

**CITY OF LAWRENCE
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
(CAPER)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
AND
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

AUGUST 1, 2003 TO JULY 31, 2004

**PREPARED BY THE
NEIGHBORHOOD RESOURCES DEPARTMENT**



Step Up to Better Housing

**CITY OF LAWRENCE ANNUAL PERFORMANCE REPORT
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TABLE OF CONTENTS**

Assessment of Three- to Five-Year Goals and Objectives.....	1
Emergency Housing	1
Transitional Housing.....	2
Permanent Housing.....	3
Revitalized Neighborhoods	5
Affirmatively Furthering Fair Housing.....	11
Affordable Housing	14
Continuum of Care Narrative.....	15
Leveraging Resources	17
Self-Evaluation	18
CDBG Requirements	18
Financial Summary Grantee Performance Report	21
HOME Requirements.....	24
HOME Match Summary.....	24
Form 40107, Contracts and Subcontracts with Minority Business Enterprises And Women's Business Enterprises	26
On-Site Inspections of Affordable Rental Housing Assisted Under HOME.....	29
Housing Opportunities for Persons With AIDS (HOPWA) Funds	29
Emergency Shelter Grant (ESG) Funds.....	29
Public Participation Requirements.....	29
Notice of Public Hearing.....	30
Public Hearing Citizen's Comments	31
Written Comments.....	33
Appendix One - Continuum of Care Diagram.....	34
Appendix Two - HOME Match Report	36
Appendix Three - Report on Activities and Performance.....	38

CITY OF LAWRENCE ANNUAL PERFORMANCE REPORT

AUGUST 1, 2003 TO JULY 31, 2004

ASSESSMENT OF THREE- TO FIVE-YEAR GOALS AND OBJECTIVES

The City of Lawrence developed a strategy to address four priorities: emergency housing, transitional housing, permanent housing, and revitalized neighborhoods. The strategies within these four priorities were addressed in the following ways:

EMERGENCY HOUSING

Consider emergency shelter needs when investing available funds. **Actions:** The City spent a total of \$116,705 in CDBG funds to address emergency shelter needs.

Table 1 – Emergency Housing Activities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Community Drop-In Center	\$ 15,000	\$ 15,387	Operating Expenses	953
First Step House	\$ 5,000 \$ 13,500 \$ **	\$ 5,000 \$ 13,500 \$ 7,297	Operating Expenses Facility Renovation—floor tile Fac. Ren.—Fencing & dumpster enclosure	117
Lawrence Open Shelter	\$ ①	\$ 10,000	Facility Renovation	573
The Salvation Army	\$ ** \$ 31,215 \$ **③	\$ 36,172② \$ 31,215 \$ 0④	Op. Exp./Feeding Prgm. (2002) Op. Exp./Feeding Prgm. (2003) Site Preparation/Demolition	627
Women’s Transitional Care Services (WTCS)	\$ 12,000	\$ 8,134	Bathroom Renovation	241
Total	\$ 90,672	\$ 116,705		1,938
<p>* NOTE: Amount Budgeted does not always match the 2003 Investment Summary because some projects extend over more than one program year.</p> <p>** Previously budgeted.</p> <p>① LOS made a mid-year request for funds to complete facility renovations. A Substantial Amendment was made to the Consolidated Plan.</p> <p>② Funds for the Operating and Feeding Program were expended during the 2002 program year, but were not reimbursed until the 2003 program year (\$36,172).</p> <p>③ In the 2001 program year \$140,000 was budgeted.</p> <p>④ The project was not completed in the 2003 program year. A request for an extension was granted.</p>				

Seek private and public funds to strengthen Lawrence emergency shelters. **Actions:** The City applied for and received an Emergency Shelter Grant from the State. City staff also worked with the local Continuum of Care to prepare an application through the U.S. Department of Housing and Urban Development’s 2004 Continuum of Care Supportive Housing (CoC SH) grant for one overnight emergency shelter and a collaborative group of three social service agencies (an overnight emergency shelter, an emergency day shelter, and a community resource center). The City of Lawrence awarded \$36,500 from its general fund to assist two emergency shelters with operating expenses. Additionally, Neighborhood Resources staff shared grant opportunities they became aware of through grant search websites and newsletters with local housing, shelter, and service providers.

Endorse expansion efforts of well-managed existing shelters. **Actions:** In program year 2003, \$10,000 was expended on expansion efforts of existing shelters. Lawrence Open Shelter (LOS) secured a permanent site for its shelter and requested contingency funds to complete renovations to the facility, which permitted them to open (see *Table 1*, page 1). In December of 2003 LOS opened the doors of their overnight emergency shelter and admitted those individuals not able to stay at The Salvation Army due to intoxication as well as other homeless persons. LOS has a capacity of 21.

With assistance from the City's general fund, The Salvation Army was able to provide overnight shelter April through October for the second year in a row. Additionally, with the cooperation of existing emergency shelters and assistance of many volunteers, a Warming Shelter was able to operate during the coldest months of 2003. The Warming Shelter provided 24/7 shelter from winter's harsh weather. Protection from summer's heat was provided through collaborative efforts of the Coalition for Homeless Concerns, Community Drop-In Center, and Lawrence Open Shelter. Neighborhood Resources staff supported these efforts with technical assistance as requested.

TRANSITIONAL HOUSING

The Lawrence-Douglas County Housing Authority (LDCHA) operates a transitional housing program using HOME TBRA funds which serves approximately 100 families per year. Supportive services are provided by agencies that have entered into cooperative agreements with the LDCHA. Currently, the LDCHA has agreements with The Salvation Army's Project Able, Bert Nash's Community Support Services, Independence, Inc., Pelathe Community Resource Center, the State Department of Social and Rehabilitation Services (SRS), Community Works, and Community Living Opportunities. The Douglas County Health Department, DCCCA, and Cottonwood, Inc. work closely with the LDCHA to provide services to their clients, but have not yet entered into cooperative agreements. During the LDCHA's 2003 fiscal year (1/1/03 - 12/31/03) the Transitional Housing program served 52 families through a combination of funding from City and State HOME TBRA grants.

Seek private and public funds to develop transitional housing in Lawrence and endorse efforts to develop transitional housing in Lawrence. **Actions:** The City staff provided technical assistance to agencies applying for or interested in applying for the HUD Supportive Housing Super NOFA and worked on the Continuum of Care for the City of Lawrence through the Practitioners Panel. The Panel continued to work in subcommittees addressing affordable housing, barriers to housing, and data collection issues. In order to provide more funding opportunities, the City renewed its membership to eCivis, software available via the Internet for finding grant opportunities, and continues to offer extended use of it to local non-profits.

Consider transitional housing needs when investing available funds. **Actions:** The City budgeted \$270,000 of HOME funds for tenant based rental assistance, which is limited by HOME rules to two years of assistance per family. An additional \$20,000 was budgeted for administration of tenant based rental assistance.

Secure more tenant based rental assistance. **Actions:** As noted above, the City budgeted \$290,000 in tenant based rental assistance and administration, administered by the Lawrence-Douglas County Housing Authority (LDCHA). The City invested \$287,521 in tenant based rental assistance, administered by LDCHA. Of this amount, \$246,503 went to rental units and

\$38,750 to LDCHA administrative expenses. In 2003, this money provided housing for 52 families, of which 45 were homeless. The City also certified compliance with the Consolidated Plan to LDCHA for applications for additional tenant based rental assistance.

Encourage landlords to accept tenants who receive rental assistance. **Actions:** The LDCHA presents recruiting and technical assistance in program participation workshops for landlords as well as providing landlords with resources for better management of their rentals. During 2003 the LDCHA started a web site with information about program participation for landlords. The LDCHA has also implemented changes in federal regulations allowing landlords more flexibility in program participation. Examples would be a landlord using his/her own lease documents; choosing not to renew leases at the end of fixed terms, and offering lease terms of less than 12 months. The LDCHA holds landlords harmless from loss of subsidy when tenants are being evicted for lease violations. The LDCHA screens all applicants against minimum renter suitability criteria.

PERMANENT HOUSING

Continue to invest funds in homebuyer assistance. **Actions:** The City invested \$366,268 in HOME funds in homebuyer assistance. These funds assisted 18 first-time homebuyers. The City additionally budgeted \$30,000 in the Home of Your Own (HOYO) program, which provides down payment, closing costs, and/or rehabilitation for disabled, first-time homebuyers. All funds budgeted for the HOYO program (\$30,000) were expended in the 2003 program year.

Consider supportive service needs for low-income elderly and persons with disabilities when investing available funds. **Actions:** The City spent a total of \$29,659 in CDBG funds on permanent housing activities for low-income, elderly, and persons with disabilities.

