

## Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

**\* 3. Date Received:**

Completed by Grants.gov upon submission.

**4. Applicant Identifier:****5a. Federal Entity Identifier:****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:****\* a. Legal Name:**

North Central Regional Planning Commission

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

48-0808208

**\* c. UEI:**

KVB7BNFHMEG9

**d. Address:****\* Street1:**

109 N. Mill St.

**Street2:**

PO Box 565

**\* City:**

Beloit

**County/Parish:**

Mitchell

**\* State:**

Kansas

**Province:****\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

67420-2343

**e. Organizational Unit:****Department Name:**

Housing Department

**Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:**

Mrs.

**\* First Name:**

Keegan

**Middle Name:****\* Last Name:**

Bailey

**Suffix:****Title:**

Housing Director

**Organizational Affiliation:**

Government Entity: Regional Planning Commission and Economic Development District with state and federal recognition

**\* Telephone Number:**

785-738-2218

**Fax Number:**

785-738-2185

**\* Email:**

housing@ncrpc.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

E. Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

(this should pre-fill)

**11. Catalog of Federal Domestic Assistance Number:**

66.046

CFDA Title:

Climate Pollution Reduction Grants

**\* 12. Funding Opportunity Number:**

EPA-R-OAR-CPRGI-23-07

\* Title:

Climate Pollution Reduction Grants Program: Implementation Grants (General Competition)

**13. Competition Identification Number:**

This should pre-fill

Title:

This should pre-fill

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

twelve (12) counties (Clay, Cloud, Dickinson, Ellsworth, Jewell, Lincoln, Marshall, Mitchell, Ottawa, Republic, Saline,

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Moderate Income HVAC Rehab Pilot (12 counties) and Weatherization Assistance Program (41 county).

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

## Application for Federal Assistance SF-424

### 16. Congressional Districts Of:

\* a. Applicant

KS-001

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

### 17. Proposed Project:

\* a. Start Date:

10/2024

\* b. End Date:

10/2025

### 18. Estimated Funding (\$):

\* a. Federal

3,000,000.00

\* b. Applicant

\* c. State

\* d. Local

259,980.00

\* e. Other

\* f. Program Income

\* g. TOTAL

3,259,980.00

### \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

### \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes

☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

### Authorized Representative:

Prefix: Mrs.

\* First Name: Keegan

Middle Name:

\* Last Name: Bailey

Suffix:

\* Title: Housing Director

\* Telephone Number: 785-738-2218

Fax Number: 785-738-2185

\* Email: housing@ncrpc.org

\* Signature of Authorized Representative: Completed by Grants.gov upon submission.

\* Date Signed: Completed by Grants.gov upon submission.

# BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Moderate Income HVAC Rehabilitation		\$ 2,599,800.00	\$ 259,980.00	\$	\$	\$ 2,859,780.00
2. Weatherization		100,000.00				\$100,000.00
3. Administration		300,200.00				\$300,200.00
4.						
5. Totals		\$ 3,000,000.00	\$ 259,980.00	\$	\$	\$ 3,259,980.00

# SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Administration				
a. Personnel	\$ 200,000.00	\$	\$	\$	\$
b. Fringe Benefits	100,200.00				
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$ 300,200.00	\$	\$	\$	\$



## SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Local Match Requirement of HVAC Rehab	\$	\$	\$ 259,980.00	\$ 259,980.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$ 259,980.00	\$ 259,980.00

## SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

## SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

## SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			



## Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

**I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)**

Name: North Central Regional Planning Commission

Address: 109 N. Mill St., PO Box 565

City: Beloit

State: Kansas

Zip Code: 67420

**B. Unique Entity Identifier (UEI):** 48-0808208

**C. Applicant/Recipient Point of Contact**

Name: Keegan Bailey

Phone: 785-738-2218

Email: housing@ncrpc.org

Title: Housing Director

**II. Is the applicant currently receiving EPA Assistance?** ☐ Yes ☒ No

**III. List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)**

NA

**IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)**

NA

**V. List all civil rights compliance reviews of the applicant/recipient conducted under federal nondiscrimination laws by any federal agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))**

NA

**VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.**

☐ Yes ☒ No

**a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).**

☐ Yes ☒ No

**b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.**

VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95)

☒ Yes

☐ No

a. Do the methods of notice accommodate those with impaired vision or hearing?

☒ Yes

☐ No

b. Is the notice posted in a prominent place in the applicant's/recipient's website, in the offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?

☒ Yes

☐ No

c. Does the notice identify a designated civil rights coordinator?

