

**2013 DOWNTOWN COMMERCIAL  
REHABILITATION APPLICATION  
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## **APPLICATION INSTRUCTIONS**

### **General Purpose**

The purpose of the program is to help cities improve the quality of their downtown commercial districts by assisting private property owners in the rehabilitation of blighted buildings. It is hoped that a strategic investment of grant funds in a key building would prevent the spread of blighted conditions to other nearby structures. Also, it would encourage other property owners to make improvements to their buildings, thus starting to reverse the cycle of blight, deferred maintenance and disinvestment.

### **Application Submittal and Deadline**

There will be two application deadlines for the 2013 program: February 1 and August 1. In order to receive consideration, the applications must be postmarked on or before the application deadline. **The applicant must submit one original and four complete copies.**

Applications should be submitted to the following address:

Kansas Department of Commerce  
Business and Community Development Division  
Kansas Small Cities CDBG Program  
1000 SW Jackson, Suite 100  
Topeka, KS 66612-1354

### **Application Summary Form Instructions**

1. Applicant - The name and complete address of applicant, including name of chief elected official.
2. Sub-recipient - Include all the requested information on the property owner undertaking the project.
3. Application Preparer - The name, street address, city, telephone and fax number.
4. Project Type - Only one of the two possible activities should be marked.
5. Citizen Participation - See Commercial Rehabilitation Program Guidelines.
6. Project Description - The project should be described in as much detail as space allows.
7. Proposed Funding - Include the funds related to the renovation project, not the operating businesses.
8. Self-explanatory
9. Self-explanatory

### **Application Narratives**

- A. Community Needs - Discuss community needs and how these needs were determined. Also, discuss what actions the community has undertaken to address these needs. This narrative should include such items as water, sewer, streets, housing, parks, recreation and community buildings.

- B. Efforts of the Community to Revitalize Downtown Commercial District - Discuss past and present actions of local government, private organizations, and individual property owners to revitalize the commercial district.
- C. Scope of Work on Building and its Impact on Commercial District - Provide detailed information on the scope of work on the building and how it relates to conditions that are detrimental to public health and safety. Also, indicate how improvements relate to correction of code violations. Discuss how this building will positively impact nearby structures and the rest of the commercial district.
- D. Financial Capacity and Business Experience of Owner/Operator - Discuss the business and professional experience of the property owner, and the business operator if it is a different party. Also provide information on how the property owner is financing the matching funds to rehabilitate the building. Also, how will the working capital and equipment needs of the business venture be funded?
- E. Readiness to Proceed with Project - Provide information on the City's and the private parties' readiness to proceed. This could include such things as pre-selection of grant administrator, cost estimates on building, ownership or option on building, and status of the environmental review. Provide a detailed timeline for the rehabilitation project and the operation of the new business.

### **Other Attachments**

- F. Business Plan(s) - A separate business plan for each business that will occupy the renovated building.
- G. Commitment Letter(s) - The property owner and the business operators should submit separate letters indicating their commitment to the project and how they will obtain the funds needed to implement their commitment. If funds are coming from an external source, a letter from the lender should also be included.
- H. Signed Cost Estimate - An estimate from a licensed architect should be included with the application.
- I. Photo Documentation - Exterior and interior photographs of the building should be provided.
- J. Map - A map of the commercial district with the location of the building marked on it should be provided.
- K. Purchase Option (if applicable) - If the party that will undertake the renovations and then own the property has not yet acquired it, a purchase option is required.
- L. Historic Preservation documentation (if applicable) - If this is an historic preservation project, documentation of its historic status must be provided.

## **Application Checklist for Downtown Commercial Rehabilitation**

Applications must be submitted in the following order:

- \_\_\_\_\_ Application Summary
- \_\_\_\_\_ Affidavit of Publication
- \_\_\_\_\_ Statement of Assurances
- \_\_\_\_\_ Project Budget Form
- \_\_\_\_\_ Application Narratives:
  - \_\_\_\_\_ A. Community Needs
  - \_\_\_\_\_ B. Community Efforts to Revitalize Downtown Commercial District
  - \_\_\_\_\_ C. Scope of Rehabilitation Work on Building and its Impact on Commercial District
  - \_\_\_\_\_ D. Financial Capacity and Business Experience of Owner/Operator
  - \_\_\_\_\_ E. Readiness to Proceed with Project
- \_\_\_\_\_ Business Plans
- \_\_\_\_\_ Commitment Letters
- \_\_\_\_\_ Signed Cost Estimate
- \_\_\_\_\_ Photos
- \_\_\_\_\_ Maps
- \_\_\_\_\_ Purchase Option, if applicable
- \_\_\_\_\_ Historic Preservation documentation, if applicable
- \_\_\_\_\_ Resolution Certifying Legal Authority
- \_\_\_\_\_ Resolution for Slum and Blight Declaration
- \_\_\_\_\_ Residential Anti-Displacement and Relocation Assistance Plan
- \_\_\_\_\_ Disclosure Report
- \_\_\_\_\_ Beneficiary Data

