

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

AUGUST 1, 2007 TO JULY 31, 2008

**PREPARED BY THE
COMMUNITY DEVELOPMENT DEPARTMENT**



Step Up to Better Housing

**CITY OF LAWRENCE ANNUAL PERFORMANCE REPORT
AUGUST 1, 2006 TO JULY 31, 2007
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AUGUST 1, 2007 TO JULY 31, 2008

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 \$48,701.60 in CDBG funds to address emergency shelter needs.

Table 1 – Emergency Housing Activities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Lawrence Community Shelter	\$ 23,000	23,000.00	Operating Expenses & Feeding Program	483
The Salvation Army	\$ 30,000	25,701.60	Emergency Shelter & Feeding Program	469
Total	\$ 53,000	48,701.60		952
*NOTE: Amount Budgeted does not always match the 2007 Investment Summary because some projects extend over more than one program year.				

Seek private and public funds to strengthen Lawrence emergency shelters. **Actions:** The City applied for and received an Emergency Shelter Grant from the State of Kansas in the amount of \$56,451. 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 2007 Continuum of Care Supportive Housing (CoC SH) renewal grant for two permanent supportive housing programs. The City of Lawrence awarded \$30,000 from its general fund to assist two emergency shelters with additional operating expenses related to 24/7 operations. Additionally, Community Development 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 2006, Lawrence Community Shelter was able to install additional sprinkler equipment in order to expand its capacity from 21-31. The Salvation Army added bunk beds for shelter guests; before guests slept on floor mats. In program year 2007, community discussion centered around strategic planning for a new shelter.

In 2007, with assistance from the City's general fund, The Salvation Army was able to provide overnight, year-round shelter for the sixth consecutive year. Additionally, with the cooperation of the Lawrence Community Shelter (LCS), a 24/7 emergency shelter system was continued.

The City, for the third year, allocated funding for Homeless Initiatives from its general fund including \$164,000 for a homeless outreach team of four and \$20,000 for bus passes and work-related clothing and equipment to be dispersed by shelters and agencies serving the homeless.

TRANSITIONAL HOUSING

The Lawrence-Douglas County Housing Authority (LDCHA) operates a transitional housing program using HOME TBRA funds which serves approximately 120 individuals 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 Mental Health Center, Independence, Inc., Pelathe Community Resource Center, the State Department of Social and Rehabilitation Services (SRS), Lawrence Community Shelter, Full Citizenship and Community Living Opportunities. The Douglas County Health Department, DCCCA, ECKAN and Cottonwood, Inc. work closely with the LDCHA to provide services to their clients. During the LDCHA's 2007 fiscal year (1/1/07 - 12/31/07) the Transitional Housing program served 39 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 Housing Practitioners Panel. The Panel, during 2007, voted to join the Kansas Statewide Continuum in order to access additional funding. 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-profit organizations.

*Consider transitional housing needs when investing available funds. **Actions:*** The City budgeted \$200,000 of HOME funds for tenant based rental assistance, which is limited by HOME rules to two years of assistance per family. An additional \$18,569 was budgeted for administration of tenant based rental assistance.

*Secure more tenant based rental assistance. **Actions:*** As noted above, the City budgeted \$200,000 in tenant based rental assistance and administration, administered by the Lawrence-Douglas County Housing Authority (LDCHA). The City invested \$192,265 in tenant based rental assistance, administered by LDCHA. Of this amount, \$173,696 went to rental units and \$18,569 to LDCHA administrative expenses. In 2007, this money provided housing for **39** families, of which all were previously 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 2007 the LDCHA maintained 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 in cases where the tenant is a participant in the LDCHA's

Moving to Work Demonstration Program. The LDCHA screens all applicants against minimum renter suitability criteria.

PERMANENT HOUSING

Continue to invest funds in homebuyer assistance. **Actions:** The City budgeted \$156,335 in HOME funds for general homebuyer assistance and invested \$234,258.34 in homebuyer assistance. These funds assisted nine first-time homebuyers. The City additionally budgeted \$15,000 in the Home of Your Own (HOYO) program, which provides down payment, closing costs, and/or rehabilitation for disabled, first-time homebuyers.

Consider supportive service needs for low-income elderly and persons with disabilities when investing available funds. **Actions:** The City spent a total of \$36,204.46 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
Independence, Inc.	\$ 30,000	36,204.46	Accessibility Modifications	9
Total	\$ 30,000	36,204.46		9
*NOTE: Amount Budgeted does not always match the 2007 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 \$201,743.06 on comprehensive housing rehabilitation for existing homeowners. Weatherization projects used a total of \$34,597.79 through a program administered by the City. The City expended \$5,219 on furnace loans, and \$26,727.48 on emergency loans (see Table 4A, page 7). Two rehab projects carried over from the previous program year and were completed. Thirty-nine applications were reviewed and of those twenty-six were denied due to exceeding program limits, non-response, or exceeding income guidelines. Seven additional projects were completed by the end of the program year. Three furnace loans were completed in 2007 which totaled \$5,219.00. There were eight emergency loans made and completed for \$25,228.43.

Encourage landlords to accept tenants with low, stable incomes and good rental histories. **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 2007 the LDCHA maintained 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 in cases where the tenant is a participant in the LDCHA's Moving to Work Demonstration Program. The LDCHA screens all applicants against minimum renter suitability criteria.

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 by sponsoring a community wide Landlord-Tenant Information Fair.

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 57 projects completed through Community Development programs (comprehensive housing rehabilitation, HOOT rehabilitation, weatherization, furnace loans and emergency loans) ten were tested for lead. Of those 10, eight were subject to lead hazard reduction activities and two tested negative for lead content.

During the 2007 program year, staff regularly attended the State of Kansas Lead Council Meetings and the Projects Specialist was invited to join the council.

Revitalized Neighborhoods

Promote neighborhood improvement. Actions:

Table 3 – Neighborhood Activities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Brook Creek Neighborhood	\$ 6,012	\$ 6,412.21	Operations / Coordinator / Cleanup	4,941
East Lawrence Neighborhood	\$ 5,863	\$ 5,334.89	Operations / Coordinator / Cleanup	3,195
	\$ 2000	\$ 2000	Social Service Building Repair	
North Lawrence Neighborhood	\$ 4,130	\$ 4,037.66	Operations / Coordinator / Cleanup	2,157
	\$ 8,800	\$ 8,100	Ballard Comm. Center Window Frame Replacement	
Oread Neighborhood	\$ 12,231	\$ 12,187.35	Operations / Coordinator / Cleanup	4,749
Pinckney Neighborhood	\$ 7,087	\$ 2,463.07	Operations / Coordinator / Cleanup	3,587
Total Neighborhood Public Service Activities (only non-shaded areas)	\$ 35,323	\$ 30,435.18		
Total Neighborhood Capital Improvement Activities (only shaded areas)	\$ 10,800	\$ 10,100		
Total Neighborhood Activities	\$ 46,123	\$ 40,535.18		18,629
* NOTE: Amount Budgeted does not always match the 2007 Investment Summary because some projects extend over more than one program year.				

Improve existing housing stock and promote opportunities for homeownership. Actions:

Table 4A – Activities to Improve Existing Housing Stock and Promote Homeownership

Program	Amount Budgeted*	\$	Amount Spent	Purpose	Number Budgeted	Number Served
Comprehensive Housing Rehab	\$ 250,000	\$	201,743.06	Construction costs for no-interest comprehensive rehabilitation loans	9	9
Delivery of Programs	\$ 150,000	\$	166,157.48	Salaries and program costs for the comprehensive housing rehab., emergency and furnace loans, etc.	NA	NA
First-Time Homebuyer	\$ 156,335	\$	234,258.34	Down payment and closing cost assistance for first-time homebuyers	5	9
First-Time Homebuyer Rehab	\$ 100,000	\$	0	Construction costs for no-interest comprehensive rehabilitation loans	4	0
HOYO	\$ 15,000	\$	0	Additional down-payment and closing cost assistance for first-time homebuyers with disabilities.	2	0
Weatherization	\$ 40,000	\$	39,668.69	Grants for attic insulation, storm windows and weather-stripping of entry doors	30	27
Furnace Loans	\$ 15,000	\$	5,219	No-interest loans up to \$5,000	5	3
Emergency Loans	\$ 20,000	\$	26,727.48	No-interest loans up to \$5,000	5	9
Tenants to Homeowners	\$ 100,000	\$	15,000	Property acquisition and rehabilitation (CHDO set-aside)	4	1
	\$ 32,196	\$	37,584.83	Community Housing Development Organization (CHDO) Op. Expenses	NA	NA
Independence, Inc.	\$ 30,000	\$	36,204.46	Accessibility modifications in rental housing	10	9
Total	\$888,531.00	\$	762,563.34		72	72
*NOTE: Amount Budgeted does not always match the 2007 Investment Summary because some projects extend over more than one program year.						

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

Program	Amount Spent	Purpose	Number Served
Brook Creek Neighborhood	\$6,860.00 \$1,300.00 \$2,835.35 \$113,346.73	Comp Housing Rehab Hoot Rehab Emergency Loans Furnace Loans Weatherization Demolition and Clearance Homebuyer Assistance	2 1 2 5
East Lawrence Neighborhood	\$25,000.00 \$2,117.64 \$3,517.78	Comp Housing Rehab Hoot Rehab Emergency Loans Furnace Loans Weatherization Demolition and Clearance Homebuyer Assistance	1 1 1
North Lawrence Improvement	\$4,730.00	Comp Housing Rehab Hoot Rehab Emergency Loans Furnace Loans Weatherization Demolition and Clearance Homebuyer Assistance	1
Oread Neighborhood		Comp Housing Rehab Hoot Rehab Emergency Loans Furnace Loans Weatherization Demolition and Clearance Homebuyer Assistance	
Pinckney Neighborhood	\$2,096.80 \$29,244.01	Comp Housing Rehab Hoot Rehab Emergency Loans Furnace Loans Weatherization Demolition and Clearance Homebuyer Assistance	1 1
Neighborhoods At Large	\$176,743.06 \$15,137.48 \$3,919.00 \$27,548.00 \$27,785.08	Comp Housing Rehab Hoot Rehab Emergency Loans Furnace Loans Weatherization Demolition and Clearance Homebuyer Assistance	8 6 2 23 2
Total	\$442,180.93		57

Encourage neighborhood associations. **Actions:** The City continued to fund the operating expenses and coordinator salaries of five low-mod neighborhoods (Brook Creek, East Lawrence, North Lawrence, Pinckney, and Oread). Additionally, City staff 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:** Community Development provided emergency loans to mobile home owners for emergency repairs and provided one emergency loans for \$1,499.05. The Codes Enforcement Division of Community Development 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. During 2007, nine parks applied for license renewals.

The Codes Enforcement Division inspects individual mobile homes on a complaint basis. No mobile homes were inspected during the 2007 program year.

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 2007 program year, the Codes Enforcement Division received 75 housing complaints, with approximately three-four violations per complaint. Through December 31, 2007, 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. The 2006 International Property Maintenance Codes went into effect January 1, 2008. 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 2007 with CDBG or HOME funds.

Meet American Disabilities Act and Fair Housing Act requirements. **Actions:** Three City departments have responsibilities that ensure the City meets ADA and Fair Housing requirements: Planning and Development Services, Legal Services 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. Seven complaints were received and resolved during the 2007 program year.

Support public/private partnerships. **Actions:** Lawrence supported public/private partnerships in a number of ways in program year 2007:

The Homeowners Out of Tenants (HOOT) program, a public/private partnership designed to provide opportunities for low- and moderate-income families to purchase homes, began in 1993 and has helped 305 first-time homebuyers. During the 2005 Program Year the HOOT program was replaced with the Lawrence Community Land and Housing Trust Program. As in the HOOT program city staff, local lenders and Tenants to Homeowners, Inc. coordinate 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 program, which is designed to conserve the limited supply of funding available. The program components remain relatively the same as HOOT; resale provisions have been put in to place that help to ensure ongoing affordability. Banks participate through financial commitments. Currently, the number of homes in the Land Trust totals 28.

Tenants to Homeowners, Inc., carries out other affordable housing activities with City support, sometimes including other partners such as Habitat for Humanity, Inc. To date, Tenants to Homeowners, Inc. has built **47** homes and Habitat **69**.

Table 5 – Progress Toward Long-Term Goals

Goals	'94 to '99	'99 to 2007	10 Year Total	Progress 1994 to 2006	Remaining		
					5 yr	10 yr	Total
Elderly	100	100	200	70 tax credit units 211 LDCHA units	5	0	0
Frail Elderly	100	100	200		100	100	200
SPMI Units	10	20	30	39 LDCHA units total, plus 10 HOPE Building	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	155	220	245 units	0	0	0
Homebuyer Program	100	100	200	209 units	0	0	0
Rental Rehabilitation	25	25	50	2 units; program discontinued	23	25	48
Rental Assistance	125	125	250	HOME funds to LDCHA provided sufficient assistance for 346 families	0	0	0
Accessibility Modifications	60	83	143	115 units were modified through the Independence, Inc.	0	20	20
Additional Family Rental Units	75	75	150	Tax credits – 160 units	0	0	0
Total	670	797	1462		130	149	274

AFFIRMATIVELY FURTHERING FAIR HOUSING

Lawrence is in the top third of 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 23.3 and ranked 30th out of 318 metropolitan areas calculated. Lawrence continues to avoid systemic impediments to fair housing choice. In order to maintain this high performance, the Analysis of Impediments to Fair Housing, updated in July of 2003, 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 Division (HRD) was funded in the 2007 City budget at **\$290,468**. In 2007, HRD investigated discrimination complaints and worked towards resolution thereof. Additionally, the HRD responded to approximately **5,156** 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. Approximately **40%** of the inquiries were related to fair housing issues. The department now includes mediation which is a viable means to resolving issues of conflict. 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 HRD fair housing activities. The Human Relations Division activities included:
 - Timely and thorough investigations of fair housing discrimination complaints;
 - EOL Update 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 funds a Resident Services Program consisting of a staff of seven. Six service coordinators and one clerical staff are working out of the Edgewood office and one service coordinator for elderly persons is working out of the Babcock office.
- *The Community Development Division will support fair housing through continued emphasis on affordable housing activities. **Actions:*** CDD continued the emphasis on affordable housing (see *Permanent Housing*, page 5; and *Support Public/Private Partnerships*, page 11). During the 2007 program year, \$2,973.84 was spent on fair housing activities. Additionally, Community Development staff continued to support the efforts of the Housing Practitioners Panel in addressing affordable housing issues.
- *The Community Development Division will continue to require grant and loan recipients to certify compliance with fair housing policies. **Actions:*** CDD required compliance with fair housing policies.
- *The Community Development Division will provide support to agencies attempting to better the affordable housing issues in Lawrence. **Actions:*** The Housing Practitioners Panel has a subcommittee that focuses on affordability and availability of housing.
- *The Community Development Division will provide support to agencies assisting the homeless. **Actions:*** In addition to setting aside CDBG funds to support agencies that assist the homeless, Community Development staff has served as a liaison in the Statewide Continuum of Care. Preparation of the Exhibit 1 of the Continuum of Care Supportive Housing application is facilitated by CDD staff. Additionally, the Community Commission on Homelessness and Housing Practitioners Panel is staffed by CDD staff. Technical assistance is also provided to related agencies by CDD 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 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. The Chamber of Commerce Economic Development staff continued to search for opportunities to bring employers to Lawrence and reduce barriers.

- *The Community Development Division 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, CDD 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 city departments, 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 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. GaDuGi SafeCenter provides victim survival education. SRS provides independent living skills, budgeting and financial responsibility education.

The AI indicates that Lawrence avoids 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 3; *Transitional Housing*, page 4; *Permanent Housing*, page 5; *Revitalized Neighborhoods*, page 6; and *Table 5 - Progress toward Long-Term Goals*, page 12).

CDBG and HOME funds assisted a total of **105** low- and moderate-income households with affordable housing efforts in program year 2007. All families that received tenant based rental assistance were low-income.

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.

OTHER ACTIONS

As noted in the Consolidated Plan, the City focuses CDBG and HOME resources on housing and housing services. This focus allows Lawrence public services to be more effective by increasing the availability of affordable housing for families in poverty. The advisory groups designated in the Citizen Participation Plan help the City coordinate with services to reduce poverty.

In 2007 the City continued to support the *Step Up to Better Housing* strategy to assist families in getting out of poverty through the provision of affordable housing. Actions taken are detailed under *Emergency Housing*, page 3, *Transitional Housing*, page 4, *Permanent Housing*, page 5, *Revitalized Neighborhoods*, page 6, and *Affordable Housing*, page 16.

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 3; *Transitional Housing*, page 4; *Table 6 - Continuum of Care Activities*, page 17, and *Appendix One, Continuum of Care Diagram*, page 30).

To address the needs of persons who need supportive housing, the City set aside \$200,000 of HOME money for TBRA with \$173,696 spent during program year 2007 on TBRA and \$18,569 spent on LDCHA Administration.

Table 6 – Continuum of Care Activities

Program	Amount Budgeted	Amount Spent	Purpose	Number Served
Community Living Opportunities (CLO)	\$0	\$8,100	Group Home Shingle Replacement	
Douglas County AIDS Project	\$4,000	\$3,749.96	Emergency Financial Assistance	57
Emergency Services Council	\$20,000	\$20,319.61	Emergency Rent and Utility	440
Housing & Credit Counseling	\$12,000	\$12,000	Tenant/Landlord Counseling and Education	455
Independence, Inc.	\$30,000	\$36,204.46	Accessible Housing Program (AHP)	9
Lawrence Community Shelter	\$23,000	\$23,000	Operating Expenses and Feeding	427
The Salvation Army	\$30,000	\$25,701.60	Operating Expenses and Feeding	452
*NOTE: Amount Spent does not always match the 2007 Investment Summary because some projects extend over more than one program year.				

The City used CDBG funds for the Emergency Services Council for eviction and utility shut-off prevention. Housing and Credit Counseling, Inc. received \$12,000 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 3.

LEVERAGING RESOURCES

The City received an Emergency Shelter Grant (ESG) from the State of Kansas for \$56,451. ESG funds were used by four agencies to provide facility rehabilitation, operations, essential services and homeless prevention.

The City of Lawrence funded a portion of the budget of eight agencies (\$121,500) that also receive CDBG funding, usually at 1 to 4% of the agency budget. Additionally, the City of Lawrence funded a portion of the budget of four non-profit agencies (\$729,859) that did not receive CDBG funding in program year 2007, but who serve low- to moderate-income or homeless individuals and families. Thus, total City and CDBG funds devoted to nonprofit agencies was \$975,682.

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 32).

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 12, 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 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.
- 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. Any rehab or acquisition projects completed complied with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and followed a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs. 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 and two part time positions. Salaries and other administrative costs for the 2007 program year were \$209,542.55 (\$158,658.57 for CDBG and \$50,883.98 for HOME).

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 2007
 08-01-2007 TO 07-31-2008
 LAWRENCE, KS

DATE: 09-16-08
 TIME: 17:20
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01	UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	725,561.10
02	ENTITLEMENT GRANT	828,822.00
03	SURPLUS URBAN RENEWAL	0.00
04	SECTION 108 GUARANTEED LOAN FUNDS	0.00
05	CURRENT YEAR PROGRAM INCOME	110,106.93
06	RETURNS	5,107.45
07	ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08	TOTAL AVAILABLE (SUM, LINES 01-07)	1,669,597.48

PART II: SUMMARY OF CDBG EXPENDITURES

09	DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	521,061.86
10	ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11	AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	521,061.86
12	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	158,658.57
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)	679,720.43
16	UNEXPENDED BALANCE (LINE 08 - LINE 15)	989,877.05

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	521,061.86
20	ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21	TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	521,061.86
22	PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

	PY2007	PY2007	PY2007
23	PROGRAM YEARS(PY) COVERED IN CERTIFICATION		
24	CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	521,061.86	
25	CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	521,061.86	
26	PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%	

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
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08-01-2007 TO 07-31-2008
LAWRENCE, KS

DATE: 09-16-08
TIME: 17:20
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PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27	DISBURSED IN IDIS FOR PUBLIC SERVICES	106,303.82
28	PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	12,198.52
29	PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	10,884.28
30	ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31	TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	107,618.06
32	ENTITLEMENT GRANT	828,822.00
33	PRIOR YEAR PROGRAM INCOME	127,059.59
34	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35	TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	955,881.59
36	PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.26%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	158,658.57
38	PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39	PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40	ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41	TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	158,658.57
42	ENTITLEMENT GRANT	828,822.00
43	CURRENT YEAR PROGRAM INCOME	110,106.93
44	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45	TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	938,928.93
46	PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.90%

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 2007, 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 (\$173,696) to **39** families with administrative expenses of \$18,569. Permanent housing spending was as follows:

- Tenants to Homeowners, Inc. Community Housing Development Organization (CHDO) set-aside of \$15,000. HUD requires at least 15% of HOME funds go to a non-profit CHDO.
- Tenants to Homeowners, Inc. Operating Expenses of \$37,584.83.
- Homebuyer Assistance for \$202,975, which helped purchase 9 units. The homebuyer program is a partnership with Tenants to Homeowners and local banks.

HOME MATCH SUMMARY

HOME match requirements were satisfied with \$483,737 from a variety of sources as listed below. Also, see *Appendix Two - HOME Match Report, page 32*.

- \$943– Material donations to Tenants to Homeowners, Inc.
- \$17,694 –Waived taxes to Tenants to Homeowners, Inc. (Douglas County).
- \$17,786 – Cash donations to Tenants to Homeowners, Inc.
- \$300 – Developer fee waivers
- \$ 392,251 - Cash donations to Habitat for Humanity.
- \$ 20,879 - In-kind donations of materials to Habitat for Humanity.
- \$7,760 - Sweat equity on 3 houses built by Habitat for Humanity.
- \$18,887 - Donated labor on 3 separate Habitat for Humanity houses.
- \$6,187 – Waived building and mechanical permit fees for Tenants to Homeowners.
- \$1,050 – Waived building and mechanical permit fees for Habitat for Humanity.

The City has received a 100% reduction of match liability for Fiscal Years 2003 through 2009 as a result of the declaration of a major disaster for Douglas County, Kansas, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act. This designation is due to the May 2003 tornado, the January 2005 winter storm, the January 2007 ice storm, and the December 2007 winter storm, all in Douglas County. The reduction in match will apply to all HOME funds expended by the City during the 2003 through 2009 Fiscal Years. 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. 2506-0171
(exp. 03/31/2005)

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) 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 7176, 451 7th Street, S.W., Washington D.C. 20410	Starting	Ending	
	08/01/2007	07/31/2008	10/31/2008

Part I Participant Identification

1. Participant Number M-07-MC-20-0205	2. Participant Name City of Lawrence, Kansas		
3. Name of Person completing this report Margene K. Swarts		4. Phone Number (Include Area Code) 785-832-3117	
5. Address P.O. Box 708 - 1 Riverfront Plaza, Level 1, Suite 110	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	2. Amount received during Reporting Period	3. Total amount expended during Reporting Period	4. Amount expended for Tenant-Based Rental Assistance	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5
0	\$50,606.75	\$50,606.75	0	0

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	0	0				
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 \$5,650.40 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 on the department website at www.lawrenceks.org/pds and in the department 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 Community Development Division of Planning and Development Services 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 25, 2008**, at **6:00 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, 2008. Copies of the performance report will be available for review on September 19, 2008, in the Community Development Division offices, 1 Riverfront Plaza, Level 1, Suite 110 and online at www.lawrenceks.org/pds . The written comment period for the CAPER will be thirty (30) days from the date of publication, until October 17, 2008. Written comments may be sent to the Community Development Division, 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, 2009 to July 31, 2010), 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, 2008.