☒ Yes

☐ No

VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or disability status of the population it serves? (40 C.F.R. 7.85(a))

☒ Yes

☐ No

IX. Does the applicant/recipient have a policy/procedure for providing meaningful access to services for persons with limited English proficiency? (Title VI, 40 C.F.R. Part 7, *Lau v Nichols* 414 U.S. (1974))

☒ Yes

☐ No

X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

John Shea, Executive Director PO Box 565 Beloit, KS 67420 executivedirector@ncrpc.org 785-738-2218 fax 785-738-2185

XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or applicant's/recipient's website address for, or a copy of, the procedures.

Yes, please find attached the document.

#### For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

Completed by Grants.gov upon submission.

B. Title of Authorized Official

Housing Director

C. Date

Completed by Grants.gov upon submission.

#### For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. \*Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date



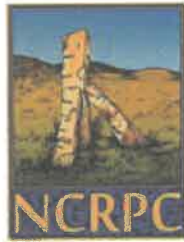
Instructions for EPA FORM 4700-4 (Rev. 04/2021)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any State or its political subdivision, any instrumentality of a State or its political subdivision, any public or private agency, institution, organizations, or other entity, or any person to which Federal financial assistance is extended directly or through another recipient, including any successor, assignee, or transferee of a recipient, but excluding the ultimate beneficiary of the assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means: any federal agency-initiated investigation of a particular aspect of the applicant's and/or recipient's programs or activities to determine compliance with the federal non-discrimination laws. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification.

# **NORTH CENTRAL REGIONAL PLANNING COMMISSION**



## **Personnel and Office Policies and Procedures**

Most Recent Approval by  
NCRPC Executive Board

January 2024

of interest, discriminatory or non-competitive practices or other methods, which may restrict or eliminate competition or otherwise restrain trade.

All transactions shall meet the minimum following requirements:

1. ARM'S LENGTH transactions are transactions consummated through deals made between independent and unrelated persons. They are competitive, straight forward, involving no favoritism or irregularity, providing the NCRPC and the seller an opportunity to freely act, each seeking his own best economic interest and agreeing upon a mutually acceptable price.
2. All costs or expenses from transactions between persons or businesses, which are related or associated with NCRPC personnel, shall be examined for reasonableness and appropriateness. Such associations include but are not limited to:
  - a. Family
  - b. Ownership of a business by an NCRPC employee;
  - c. Members of the NCRPC Board of Directors, conducting business with the NCRPC; and
  - d. When the transactions are found to be NON-ARM'S LENGTH as defined above, the goods and services charged will be limited to the amount that would be allowable as the normal cost of ownership.

All bids and contracts signed with the NCRPC shall have the following disclaimer: "The undersigned bidder/contractor hereby declares the only parties interested in this proposal are named herein; that this proposal is made without collusion with any other person, firm or corporation and that no employee, officer or agent of the North Central Regional Planning Commission is directly or indirectly financially interested in this bid/contract."

Any employee who purposely violates the spirit and intent of this statement shall be disciplined according to the personnel policies of the NCRPC.

#### **Section 8.10** *Complaints and Responses to Complaints:*

Complaints from member governmental units, contractors or beneficiary clientele will occur from time-to-time given the nature and diversity of work performed by NCRPC personnel. While never welcomed, once a complaint occurs the individual(s) involved will follow the prescribed procedures of the program having precedence over the project. If no such procedures exist, the following shall constitute the minimum response.

1. The Executive Director is to be notified of all complaints, be they verbal or written.
2. Verbal complaints are to be logged in the project file and are to be addressed at the time they are received if immediate solution is possible. Any action taken is to be noted in the file by the employee handling the complaint. All complaints will be placed in the employee's personnel file. The employee will also be made aware of all complaints received against him or her.
3. When immediate solution is not possible, the complainant should be directed to put the

issue or issues in writing. All written complaints are to be signed and dated by the complainant and directed to either the Program Director or Executive Director.

4. Each issue raised in the complaint is to be identified and itemized by the Program Director or Executive Director, with the employee(s) most capable of explaining the circumstances to return a written response to each issue within five (5) consecutive days.
5. The Program Director and/or Executive Director will use this information to then seek resolution of the matter(s) brought forth in the complaint in a timely manner.

## SECTION 9: GENERAL NON-HARRASSMENT POLICY

### Section 9.1 Purpose:

It is the policy of the North Central Regional Planning Commission (NCRPC) to maintain a work environment free of intimidation, insult, and harassment based upon race, religion, sex, age, national origin or ancestry or disability. ***The NCRPC is also opposed to any employee being harassed on the basis of race, religion, sex, age, national origin or ancestry or disability by a board member, public member, vendor, client or customer.*** To ensure that this policy is strictly adhered to, the NCRPC will not tolerate the harassment of any of its employees, and will take immediate disciplinary action if such behavior should occur.