Table 2 – Permanent Housing Activities for Low-Income Elderly and Persons with Disabilities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Douglas County AIDS Project	\$ 4,000	\$ 4,000	Emergency Financial Assistance	25
Independence, Inc.	\$ 20,000	\$ 25,659	Accessibility Modifications	9
Total	\$ 24,000	\$ 29,659		34
*NOTE: Amount Budgeted does not always match the 2003 Investment Summary because some projects extend over more than one program year.				

Continue to invest funds in rehabilitation, weatherization and emergency loans. **Actions:** The City spent a total of \$181,239 on comprehensive housing rehabilitation for existing homeowners and \$106,897 on HOOT rehabilitation for first-time homebuyers. Federal regulations on rehabilitation of properties containing lead-based paint reduced the number of projects the City was able to undertake. Weatherization projects used a total of \$59,874 through a program administered by the City. The City expended \$11,622 on furnace loans, and \$11,094 on emergency loans (see *Table 4A*, page 6).

Encourage landlords to accept tenants with low, stable incomes and good rental histories.

Actions: In 2003 the LDCHA continued a four-part training program for renters called the Renter Education Program. The curriculum was formed in collaboration with Housing and Credit Counseling Inc. The course is provided free of charge for any LDCHA program participant. LDCHA continues to provide landlords with information on participating in rental assistance programs.

Landlords of Lawrence, Inc. encourages landlords to accept tenants with low, stable incomes and good rental histories. This organization promoted these beliefs and enhanced landlord education at their bi-annual Landlord Fair where 146 were in attendance on June 2, 2003.

REVITALIZED NEIGHBORHOODS

Promote neighborhood improvement. **Actions:**

Table 3 – Neighborhood Activities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Brook Creek Neighborhood	\$ 6,050	\$ 5,606	Operations / Coordinator / Cleanup	3,673
	\$ 119,000	\$ 80,788	Brook Creek Park Improvement	
East Lawrence Neighborhood	\$ 8,033	\$ 8,759	Operations / Coordinator / Cleanup	2,824
	\$ 10,000	\$ 6,403	Hobbs Park Memorial Renovation	
North Lawrence Neighborhood	\$ 5,200	\$ 4,625	Operations / Coordinator / Cleanup	2,547
	\$ 1,625	\$ 0	7 th Street Sidewalk	
	\$ 4,400	\$ 3,756	Funston Street Drainage Tubes	
	\$ 1,400	\$ 1,384	Lyon & John Taylor Park Benches	
Oread Neighborhood	\$ 10,808	\$ 11,155	Operations / Coordinator / Cleanup	6,265
	\$ 725	\$ 700	Dumpster Pad Constr./Installation	
	\$ **	\$ 61,174①	12 th & Mississippi Steps	
Pinckney Neighborhood	\$ 9,194	\$ 5,549	Operations / Coordinator / Cleanup	3,626
	\$ 7,000	\$ 6,200	Clinton Park Restoration	
Habitat #4	\$ **	\$ 1,355②	Water Meter Installation	1
Habitat #4	\$ **	\$ 5,255②	Fencing between development and mobile home park to the south.	13
Total Neighborhood Public Service Activities (only non-shaded areas)	\$ 39,285	\$ 35,694		
Total Neighborhood Capital Improvement Activities (only shaded areas)	\$ 144,150	\$ 167,015		
Total Neighborhood Activities	\$ 183,435	\$ 202,709		18,949
<p>* NOTE: Amount Budgeted does not always match the 2003 Investment Summary because some projects extend over more than one program year.</p> <p>** Budgeted previously.</p> <p>① The 2001 allocation of \$32,500 and 2002 allocation of \$29,500 were combined and the project was completed in the 2003 program year. Cost estimates on this project came in much higher than expected.</p> <p>② Habitat #4 is a housing partnership between the City, Habitat for Humanity, and Tenants to Homeowners located at 17th and Atherton Court. This was the final water meter installation for this project. Completion of the fence was the final aspect of the agreement for this project.</p> <p>See Table 4B, page 7 for neighborhood activities related to improving existing housing stock.</p>				

Improve existing housing stock. Actions:

Table 4A – Activities to Improve Existing Housing Stock

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Comprehensive Housing Rehab	\$400,000①	\$ 181,239	Construction costs for no-interest comprehensive rehabilitation loans	10
Delivery of Programs	\$ ①	\$ 154,562	Salaries and program costs for the comprehensive housing rehab., emergency and furnace loans, etc.	NA
HOOT Rehab	\$ 125,000	\$ 106,897	Construction costs for no-interest comprehensive rehabilitation loans	10
Weatherization	\$ 40,000	\$ 59,874	Grants for attic insulation, storm windows and weather-stripping of entry doors	45
Furnace Loans	\$ 30,000	\$ 11,622	No-interest loans up to \$5,000	4
Emergency Loans	\$ 30,000	\$ 11,094	No-interest loans up to \$5,000	5
Demolition and Clearance	\$ 19,500	\$ 8,100	Voluntary removal of unsafe structures and dangerous trees	6
Tenants to Homeowners	\$ 390,980	\$302,763	Property acquisition and rehabilitation (CHDO set-aside)	5
	\$ 35,823	\$ 37,493	Community Housing Development Organization (CHDO) Op. Expenses	NA
Independence, Inc.	\$ 20,000	\$ 25,659	Accessibility modifications in rental housing	9
Total	\$1,289,303	\$ 899,303		95
<p><i>*NOTE: Amount Budgeted does not always match the 2003 Investment Summary because some projects extend over more than one program year.</i></p> <p><i>① Delivery of Programs is expended from the same budget line as Comprehensive Housing Rehab. Thus, \$332,337 of the \$400,000 was expended.</i></p>				

Reduce lead-based paint hazards. Actions: The City ensured that all federally funded improvement programs for the existing housing stock used lead hazard reduction activities including evaluating lead hazard risk and using only lead free paint. Staff distributed *Protect Your Family from Lead in Your Home* pamphlets, published by the Environmental Protection Agency, to every program applicant. Of the 80 projects completed through Neighborhood Resources programs (comprehensive housing rehabilitation, HOOT rehabilitation, weatherization, furnace loans, emergency loans, and demolition and clearance) four were tested for lead. Of those four, three were subject to lead hazard reduction activities and one was bid too expensive for the program limits.

During the 2003 program year, Neighborhood Resources staff had another member trained and certified in Lead Based Paint Inspection and Lead Based Paint Risk Assessment. Staff also attended the State of Kansas Lead Council Meetings held during the year.

Table 4B – Activities to Improve Existing Housing Stock by Target Neighborhood

Program	Amount Spent	Purpose	Number Served
Brook Creek Neighborhood	\$ 0	Comp Housing Rehab	0
	5,140	HOOT Rehab	1
	1,459	Emergency Loans	1
	0	Furnace Loans	0
	5,700	Weatherization	6
	281	Demolition and Clearance	1
	156,872	Homebuyer Assistance	8
East Lawrence Neighborhood	\$ 14,749	Comp Housing Rehab	1
	0	HOOT Rehab	0
	0	Emergency Loans	0
	3,800	Furnace Loans	1
	3,339	Weatherization	2
	0	Demolition and Clearance	0
	0	Homebuyer Assistance	0
North Lawrence Improvement	\$ 42,815	Comp Housing Rehab	2
	5,360	HOOT Rehab	1
	0	Emergency Loans	0
	3,004	Furnace Loans	1
	3,246	Weatherization	2
	885	Demolition and Clearance	1
	46,718	Homebuyer Assistance	2
Oread Neighborhood	\$ 67,890	Comp Housing Rehab	2
	0	HOOT Rehab	0
	0	Emergency Loans	0
	0	Furnace Loans	0
	2,576	Weatherization	2
	0	Demolition and Clearance	0
	0	Homebuyer Assistance	0
Pinckney Neighborhood	\$ 0	Comp Housing Rehab	0
	15,177	HOOT Rehab	2
	5,000	Emergency Loans	1
	0	Furnace Loans	0
	0	Weatherization	0
	1,100	Demolition and Clearance	1
	12,345	Homebuyer Assistance	1
Neighborhoods At Large	\$ 55,785	Comp Housing Rehab	5
	81,219	HOOT Rehab	6
	4,635	Emergency Loans	3
	4,858	Furnace Loans	2
	45,014	Weatherization	33
	5,834	Demolition and Clearance	3
	150,333	Homebuyer Assistance	7
Total	\$ 745,134		98

Encourage neighborhood associations. **Actions:** The City continued to fund the operating expenses and coordinator salaries of the five target neighborhoods (Brookcreek, East Lawrence, North Lawrence, Pinckney, and Oread). Additionally, City staff assisted one at-large neighborhood in establishing a neighborhood association and regularly attended meetings of the Lawrence Association of Neighborhoods improving communication between the City and the neighborhoods.

Improve mobile homes and mobile home parks. **Actions:** Neighborhood Resources provided emergency loans to two mobile home owners for \$2,829 in emergency repairs. The Codes Enforcement Division of Neighborhood Resources inspects individual mobile homes on a complaint basis and inspects mobile home parks every five years as their licenses are renewed. The mobile home park inspection entails a site plan inspection for verification on the number of lots, number of occupied lots, condition of road, utility infrastructure, and blight conditions. Three parks in Lawrence applied to have their licenses renewed. Inspections were completed on all three parks and license renewals were granted.

The Codes Enforcement Division additionally inspected individual mobile homes on a complaint basis. Seventeen mobile homes were inspected during the 2003 program year. On average eight to ten violations were found. Inspections of five mobile homes were severe enough to warrant issuance of an order to vacate.

Continue crime prevention. **Actions:** The Lawrence Police Department continued various crime prevention activities, such as the Citizen's Academy. No CDBG funds were used in the Police Department's budget.

Ensure that housing complies with the Uniform Housing Code. **Actions:** The City Codes Enforcement Division enforces City codes concerning the construction and maintenance of structures within the City. During the 2003 program year, the Codes Enforcement Division received 114 housing complaints, with approximately four to six violations per complaint. Inspections were performed to investigate each of the dwellings in question for compliance with the 1997 Edition of the Uniform Housing Code as adopted by the City. Property owners are notified of deficiencies and required to make corrections.

Favor mixed-income development. **Actions:** No activities occurred toward this objective during program year 2003 with CDBG or HOME funds.

Meet American Disabilities Act and Fair Housing Act requirements. **Actions:** Four City departments have responsibilities that ensure the City meets ADA and Fair Housing requirements: Planning, Neighborhood Resources, Human Relations/Human Resources, and Public Works. Ordinances in Lawrence are substantially equivalent to federal law; thus, citizens can look to the City for civil rights enforcement. Financial support for these activities comes from the City general fund budget. Three hundred and eight complaints were received and resolved during the 2003 program year.

Support public/private partnerships. Actions: Lawrence supported public/private partnerships in a number of ways in program year 2003:

The Homeowners Out of Tenants (HOOT) program is a public/private partnership designed to provide opportunities for low- and moderate-income families to purchase homes. City staff, local lenders and Tenants to Homeowners, Inc. coordinate HOOT activities. Tenants to Homeowners, Inc. is a Community Housing Development Organization (CHDO) and receives HOME funds from the City entitlement. Both HOME and CDBG funds support the homebuyer program. Banks participate through financial commitments.

Tenants to Homeowners, Inc., carries out other affordable housing activities with City support, sometimes including other partners such as Habitat for Humanity, Inc. In 1999, the City donated land for the Habitat #4 Addition, a 25-unit housing partnership between the City, Habitat for Humanity, and Tenants to Homeowners, Inc., located at 17th and Atherton Court. Development of the project by Tenants to Homeowners, Inc., and Habitat for Humanity, Inc. began in the 2001 program year. To date, Tenants to Homeowners has built ten homes and Habitat fifteen. During the 2003 program year, \$1,355 was expended on water meter installation in the Habitat #4 Addition. In addition, \$17,550 was expended to install a wood fence on the south property line shielding the addition from the adjacent property.

Three properties were purchased during the 2003 program year for a total cost of \$346,500. Two properties were purchased in partnership with the local CHDO, Tenants to Homeowners, Inc., and one was purchased by the City through foreclosure and later provided to Tenants to Homeowners for development. One property will be developed into six single-family properties and will be accessible and available to low- to moderate income first-time homebuyers, thus furthering affordable housing efforts in the community.

The remaining two single family dwellings will be provided to the local CHDO, Tenants to Homeowners, Inc., for the development of low- to moderate-income first-time homebuyer housing.

Table 5 – Progress Toward Long-Term Goals

Goals	'94 to '99	'99 to 2004	10 Year Total	Progress 1994 to 2003	Remaining		
					5 yr	10 yr	Total
Elderly	100	100	200	70 tax credit units 25 LDCHA units	5	100	105
Frail Elderly	100	100	200		100	100	200
SPMI Units	10	20	30	39 LDCHA units total, plus 10 Bridges units ①	0	0	0
Developmentally Disabled	3	10	13	56 CLO units for rehabilitation	0	0	0
Other Chronic Illnesses	2	4	6		2	4	6
Homeowner Rehabilitation	70	150	220	167 units	0	53	53
Homebuyer Program	100	100	200	179 units	0	21	21
Rental Rehabilitation	25	25	50	2 units	23	25	48
Rental Assistance	125	125	250	HOME funds to LDCHA provided sufficient assistance for 307 families	0	0	0
Accessibility Modifications	60	83	143	76 units were modified through the Independence, Inc.	0	67	67
Additional Family Rental Units	75	75	150	Tax credits – 160 units	0	0	0
Total	670	792	1462	1091	130	370	500
① Bridges closed in September of 2004.							

AFFIRMATIVELY FURTHERING FAIR HOUSING

Lawrence is one of the most integrated cities in the country according to *CensusScope's* Dissimilarity Indices, which calculates the average racial composition of neighborhoods experienced by members of each racial group. Lawrence scored a 33.6 and ranked third out of 319 metropolitan areas calculated. Lawrence continues to do well in avoiding systemic impediments to fair housing choice. In order to maintain this high performance, the Analysis of Impediments to Fair Housing, updated in July of 2004, set twelve goals:

- *The City will continue to fund the Lawrence Human Relations/Human Resources Department in order to provide education and resources on fair housing, along with a forum for citizen support in cases of housing discrimination.* **Actions:** The Lawrence Human Relations/Human Resources Department (LHR/HRD) was funded in the 2003 City budget at \$218,225. In 2003, LHR/HRD investigated discrimination complaints and worked towards resolution thereof. Additionally, the LHR/HRD responded to approximately 22,000 inquiries from the general public and business community requesting assistance with issues, which included allegations of discriminatory practices in employment, housing and public accommodations, educational, training, and technical assistance, and general information. Thirty-five percent of the inquiries were related to fair housing issues. The department now includes mediation which is a viable means to resolving issues of conflict. LHR/HRD has three employees that are Kansas Supreme Court Certified Mediators. Two are also Kansas Supreme Court Certified Mediator Trainers. The Human Relations Commission continued its efforts to support and enhance LHR/HRD fair housing activities. The Human Relations Department activities included:
 - Timely and thorough investigations of fair housing discrimination complaints;
 - Twenty in-service training sessions for City employees, on the topics of diversity and the prevention of sexual harassment;
 - Three (3) day Mediation training;
 - EOL Update Seminar;
 - Employee Job Seminar;
 - Martin Luther King Celebration;
 - Lawrence Alliance meetings of support ;
 - Landlords of Lawrence, Inc. contact and information disseminated;
 - Dissemination of information on fair housing rights; and
 - Promoting contact with the public on fair housing issues through:
 - website development;
 - paid commercial advertising;
 - community cable advertising;
 - establishing partnerships with other social service agencies and organizations advocating fair housing rights laws;
 - introducing innovative strategies to further fair housing for all Lawrence citizens; and
 - seminars/workshops.

- *The Lawrence Human Relations Commission will continue to be active during the program year and will continue to support fair housing choice through community education activities.* **Actions:** The Human Relations Commission (HRC) is a nine member board that meets quarterly (February, May, August, and November). HRC activities include timely and thorough investigations of housing discrimination complaints, dissemination of fair housing information, and promoting contact with the public on fair housing issues through website development, paid commercial advertising, and community cable advertising. Activities also include establishing partnerships with other social service agencies and organizations that advocate and enforce fair housing laws and introducing innovative strategies to further fair housing opportunities.
- *The Lawrence-Douglas County Housing Authority will continue to assure racial disbursement in Public Housing.* **Actions:** As has been the practice in the past, the LDCHA maintains a racial disbursement map of its public housing units in order to ensure diversity throughout the units.
- *The Lawrence-Douglas County Housing Authority will provide services designed to meet the challenges the elderly, disabled or families might encounter which could put their housing at risk, and solicit resident participation in planning to assure programs meet residential needs.* **Actions:** LDCHA funded its Resident Services Program consisting of a staff of eight. Six service coordinators and one clerical staff are working out of the Edgewood office and two service coordinators for elderly persons are working out of the Babcock office.
- *Neighborhood Resources will support fair housing through continued emphasis on affordable housing activities.* **Actions:** Neighborhood Resources continued the emphasis on affordable housing (see *Permanent Housing*, page 3; and *Support Public/Private Partnerships*, page 9). During the 2003 program year, \$5,717 was spent on fair housing activities. Additionally, Neighborhood Resources staff continued to support the efforts of the Practitioners Panel and Housing Trust Fund in addressing affordable housing issues.
- *Neighborhood Resources will continue to require grant and loan recipients to certify compliance with fair housing policies.* **Actions:** Neighborhood Resources required compliance with fair housing policies.
- *Neighborhood Resources will provide support to agencies attempting to better the affordable housing issues in Lawrence.* **Actions:** Neighborhood Resources staffs the Housing Trust Fund (HTF) board, which was formed to develop policies and procedures for the use of the trust fund and identify housing sponsors, providers of affordable housing, or other appropriate entities as prospective applicants. The HTF board is also responsible for awarding funds and locating a permanent funding source (*see the third paragraph of the Affordable Housing section on page 14 for more details*). Additionally, the Practitioners Panel has a subcommittee staffed by Neighborhood Resources staff working on affordability and availability of housing.

- *Neighborhood Resources will provide support to agencies assisting the homeless. **Actions:*** In addition to setting-aside CDBG funds to support agencies that assist the homeless, Neighborhood Resources staff is the lead entity for the Continuum of Care. Exhibit 1 of the Continuum of Care Supportive Housing application is written by Neighborhood Resources staff. Additionally, the Task Force on Homeless Services and Practitioners Panel is overseen by Neighborhood Resources staff. Technical assistance is also provided to these agencies by Neighborhood Resources staff.
- *The City and Lawrence Chamber of Commerce Economic Development staffs will continue to draw employment opportunities with wages substantial enough to support a family's housing needs. **Actions:*** In 2003, the City adopted a wage floor ordinance, which requires companies receiving a tax abatement to pay a minimum salary (at 130% of the U.S. Department of Health and Human Services poverty guidelines). The ordinance also takes into consideration the cost of an individual's health insurance. This ordinance became effective in November of 2003. The Chamber of Commerce Economic Development staff continues to search for opportunities to bring employers to Lawrence and reduce barriers.
- *Neighborhood Resources will continue to support efforts for revitalized neighborhoods. **Actions:*** In addition to providing CDBG funding for the operating costs, coordinator salaries, and special projects of target neighborhoods, Neighborhood Resources staff provides technical assistance to neighborhoods. Revitalization is also promoted through the assistance of the Neighborhood Programs Specialist who assists Neighborhood Associations with communicating needs to City departments, informing citizens about events/news of neighborhood associations, and providing information as requested.
- *Bert Nash Community Mental Health Center will continue to develop affordable housing options for persons with severe and persistent mental illness. **Actions:*** Bert Nash CMHC staff are diligently working to develop relationships with landlords in the community, educate them about persons with mental illness and provided support to both landlord and clients to ensure the rental relationship is beneficial to both tenant and landlord. Staff uses these relationships to encourage landlords to reduce or waive the application fees that create hardships for tenants looking for rentals. Educating landlords and ensuring their relationships with Bert Nash CMHC clients are satisfactory is the best tool towards developing affordable housing for persons with severe and persistent mental illness.
- *Educational opportunities for low- to moderate-income and homeless persons will continue to be offered through various agencies throughout Lawrence. **Actions:*** The Salvation Army-Project Able program provides budget assistance, job readiness training (typing, computer, resume, interviewing, and job referrals), and life skills training (housekeeping, STDs, and personal self-worth). Lawrence Workforce Center provides assistance with completing applications, preparing resumes, interviewing, and access to equipment necessary to complete these tasks. Independence, Inc. has educational opportunities to educate disabled individuals with independent living skills (cooking, cleaning & social skills), computer skills, and vocational training. Lawrence-Douglas County Housing Authority provides education on being a good tenant/neighbor and budgeting. Women's Transitional Care Services

provides education on domestic violence. Cottonwood provides life skills education. First Step House and Hearthstone both provide drug/alcohol education and budgeting classes. Haskell Indian Health Center provides education on drugs and alcohol, mental health, and nutrition. Hospice of Douglas County provides grief and death education. Housing and Credit Counseling, Inc. provided tenant/landlord mediation and classes on budgeting and financial responsibility. Pelathe Community Resource Center provides training on computer skills and budgeting. Rape Victim Survivor Services provides victim survival education. SRS provides independent living skills and budgeting & financial responsibility education.

The AI indicates that Lawrence has done well in avoiding systemic impediments to fair housing choice, though affordability remains a substantial challenge. City ordinances, regulations, administrative policies, procedures, or practices do not tend to impede housing choice. Lawrence has demonstrated its commitment to fair housing by expanding the protected classes beyond those required by federal law to include sexual orientation as a class protected by ordinance from housing discrimination.

AFFORDABLE HOUSING

Lawrence continues to make progress toward the specific objective of providing affordable housing and has met or exceeded the goals set out in the Consolidated Plan (see *Emergency Housing*, page 1; *Transitional Housing*, page 2; *Permanent Housing*, page 3; *Revitalized Neighborhoods*, page 5; and *Table 5 - Progress Toward Long-Term Goals*, page 10).

CDBG and HOME funds assisted a total of 186 low- and moderate-income households with affordable housing efforts in program year 2003. All families that received tenant based rental assistance were low-income.

A Housing Trust Fund was established in 2000 with an initial investment of \$500,000 from the City's general fund. The HTF is used to assist affordable housing efforts. Housing Trust Fund Board members were appointed in the 2001 program year and began meeting to discuss potential projects and activities for future funding. In 2002, the Board sent out a request for proposals and subsequently awarded \$66,000 (interest from the fund) to six successful applicants. During the 2003 program year, the board was unable to request proposals or award funds due to minimal interested accumulation. Currently, the Board is reviewing options for a permanent funding source for the HTF as well as determining the need for future HTF allocations.

Lawrence met "worst-case" rental needs through tenant based rental assistance and "worst-case" homeowner assistance through comprehensive rehabilitation, weatherization, emergency loans, and furnace loans. Independence, Inc. administers a rental accessibility program for the City to address the needs of persons with disabilities. The program makes grants to individuals to modify rental residences to make the residence handicap accessible.

CONTINUUM OF CARE NARRATIVE

The Continuum of Care includes a wide array of programs and activities to address the needs of homeless persons in Lawrence. Some of these programs receive CDBG funding (see *Emergency Housing*, page 1; *Transitional Housing*, page 2; *Table 6 - Continuum of Care Activities*, page 16, and *Appendix One, Continuum of Care Diagram*, page 34).

To address the needs of persons who need supportive housing, the City set aside \$290,000 of HOME money for TBRA with \$246,503 spent during program year 2003 on TBRA and \$38,750 spent on LDCHA Administration.

Table 6 – Continuum of Care Activities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Achievement Place for Boys	\$ 22,000	\$ 21,403	Vinyl siding, soffit, fascia & vinyl windows	89
Ballard Community Center	\$ **	\$ 8,233①	Classroom carpet	3602
	\$ 6,500	\$ 0①	Tuckpoint chimney & building corner	
	\$ 470	\$ 0①	Front sidewalk replacement	
Bert Nash CMHC – 911 Ohio	\$ 14,471	\$ 14,471	Vinyl siding	5
	\$ 14,000	\$ 14,000	Heating and A/C upgrade	
Brookcreek Learning Center	\$ 6,000	\$ 6,000	Repave parking lot	128
	\$ **②	\$ 435	Edgewood & Mt. Hope playground renovation and equipment	
Children's Learning Center	\$ 71,001	\$ 71,001	Parking lot expansion	138
Community Drop-In Center	\$ 15,000	\$ 15,387	Operating expenses	953
Community Living Opportunities, Inc.	\$ **	\$ 1,724③	Facility renovations	43
Douglas County AIDS Project	\$ 4,000	\$ 4,000	Emergency financial assistance	25
Emergency Services Council	\$ 15,000	\$ 15,000	Housing assistance	267
First Step House	\$ 5,000	\$ 5,000	Operating expenses	117
	\$ 13,500	\$ 20,797	Facility renovation	
Hearthstone	\$ 16,300	\$ 14,900	Roofing	43
	\$ 6,400	\$ 0④	Second floor ceiling replacement	
Housing and Credit Counseling, Inc.	\$ 24,500	\$ 24,163	Tenant/landlord counseling and education	342
Independence, Inc.	\$ 20,000	\$ 25,659	Accessibility modifications	8
	\$ 30,000	\$ 30,000	Home of Your Own (HOYO)	2
Lawrence Open Shelter	\$ ⑤	\$ 10,000	Facility renovation	573
Pelathe Community Resource Center	\$ 34,636	\$ 33,100	Building acquisition	645
The Salvation Army	\$ **⑥	\$36,172	Op. exp./feeding prgm. (2002)	627
	\$ 31,215	\$ 31,215	Op. exp./feeding prgm. (2003)	
	\$ **⑦	\$ 0⑧	Site preparation/demolition	

Table 6 – Continuum of Care Activities {continued}

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Trinity Respite Care	\$ 10,000	\$ 10,000	Attendant Care & Respite Care salaries	360
WTCS, Inc.	\$ 12,000	\$ 8,134	Facility bathroom renovation	241
Total	\$ 371,993	\$ 420,794		8,166
<p><i>*NOTE: Amount Budgeted does not always match the 2003 Investment Summary because some projects extend over more than one program year.</i></p> <p><i>**Budgeted Previously.</i></p> <p>① <i>In program year 2002, \$6,000 was budgeted for classroom carpet replacement. Tuckpointing and sidewalk repairs will be completed in the 2004 program year.</i></p> <p>② <i>In the 2002 program year, \$1,400 was budgeted—only \$965 was spent.</i></p> <p>③ <i>Completion of facility renovations budgeted in the 2002 program year.</i></p> <p>④ <i>It was determined that roofing, guttering, downspouts, and renovation of the front porch were the greatest priority. Roofing was completed during the 2003 program year. The balance of the project will be completed during 2004. The second floor ceiling repair project was canceled.</i></p> <p>⑤ <i>LOS made a mid-year request for funds to complete facility renovations. A Substantial Amendment was made to the Consolidated Plan.</i></p> <p>⑥ <i>Funds for the Operating and Feeding Program were expended during the 2002 program year, but were not reimbursed until the 2003 program year (\$36,172).</i></p> <p>⑦ <i>In the 2001 program year \$140,000 was budgeted.</i></p> <p>⑧ <i>The project was not completed in the 2003 program year. A request for an extension was granted.</i></p>				

The City used CDBG funds for the Emergency Services Council for eviction and utility shut-off prevention. Housing and Credit Counseling, Inc. received \$24,163 from CDBG for landlord/tenant mediation and counseling.

All Lawrence shelters offer counseling and case management to assist their client's transition to permanent housing and independent living. For information about City investment in emergency shelters see *Emergency Housing*, on page 1.

LEVERAGING RESOURCES

The City received an Emergency Shelter Grant (ESG) from the State of Kansas for \$54,395. ESG funds were used by five agencies to provide facility rehabilitation, operations, essential services and homeless prevention.

The City of Lawrence funded a portion of the budget of four agencies (\$42,327) that also receive CDBG funding, usually at 5 to 10% of the agency budget and in one instance, 25%. Additionally, the City of Lawrence funded a portion of the budget of three non-profit agencies (\$49,775) that did not receive CDBG funding in program year 2003, but who serve low- to moderate-income or homeless individuals and families. Thus, total City and CDBG funds devoted to nonprofit agencies leveraged the \$512,896 spending to nearly five million dollars.

HOME match requirements were satisfied through cash from non-federal sources, forgone fees, donated labor, and donated construction materials (see *Appendix Two – HOME Match Report*, page 36).

SELF-EVALUATION

The statutory purpose of CDBG funding is “Decent housing and a suitable living environment and expanding economic opportunities for principally low- and moderate-income persons.” The City of Lawrence accomplishments and plans carry out this purpose both in spirit and in action. *Step Up to Better Housing*, the city strategy, concentrates CDBG and HOME resources on affordable housing and revitalized neighborhoods with low- and moderate-income people as the beneficiaries. As shown in *Table 5 - Progress Toward Long-Term Goals*, page 10, Lawrence has made significant impact on identified needs. The balanced approach outlined in *Step Up to Better Housing* seems to be addressing needs in a very functional manner. It can also be seen by the coordinated efforts of advisory groups such as the Practitioners Panel. The Panel has strengthened the Continuum of Care each year.

The only significant barrier to have a negative impact on fulfilling the strategies and overall vision is that the money available is not sufficient to meet all the goals immediately. The City continues to make progress, but as the City grows, needs continue to grow as well.

Both the CDBG program and the HOME program are in good standing in all respects. Grant disbursements are timely and actual expenditures did not differ from letter of credit disbursements. Major goals are on target.

CDBG REQUIREMENTS

All Lawrence activities support the *Step Up to Better Housing* strategy and the Continuum of Care. City CDBG spending supports all categories of housing needs identified in the Consolidated Plan. The City of Lawrence had no changes in program objectives. Activities benefited low- and moderate-income persons exclusively through direct assistance programs. At least 51% of residents receiving area-wide benefits were low-income. Target neighborhoods have low- and moderate-income residents as follows according to the 2000 Census:

Table 7 - Percent Low- and Moderate-Income Residents in Target Neighborhoods

Neighborhood	Percent Low/Mod
Brook Creek	63%
East Lawrence	66%
North Lawrence	56%
Oread	78%
Pinckney	61%
Total City Population	49%

Lawrence pursued all resources that the City indicated it would pursue in the Consolidated Plan. The City provided certifications of consistency with the Consolidated Plan to:

- The Lawrence-Douglas County Housing Authority for a Resident Opportunities in Self-Sufficiency (ROSS) application.
- The Salvation Army, Community Drop-In Center, Pelathe Community Resource Center, and Lawrence Open Shelter for Continuum of Care Supportive Housing applications;
- Housing and Credit Counseling, Inc., for landlord/tenant mediation;

There were no other requests for certifications. No action or willful inaction by the City hindered implementation of the Consolidated Plan.

The City did not use any funds outside the three national objectives and did not trigger any relocation cost. Lawrence did not use CDBG funds for economic development. No CDBG funds were used for any groups of limited clientele that did not fall within the categories of presumed limited clientele or did not meet low- and moderate-income guidelines. The City of Lawrence did not have a HUD-approved neighborhood revitalization strategy.

Program income is primarily generated by installment loan repayments from the Comprehensive Rehabilitation Loan Program and repayments of deferred comprehensive, first-time homebuyer, emergency loans, and furnace loans. No other program income was received during this program year.

The CDBG/HOME administrative staff consists of one full time staff position, three-fourths salary for one full time staff position, and half salaries for three full-time staff positions. Salaries and other administrative costs for the 2003 program year were \$233,294 (\$192,276 for CDBG and \$41,018 for HOME).

Table 8 - Rehabilitation Programs

Program	Units Committed		Units Completed		Additional Information
Comprehensive Homeowner Rehabilitation Loans	13	\$239,938	10	\$181,239	No-interest loans forgiven up to 50% after seven years. Clients under 62 years old must make payments of \$50 each month.
HOOT First-time Homebuyer	18	\$366,268	18	\$366,268	No-interest loans forgiven up to 50% after seven years.
HOOT Comprehensive Rehabilitation	12	\$110,862	10	\$106,897	No-interest loans forgiven up to 50% after seven years.
Emergency Loans	5	\$ 11,094	5	\$ 11,094	No-interest loans up to \$5,000 with no payments until the recipient ceases to be the owner/occupant.
Furnace Loans	4	\$ 11,662	4	\$ 11,662	No-interest loans up to \$5,000 with no payments until the recipient ceases to be the owner/occupant.
Weatherization	45	\$ 59,874	45	\$ 59,874	Grants for attic insulation, storm windows and entry door weather-stripping.
Independence, Inc. (AHP)	11	\$ 30,000	10	\$ 25,659	Accessibility improvements to rental properties.
Total	108	\$ 829,698	102	\$ 762,693	

FINANCIAL SUMMARY GRANTEE PERFORMANCE REPORT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
 CDBG FINANCIAL SUMMARY FOR PROGRAM YEAR 2003
 08-01-2003 TO 07-31-2004
 LAWRENCE, KS

DATE: 11-15-04

TIME: 17:25

PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01	UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	748,079.29
02	ENTITLEMENT GRANT	990,000.00
03	SURPLUS URBAN RENEWAL	0.00
04	SECTION 108 GUARANTEED LOAN FUNDS	0.00
05	CURRENT YEAR PROGRAM INCOME	138,695.58
06	RETURNS	0.00
07	ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	155,689.29
08	TOTAL AVAILABLE (SUM, LINES 01-07)	2,032,464.16

PART II: SUMMARY OF CDBG EXPENDITURES

09	DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,515,726.47
10	ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11	AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,515,726.47
12	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	206,958.18
13	DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14	ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15	TOTAL EXPENDITURES (SUM, LINES 11-14)	1,722,684.65
16	UNEXPENDED BALANCE (LINE 08 - LINE 15)	309,779.51

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17	EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18	EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19	DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,515,577.87
20	ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21	TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,515,577.87
22	PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	99.99%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

	PY2003	PY2003	PY2003
23	PROGRAM YEARS(PY) COVERED IN CERTIFICATION		
24	CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,515,726.47	
25	CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,515,577.87	
26	PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)		99.99%

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
CDBG FINANCIAL SUMMARY FOR PROGRAM YEAR 2003
08-01-2003 TO 07-31-2004
LAWRENCE, KS

DATE: 11-15-04

TIME: 17:25

PAGE: 2

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27	DISBURSED IN IDIS FOR PUBLIC SERVICES	179,301.15
28	PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	13,220.00
29	PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	46,462.00
30	ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31	TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	146,059.15
32	ENTITLEMENT GRANT	990,000.00
33	PRIOR YEAR PROGRAM INCOME	151,078.58
34	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35	TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,141,078.58
36	PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	12.80%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	206,958.18
38	PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39	PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	3,000.00
40	ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41	TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	203,958.18
42	ENTITLEMENT GRANT	990,000.00
43	CURRENT YEAR PROGRAM INCOME	138,695.58
44	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45	TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,128,695.58
46	PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	18.07%

HOME REQUIREMENTS

Step Up to Better Housing divides the Lawrence activities into four areas: emergency housing, transitional housing, permanent housing and revitalized neighborhoods. In program year 2003, the City dedicated HOME funds to transitional and permanent housing. The Lawrence-Douglas County Housing Authority administered the transitional housing funds in the form of TBRA (\$246,503) to 52 families with administrative expenses of \$38,750. Permanent housing spending was as follows:

- Tenants to Homeowners, Inc. Community Housing Development Organization (CHDO) set-aside of \$302,763. HUD requires at least 15% of HOME funds go to a non-profit CHDO.
- Tenants to Homeowners, Inc. Operating Expenses of \$37,493.
- Homebuyer Assistance for \$366,268, which helped purchase 18 units. The homebuyer program is a partnership with Tenants to Homeowners and local banks.

HOME MATCH SUMMARY

HOME match requirements were satisfied with \$593,784 from a variety of sources as listed below. Also, see *Appendix Two - HOME Match Report, page 36*.

- \$1,650 – Material donations to Tenants to Homeowners, Inc. (1621 Connecticut).
- \$300 – Labor donations to Tenants to Homeowners, Inc. (Brookcreek Rentals).
- \$3,850 – Cash, material, and labor donations to Tenants to Homeowners, Inc. (805 Locust).
- \$1,500 -- Material donations to Tenants to Homeowners, Inc. (130 Providence).
- \$849 – Cash, material, and labor donations to Tenants to Homeowners, Inc. (1108 Connecticut) as well as waived building permit fees.
- \$403,666 – Cash donations to Habitat for Humanity.
- \$10,110 – In-kind donations of materials to Habitat for Humanity.
- \$16,625 – Sweat equity on five houses built by Habitat for Humanity.
- \$99,750 – Donated labor on five separate Habitat for Humanity houses.
- \$968 – Waived storm and sanitary sewer inspection fees to Tenants to Homeowners (3rd Street, Alabama to Illinois).
- \$54,516 - City subsidized 75% of the benefit district cost for street and storm sewer improvements for Tenants to Homeowners' development (3rd Street, Alabama to Illinois).

On May 14, 2003 President Bush signed a declaration of major disaster pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act. This declaration gives the City of Lawrence a 100% reduction in match liability for all HOME funds expended from August 1, 2003 through July 31, 2005. However, the department will continue to identify and track eligible HOME match expenditures during this time.

**FORM-40107, CONTRACTS AND SUBCONTRACTS WITH MINORITY BUSINESS ENTERPRISES AND
WOMEN'S BUSINESS ENTERPRISES**

Annual Performance Report HOME Program

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

OMB Approval No. 2508-0171
(exp. 05/31/2007)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/M/I) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31.	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy)
Send one copy to the appropriate HUD Field Office and one copy to: HOME Program, Rm 7175, 451 7th Street, S.W., Washington D.C. 20410	Starting 08/01/03	Ending 07/31/04	10/31/04

Part I Participant Identification

1. Participant Number M-03-MC20-0205	2. Participant Name City of Lawrence, KS		
3. Name of Person completing this report Margene K. Swarts		4. Phone Number (Include Area Code) 785-832-3117	
5. Address 1 Riverfront Plaza, Level 1, Suite 110 / P.O. Box 708	6. City Lawrence	7. State KS	8. Zip Code 66044

Part II Program Income

Enter the following program income amounts for the reporting period: in block 1, enter the balance on hand at the beginning; in block 2, enter the amount generated; in block 3, enter the amount expended; and in block 4, enter the amount for Tenant-Based rental Assistance.

1. Balance on hand at Beginning of Reporting Period 0	2. Amount received during Reporting Period 0	3. Total amount expended during Reporting Period 0	4. Amount expended for Tenant-Based Rental Assistance 0	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5 0
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Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.

	a. Total	Minority Business Enterprises (MBE)				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
A. Contracts						
1. Number	0					
2. Dollar Amount	0					
B. Sub-Contracts						
1. Number	0					
2. Dollar Amount	0					
	a. Total	b. Women Business Enterprises (WBE)	c. Male			
C. Contracts						
1. Number	0					
2. Dollar Amount	0					
D. Sub-Contracts						
1. Number	0					
2. Dollar Amounts	0					

Part IV Minority Owners of Rental Property

In the table below, indicate the number of HOME assisted rental property owners and the total dollar amount of HOME funds in these rental properties assisted during the reporting period.

	a. Total	Minority Property Owners				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
1. Number	0					
2. Dollar Amount	\$ 0					

Part V Relocation and Real Property Acquisition

Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition. The data provided should reflect only displacements and acquisitions occurring during the reporting period.

	a. Number	b. Cost				
1. Parcels Acquired	0	0				
2. Businesses Displaced	0	0				
3. Nonprofit Organizations Displaced	0	0				
4. Households Temporarily Relocated, not Displaced						
Households Displaced	a. Total	Minority Business Enterprises (MBE)				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
5. Households Displaced - Number	0					
6. Households Displaced - Cost	0					

ON-SITE INSPECTIONS OF AFFORDABLE RENTAL HOUSING ASSISTED UNDER HOME

The City has no HOME assisted rental properties.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) FUNDS

The City of Lawrence is not an entitlement city for HOPWA funds.

EMERGENCY SHELTER GRANT (ESG) FUNDS

The City of Lawrence is not an entitlement city for ESG funds.

PUBLIC PARTICIPATION REQUIREMENTS

The City expended \$8,965 on Citizen Participation Activities, which included publication of dates and times of public hearings. The City of Lawrence made the Consolidated Annual Performance and Evaluation Report (CAPER) available to the public for examination and comment. A copy of the CAPER submitted to HUD, including a summary of public comments received, is available for examination by the public upon request.

NOTICE OF PUBLIC HEARING FOR THE
CITY OF LAWRENCE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAMS

The City of Lawrence Neighborhood Resources Department will conduct an annual public hearing on its Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs with the Neighborhood Resources Advisory Committee on **Thursday, September 23, 2004**, at **6:30 P.M.** in the City Commission Chambers, First Floor, City Hall, 6 East 6th Street.

The annual hearing is intended to provide the following:

1. A discussion of the City's performance in implementation of past CDBG and HOME activities, especially those funded during the past program year. The Consolidated Annual Performance and Evaluation Report (CAPER) will be completed and will be submitted to the U.S. Department of Housing and Urban Development (the federal agency which funds the program) by October 31, 2004. Copies of the performance report will be available for review on September 17, 2004, in the Neighborhood Resources Department, 1 Riverfront Plaza, Level 1, Suite 110. The written comment period for the CAPER will be thirty (30) days from the date of the hearing, until October 23, 2004. Written comments may be sent to the Neighborhood Resources Department, P.O. Box 708, Lawrence, KS 66044 or emailed to mswarts@ci.lawrence.ks.us.
2. General information about the CDBG and HOME programs, as well as the Consolidated Plan, including a discussion about the primary objectives of the programs, the "Step Up to Better Housing Strategy", and past and projected funding levels.
3. A forum for suggested future CDBG and HOME activities for the upcoming program year (August 1, 2005 to July 31, 2006), and to discuss procedures for making proposals for CDBG or HOME funded activities.
4. An opportunity for Lawrence citizens, public agencies, and other interested parties to express and discuss their opinions about the needs of low and moderate income persons, housing and community development needs, and other needs in Lawrence they feel are important.

Published in the *Lawrence Journal World* on September 17, 2004

PUBLIC HEARING CITIZEN'S COMMENTS

PUBLIC HEARING
CITIZEN'S COMMENTS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAMS
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
(CAPER)

SEPTEMBER 23, 2004

G. Moore opened the Public Hearing at 6:30 p.m. and began with introductions of the Committee and Staff. Members present were: Donna Duncan, James Dunn, Janet Gerstner, Paula Gilchrist, Carrie Moore, Greg Moore, Vern Norwood, Terri Pippert, and Patti Welty. Staff present were: Monica Cardin, Cindy Nau and Margene Swarts.

G. Moore requested that persons making public comment state their name and sign in.

Swarts discussed sections of the Consolidated Annual Performance and Evaluation Report (CAPER).

Norwood asked for clarification regarding the HOME Match Funds. Swarts briefly explained the HOME Match Funds.

G. Moore stated he thought the details regarding the history of funding were interesting.

PUBLIC COMMENT

Katie Jackson, University of Kansas Journalism student, asked if the Committee had any new information regarding the recycling idea Dunn brought forth at the last meeting. Swarts stated she had no new information.

There followed a brief discussion regarding how recycling efforts might be considered a CDBG eligible activity.

G. Moore closed the Public Hearing at 6:40 p.m.

WRITTEN COMMENTS

No written comments received.

APPENDIX ONE – CONTINUUM OF CARE DIAGRAM

City of Lawrence Continuum of Care for Housing and Homelessness 2003

A local adaptation of the HUD model

Outreach, Intake, Assessment

Bert Nash-PATH / Community Drop-In Center / Emergency Services Council Agencies* / Douglas County AIDS Project / Independence, Inc. / Lawrence Open Shelter / Pelathe Community Resource Center / The Salvation Army.

GAP: Homeless Management Information System (HMIS) needs to be purchased and implemented to increase coordination and to reduce duplication of efforts in the provision of services and to increase availability of services.

Emergency Shelter

First Step House / Hearthstone / Oxford House / The Salvation Army / The Shelter, Inc. / Women's Transitional Care Services

GAP: All but one of the shelters serves special populations. For the general homeless individuals, there is no night shelter five months out of the year and limited day shelter. Specialized shelters do not have the resources to serve all their potential clients. When blood alcohol level is above .08 there is no shelter available.

Emergency Shelter – Any facility, the primary purpose of which is to provide temporary or transitional shelter for the general or specific populations of homeless individuals or families.

Transitional Housing – designed to provide housing and supportive services to homeless individuals or families with the purpose of facilitating movement to independent living within a specified time.

Supportive Services

Alcoholics Anonymous / Bert Nash / Brookcreek Learning Center / Catholic Community Services / Community Drop-In Center / Cottonwood / DCCCA / Douglas County AIDS Project / Douglas County Dental / Douglas County Legal Aid Society / Emergency Services Council Agencies* / First Step House / Haskell Indian Health Center / Health Care Access / Headquarters / Hearthstone / Heartland Medical Outreach / Hospice of Douglas County / Housing & Credit Counseling, Inc. / Independence, Inc. / Jubilee Café / Lawrence Alano Society / Lawrence-Douglas County Health Dept. / Lawrence-Douglas County Housing Authority / LINK / Lawrence Open Shelter / Project Acceptance / Project Lively / Rape Victim Survivor Service / SRS / Trinity Respite Care

GAP: Transportation (access & affordability). HMIS needs to be purchased and implemented. Funding for supportive services in Lawrence are too minimal, specifically for case management services, life skills training, and mental health care.

Transitional Housing

1409 Pelathe Place / Achievement Place for Boys or Girls / Bert Nash - Bridges to Independence / Lawrence-Douglas County Housing Auth. / O'Connell Youth Ranch

GAP: All but one of these agencies serve targeted populations, four serve only children. More transitional housing is needed for the general adult population.

Permanent Housing

1411 Pelathe House / Accessible Residential Options (ARO) / Home of Your Own (HOYO) / Homeowners Out of Tenants (HOOT) / Independence, Inc. Accessibility Program / Lawrence-Douglas County Housing Authority / Tenants to Home Owners Accessible Housing

GAP: Affordability.

Permanent Supportive Housing

Accessible Residential Options (ARO) / Bert Nash 911 House / Community Living Opportunities / Cottonwood / Lawrence-Douglas County Housing Authority

GAP: There is not enough permanent supportive housing in Lawrence. No federal financing for rehabilitation of Section 202 units (i.e. ARO).

* **ESC Agencies:** Ballard Center / Douglas County Senior Services / ECKAN / Penn House / The Salvation Army / Women's Transitional Care Services.

◆ *With the lack of a year-round emergency shelter, homeless often go directly from Outreach, Intake & Assessment to Supportive Services.*

Revitalized Neighborhoods

Neighborhood Associations, Parks and Recreation, Lawrence Community Garden, Utilities, Public Works

APPENDIX TWO – HOME MATCH REPORT

HOME Match Report

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

OMB Approval No. 2506-0171
(exp. 05/31/2007)

Part I Participant Identification				Match Contributions for Federal Fiscal Year (yyyy) 2003	
1. Participant No. (assigned by HUD)	2. Name of the Participating Jurisdiction	3. Name of Contact (person completing this report)	4. Contact's Phone Number (include area code)	5. Federal Fiscal Year (yyyy)	6. Total Match
M-03-MC-20-0205	City of Lawrence	Margene K. Swarts	785-832-3117		
5. Street address of the Participating Jurisdiction 1 Riverfront Plaza, Level 1, Suite 110 / P.O. Box 708					
6. City Lawrence					
7. State KS					
8. Zip Code 66044					

Part II Fiscal Year Summary					
1. Excess match from prior Federal fiscal year	2. Match contributed during current Federal fiscal year (see Part III 9)	3. Total match available for current Federal fiscal year (line 1 + line 2)	4. Match liability for current Federal fiscal year	5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)	
\$	2,227,098	\$		\$	
	593,784				
				2,820,882	
				0.00	
				2,820,882	

Part III Match Contribution for the Federal Fiscal Year								
1. Project No. or Other ID	2. Date of Contribution (mm/dd/yyyy)	3. Cash (non-Federal sources)	4. Foregone Taxes, Fees, Charges	5. Appraised Land / Real Property	6. Required Infrastructure	7. Site Preparation, Construction Materials, Donated Labor	8. Bond Financing	9. Total Match
03.01 NON	12/5/03	250						
03.02 NON	6/14/04					3,850		
03.03 NON	3/5/04					3,250		
03.04 NON	7/20/04		799					
03.05 NON	7/1/04	403,666						
03.06 NON	7/1/04					10,110		
03.07 NON	7/1/04					116,375		
03.08 NON	7/7/04		968					
03.09 NON	7/20/04		54,516					

form HUD-40107-A (1/2/94)

page 1 of 4 pages

APPENDIX THREE – REPORT ON ACTIVITIES AND PERFORMANCE

**CITY OF LAWRENCE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
And
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

**CONSOLIDATED ANNUAL PERFORMANCE
AND EVALUATION REPORT (CAPER)**

**ON ACTIVITIES AND PERFORMANCE
AUGUST 1, 2003 THROUGH JULY 31, 2004**

The CDBG Program is federally funded through the U. S. Department of Housing and Urban Development (HUD). Funds are provided to the City for the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The community development program is to be developed so as to give maximum feasible priority to activities that will benefit low and moderate-income families, or aid in the prevention or elimination of slums or blight.

The HOME Program is also federally funded through HUD. Funds are provided to the City for the development of affordable housing, both rental and owner-occupied for low and moderate-income people. Funds can be used for activities such as Tenant Based Rental Assistance (TBRA), First Time Homebuyer Programs, and Homeowner and Rental Rehabilitation. Additionally, the City funds a Community Development Housing Organization (CHDO), to own, develop, or sponsor affordable housing for low and moderate-income persons/families.

Five neighborhoods have been designated by the City as eligible for CDBG funded activities. These neighborhoods are Brook Creek, East Lawrence, North Lawrence, Oread, and Pinckney. Until March 1984, the Old West Lawrence neighborhood and Barker neighborhood had been eligible for CDBG funding. University Place neighborhood was eligible from 1988-1993. Each of these neighborhoods has formed an association so that residents and property owners may formally identify the needs of the neighborhood and suggest ways to improve the neighborhood. HOME funds are not targeted to specific neighborhoods, but must be used to assist low and moderate-income persons obtain affordable housing.

The City of Lawrence Citizen Participation Plan identifies the Neighborhood Resources Advisory Committee as the group to make recommendations regarding the overall program policy and assist in the review of funding grant proposals. The NR Advisory Committee consists of eleven members with one representative from each of the five target neighborhoods and six at-large members. The committee provides information to the City regarding neighborhood needs, and reviews and comments to the Community Development Division of the Neighborhood Resources Department on all proposals for CDBG and HOME funding as well as other program components. The committee also makes recommendations to the City regarding priorities among proposed activities for each yearly application.

The Practitioners Panel consists of approximately 25 persons from agencies that provide housing or housing services. The panel makes recommendations regarding housing policy, funding, and specific identified housing needs in the community.

The Grant Review Board reviews and takes action on applications for rehabilitation-deferred loans and makes recommendations to the City regarding rehabilitation policies and procedures. This board consists of seven members. Five of the members represent target neighborhoods, and two members are chosen at large.

To date, HUD has approved Lawrence for CDBG and HOME funds as follows:

Year	CDBG	Year	HOME
1975	\$ 529,000		
1976	\$ 529,000		
1977	\$ 529,000		
1978	\$ 736,000		
1979	\$ 788,000		
1980	\$ 839,000		
1981	\$ 805,000		
1982	\$ 696,000		
1983	\$ 766,000		
1984	\$ 726,000		
1985	\$ 723,000		
1986	\$ 612,000		
1987	\$ 615,000		
1988	\$ 585,000		
1989	\$ 608,000		
1990	\$ 578,000		
1991	\$ 660,000		
1992	\$ 704,000		
1993	\$ 1,021,000		
1994	\$ 1,111,000	1994	\$ 500,000
1995	\$ 1,148,000	1995	\$ 406,000
1996	\$ 1,121,000	1996	\$ 487,000
1997	\$ 1,106,000	1997	\$ 477,000
1998	\$ 1,068,000	1998	\$ 511,000
1999	\$ 1,074,000	1999	\$ 549,000
2000	\$ 1,075,000	2000	\$ 550,000
2001	\$ 1,125,000	2001	\$ 613,000
2002	\$ 1,101,000	2002	\$ 610,000
2003	\$ 990,000	2003	\$ 716,448
2004	\$ 963,000	2004	\$ 770,171
<u>TOTAL</u>	\$ 24,931,000	<u>TOTAL</u>	\$ 6,189,619

Attached is a summary of activities and projects that have been approved by the City and HUD. This summary reports on activities during the period August 1, 2003 through July 31, 2004.

Please feel free to ask questions about the program in general or specific activities. Every effort will be made to answers questions clearly.

If you want to apply for assistance or get more information about the CDBG/HOME programs, contact the Community Development Division of the Neighborhood Resources Department in 1 Riverfront Plaza, Level 1, Suite 110, or call (785) 832-7700.

Margene K. Swarts
Community Development Manager
Neighborhood Resources Department

ACTIVITIES AUGUST 1, 2002 THROUGH JULY 31, 2003

CDBG

1. Homeowner Comprehensive Rehabilitation Deferred and Installment Loans

This program provided housing rehabilitation assistance to low and moderate-income owners of residential properties on a city-wide basis. Until July 1984, however, the program had only provided assistance to low and moderate-income homeowners in target areas. Beginning with the 1997 program year, the department again began giving first priority to low and moderate-income homeowners in target areas. A total of \$332,337 was spent on the rehabilitation of 10 homes. Adoption of federal lead hazard reduction regulations continued to have an impact on the rehabilitation program during this program year.

Brook Creek	0	\$	0	East Lawrence	1	\$	14,749
North Lawrence	2	\$	42,815	Oread	2	\$	67,890
Pinckney	0	\$	0	At Large	5	\$	55,785

2. HOOT Comprehensive Rehabilitation Deferred Loans

This program provided housing rehabilitation assistance in conjunction with the HOOT (Homeowners Out of Tenants) First Time Homebuyer Program. Rehabilitation is provided with CDBG funds and down payment and closing costs are paid with HOME funds. A total of \$106,897 was spent on the rehabilitation of 10 homes for first time homebuyers.

Brook Creek	1	\$	5,140	East Lawrence	0	\$	0
North Lawrence	1	\$	5,360	Oread	0	\$	0
Pinckney	2	\$	15,177	At Large	6	\$	81,219

3. Emergency Loans

A total of 5 Emergency Loans were made this year to do minor fix-up and emergency repair - \$11,094.

Brook Creek	1	\$	1,459	East Lawrence	0	\$	0
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	1	\$	5,000	At Large	3	\$	4,635

4. Energy-Efficiency Improvements - Furnaces

A total of 4 energy-efficient furnaces were installed this year - \$11,622.

Brook Creek	0	\$	0	East Lawrence	1	\$	3,800
North Lawrence	1	\$	3,004	Oread	0	\$	0
Pinckney	0	\$	0	At Large	2	\$	4,858

5. Housing Weatherization

A. Grants are available to eligible owner-occupants of one and two unit residential properties for attic insulation, storm windows, caulking, and weatherstripping. Forty-five (45) homes were weatherized this year - \$59,874.

Brook Creek	6	\$	5,700	East Lawrence	2	\$	3,339
North Lawrence	2	\$	3,246	Oread	2	\$	2,576
Pinckney	0	\$	0	At Large	33	\$	45,014

6. Accessibility Programs

A. Accessibility improvements were made to nine units through Independence, Inc. - \$25,659.

B. Home of Your Own (HOYO) funds were used for accessibility modifications for two units - \$30,000.

7. Clearance and Demolition

Six (6) properties had dilapidated sheds or buildings and/or dangerous trees removed - \$8,100.

8. Property Acquisition

Three (3) properties were purchased during the program year - \$346,500.

9. Infrastructure Improvements (ADD LANDSCAPING AND PARKS)
 - A. Funston Street drainage tubes in North Lawrence - \$3,756.
 - B. Steps at 12th Street and Mississippi Streets in Oread - \$61,174.
 - C. Water meter was installed at one unit in the Habitat #4 Addition - \$1,355.
10. Park or Landscaping Improvements
 - A. Brook Creek Park Improvement - \$80,788.
 - B. Hobbs Park Memorial Renovation in East Lawrence - \$6,403.
 - C. Lyon and John Taylor park benches in North Lawrence - \$1,384
 - D. Clinton Park restoration in Pinckney - \$6,200
 - E. Fencing between Habitat #4 Addition and mobile home park to the south - \$5,255.
11. Miscellaneous Rehabilitation and Activities
 - A. Vinyl siding, soffit, fascia and vinyl windows were installed at the Boys Achievement Place, which houses adjudicated young men in a family style setting - \$21,403.
 - B. Classroom carpet was installed at the Ballard Community Center, which houses a day care for children of low and moderate-income families and provides commodities and other supplies for local residents, approximately 3,602 clients - \$8,233.
 - C. Vinyl siding and heating and air conditioning upgrade were completed at the Bert Nash CMHC 911 Ohio house - \$28,471.
 - D. Children's Learning Center parking lot expansion - \$71,001.
 - E. Community Living Opportunities facility renovations - \$1,724.
 - F. Facility renovation was completed on First Step House - \$20,797.
 - G. The roof replacement was completed for Hearthstone - \$14,900.
 - H. Facility renovations were complete on the Lawrence Open Shelter - \$10,000.
 - I. Bathroom renovation was completed at WTCS - \$8,134.

- J. Playground equipment was installed at the Brookcreek Learning Center Mt. Hope Ct. and Edgewood facilities and the parking lot was repaved - \$6,435.
- K. Pelathe Community Resource Center building acquisition - \$33,100.
- L. Dumpster pad constructed and installed in Oread - \$700.

12. Public Service Agencies

- A. Operating expenses were provided to the Community Drop-In Center, which provided a part time day shelter for 953 clients - \$15,387.
- B. Douglas County AIDS Project - Housing assistance payments were made for 25 persons diagnosed with AIDS - \$4,000.
- C. Emergency Services Council - 267 low income individuals/families with housing needs were assisted with deposits or payment of utility bills - \$15,000.
- D. Salary was paid for a Vocational Counselor to counsel the 117 clients of First Step House, a facility which houses women recovering from substance abuse, and their children - \$5,000.
- E. Housing and Credit Counseling, Inc. provided education and mediation for 342 landlords and/or tenants - \$24,163.
- G. Attendant and Respite Care services were provided to 360 clients by Trinity Respite Care Services - \$10,000.
- K. The Salvation Army - 627 persons received temporary assistance, shelter, support, and referral service- \$67,387.

13. Neighborhood Association Support

The CDBG program funded the five target neighborhood associations for administrative functions, operating expenses, cleanups, and coordinators, as follows:

Brook Creek Neighborhood Assoc.	\$ 5,606
East Lawrence Improvement Assoc.	\$ 8,759
North Lawrence Improvement Assoc.	\$ 4,625
Oread Neighborhood Assoc.	\$ 11,155
Pinckney Neighborhood Assoc.	\$ 5,549

14. Administration, General Citizen Participation, and Fair Housing Activities

The CDBG administrative staff consists of one full time staff position, one three-fourths salary for one full time staff position, and half salaries for three full time staff positions. Total salaries and other administrative costs for CDBG were \$192,276. Public hearings were held, educational articles, and legal and public notices were published during the past program year - \$8,965. Activities to affirmatively further fair housing were conducted - \$5,717.

15. Program Delivery

Delivery of all CDBG rehabilitation and capital improvement projects is accomplished with two full time staff positions. Salaries and other direct service costs were \$154,562.

HOME

1. Lawrence Housing Authority – TBRA – 52 families were housed - \$246,503.
2. Lawrence Housing Authority – Administration - \$38,750.
3. Tenants to Homeowners, Inc. – CHDO Set-Aside – Property acquisition and rehabilitation - \$302,763.
4. Tenants to Homeowners, Inc. – Operating - \$37,493.
5. Homebuyer Assistance – Down payment and closing costs for 18 first time homebuyers in conjunction with the HOOT Program - \$366,268.

Brook Creek	8	\$	156,872	East Lawrence	0	\$	0
North Lawrence	2	\$	46,718	Oread	0	\$	0
Pinckney	1	\$	12,345	At Large	7	\$	150,333

6. The HOME administrative staff consists of one full time staff position, one three-fourths salary for one full time staff position, and half salaries for three full time staff positions. Total salaries and other administrative costs for HOME were \$41,018.