**Kansas Small Cities Program  
Community Development Block Grant  
2013 Downtown Commercial Rehabilitation  
Application Summary**

**FOR COMMERCE USE ONLY**  
Date Received: \_\_\_\_\_

1. APPLICANT NAME (CITY)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
County: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Chief Elected Official: \_\_\_\_\_

Population: \_\_\_\_\_

2. SUB RECIPIENT (PROPERTY OWNER)

Name (entity): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Chief Official of Sub Recipient: \_\_\_\_\_

3. APPLICATION PREPARER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

4. PROJECT TYPE (MARK ONE)

Commercial Rehabilitation  
 Historic Preservation

5. CITIZEN PARTICIPATION

Date of Public Hearing: \_\_\_\_\_  
Publication In: \_\_\_\_\_  
Date of Publication: \_\_\_\_\_

✓ Affidavit of publication must be attached

6. PROJECT DESCRIPTION OF PROPOSED ACTIVITIES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. PROPOSED FUNDING

CDBG funds requested in this application: . . . . . \$ \_\_\_\_\_

Funds to be supplied by other sources: ✓ A resolution or documentation of Commitment of Funds must be attached

Source	Contact Person	Telephone	Amount
a) _____	_____	( ) _____	\$ _____
b) _____	_____	( ) _____	\$ _____
c) Total funds supplied by other sources . . . . .			\$ _____
d) Total project funding. . . . .			\$ _____

8. STATE REPRESENTATIVE

(Name): \_\_\_\_\_  
(District #): \_\_\_\_\_

STATE SENATOR

(Name): \_\_\_\_\_  
(District #): \_\_\_\_\_

U.S. REPRESENTATIVE

(Name): \_\_\_\_\_  
(District #): \_\_\_\_\_

9. PROGRAM ADMINISTRATION

List previous CDBG projects and percent of completion:

	Year	Project Type	Percent Complete
(a)			
(b)			
(c)			
(d)			

The applicant certifies that the information contained in the Application Summary is true and correct and the document has been duly authorized by the governing body. The applicant agrees that, if approved, this with the attached Certifications will become a part of the agreement for activities and services authorized under the Housing and Community Development Act of 1974, as amended.

Typed Name and Title of Chief Elected Official:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **STATEMENT OF ASSURANCES AND CERTIFICATIONS**

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

- (1) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
- (4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
- (5) Its chief executive officer or other officer of the grantee approved by Commerce:
  - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
  - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
- (6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):

- (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1;
- (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
- (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
- (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 135;
- (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
- (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
- (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
- (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
- (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
- (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
- (k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.
- (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
- (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;

- (n) The regulations, policies, guidelines and requirements of OMB Circular Nos. A-87, A-110 and A-122 as they relate to the acceptance and use of federal funds under this federally assisted program;
  - (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
- (7) The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
  - (8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;
  - (9) It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;
  - (10) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
  - (11) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.
  - (12) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG funding.
  - (13) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.

- (14) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

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

_____	_____
Signature, Chief Elected Official	Name (typed or printed)
_____	_____
Title	Date

To Whom It May Concern:

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

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## PROJECT BUDGET FORM

ACTIVITY	CDBG FUNDS	OTHER FUNDS	SOURCE OF OTHER FUNDS	TOTAL COST
1. Administration				\$
2. Planning/Design				\$
3. Property Acquisition				\$
4. Building Rehabilitation				\$
a. Foundation				\$
b. Roof				\$
c. Exterior Walls				\$
d. Plumbing				\$
e. Electrical				\$
f. Asbestos				\$
g. Other Environmental Hazards				\$
5. Historic Preservation				\$
a. Foundation				\$
b. Roof				\$
c. Exterior Walls				\$
d. Plumbing				\$
e. Electrical				\$
f. Asbestos & Other Environmental Hazards				\$
g. Interior Restoration				\$
6. Architectural Barrier Removal				\$
7. Inspection				\$
<b>ALL ACTIVITIES TOTAL</b>	\$	\$		\$

THE CITY OF \_\_\_\_\_, KANSAS

RESOLUTION NO. \_\_\_\_\_

RESOLUTION CERTIFYING LEGAL AUTHORITY  
TO APPLY FOR THE 2013 KANSAS  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FROM THE KANSAS DEPARTMENT OF COMMERCE  
AND AUTHORIZING THE MAYOR  
TO SIGN AND SUBMIT SUCH AN APPLICATION

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

WHEREAS, The City of \_\_\_\_\_, Kansas, intends to submit an application for assistance from the 2013 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City of \_\_\_\_\_, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the 2013 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR of \_\_\_\_\_, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the 2013 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$\_\_\_\_\_ in cash funds toward this project and \$\_\_\_\_\_ in in-kind material and/or labor for same.