### Section 9.2 Definition:

Harassment on the basis of race, religion, sex, age, national origin or ancestry or disability is a form of discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. It is illegal when it is part of a manager's or supervisor's decision to hire or fire someone; when it is used to make other employment decisions such as pay, promotion, or job assignment; when it interferes with the employee's work performance; or when it creates an intimidating, hostile or offensive work environment.

For clarification purposes, sexual harassment is defined as:

1. The threat or insinuation by one employee or group of employees ***or by anyone representing one of those categories named in Section 9.1***, either explicitly or implicitly, that his/her refusal to submit to sexual advances will adversely affect his/her employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or,
2. The subjecting of an employee(s) by other employee(s) to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, so as to create an intimidating, hostile, or offensive working environment.

### Section 9.3 Policy:

The NCRPC policy on harassment is as follows:

1. No employee, whether supervisory or non-supervisory, may harass another employee. Any employee who believes that they are the victim of harassment shall immediately report the incident(s) ***in the manner prescribed in Section 9.4.***
2. All complaints involving claims or harassment shall be promptly and confidentially (as practical) investigated. The employee filing the complaint shall be advised of the results of the investigation.
3. Any employee, supervisory or non-supervisory, found to have engaged in harassment of another employee will be disciplined, up to and including discharge. When appropriate, the employee filing the complaint will be encouraged to file criminal charges against the harasser.



**Section 9.4** *Complaint Procedure:*

Any employee who feels he/she is being subjected to harassment should immediately contact one of the persons listed below with who the employee feels the most comfortable. Complaints may be made orally or in writing to:

1. The employee's immediate supervisor;
2. The Executive Director; or
3. The Chairman of the NCRPC Executive Committee.

The employee should be prepared to provide the following information:

1. Employee's name and position title.
2. The name of the person or persons committing the harassment.
3. The date(s) and approximate time(s) of the harassment.
4. The specific nature of the harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against him/her as a result of the harassment, or any other threats made against him/her as a result of the harassment.
5. Witnesses to the harassment, if any.
6. Whether he/she has previously reported such harassment and, if so, when and to whom.

After receiving a harassment complaint, the recipient of the complaint shall assist the employee filing the complaint with documenting the incident in writing and the employee shall affix their signature attesting to the accuracy and truthfulness of the complaint. All information disclosed in the complaint procedure will be held in strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

**Section 9.5** *Review of a Harassment Complaint:*

It shall be the responsibility of the Executive Director to coordinate the investigation and review of harassment complaints. The Executive Director may delegate the investigation to the appropriate NCRPC employee. If the Executive Director is the subject of the complaint, the Chairman shall coordinate the investigation of the complaint. The following procedures shall apply to the receipt, review, and handling of such complaints:

1. The person to whom the complaint is made shall immediately present it to the Executive Director.
2. An investigation into the alleged incident shall be promptly started.
3. The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation.

4. The investigator shall notify the employee accused of the harassment as promptly as possible of the complaint and the severity of the allegations (immediate notification is not necessary if such notification would jeopardize the investigation.)
5. The employee accused of the harassment shall be given appropriate opportunity to refute the allegation and present information and/or witnesses on his/her behalf.
6. Based upon the investigation report, the Executive Director shall determine whether the conduct of the person against whom a complaint of harassment has been made constitutes harassment. In making that determination, the Executive Director shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred. The determination of whether harassment occurred will be made on a case-by-case basis.
7. If the Executive Director determines that the complaint of harassment is founded, he/she shall take immediate and appropriate disciplinary action against the employee guilty of harassment.
8. The disciplinary action shall be consistent with the nature and severity of the offense, whether a supervisory relationship exists, and any other factors the Executive Director believes fair and efficient administration of the NCRPC, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the NCRPC. The disciplinary action may include demotion and/or suspension, dismissal, warning or reprimand. A determination of the level of disciplinary action shall also be made on a case-by-case basis.
9. If the Executive Director determines that the complaint of harassment is unfounded, he/she shall notify the employee accused of harassment on the determination and advise that no disciplinary action is warranted.
10. The employee making the complaint shall be notified of the results of the investigation and the discipline, if any, to be administered.
11. If the Executive Director determines after reviewing the investigation report that the complaint was intentionally falsified by the employee filing the complaint, the Executive Director shall take immediate and appropriate disciplinary action against said employee.

**Section 9.6** *Appeal of the Decision:*

Within ten (10) working days of the postmark of the written notification to the employee of the Executive Director's decision, the complaint or respondent may make a written request for a final review of the record by the NCRPC Executive Committee.

