how bad the KC region is lagging in job creation. That's not true in Wyandotte County. We're double the national average. You probably see that in my reports on a regular basis about how we are double. The national and regional statistics on job creation. The problem is while all these things are great, we all know that our household income is at $39,000 and that's up from $38,000. We're half that of Johnson County and yet we're creating wonderful jobs with over 1,200 jobs, and I'll show you in a second, over 1,200 jobs open today among our top largest companies paying an average of $43,000 a job. That's a problem. I'm not going to give you the silver bullet tonight but I'm suggesting if we were just looking at our normal metrics, the EDC would be telling you, we're good. We're doing everything we need to be doing. If we're going to go beyond that and change culture and change community we're going to have to do something slightly different.

From our retention data, I mentioned to you that 60% of our companies are hiring. $42,000 average salary. 1,200 open positions. That's up from 1,100 just 6 months ago. Our companies tell us they don't expect this problem to go away. Even if they fill a job, they expect that another one will come open and so they don't anticipate this being a problem. If you remember the very first slide about 3.5M jobs being open nationally and growing. This is how it looks locally. At this rate, if you look at the average age of many of our employee basis, they're in their 60s. If

we're not figuring out how to fix this soon, we're going to have even a larger problem which means I can't place new companies in this communicating unless I can find the jobs. Here are some of the top positions. Most of these we can fill at the Technical Education Center.



The question becomes from us, is there a role for the EDC. I can't answer that yet because our board has not decided this. We're going to have a conversation in July about this. What I would tell you after we spent all this time talking is that we do see across a wide spectrum, across the tracks or retention, across the spectrum, across our business community. We see kind of broadly across that area. We are in a unique role in that because we interact with the businesses on a regular basis, they're fearful sometimes of having 40 different agencies calling on them. We, ourselves, have sometimes difficulty reminding them we're not the government, that we are a non-profit organization, but we do see how we can connect those.

Similar to how we do incentives, we believe that there may be a new way for us to connect people resources with these companies in a similar way using the non-profit organizations and Workforce Partnership in the community college with someone potentially on board who specifically is to pull those things together here in Wyandotte between the companies we just called on and the resources that are available through essentially, not dissimilar to how we respond on projects that you see names, Project Key or others and say look, we've got the need for ten welders for Project Key. Who has them? How many are at the community college? How many are in the Workforce Partnership database? How many of them are coming through Bishop Sullivan or Bethel Neighborhood Group or whichever agency? We need to know this by the end of the week so that we can respond on this project.

We think that begins to give us a competitive advantage because it would be unique across this country for a company to come into a community, sit in a conference room with Workforce Partnership, and us and the state and you all and be able to say, well look, we know exactly where we're going to find these 100 people. Here are the agencies that can provide them. This is the success rate we have with them and here's how this is all going to work. We know the incentives through the Workforce Partnership and how we'll pay for that or through the state. That would be a unique approach.

Then lastly, is the piece about outcomes. As you know, we have a lot of metrics that we measure. I don't know that we have an answer for all the metrics. The low hanging fruit is that we have 1,200 jobs available today. Is there a metric that says we want to lower that metric, that number down? We want x number of these jobs to hopefully be pitched to Wyandotte countains. Are there private partnerships that we believe exist as well that could begin to work more diligently about getting Wyandotte Countains intake assessed and then placed back into companies in addition to what Workforce Partnership does? That's kind of the question mark I think we have. There's also the question how do we pay for that.

We've piloted this before through retention. I think that's a logical way to go forward is to pilot this project and see if that's something we can do well. If it doesn't work, then we don't continue it. If it does work, then we make it more of an official program of the EDC.

We did pitch this out to the Workforce Committee last week. Commissioner Philbrook was there and some others and asked them if anybody else wanted to take this role, if anybody else had a better idea. It's time to move forward versus just working as a number of volunteers

around the table to say let's maybe more institutionalize this and figure out if there's a way to make this move forward.

Commissioner Bynum asked so that's all you've got. **Mr. Kindle** said I have a lot of data. **Commissioner Bynum** said that's amazing on all of your parts and fascinating. I'm so grateful to have the presentation. It's really made the wheels turn in my brain which is a good thing. I'd be really interested in—I believe, and I can be corrected if I'm wrong, that the Unfied Government has a partnership with you to basically do a lot of eco devo. I love the direction you're going. This is clearly a major component of economic development.

What more can we do to assist would be my question in a broad brushstroke sort of way? All of you but primarily, the Wyandotte EDC work with the partners at the table. **Mr. Kindle** said what I will tell you is that number one, I appreciate the role that you all have already taken. Commissioner Philbrook is to be commended number one for attending almost every single meeting. That alone gives us at least a good connection back to you all and what role we are doing as opposed to not knowing what's happening. We've had great UG staff participation with Marlon and the Mayor's Office as well. When you've got everybody's focus and energy, that makes it a whole lot easier.

We came at this, all of us, from we're not pointing the finger anymore. This isn't about making anybody look good; make anybody look bad. This is about the fact that good things are happening in Wyandotte County, great things are happening but not everybody is enjoying it. We have got to figure out different ways to engage the folks who are coming into this community. I believe that I think in Commissioner McKiernan's district, he's noted that 42% of his population doesn't have a GED. I can't help those folks. I can't get them into that $43,000 job until they have a GED but I believe that there are many of our social service agencies who do a great job of that. If I could begin to connect those social service agencies and to getting the GED and maybe we connect them to Workforce Partnership on how to pay for that and then work with some of the companies that we have to say if we can get them trained, would you commit to hiring them. I believe the answer is yes. I believe they will.

We have a trucking company today that is turning down over 400 loads a day because they don't have enough drivers. That's a huge amount, that's 200 drivers that they need right now. Those folks pay anywhere from $40,000 to $70,000 a year. I just need people but I don't know everybody at the very bottom of the pool I don't think they know that these jobs even exist. We've got to engage those social service agencies better to do what they do well. I don't want to do any training. I don't want to rercreate the wheel. I don't want to. I don't want to get in the way of Workforce Partnership, but I do believe that we have some great programs. We're just not connecting as well as we could.

I think there are some foundations out there who are willing to help pay for a position. You all might be. Frankly, I don't want to come back to the till all the time and ask for the same folks to pay for everything. I'm trying to figure out if there is a for-profit model here where the businesses might help pay for part of this position if we can help them do it. That may be the long-term strategy versus the short-term. I'd love to see the community college maybe even Workforce Partnership be able to assist us with this because I think there are some things we can do others can't. Right now it's all on the drawing board. We really appreciate it.

Commissioner Philbrook said I have a vision. We've been working on this for so long. I'm so excited that they're here today. It's not about me. This is about our community and there's no way that I can tell everybody that has been part of this that put all this energy into this how important it's been. I'm tired of seeing our community talked down about. I'm tired of people

saying that we're lazy and that we don't work and that we don't work hard. I know that Commissioner Kane is tired of hearing stuff like that too.

Because we have a lot of—it is, it's a social issue and what we have to do is dig down clear into the weeds and we have to work in those weeds and bring our children up and help our community understand that it's all about them and that we want them to have excellent jobs. We want them to be making money so their children don't have to worry about whether they're having food or if they get to go to school or if they get to have a bike or any of that sort of stuff. I want people to talk about our community like we're a rising star. We have no excuses now because we are rising in an economic way that is just phenomenal in the United States with our development.

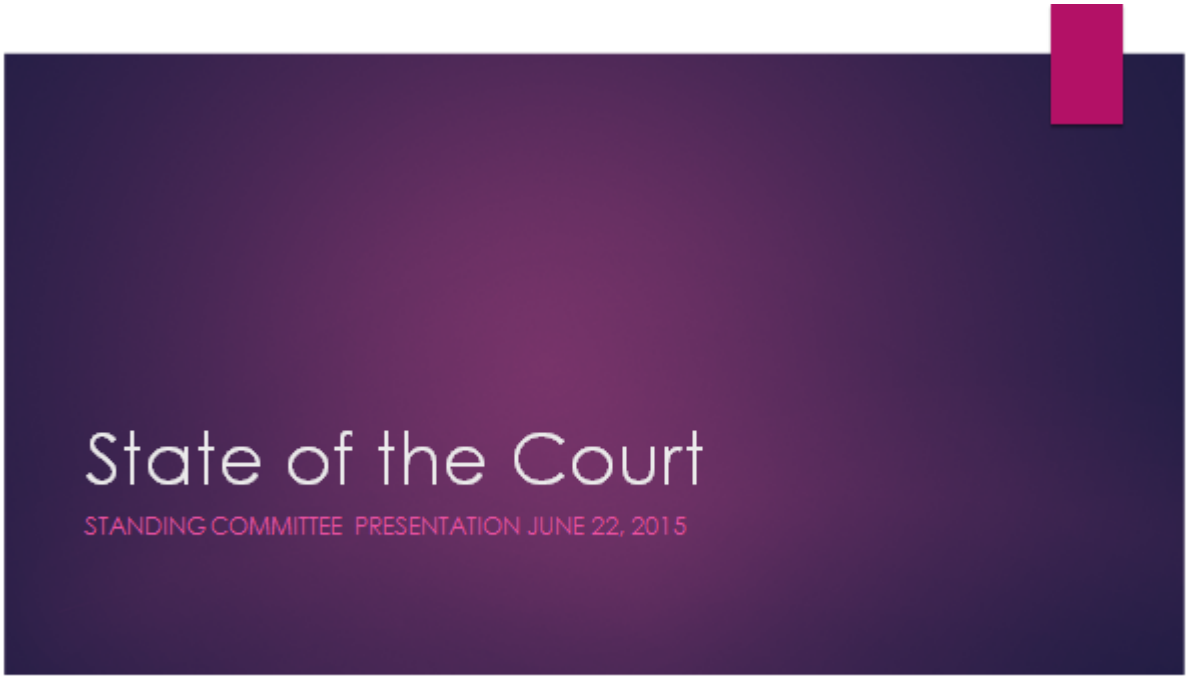
I would ask that we hitch on to that star and actually help our community create a work force on a long-term basis as well as a short-term basis. What I see happening is we have to have someone, however we decide to pay for it or hire them, to be a point person to start putting this together. If you want to call them a strategist. If you want to call them a person who works on a project coordinator, whatever you want to call them, call them anything you want to, just call them and let them do something. I don't see us as the Commission paying for the full load. What I see us doing is helping it out in the beginning and being a small partner when we get it established and moving and I think within full force within the next five years. That's what I see.

Commissioner Johnson said I just want to know the presentations that have been provided or can they be emailed. They both were excellent. **Mr. Goff** said, Commissioner, we'll make sure you get a copy and distribute those.

Action: No action taken. Information only.

Item No. 3 – 150158…REPORT: STATE OF MUNICIPAL COURT

Synopsis: The State of Municipal Court Report prepared by Chief Judge Ryan, submitted by Gordon Criswell, Assistant County Administrator. For information only.



Gordon Criswell, Assistant County Administrator, said Chief Judge Moe Ryan is coming with I believe, his annual report about the state of Municipal Court. Chief Judge Ryan has had some challenges, has some opportunities that have come up and as he so amply does every year, he comes and gives the governing body the state of the court and that would be his presentation tonight.

Moe Ryan, Chief Municipal Court Judge, said a couple of you I have not had the opportunity to meet yet. I hope to do so in the future. My name is Maurice Ryan. Everybody calls me Moe. I've been on the bench since 1999 and the Administrative Judge since abou t2007. The city ordinance mandates that each year I give a state of the court. Usually it's just a two or three page here are the numbers type of deal. The city of Ferguson happened this year as did the city of Baltimore and the Department of Justice Report and it caused us to take a look at everything that we do in Municipal Court. I'll go over some of the numbers and some of the issues. If any of you have any questions, please feel free to let me know. Also Judge Brajkovic is here so that if she would like to answer any questions that are within her expertise, especially as it deals with codes, please feel free.

Basic Court Statistics

- State of the Court
-
- Basic Court Statistics*
- Year New tickets Revenue Dispositions
- Traffic (DUI)/Misd. [DV]{Code} Traffic (Codes)/Misd
-
- 2010 **28,013**(879)/18,216[826]{1,164} **$4.48 Mil.** (37,242)518,630 28,786
- 2011 **26,662**(966)/13,555[817]{1,219} **$4.01 Mil.** (34,732)496,173 26,903
- 2012 **26,645**(806)/12,923[903]{1,072} **$3.94 Mil.** (35,511)464,950 27,328
- 2013 **30,543**(697)/15,754[907]{1,015} **$3.56 Mil.** (32,948)423,651 23,818
- 2014 **26,810**(704)/12,130[959]{1,075} **$3.92 Mil.** (75,861*) 415,554 _____
- Bond forfeiture **2010-** $749,719 **2011-** $680,128 **2012-**$609,618 **2013-** $499,097 **2014-** $515,232

These are our basic court statistics. The number of traffic tickets remain relatively consistent between 26,000 and 30,000 each year. We have between 700 and 966 DUIs per year. About 13,000 to 15,000, and one year we had 18,000, misdemeanors per year. DD means domestic violence and codes are obviously code enforcement.

The revenue, we get about $4.4M a year. In 2010, down to $3.65M a year. That was in the depths of the depression.

Codes, it's about $32,000 to $35,000 per year. The $75,000 figure is an aberration. We went to a new court management software and so that inflated the number. It's still around $32,000, $35,000 we think.

Reduction of tickets issued

Cases filed 1/1/14- 4/30/14		Cases filed 1/1/15 – 4/30/15	% diff
Animal-	1,014	738	-30%
Parking-	4,343	3947	-10%
Housing-	306	532	+57%
Misdemeanor-	1958	1,595	-20%
Dom. Violence-	314	299	-5%
Traffic-	17,081	10,500	-39%

We wanted to get an idea. We started seeing a notice in the decrease in the number of tickets issued by the Police Department this year. We compared the first four months of 2014 to 2015. You can see the number of Animal Control tickets is down about 30%, Parking down about 10%, Code Enforcement is up 57%, Misdemeanor is down 20%, Domestic Violence down 5% and the biggie, Traffic is down about 39%. I wanted to bring that to your attention because I know that the Commission depends somewhat on the revenue from Municipal Court. I want the Commission to know that they should expect a decrease from what we provided in the past based upon the number of tickets going down.

Revenue comparisons Jan. - May

2010	2011	2012	2013	2014	2015	
$2.70	$2.47	$2.3	$2.2	$2.21	$2.45	Million $

Again, revenue comparisons have been anywhere from $2.2M to $2.7M. Right now we're at $2.5M. There is a lag. We're collecting on tickets that were issued in 2014 some in 2013. Although our revenues are doing pretty well, we expect them to go down in the near future.

Bail bonds

The legislature considered HB 2138. This would have required all municipal courts to allow commercial bondsmen and that "the amount shall be the same regardless of the method of securing the [defendant's] appearance."

In other words, if you set the bond @ $100 it would be the same for both cash and surety.

We would recommend that the UG do an RFP. Commercial bondsmen would be limited to writing bonds on defendants who have unresolved charges only. Once a defendant owes us money (writ) we would demand a cash bond that could be used to pay fines.

One of the big issues that we had in this legislative session is that the legislature proposed House Bill 2138. To give you an idea of what usually happens in our court is that if a person misses their court date, they can post a $100 cash bond. All of their warrants are set aside whether they have one ticket or a dozen tickets. They get a new court date and that court date usually falls two to three weeks later. We don't use commercial bail bondsmen in our court and have not had them since about 2009. The reason is pretty simple. Bail bondsmen, number one, they take money but they don't give any back. Number two, they're a pain to deal with because when their clients fail to appear, we have to notify them and have a separate docket for them to notify them their clients did not show then we have to give them an opportunity to try and produce their clients; and then only after giving them an opportunity to produce their clients, we order the bonds forfeited and then they fight us in court and then we have to go to court to sue them to get the bond money. We've not allowed commercial bondsmen in our court for a couple of years.

Basic Court Statistics

- State of the Court
-
- Basic Court Statistics*

Year	New tickets	Revenue	Dispositions
	Traffic (DUI)/Misd. [DV]{Code}	Traffic (Codes)/Misd	
2010	**28,013**(879)/18,216[826]{1,164}	**$4.48 Mil.** (37,242)	518,630 28,786
2011	**26,662**(966)/13,555[817]{1,219}	**$4.01 Mil.** (34,732)	496,173 26,903
2012	**26,645**(806)/12,923[903]{1,072}	**$3.94 Mil.** (35,511)	464,950 27,328
2013	**30,543**(697)/15,754[907]{1,015}	**$3.56 Mil.** (32,948)	423,651 23,818
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- Bond forfeiture **2010-** $749,719 **2011-** $680,128 **2012-**$609,618 **2013-** $499,097 **2014-** $515,232

As you can down at the bottom the bond forfeitures in 2010, we forfeited $750,000 and last year about $515,000. That's money that goes to the UG and to victims and it goes a large part to our fines. The bondsmen see that and they think they're entitled to a cut of that. They want the legislature to enact a law that would require us to set the same amount for bonds for both cash

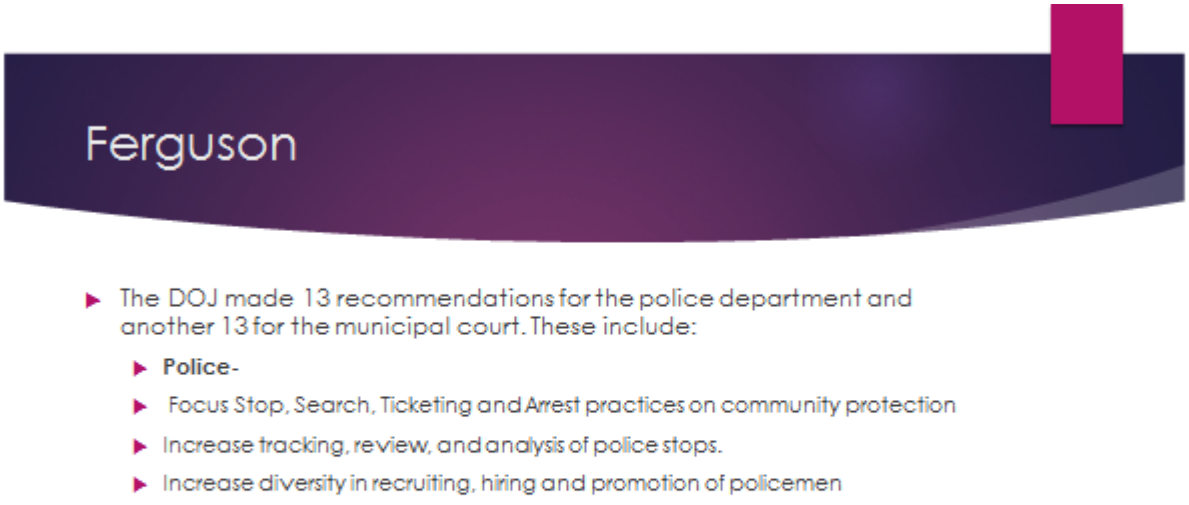
and surety. Typically, the cash bond has been 10% of the surety amount but the way this particular bill was written, it would require the same amount for both. So in other words, we couldn't set a $1,000 surety and $100 cash. It had to be $100 cash or $100 cash so that virtually everybody would go to a bondsman because they charge a percentage of the bond and it would really line their pockets and decrease ours. We, and the League, being the municipality, fought this. The legislature is very pro-business as you can image. They say it's going to be an item in the interim study and again, we're going to fight it. However, we were asked to come up with a recommendation if we would allow commercial bondsmen and if allowed, we would ask that a RFP be issued, a commercial bondsman would be limited to writing bonds on defendants who have unresolved charges only. Once a defendant owes us money which we define as a writ, we would demand a cash bond so that it could be used to pay fines. This doesn't require any action on your part right now. I just wanted to let you know about it.

Ferguson

- The DOJ study identified multiple civilrights violations by the police and the courts. Among these were:
  - Police targeted blacks in excess of demographic representation
  - City encouraged the issuance of tickets as a revenue source
  - The court failed to take into consideration a defendant's ability to pay in sentencing decisions
  - The penalties for missing court were too harsh
  - The City's bond practices were too harsh and inconsistent

The Department of Justice study on Ferguson identified multiple civil rights violations by the police and the courts in Ferguson, Missouri. The police targeted blacks in excess of their demographic representation. The city encouraged the issuance of tickets as a revenue source. The court failed to take into consideration a defendant's ability to pay in sentencing decisions.

The penalties for missing court were too harsh and the city's bond practices were too harsh and inconsistent.