PUBLIC HEARING CITIZEN'S COMMENTS

CITY OF LAWRENCE, KS

NEIGHBORHOOD RESOURCES ADVISORY COMMITTEE

September 25, 2008 Minutes (City Commission Room)

MEMBERS PRESENT: Aimee Polson, Vern Norwood, Julie Mitchell, Patty Welty, Marci Francisco

MEMBERS ABSENT: Curtis Harris, Quinn Miller, Brenda Nunez,

STAFF PRESENT: Stephanie Raskie, Margene Swarts

PUBLIC PRESENT: James Dunn

Recess for Public Hearing

Chair Norwood opened the Public Hearing and asked Swarts for input. Swarts stated the Notice regarding the Public Hearing was published on September 17 which also started the 30 day written comment period. The comment period will end on October 17, 2008.

Swarts stated that the documents for the meeting are already available on the website. The documents discuss expenditures for CDBG and HOME, and detail information regarding various neighborhoods and agencies, and document the match requirements for the HOME program that were not available at the last meeting.

Swarts stated that the city is in a "healthy position" regarding match and explained the process used to determine how much match is necessary and available. She also explained how match can be gained and saved. She noted that the City has had a 100% match reduction waiver for the program years 2003-2009 because Douglas County was declared a disaster area after the tornado, two winter storms, and an ice storm. She went on to describe how the City requests the waiver after the disaster is declared.

Norwood asked if that affects our relationship with FEMA and Swarts said that it does not.

Swarts described some of the options used for match, which can include cash, sweat equity of Habitat homes not built with HOME funds, waiving of building permit fees for affordable housing, the discount from architects, engineers, builders, etc., as well as the waived property tax on properties Tenants to Homeowners has in the land trust.

Swarts said that she would answer any questions, however there were none.

Chair Norwood opened the floor to comments.

James Dunn, citizen, 936 Kentucky St.

Dunn questioned the committee regarding post-occupancy case management. He stated that people can get assistance from a variety of agencies to get into a home, but once they are placed, there is no follow-up care. This can create an emotional situation for someone who has gone from a group living facility to living alone. He stated that the tenant can get off track and it can become a "maintenance nightmare". He also stated that perhaps people who have been homeless for a long time may not know how to take care of a home. He went on to tell a story of having people move in and creating a pest problem within three days. He indicated that the prior occupant had had the police over very often and also had pest problem so bad that the case manager wouldn't go into the dwelling. He asked that as the Committee look at proposals, they ask the question regarding follow up/follow through.

Dunn added that he thinks the "performance measures" and "outcomes" for agencies and neighborhoods is a good thing.

Norwood asked if some of these problems were from a lack of housekeeping.

Dunn stated that he thought it was, and that the tenants don't know how to maintain the property. He expressed frustration that so much is done to help get the tenant into a home, and then there is no follow up. In the instance he spoke about, friends noted the person had also stopped attending his church group which was an indication of a problem. Dunn is concerned about recidivism.

Norwood asked if the tenant had had training with a case manager before being placed.

Dunn stated that he did didn't know but that he did know that those programs exist.

Norwood asked if completing those programs were required.

Dunn stated that yes, they are. He had never attended a session so he didn't know what they taught. He stated that he thought they either didn't teach enough, or perhaps taught too much and overwhelmed the client. He stated that Robert Baker from HCCI does a session. It was also noted that the Salvation Army has some educational classes.

Norwood stated that she could see how it would be overwhelming. She stated that she was aware of some state programs for individuals with no training regarding giving their children medication. Or individuals who get jobs and need help with public transportation, figuring out bus schedules and understanding to include walking time in

their planning. She stated that to go from homeless to having a nice place, it might be devastating.

Dunn replied it could be a lot of problems.

Dunn inquired if the CDBG/HOME allocation is known yet for next year. Swarts stated that she had not yet heard but the government is currently under a continuing resolution so at this point, it will be roughly the same amount as last year.

Norwood asked if there are any mentoring programs available.

Swarts said that she was only aware of specific need support groups such as battered women, HIV/AIDS, and alcohol/drug abuse through DCCCA. There are more programs that have a safety net for a specific population.

Dunn stated that for those who don't have those issues there is a gap.

Norwood stated that if "Step Up to Better Housing" services were available, there could be a great need for homeless who are suddenly housed to help them break the cycle.

Swarts stated that the City Commission partially funded the Housing Connector and the LDCHA and Bert Nash are looking for grant funding for the program. The person will be officed at the housing authority charged with finding units from landlords or interested parties for free or reduced rates, and working with case managers to match the units with homeless individuals/families. There should be a program up and running in the spring. The CCH recommends emergency housing or emergency temporary housing for people on the streets or in a shelter for a short time. These individuals and families often recover from homelessness easier.

Chair Norwood stated that was a good idea and asked if there where any other questions. As there were none, Norwood closed the public hearing and the meeting was reconvened.

WRITTEN COMMENT

No written or email comments were received.

City of Lawrence Continuum of Care for Housing and Homelessness 2007

A local adaptation of the HUD model

Outreach, Intake, Assessment

Bert Nash-PATH /
Emergency Services Council
Agencies[§] / Douglas County
AIDS Project / Independence,
Inc. / Lawrence Community
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 /
Lawrence Community
Shelter

GAP: All but two of the
shelters serves special
populations. Specialized
shelters do not have the
resources to serve all their
potential clients.

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 / 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
Community Shelter / Project
Acceptance / Project Lively / GaDuGi
SafeCenter / 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/ Lawrence-Douglas
County Housing Auth. TBRA /
LDCHA Hope Building /
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.

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) 2007				
1. Participant No. (assigned by HUD) M-07-MC-20-0205		2. Name of the Participating Jurisdiction City of Lawrence, KS		3. Name of Contact (person completing this report) Margene K. Swarts				
5. Street Address of the Participating Jurisdiction 1 Riverfront Plaza, Level 1, Suite 110/P.O. Box 706				4. Contact's Phone Number (include area code) 785-832-3117				
6. City Lawrence		7. State KS	8. Zip Code 66044					
Part II Fiscal Year Summary								
1. Excess match from prior Federal fiscal year				\$	4,663,500.13			
2. Match contributed during current Federal fiscal year (see Part III.9.)				\$	483,737.71			
3. Total match available for current Federal fiscal year (line 1 + line 2)					\$ 5,147,237.84			
4. Match liability for current Federal fiscal year					\$			
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)					\$ 5,147,237.84			
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
07.01.NON	07-31-08	392,251.00						392,251.00
07.02.NON	07-31-08		20,879.00					20,879.00
07.03.NON	07-31-08		7,760.00					7,760.00
07.04.NON	07-31-08		18,887.00					18,887.00
07.05.NON	07-31-08			6,187.21				6,187.21
07.06.NON	07-31-08			1,050.46				1,050.46
07.07.NON	09-26-07	500.00						500.00
07.08.NON	10-02-07	10,000.00						10,000.00
07.09.NON	10-13-07	10.50						10.50
07.10.NON	10-15-07			300.00				300.00
07.11.NON	11-01-07		214.32					214.32

page 1 of 4 pages

form HUD-40107-A (12/94)

Name of the Participating Jurisdiction City of Lawrence, KS								Federal Fiscal Year (yyyy) 2007
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
07.12.NON	11-13-07	1,500.00						1,500.00
07.13.NON	04-23-08	25.00						25.00
07.14.NON	03-14-08		428.64					428.64
07.15.NON	2-28-08	5,000.00						5,000.00
07.16.NON	02-11-08	1.00						1.00
07.14.NON	02-01-08		300.00					300.00
07.15.NON	01-04-08	100.00						100.00
07.16.NON	01-03-08	100.00						100.00
07.17.NON	03-10-08	50.00						50.00
07.18.NON	01-09-08	500.00						500.00
07.19.NON	07-31-08		17,693.58					17,693.58
TOTAL:								483,737.71

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, 2007 THROUGH JULY 31, 2008**

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.

Currently, five low and moderate income neighborhoods are 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 (NRAC) as the group to make recommendations regarding the overall program policy and assist in the review of funding grant proposals. The NRAC consists of eleven members with one representative from each of the five low and moderate income 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 Community Development 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 Housing Practitioners Panel consisted of approximately 25 persons from agencies that provide housing or housing services. The primary purpose of the HPP was to make recommendations regarding housing and homeless policy, funding, and specific identified housing and homeless needs in the community with regard to the City's Continuum of Care. During the 2007 program year, the Panel voted to join the State of Kansas Balance of State Continuum of Care, so has disbanded.

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. Three of the members represent low and moderate income neighborhoods, and four 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
2005	\$ 911,227	2005	\$ 684,842

2006	\$	816,981	2006	\$	645,694
2007	\$	828,822	2007	\$	643,923
<u>TOTAL</u>	\$	27,488,030	<u>TOTAL</u>	\$	8,164,078

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, 2007 through July 31, 2008.

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 Planning and Development Services Department in 1 Riverfront Plaza, Level 1, Suite 110, or call (785) 832-7700.

Margene K. Swarts
 Assistant Director
 Planning and Development Services

ACTIVITIES AUGUST 1, 2007 THROUGH JULY 31, 2008

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 \$201,743.06 was spent on the rehabilitation of 9 homes for the purpose of creating decent housing with improved/new sustainability. 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	\$	25,000
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	0	\$	0	At Large	8	\$	176,743.06

2. First-Time Homebuyer Comprehensive Rehabilitation Deferred Loans

This program provided housing rehabilitation assistance in conjunction with the Lawrence Community Land and Housing Trust First-Time Homebuyer Program. Rehabilitation is provided with CDBG funds and down payment and closing costs are paid with HOME funds. A total of \$173,893.60 was spent on the rehabilitation of 9 homes for the purpose of creating decent housing with improved/new affordability.

Brook Creek	5	\$	113,346.73	East Lawrence	1	\$	3,517.78
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	1	\$	29,244.01	At Large	2	\$	27,785.08

3. Emergency Loans

This program provides homeowners with interest free loans to do minor fix-up and emergency repairs. A total of \$26,727.48 was spent on loans for 9 households for the purpose of creating decent housing with improved/new affordability.

Brook Creek	2	\$	6,860	East Lawrence	0	\$	0
North Lawrence	1	\$	4,730	Oread	0	\$	0
Pinckney	0	\$	0	At Large	6	\$	15,137.48

4. Energy-Efficiency Improvements - Furnaces

A total of \$5,219 was spent on 3 energy-efficient furnace for the purpose of enhancing a suitable living environment through improved/new affordability.

Brook Creek	1	\$	1,300	East Lawrence	0	\$	0
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	0	\$	0	At Large	2	\$	3,919

5. Housing Weatherization

This program offers grants to eligible owner-occupants of one and two unit residential properties for attic insulation, storm windows, caulking, and weatherstripping. A total of \$34,597.79 was spent weatherizing 27 homes for the purpose of enhancing a suitable living environment through improved/new affordability.

Brook Creek	2	\$	2,835.35	East Lawrence	1	\$	2,117.64
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	1	\$	2,096.80	At-Large	23	\$	27,548

6. Accessibility Programs –

A. A total of \$36,204.46 was spent on accessibility improvements to **9** units through Independence, Inc. for the purpose of enhancing a suitable living environment through improved/new accessibility.

7. Miscellaneous Rehabilitation Activities

A. Social Service League Building Repair - \$2,000 – for the purpose of enhancing a suitable living environment through improved sustainability.

8. Public Service Agencies

A. Emergency Services Council - 440 low income individuals/families with housing needs were assisted with deposits or payment of utility bills for the purpose of preventing homelessness or shut-off - \$20,319.61.

B. Douglas County AIDS Project – 57 people with HIV/AIDS received emergency financial assistance for the purpose of preventing homelessness or shut-off - \$3,749.96.

C. Housing and Credit Counseling, Inc. provided education and mediation for 455 landlords and/or tenants for the purpose of preventing eviction - \$12,000.

- D. Lawrence Community Shelter – 427 people received emergency shelter and supportive services - \$23,000.
- E. Salvation Army – 452 people received emergency shelter and supportive services - \$25,701.60.

9. Neighborhood Association Support

The CDBG program funded the five target neighborhood associations for administrative functions, operating expenses, cleanups, and coordinators, as follows, for the purpose of enhancing a suitable living environment with improved sustainability:

Brook Creek Neighborhood Assoc.	\$ 6,012
East Lawrence Improvement Assoc.	\$ 5,863
North Lawrence Improvement Assoc.	\$ 4,130
Oread Neighborhood Assoc.	\$ 12,231
Pinckney Neighborhood Assoc.	\$ 7,087

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

The CDBG administrative staff consists of one full time staff position and two part time staff positions. Total salaries and other administrative costs for CDBG were \$158,658.57. Public hearings were held, educational articles, and legal and public notices were published during the past program year - \$5,650.40. Activities to affirmatively further fair housing were conducted - \$2,973.84.

11. 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 \$160,962.92.

HOME

- 1. Lawrence Housing Authority – TBRA – **39** homeless families were housed - \$173,696.
- 2. Lawrence Housing Authority – Administration - \$18,569.
- 3. Tenants to Homeowners, Inc. – CHDO Set-Aside – Property acquisition and rehabilitation - \$15,000.

4. Tenants to Homeowners, Inc. – Home of Your Own (HOYO) – Accessibility modifications to two units - \$0.
5. Tenants to Homeowners, Inc. – Operating - \$37,584.83.
6. Homebuyer Assistance – Down payment and closing costs for 10 first time homebuyers in conjunction with the Land Trust Program - \$173,893.60.

Brook Creek	5	\$	113,346.73	East Lawrence	1	\$	3,517.78
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	6	\$	159,326	At Large	2	\$	27,785.08

7. The HOME administrative staff consists of one full time staff position. Total salaries and other administrative costs for HOME were \$50,883.98.