The NCRPC Executive Committee, in response to a timely appeal, will either:

1. Review the record and provide a final decision within **ten (10)** working days of the receipt of the appeal, or
2. Schedule an executive session with the appealing party to hear his/her appeal within ten (10) days following the receipt of the appeal.
3. The meeting date can be scheduled on any date, convenient to all parties, with mutual

- consent (including beyond the ten (10) day period).
4. A final decision will be made by the NCRPC Executive Committee ***within five (5) days following such meeting.***

Copies of the decision shall be sent to the complainant and respondent by registered mail, return receipt requested, and a copy will be given to the Executive Director.

**Section 9.7** *Records of Harassment Complaint:*

All records, except those affected by Kansas Open Records Act, concerning a harassment complaint shall be confidential and kept in a separate locked file. Access shall be only with the Executive Director's approval to parties who have a direct and relevant need to know.

## **NCRPC Project Grievance Procedure**

**Purpose:** In compliance with 40 C.F.R., Parts 5 and 7, Section 7.90(a), the North Central Regional Planning Commission has established a grievance procedure to ensure prompt and fair resolution of complaints alleging violations of Title VI, Section 601 of the 1964 Civil Rights Act and/or the NCRPC's non-discrimination policy, in the administration of the North Central Regional Planning Commission's programs and activities.

The grievance procedure is intended to address allegations of discrimination on the basis of:

- Race;
- Color;
- National origin;
- Religion;
- Disability;
- Income;
- Age; or
- Gender

The grievance procedure provides a process for filing a timely complaint to the proper authority and describes the process that will be used to investigate and resolve the complaint. However, the procedures do not apply to administrative actions that are being pursued in another forum.

### **Submission of a Complaint:**

#### **1. Filing of Complaint**

A person (or the authorized representative of a person) who believes that they or a class of persons have been discriminated against may file a complaint with the North Central Regional Planning Commission. The Executive Director of the NCRPC is designated as the Civil Rights Coordinator for the organization. Any complaints should:

1.
  1. Be submitted in writing;
  2. Be filed within 60 days of an alleged violation (except as otherwise indicated in the following paragraph);
  3. Describe with specificity the action(s) by the North Central Regional Planning Commission that allegedly resulted in discrimination in violation of 40 C.F. R Parts 5 and 7;
  4. Describe with specificity the discrimination that allegedly occurred or will occur as the result of such action(s);
  5. Identify the parties impacted or potentially impacted by the alleged discrimination.

The North Central Regional Planning Commission may request additional information from the complainant if this information is needed to meet the complaint requirements described above.

The North Central Regional Planning Commission may waive requirement 1.b. in its discretion in order to address allegations of potential discrimination caused by pending actions at the earliest appropriate and feasible juncture, or, for good cause, to address complaints failed more than 60 days after an alleged violation.

All written complains shall be addressed to:

North Central Regional Planning Commission  
c/o Executive Director  
PO Box 565  
Beloit, KS 67420

Within 10 days of receiving a written complain, the North Central Regional Planning Commission will provide the complainant with written notice of receipt. At this time, the North Central Regional Planning Commission may request any additional information needed to meet the complaint requirements above. Within 10 days of receiving any additional information, the North Central Regional Planning Commission will provide the complainant with written notice that the complaint filing is complete.

## 2. Determination of Jurisdiction and Investigative Merit

The North Central Regional Planning Commission, based on information in the complaint and other information available, will determine if it has jurisdiction to pursue the matter and whether the complaint has sufficient merit to warrant an investigation. A complaint shall be regarded as meriting investigation unless:

1.
  1. It clearly appears to on its face to be frivolous or trivial;
  2. Within the time allotted for making the determination of jurisdiction and investigative merit, the North Central Regional Planning Commission voluntarily concedes noncompliance and agrees to take appropriate remedial action or reaches an informal resolution with the complainant;
  3. Within the time allotted for making the determination of jurisdiction and investigative merit, the complainant withdraws the complaint;
  4. It is not timely and good cause does not exist for waiving the timing requirement under section 1.b.

## Disposition of Complaints

Within 120 days of accepting a written complaint, the North Central Regional Planning Commission will respond in writing to the complainant with resolution.