APPROVED BY THE GOVERNING BODY OF THE CITY OF \_\_\_\_\_, KANSAS, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

APPROVED \_\_\_\_\_  
MAYOR

ATTEST \_\_\_\_\_

(SEAL)

THE CITY OF \_\_\_\_\_, KANSAS

CITY OF \_\_\_\_\_, KANSAS

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION DECLARING A BUILDING BLIGHTED WITH  
RESPECT TO THE KANSAS SMALL CITIES  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

WHEREAS, Congress recognized the prevention and elimination of slum and blight as a national objective under the Housing and Community Development Act of 1974; and

WHEREAS, The State of Kansas in its Urban Renewal Law of 1955 declared that the prevention and elimination of slums and blight is a matter of state policy and concern; and

WHEREAS, The City of \_\_\_\_\_ wishes to stabilize and improve the economic viability of the downtown commercial district by encouraging private property owners to make improvements on existing blighted buildings; and

WHEREAS, The Kansas Department of Commerce has grant funds available through the CDBG Program to assist property owners in addressing deficiencies on blighted buildings in cooperation with the municipality; and

WHEREAS, \_\_\_\_\_, the owner of the building located at \_\_\_\_\_ in the City of \_\_\_\_\_ wishes to participate in the program.

NOW, THEREFORE, BE IT RESOLVED THAT: The Governing Body of the City of \_\_\_\_\_, Kansas hereby declares that the above mentioned building is a blighted structure under the Kansas Urban Renewal Law and that it has the following conditions of blight, decay or environmental contamination:

and, FURTHERMORE these conditions are detrimental to public health and safety.

ADOPTED BY THE GOVERNING BODY OF THE CITY OF \_\_\_\_\_, KANSAS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

(Seal)

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

**Residential Anti-displacement and Relocation Assistance Plan  
under Section 104(d) of the  
Housing and Community Development Act of 1974, as Amended**

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

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

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

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

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

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

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature – Chief Elected Official

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
Date

**Instructions in General Application Requirements or Grantee Handbook**

**Applicant/Recipient Information**

Indicate whether this is an Initial Report  or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):  ( ) -	2. Social Security Number or Employer ID Number:
3. CDBG Grant Number:	4. Amount of HUD Assistance Requested/Received:
5. State the name and location (street address, City and State) of the project or activity:	

**Part I Threshold Determinations.**

1. Are you applying for assistance for a specific project or activity?  <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance, involving the project or activity in this application, in excess of \$200,000 during this fiscal year.  <input type="checkbox"/> Yes <input type="checkbox"/> No
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If you answered “No” to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

**However,** you must sign the certification at the end of the report.

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

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

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

(Note: Use Additional pages if necessary.)

**Part III Interested Parties.** You must disclose:

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

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

(Note: Use Additional pages if necessary.)

**Certification**

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

Signature:  X	Date: (mm/dd/yyyy)
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**Beneficiary Data:**

To document compliance with Title VI of the Civil Rights Act of 1964, please provide the information in the space below.

Total Population of Applicant: \_\_\_\_\_

	Ethnicity Number				Ethnicity Number		
	Hispanic	Non-Hispanic	Total Population		Hispanic	Non-Hispanic	Total Population
White	_____	_____	_____	A	_____	_____	_____
BAA	_____	_____	_____	A/W	_____	_____	_____
BAA/W	_____	_____	_____	AI/AN/BAA	_____	_____	_____
AI/AN	_____	_____	_____	AI/AN/W	_____	_____	_____
NH/PI	_____	_____	_____	Other	_____	_____	_____

Number of Persons with Disability \_\_\_\_\_

Female Head of Household \_\_\_\_\_

\*BAA-Black African American; BAA/W-Black African American and White; AI/AN-American Indian or Alaskan Native; NH/PI-Native Hawaiian or Pacific Islander; A-Asian; AW-Asian and White; AI/AN/BAA-American Indian or Alaskan Native and Black African American; AI/AN/W-American Indian or Alaskan Native and White

**Sample Public Hearing Notice**  
**Downtown Commercial Rehabilitation Applications**

The City of \_\_\_\_\_ will hold a public hearing on (day), (date), at (time) in the (location) for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the Downtown Commercial Rehabilitation category. A specific project application to be discussed is (description) located at (location) that will consist of (specific activities). The estimated project cost is \$\_\_\_\_\_ with the grant request for \$\_\_\_\_\_ of the project cost. Other project proposals introduced at the hearing will be considered. Oral and written comments will be recorded and become a part of (City) CDBG Citizen Participation Plan.

Reasonable accommodations will be made available to persons with disabilities. Requests should be submitted to \_\_\_\_\_ by (date).

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- A second hearing must be held at the conclusion of the project to inform the citizens of the project's successful or unsuccessful completion and to outline the benefit to the community.