The Department of Justice for the city of Ferguson made 13 recommendations for the Police Department and another 13 for Municipal Court. These include for the police that they should focus their stops, search, and ticketing and arrest practices on community protection, not on revenue enhancement. They should increase tracking, review and analysis of police stops and increase diversity in recruiting, hiring and promotion of policemen. I will say that I think that a part of the reduced number of tickets that are being issued by our Police Department are because our Police Department has taken this advice to heart by the Department of Justice and they are focusing their efforts more on community protection than just issuing tickets.

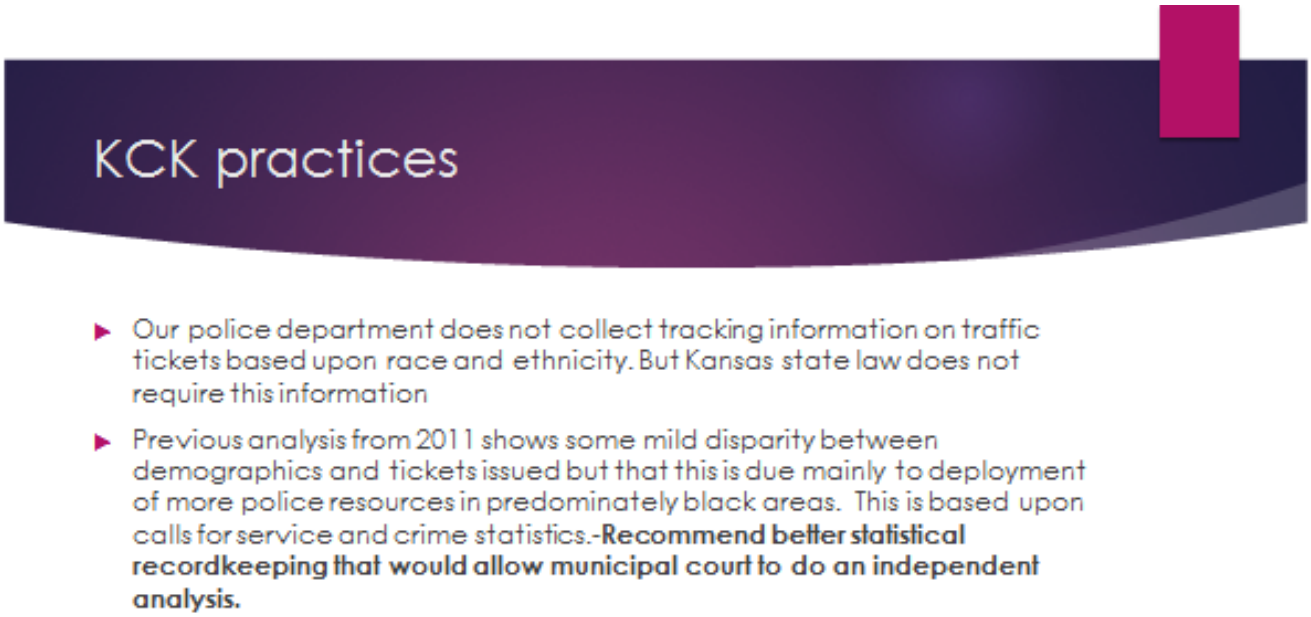
Ferguson (cont)

- Court recommendations
  - Make municipal court processes more transparent
  - Provide complete and accurate information to a person charged
  - Review preset fine amounts and implement system for fine reduction
  - Develop effective ability-to-pay assessment system
  - Modify bond amounts and bond and detention procedures
  - Collaborate with other municipalities and the State of Missouri to implement reforms

The court recommendations were to: make Municipal Court processes more transparent, provide complete and accurate information to a person charged, Review preset fine amounts and implement a system for fine reduction, Develop effective ability to pay assessment system. I want to talk a little bit more about this. The 8th Amendment to the United States Constitution and the 9th Amendment to the Kansas Constitution requires that no excessive fines or bails or punishment shall be imposed. With Ferguson and a lot of ink has been used in the past four or five years about what constitutes excessive fines. One fine may not be excessive but when you pile one on top of each other, you get to a point where these people have no real hope of paying their fines. We have people that have substance and mental issues that owe us $7,000 to $10,000. We're never going to see that money, never in a million years. If we get $200, $300, $400 out of it, we'll be lucky. Judge Brajkovic and I have been looking at ability to pay more closely in the past five or six months.

Finally, the modified bond amounts and bond and detention procedures and collaborate with other municipalities in the state of Missouri to implement reform. This is what they asked of Ferguson. Now, where we come in to it is that our records management system is called REGIS. It is a collaborative of the city and county of St. Louis and their court system is the

same for virtually every court in the city and county of St. Louis of which there are 80 plus cities. I've been asked to cooperate with the Missouri judges and we have talked about what they're doing and what we've done. REGIS is going to have to come up as part this Department of Justice study, come up with new ideas that we then can incorporate into our court.



Our Police Department does not collect tracking information on traffic tickets based upon race and ethnicity but Kansas state law doesn't require it. All Kansas state law requires is that the Police Department set up a method for complaints for race issues or what have you.

In previous analysis from 2011 shows some mild disparity between demographics and tickets issued but that is mainly due to deployment of police resources in predominantly black areas. This is based upon calls for service and crime statistics. What we recommend and what we're hoping to do in our court is to keep better statistical recordkeeping that would allow us to do an independent analysis of what the Police Department issues. We depend a lot on the Police Department putting in the information because they do most of the data entry and we will ask them to differentiate between Hispanic, non-Hispanic whites and blacks and hopefully we can get a little bit better recordkeeping that way.

KCK practices

- The court has not felt pressure from the administration to use municipal court to help fund city government.
- We did undertake a fine review in 2013. The previous standard fines were established in 2008. WE reviewed fines assessed by: Wichita, Overland Park, Olathe, Lawrence, Manhattan, Topeka, Salina, Shawnee, Mission, Lenexa, Kansas City, Missouri, Parkville and Wyandotte County Dist. Ct.
- Pursuant to instructions form Administrator Hays, we set most fines and court costs at or below most surveyed jurisdictions
- We have recently surveyed Bonner springs, Edwardsville, Lawrence, Lenexa, Merriam, Shawnee, Olathe and Overland Park for their fine schedule on DUI (we are at or below what other cities charge) and Driving while suspended (we are above what other cities charges)

I will say so far as our practices, I've never felt any pressure from the administration or the Commission to use Municipal Court to help fund city government.

Ferguson, 23% of their city budget was municipal court revenues; KCK is 3%. We just don't look upon our court as a revenue producer.

We did undertake a fine review in 2013. The previous standard fines were established in 2008 so it's about a five-year period. We reviewed fines assessed by various cities in the Kansas City area and throughout the state. You can see those there. Pursuant to instructions from Administrator Hays, we set most of our fines and court costs at or below the surveyed jurisdictions. He told us to keep in mind our demographics and we did.

We recently surveyed some other cities to review their fines scheduled for DUI and we are at or below what other cities charge. Driving while suspended, we are above what other cities charge at this point.

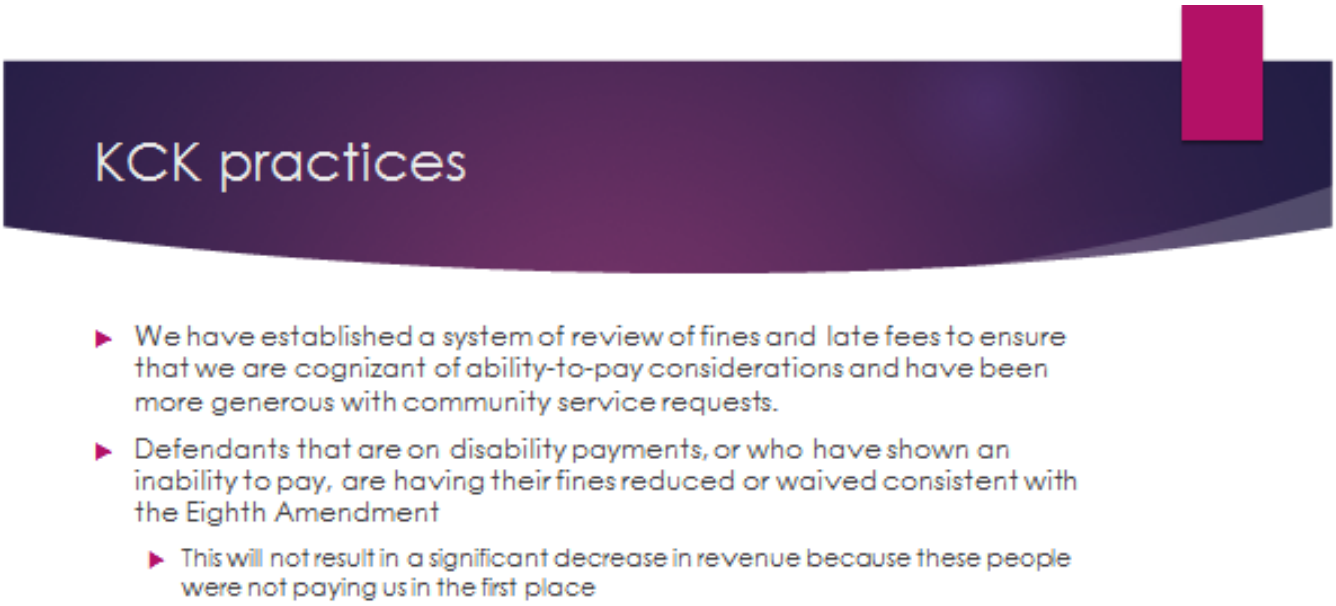
KCK Practices

- We are recommending an increase in fines for DUI and a decrease in the fines for DWS to be more in line with other cities surveyed.
  - Most cities charge between $50- $100 more for DUI
  - Most cities charge $150-200 less for DWS and do not require jail or house arrest for first convictions.
  - This could result in somewhat lower revenue on DWS but this result would be offset by the reduction of house arrest fees that could go toward fines instead of house arrest. Furthermore the collection rate on these violations is lower compared with other traffic fines. This could also free up House Arrest resources to offer more pre-trial release of other defendants

We recommend an increase in fines for DUI and a decrease in the fines for driving while suspended to be more in line with other cities surveyed. Most cities charge between $50 - $100 more for DUI. Two years ago, the state mandated that $250 from each DUI go to the state for community corrections. That's $250 less per ticket. On 700 tickets, that's about $40,000 a year that we're sending to the state for community corrections. A lot of the cities have bumped their fines to make up for that decrease.

Most cities charge $150 to $250 less for driving while suspended and do not require jail or house arrest for first conviction. In our court, a first time driving while suspended is five days jail or 10 days house arrest. We prefer they do house arrest and a $300 fine. Most cites charge $100 to $200 and they parole the jail time on a first offense. This policy of our fine schedule was put in place a long time ago by a former City Attorney and he had very good reasons for doing so because there are a lot of bad press about people that had driving while suspended go out and get into wrecks and then the press comes by and they say, why are you so soft on driving while suspended. That's the attorney; made the decision that this was going to be the policy implemented by the Prosecutor's Office. If the prosecutor is making these offers, we, as a court, decided to go along. We're recommending reducing the fines and eliminating the jail time or house arrest for a first time. We realize this is going to result in a slight decrease in income

because we're charging less but I'll be honest with you, when you only collect about 35% to 40% of these tickets in the first place because people that have driving on suspended tickets are bad drivers. They don't have a lot of money. If we eliminate them having to pay for house arrest, we'll make up some of that cost and maybe get increase of percentage of fines paid. We are going to make that recommendation to the city Legal Department that they adopt that as a new policy and we would like to do so as well.



We have established a system of review of fines and late fees to ensure that we are cognizant of the ability to pay and have been more generous with community service requests. Defendants that are on disability payments or have shown consistent inability to pay or having their fines reduced or waived is consistent with the Eight Amendment. Again, this is not going to result in a revenue reduction because most of these people weren't paying us in the first place.

KCK practices

- Online docketing –we have an online docket available @ wycokck.org
- On-line payments –As of June 1st we have online payments available if a defendant is paying off a ticket(s) in full.
  - We do not allow partial payment on-line, however, we will review KCMO"s and Fairway's experiences and may modify in the future (they have same vendor)
  - We have allowed partial payments for several years. Policy is that if all charges are resolved, and defendant is not on probation, they can pay $50 and get a 4 week continuance without court appearance. We have recently added the option of a $20-$49 payment to get a 2 week continuance

We have online docketing now. When we went to our new software system, we had a gap of about ten months where we could not have online docketing. Anybody can access that through the wycokck.org website. As of June 1st we have online payments. We had 11 people do that today. We're getting 10 to 11 people a day that access online payments. At this time we don't allow partial payments; its full payment only. However, Kansas City, Missouri, and most of the St. Louis courts are going to go to partial pay. Fairway is another city in Kansas that has the same system. We're going to monitor how they do with their partial pay because they have the same vendor. After we check it out, we'll probably go to partial pay on online payments as well.

We have allowed partial payments for years. The policy is that if all the charges are resolved and the defendant is not on probation, they can pay $50 and get a four-week continuance without a court appearance. Most of the cities in St. Louis charged a minimum of $100. We've been at $50 for a long time. We've recently added an option of a $20 to $49 payment to get a two week continuance. Again, making it easier for people to make payments. I will tell you that when we adopted this back in 2007, we increased our revenues by $500,000 a year without an increase in the number of tickets and greatly reduced the number of people that are crowded into the courtroom. We think this is a win/win.

KCK Practices

- Docket changes- We changed our Tuesday and Wednesday dockets by switching Domestic violence to Wednesday morning, freeing up probation officers. Code docket is also on Wednesday morning but rarely needs probation officers. Tuesday general docket is now split between both courts making the docket go quicker.
- Jail management- All inmates who have both City and County charges are now placed on a Tuesday video docket. This allows easier farm out planning, reduces the movement of inmates in jail, and reduces stress on inmates who may need to see multiple judges. We also review upcoming Tuesday and Wednesday dockets to see if there are inmates that do not need to be seen because they are facing hearings weeks or months down the road. We usually try to continue these until after their scheduled court hearings in district court. We also coordinate with the jail to get defendants seen on KCK matters while incarcerated in the jail.

We've changed some of our docket practices. We used to have domestic violence on Tuesday afternoon and Judge Brajkovic had all traffic and misdemeanor. What we found out that it was overcrowding her docket and it was overcrowding our probation officers because they were having to report both to my domestic violence docket and to her traffic docket to deal with shoplifters and driving while suspended. I moved my domestic violence docket to Wednesday so that while I'm doing domestic violence, Judge Brajkovic is doing codes. She doesn't need a probation officer for code violations, but I do for my domestic docket and now she and I split the Tuesday afternoon docket and it goes much faster.

We've done a ton of work on jail management. When the new Sheriff came in, and I can't say enough about Sheriff Ash and Jeff Fewell and the others, we restarted the Jail Population Committee. 80% of the people booked into the Wyandotte County jail have city charges. They also have other charges. About 10,000 prisoners a year are city charges. We see on video arraignment, 100 to 125 prisoners per week. We've standardized it so that when a defendant is wanted on both city and county charges, we all put them on Tuesdays. When we see them on Tuesday, we say well, have you had your preliminary hearing yet? I don't know.

When's your next court date? I don't know. What's your bond? I don't know. They don't have a lot of information. What we do is on Friday, Judge Brajkovic or I go through the Tuesday and Wednesday callback dockets and we then ask the county when are these people set next. We get the information back and then if we don't need to see them because they're not set for a county docket for a month or two down the line, we just continue the cases. It reduces the number of people that are from farmout that come back. It reduces the number of times they have to be seen by us, and they're always really happy to see us at 8:00 in the morning in the first place when they know they're going to be sitting in jail for seven or eight months.

By the way, in the jail, presumptive probationers that are in jail sit there for an average of seven months. Presumptive imprisonment is nine months. I can't do anything to get those people out that are presumptive probation. That's up to the county judges and what have you. One of the things we're hoping that by reducing the house arrest for our driving while suspended, it will free up those resources to get more people out of jail that are subject to presumptive probation on county charges. That's just our hope.

KCK practices

- Bond forfeitures- For many defendants, when they forfeit a bond it does not apply to their fines (if any) without specific authorization from a judge.
- We currently forfeit about $500,000 in bonds each year.
- **Recommendation- Establish a policy that if a bond is forfeited, the proceeds would go to pay any restitution 1st, fines 2nd and if charges have not been resolved the bond would go into general fund and not apply to any future fines.** This may result in a slight decrease in revenue.
- **We do need to improve docketing information when a person posts a bond.-** Often when a bond is posted, the defendant receives a sheet of paper giving them their next court date. However, many times the docket is not updated so that when a defendant comes to court and do not see their names on the docket, they leave without coming into court or checking with the clerk's office thus resulting in a bond forfeiture.

Bond forfeitures. For many defendants when they forfeit a bond, it does not apply to their fines, if any, without specific authorization from a judge. However, we are very free with our

authorizations. If a person has a $500 bond, we apply it to fines. Like I said we currently forfeit about $500,000 a year. What we're going to recommend is a policy that if a bond is forfeited, the proceeds would first go to pay restitution, if any. If the person has been a victim of a crime, you want to get them paid first. Second, would be to pay off any fines. Third, if the charges had not been resolved, the bond would go into the General Fund and not applied to any future fines.

We have a lot of defendants who post bond as a means of avoiding court. They know they're going to get hammered on a driving on suspended or what have you. They're just buying time hoping they'll get a job and have more money when the piper comes calling. They expect to forfeit a lot of these bonds and they do.

We do need to improve our docketing information when a person posts a bond. They can post it in the jail or post it at our Clerk's Office. The defendant receives a sheet of paper giving them the next court date. They lose them 90% of the time. Then they come to court and if the jail hasn't updated it they don't see their name on the sheet, they don't bother checking with the clerk, they don't bother coming into court, they just go home and then their bond gets forfeited. We're hoping to get the jail to improve that a little bit and our staff to improve that a little bit as well.

State compliance issues

- Kansas Adult Disposition Reports- KBI requires Criminal Justice agencies to report any of 14 events that occur in a criminal case. We receive 200 KADR forms from the jail each week. If booked on a new charge, the defendant is given a new unique ##. If a defendant is booked on a failure to appear charge, we have to identify the ## on the original charge(s). When the case is resolved, we send the disposition report to the KBI. Problems occur when there is a significant lag between original arrest and disposition, which can exceed several years.
- **Recommendation-we have contracted with our vendor to build an interface with the KBI to submit these reports electronically. However, until we are able to build an interface with Bluhorse (Jail CAD/RMS) we are faced with receiving paper from the jail and subsequently submitting the form electronically. We have asked our vendor to build an interface with Bluhorse at the same time but do not have the money to do both interfaces. We currently expend about 66 workhours a week completing KADR forms. If seamless, would save about 20 hours per week**

Here are some of the state compliance issues that we have. Kansas Adult Disposition Reports. Whenever a person is convicted on a misdemeanor, we're required to file a disposition report.

We receive 200 of these each week from the jail. We put them in a file folder, in a file cabinet, in alphabetical order. When those charges are resolved, we have to find that form, pull it out, enter the disposition and send it up to Topeka. We get a lot of people. It could be two or three years from their original arrest until their disposition. It's a pain to relocate those forms. Also, if they get a failure to appear ticket and are booked into the jail, we have to find the original booking sheet, the original number and then put that number on it.

We've contracted with our vendor to build an interface with the KBI to submit these reports electronically. However, until we're able to build an interface with Bluhorse, which is the jail RMS, we are faced with receiving paper from the jail and subsequently submitting the form electronically. We've asked our vendor to put them both on the fast track, but we don't have the money to do both interfaces. We have money this year for KBI, next year for Bluhorse. We expend about 66 work hours a week completing Kansas Adult Disposition Reports. If seamless, it would save us 20 hours a week or more.

State compliance issues

- KSA 21-250 requires that the courts shall ensure all A & B misdemeanors be fingerprinted, palm printed and sent to the KBI before final disposition.
- We currently do not comply because of: cost (each year fingerprint machines request is removed from budget); manpower (no staff in clerk's office to do this and security has balked when requested) and logistics (we do not have a location where we can fingerprint 100+ people per day without overcrowding the 2nd floor)
- **Recommendation- Obtain an opinion about which defendants we are mandated to fingerprint. Obtain equipment and materials and require security guards to assist in the enforcement of this mandate. May also require modification of current office use**

KSA 21-250 requires that the court shall ensure all A & B misdemeanors be fingerprinted, palm printed and sent to the KBI before final disposition. We don't do this. We don't have the money for the machines. We've asked for them in past budgets. They've been cut out of the budget. We don't have the manpower. We're understaffed in the Clerk's Office. The security guards

say they don't want to do fingerprinting because they don't have the manpower either and we don't have a location where we can fingerpint 100 people a day without overcrowding the hallways.

We'd like to get an opinion from the Legal Department about which defendant—now I will say this, we're not completely ignoring our duty because 70% to 80% of the people that are convicted on misdemeanors are booked into the jail. They are fingerprinted anyway. All DUIs, all domestic violence, those resisting arrest, all fleeing and eluding, all driving on suspended, they get fingerprinted. It's the trespassing, no proof of insurance that requires fingerprinting. It's a whole bunch of miggling ones that we can't do. We're asking in our budget to get the equipment and the materials. This may require some effort by the 9th Floor to tell the security guards, you're going to do the fingerprinting. I don't have the authority to order them to do anything. I just ask them to do it and they balked.

Also, on the 2nd Floor we have an agency that's using one of our offices on the 2nd Floor that we don't use anymore. They're just used across the street and why they have an officer on our 2nd Floor, I don't know, but we could hopefully use that office to process these fingerprints.

Interfaces

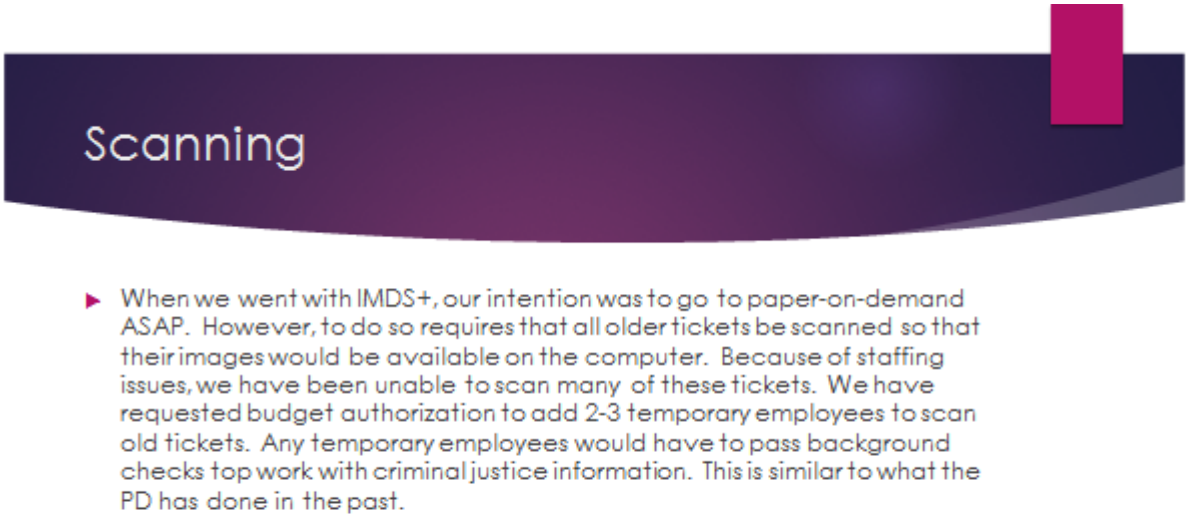
- We have 3 planned interfaces: KBI- for KADR reports; Bluhorse-Jail RMS- and Mauwi-Neighborhood resources RMS
- Previously outlined KBI interface
- Bluhorse- need interface for 2 reasons. KBI - KADR reports previously discussed. Also need interface to eliminate double entry of in-custody defendants. Our current procedure is that when a defendant is seen while in custody, our clerks have to update Bluhorse and then have to reenter the information in our system (IMDS+)
- Mauwi- Same issue as Bluhorse. We get information from Mauwi on Code cases. We then have to enter the cases in IMDS+. When cases are disposed of information has to be transmitted back to Mauwi so that they can update their records.
- **Recommendation- budget for interfaces and develop ASAP. Combines interfaces could save between 60-80 hours per week.**

We have three planned interfaces: the KBI for Kansas Adult Disposition, Bluhorse and also Mauwi, which is the Neighborhood Resources/Code Enforcement. I've outlined the KBI interface.

We need an interface with Bluhorse for two reasons. Number one, the KBI interface. Number two, when we see a prisoner and we continue a prisoner, our staff has to enter the continuance into Bluhorse. After I'm done seeing prisoners, they go back to their office and they enter the same continuance into our system so we're double entering a lot of the information. Once we get a full interface with Bluehorse, that will be seemless. We put it in once, it automatically populates the other.

Mauwi, the same issue as Bluhorse. We get stuff from Code Enforcement we then have to enter all of the cases from Code Enforcement into our system. When those cases are disposed of, we have to advise the Codes what the disposition is.

We're recommending in our budget, and we've put it in the Capital Maintenance Budget, interfaces and develop everything asap. Combine interfaces could save us 60 – 80 hours per week, man-hours per week.



Finally, when we went with IMDS, which is our records management, our intention was to go paper on demand so that we wouldn't have paper in court unless it's needed. However, to do so, it requires all of our older tickets to be scanned so that their images would be available on the computer. Because of staffing issues, we've been unable to scan many of these tickets. We've got 100,000 to 120,000 tickets that are in warrant right now. Most of those need to be scanned. We get 38,000 to 40,000 tickets a year. Those will all have to be scanned. We have requested budget authorization to add 2-3 temporary employees to scan old tickets. Any temporary employees would have to be authorized with background checks to work with criminal justice information. The Police Department has done this in the past when they've faced staffing issues.

Commissioner Philbrook said that amount of hours per week, we're talking like around $1,000 to $1,500 a week that we're spending doing that. Is that what you're saying? **Judge Ryan** said yes. **Commissioner Philbrook** said okay. I'm just rough guess on what we're talking about here. **Judge Ryan** said our employees generally make about $23,000—a year plus benefits—**Commissioner Philbrook** said I really underguessed that one. **Judge Ryan** said plus

benefits when you include your 25% to 30% for benefits, so $30,000 to $35,000 a year, so $70,000 a year. **Commissioner Philbrook** said okay. Thank you for that explanation.

Commissioner Kane said wow, I didn't know they were paid that little. **Judge Ryan** said yes, $14 to $15 an hour. **Commissioner Kane** said you've got somebody that's going to retire in your office. **Judge Ryan s**aid Peggy Campbell retired. She's the Court Administrator. Current city practice is that in order to allow for the 1% bonus, that we can't fill her position until her compensated absences run out. That will be about December. If I can replace her—and we have another clerk that notified us Friday that she's leaving. We're going to be understaffed by two for a while. If I do get permission to replace Ms. Campbell, and she was there for 35 years, institutional knowledge out of the wazoo, if we replace in-house, then her position remains open for a while unless the Administrator approves an emergency. The Clerk that's leaving, she's going to Code Enforcement. They pay more. You're not getting yelled at everyday by people that have to pay money so she wants to get away from that. I can replace her relatively quickly. It's only a two-month gap with her.

Commissioner Kane said I love it when somebody's stuck around for 35 years like I did at GM. When I left, I was replaced with what you would consider a whipper snapper, somebody that has a whole boatload of computer knowledge and can spread things around and help the other folks that weren't quite as good with computers and stuff like that which is kind of what some of your issue is with this lady here—35 years, she could do it blindfolded basically.

Gordon, we need to take a look at this to see if we have somebody already working for us either in that department or a different department that has some sort of computer expertise that they can share. I also don't think that he should have to wait that long considering he's already 100,000 tickets behind and with two people missing, the hole is going to get bigger. I think we need to look at filling the head position with a computer, I don't want to call them a geek, but a computer geek. The other person that's going, I think we need to get him help as soon as possible instead of waiting for this timeline which is the first time I ever heard it worded like that. If I were you, I'd be upset because you didn't lose one, you lost two and now you can't even fill that one. I think it's something that staff needs to look at and take this opportunity to get someone that could be gifted at that type of stuff.

Commissioner Johnson said, Judge, under this recommendation for the Code Enforcement, you're talking about proceeding with an additional administrative hearing for low-level code enforcement cases. I think I like the concept. I'm just wondering is there going to be an added cost to adding the administrative hearing piece to that? **Judge Ryan** said as I understand the proposal, it was to be in-house, inside the Neighborhood Resource. It wouldn't be in the court system. I can't answer that for you.

Gordon Criswell, Assistant County Administrator, said we submitted, Commissioner, staffing numbers to actually implement this program. This was something that the standing committee asked Codes to do. There's budget language that's coming forth for the proposed 2016 Budget that would allow us to have staffing capability to actually implement the administrative fine hearing process. **Commissioner Johnson** said so it will be reflected in our budget that we're getting ready to get involved with. **Mr. Criswell said** yes, sir.

Commissioner Johnson said also, I think you alluded to the fact that you are looking to improve the system to delineate between the Hispanic and non-Hispanic whites. Do you foresee that being a problem? **Judge Ryan** said let me tell you how the process works. When a traffic ticket is issued, there are two types of traffic tickets. We have a regular paper ticket and an electronic ticket. The paper tickets have to be entered by police data entry people. They type in white, black, Hispanic, whatever the differianation is.

Right now we don't require them and the police usually don't differentiate between Hispanic and non-Hispanic whites. It would take us—and I can't do this—it would take me asking the Police Chief would you please have your people from the policeman to the data entry people put in this information. Chief Ziegler and I have a good relationship. We talk fairly often. When I showed him the numbers on the reduced number of tickets, he understood. I talked about getting better statistics. He said okay, show me who is going to pay for it and how the statistic is going to be used, which are legitimate concerns by him. It's not something that I can ask. It's up to the PD to do, to implement.

Commissioner Johnson said so you're saying there's an additional cost there would certainly be additional costs to do it. **Judge Ryan** said I don't know that it would be additional costs because a lot of times the officers do sometimes differentiate between Hispanic and non-Hispanic whites, but they don't do it consistently. It would take additional training for the Police Department and it would take another step or two by their data entry people.

Commissioner Johnson said my motivation for that is just in light of the fact that this is included in the section with regards to Ferguson. Just from the perspective that we'd be as proactive as possible in terms of disseminating information and trying to figure out where we stack up relative to the region and the country. I think that might be something particularly in light of how diverse of a community we are and the increasing Latino community might be something at some point might be very beneficial to us. **Judge Ryan** said I can tell you that, I'm pretty sure you know the demographics, I think it's 25.6% black, 26.8% Hispanic and the rest are non-Hispanic whites and then we have, we actually have a fairly large Micronesian Laotian. We've got a lot of Southeast Asian people that come in.

Commissioner Johnson said you have 60% tickets were issued to whites. I think that a good portion of that is—Judge Ryan said includes Hispanic and non-Hispanic whites. **Commissioner Johnson** said that's the kind of point that I'm getting to. If we could break down that 60% to know what portion was Anglo versus Latino I think that would be beneficial. At some point, I don't know how it could be done. I'm just saying that in light of the tensions that we have going on in our country and in light of our great diversity that we have in our city and our county, that might be something that would lend some insight. **Judge Ryan** said I agree.

Commissioner Johnson said my last question is just curious, the fact that we've got just a little more than 3% of our city revenue generated by the court. What is the average in the metro? Do you know? I know we've compared it but I didn't see a percentage anywhere. **Judge Ryan** said I have no idea. I can tell you that Missouri passed a law that requires that no more than 20% for any city can be generated by court revenues. I can give you statistics on what happens in St. Louis but Kansas City, Missouri, and other cities are not really forthcoming about that information. **Commisioner Johnson** said fair enough.

Judge Ryan said I can tell you that efficiency wise, we're—I know that our staff—10 years ago, the *Kansas City Star* did a survey of all metropolitan cities in the metropolitan area. They did public safety, public works, and the courts. At that time we ranked very highly for efficiency. At that time our cost for processing per ticket was somewhere around $23 to $24 per ticket. It's now $32 to $33 per ticket. Conversely, Overland Park, they're $50 to $60 per ticket. Kansas City, Missouri, much more than $30 a ticket. The amount of money that we spend processing tickets and the number of cases that our judges hear is just, it's hard to believe. I'll give you another example.

Wichita has—we had 38,000 tickets last year. Wichita had 58,000 tickets. They've got six judges, we've got two. Overland Park has a similar number of tickets but 30% to 40% of their tickets are paid for before anyone steps into the court. They see people on the average of one and one-half times. We see them an average of five times. The number of tickets are relatively the same, but the amount of people that we see is much greater. They see 30 prisoners a week; we see 100 to 125 a week. The demographics are just significantly different.

Commissioner Johnson said right. I can have a longer conversation, but in the interest of time. **Judge Ryan** said I'll tell you what, for any Commissioner that wants to talk to me, my door is always open. Just let me know. I'd be happy to come up and talk to you when I'm done with my docket each day. Judge Brajkovic and I roll in about 7:20 to 7:30 and we start seeing prisoners at 7:30 and we finish our day at 4:30 or whatever.

Action: No action taken. Information only.

Item No. 4 – 150165…REAPPOINTMENT: REACH FOUNDATION'S COMMUNITY ADVISORY COMMITTEE (CAC)

Synopsis: Communication requesting the reappointment of Addie Hawkins to the REACH Foundation's CAC for a two-year term commencing June 1, 2015, submitted by Joe Connor, Assistant County Administrator.

Chairman Markley said some of you—Kane probably only really actually may remember, we appoint to the REACH Foundation Community Advisory Committee. This standing committee recommends that appointment. It says Joe Connor is going to present but he's not here. I don't know if Gordon or Melissa have any background information or if I should just wing it. **Mr. Criswell** said you should just wing it. **Chairman Markley** said the request is for us to reappoint the current appointee.

Action: **Commissioner Kane made a motion, seconded by Commissioner Johnson, to approve.** Roll call was taken and there were five "Ayes," Philbrook, Kane, Johnson, Bynum, Markley.

Public Agenda:
Item No. 1 – 150163…APPEARANCE: MURREL BLAND

Synopsis: Appearance of Murrel Bland, Executive Director, Business West, Inc., to recommend amendments to the ordinance relating to the distance between liquor stores and other facilities.

Murrel Bland, 8311 Garfield Ave., Kansas City, Kansas, said I am appearing here as Executive Director of Business West. On February 18, the Board of Directors of Business West passed a resolution concerning retail liquor stores. Business West has studied Section 27-593(b)(18) of the ordinances of Kansas City, Kansas. The ordinance states liquor stores with a minimum separation distance of 1,300 ft. between any new liquor store location and any existing or proposed liquor store and any existing or proposed liquor store location, church, school, public park. These distances are to be measured from the nearest property line of each location. The unintended consequence of this ordinance is that it simply removes most all vital locations for liquor stores in the name of equality. Simply stated, this is restraint of trade. Therefore, be it resolved, the Board of Directors respectfully ask that the ordinance be changed so it is consistent with Kansas state law and that the distance be changed from 1,300 ft. to 200 ft.

Furthermore, Business West respectfully asks that the distance be measured from door-to-door rather than property lines. I would defer the rest of my time to Mike Rhodes who is a Business West member and who is seeking this change.

Mike Rhodes, 13400 Donahoo Rd., Kansas City, Kansas, said I am a member of Business West as Murrel said. I appreciate the opportunity to speak here tonight.

78th & State Ave
WYANDOTTE PLAZA

I just want to kind of elaborate on this distance and how it impacts a particular business in our community. This first slide here shows the 78th & State intersection. The outline in yellow is the Wyandotte Plaza Shopping Center. The 1,300 ft. radius circle, which is a 2,600 ft. diameter, is just short of half a mile. If you notice, it clips that track of ground where the Wyandotte Plaza is by 80 ft. or so. That whole shopping center is not excluded. You're not excluding a liquor store, you're excluding tracts of ground with this ordinance. This excludes 16.5 acres that a liquor store cannot be put. If there's a liquor store there, its okay; but if a guy doesn't sell his business and just shuts it down, to reestablish a liquor store there under this ordinance cannot happen.

75th to 84nd along State Ave

This shows State Avenue from 75th St. to 84th St. which there is no way you can even put a liquor store on that corridor.

State Ave & Parallel Parkway
College Parkway to I-435

This slide shows Parallel Parkway from College Parkway out to I-435 and State Avenue out to I-435. You've got a couple of areas where you have a little gap right in there on State, that's the

Speer's property. That was just purchased by the UG. There's 130 acres there but it's overlapped by those circles. If they're planning on some retail along the front and if it's just one single tract, you can't put a liquor store there. This not only hurts liquor store owners or potential liquor store owners, this hurts developers because a developer when they build a strip center, they know that one of the highest and best use in a strip center is a liquor store. They say, oh, we've got 1,500 to 2,000 sq. ft. here; we know we can lease out to a liquor store. Well in this case they can't. It not only hurts the future owners of liquor stores, but it hurts the developers as well.

Chairman Markley said we're past time. I gave you a little extra time since I think we had two speakers.

Commissioner Bynum said to make sure I understand the diagram, all your circles are that distance—**Mr. Rhodes** said correct—**Commissioner Bynum** said per ordinance from—**Mr. Rhodes** said correct and they're all on a liquor store, church or school. **Commissioner Bynum** asked did you happen to look at Leavenworth Road by chance. I'm just curious. **Mr. Rhodes** said no but it would end up the same. **Commissioner Bynum** said so for example, at 78th & Leavenworth Rd., existing liquor store now closed. This current ordinance would prohibit that building from being reopened as a liquor store again. That owner died. **Mr. Rhodes** said if there's a school, park, church or another liquor store within 1,300 ft. **Commissioner Bynum** said okay. **Mr. Rhodes** said that's correct.

Chairman Markley said thank you for your presentation.

Action: No action taken.

(Commissioner Philbrook left the meeting at 7:45 p.m.)

Item No. 2 – 150164…APPEARANCE: HARLAN BROWNLEE

Synopsis: Appearance of Harlan Brownlee, President/CEO, Arts KC, requesting adoption of the OneArtsKC Regional Cultural Plan.

Harlan Brownlee, President/CEO of ARTSKC, the Regional Arts Council, 119 W. 116th, Kansas City, MO, said I wanted to ask if you have copies of the OneArtsKC Executive Summary, if that was distributed to you. Fantastic. I'm also joined tonight with my colleague Alan Gray, who is our past board chair at ARTSKC as well as the chair for the steering committee for the OneArtsKC Regional Plan and is also a colleague of yours, as he is the Mayor Pro-Tem in Lee's Summit.

I want to begin by just briefly explaining that the reason why we embarked on creating the OneArtsKC Regional Plan was that were asked by a number of people in the community, business leaders as well as governmental leaders who are recognizing the significant investment and the change in the arts community that was happening across the region. As a result, we began to look at how much actual investment had occurred. When we started looking at that number, we found out that in the last 15 years $1.57B in expenditures in terms of infrastructure across the five country region. Many people were asking us well, what do you do to make the most of that investment. What are the ways that you maximize that investment that you're making? As we looked around the country for best practices, we saw that many communities were beginning this process of cultural planning. They were very deliberate about their work and very deliberate about that planning process.

What you see before you really, is in many ways, an unprecedented collaboration. It's a collaboration among the five counties of Wyandotte, Johnson, Platte, Jackson and Clay County. By the way, Mayor Holland has been very supportive of our efforts here. It recognizes that there are vital and sometimes undiscovered or overlooked cultural amenities in many neighborhoods across the region. We are particularly interested in seeing some of the priorities that have come out of this. I think it's particularly relevant to your work force development that you're looking at.

One of the things that we saw from business community is people were asking, how do you develop the soft skills that many business people want. When we look at the arts, we talk about what we call the four c's of the 21st Century learning skills sets. The skills of

collaboration, critical thinking, communication, and collaboration. We recognize that those skills in many ways are really developed by arts education types of activities. One of the things that we're looking at in this plan is how we will hopefully strengthen arts education across the region as well as strengthen arts integration. I want to defer a bit more of my time now to Mr. Gray who will also speak with you.

Alan Gray, past board member of ARTSKC, said cultural planning is in a central park of communities as they're evolving and developing. You'll see across the nation that cultural—that communities are starting to look at arts and culture as a significant part of their equation for economic development for creating places for place making, for addressing social issues.

Here in Wyandotte County, there's an organization called the Kansas City Friends of Alvin Ailey that has an Ailey camp that we've had here for several years. It's a way of taking children, at risk youth, and giving them the tools for success. I founded the Friends of Alvin Ailey. That's why I threw that shaneless plug in there.

I want to tell you that speaking from the standpoint of an elected official, back in 2007, Lee's Summit, we started our first cultural plan. We took and transformed our community from community where arts and culture was kind of sat on the side to where arts and culture is top of mine. In a short period of time, we were able to take arts and culture and develop our symphony, develop different place making such as expanding an amphitheater, creating a historic museum in downtown Lee's Summit, and now we're completing the third component of that of having an outdoor performance base in downtown Lee's Summit.

I only bring that to your attention to say that arts and culture are a key part of community development, of developing cities and municipalities and neighborhoods. I think it's very important for us as we look at how do we have a competitive advantage as a region. In this case, as a county, to look at arts and culture as part of the solution, part of the equation. I think that with this cultural plan, we're beginning to see the impact. We're beginning to see ideas come forward from citizens, from taxpayers and from community leaders. They're saying to us that the arts and culture is important. Arts and culture is a key component of our success.

I just returned from Chicago at the conference for Americans for the Arts where we saw city after city, county after county, that are engaged in cultural planning.

Action: **Commissioner Kane made a motion, seconded by Commissioner Bynum, to forward to full Commission.** Roll call was taken and there were four "Ayes," Kane, Johnson, Bynum, Markley.

Adjourn

Chairman Markley adjourned the meeting at 8:10 p.m.

tk

ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, July 20, 2015

The meeting of the Administration and Human Services Standing Committee was held on July 20, 2015 at 5:01 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Kane, Johnson, Bynum and Markley. The following officials were also in attendance: Doug Bach, County Administrator; Gordon Criswell, Assistant County Administrator; Melissa Mundt, Assistant County Administrator; Jody Boeding, Chief Legal Counsel; Emerick Cross, Commission Liaison; George Brajkovic, Director Economic Development; Lew Levin, Chief Financial Officer; Ken Moore, Deputy Chief Counsel; Mike Tobin, Interim Director of Public Works; and Terry Brecheisen, Director of Public Health.

Chairman Markley called the meeting to order. Roll call was taken and all members were present as shown above.

Approval of standing committee minutes from May 18, 2015. **On motion of Commissioner Kane, seconded by Commissioner Johnson, the minutes were approved**. Motion carried unanimously.

Committee Agenda:
Item No. 1 – 150166…GRANT: WYCO TEEN PREGNANCY REDUCTION PROGRAM
Synopsis: The Public Health Department has applied for a 5 year grant from CDC for Wyandotte County Teen Pregnancy Reduction Program in the amount of $3,047,500, submitted by Terry Brecheisen, Director of Public Health. No match is required.

Terry Brecheisen, Director of Public Health, said we're applying for this $3M grant for over five years. **Chairman Markley** asked can you just say that number again. **Mr. Brecheisen** said a $3M grant for over five years, there's no match. You can't fault us for trying, but there's only going to be three of these in the nation awarded.

We feel like we have a strong grant. We had help in writing this, it's very professionally done. It's a five prong attack and the one is to develop community relationships with our partners and then to educate and train the staff. The second part of it is to message our target youth. The third is then to get them into the clinics that we have which will be either the Health Department, KU Med Center, Swope. The fourth aspect is for the teens to determine what type of birth control method they want. If they want that or to—for their appropriate sexual behavior, let me say that, for them to make the proper decisions in that. Then the fifth is to reduce the teen pregnancy rate in our county.

It's an ambitious project, we're excited that it's out there and we're going for it.

Action: **Commissioner Kane made a motion, seconded by Commissioner Philbrook, to approve.** Roll call was taken and there were five "Ayes," Philbrook, Kane, Johnson, Bynum, Markley.

Chairman Markley adjourned the meeting at 5:04 p.m.

cm

Staff Request for Commission Action

Tracking No. 1579

Full Commission Meeting Date: 09/28/2015
Committee: Administration & Human Services

Date of Standing Committee Action: 9/18/15
(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
09/09/2015	Chris Cooley, Director	x8299	ccooley@wycokck.org	Base Mapping

Item Description:
The Unified Government displays real estate information on the internet though the LANDSWEB and other web applications. Currently public access to owner information is only allowed if a user has created a login. Staff is recommending that user login requirement be eliminated. The user login requirement is inconsistent with surrounding agencies. The login requirement creates confusion and a barrier to accessing owner name. The login requirement consumes staff time to support. Eliminating the login barrier is a step the UG can take to support open data.

Action Requested:
No action requested. Presented for information only.

Budget Impact: (if applicable)
Amount:
Source:
Included In Budget:
Other (explain):

Attachments List:

Staff Request for Commission Action

Tracking No. 1587

Full Commission Meeting Date: 09/28/2015
Committee: Administration & Human Services

Date of Standing Committee Action: 9/28/15

(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
09/16/2015	Rob Richardson, Director	x5774	rrichardson@wycokck.org	Urban Planning & Land Use

Item Description:

Over the past three to five years, the farmer's market permitting process and costs have been an issue for both the markets and city officials. Those issues include:
1. Length of special use permit process
2. Location of flexibility for markets
3. Cost of permit every two years

Staff would like authorization to develop an ordinance to simplify the process and likely make a recommendation for a more appropriate fee structure.

Action Requested:

Approve moving forward with zoning text amendments.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Staff Request for Commission Action

Tracking No. 1586

Full Commission Meeting Date: 09/28/2015
Committee: Administration & Human Services

Date of Standing Committee Action: 9/28/15
(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
09/16/2015	Rob Richardson, Director	x5774	rrichardson@wycokck.org	Urban Planning & Land Use

Item Description:

Update on Digital Billboards and removal of Urban Billboards resulting from the code change in Spring of 2015:

Two files are attached that detail the status of this item. The first is a list of permits issued that indicate if the UG received an affidavit of removal. The second file lists the addresses of each sign to be removed as a result of each permit. It also indicates which signs have been officially removed based on the affidavit of removals.

To date only three older signs have been removed. The only two signs installed so far have been by Lamar. Lamar's strategy was to remove larger boards and not the smaller urban boards because of available stock. The delay on the other conversions has been due to State permitting and product delivery from overseas. Representatives from Lamar indicated their other conversions should be complete in October. Outfront Media did not give a specific time frame but indicated that they should be complete in a few months.

Action Requested:

Budget Impact: (if applicable)
Amount:
Source:
Included In Budget:
Other (explain):

Attachments List:
Digital sign permits, Existing signs to be removed

Permitted Digital Outdoor Advertising Signs

	Petition	Sign Company	Address	Conversion Date	Removal Affidavit filed
1	15430-00033	Outfront Media	3701 Kaw Dr		
2	15430-00034	Outfront Media	25005 Mill St		
3	15430-00035	Outfront Media	25005 Mill St		
4	15430-00045	Lamar Advertising	318 S 22nd St	6/10/2015	7/8/2015
5	15430-00046	Lamar Advertising	1322 Adams St	6/10/2015	7/8/2015
6	15430-00082	Outfront Media	350 S 3rd St		
7	15430-00093	Outfront Media	4448 Speaker Rd		
8	15430-00109	Lamar Advertising	1904 Foxridge Dr		

Petition	Board ID	Address	Size	Square Feet	Removal Complete
15430-00033	23201	5620 State	6x12	72	
	23202	5620 State	6x12	72	
	23203	5620 State	6x12	72	
	23204	5620 State	6x12	72	
	23401	940 S 7th	6x12	72	
	23402	940 S 7th	6x12	72	
	23403	940 S 7th	6x12	72	
	23404	940 S 7th	6x12	72	
	23451	1153 S 12th	6x12	72	
	23452	1153 S 12th	6x12	72	
	23551	2101 N 5th	6x12	72	
	23851	1307 N 13th	6x12	72	
	23852	1307 N 13th	6x12	72	
	22151	1811 Merriam	6x12	72	
	22152	1811 Merriam	6x12	72	
	23951	1810 N 13th	6x12	72	
	2024	2024 Kansas Ave	12x24	288	
	2025	2025 Kansas Ave	12x24	288	
				1728	
15430-00034	2018	7th St. North of Central	12x24	288	
	2019	7th St. North of Central	12x24	288	
	24001	924 n 18th	6x12	72	
	24002	924 n 18th	6x12	72	
	2403	924 n 18th	6x12	72	
	2404	924 n 18th	6x12	72	
	22451	1809 Minnesota	6x12	72	
	22452	1809 Minnesota	6x12	72	
	22551	Parallel @ Mill	6x12	72	
	22552	Parallel @ Mill	6x12	72	
	22701	55th St @ Parallel	6x12	72	
	22702	55th St @ Parallel	6x12	72	
	22751	1717 Quindaro	6x12	72	
	22801	1739 Quindaro	6x12	72	
	22802	1739 Quindaro	6x12	72	
	22851	1901 Quindaro	6x12	72	
	22901	1920 Quindaro	6x12	72	
	22902	1920 Quindaro	6x12	72	
				1728	
15430-00035	22951	2115 Quindaro	6x12	72	
	22952	2115 Quindaro	6x12	72	
	23001	2711 Roe	6x12	72	
	23002	2711 Roe	6x12	72	
	23003	2711 Roe	6x12	72	
	23004	2711 Roe	6x12	72	

Petition	Board ID	Address	Size	Square Feet	Removal Complete
15430-00035	23101	5300 State	6x12	72	
continued	23102	5300 State	6x12	72	
	23151	5312 State	6x12	72	
	23152	5312 State	6x12	72	
	23251	1721 Southwest Blvd	6x12	72	
	23152	1721 Southwest Blvd	6x12	72	
	2047	Merriam Ln south of 14th	12x24	288	
	3113	Central west of James	12x24	288	
	3114	Central west of James	12x24	288	
				1728	
15430-00045	30163	I-635 at Misouri River	14x48	672	**YES**
15430-00046	1209	I-635 north of Kansas Ave	14x48	672	**YES**
	1210	I-635 north of Kansas Ave	14x48	672	**YES**
15430-00082	2121	I-635 at Speaker	12x24	288	
	2122	I-635 at Speaker	12x24	288	
	1928	7th Street at Troup	12x24	288	
	1929	7th Street at Troup	12x24	288	
	1925	Fairfax south of Quindaro	12x24	288	
	1926	Fairfax south of Quindaro	12x24	288	
				3744	
	1926	Fairfax south of Quindaro	12x24	288	
				6432	
15430-00093	1924	Fairfax Trafficway south of Quindaro		288	
	1963	State Ave at 15th		288	
	1964	State Ave at 15th		288	
	2131	Kaw Dr at 67th		288	
	2132	Kaw Dr at 67th		288	
	3112	7th St north of Fairfax		288	
				1728	
15430-00109	8025	I-70 north of Central	15x55	825	
	30746	I-635 north of I-70	14x48	672	
				1497	
			Total	**18585**	

Staff Request for Commission Action

Tracking No. 1597

Full Commission Meeting Date: 09/28/2015
Committee: Administration & Human Services

Date of Standing Committee Action: 9/28/15
(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
09/18/2015	Melissa Mundt, Assistant County Administrator	x5017	mmundt@wycokck.org	Administrator's Office

Item Description:
There is currently $350,000 of unallocated CDBG Funds available in the calendar year 2016 budget for bricks and mortar projects. In addition, there is another $258,000 from the calendar year 2015 CBDG funds that were denied due to reasonableness of cost to complete the project under federal requirements. This brings the total of unallocated dollars as of September 18, 2015, to $608,000. Staff would like to discuss options with the Administration and Human Service Standing Committee. Additionally, staff has completed an example application to be used for soliciting projects and or services for using CDBG funds. This will be presented at the Standing Committee and staff would like feedback on the revised application. Staff also will be seeking input on a process/timeline to seek new projects for the unallocated dollars from 2015 and 2016

Action Requested:

Budget Impact: (if applicable)
Amount:
Source:
Included In Budget:
Other (explain):

Attachments List:
Blue Sheet-Agenda Update, CD Item #1, CD Item #2, CD Item #3, CD Item #4, CD Item #5

AGENDA UPDATE
ADMINSTRATION AND HUMAN SERVICES
STANDING COMMITTEE MEETING
MONDAY, SEPTEMBER 28, 2015

III. COMMITTEE AGENDA

ADDITIONAL INFORMATION

ITEM NO. 4 -1597….DISCUSSION: CDBG REALLOCATION AND GRANT APPLICATION PROCESS

Synopsis: Discussion of CDBG Reallocation and Grant Application Process. Submitted by Melissa Mundt, Assit County Administrator

CDBG Item #1

Timeline – Highland Crest Redevelopment

(District 6 Project)

2012

April 5, 2012	CDBG Committee Meeting – Redistribution of $396,000 of CDBG funds set aside for ADA improvements to UG Parks. A new activity called Housing Revolving Loan Fund Program for the Highland Crest/Turner area was created in the amount of $75,000. The following Commissioners were in attendance: Barnes, Maddox and Mendez. Staff present: Doug Bach and Wilba Miller.
April 19, 2012	Email from Doug Bach to Wilba Miller describing the Highland Crest/Turner project
.May 2, 2012	Memo from Wilba Miller to Dennis Hays regarding the redistribution recommendations from the CDBG Budget Committee.
July 30, 2012	RFA including the resolution authorizing the reallocation of 2011-2012 funds (including the above project) was proposed for approval on August 2, 2012.
August 2, 2012	The resolution authorizing the reallocation was adopted by the Full Commission during the budget adoption process.

2013

August 21, 2013	CD staff began meetings with Commissioner Markley about the development of the project.

2014

May 29, 2014	CD Budget Committee meeting to discuss 2013 re-appropriations. Recommendations to reallocate $544,077 to the Highland Crest/Turner project were discuss. The following Commissioners were in attendance: Markley, Murguia and Maddox (by telephone). Staff present: Gordon Criswell, Wilba Miller and CD staff.
June 26, 2014	Full Commission - Special Session. The Mayor/CEO and the following Commissioners were in attendance: Kane, Maddox, Markley, McKiernan, Philbrook, Townsend, Walker and Walters.

	CD Budget Committee packet included information to recap all CD Budget meetings and finalize recommendations. **The allocation to the Highland Crest/Turner project was recommended at $500,000.**
May 21, 2015	Consolidated Plan Amendment - began 30 day public comment period for amendment that provides District 6 project specifics including project description, geographic boundaries, and anticipated activities to meet HUD national objective of housing benefit to low and moderate income persons.
June 19, 2015	Wells Fargo offered to donate property at 4717 Vista Drive
Sept. 22, 2015	UG accepted keys to 4714 Vista Drive. CD staff notified Mario Escobar of Argentine Betterment Corporation (ABC) of availability of keys and requested that ABC begin the preparation of the rehabilitation scope of work.

CDBG Item #2

Timeline – Argentine Betterment Corporation

(2014 Project located at 1351 S. 26th Street)

February 18, 2014	Received ABC submission of Citizen, Community Organization & Commissioner Funding Proposal Form for project totaling $285,000
May, 2014	CD staff began environmental review process
July 28, 2014	**Full Commission adopted budget which included revised funding for ABC in the amount of $258,000**
April 1, 2015	CD staff requested clarification of project scope and whether or not ABC intends to rehabilitate the existing structure or demolish, relocate tenants and re-construct on site
April 6, 2015	ABC letter to CD staff including demolition in possible project scope
May 19, 2015	CD staff met with Mario Escobar regarding possible demolition of structure and relocation and agreed to amend project description
May 21, 2015	Consolidated Plan Amendment - began 30 day public comment period for amendment that provides ABC project specifics including the addition of demolition and relocation to the anticipated activities to meet HUD national objective of housing benefit to low and moderate income persons.
June 24, 2015	UG staff and Commissioners Markley and Murguia to discuss housing redevelopment issues, environmental review issues, etc. HUD staff confirmed that they would not accept outside noise study for ABC project. HUD to answer questions of using CDBG funds for environmental review process
June 25, 2015	Received communication from HUD recommending against using CDBG funds to pay for any part of the environmental review of ABC project because to do so would mean that entire project would be subject to HUD rules.
Sept. 18, 2015	CD sent letter to ABC denying use of CDBG funds for the project due to reasonableness of cost issues

2014

Community Application 2

Citizen, Community Organization & Commissioner

Funding Proposal Form

Finance Department | Prepared by the Budget Office

CITIZEN, COMMUNITY ORGANIZATION & COMMISSIONER FUNDING PROPOSAL FORM

☐ Commissioner ☐ Citizen ☑ Community Organization

Today's Date: 01/29/2014

Full Legal Organization Name	Argentine Betterment Corporation		
Website Address	www.abckck.org		
Office Address	PO Box 6613	City/State/Zip	Kansas City, KS 66106
Organization Qualification	☑ Non-profit (501 c 3) ☐ Educational Institution ☐ Government Agency ☐ Other (please describe)		
Federal Tax ID Number	27-1406579		
Contact Name	Mario Escobar	Title	Executive Director
Phone Number	913-362-8957	Fax Number	
Email Address	mario.escobar@kc.rr.com		
Project Title/Name	1351 South 26th Street Residential Development		
Requested Amount	$ 285,000	Total Program Budget	$ 285,000
Matching Funds	$ 25,000		
Proposed Start Date	February 2014	Project Duration	1 year
Partnering Agencies (please list)	Argentine Neighborhood Development Assocation		

Summary of Application Requirements (space provided on pages 3, 4, & 5)

1. **Project Description/Narrative Summary (page 3):** Please include a *one page* summary of the project and explain how the project will accomplish the *Commission's Goals* (see **Attachment A**).
2. **Budget Summary (page 4):** Please include a *one page* summary detailing how the funds will be spent.
3. **Outcomes (page 5):** Please include a *one page* summary of the expected project outcomes and the methods used to measure those outcomes.

FOR BUDGET OFFICE USE ONLY:

Funding Source: ☐ *General Fund/Operating* ☐ *CMIP* ☐ *Other*

Reviewed by Analyst/Signature:	*Date:*
Reviewed by County Administration/ Signature:	*Date:*

1. **Project Description/Narrative Summary** Please include a *one page* summary of the project and explain how the project will accomplish the *Commission's Goals* (see **Attachment A**). If additional space is needed, please attach on a separate page.

In late 2009, a group of concerned citizens worked together to found the Argentine Betterment Corporation (ABC). ABC received 501c3 status and then NBR status with the Unified Government, so that those NBR funds would be available for Argentine. Argentine is a predominately Hispanic, low to moderate income community with an estimated 10,500 residents. ABC wants to utilize all available funding streams to benefit this community by fighting urban blight and revitalizing the neighborhood.

ABC has worked closely with other community organizations to bring the new Save-A-Lot store to Argentine. Save-A-Lot is leasing a building owned by ABC. Additionally, ABC is continuing to work to bring community improvements to Argentine through events, programs, and residential and commercial development. ABC believes that Argentine is a diverse neighborhood where locals can come together to celebrate, to resolve their own problems, and to create a shared future in restorative action and community.

ABC is seeking funding for their 1351 S. 26th Street residential development project. While Argentine has seen some significant community improvements over the last several years, there are still many buildings in the community that are in disrepair. These buildings, both residential and commercial, are a blight to the community and do not reflect the type of stable and welcoming neighborhoods that Argentine is and wants to continue to be. Blighted spaces, buildings in disrepair or abandoned property can attract negative influences into the community, reduce property values and create unsafe areas in the community. They can also offer substandard housing for low to moderate income residents who can't afford better living situations, often renting in damaged buildings owned by absentee landlords. So ABC has selected one such building, at 1351 S. 26th Street, as the first property that ABC plans to repair, improve and renovate in the next 6 months. The property is currently a 6 to 8 unit apartment building. After renovation, ABC plans to continue to rent the apartments to qualified tenants. So while repairing and restoring the building is the first step of the project, the ultimate goal of purchasing this building is a long term plan that will include the purchase of multiple contiguous properties and then the renovations or demolishing of the buildings on the properties to make way for the construction of new residential spaces. ABC is considering either a senior living complex similar to the Simmons Villa project that is underway in Argentine now, or duplex or condominium style single family residential property to be developed on this site. Offering the kind of flexible and attractive, new affordable, safe housing helps keeps residents in Argentine, and helps attract new residents to the area. Stable housing makes for thriving neighborhoods, increasing the tax base, and improving the community.

This project ties directly into the Board of Commissioners' goal to develop policies and programs that grow neighborhoods to their maximum potential, make property owners accountable for their property and foster a diverse housing stock. ABC is working towards neighborhood and community development improvements by first purchasing blighted property, secondly improving the property and making it available to residents for a reasonable rental rate, and thirdly by making long term plans to combine multiple properties into potential development sites that could offer diverse housing options. ABC wants to ensure that the diversity of affordable housing, including housing for senior citizens or single residents and smaller families who have an interest in affordable duplex choices, is available. In order for Argentine to flourish, there needs to be a strong selection of affordable, attractive and safe housing stock that meets the needs of the diverse residents of Argentine.

2. **Budget Summary:** Please include a *one page* summary detailing how the funds will be spent. If additional space is needed, please attach on a separate page.