## EPA KEY CONTACTS FORM

OMB Number: 2030-0020  
Expiration Date: 06/30/2024

**Authorized Representative:** *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

<b>Name:</b>	Prefix: Mrs.	First Name: Keegan	Middle Name:
	Last Name: Bailey		Suffix:
<b>Title:</b>	NCRPC Housing Director		
<b>Complete Address:</b>			
Street1:	109 N. Mill St.		
Street2:	PO Box 565		
City:	Beloit	State:	Kansas
Zip / Postal Code:	674520	Country:	USA
Phone Number:	785-738-2218	Fax Number:	785-738-2185
E-mail Address:	housing@ncrpc.org		

**Payee:** *Individual authorized to accept payments.*

<b>Name:</b>	Prefix: Mrs.	First Name: Pepper	Middle Name:
	Last Name: Roberg		Suffix:
<b>Title:</b>	NCRPC Office Manager		
<b>Complete Address:</b>			
Street1:	109 N. Mill St.		
Street2:	PO Box 565		
City:	Beloit	State:	Kansas
Zip / Postal Code:	67420	Country:	USA
Phone Number:	785-738-2218	Fax Number:	785-738-2185
E-mail Address:	officemanager@ncrpc.org		

**Administrative Contact:** *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

<b>Name:</b>	Prefix: Mrs.	First Name: Keegan	Middle Name:
	Last Name: Bailey		Suffix:
<b>Title:</b>	NCRC Housing Director		
<b>Complete Address:</b>			
Street1:	109 N. Mill St.		
Street2:	PO Box 565		
City:	Beloit	State:	Kansas
Zip / Postal Code:	67420	Country:	USA
Phone Number:	785-738-2218	Fax Number:	785-738-2185
E-mail Address:	housing@ncrpc.org		

# EPA KEY CONTACTS FORM

**Project Manager:** *Individual responsible for the technical completion of the proposed work.*

<b>Name:</b>	Prefix: Mrs.	First Name: Keegan	Middle Name:
	Last Name: Bailey		Suffix:
<b>Title:</b>	NCRPC Housing Director		
<b>Complete Address:</b>			
Street1:	109 N. Mill St.		
Street2:	PO Box 565		
City:	Beloit	State:	Kansas
Zip / Postal Code:	67420	Country:	USA
Phone Number:	785-738-2218	Fax Number:	785-738-2185
E-mail Address:	housing@ncrpc.org		

**NOTE: USE OF THIS EXAMPLE COVER PAGE IS OPTIONAL. IF THIS INFORMATION IS PROVIDED IN A DIFFERENT FORMAT, EPA WILL NOT REVIEW AN APPLICATION UNFAVORABLY.**

**CPRG IMPLEMENTATION GRANTS COMPETITION  
COVER PAGE FOR APPLICATION**

**APPLICANT INFORMATION**

**Organization** North Central Regional Planning Commission (NCRPC)

**Primary Contact Name** Keegan Bailey, Housing Director

**Phone Number** 785-738-2218

**Email Address** housing@ncrpc.org

**TYPE OF APPLICATION** ☒ Individual Applicant ☐ Lead Applicant for a Coalition

*If lead applicant for a coalition, provide a list of the coalition members below.*

**FUNDING REQUESTED:** *Provide total EPA CPRG Implementation Grant funding requested.*

\$ 3,000,000

**APPLICATION TITLE:** *Provide the title of your proposed project.*

NCRPC Moderate Income HVAC Emission Reduction Program & Weatherization

**BRIEF DESCRIPTION OF GHG MEASURES:** *Describe each GHG reduction measure contained in the application (1-2 sentences each).*

The GHG reduction measures are aimed to reduce the amount of emissions through replacement of more Energy Efficient HVAC systems addressing the pollutants that may be currently dispersed. The Weatherization Gap funding will allow additional flexibility to assist with the energy efficiency of the weatherization program that NCRPC administers.

**SECTORS:** *Identify the sector(s) associated with the GHG reduction measures included in the application.*

- |  |  |
|--|--|
| <input type="checkbox"/> Industry                | <input checked="" type="checkbox"/> Commercial and Residential Buildings |
| <input type="checkbox"/> Electricity Generation  | <input type="checkbox"/> Agriculture/Natural and Working Lands           |
| <input type="checkbox"/> Transportation          | <input type="checkbox"/> Waste and Materials Management                  |
| <input type="checkbox"/> Other (please describe) | <input type="text"/>   |

**EXPECTED TOTAL CUMULATIVE GHG EMISSION REDUCTIONS**

*For all proposed measures combined, provide the estimated cumulative GHG reductions:*

**Estimated cumulative GHG reductions for 2025-2030 (in metric tons)**

240

**Estimated cumulative GHG reductions from 2025-2050 (in metric tons)**

6,000

**LOCATIONS:** *List the primary location(s) where the proposed measures will be implemented*

**City** 12 counties: Clay, Cloud, Dickinson, Ellsworth, Jewell, Lincoln, Marshall, Mitchell, Ottawa, Republic, Saline, and Washington

**State; Territory; Federally recognized Tribe** Kansas

**APPLICABLE PRIORITY CLIMATE ACTION PLAN(S) (PCAP) ON WHICH MEASURES ARE BASED**

**PCAP Lead Organization(s):** Kansas Department of Health and Environment (KDHE)

**PCAP Title(s):** Kansas Emission Reduction and Mitigation Plan

**PCAP Website link(s) (if applicable):** <http://www.kdhe.ks.gov/2071/> and [https://www.kdhe.ks.gov/DocumentCenter/View/36022/Kansas\\_PriorityActionPlan\\_Final](https://www.kdhe.ks.gov/DocumentCenter/View/36022/Kansas_PriorityActionPlan_Final)

**List of GHG reduction measures and PCAP page reference for each measure:**

Buildings (residential)-Page 12

## **ERAMP-Supporting Documentation**

### **NCRPC Housing Initiative**

In Kansas, where temperature extremes are a norm, the necessity for more energy-efficient HVAC (Heating, Ventilation, and Air Conditioning) units is paramount. With scorching summers and bitter winters, the demand for indoor climate control is constant, leading to substantial energy consumption. Energy-efficient HVAC units not only reduce electricity bills but also alleviate strain on the power grid, contributing to overall environmental sustainability. In a state where both residential and commercial sectors heavily rely on HVAC systems, transitioning to energy-efficient models promises significant savings and a reduced carbon footprint. Embracing these technologies in Kansas isn't just about comfort; it's a crucial step towards a more resilient and environmentally conscious future.

The NCRPC is seeking CPRG/ERAMP funding for two (2) specific housing programs (Weatherization Gap Funding, and Moderate-Income Housing HVAC Rehabilitation). The timeline would be over a five (5) year period beginning at a time of award with the moderate-income housing rehabilitation to the twelve (12) county NCRPC Service area. Or as quickly as the funding would be expended within each of the counties. The weatherization gap funding will be available to all 41 counties that NCRPC serves. The NCRPC Housing Department will allocate the funds to the NCRPC Weatherization Program as needed per communication with inspectors and Weatherization Director. The funds will be available until they are exhausted. NCRPC staff will oversee the planning, implementation, and administration/facilitation of each program.

In 2021, the state of Kansas completed a statewide housing assessment. One of the major goals that Kansans needed to address within the assessment was the strengthening of the already existing housing stock to ensure affordability and safety. One of the biggest housing rehabilitation needs has been documented through the work of the NCRPC is efficient and environmentally safe heating and cooling.

The NCRPC has staff members that will be assigned to this project that possess over 50 years of combined experience working with federal and state funded housing rehabilitation and weatherization programs. The NCRPC is fully capable of performing the tasks needed to aid in the implementation of a successful program. The NCRPC housing staff has developed various methodologies that address time and distance issues, which has allowed this agency to deliver the Kansas weatherization services over a 41-county area within north central and north western Kansas. These same methodologies have proved successful in providing housing inspection, lead assessment and asbestos inspection services to a number of cities within a broad geographic area in Northwest, Southwest and North Central Kansas. In addition, the past two years, the NCRPC staff has developed and administered a similar program of rehabilitation (on a wide scale rehab project base) and weatherization gap project funding with a private funder within Northcentral/ Northwest Kansas. We believe with the reporting and past performance of these pilot programs has set the framework for an easy implementation and execution.

#### **Moderate Income Rehab Pilot:**

The moderate-income rehabilitation program will allow under-served housing stocks by other programs to be preserved by this program. Homeowners will then have a viable home with upgraded HVAC system that will reduce air pollution (HCFCs) and lower energy costs. The program details are as follows:

- a. Offered to twelve (12) counties (Clay, Cloud, Dickinson, Ellsworth, Jewell, Lincoln, Marshall, Mitchell, Ottawa, Republic, Saline, and Washington).