Budget Expenses:

Personnel	$ 30,000
Equipment	$
Supplies	$ $5,000
Contractual	$
Construction	$ 50,000
Other	$ 200,000
TOTAL	$ $285,000

In the space below, please describe how the funds will be spent.

Firstly, the management and oversight of this project would be provided by ABC Executive Director, Mario Escobar. Mario would work closely with the contractors hired to provide the construction and renovation work on the building. Mario would also help communicate with current tenants, negotiate with service providers, and recruit tenants once the building is reopened. Mario would also work with other local Argentine organizations to create the long term housing redevelopment project that could be constructed on this building site. A portion of Mario's salary and benefits has been included under personnel costs.

The cost to purchase the building is the majority of the budget of this project, with the remaining expenses going to the contractual construction labor, supplies and construction materials required for the renovations. The interior of the building is going to need extensive sheet rock work, ceiling repairs, plumbing, paint and full replacement of all flooring. The exterior of the building, which is brick, will need significant masonry and chinking work, roofing repairs, trash clean up and other miscellaneous maintenance and improvements.

Not included in this budget, since it is the long term goal and not a goal that will be accomplished during the length of the grant period, are the development costs that will be incurred once this property is combined with other properties to create a new residential development.

3. **Outcomes:** Please include a *one page* summary of the expected project outcomes and the methods used to measure those outcomes. If additional space is needed, please attach on a separate page.

There are three primary outcomes that ABC anticipates achieving through this 1351 S. 26th Street Residential Development project:

1. Offering high quality, affordable rental housing for local tenants, by renovating the building, both the interior and exterior
2. Finalizing the purchase of the property and the building at 1351 S. 26th Street
3. Improving the look of the neighborhood by removing blight

ABC plans to purchase the property at 1351 S. 26th Street, which currently has a 6-8 unit apartment building located on the property. Once ABC has secured the necessary funding, through this request and a matching gift from another local organization, then ABC can proceed with completing the real estate deal with the current owner of the property. The current owner has already shown serious interest in selling the property, so agreeing on the terms and price should not be an issue. Once ABC has ownership of the property then they will have achieved one goal of this project.

Once the building has been purchased, ABC will hire a general contractor to lead the renovation and repair process for both the interior and exterior of the existing building. With input from Mario Escobar, ABC's Executive Director, the contractor will assess the building, provide a thorough review of the property and make recommendations for both the general appearance of the building, as well as more significant electrical, plumbing and structural assessments. ABC plans to provide significant interior improvements including paint, flooring, extensive sheet rock, ceiling and water damage repairs, as well as exterior improvements. Once the contractor has made their assessments, ABC will prioritize the improvements and repairs within budget, and proceed with the work. ABC will also consult with existing tenants to receive their feedback on needed improvements and allow the tenants to provide feedback once improvements are completed.

Finally, after providing higher quality, affordable housing stock for local residents, ABC plans to improve the look and feel of the area for the Argentine community as a whole. By improving the exterior and interior of the building, ABC can start to reverse declining property values, help encourage residents and local organizations to work together to clean up empty lots and abandoned properties, and use 1351 S. 26th Street as an example of the community partnering together to improve a local problem. This property can serve as a beacon of hope, to show residents what can happen when local government, non-profits, and local leaders pool their resources and work together to impact more than just one building, because this project can help to begin the end of blight in the entire Argentine neighborhood.

Community Development
Wilba J. Miller, Director

701 North 7th Street, Room 823
Kansas City, Kansas 66101

Phone: (913) 573-5100
Fax: (913) 573-5115

April 1, 2015

Vincent Mario Escobar
Executive Director of Argentine Betterment Corp.
1438 S 25th St.
Kansas City, Ks. 66106

Dear Mr. Escobar:

This letter is to seek clarification on the proposed project located at 1351 S. 26th St Kansas, City, Ks 66106. Argentine Betterment Corporation submitted a funding proposal in January of 2014 for acquisition and rehabilitation of the above address. This proposal was approved by the Commission for funding, and the Department of Community Development completed the Environmental Assessment process for funding using this project description.

On the 23rd of January 2015 a walk thru of the property was conducted by the realtor, you and me. After talking with you about reporting requirements and the length of time the property would fall under these rules, you indicated the real intentions were to acquire and demo for new construction. This activity was not in the project description and would require additional time to develop, and with it would come new requirements. Please keep in mind we would have environmental issues to overcome at this site for new construction activities.

At this time, the Department of Community Development is requiring in writing a letter from the Argentine Betterment Corporation stating the intentions for the property. If ABC wishes to move forward with the original plan as stated in the approved funding request, we can begin developing a contract for the project.

Joe Monslow
Program Supervisor

Cc: Pete Peterson
Wilba Miller

ARGENTINE
Betterment Corporation

April 6, 2015

Mr. Joe Monslow
Unified Government of Wyandotte County
701 North 7th Street, Room 823
Kansas City, Ks. 66101

Dear Mr. Monslow,

The Argentine Betterment Corporation is very interested in working with the Department of Community Development on the proposed project located at 1351 S. 26th St., Kansas City, Ks. 66106. ABC greatly appreciates the funding that has been made available and wants to ensure that all guidelines and requirements are met in good faith. The long term plans for the property include providing additional low income housing for the community. When ABC learned that HUD required reinvestment of $15,000 for each unit in the project, the existing rehabilitation plans became financially unfeasible.

Per conversations with and recommendations from Commissioner Ann Murguia, ABC would like to move forward with acquisition of the property in order to prevent other parties from obtaining the location. Once the property is acquired, and the Unified Government researches and determines with HUD what actions can be taken with the property with the given funding, ABC will commit to negotiating and working within the necessary requirements, whether that allows for demolition and new construction on the site, or rehabilitation and rental of the existing building. ABC is flexible and plans to create new plans for a financially feasible project, but needs more direction to understand what money can be used for on this property.

Sincerely,

Mario Escobar
Executive Director
Argentine Betterment Corporation

PO Box 6613 Kansas City, Ks. 66016 Phone (913) 201-1227 E-Mail: mario.escobar.abc@gmail.com

Community Development
Wilba J. Miller, Director

701 North 7th Street, Room 823
Kansas City, Kansas 66101

Phone: (913) 573-5100
Fax: (913) 573-5115

September 18, 2015

Vincent Mario Escobar
Executive Director
Argentine Betterment Corp.
1438 S 25th St.
Kansas City, Ks. 66106

Dear Mr. Escobar:

This letter is to inform you that there has been a decision to deny funding for your project located 1351 S. 26th Street. As you know, we have been working on the environmental review of this project since last fall. We have determined that there is a noise issue which needs to be mediated. In order to address this problem, a noise barrier would need to be put in place to reduce and abate the noise. The noise barrier cost calculator is attached for your review. We estimate that the cost would be at least $728,000.

Secondly, we understand that there are at least 4 tenants in the property. This would trigger the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Relocation costs may include moving expenses and paying the difference in rent. For very low income tenants, the assistance may be up to 60 months; for low income tenants it may be up to 42 months. Even a difference of $100/month could add up to well over $6,000 per tenant.

Thirdly, the URA plan also requires the one-for-one replacement of any occupied or vacant occupiable low/moderate income housing that is demolished or converted to another use in connection with a CDBG-assisted project.

The above cost items, in addition to the acquisition and demolition of the property, impact the reasonableness of cost for the project, therefore is the reason for denial of the use of CDBG funds. If we are unaware of any funding that may assist in offsetting project costs as noted in this letter, please contact me to discuss those options.

Sincerely,

Wilba J. Miller
Director

Attachment

cc: Pete Peterson
Melissa Mundt

NOTES: Argentine Betterment Corporation (ABC) 1351 S. 26th Street Project

Noise

- Site Acceptability Standards

  < 65 decibels – Acceptable > 65 decibels – Mitigation required > 75 decibels – Unacceptable

Railroad #1 Track Identifier:

Rail # 1		
Train Type	Electric ☐	Diesel ☑
Effective Distance		400
Average Train Speed		20
Engines per Train		3
Railway cars per Train		100
Average Train Operations (ATO)		104
Night Fraction of ATO		50
Railway whistles or horns?	Yes: No:	Yes: No: ☑
Bolted Tracks?	Yes: No:	Yes: No: ☑
Train DNL		72.604
Calculate Rail #1 DNL	72.604	Reset

Add Road Source Add Rail Source

Airport Noise Level

The chart above show noise level in decibels. All numbers used in the calculation were provided by BNSF

- Sound Mitigation

  Information for sound barrier was gathered from the Federal Highway Administration.

  Following information from the FHA the barrier would need to be approximately 2400' in length or 1200 'on either side of project location. The height of the wall is determined by the source of the noise in this case trains. The typical train engine is between 14' and 15' in height making the wall a minimum of 16' in height. The cost calculation for the wall is listed below. Please note the pricing on the calculator is using data from 2008 therefore the estimated cost which is at 728K would be higher at today's cost.

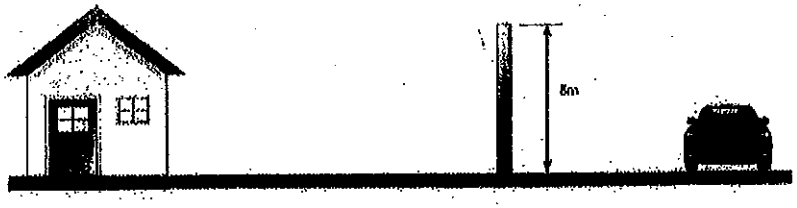
Noise barrier cost calculator

A simple calculator has been prepared by the Transport Agency to assist its staff, consultants and contractors to estimate the costs of noise barrier designs

Safety barriers, noise walls, bunds, and combinations of walls and bunds can be used. An indication of the noise reduction by the barrier is also provided. Cost rates from the State highway noise barrier design guide have been used. Actual noise barrier costs for recent project costs can be found here, and users of this calculator should beware that these are consistently higher than the 2008 data in the guide.

Type of barrier: Wall | Wall material: Concrete

Barrier length: 728 m | Wall height: 5.0 m



Cost indication

Length:	728 m
Wall cost / linear metres	$1050/m
Total cost:	$728,050

Cost breakdown

Length 728 meters X 3.3 = 2402 feet

Height 5 meters X 3.3 = 16 ½ feet

Air Quality

- Since June 5th 2005 Wyandotte County has been considered an attainment area meaning the County is in compliance with EPA standards (HUD feels that with all information about air quality be brought forward this possibly could become an Environmental Justice issue)
- Specific air quality questions should be addressed to Bruce Andersen Director of Air Quality for Wyandotte County / KCK.

6.9 Relocation, Real Property Acquisition, and One-for-One Housing Replacement (24 CFR 570.606 (b) and (c))

A subrecipient must comply with (1) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 24 CFR 570.606(b), and 49 CFR Part 24; and (2) the requirements of 24 CFR 570.606(c) and 24 CFR Part 42 governing the Residential Antidisplacement and Relocation Assistance Plan (Plan) under Section 104(d) of the HCD Act.

Under the URA and the Plan, the subrecipient must provide relocation assistance to persons (families, individuals, businesses, non-profit organizations, and farms) that are displaced as a direct result of acquisition, rehabilitation, demolition, or conversion for a CDBG-assisted project. All property occupants must be issued certain notices on a timely basis. (Failure to issue timely notices may result in unnecessary expenses.)

The Plan also requires the one-for-one replacement of any occupied or vacant occupiable low/moderate-income housing that is demolished or converted to another use in connection with a CDBG-assisted project. Finally, the Plan requires the identification of the steps that will be taken to minimize displacement.

CDBG Item #3

Timeline - Argentine & Highland Crest Economic Development

(2015 ABC District 3 & 6 Project)

February 18, 2014	Received ABC submission of Citizen, Community Organization & Commissioner Funding Proposal Form for project totaling $500,000 for Argentine and Highland Crest Economic Development
June 2, 2015	CDBG Budget Committee set aside $500,000 in proposed 2016 budget for funding project
July 16, 2015	Full Commission Budget Workshop reduced $500,000 to $400,000 with $100,000 moved to Home Repair Program
July 30, 2015	Project funds were reduced from 400,000 to **$350,000** with $50,000 set aside for Doing Real Work Project
July 30, 2015	Full Commission Budget Workshop – Project was reclassified from ABC project to Redevelopment Housing/Economic Development (Bricks & Mortar) to be allocated by Committee

2016

Citizen, Community Organization & Commissioner

Funding Proposal Form

Finance Department | Prepared by the Budget Office

Unified Government Budget Office
Reginald Lindsey
701 N. 7th Street, Suite 510
Kansas City, KS 66101
(913) 573 - 5271

Or by email to: rlindsey@wyandotte.org

APPLICATIONS ARE DUE
by 12 NOON on February 27, 2015

CITIZEN, COMMUNITY ORGANIZATION & COMMISSIONER FUNDING PROPOSAL FORM

☐ Commissioner ☐ Citizen ☑ Community Organization

Today's Date: 02/20/15

Full Legal Organization Name	Argentine Betterment Corporation		
Website Address	www.abokck.org		
Office Address	PO Box 6613	City/State/Zip	Kansas City, KS 66106
Organization Qualification	☑ Non-profit (501 c 3) ☐ Educational Institution ☐ Government Agency ☐ Other (please describe)		
Federal Tax ID Number	27-1406579		
Contact Name	Mario Escobar	Title	Executive Director
Phone Number	(913) 201-1227	Fax Number	
Email Address	mario.escobar.abc@gmail.com		
Project Title/Name	Argentine and Highland Crest Economic Development		
Funding Amount	$500,000	Total Program Budget	$2,000,000
Matching Funds	$1,500,000		
Proposed Start Date	03/01/15	Project Duration	1 year
Partnering Agencies (please list)	Argentine Neighborhood Development Association		

Summary of Application Requirements (space provided on pages 3, 4, & 5)

1. **Project Description/Narrative Summary (page 3):** Please include a *one page* summary of the project and explain how the project will accomplish the *Commission's Goals* (see Attachment A). If request is for new or additional Unified Government services, please describe in detail.
2. **Budget Summary (page 4):** Please include a *one page* summary detailing how the funds will be spent.
3. **Outcomes (page 5):** Please include a *one page* summary of the expected project outcomes and the methods used to measure those outcomes.

FOR BUDGET OFFICE USE ONLY:

Funding Source: ☐ *General Fund/Operating* ☐ *CMIP* ☐ *Other*

Reviewed by Analyst/Signature:	*Date:*
Reviewed by County Administration/ Signature:	*Date:*

1. **Project Description/Narrative Summary** Please include a *one page* summary of the project and explain how the project will accomplish the *Commission's Goals* (see Attachment A). If request is for new or additional Unified Government services, please describe in detail. If additional space is needed, please attach on a separate page.

In late 2009, a group of concerned citizens worked together to found the Argentine Betterment Corporation (ABC). ABC received 501c3 status and then NBR status with the Unified Government, so that those NBR funds would be available for Argentine. Argentine is a predominately Hispanic, low to moderate income community with an estimated 10,500 residents. ABC wants to utilize all available funding streams to benefit this community by fighting urban blight and revitalizing the neighborhood.

ABC has worked closely with other community organizations to bring the new Save-A-Lot store to Argentine. Save-A-Lot is leasing a building owned by ABC. Additionally, ABC is continuing to work to bring community improvements to Argentine through events, programs, and residential and commercial development. ABC believes that Argentine is a diverse neighborhood where locals can come together to celebrate, to resolve their own problems, and to create a shared future in restorative action and community.

ABC is seeking funding for their infill redevelopment project throughout the Argentine neighbohood and Highland Crest community in Turner. While Argentine has seen some significant community improvements over the last several years, there are still many buildings in the community that are in disrepair. These buildings, both residential and commercial, are a blight to the community and do not reflect the type of stable and welcoming neighborhoods that Argentine is and wants to continue to be. Blighted spaces, buildings in disrepair or abandoned property can attract negative influences into the community, reduce property values and create unsafe areas in the community. They can also offer substandard housing for low to moderate income residents who can't afford better living situations, often renting in damaged buildings owned by absentee landlords. So ABC has decided to implement a large skill redevelopment project in the Argentine neighborhood and the Highland Crest neighborhood of Turner. ABC will acquire and renovate or demolish properties in these selected areas. Within that same year ABC has committed to rebuilding on those vacated lots or rehabilitating the existing structures with private funding. Ultimately replacing blight and dilapidation with new and renovated, affordable, safe economic development that will continue to attract more residents to this already rebounding community. Economic Development makes for thriving neighborhoods, increasing the tax base, and improving the community. ABC has demonstrated this over and over again in the Argentine community in a very short period of time.

This project ties directly into the Board of Commissioners' goal to develop policies and programs that grow neighborhoods to their maximum potential, make property owners accountable for their property and foster a diverse housing stock. ABC is working towards neighborhood and community development improvements by first purchasing blighted property, secondly improving or removing the blighted property and then making it available for positive economic redevelopment. ABC wants to ensure that enough economic impact is occurring in these areas, that the investments the Unified Government have made in partnership with ABC are protected, and that eventually the need for a not for profit in these areas can be replaced by fair market developers.

2. **Budget Summary:** Please include a *one page* summary detailing how the funds will be spent. If additional space is needed, please attach on a separate page.

Budget Expenses:

Personnel	$ 30,000
Equipment	$
Supplies	$ 5,000
Contractual	$
Construction	$
Other	$ 465,000
TOTAL	$ 500,000

In the space below, please describe how the funds will be spent.

Firstly, the management and oversight of this project would be provided by ABC Executive Director, Mario Escobar. Mario would work closely realtors to select properties, and would communicate with potential contractors. Mario would also work with other local Argentine organizations to create the long term housing redevelopment project that could be constructed on several building sites. A portion of Mario's salary and benefits has been included under personnel costs.

The cost to purchase properties and possible demolition of existing houses/buildings on these properties is the majority of the budget of this project, with the remaining expenses going to personnel. As a result of ABC's on-going success and revitalization of the community, the demand for economic development continues to grow in Argentine. Therefore, ABC wants to construct and rehab a larger number of housing units at one time, rather than two or three houses a year. The ability to make a larger number of homes available more quickly benefits not only the individuals and families that purchase these homes, but brings more stability to and improves the tax base for the entire Argentine community.

Not included in this budget, since it is the long term goal and not a goal that will be accomplished during the length of the grant period, are the development costs that will be incurred once this property is combined with other properties to create a new residential development.

3. **Outcomes:** Please include a *one page* summary of the expected project outcomes and the methods used to measure those outcomes. If additional space is needed, please attach on a separate page.

There are three primary outcomes that ABC anticipates achieving through this infill economic development project:

1. Offering high quality, affordable economic development in the Argentine community and Highland Crest neighborhood.
2. Growing the tax base in Wyandotte County.
3. Improving the look of the neighborhood by removing blight

ABC plans to begin purchasing property immediately upon Unified Government approval to proceed, focusing on blighted and dilapidated property.

Once the properties have been purchased, the Executive Director of ABC, Mario Escobar will work with a contractor to assess the building. The contractor will provide a thorough review of the properties and make recommendations for both the general appearance of the buildings, as well as more significant electrical, plumbing and structural assessments. Mario Escobar will also work with the elected officials in the area and other community organizations to determine what the best plan of action is for the property based on the contractors report and community concerns to determine renovation or demolition.

Finally, after providing higher quality, affordable housing stock for local residents, ABC plans to improve the look and feel of the area for the Argentine community as a whole. By removing blight and renovating or building new construction, ABC can start to reverse declining property values, help encourage residents and local organizations to work together to clean up empty lots and abandoned properties, and use this housing development project as an example of the community partnering together to improve a local problem. These properties can serve as a beacon of hope, to show residents what can happen when local government, non-profits, and local leaders pool their resources and work together to impact more than just one property at a time, because this project can help to begin the end of blight in the entire Argentine neighborhood.

CDBG Item #4

Timeline - CDBG APPLICATION PROCESS

February, 2014	Development of **UG Citizen, Community Organization & Commissioner Funding Proposal Form by Finance Department/Prepared by the Budget Office** to be used for UG and CDBG application process. The form was used for 2014 and 2015 application process.
June 25, 2015	CDBG Budget Committee made recommendations about the proposal process to the CDBG Committee of the Whole • Suggested proposals for funding be limited to specific commission priority such as housing redevelopment in order to concentrate resources • Suggested that all agencies apply during the proposal process, including agencies with annual funding (for all fund sources)
July 16, 2015	Full Commission Budget Workshop – discussion from Commission regarding the application process including the application document, publicizing of proposal process, possible separation of UG and CDBG application process, targeting use of CDBG funds, etc.
September, 2015	CD staff began development of draft 2016 Application for CDBG Funding
Sept. 18, 2015	**CDBG funds available for reallocation include $258,000 from ABC 26th Street project and $350,000 from the Redevelopment Housing/Economic Development (Bricks & Mortar) for a total of $608,000**

Applicant's Name:
Project Name:

2016

Application for CDBG Funding

Unified Government of Wyandotte County / Kansas City, KS
Community Development Department
701 North 7th Street #823
Kansas City, KS 66101
913.573.5100
www.wycokck.org/commdev

CDBG Applications from the following municipalities were reviewed:

San Diego, CA
Merced, CA
Baltimore, MD
Sioux Falls, SD
Wichita, KS

County of Milwaukee

State of Kansas

The attached application is for Community Development Block Grant (CDBG) funds the Unified Government of Wyandotte County/Kansas City Kansas.

The signed, original application must be provided to Community Development. No other forms or versions of this application will be accepted. Please answer all questions. Additional sheets may be attached if space is needed to complete a response (however do not answer questions by *only* providing attachments). Other attachments to support the project may be included.

It is the responsibility of the applicant to review the application prior to submission to ensure it is complete and accurate. A project should be defined in terms of a single activity. An application may be rejected if incomplete, not signed by the proper authority, or does not clearly define the project.

Applications will be reviewed for eligibility. Funding is contingent upon the Unified Governments receipt of federal grants.

Application Instructions:

1. Each applicant must complete the **Applicant Information** (page 4). A copy of the agency's By-laws and/or Articles of Incorporation must be attached.

2. The applicant will identify which one of the following sections best categorizes the project. Questions as to the appropriate sections should be referred to Community Development. Only one section will be completed per project.

   Section A: Public Service Activities (pages 7-9)

   This section is for requests to provide public services for seniors, persons with disabilities, youth and children, battered and abused spouses, abused and neglected children, and other low-income people. Examples of eligible public service activities include legal services, transportation services, substance abuse services, employment training, fair housing, tenant/landlord counseling, child care, health and mental health services, tenant-based rental assistance, and security deposit assistance. Projects requesting funding for staffing costs of public service activities will be included in this section.

   Section B: Public Facilities & Improvements (pages 10-13)

   This section is for requests by public or private nonprofit entities for construction, rehabilitation, or improvements to public facilities including land acquisition. Examples of such facilities include senior centers, centers for persons with disabilities, homeless facilities, youth centers, childcare centers, health facilities, and facilities for abused and neglected children. Normal facility repair and maintenance is not eligible.

   Section C: Renovation/Acquisition of Existing Housing (pages 14-17)

   This section is for the acquisition and/or rehabilitation of privately (or bank?) owned vacant homes, or buildings with two or more residential units, for providing permanent housing for low- and moderate-income households, including the elderly and persons with disabilities.

   Section D: New Housing Construction (pages 18-20)

   This section is for the acquisition of land and/or construction of single-family or multifamily housing.

   Section E: Economic Development (pages 21-23)

   This section is for economic development activities including: Acquiring, constructing, reconstructing, rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. These are economic development projects undertaken by nonprofit entities and grantees. Assistance may include grants, loans, loan guarantees, and technical assistance.

3. Applicant shall provide all required signatures and dates on the **Certification** (page 24).

4. Applicant shall answer the Conflict of Interest Questionnaire and provide all required signatures and dates on the **Conflict of Interest Questionnaire** (page 25)

5. Submit the Application to Community Development Department. All applications must be received **by 4 p.m. on ENTER MONTH, DATE YEAR HERE** All nonprofit organizations are to include an audited financial statement with the application.

APPLICANT INFORMATION

1) Applicant's name:

2) Applicant's mailing address:

3) Applicant's website:

4) Name of director/owner:

5) Name of contact person, title:

6) Contact information for contact person:

Phone:
E-Mail:
Fax:

7) If the applicant is a partnership or is incorporated, list the names of all partners or all board members and the Board President.

8) Mission or goals of the organization **(Attach a copy of By-Laws and/or Articles of Incorporation):**

9) Does the applicant define itself as a faith-based organization? Yes ☐ No ☐

10) History of the organization:

11) Prior experience with federal programs, including a summary of the project(s) and timeliness of the project(s):

12) Environmental Review Status:

Has an Environmental Review been conducted on the project or address (es)? Yes ☐ No ☐

If so what is the date_____ and provide a copy of the Environmental Review.

If not, an Environmental Review ***must*** be conducted prior to any choice limiting action i.e. the purchase of property, disrupting of soil or execution of an agreement.

A request for an Environmental Review can be made to the Community Development Department.

13) OMB Circular A-133 requires non-federal entities that expend $500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with OMB Circular A-133. Is the applicant aware of this audit requirement? Yes ☐ No ☐. If the applicant has met the audit threshold in the last three years, or will meet the threshold as a result of this program/activity, the applicant must attach or provide upon completion a copy of the audit results. **Insert language from the Super Circular 2 CFR 200. Audit threshold raised to $750,000.**

THIS COMPLETES THE APPLICANT INFORMATION.

PLEASE PROCEED TO ONE OF THE FOLLOWING SECTIONS FOR YOUR PROJECT:

SECTION A: PUBLIC SERVICE ACTIVITIES

1) Describe in detail your proposed program/activity.

2) What are the anticipated start and completion dates of the activity?

--Start
--Completion

3) Check the box which most accurately describes the program/activity.

- ☐ New program/activity
- ☐ Existing program/activity where the number of those served will not increase
- ☐ Expansion of an existing program/activity where additional persons will be served
- ☐ Other, please describe:

4) What is the specific goal or measurable outcome that will be achieved as a result of the program/activity? (i.e., Why is the program/activity being undertaken and how will it directly benefit the clientele served?)

5) How many individuals will be served in the 12-month period for which funding is being requested?

6) If this is an existing program/activity, how many individuals were served in the previous calendar year (January to December)?

(Please provide breakdown by ethnicity and race.)

Ethnicity	Race
Hispanic or Latino	American Indian or Alaska Native
Not Hispanic or Latino	Asian
	Black or African American
	Native Hawaiian or Other Pacific Islander
	White
	American Indian or Alaska Native **AND** White
	Asian **AND** White
	Black or African American **AND** White
	American Indian or Alaska Native **AND** Black or African American
	Other

7) Check the one box that most accurately describes the eligibility of the program/activity. **Check only a, b or c.**

a) ☐ The program/activity will have income eligibility requirements to **primarily serve** low- and moderate-income beneficiaries. Check any income levels that apply.

- ☐ at or below 30% of the area median income (AMI)
- ☐ at or below 50% AMI
- ☐ at or below 60% AMI
- ☐ at or below 80% AMI
- ☐ over 80% AMI (Ineligible activity if most beneficiaries are over 80% AMI)

b) ☐ The program/activity will be open to **all** persons regardless of income. Is there a recognized boundary for the area served, such as census tracts, block groups, neighborhoods, street boundaries, etc.? ☐ Yes ☐ No

(If yes, please describe boundaries)

c) ☐ The program/activity will **primarily serve** one of the following groups. (Category selected must be consistent with the mission of the organization as evidenced by the By-Laws and/or Articles of Incorporation.) **Check only one box.**

- ☐ Abused/neglected children
- ☐ Elderly persons
- ☐ Battered spouses
- ☐ Persons with AIDS/HIV
- ☐ Homeless persons
- ☐ Persons with disabilities
- ☐ Illiterate persons
- ☐ Migrant farm workers

8) Will information on family size and income of the beneficiaries be obtained and verified by your organization? Yes ☐ No ☐

9) Will a fee be charged for services? Yes ☐ No ☐; if yes, attach a copy of the fee schedule.

10) Provide a cost breakdown of the program/activity.

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
TOTAL ESTIMATED COST FOR THIS PROGRAM/ACTIVITY	$

11) List and identify by name all funding sources for this program/activity.

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
CDBG funding requested for this program/activity	$
TOTAL OF ALL FUNDING SOURCES (Must equal #10 above.)	$

12) Are all other funds identified for this activity available and/or committed? Yes ☐ No ☐; if no, please identify which funds are not, and when they will be.

13) What will be the status of your program/activity if you do not receive CDBG funding, or if you do not receive the full amount requested?

14) Is funding available for cost overruns? Yes ☐ No ☐; if yes, please describe the source and how much is available. If no, how will cost overruns be handled?

THIS COMPLETES SECTION A. Public Service Activities

GO TO THE CERTIFICATION ON PAGE 24.

SECTION B: PUBLIC FACILITIES & IMPROVEMENTS

1) Describe in detail your proposed activity.

2) Is the facility owned by the applicant? Yes ☐ No ☐; if not, please provide the name and address of the owner and provide a copy of the lease agreement.

Owner's Name:

Address:

3) What is the specific goal or measurable outcome that will be achieved as a result of the activity? (i.e., Why is the activity being undertaken and how will it directly benefit the clientele served?)

4) How many individuals will be served by the activity in the 12-month period for which funding is being requested?

5) If this is an existing public facility or improvement, how many individuals were served in the previous calendar year (January to December)?

(Please provide breakdown by ethnicity and race.)

Ethnicity	Race
Hispanic or Latino	American Indian or Alaska Native
Not Hispanic or Latino	Asian
	Black or African American
	Native Hawaiian or Other Pacific Islander
	White
	American Indian or Alaska Native **AND** White
	Asian **AND** White
	Black or African American **AND** White
	American Indian or Alaska Native **AND** Black or African American
	Other

6) **All projects must include projected timelines as identified below. Projects that do not proceed or meet completion/expenditure timelines may be canceled with the remaining funding being reallocated by Community Development to other eligible programs, projects, or activities.**

Insert dates

--Receipt of all funding commitments identified for this project
--Acquisition (if applicable)
--Plans/specifications prepared
--Solicitation of bids
--Bid award
--Start of construction
--Completion date

7) Check the one box that most accurately describes the eligibility of the activity.

- ☐ New public facility or improvement
- ☐ Existing facility or improvement where the number of beneficiaries will not increase
- ☐ Expansion of a facility or improvement that will permit additional persons to be served
- ☐ Other, please describe:

8) Check the one box that most accurately describes the eligibility of the program/activity. **Check only a, b or c.**

a) ☐ The program/activity will have income eligibility requirements to **primarily serve** low- and moderate-income beneficiaries. Check any income levels that apply.

- ☐ at or below 30% of the area median income (AMI)
- ☐ at or below 50% AMI
- ☐ at or below 60% AMI
- ☐ at or below 80% AMI
- ☐ over 80% AMI (Ineligible activity if most beneficiaries are over 80% AMI)

b) ☐ The program/activity will be open to **all** persons regardless of income. Is there a recognized boundary for the area served, such as census tracts, block groups, neighborhoods, street boundaries, etc.? ☐ Yes ☐ No
(If yes, please describe boundaries)

c) ☐ The program/activity will **primarily serve** one of the following groups. (Category selected must be consistent with the mission of the organization as evidenced by the By-Laws and/or Articles of Incorporation.) **Check only one box.**

- ☐ Abused/neglected children
- ☐ Elderly persons
- ☐ Battered spouses
- ☐ Persons with AIDS/HIV
- ☐ Homeless persons
- ☐ Persons with disabilities
- ☐ Illiterate persons
- ☐ Migrant farm workers

9) Will information on family size and income of the beneficiaries be obtained and verified by your organization? Yes ☐ No ☐

10) Will a fee be charged for to use the facility/improvement? Yes ☐ No ☐; if yes, attach a copy of the fee schedule.

11) Provide a cost breakdown for the project. (Davis-Bacon wage rates will likely apply.)

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
TOTAL ESTIMATED COST OF THIS ACTIVITY	$

Cost estimates and specifications must be prepared by qualified engineers/architects.

Cost estimate supplied by:
Name: _____
Title: _____
Address: _____
_____

12) List and identify by name all funding sources for this program/activity.

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
CDBG funding requested for this program/activity	$
TOTAL OF ALL FUNDING SOURCES (Must equal #11 above)	$

13) Are all other funds identified for this project available and/or committed? Yes ☐ No ☐; if no, please identify which funds are not and when they will be.

14) What will be the status of your project if you do not receive CDBG funding, or if you do not receive the full amount requested?

15) Is funding available for cost overruns? Yes ☐ No ☐; if yes, please describe the source and how much is available. If no, how will cost overruns be handled?

16) Are repair and replacement reserves included in the operating budget? Yes ☐ No ☐; if yes, how much is budgeted annually? If no, how will repairs and needed capital improvements be funded?

17) If the project involves acquisition or expansion of an existing public facility or improvement, is the property zoned properly? Yes ☐ No ☐

18) If the project involves a new or an expansion of an existing public facility or improvement, please include information on the operating budget and include all identified resources.

THIS COMPLETES SECTION B. *PUBLIC FACILITIES & IMPROVEMENTS*

GO TO THE CERTIFICATION ON PAGE 24.

SECTION C: RENOVATION/ACQUISITION OF EXISTING HOUSING

1) Property address:

2) Legal description of property:

3) Do you currently own the property? Yes ☐ No ☐; if you do not own the property, do you have an agreement to purchase? Yes ☐ No ☐; if yes, please attach a copy. If you do not own the property, list the name and address of the owner(s).

4) If there are any structures on the property, were they constructed prior to 1978? Yes ☐ No ☐; (Any recipient of CDBG funding must comply with federal regulation **24 CFR Part 35 Subpart J**, pertaining to lead hazard reduction on all residential properties constructed prior to January 1, 1978. After completion of any rehabilitation disturbing lead-based paint hazards, the work site must pass a clearance inspection in accordance with **24 CFR 35.1340**).

5) Assessed or appraised value of the property:

6) How many existing units are in the project?

7) How many units will be in the project upon completion?

8) Will there be temporary or permanent displacement during renovations? Yes ☐ No ☐; if yes, please describe.

9) How many units will be made exclusively to households within the following categories?

at or below 30% of the area median income (AMI)
at or below 50% AMI
at or below 60% AMI
at or below 80% AMI
above 80% AMI

10) **All projects must include projected timelines as identified below. Projects that do not proceed or meet completion/expenditure timelines may be canceled with the remaining funding being reallocated by Community Development to other eligible programs, projects, or activities.**

Insert dates

--Receipt of all funding commitments identified for this project
--Acquisition (if applicable)
--Risk Assessment (if applicable)
--Plans/specifications prepared
--Solicitation of bids
--Bid award
--Start of construction
--Completion date

11) Describe the proposed renovations.

12) Attach a site plan and a floor plan of the property showing the existing units as well as the proposed changes.

13) Attach a 15-year operating income and expense projection for the project and rate of return on investment. List the different rents for the different income levels served.

14) Attach a separate sheet to include the following information for each unit. **This information will also be required upon project completion.**
    - Unit number
    - Unit size (number of bedrooms)
    - Unit occupancy (vacant or occupied)
    - Household income in relation to median family income
    - Number of people in the household
    - Race and ethnicity of the head of household
    - Household characteristics (elderly, female-head of household, disability, etc.)
    - Total existing monthly rent (including utilities)
    - Proposed monthly rent (including utilities) after renovations
    - Identification of utilities included in rent and utilities to be paid by tenant
    - Type of rental assistance, if applicable (Section 8 voucher, other assistance, no assistance)

15) Provide a cost breakdown for this project. (Davis-Bacon wage rates may apply to CDBG projects with more than eight units.)

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL ESTIMATED COST OF THIS ACTIVITY	$

Cost estimates and specifications must be prepared by qualified engineers/architects.

Cost estimate supplied by:
Name: _____
Title: _____
Address: _____
_____

16) List and identify by name all funding sources for this program/activity.

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
CDBG funding requested for this program/activity	$
TOTAL OF ALL FUNDING SOURCES (Must equal #14 above)	$

17) Are all other funds identified for this project available and/or committed? Yes ☐ No ☐; if no, please identify which funds are not and when they will be.

18) What will be the status of your project if you do not receive CDBG funding, or if you do not receive the full amount requested?

19) Is funding available for cost overruns? Yes ☐ No ☐; if yes, please describe the source and how much is available. If no, how will cost overruns be handled?

THIS COMPLETES SECTION C. *RENOVATION/ACQUISITION OF EXISTING HOUSING*

GO TO THE CERTIFICATION ON PAGE 24.

SECTION D: NEW HOUSING CONSTRUCTION

1) Property address:

2) Legal description of property:

3) Do you currently own the property? Yes ☐ No ☐; if you do not own the property, do you have an agreement to purchase? Yes ☐ No ☐; if yes, please attach a copy. If you do not own the property, list the name and address of the owner(s).

4) Assessed or appraised value of the property:

5) How many units will be in the project upon completion?

6) How many units will be made exclusively to households within the following categories?

at or below 30% of the area median income (AMI)
at or below 50% AMI
at or below 60% AMI
at or below 80% AMI
above 80% AMI

7) **All projects must include projected timelines as identified below. Projects that do not proceed or meet completion/expenditure timelines may be canceled with the remaining funding being reallocated by Community Development to other eligible programs, projects, or activities.**

Insert dates:

--Receipt of all funding commitments identified for this project
--Acquisition (if applicable)
--Plans/specifications prepared
--Solicitation of bids
--Bid award
--Start of construction
--Completion date

8) Describe the proposed project.

9) Attach a proposed site plan and floor plan of the property.

10) Attach a 15-year operating income and expense projection for the project and rate of return on investment.

11) Attach a separate sheet to include the following information for each unit:
   - Proposed monthly rent/sales price of each unit
   - Occupancy restrictions for each unit (household income in relation to the median family income)
   - Project characteristics (i.e., congregate care for the elderly, etc.)
   - Identification of utilities included in rent and utilities to be paid by tenant

   This following information will be required upon project completion:
   - Unit number
   - Unit size (number of bedrooms)
   - Unit occupancy (vacant or occupied)
   - Household income in relation to median family income
   - Number of people in this household
   - Race and ethnicity of the head of household
   - Household characteristics (elderly, female-head of household, disability, etc.)
   - Total existing monthly rent (including utilities)
   - Proposed monthly rent (including utilities) after renovations
   - Identification of utilities included in rent and utilities to be paid by tenant
   - Type of rental assistance, if applicable (Section 8 certificate or voucher, other assistance, no assistance)

12) Provide a cost breakdown for this project. (Davis-Bacon wage rates may apply to CDBG projects with more than eight units.)

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL ESTIMATED COST OF THIS ACTIVITY	$

Cost estimates and specifications must be prepared by qualified engineers/architects.

Cost estimate supplied by:
Name: _____
Title: _____
Address: _____
_____

13) List and identify by name all funding sources for this program/activity.

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
CDBG funding requested for this program/activity	$
TOTAL OF ALL FUNDING SOURCES (Must equal #12 above)	$

14) Are all other funds identified for this project available and/or committed? Yes ☐ No ☐; if no, please identify which funds are not and when they will be.

15) What will be the status of your project if you do not receive CDBG funding, or if you do not receive the full amount requested?

16) Is funding available for cost overruns? Yes ☐ No ☐; if yes, please describe the source and how much is available. If no, how will cost overruns be handled?

THIS COMPLETES SECTION D. ***NEW HOUSING CONSTRUCTION***

GO TO THE CERTIFICATION ON PAGE 24.

SECTION E: ***ECONOMIC DEVELOPMENT***

1) Describe in detail your proposed activity.

2) Check the one box that most accurately describes the eligibility of the activity.

- ☐ Special economic development activity
- ☐ Economic development undertaken by a community based development organization
- ☐ Technical assistance to a business
- ☐ Microenterprise development
- ☐ Technical assistance to a business
- ☐ Commercial rehabilitation
- ☐ Public facilities and improvements
- ☐ Job training
- ☐ Other, please describe:

3) Check the one box that most accurately describes the objective.

- ☐ Economic activity that benefits a low or moderate income area (i.e. at least 51 percent of the occupants of the defined neighborhood have incomes at or below 80 percent of the median family income)
- ☐ Economic activity that benefits a microenterprise where the owner of the business has an income at or below 80 percent of the median family income
- ☐ Economic activity designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by persons whose income is at or below 80 percent of median family income.
- ☐ Economic development activity, such as commercial rehabilitation, which will aid in the prevent of elimination of slum or blighted
- ☐ Other, please describe:

4) What is the specific goal or measurable outcome that will be achieved as a result of the activity?

5) How many jobs will be created or maintained by the activity in the 12-month period for which funding is being requested?

6) Will information on family size and income of the beneficiaries be obtained and verified by your organization? Yes ☐ No ☐

7) **All projects must include projected timelines as identified below. Projects that do not proceed or meet completion/expenditure timelines may be canceled with the remaining funding being reallocated by Community Development to other eligible programs, projects, or activities.**

Insert dates

--Receipt of all funding commitments identified for this project
--Acquisition (if applicable)
--Plans/specifications prepared
--Solicitation of bids
--Bid award
--Start of construction
--Completion date

8) Provide a cost breakdown for the project. (Davis-Bacon wage rates will likely apply.)

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
	$
TOTAL ESTIMATED COST OF THIS ACTIVITY	$

9) List and identify by name all funding sources for this program/activity.

DESCRIPTION	DOLLAR AMOUNT
	$
	$
	$
	$
	$
	$
CDBG funding requested for this program/activity	$
TOTAL OF ALL FUNDING SOURCES (Must equal #11 above)	$

10) Are all other funds identified for this project available and/or committed? Yes ☐ No ☐; if no, please identify which funds are not and when they will be.

11) What will be the status of your project if you do not receive CDBG funding, or if you do not receive the full amount requested?

12) Is funding available for cost overruns? Yes ☐ No ☐; if yes, please describe the source and how much is available. If no, how will cost overruns be handled?

Please be aware that additional information may be required to determine eligibility of any economic development activity.

THIS COMPLETES SECTION E. *ECONOMIC DEVELOPMENT*

GO TO THE CERTIFICATION ON PAGE 24.

CERTIFICATION

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

I certify that I have read and understand all the instructions related to this application and the information provided is true and correct.

Signature of Director/Owner	Date	Signature of Board President	Date

Certification must be signed by any and all owners.

Signature of Owner	Date	Signature of Owner	Date
Signature of Owner	Date	Signature of Owner	Date
Signature of Owner	Date	Signature of Owner	Date

8. CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and City law prohibits employees and public officials of the City of Baltimore from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

a. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council?

Yes __ No__

If yes, please list the names(s) below:

_____ _____

_____ _____

b. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee, consultant, or a member of the City Council?

Yes __ No___

If yes, please list the name(s) below:

_____ _____

_____ _____

c. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes __ No ___

If yes, please list the name(s) below:

_____ _____

_____ _____

If you have answered "YES" to any of the above, the CDBG Office will review to determine whether a real or apparent conflict of interest exists.

Name of Organization: _____

Name of Applicant's Authorized Official: _____

Authorized Official's Title: _____

Signature of Authorized Official: _____

IMPORTANT

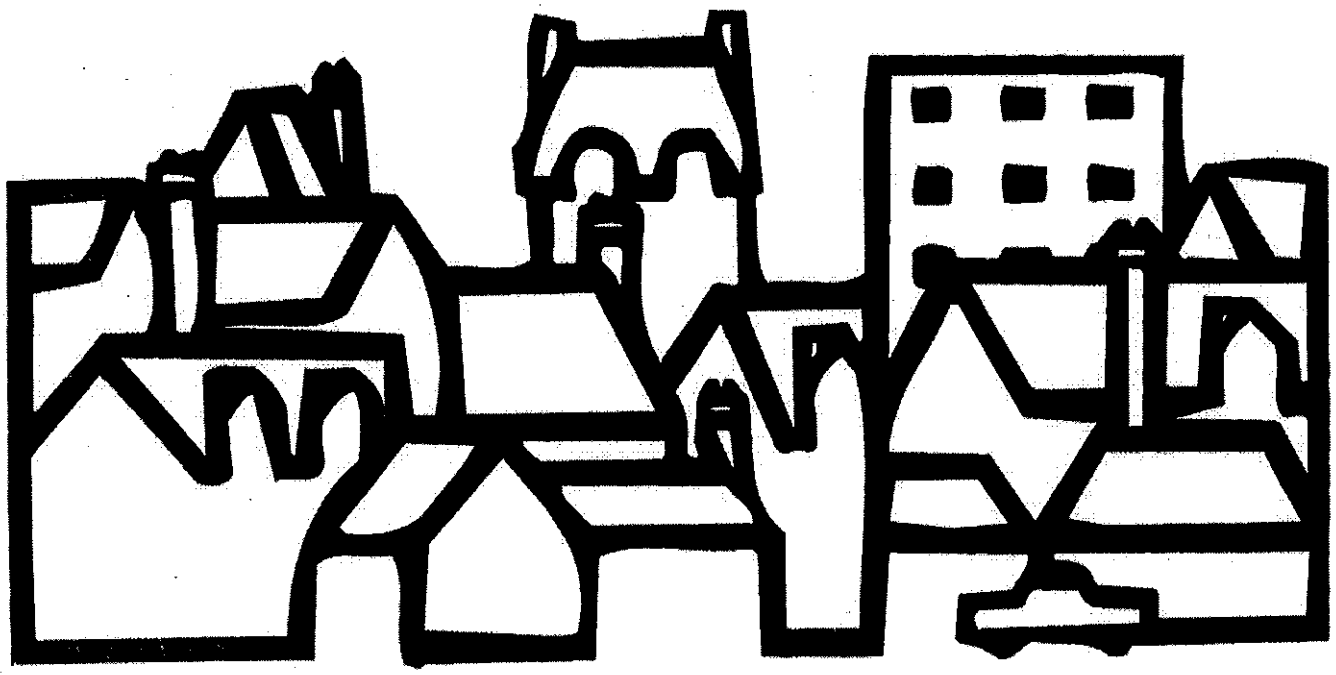
- ✓ **Return original application to Community Development by <u>ENTER DATE HERE.</u>**
- ✓ **Applicants must provide a copy of the agency's Bylaws and/or Articles of Incorporation.**
- ✓ **Applicants must provide a copy of the agency's current Board Roster.**
- ✓ **Nonprofit organizations must include an audited financial statement with their application.**

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

Managing CDBG

A Guidebook for Grantees on Subrecipient Oversight

March 2005



HUD-2005-03-CPD http://www.hud.gov/offices/cpd/communitydevelopment/library/index.cfm

CHAPTER 2

PRE-AWARD ASSESSMENT

As director of the Community Development Agency in Midtown, William Lee was looking for an organization to help run the city's new housing rehabilitation program in the South Park neighborhood. William had heard about a local non-profit agency that was doing 'great things' in housing, according to several Midtown city councilors. Based on this endorsement, and with assurances from the non-profit's Director about the quality of its work and its commitment to the neighborhood, William didn't feel a more formal assessment of the organization's capacity was necessary. He selected the non-profit as a subrecipient without determining whether the subrecipient had the administrative systems and procedures necessary to comply with CDBG regulations.

Eight months later, the CDA's monitoring revealed that the non-profit had incurred substantial program expenses before the environmental review process was completed, rendering those expenses unallowable. Moreover, although the non-profit was doing high quality rehabilitation work, staff had failed to maintain documentation on household eligibility, procurement of materials, progress payments, or final inspection of the work. When William called to find out how this had happened, the non-profit's Executive Director said that he had never paid much attention to bureaucratic 'red tape,' and focused on 'results rather than paperwork.' The next day, William received calls from two city councilors wanting to know why he was 'harassing' such an outstanding organization.

INTRODUCTION

This chapter focuses on procedures for assessing the capabilities of prospective subrecipients **prior to** awarding them CDBG funds. Because many local CDBG programs have been funding the same subrecipients for several years, you should also apply these procedures in deciding whether to continue to use your current subrecipients.

There is no regulatory requirement that grantees formally assess prospective subrecipients. Your authority to "designate" an organization as a subrecipient is one of the features of this category of service provider that distinguishes it from a contractor. (You can select contractors only after a formal procurement process designed to afford "free and open competition.")

Importance of Pre-Award Assessments

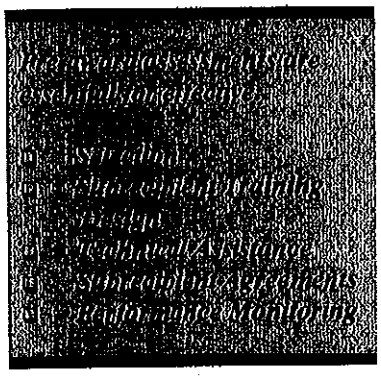
A thoughtful pre-award assessment of potential subrecipients can:

- reduce the risk of major problems later on, and
- increase the chances for success.

Whether you are selecting new subrecipients or extending current Subrecipient Agreements, it is helpful to know ahead of time what to prepare for and what to fix ***before the Agreement is signed.*** You may have to live with the problem a long time if you don't.

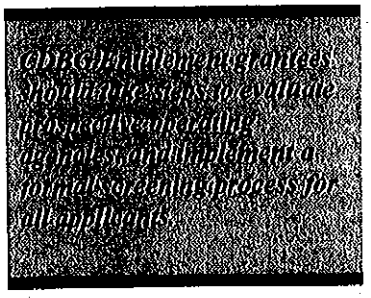
There are no perfect subrecipients.

You should not view the pre-award assessment of potential subrecipients, or the review of the prior performance of current subrecipients, as attempts to weed out all organizations except those with a perfect track record. Ideal subrecipients probably do not exist. Instead, you should treat the assessment process as a way to measure the strengths and weaknesses of prospective organizations and to identify potential problem areas in working with them, so that you can develop support mechanisms to strengthen these organizations in the future.



Pre-award evaluations can help you:

- decide which of several prospective subrecipients to select for a particular activity;
- identify early training and technical assistance that you can provide to potential subrecipients lacking previous CDBG experience;
- include special conditions in the written Subrecipient Agreement that make initial or continued funding contingent on the agency's correcting particular deficiencies by a mutually agreed-on date; and
- identify special monitoring procedures, such as more frequent on-site visits or special audits, to assure the subrecipient organization is achieving its goals.



Given this prior knowledge, you can better balance your future monitoring and technical assistance responsibilities with the administrative resources that you have available. When the pre-award evaluation process is complete, you will know exactly which organizations need what kind of monitoring support.

Even when the selection of a particular subrecipient appears to be inherently "political" and pre-determined, it is helpful to identify the particular areas where you are likely to have problems. For existing subrecipients, pre-award screening closes the previous year's monitoring loop.

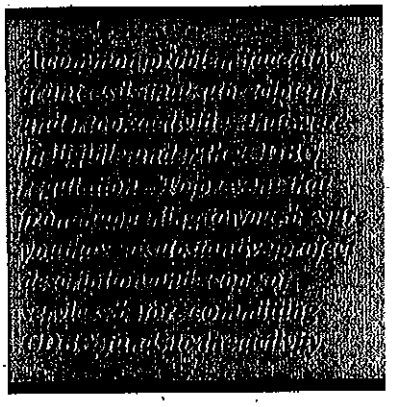
FACTORS IN A PRE-AWARD ASSESSMENT

Factors used to determine selection of subrecipients should be based on both the quality of the project and the capacity of the subrecipient to carry it out. For example, in judging whether to use a specific organization as a subrecipient, you should examine:

- the nature of the activity or activities;
- whether the proposed plan for carrying out the activity is realistic;

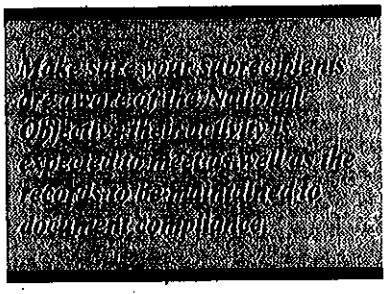
- the organization's capacity to do the work and do it in a timely manner; and
- the possibility of any potential conflicts of interest.

Are the activities eligible for funding?



It is surprising how many grantees continue to fund activities without determining their eligibility for funding under CDBG guidelines (§570.201-207 of the CDBG regulations). **One of your first steps should be to verify the eligibility of proposed activities.** Certain activities are excluded automatically. For example, "partisan political activities" such as voter transportation or candidate forums, no matter how impartially structured, are never eligible activities under CDBG rules. On the other hand, housing construction can be an eligible activity, but only under certain circumstances. CDBG funds generally cannot be used for assistance relative to "buildings or portions thereof used for the general conduct of government." However, this prohibition does not apply to the removal of architectural barriers (see §570.207(a)(1)), or where social services operate out of such a building. It is very important, therefore, to check the eligibility of each proposed activity. Sometimes a small change is all that is required to assure the proposed project conforms to the CDBG regulations.

Does the activity meet a National Objective?



You should also evaluate **how the proposed activity addresses the National Objective of providing benefit to low- and moderate-income persons, preventing or eliminating slums or blight, or meeting other urgent community development needs.** For each activity there must be a logical, documented connection to a National Objective. As noted in the Appendix to Chapter 1, the standards for meeting and documenting compliance with a National Objective can vary depending on the particular activity undertaken. Be particularly careful in assessing housing and economic development activities.

You should also assess the consistency of the proposed activity with the community's Consolidated Plan and with your CDBG program priorities.

Is the design of the proposed activity appropriate?

You should evaluate the adequacy of the proposed program design or service delivery approach.

- Does the activity adequately address an established need?
- Has the prospective subrecipient identified all the major tasks that will be involved in carrying out the activity?
- Does the organization understand the interrelationship of these tasks, and has it developed a realistic schedule for their accomplishment? Are there any stumbling blocks to prompt implementation?

- Has the organization made a careful estimate of the resources necessary for each component of its proposed program, and has it put together a realistic budget that reflects these resources? Are other sources of funds, when indicated, committed to this project?

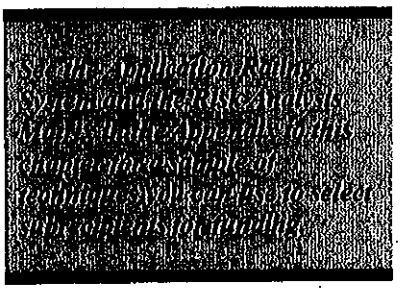
- Is the budget for the CDBG funded activity separate from other activities undertaken by the subrecipient?

Does the organization have the capacity to complete the activity as proposed?

Finally, you should assess the prospective subrecipient's **overall organizational capacity.**

- Has the organization ever undertaken the proposed activity before, and what was the result?

- Does the organization have experience with the Community Development Block Grant or other Federal programs?



- Do the prospective subrecipient's staff appreciate the additional requirements associated with Federal funding (for example, when staff split their time between CDBG and non-CDBG functions, keeping detailed records of time spent on specific activities)?

- Is the organization familiar with the specific regulatory requirements associated with the proposed activity (such as Davis-Bacon prevailing wage requirements for new construction or rehabilitation projects involving eight units or more)?

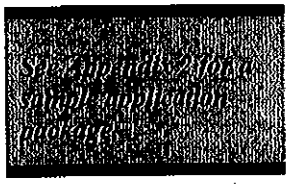
- What is the organization's "track record" regarding compliance with such requirements?

- Does the prospective subrecipient have adequate administrative and fiscal structures in place to deal with these guidelines (particularly record keeping)?

- If not, does it recognize its organizational weaknesses, and has it developed a plan for upgrading these aspects of its operations?

- Does the organization have qualified staff for all the necessary functions associated with the proposed activity, and is there adequate staff time available?

- If not, how does the organization plan to fill these gaps in personnel?



The Appendix to this chapter provides a sample subrecipient application for CDBG funding that was developed with the assistance of Oakland, California. Part A, Abstract of an Application, lists the basic elements that should be included in the application and/or as supplemental information requested by the grantee after it has been determined that the subrecipient has submitted a priority proposal and has the capacity to carry it out. The sample application can be modified to fit a variety of the following approaches to selecting subrecipients.

MODELS FOR PERFORMING PRE-AWARD ASSESSMENTS AND SELECTING SUB-RECIPIENTS

You can use a variety of approaches to selecting subrecipients:

- **Model 1: formal application or request-for-application (RFA) process;**
- **Model 2 simplified or limited application, with grantee follow-up;**
- **Model 3: grantee survey of qualified organizations, with direct solicitation;**
- **Model 4: response to unsolicited applications; or,**
- **Model 5: review of existing subrecipients' performance, before renewing their participation.**

Model 1: A Formal Application or RFA Process

Under this model, the prospective subrecipient is required to submit a formal application to the grantee, generally as part of the grantee's planning process for developing its subsequent year's CDBG Action Plan. In the application, the prospective subrecipient describes its proposed activity(ies), implementation schedule, budget, and staffing structure, as well as its related past experience and how the organization intends to assure compliance with the program regulations that apply to the proposed activity(ies). The grantee then evaluates each application according to explicit selection criteria, its CDBG program priorities and (if the proposed activity is housing-related), the local priorities as expressed in the Consolidated Plan.

Among the models discussed here, this one most closely resembles the competitive procurement process used in selecting contractors, although with subrecipients there is likely to be a variety of activities proposed, and "lowest price" will not necessarily be a factor in deciding which organization to select. The formal application process is recommended when:

(1) activities are numerous and/or complex,

(2) there are many potential applicants with varying degrees of expertise and capacity,

(3) the cost and level of risk of program failure are high, thereby requiring greater care and more time, and/or

(4) there are limited funds and many competing needs and/or approaches for addressing these needs.

Pros and Cons of a Formal Application or RFA Process

Pros: This approach ***places the full responsibility with the applicant*** to prepare a thorough, written description of its expertise, capacity, and program design. This approach also allows you to compare applicants on a broad range of selection criteria, since each must submit similar applications. The Request-For-Application format should provide prospective subrecipients with an overview of the regulatory issues they must address. Their responses will reveal their awareness of and capacity to deal with these program requirements. At the same time, the formality of the process helps to assure the consistency of the evaluation process. (It should be noted, however, that the applicant's responsibility to describe its capacity and program design does **not** relieve the grantee of its ultimate responsibility for ensuring compliance with all applicable requirements.)

Cons: The approach in Model 1 rewards experienced subrecipients or organizations that can write strong applications (or hire consultants to write them). Although they may be aware of the weighting criteria used in evaluating applications, these agencies may not be organizations that can run good programs. Because the Model 1 approach may require considerable effort to prepare the application, less experienced applicants or those with smaller staffs may not apply, thereby depriving you of well-qualified applicants. In addition, your time involved in assessing and scoring applications (and reviewing the scores with unsuccessful applicants) can be substantial. This approach may allow you to bring in new subrecipients only once a year.

Model 2: Simplified Application, with Grantee Follow-up

This model, a toned-down version of Model 1, requires applicants to provide a more general description of their proposed activity(ies), organizational experience, and capacity to do the work. Applicants need not produce detailed written explanations of how they will address the regulatory requirements of the CDBG program. However, they are required to demonstrate their organization's ability to meet those selection criteria that you choose to specify. (For example, for a new job training program you might want to specify how many training slots are to be filled, what disciplines are to be taught, and what the budgeted cost is for each trainee over what period of time.)

The grantee reviews prospective agencies' general descriptions to narrow the number of applications under consideration. The grantee then requests the most promising organizations to provide more detailed information regarding their capacity or to answer questions about their program design.

Model 2 may be useful when there are several inexperienced providers with limited ability to respond to a formal RFA, the level of program complexity (and therefore, risk of failure) is moderate or low, and/or the grantee wants to maintain the largest possible pool of qualified applicants.

Pros and Cons of a Simplified Application with Grantee Follow-up

Pros: This approach makes it easier for new or inexperienced organizations to prepare an application and participate in the application process, at least through the first round "cut". The open process tends to encourage a wider group of prospective subrecipients to apply for consideration by the grantee.

Cons: This approach shifts much of the burden for developing a complete picture of the prospective subrecipients' qualifications from the applicant to the grantee. Grantees have to devote more time for pulling this information together. In addition, because the award criteria used at each stage may be less clear than in Model 1, grantees may be subject to more criticism or challenge over how they made their selections.

Model 3: Grantee Survey of Qualified Organizations, with Direct Solicitation

In this approach, the grantee first identifies a ***pool of qualified organizations.*** This can be done informally, through discussions with knowledgeable community sources or through the internal information that the Community Development office has acquired over the years. Alternatively, the grantee can periodically issue a general request for qualifications (RFQ) to local organizations in order to maintain up-to-date information about qualified subrecipients.

From this pool, the grantee can then identify the qualified organizations to carry out a desired CDBG activity and approach them directly to determine their interest and suitability for the work. (This latter step is crucial to avoid the problems described in the vignette at the beginning of this chapter.) Assuming that this process confirms an organization's capacity, the grantee has the option either to solicit an application from the organization for the work to be undertaken or to move directly to negotiate a written Agreement. (See Chapter 3.)

Pros and Cons of a Grantee Survey, with Direct Solicitation

Pros: With this approach the grantee can take a more proactive approach in deciding which is the "best" subrecipient to meet its needs. Because this approach tends to be more focused and entails deliberations involving fewer organizations, it can also be less time-consuming for agency staff.

Cons: One of the "pluses" of this approach, that it may be a less public process, can also be a significant disadvantage.

That is, it is vulnerable to criticism about favoritism on the part of the grantee, and as a less open process, may be subject to more political pressure. By focusing on fewer organizations, the grantee also may unintentionally be overlooking or excluding qualified agencies that it would like to get involved in its local CDBG effort. Finally, any tendency on the part of the grantee to be less rigorous in evaluating the capacity of the organization(s) it approaches can result in performance problems later on.

Model 4: Unsolicited Applications

It is quite likely that prospective sponsors of community development activities (both public and private) will contact you directly to request funding for a special project. The activities involved may or may not conform to your funding plans, and it is your responsibility to determine the merit and feasibility of the application. Certainly, this determination includes an assessment of whether the project meets a National Objective and whether the proposed activity or activities are eligible under the CDBG regulations.

If your preliminary review determines that the application has merit and that there is funding available, this model becomes the same as Model 2 or 3. Regardless of the size or complexity of the proposal, you should require the sponsoring organization to submit a formal application much like those suggested in Model 2 or 3. This will assure that all prospective subrecipients are treated the same way, and more importantly, that you have the same opportunity to review crucial information about the capacity, experience and reliability of the prospective sponsor as in other evaluation formats.

Pros and Cons of Unsolicited Applications

Pros: The advantages of Model 4 are similar to those of Models 2 and 3. However, there are two additional benefits. First, the unsolicited nature of the application suggests that the applicant is already motivated and in some way committed to undertaking the work and is not simply responding to your request. Second, unsolicited applications can reveal opportunities to address community needs that your agency may have overlooked or permit a more timely response to emerging needs.

Cons: You never know when you might receive an unsolicited application and whether there are political considerations attached to it. Following up the application may take time away from other matters. If politics are involved, your protection is knowing that you and your agency will observe the same process and criteria in responding to all applications. Another problem with unsolicited applications is that many times they are not received at an appropriate time in the funding cycle. The best applications may be received after the funds have been committed.

Model 5: Reviewing the Performance of Current Subrecipients

Even if you, the grantee, are not seeking to identify new subrecipients for your programs, and intend to retain your current group of subrecipients, a pre-award assessment is still appropriate. Some of your current subrecipients may be marginal performers that need the accountability and feedback of such a review to motivate them to improve. Other subrecipients may be well-intentioned and generally well-run but unaware of specific weaknesses in their operations. Still others may be exemplary performers that deserve to have their achievements recognized. Even if the assessment itself is not sufficient to motivate subrecipients to deal immediately with problems in their daily operations, it can be used to develop special language for the written Subrecipient Agreement governing future funding. The assessment could, for example, require corrective action as a condition for continued participation in the CDBG program.

The pre-award assessment for extending current subrecipient agreements should be incorporated into your normal monitoring process. To save time and effort, it makes sense to schedule your monitoring reviews to coincide with decisions about renewing subrecipients for another program year. Chapter Five of this Guidebook discusses detailed monitoring procedures.

A MIXTURE OF APPROACHES

You may want to use different approaches with different activities and organizations, depending on the number of "new" versus "experienced" subrecipients that you want to consider, the amount of information that you have available on different organizations, or the demand by local organizations for CDBG resources.

Making Your Selection Criteria Explicit

Regardless of the selection approach used, you are encouraged to **make your selection criteria explicit and,** as much as possible, **tie these criteria directly to the CDBG program requirements.** In addition, it would be appropriate to identify all of the applicable rules, including environmental reviews, anti-discrimination, and accessibility standards as part of the Request for Applications. This will serve several purposes, among them:

- By presenting the criteria explicitly at the beginning of the process, you can reduce the number of questions that may arise over the objectivity and fairness of your assessments; and
- By tying the criteria to Federal program requirements, you can begin to educate prospective subrecipients and the community at large about the regulatory constraints that limit how you operate the local CDBG program.

Finally, if local elected officials who are not part of the agency responsible for the CDBG program gain a better appreciation of the Federally imposed regulatory constraints under which the local CDBG program must function, the political pressure they may exert to select a particular organization or to assist a particular constituency can be reduced.

DEALING WITH A SCARCITY OF QUALIFIED ORGANIZATIONS

You may want to add new activities to your CDBG program, but find that there are not enough local organizations with the necessary experience and administrative systems to function effectively as subrecipients. In such cases, you can:

- **carry out the desired CDBG activities yourself;**
- **find or develop organizations with the necessary capacity; or**
- **not undertake the new activities.**

If the proposed activity is critical for revitalizing a targeted neighborhood or meeting the needs of a particular population, then deferring action may not be an option. In addition, if your administrative capacity is already stretched thin, it may be very difficult for you to take on new activities yourself.

Expanding the Pool of Subrecipients

You may find, therefore, that in order to increase the diversity and effectiveness of your CDBG effort, your only reasonable course of action is to create and nurture greater subrecipient capacity. While there will be an initial cost to this capacity-building effort, you may be able to view it as an investment with a future return.

If you decide to support one or more start-up organizations as new subrecipients, you will probably encounter two issues unique to new organizations: incorporation and start-up financing. Although CDBG funds can be used for capacity building, in most cases funding for start-up costs may have to be secured from other sources such as foundations, other non-profit agencies, or corporations that support local community development efforts. Most law firms, for example, can provide assistance with incorporation either for a modest fee or on a *pro bono* basis.

Once you have selected an organization to participate in the CDBG program for a particular program year, you must execute a written agreement with the designated subrecipient. Drafting useful Subrecipient Agreements is the subject of Chapter 3.

NOTES:

CHAPTER 2: APPENDIX

SAMPLE SUBRECIPIENT APPLICATION PACKAGE

Among other features, application packages provided to prospective subrecipients for use in proposing activities for CDBG funding should have the following characteristics:

1) Provide a clear explanation of the CDBG program, so that subrecipients understand what they are applying for and what their responsibilities will be;

2) Indicate the grantee's funding priorities;

3) Be detailed enough to capture all important information regarding eligibility, compliance with National Objectives requirements, and the schedule for project implementation;

4) Not be so elaborate or forbidding that subrecipients are discouraged from applying; and

5) Provide enough information about the subrecipient organization to permit grantees to make reasonable judgments about the subrecipient's qualifications to carry out the proposed activity.

The sample application materials on the following pages provide a good example of the important features listed above. City Agencies generally submit a more abbreviated list of documents.

Previously Funded Subrecipients: Most grantees that review applications received from previously funded subrecipients make allowances for information they already have about the subrecipient in order to make the application procedure less burdensome. One suggestion is to include a question in your application that addresses subrecipients with prior CDBG experience, such as, "Has anything changed on this item? If so, explain how and why." Alternatively, you might include a statement indicating which items need not be resubmitted, such as:

> *"Private agencies that have applied in the past three years or are currently funded by the Office of Community Development do not need to submit Articles of Incorporation, tax exemption letters, an organization chart, and resumes of the program administrator and fiscal officer if they are on file in this office and they have not been changed since initially submitted."*

SAMPLE SUBRECIPIENT APPLICATION
(Developed with Assistance from the City of Oakland, CA)

Abstract of an Application (It is recommended that total narrative be limited to no more than five pages.)

The application package should include a discussion of eligible and ineligible activities and National Objectives, such as found in the Appendix to Chapter 1, followed by the required data to be submitted by the prospective subrecipient for funding consideration. The application package should address the following items:

1. Summary of Eligible and Ineligible Activities (with references to relevant section of regulations)
   —Basic Eligible Activities
   —Eligible Rehabilitation and Preservation Activities
   —Special Economic Development Activities
   —Special Activities by CBDOs
   —Eligible Planning, Urban Environmental Design, Policy-Planning, and Management-Capacity Building Activities
   —Eligible Administrative Costs
   —Ineligible Activities

2. Data Required to be Submitted

   (a) Project Summary (Narrative)
   —Need/Problem to be addressed (consistent with priorities established in Consolidated Plan
   —Population/Area served (including estimated numbers of clients and other measurable outputs)
   —Description of work (including who will carry it out and how eligibility and National Objective requirements will be met)
   —Proposed Schedule of Work

   (b) Detailed Budget Information including all funding sources

   (c) Agency Information
   —Background/Program Experience
   —Personnel/Staff Capacity
   —Financial Capacity
   —Monitoring
   —Audit Requirements
   —Insurance/Bonding/Worker's Compensation
   —Any other additional information

   (d) Standard Required Documents/Forms
   —Articles of Incorporation/Bylaws
   —Certificate of Good Standing with the State

—State and Federal Tax Exemption Determination Letters
—List of Board Members
—Authorization to Request Funds
—Designation of Authorized Official(s)
—Organizational Chart
—Resumes of Program Administrator and Fiscal Officer
—Annual Financial Statements and Audit
—Conflict of Interest Questionnaire (followed by a discussion of the conflict of interest provisions)
—Documentation of Compliance with National Objectives

RECOMMENDED APPLICATION DATA

Project Summary

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule.

In your project summary, further:

- Indicate how you will identify clients. Provide an estimate as the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.
- Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried out, and the frequency with which services will be delivered.
- For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.
- Describe the site where the program will be implemented. How will clients get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

Project Budget

Discuss all funding sources, proposed and confirmed. Complete the line item budget, Attachment A or B, as appropriate. All applicants must complete Attachment C.

Agency Information

Background/Program Experience
Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

Personnel/Staff Capacity
Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

Financial Capacity
Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

Monitoring
Briefly describe how you will monitor progress in implementating the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

Audit Requirements
In accordance with the Office of Management and Budget Circular A-133, the Federal Government requires that organizations expending $300,000 or more in Federal financial assistance in a fiscal year must secure an audit. Agencies requesting $300,000 or more must choose one of the three ways of meeting this requirement and state which method they chose:

1) If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.

2) If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.

3) If your agency does not have a current audit process in place, your agency will be required to include a 10-percent set aside in the CDBG project for the provision of an audit.

Insurance/Bonding/Worker's Compensation
State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.

Additional Information
Include any other pertinent information.

Standard Required Documents

Articles of Incorporation/Bylaws
Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

Non-profit Determination
Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

List of the Board of Directors
A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

Authorization to Request Funds
Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

Designation of Authorized Official
Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

Organizational Chart
An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.

Resume of the Chief Program Administrator

Resume of the Chief Fiscal Officer

Financial Statement and Audit

Conflict of Interest Questionnaire

Documentation of Compliance with National Objectives

Subrecipient _____ Project Title _____ Project # _____

ATTACHMENT A: Line Item Budget Form – Service Projects

Guidance: Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On Attachment C, provide description of other funds and volunteer and donated services/resources to be used in the project.

A Budget Item	B Calculation	C CDBG Request
PERSONNEL		
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
Salaries Total		
Fringe Benefits		
PERSONNEL TOTAL	Total of Personnel & Fringe Benefits	
OPERATING COSTS	Provide description of how you arrive at total for each line item	
Supplies		
Equipment		
Rent/Lease		
Insurance		
Printing		
Telephone		
Travel		
Other		
TOTAL OPERATING		
CONTRACT SERVICES		
TOTAL CONTRACT SERVICES		
BUDGET TOTAL		

Subrecipient _____ Project Title _____ Project # _____

ATTACHMENT B: Line Item Budget Form – Construction/Acquisition Projects

Guidance: Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On Attachment C, provide a description of other funds and volunteer and donated services/resources to be used in the project.

A Budget Item	B Calculation	C CDBG Request
PERSONNEL		
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
Salaries Total		
Fringe Benefits		
PERSONNEL TOTAL	Total of Personnel & Fringe Benefits	
DELIVERY COSTS	Provide description of how you arrive at total for each line item	
Acquisition		
Development		
Rehab Hard Costs		
Physical Inspections		
Architectural Engineering		
Rehab Loan Costs		
Permits and Fees		
Insurance		
Legal Fees		
Financing		
Appraisal Costs		
Other		
TOTAL OPERATING		
CONTRACT SERVICES		
TOTAL CONTRACT SERVICES		
BUDGET TOTAL		

ATTACHMENT C: Supplemental Budget Form – Use of Other Resources

I. Describe your plans to use other funds on this project. In this section only describe funds that are secured. Provide the source of funds, amounts and how these funds will be used.

II. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought and the proposed use of those funds.

III. Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.

IV. Please provide an explanation for any unusual budget expenditures listed in the line item budget on the previous page.

V. Explain why you consider your program costs to be reasonable.

Basic Elements of a Subrecipient Application for Funding and Applicable Federal Regulations

✓	Data	Description	Some Key Applicable Regulations
	1. Project Summary	A brief project description including: • Need or problem • Population to be served • Geographic service area • Description of work and how it addresses the problem • Schedule for completion • Proposed accomplishments • Eligibility/National Objective • Proposed budget • Intended staffing • Other sources of funding	24 CFR 570.200(a), 570.201–570. 208, 507.503
	2. Agency Background	• Years in operation • Purpose • Type of services provided • Agency's capabilities • Experience with Federal Programs • Number/characteristics of clients served • License to operate	24 CFR 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85
	3. Personnel	Describe: • Staff positions and qualifications • Policy/procedures manual	24 CFR 570.506, 570.507, 570.601, 570.602, 570.607(b), 570.611
	4. Financial	Describe: • Operating budget • Commitments for ongoing funding • Fiscal management (reporting, records, accounting principles)	24 CFR 570.502–570.504, 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85, and OMB Circulars A-87 or A-122; Treasury Circular 1075
	5. Audit Requirements	Organizations receiving $300,000 or more in Federal financial assistance in a fiscal year must secure an audit.	OMB Circular A-133
	6. Insurance/Bonding/Worker's Compensations	Indicate if agency: • Has liability insurance • Pays payroll taxes and worker's compensation • Has fidelity bond coverage	24 CFR Parts 84 or 85
	7. Additional Information	Any other pertinent information	
	8. Standard Documents for Submission	• Articles of Incorporation/Bylaws • Non-profit determinations • List of Board of Directors • Authorization to Request Funds • Authorized official designation • Organization Chart • Resumes of Chief Program Admin. and Chief Fiscal Officer • Financial Statement and Audit • Conflict of Interest Questionnaire • Framework for Documenting Compliance with National Objectives	24 CFR 570.208, 570.500(c), 570.611 *Although these regulations do not require formal submission of all these documents at the point of application, the grantee can still request this information to obtain a better understanding of the organization, systems, and personnel of a potential subrecipient.

SUBRECIPIENT SELECTION CHECKLIST

This checklist provides prospective subrecipients with a tool to assess their readiness to carry out CDBG activities. It also provides a tool to assess whether a potential subrecipient has the necessary systems in place for the federal requirements that may apply to the type of activity in the proposed. The grantee should walk through a hypothetical project involving the proposed activity to assess how the requirements in the checklist will be handled. This will allow the grantee to gauge the completeness of the prospective subrecipient's systems and determine whether any technical assistance and/or oversight will be necessary.

- ☐ Project is eligible and meets one of the three broad National Objectives:
  - Principally benefits low- and moderate-income persons;
  - Prevents or eliminates slum or blight;
  - Addresses an urgent need or problem in the community.
- ☐ Project fits into the community priorities set out by the Consolidated Plan.
- ☐ Project can be completed within a reasonable time frame.
- ☐ Prior experience with CDBG related activities, **and/or**
- ☐ Prior experience with other grant programs, and proven record carrying out similar projects in the community.
- ☐ Financial capacity as indicated by audited financial statements and banking/credit references.
- ☐ Financial stability (not total dependence on CDBG funds) as indicated by other funding sources and amounts, over time.
- ☐ Adequate staffing (number of staff and qualifications).
- ☐ Organizational strength, including:
  - record-keeping methods;
  - filing system;
  - financial systems;
  - existence of a written procedures manual for financial management and personnel.

The following summary scoring sheet represents the first stage of a two-part rating system developed principally by Palm Beach Co, FL, to select subrecipients and activities for CDBG funding. An application must score at least 50 points to be considered for stage II, which is a comparative analysis of each activity by a team of the county's Housing and Community Development (HCD) staff.

APPLICATION RATING SYSTEM

1. Benefit to Low- and Moderate-Income Persons: 5 Points

   Five points will be given to activities that benefit at least 51 percent low- and moderate-income persons.

   Zero points will be given to activities that meet either of the other two National Objectives.

2. Benefit to Target Areas: Maximum of 10 Points

   Activities located within a Target Area containing Areas of Hope, will receive the maximum 10 points. Activities located in Target Areas with no Areas of Hope will receive 8 points. Activities adjacent to a Target Area will receive 5 points. All other activities will be awarded 3 points.

3. Activity Need and Justification: Maximum of 20 Combined Points

   a. Need: Maximum of 15 Points
   The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with excellent documentation and justification will be awarded the maximum of 15 points: good, 10 points; average, 5 points; and poor, 0 points.

   b. Consolidated Plan Priority: Maximum of 5 Additional Points
   Activities addressing high priorities, as identified in the Consolidated Plan will be awarded 5 points.

4. Cost Reasonableness and Effectiveness: Maximum of 10 Points

   The activity will be evaluated in terms of: 1) its impact on the identified need; and 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding.

5. Activity Management and Implementation: Maximum of 20 Points

   a. Management: Maximum of 15 Points

   Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received CDBG funds in the past, their record of maintenance for the funded activity will be evaluated.

   b. Implementation: Maximum of 15 Points

Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. This criteria take into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner.

6. Experience and Past Performance: Maximum of 10 Points

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested, will be evaluated.

In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state, or Federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

For those applicants that have not received CDBG funding from HCD in the past, allocation of points up to the maximum of 10 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the application.

7. Matching Contributions: (Matching contributions must be eligible.) Maximum of 20 Points

a. Efforts to Secure Other Funding: Maximum of 5 Points
Points will be awarded based on the applicant's efforts to secure other funding for the activity.

b. Matching: Maximum of 15 Points
Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of CDBG funds requested:

1.1 or more	15 points
.75-1	10 points
.50-1	7 points
.25-1	5 points
less than .25	0 points

8. Environmental Justice: Maximum of 5 Points
Applications will receive 5 points if the activity promotes environmental justice. Any activity that has a potential adverse impact on the environment or that is adversely affected by the surrounding environment will not be considered.

9. Application Completeness: Maximum of 5 Points
Applications will receive up to 5 bonus points, based on completeness. Applications that have not been signed will not be considered.

RISK ANALYSIS MATRIX

The following illustrates how a grantee may assess and rate the degree of risk associated with a potential subrecipient or application submitted for funding. Grantees may develop banding and rating criteria based on risk analysis as part of the process for selection of subrecipients.

Project Complexity
- Size of dollar amount requested
- Use of funds:
  - For construction or rehab
  - For operation of facility
  - For program only

Type of Organization Requesting Funding
- Non-profit
- For-profit (570.201(o))
- Governmental Agency

Complexity of Housing Project
- New construction
- Rehabilitation
- Single unit/multi-unit
- Number of units
- Subrecipient's prior experience with this size and type project

Economic Development
- Complexity of project
- Number of jobs to be created or retained
- Area benefit
- Providing direct grants and loans
- Providing technical assistance
- Subrecipient's prior experience

Potential Environmental Concerns
- Degree of complexity
- E.I.S. needed

Other Type of Project
- Degree of experience carrying out similar type project

Funding
- Other sources of funds indicated, but not committed
- Other funds committed
- CDBG funds only

Type of Assistance
Grant
Loan

Float Loan
Ability to repay within necessary time frame

Program Income
To be retained to continue with the same activity
To be retained for a different activity
To be returned to grantee

Subrecipient Organization
Newly created entity
Well established, but no prior CDBG or Federal experience
Prior experience with CDBG or other Federal programs
No independent source of funding, i.e., general fundraising

Subrecipient History, If Previously Funded
Ability to deliver project within budget and on schedule
Ability to anticipate and overcome past problems
Any past monitoring issues raised
Any special contract conditions needed

Staffing
Staff experienced with this type activity
Have sufficient staff to carry out project or must hire
Entity has significant staff turnover

Recent Problems
Unresolved monitoring findings
Citizen complaints

CDBG Item #5

PROPOSED CDBG APPLICATION CALENDAR

October 26, 2015	CD Staff present final version of **2016 Application for CDBG Funding** to the Administration and Human Services Committee for review and approval. If approved, staff request that the item be fast tracked to the October 29, 2015 Full Commission meeting for final approval
November 2015	(Week of November 2) CD Staff will issue a Request for Proposals.
Dec. 11, 2015	Noon (12:00 pm) deadline for Application submission to Community Development Department (hard copies only)
Dec 2015/Jan 2016	Staff will review and evaluate applications and develop a spreadsheet with funding recommendations for Standing Committee
January 19, 2016	CD Staff will present all applications and funding recommendations to Administration and Human Services Committee