- b. Each county will be eligible for up to \$216,650.
- c. A minimum of 20 grants for each County administered as follows:
  - i. Grants up to \$10,000 to help with HVAC;
  - ii. Homeowner must provide 10% match of grant funds or up to \$1,000;
  - iii. Homeowners must sign a letter of intent which includes their commitment to provide the 10% match, as well as pay any costs above and beyond the \$10,000 grant.
  - iv. The NCRPC will provide a reimbursement after proof of payment to the contractor, financial institution, or material supplier has been received.
  - v. Each property owner must provide a completed application to reserve their spot to obtain the funds. Once a completed application is received and verified; notification will be sent to the property owner. This will reserve their slot within the program.
  - vi. Any HVAC unit 10 years or older, much be replaced with ENERGY STAR certified equipment. New furnaces shall be a minimum of 92 or better percent efficient. Air conditioning units should have a SEER (seasonal energy efficiency ratio) rating of 14 or better.
- d. NCRPC will oversee the program distribution.
- e. Owner must provide proof of completion of the project from the contractors and photographs of the improvements to receive the grant funding.
- f. If the self-help (a HVAC contractor who works on their own home) option is utilized rather than hiring of a contractor, material only will be reimbursed and proof of payment will be required.
- g. Proof of the household income will be determined from the last annual tax form 1040. No tax extensions will be allowed. The income limits will be the following:

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<b>Maximum Income</b>	\$96,300	\$109,950	\$123,750	\$137,550	\$148,500	\$159,600	\$170,550	\$181,500
<b>Minimum Income</b>	\$38,520	\$43,980	\$50,000	\$61,000	\$71,000	\$81,000	\$91,000	\$102,000

- h. Rental owners/property are not eligible for this program.

**Weatherization Gap/Readiness Program Pilot:**

The NCRPC currently serves as the program director for weatherization services in all 41 counties of Kansas through a partnership with the Kansas Housing Resources Corporation. Clients deemed eligible typically receive new furnaces, window sealing or new windows, weather stripping, insulation, and other work to make their homes more energy efficient. However, homes that have leaky roofs, knob and tube wiring, or other substandard structural problems, cannot be benefited from the weatherization program. These structural problems create a service gap that needs addressing; residents who qualify for weatherization services are low-income individuals and have difficulty finding funding to make such improvements. The consequence is that NCRPC has to defer most of these clients, and they are the most in need.

We ask that a grant fund be established, open to all 41 counties that NCRPC serves, which could provide these low-income residents financial assistance to rehab their homes to a point that they can receive weatherization services. Overtime, we feel this will greatly improve the housing stock of the region. Also, since NCRPC has already income qualified clients before doing the initial inspections on their homes, we will know for sure anyone receiving this additional grant funding will be low income.

1. We propose \$100,000 be set aside annually for low-income grants for specific housing improvements.
2. This funding will provide a minimum of 20 - \$5,000 grants to low-income residents. Not every client will need the full \$5,000 to complete their improvements. NCRPC reserves the right to issue a waiver to go above the \$5,000 cap, should the need be necessary.
3. NCRPC's Housing department in conjunction with the Weatherization program will oversee the distribution of this grant funding throughout the 41 counties. It will be easily implemented into our existing process.
4. NCRPC will locate and hire local contractors to provide estimates and complete the rehab work. Contractors will invoice NCRPC directly.
5. NCRPC will work with the weatherization department to determine the specific list of improvements which will be covered by this grant funding.

**Implementation Timeline:**

Year 1 to Year 5:

October 2024-Hopeful award announcement, program adjustments, if determined necessary by EPA

January 2025-Launch programs if approved

January 2025-December 2029- Program operation and required reporting

December 2029- Final reporting

**Synopsis and Benefit:**

If our pilot programs are funded, the funds will be utilized for grants for the Weatherization and MIH HVAC Rehab clients. The funds will also be used for staff time and overhead to ensure that the programs are properly completed and that reports are issued in a timely fashion.

This funding will be used to expand and support such projects as listed in this application and can provide greenhouse gas reductions of approximately one metric ton of carbon dioxide emissions per home annually according to the U.S. Department of Energy<sup>1</sup>. Based on this estimate, the magnitude of GHG reduction for a 5-year period would be a reduction of 1,200 metric tons of carbon dioxide emissions for the estimated number of units to be served/upgraded. The magnitude for a 25-year period would be 6,000 metric tons of carbon dioxide emission reduction. If a HVAC unit is more than 10 years old, it could save up to 20 percent on heating and cooling costs, therefore also reducing greenhouse gases<sup>3</sup>.

The NCRPC hopes to make an impact of 240 homes through the moderate-income housing HVAC rehabilitation initiative. The Weatherization pilot estimates that there will be 20 homes that will need the assistance to ensure that the home can be weatherized. The funds will be available until they are exhausted.

The moderate-income rehabilitation program will allow under-served housing stocks by other programs to be preserved by this program. Homeowners will then have a viable home with upgraded HVAC system that will reduce air pollution (HCFCs) and lower energy costs.

Nitrogen oxides, carbon monoxide, carbon dioxide, methane, nitrous oxide, volatile organic compounds, and trace amounts of sulfur dioxide and particulate matter (pages 8-9)<sup>2</sup>. Greenhouse gas reduction quantifications will vary by age and type of appliance being replaced but can be tracked and calculated easily on a case-by-case basis of project completed. NCRPC will utilize an formula that is already utilized by NCRPC to determine the analysis of the mechanical equipment/HVAC.

This initiative will help benefit the housing stock of north central/north west Kansas by HVAC rehabilitation of moderate-income housing, and assisting homes to gain weatherization assistance. These efforts will add value to the housing stock, safety of the community, and assist in energy efficiency.

<sup>1</sup>U.S. Department of Energy, Weatherization Assistance Program factsheet,  
[https://www1.eere.energy.gov/wip/pdfs/wap\\_factsheet.pdf](https://www1.eere.energy.gov/wip/pdfs/wap_factsheet.pdf)

<sup>2</sup>Kansas Emission Reduction and Mitigation Plan: KDHE ERAMP Priority Action Plan  
[https://www.kdhe.ks.gov/DocumentCenter/View/36022/Kansas\\_PriorityActionPlan\\_Final](https://www.kdhe.ks.gov/DocumentCenter/View/36022/Kansas_PriorityActionPlan_Final)

<sup>3</sup>Energy Star, When is it time to replace fact sheet,  
<https://www.energystar.gov/saveathome/heating-cooling/replace>

## **Budget Narrative/Justification**

### **Personnel**

Keegan Bailey – Housing Director at NCRPC will contribute 60% of her time to Project management which will include general project leadership, convening participating households, processing of applications and data associated with emissions and all reporting responsibilities for the project.

\$53,339/year for 60 months X 60% = \$160,017

Pepper Roberg – Office Manager at NCRPC will contribute 5% of her time to managing the project financial requests and distributions and coordinate with the audit firm.

\$62,609/year for 60 months X 5% = \$15,652.25

Lori Thielen – Communications Specialist at NCRPC will contribute 15% of her time to publishing results of the project and coordinate with the project manager to aid in development additional social media/newspaper/web site presence to highlight the project.

\$44,246/year for 60 months x 15% = \$33,184.50

**TOTAL - \$208,853.75**

### **Fringe/ Supplies/Travel/Overhead**

Fringe benefits are calculated at 39% for all the above staff including a prorated share of health insurance, vacation, sick leave, federal withholding, workman's compensation etc.

**TOTAL - \$208,853.75 X 39% = \$81,452.96**

### **Supplies/Travel/Overhead**

Consumables for office and also hosting meetings with partners and participating counties

**TOTAL - \$9,893.29**

**TOTAL ADMINISTRATION COSTS: \$300,200.00**

### **Project Grant Amounts**

Moderate Income Housing HVAC Rehab

**Total- \$2,599,800**

Weatherization Readiness/Efficiency

**Total- \$100,000.00**

### **Project Local Match Amounts:**

Moderate Income Housing HVAC Rehab Match

**Total-\$259,980.00**

**GRAND TOTAL PROGRAM COST: \$3,259,980.00**

**NORTH CENTRAL REGIONAL PLANNING COMMISSION  
2024 ERAMP APPLICATION BUDGET**

ERAMP Demonstration Budget				ERAMP Impacted Numbers			
Program	Annual Allocation per County	Annual # of Counties	Total Annual Funding	Annual Target # of			
				Units per County	Households Impacted	Cost per Household	
2 Moderate Income Rehabilitation	\$ 216,650	12	\$ 2,599,800	20	240	\$ 10,833	
Subtotal: Resident Investment	\$ 216,650		\$ 2,599,800				
Weatherization							
1 Home energy efficiency improvements	N/A	41	\$ 100,000	N/A	20	\$ 5,000	
NCRPC Staffing MIH Program			\$ 200,000				
NCRPC Overhead			\$ 100,200				
Subtotal: Administration			\$ 300,200				
Total ERAMP Investment			\$ 3,000,000				

## **Technical Appendix**

By implementing energy-efficient technologies in residential homes, these measures will comprehensively and swiftly work towards a more sustainable future for generations to come. The replacement of the inefficient HVAC housing infrastructures, will help meet objectives in regard to the reduction of climate pollution. The data listed below explains the assumptions and methodology for the estimated GHG emissions.

**The formula utilized will be:**

$$\text{Old Unit} \div \text{New Unit} = X$$

$$1-X=\text{Reduction of GHG Emissions Rate}$$

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### \* APPLICANT'S ORGANIZATION

North Central Regional Planning Commission

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix:  \* First Name:  Middle Name:   
\* Last Name:  Suffix:   
\* Title:

\* SIGNATURE:

\* DATE: