



First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This Consolidated Annual Performance and Evaluation Report provides an explanation for the use of federal funds granted to the City of Lawrence by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs. This CAPER covers the period beginning August 1, 2008 through July 31, 2009. Programs and activities described in this plan primarily benefited low and moderate-income residents of the City of Lawrence, neighborhoods with high concentrations of low-income and moderate-income residents, and the city as a whole.

This report is the product of public outreach, public hearings, and consultation with over 50 agencies, groups, and organizations involved in the development of affordable housing, creation of job opportunities for low and moderate-income residents, and/or provision of services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. A complete draft of this report has been made available for public review and comment for a 30-day period beginning September 16, 2009. The availability of both the draft report and the final report was advertised in the local newspaper and the complete document was available for review on the City's website www.lawrenceks.org/pds and in print form in the Development Services office of Planning and Development Services.

General Questions

- 1. Assessment of the one-year goals and objectives:**
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.**
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.**
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.**

2008 Investment Summary

CDBG Public Services		CDBG Capital Improvements (continued)	
Brook Creek Neighborhood Association		North Lawrence Improvement Association	
Operating Expenses	5,626	Light Installation - Lyons Park	2,500
East Lawrence Neighborhood Association		<i>Subtotal Neigh. Cap. Improvements 2,500</i>	
Operating Expenses	6,211	Independence, Inc.	
North Lawrence Improvement Association		Accessible Housing Program (AHP)	30,000
Operating Expenses	4,170	Tenants to Homeowners, Inc.	
Oread Neighborhood Association		1120 Rhode Island Rehab	7,000
Operating Expenses	9,901	Van Go Mobile Arts - 715 New Jersey	
Pinckney Neighborhood Association		Parking Lot Lighting	7,000
Operating Expenses	2,840	<i>Subtotal Agency Capital Improvements 44,000</i>	
<i>Subtotal Target Neigh. Public Service 28,748</i>		Total Capital Improvements	861,190
Community Development Division (CDD)		Contingency	7,718
Voluntary Demolition and Clearance	10,000	CDD Administration of CDBG	159,664
Douglas County AIDS Project		GRAND TOTAL CDBG 1,148,320	
Emergency Financial Assistance	4,000	HOME	
Housing & Credit Counseling		Tenant Based Rental Assistance	270,000
Tenant/Landlord Counseling & Educ.	25,000	LDCHA TBRA Administration	22,613
Lawrence Community Shelter, Inc		CHDO Set-Aside	100,000
214 W. 10th Street		CHDO Operating Expenses	31,306
Emergency Shelter Operations	23,000	First-time Homebuyer Program	162,214
The Salvation Army		CDD Administration of HOME	40,000
946 New Hampshire		GRAND TOTAL HOME 626,133	
Emergency Shelter/Feeding Program	29,000	FUNDING SOURCES:	
<i>Subtotal Agency Public Service 91,000</i>		2008 CDBG Grant	798,320
Public Services Total	119,748	Projected Program Income	100,000
CDBG Capital Improvements		Grant Reallocation	250,000
Community Development Division (CDD)		Total CDBG Grant Allocation	1,148,320
Comprehensive Housing Rehabilitation	400,000	2008 HOME Grant	626,133
LCLHT First Time Homebuyer Rehab	100,000	Projected Program Income	0
Weatherization	40,000	Total HOME Grant Allocation	626,133
Furnace Loans & Emergency Loans	35,000	Total CDBG Grant Allocation	1,148,320
<i>Subtotal CDD 575,000</i>		Total HOME Grant Allocation	626,133
Public Works - Sidewalk Division		GRAND TOTAL, CDBG & HOME	1,774,453
Sidewalk Installation and Replacement	207,500		
Various locations			
Van Go Mobile Arts Sidewalk	16,440		
715 New Jersey			
Sidewalk Installation	15,750		
700 Block New Jersey			
<i>Subtotal Sidewalks PW 239,690</i>			

Assessment of Consolidated Plan Year 1 (2008) Goals and Objectives

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

1. Neighborhood Revitalization

Promote neighborhood improvement. Actions: The City of Lawrence provided funding to low-moderate income neighborhoods to assist with operations, coordinator, and neighborhood cleanup costs. There were also two capital improvement projects that were located in low-moderate areas as detailed below.

Table #1 - Neighborhood Activities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Brook Creek Neighborhood	\$ 5,626	\$ 5,618.44	Operations / Coordinator / Cleanup	4,941
East Lawrence Neighborhood	\$ 6,211	\$ 5,643.15	Operations / Coordinator / Cleanup	3,195
	\$ 7,000	\$ 7,000.00	Van Go Mobile Arts Parking Lot Lighting	
North Lawrence Neighborhood	\$ 4,170	\$ 4,170.00	Operations / Coordinator / Cleanup	2,157
	\$ 2,500	\$ 4,058.03	Light Installation – Lyons Park	
Oread Neighborhood	\$ 9,901	\$ 9,901.00	Operations / Coordinator / Cleanup	4,749
Pinckney Neighborhood	\$ 2,840	\$ 2,003.01	Operations / Coordinator / Cleanup	3,587
Total Neighborhood Public Service Activities (only non-shaded areas)	\$ 28,748	\$ 27,335.60		
Total Neighborhood Capital Improvement Activities (only shaded areas)	\$ 9,500	\$ 11,058.03		
Total Neighborhood Activities	\$ 38,248	\$ 38,393.63		18,629
* NOTE: Amount Budgeted does not always match the 2008 Investment Summary because some projects extend over more than one program year.				

2. Emergency Housing

Consider emergency shelter needs when investing available funds. **Actions:** The City spent a total of \$52,000 in CDBG funds to address emergency shelter needs.

Table #2 – Emergency Housing Activities

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Lawrence Community Shelter	\$ 23,000	23,000	Operating Expenses & Feeding Program	415
The Salvation Army	\$ 29,000	29,000	Emergency Shelter & Feeding Program	408
Total	\$ 52,000	52,000		823
*NOTE: Amount Budgeted does not always match the 2008 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 \$54,503. In 2008 the City of Lawrence joined the Kansas Balance of State Continuum of Care. The City of Lawrence awarded \$60,000 from its general fund and special alcohol fund to assist two emergency shelters with additional operating expenses related to 24/7 operations. The City of Lawrence also funded the Community Cooperation Committee \$3000 from the general fund to continue with their community outreach and mediation efforts in the field of homeless issues. 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:** Late in program year 2008, Lawrence Community Shelter became the only emergency shelter in the city of Lawrence, and was subsequently able to increase their capacity from 31 to 55. The Salvation Army operated their emergency shelter through the 2008 program year until June of 2009. During program year 2008, community discussion continued to be centered around strategic planning for a new shelter.

In 2008, with assistance from the City's general fund, The Salvation Army was able to provide overnight, year-round shelter for the seventh consecutive year until June, 2009. In cooperation with the Lawrence Community Shelter (LCS), a 24/7 emergency shelter system was continued.

The City, for the fourth 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.

3. 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 for Project Able, Bert Nash's Community Mental Health Center, Independence, Inc., the State of Kansas Department of Social and Rehabilitation Services (SRS), Catholic Charities, ECKAN, Lawrence Community Shelter, and Cottonwood. 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 2008 fiscal year (1/1/08 - 12/31/08) the Transitional Housing program served 40 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 with the balance of state Continuum of Care. The Housing Practitioners 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 \$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 \$22,613 was budgeted for administration of tenant based rental assistance.

Secure more tenant based rental assistance. **Actions:** As noted above, the City budgeted \$270,000 in tenant based rental assistance and administration, administered by the Lawrence-Douglas County Housing Authority (LDCHA). The City invested \$103,997.30 in tenant based rental assistance, administered by LDCHA. Of this amount, \$92,689 went to rental units and \$11,308.30 to LDCHA administrative expenses. In 2008, this money provided housing for **40** 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 2008 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.

4. Permanent Housing

Continue to invest funds in homebuyer assistance. **Actions:** The City budgeted \$262,214 in HOME funds for general homebuyer assistance and invested \$285,289.91 in homebuyer assistance. These funds assisted nine first-time homebuyers. The City additionally

expended \$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 \$25,251.22 in CDBG funds on permanent housing activities for low-income, elderly, and persons with disabilities.

Table #3 - Permanent Housing Activities for Low-Income Elderly and Persons with Disabilities

Program	Amount Budgeted *	Amount Spent	Purpose	Number Served
Independence, Inc.	\$ 30,000	\$25,251.22	Accessibility Modifications	6
Total	\$ 30,000	\$25,251.22		6
<i>*NOTE: Amount Budgeted does not always match the 2008 Investment Summary because some projects extend over more than one program year.</i>				

To address the needs of persons who need supportive housing, the City set aside \$270,000 of HOME funds for TBRA with \$92,689.00 spent during program year 2008 on TBRA and \$11,308.30 on LDCHA administration.

In relation to the four priorities that the funding allocations addressed, there were additional activities that were undertaken in line with the "Step Up to Better Housing" strategy that the Community Development Advisory Committee (CDAC) uses as its base for funding recommendations. These activities include those strategies for homeless needs, capital improvement projects, and activities to improve existing housing stock and promote home ownership.

5. Homeless Needs

In 2008 activities supported homeless prevention such as rent and utility assistance to avoid eviction and shutoff as well as landlord-tenant counseling. The further development of emergency transitional housing, as described in the housing vision, will result in fewer families being forced into shelters or onto the streets. The Douglas County AIDS Project offers emergency financial assistance to those clients with AIDS who are in crisis. The funding is designed to help those individuals gain and/or maintain stable, affordable, and suitable housing. Housing and Credit Counseling works with tenants and landlords through counseling, support, education, and mediation to help secure adequate, safe, affordable, and equitable rental housing. Independence, Inc. assists renters with low-moderate income to make needed accessibility modifications in their housing. The Lawrence Community Shelter is now the sole operating homeless shelter in Lawrence, and the Salvation Army is working toward implementing their Transitional Housing program in program year 2009 as well. The TSA TH program will be able to serve four to five individuals or families annually. This amount was originally envisioned to be approximately 15 individuals or families based on the funding request from HUD, but the grant request was declined. The Salvation Army plans that the program will be up and running in mid to late 2009, with other funding sources.

Table #4 - ACTIVITIES FOR HOMELESS NEEDS

Program	Amount Budgeted *	Amount Spent	Purpose	Number Served
Douglas County AIDS Project	\$,4000	\$4,000.00	Emergency Financial Assistance	56
Housing and Credit Counseling	\$25,000	\$25,000.00	Tenant/Landlord Counseling and Education	455
Independence, Inc.	\$30,000	\$25,251.22	Accessible Housing Program (AHP)	6
Lawrence Community Shelter	\$23,000	\$23,000.00	Emergency Shelter Operations	415
The Salvation Army	\$29,000	\$29,000.00	Emergency Shelter/Feeding Program	408
TOTAL	\$111,000.00	\$106,251.22		1,340
<i>*NOTE: Amount Budgeted does not always match the 2008 Investment Summary because some projects extend over more than one program year.</i>				

6. Capital Improvement Projects

The City of Lawrence funded several projects in 2008 that provided capital improvements to low-moderate geographic areas or provided structural improvements to facilities that provided services to low-moderate income families. The City of Lawrence Public Works sidewalk project consisted of the construction of new sidewalks and removal and replacement of existing broken and unsafe sidewalks in designated low-moderate income areas of Lawrence. The sidewalks were constructed along the Haskell Avenue between 15th and 23rd street, along 15th Street east of Haskell Avenue, and along the east side of North 7th street in North Lawrence. Van Go Mobile Arts is located in the East Lawrence neighborhood and received new parking lot lighting in the amount of \$7000. The North Lawrence neighborhood also received improved lighting for safety of the residents in Lyons Park. Independence Inc. utilized their funds for their Accessible Housing Program, assisting low-moderate income families with disabilities make needed accessibility modifications in their rental housing.

Table #5 - Capital Improvement Projects

Program	Amount Budgeted *	Amount Spent	Purpose	Number Served
City of Lawrence Public Works Dept.	\$207,500	\$160,156.13	Sidewalk Installation and Replacement – Various Locations	3,195
City of Lawrence Public Works Dept. - Van Go Mobile Arts	\$16,440	Rolled into larger project totals	715 New Jersey Sidewalk Replacement	
Van Go Mobile	\$7,000	\$7,000	Parking Lot Lighting	

Arts				
City of Lawrence Public Works Dept. - Sidewalk Installation	\$15,750	Cancelled	700 Block of New Jersey	
North Lawrence Improvement Assn.	\$2,500	\$4058.03	Light Installation, Lyons Park	2,157
Independence, Inc	\$30,000	\$25,251.22	Accessible Housing Program (AHP)	6
Tenants to Homeowners, Inc.	\$7,000	\$0	1120 Rhode Island Rehab	
TOTAL	\$286,190.00	\$196,465.38		5,358
<i>*NOTE: Amount Budgeted does not always match the 2008 Investment Summary because some projects extend over more than one program year.</i>				

7. Activities to Improve Existing Housing Stock and Promote Homeownership

The City spent a total of \$189,805.48 on comprehensive housing rehabilitation for existing homeowners. Weatherization projects used a total of \$76,689.61 through a program administered by the City. The City expended \$10,854.00 on furnace loans, and \$26,582.96 on emergency loans (see *Table 6*, page 8). No rehab projects carried over from the previous program year. Seven new applications were reviewed and of those three were denied due to exceeding program limits, non-response, or exceeding income guidelines. Nine additional projects were completed by the end of the program year. Five furnace loans were completed in 2008 which totaled \$10,584.00. There were 11 emergency loans completed for \$26,582.96.

Table #6 - Activities to Improve Existing Housing Stock and Promote Homeownership

Program	Amount Budgeted*	\$	Amount Spent	Purpose	Number Budgeted	Number Served
Comprehensive Housing Rehab	\$ 250,000	\$	189,805.48	Construction costs for no-interest comprehensive rehabilitation loans	9	9
Delivery of Programs	\$ 150,000	\$	156,240.88	Salaries and program costs for the comprehensive housing rehab., emergency and furnace loans, etc.	NA	NA
First-Time Homebuyer	\$ 162,214	\$	240,289.91	Down payment and closing cost assistance for first-time homebuyers	5	5
First-Time Homebuyer Rehab	\$ 100,000	\$	71,928.01	Construction costs for no-interest comprehensive rehabilitation loans	4	1
Independence, Inc.	\$ 30,000	\$	25,251.22	Accessibility Modifications in rental housing.	2	6
Weatherization	\$ 40,000	\$	76,689.61	Grants for attic insulation, storm windows and weather-stripping of entry doors	30	43
Furnace Loans	\$ 15,000	\$	10,584.00	No-interest loans up to \$5,000	5	5
Emergency Loans	\$ 20,000	\$	26,582.96	No-interest loans up to \$5,000	5	11
Tenants to Homeowners	\$ 100,000	\$	45,000	Property acquisition and rehabilitation (CHDO set-aside)	4	1
	\$ 31,306	\$	28,697.13	Community Housing Development Organization (CHDO) Op. Expenses	NA	NA
Tenants to Homeowners	\$ 7,000	\$	\$0	1120 Rhode Island Rehab	1	0
Voluntary Demolition and Clearance	\$ 10,000	\$	\$1,685.00		1	1
Total	\$ 1,185,320	\$	872,754.20		72	82

*NOTE: Amount Budgeted does not always match the 2008 Investment Summary because some projects extend over more than one program year.

2. Describe the manner in which the recipient would change its program as a result of its experiences.

With the experience that the City of Lawrence has had with administering CDBG and HOME grants both in the 2008 program year and in previous years, the City feels that the manner in which the program has been handled has been effective and the City staff is very comfortable with the outcomes and experiences. As program administrators, the City staff is always looking at Best Practices and subsequently works to incorporate those items into the programs. There are no plans to change the practices and procedures with which the City administers either grant. Although projects may differ from year to year, the focus has remained the same as has the administration of the program.

3. Affirmatively Furthering Fair Housing:

b. Provide a summary of impediments to fair housing choice.

c. Identify actions taken to overcome effects of impediments identified.

Lawrence remains 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 November of 2008, set twelve goals:

- *In 2008, The City continued 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 merged in 2008 with the Legal Services Department and funded in the 2008 City budget at **\$1,689,601**. In 2008, HRD investigated discrimination complaints and worked towards resolution thereof. Additionally, the HRD responded to approximately **1,896** inquiries 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 solicited 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 continue to support fair housing through sustained emphasis on affordable housing activities. **Actions:*** CDD continued the emphasis on affordable housing (see *Permanent Housing*, page 5-6, and *Affordable Housing*, page 21). During the 2008 program year, the CDD staff participated in fair housing activities via the Human Relations department.
- *The Community Development Division will continue to require grant and loan recipients to certify compliance with fair housing policies. **Actions:*** CDD requires compliance with fair housing policies.
- *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 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 Management Analyst 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. 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.

2. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

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. The balanced approach outlined in *Step Up to Better Housing* seems to be addressing needs in a very functional manner.

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.

3. Leveraging Resources

- a. Identify progress in obtaining “other” public and private resources to address needs.**
- b. How Federal resources from HUD leveraged other public and private resources.**
- c. How matching requirements were satisfied.**

Leveraging Resources

The City received an Emergency Shelter Grant (ESG) from the State of Kansas for \$54,503. ESG funds were used by four agencies to provide operations, essential services and homeless prevention.

The City also received NSP I funding in the amount of \$562,134 and submitted an action plan to the State of Kansas to utilize these funds for two projects, one of which is a partnership with the City’s certified CHDO, Tenants to Homeowners, for redevelopment of vacant property and the second of which is the purchase and rehabilitation of up to two foreclosed properties.

Additionally within the grant year of 2008, the City of Lawrence received \$216,798 in CDBG-R funding. This funding will be utilized within the 2009 grant year and is focused on economic development, job retention/creation, and infrastructure projects.

The City of Lawrence funded a portion of the budget of two agencies (\$181,500) 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 five non-profit agencies (\$537,165) that did not receive CDBG funding in program year 2008, but who serve low- to moderate-income or homeless individuals and families. Thus, total City funds devoted to nonprofit agencies was \$718,665.

HOME match requirements were satisfied through cash from non-federal sources, forgone fees, donated labor, and donated construction materials

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning 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. Low-Moderate income neighborhoods are listed as follows according to the 2000 Census:

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

The CDBG/HOME administrative staff consists of one full time staff position and two full time staff positions funded partially from CDBG/HOME funds. Salaries and other administrative costs for the 2008 program year were \$153,570.77 (\$113,601.62 for CDBG and \$39,669.15 for HOME).

Citizen Participation

1. Provide a summary of citizen comments.

There were no public comments received at the September 24, 2009 Public Hearing.

**City of Lawrence, KS
Community Development Advisory Committee
September 24, 2009 Minutes (City Commission Room)**

MEMBERS PRESENT: Marci Francisco, Chris Marshall, Julie Mitchell, Vern Norwood, Brenda Nunez, Aimee Polson, Roberta Suenram, Patti Welty

MEMBERS ABSENT: Curtis Harris, Quinn Miller, Katherine Pryor,

STAFF PRESENT: Danelle Dresslar, Margene Swarts

PUBLIC PRESENT: none

Chair Welty called the meeting to order at 5:50 p.m.

1. Introductions

Members and staff introduced themselves.

2. Approval of the September 10, 2009 minutes.

Suenram moved **to approve the CDAC meeting minutes from September 10, 2009.** The motion was seconded by Nunez.

The motion passed 8-0.

3. Miscellaneous Discussion/Calendar Items.

Swarts told the Committee that they were on track with their meetings for October. The Environmental Code Violation Appeal that was to be heard on the agenda for September 24 has been moved to the October 8 meeting. At this time Swarts indicated that she did not know of any other items on the agenda for that evening, and that the appeal would be at the top of the agenda after the approval of the minutes.

Welty asked for confirmation that the October 8 meeting will begin at 5:30 p.m.

Swarts said yes.

Welty confirmed that the appeal will be at the beginning of the agenda for the October 8 meeting.

Swarts suggested that since it was not 6:00 p.m. the CDAC move along to **Item 7. Discuss 2009 CDBG/HOME Application.**

Swarts handed out the draft copy of the 2010 CDBG/HOME application and memorandum for the CDAC members to review. The memorandum has not changed since last year with the exception of the dates. The memorandum notes the priorities for funding allocations as well as basic application information and explanations. The memo states what the application requires, as well as stating that staff is available for technical assistance with completing the application. The listed priorities are in no particular order.

Norwood asked about adding information about the sub-grantees' requirement of reporting and tracking performance measures.

Swarts said that that can be done, and that the sub-grantees still have difficulty sometimes separating numerical data from actual performance measures. She said that staff can go back and look at the applications and request performance measures from the agencies that received 2008 funding.

Francisco asked for clarification regarding the priority listed that reads "Projects to encourage income and owner/rental mix". She asked if this was ever the case with any projects for which CDBG/HOME funds were requested.

Swarts explained that Tenants to Homeowners primarily help with owner occupied housing, but they do operate some rental units as well. These projects are not necessarily with CDBG funds.

Francisco said that the priority reads as if the CDAC is encouraging projects that develop a range of incomes within a neighborhood. Some could be ownership, some could be rentals. She asked the CDAC and staff if there has been a project that the Committee has looked at that falls within this priority or what type of project could fall into this priority.

Welty asked if this was an area that Tenants to Homeowners could fall into.

Francisco said that with regard to Tenants to Homeowners and the owner/rental mix that Tenants to Homeowners are not necessarily putting the tenants in the same house that they are already in. They are going into owner occupied housing and the rentals are staying rentals.

Swarts said that when the Committee had their goal-setting session to establish the funding priorities, affordable housing was the biggest issue facing the community. With the topic of affordable housing, there seemed to be the consensus that there were a lot of different ways to look at that within the priorities that were set. The Committee wanted to leave it open for projects of all housing types. Swarts said that the specific priority regarding owner/rental mix could be considered as a project similar to Delaware Commons.

Francisco said that there were rentals that were originally intended to be owner occupied in that project that are rentals because they could not sell them. The project itself was not originally established to be a owner/rental mix.

4. Recess for Public Hearing

Francisco moved to **Recess the September 24, 2009 meeting of the CDAC for the Public Hearing**. The motion was seconded by Marshall.

The motion passed 8-0.

Chair Welty convened the public hearing at 6:00 p.m.

Welty noted there were no members of the public present.

5. Reconvene Meeting after Public Hearing.

As there were no public present, Norwood moved **Close the Public Hearing**. The motion was seconded by Suenram.

Chair Welty reconvened the meeting at 6:05 p.m.

5. Environmental Code Violation Appeal.

Swarts reminded the CDAC that the Environmental Code Violation Appeal has been deferred and will be heard at the October 8, 2009 meeting.

Item 7. Discuss 2009 CDBG/HOME Application (continued)

Swarts continued the earlier discussion of Item 7 by telling the CDAC that the City expects to see an increase in the CDBG grant this year. There is a bill in Congress pending legislative approval that will increase the funding for CDBG. HOME will also see a minor increase as well. As of now staff does not know what either increase will be.

Welty said in terms of the list of priorities that housing is still where she feels that the CDAC should continue to focus their funding allocations. There have been several articles in the Lawrence Journal World recently about housing and how expensive it is and how much of a problem it has become in Lawrence.

Norwood agreed that Lawrence is the most expensive housing market in the state.

Swarts asked if there were any suggestions to make regarding changes in the memorandum.

Welty commented that she saw that on the Memorandum from the City Code Enforcement division regarding the Environmental Code Violation Appeal that the City Code still refers to the Community Development Division as Neighborhood Resources.

Francisco said that her only suggestion to the memorandum would be to drop the priority stating "Projects to encourage income and owner/rental mix". The priority, as listed, is too ambiguous. Francisco said that she did not know if that particular priority helps anyone understand the direction that the CDAC wants to go. There are no performance measures that can express what the priority is achieving.

Swarts said that if the Committee concurs staff will delete the priority from the memo.

Norwood said that if no one could remember specifically why it was a priority in the first place, and no one could find any justification as to why it is relevant now she agrees with Francisco to delete the priority.

Marshall clarified that the decision would be to delete the priority and not replace it with a different one.

Francisco said yes.

Welty asked if there were any CDAC members opposed to removing the priority that reads "Projects to encourage income and owner/rental mix"

There was no one opposed.

Swarts said that staff would delete the priority from the memo.

There being no other amendments to the memorandum, Swarts opened the discussion regarding the 2010 grant application and told the CDAC that the only changes that were made on the application from last year were adjusting the dates.

Marshall asked if the project types that were listed on the application match with the priorities set forth in the memo.

Swarts responded that the priorities all are able to tie in to one of the project types listed.

Francisco asked if there was any verbiage regarding the sub-grantee's previous grant award performance.

Suenram suggested that the CDAC ask the sub-grantees to show the Committee what they did during the grant year with the money that they were given.

Francisco clarified that she meant asking the sub-grantees a question such as "If you were funded with CDBG dollars in the past what were you able to do with those funds to reach your goal".

Francisco said that if the CDAC only asks the applicants about their current projects then the Committee cannot say that the applicant's previous history was taken into consideration. There needs to be wording on the application that states that their previous history on grant applications and awards will be taken into consideration.

Norwood agreed and said that it would help with the neighborhood reporting as well.

Swarts said that staff can bring the information from the previous year on applicants. She suggested a line in the application that says that previous experience will be considered.

Francisco said that when the CDAC redid the application previously, it was to help in cutting down the amount of time the neighborhood coordinators were spending on the grant application. The previous application was asking for information that staff and the CDAC already had regarding past performance. That is why some questions were removed previously. The City has this past grant award information. If past performance is going to be considered, it needs to be stated for the applicant.

Swarts asked if the CDAC would like that piece of information on the application or on the memo. It can be placed on the memo under a heading of "please note" or something to that regard. The CDAC will then have the option of taking past grant performance into consideration when reviewing the application.

Swarts noted that staff can also ask the agencies to submit documentation regarding their performance measures. Staff can tell how they spent the money and the timeliness of the expenditure, but there can also be a submission by the agency to recite how they measured their success.

Marshall said that it is not necessarily a question of what they spent, but what they do with that after the fact. There needs to be a question that they answer regarding expenditure. The question should not be that open ended.

Francisco suggested a question asking if the funding received provided the outcome that the agency desired or anticipated.

Mitchell said that just having the statement on the memo would make it easier for the CDAC to consider the past performance.

Suenram said that the consideration of past performance and follow up should be part of what the CDAC does. The CDAC allocated the agency or neighborhood the money, and the CDAC needs to know how it made things better for those that the agency or neighborhood serves. There needs to be established measurements for the neighborhoods and to really hold them each accountable to provide information. It should be part of the criteria in terms of what they get the next time.

Swarts said that there could be a statement on the application that they will need to provide this, and then staff can follow up at the end of the grant year.

Suenram agreed and said that it should be a requirement that they have to report. She indicated that her sister works in a similar position in grant administration in the Kansas City metro area and they have very strict reporting guidelines for their neighborhood performance reporting.

Swarts noted the CDAC and the City have full authority to ask for information from those that they fund. The CDAC can ask for a one page report to be submitted at the end of the grant year from each agency and neighborhood. In the meantime staff will add the sentence to the memo regarding the consideration of past grant performance.

Suenram said that if the agency or neighborhood has not given the CDAC reports as they are required it should be allowable for the CDAC to tell them that they will not be considered for any funds. If they cannot handle the reporting requirement then what gives the Committee the confidence that they can spend the money.

Francisco added that this will help the CDAC to see evidence of the reporting and evidence of how the agency or neighborhood spent the money. An agency can report and show how they spent the money and their subsequent accomplishments, then the CDAC can look at that and decide if they can be supportive of those results or not. An agency could also have several good, effective projects and no reports so there is nothing to share.

Suenram said she thought there were additional reporting measures required with the CDBG-R funding.

Swarts said yes and that was a federal decision made based on the stimulus funding, but it is also a decision that can be made on a local level as well with regard to the CDBG/HOME program.

Francisco added that the stimulus reporting was linked to public transparency, but it is still a very good idea for the CDAC to consider. As a member of the Committee they should all have the ability to know how to answer funding questions from the public.

Polson said that it provides an open ended opportunity for the agencies to explain when something did not appear to end as it should have.

Welty asked Swarts if staff could add that language to the memo.

Swarts said yes.

Polson added that she liked the idea of adding a question regarding a one page narrative of what they did with the previous year's funding.

Francisco asked if it would work to send out a letter stating "To help follow-up on CDBG funding, please answer these questions". The CDAC should ask for a document such as this from everyone that received funding. It should not be part of the application process for funding, but it should be part of receiving the funding. Then the CDAC has that follow up document to consider. This will ask how the agency did this work and how the funds were utilized, and it will also serve as a reminder in the future as similar projects are applied for in terms of what worked in the past and what did not, and why.

Marshall asked if this question or document would be in addition to the application or separate from it.

Swarts suggested follow up questioning for the grant year that has just ended. Both Staff and the CDAC will need to go back and look at the application and determine what information that staff needs to ask.

Marshall said he liked the intent of tying the past performance measures to the current funding that the agency or neighborhood is seeking. The report should not only be for performance measures to what they did, but also a tie in to what they are going to get.

Swarts said it was as easy as adding a question saying "if you have been funded with CDBG funds in the past, what is the justification to receiving an allocation again".

Marshall added "what were you able to do in the previous year" to Swarts' comment.

Suenram also added documented information should be required showing how the agency or neighborhood utilized the funding to support their established goals.

Swarts said the Committee can look at the document or response that is received from the agency or neighborhood and review it when the funding decisions are being considered.

Francisco added that it would always be on file for review with future applications as well.

Swarts asked about any other changes to the 2010 Grant Application.

Polson asked for clarification on parts I and II.

Francisco agreed that the paragraph in the memo that relates to parts I and II of the application is awkwardly stated. The cover sheet, which is part I, should only need to be filled out once. The attachments with the list of officers, members, and annual reports should only need to be submitted once per application. There should be a narrative for each project. Francisco also added that narrative question nine, which reads "Describe the agency philosophy and practices regarding recycling and other "green" practices" should not have to be answered for each project. The CDAC should rethink the setup of this section and decide if the questions are related to the project or the agency.

Norwood asked how the application states how success will be measured.

Francisco agreed and said that it needs to be a situation of follow up.

Polson made a suggestion of reworking the application sections.

Swarts said that staff will work on that and that question nine can be relocated.

Polson said that she would like to see the complete narrative for each project.

Swarts indicated that staff could change the language on the application to work with that request.

Suenram added that question nine was a question that did not have to do with housing, so it is really not part of the mission of the CDAC.

Swarts indicated that when it was brought forward by a neighborhood member, there was no organization at that time within the City looking at sustainability. Since that time, there has been a sustainability committee formed. This may be a topic for that committee.

Francisco suggested the CDAC meet with the Sustainability Committee to see how the two boards can coordinate. She indicated that she was not comfortable just saying that it is another group's issue.

Marshall said that it did not fall under the outlined priorities on the memo, unless it is a blanket City priority.

Suenram suggested that maybe the issue does become one of the funding priorities of the CDAC. The greenness of a project could be something that the CDAC considers as important.

Francisco said that the CDAC was very careful in the past with projects such as the Van Go Mobile Arts parking lot lighting and asking the agency if it was sustainable lighting. She said she liked the idea of making it a priority that fits within the City's agenda for sustainability. The priority falls under that and the CDAC wants to make sure that the money is being spent in that way.

Suenram said that the green practices belongs as a priority.

Swarts asked the CDAC what the priority should say.

Francisco suggested "The project align with the City's agenda for sustainability".

Swarts said that staff will add the last bullet point for priorities and will delete question nine from the narrative on the application.

Welty asked about the section for project types on the application and if a different heading needs to be listed there to accommodate the new priority being added.

Swarts said no, that the project type would fall under one of the others that are already listed in that section.

Norwood asked if there was every any funding provided under the Funding Need titled "Other".

Swarts said that "other" could indicate economic development, or it could just be a project that does not fall under Capital Improvement or Public Service.

Francisco suggested that the items "New Program" and "Existing Program" under Funding Need might be better served elsewhere on the application.

Marshall said that those two items should be listed under the "Project Information" heading.

Francisco asked the CDAC if they would like eliminate the "Other" category under Funding Need.

The Committee agreed to delete "Other".

Swarts said that staff would delete that item and will move "New Program" and "Existing Program" to the top of the section on "Project Information".

8. Discuss Additional Changes to CAPER.

There was no additional changes suggested.

9. Adjourn.

Suenram moved **to adjourn at 6:53 pm.** The motion was seconded by Francisco.

The motion passed 8-0.

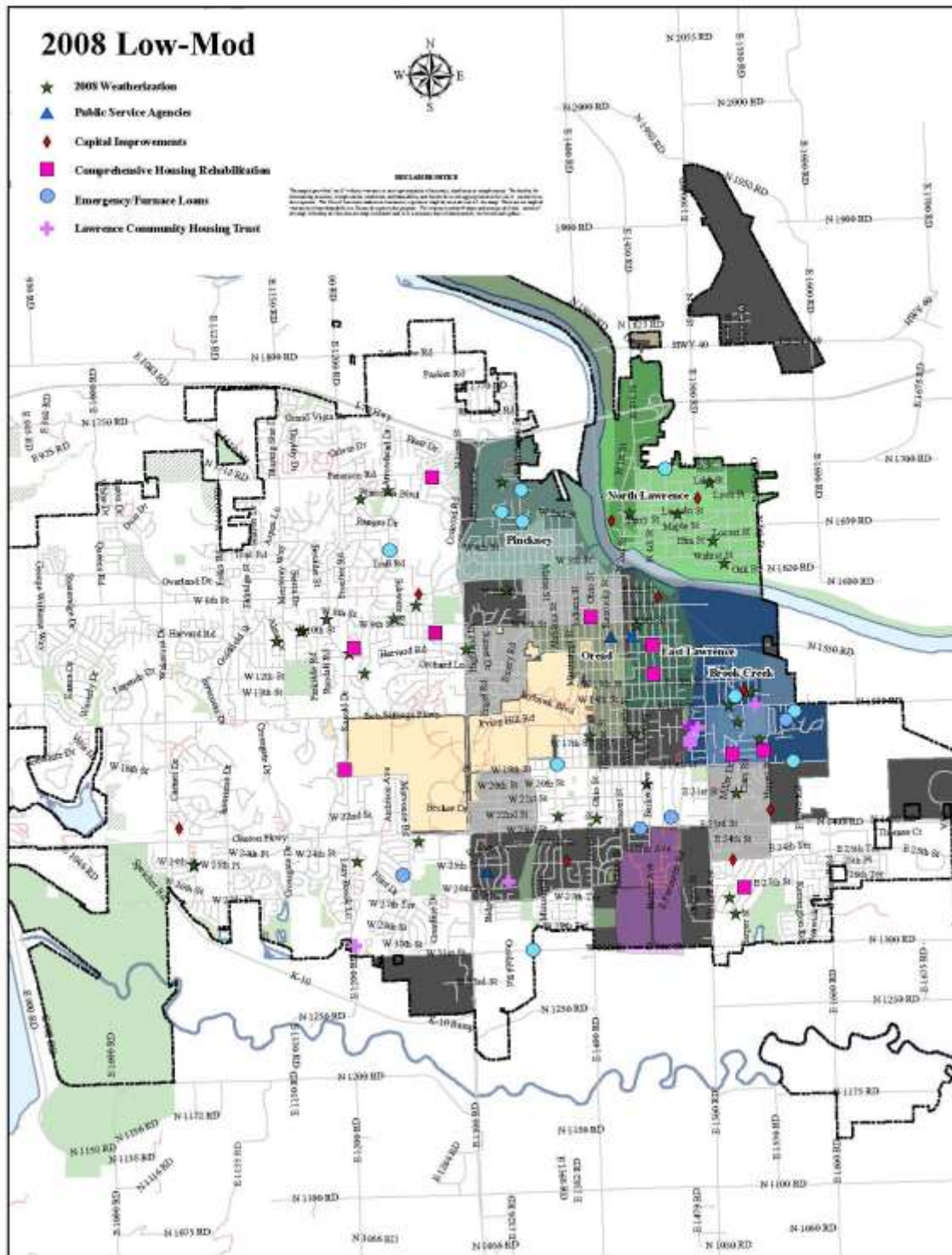
Attendance Record

Members	01/ 08	01/ 22	02/10 Study Session	02/ 12	02/ 26	03/ 12	03/ 26	04/ 9	04/ 23	05/ 19	06/ 11	09/ 10	09/ 24	
Marci Francisco	+	+	+	E	+	+	+	+	+		+	+	+	
Curtis Harris	+	+	+	+	+	+	+	+						
Quinn Miller	+		+	+	+	E	+	+		+		E		
Julie Mitchell	+	+	+	+	+	+	+	+	+	+		+	+	
Vern Norwood	+	+	+	+	+	+	+	+	+	+	+	+	+	
Brenda Nunez	+	+	+		+		+	+	+		+	+	+	
Aimee Polson	+	+		+	+	+	+	+	+	+	E	+	+	
Patti Welty	+	+	+	+	+	+	+		+	+	+	+	+	
Roberta Suenram					* E	E	+	+		+	E	+	+	
Chris Marshall											*+	+	+	
Katherine Pryor											*+	+	E	

* designates first meeting after appointment.

- 2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.***

Map of projects on following page.



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 2008
08-01-2008 TO 07-31-2009
LAWRENCE, KS

DATE: 09-08-09
TIME: 17:32
PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01	UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	989,877.05
02	ENTITLEMENT GRANT	798,320.00
03	SURPLUS URBAN RENEWAL	0.00
04	SECTION 108 GUARANTEED LOAN FUNDS	0.00
05	CURRENT YEAR PROGRAM INCOME	137,234.21
06	RETURNS	0.00
07	ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	-31,233.94
08	TOTAL AVAILABLE (SUM, LINES 01-07)	1,894,197.32

PART II: SUMMARY OF CDBG EXPENDITURES

09	DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	922,126.29
10	ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11	AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	922,126.29
12	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	127,204.19
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)	1,049,330.48
16	UNEXPENDED BALANCE (LINE 08 - LINE 15)	844,866.84

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	922,126.29
20	ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21	TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	922,126.29
22	PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23	PROGRAM YEARS (PY) COVERED IN CERTIFICATION	PY2008	PY2008	PY2008
24	CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION		922,126.29	
25	CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS		922,126.29	
26	PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)		100.00%	

IDIS - C04PR26

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
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PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27	DISBURSED IN IDIS FOR PUBLIC SERVICES	120,191.22
28	PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	9,000.77
29	PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	12,198.52
30	ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31	TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	116,993.47
32	ENTITLEMENT GRANT	798,320.00
33	PRIOR YEAR PROGRAM INCOME	110,106.93
34	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35	TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	908,426.93
36	PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	12.88%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	127,204.19
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)	127,204.19
42	ENTITLEMENT GRANT	798,320.00
43	CURRENT YEAR PROGRAM INCOME	137,234.21
44	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45	TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	935,554.21
46	PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	13.60%

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

The City of Lawrence is committed to the goal of partnership with various agencies in the community regardless of their funding source in order to have the most effective impact that we can in the community. The Community Development Division, who administers the grants is a small division, however the impact is large when the partnerships with other agencies help to get the word out in the community. With these partnerships, the City is able to overcome gaps in institutional structures and enhance coordination.

Monitoring

1. Describe how and the frequency with which you monitored your activities.

The City of Lawrence's Community Development Division conducts at least one on-site monitoring visit for each sub-recipient during the program year. A monitoring schedule is prepared and the sub-recipient visits are prioritized by determining if any organization is new to the program; if there has been staff turnover in key agency positions; and if there have been previous compliance issues.

Community Development staff closely monitors all federal programs. Administrative procedures will meet all federal rules, regulations and guidelines for program monitoring, compliance, and reporting. Staff conducts field inspections and also desk-monitors sub-recipients to ensure the compliance of locally administered projects. Staff also monitors the Consolidated Plan through the Annual Performance Report.

2. Describe the results of your monitoring including any improvements.

There were no significant issues that arose during the City of Lawrence monitoring process with our sub-grantees. The mechanisms have been in place and many of the agencies receiving CDBG/HOME funding have been the same agencies that have received the funding in the past. These agencies continue to be monitored on a regular basis.

3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.***
- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.***
- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.***
- d. Indicate any activities falling behind schedule.***

- e. Describe how activities and strategies made an impact on identified needs.***
- f. Identify indicators that would best describe the results.***
- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.***
- h. Identify whether major goals are on target and discuss reasons for those that are not on target.***
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.***

a- The City funds the operating costs and coordinator salaries of five low-moderate neighborhoods (Brook Creek, East Lawrence, North Lawrence, Pinckney, and Oread). Additionally, a CDBG funded City staff member regularly attended meetings of the Lawrence Association of Neighborhoods improving communication between the City and the neighborhoods. The 2008 program year also saw an activity of a light installation in a neighborhood park in North Lawrence, creating a safer environment for those who live in that neighborhood, as well as parking lot lights for a public service agency located in the East Lawrence neighborhood.

There were 41 activities within the Comprehensive Housing Rehabilitation program, the Emergency Loan program, the Furnace Loan program, and the First-Time Homeowner Rehabilitation program that benefitted low-moderate income clients located in low-moderate neighborhoods, and an additional 38 activities that benefitted low-moderate income clients in neighborhoods at large. These programs provided both interior and exterior substandard item rehabilitation as well as emergency situation loans for improvements that eliminated immediate hazards to health and safety or cause damage to the structure of conditions that are likely to cause health and safety hazards or cause damage to the structure in the near future.

b- The City of Lawrence continues to make progress in meeting priority needs and specific objectives and help make the community's vision of the future a reality by continuing to utilize the "Step Up to Better Housing" strategy in framing the funding allocation decisions for CDBG and HOME funds. By consistently basing funding decisions on this strategy, the City stays true to the priority needs and specific objectives.

c- The City provides decent housing and a suitable living environment by providing Comprehensive Housing Rehabilitation, emergency, and furnace loan programs, along with the Lawrence Community Land Trust and the Sidewalk Replacement/Improvement activities. The expanded economic opportunity for principally low-moderate income persons is included in the employee base of the crews that work on the sidewalk project, along with a population of employees retained by City-certified general contractors.

d- There are no activities falling behind schedule.

e- In utilizing the ***Step Up to Better Housing*** strategy, the activities were able to make an impact on the identified needs because the City of Lawrence did not change their focus. By continuing to focus on Housing issues through the above strategy, the City is able to continually work towards goals and objectives each and every grant year, making the movement towards impacting these goals significant.

f- The following programs were utilized to impact the results of identified needs: Comprehensive Housing Rehabilitation (Nine low-moderate income households), First

Time Homebuyer Program (Five low-moderate income households), First Time Homebuyer Rehabilitation (one low-moderate income household), Independence, Inc. (six low-moderate income client accessibility improvements), Weatherization (43 low-moderate income households), Furnace Loans (five low-moderate income households), Emergency Loans (11 low-moderate income households), and CHDO Property Acquisition and Rehabilitation (one low-moderate income household).

g- There are no barriers that have had a negative impact on fulfilling the strategies and overall vision with the exception of the limited funds.

h- The major goals for the City of Lawrence CDBG/HOME programs are on target.

i- There are not any adjustments or improvements to strategies and activities to make the City of Lawrence meet our needs more effectively.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

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

During the 2008 program year, staff regularly attended the State of Kansas Lead Council Meetings and the Projects Specialist was invited to join the council.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

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 the community.

In 2008 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 *Revitalized Neighborhoods*, page 3, *Emergency Housing*, page 4, *Transitional Housing*, page 5, *Permanent Housing*, page 5-6, and *Affordable Housing*, page 17.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

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 *Revitalized Neighborhoods*, page 3, *emergency Housing*, page 4; *Transitional Housing*, page 5; *Permanent Housing*, page 5-6)

CDBG and HOME funds assisted a total of **130** low- and moderate-income households with affordable housing efforts in program year 2008. All families that received tenant based rental assistance were low-income.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

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., the State of Kansas Department of Social and Rehabilitation Services (SRS), Catholic Charities, ECKAN, Lawrence Community Shelter, and Cottonwood. 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 2008 fiscal year (1/1/08 - 12/31/08) the Transitional Housing program served 40 families through a combination of funding from City and State HOME TBRA grants.

The City has proven progress in providing affordable housing that meets the Section 215 definition of affordable housing by our partnerships with the Lawrence-Douglas County Housing Authority for rentals and the certified CHDO, Tenants to Homeowners, for both rental and home ownership programs.

The City set a goal of five First Time Homebuyer households to receive down payment assistance for new homes and the goal was reached of five utilizing a dollar amount of \$240,289.91.

3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

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.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

****From the Lawrence-Douglas County Housing Authority (LDCHA) 2008 Annual Report:***

The LDCHA is responsible for the operations and management of 363 units of public housing built between 1972 and 1995, located in the city of Lawrence, and the administration of 591 Section 8, 65 HOME assisted units, located throughout the county including the city of Lawrence; 58 HUD multi-family units, and 8 units of LDCHA-owned property. Currently the agency provides housing and housing assistance monthly to 1,087 families.

The agency has the power to plan, construct, maintain, operate and manage low rent housing developments in Lawrence and Douglas County; to enter into contracts with local, state and federal governments for funds to construct, acquire, or provide housing and housing assistance for the low income; and to enter into public-private partnerships and joint ventures, including the creation of a not-for-profit organization, in order to secure funds and contracts for affordable housing development.

In March 2008 the LDCHA signed a new 10 year agreement that will continue the agency's participation in the Moving to Work Demonstration program into 2018. Since 1999 the agency has been privileged to be one of 32 housing authorities participating in the congressionally mandated Moving to Work Demonstration Program (MTW).

The purpose of the demonstration is to test new models for delivering public housing and Section 8 assistance. The demonstration, which was to have lasted 5 years, gives the LDCHA broad waivers from federal regulations so it can implement requirements that move families to work.

The LDCHA program includes among its elements a non-traditional rent structure and work requirement. The program has proven success at moving families to work and home ownership.

The new 10 year agreement requires the agency to develop an annual plan that describes the programs and expenditures it intends to carry out under the new

agreement. This new plan document deviates from the standard plan requirements that all other non MTW agencies follow.

The new agreement gave the agency its first opportunity to undertake major changes in the MTW program. Previous to this the MTW demonstration operated under annual contract extensions which limited new innovation. However, with a new 10 year horizon the agency undertook a comprehensive review and evaluation of the outcomes over its 8 year history with a view toward making changes to the rent structure.

The comprehensive review included a data analysis of the impact of the rent structure on participants, isolating the 186 house-holds that had been on the pro-program since its start. It also included a series of seven resident meetings inviting comment on the program's impact on their families and their response to several proposals.

Following the review and analysis a number of new initiatives were adopted beginning in 2009. These included minor revisions to the rent structure, creation of a temporary housing program for families called the e-Housing Connection, a collaborative housing program with the Douglas County Sheriff's Office for prisoner re-entry, changes to the agency's homeownership program and the creation of a case management plan to help move family income to 50% area median income over time.

In July the Housing Commission held a study session that looked at a number of issues under the agency's mission including the need for additional affordable housing and the greening of LD-CHA property. As a result the board decided to conduct a comprehensive energy performance audit and undertake energy improvements using green technology.

In December 2008 the agency completed the second phase of comprehensive improvements and renovations to Clinton Place apartments, the 58 unit multifamily apartment complex that the agency purchased in December 2006 for \$1.35 million. The final cost of the renovations was \$1,167,813.

Also during 2008 the agency completed \$850,754 in comprehensive improvements to its public housing stock. Of these improvements \$545,787 were paid for under the Capital Fund grant, an annual maintenance subsidy provided by HUD. The balance of \$304,967 was paid through agency reserves for scattered site roof and siding replacements.

2008 saw the continuation of a historic decline in federal support for public housing operations going from full funding in 2002 to 82% funding in 2008.

Despite this decline in funding, in 2008 as in every other year, the LDCHA's primary focus was on providing safe, decent and afford-able housing to the 1100 families that are served by the agency's housing programs.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

A review of the City of Lawrence housing policy indicates there are no institutional barriers to obtain affordable housing. The city has adopted the 2006 International Codes (Building, Residential, Fire, Energy, Mechanical, Plumbing and Fuel Gas) and the 2005

National Electrical Code. The 2006 International Property Maintenance Code that has been adopted as the minimum housing code is similar to the requirements of HUD's Housing Quality Standards. The minimum housing code is enforced through the rental registration program that requires all rental properties located in single-family zoned areas to be inspected at least once every three years. All other minimum housing code is enforced on a complaint basis.

The city does not impose rent controls or impact fees. Regulations that are designed to protect the health, safety, and welfare of citizens may affect the cost of housing. However, these regulations are not designed to discourage the availability of affordable housing. Therefore, the City of Lawrence did not propose actions or reform steps to remove or restructure such policies in 2008 program year.

HOMELESS

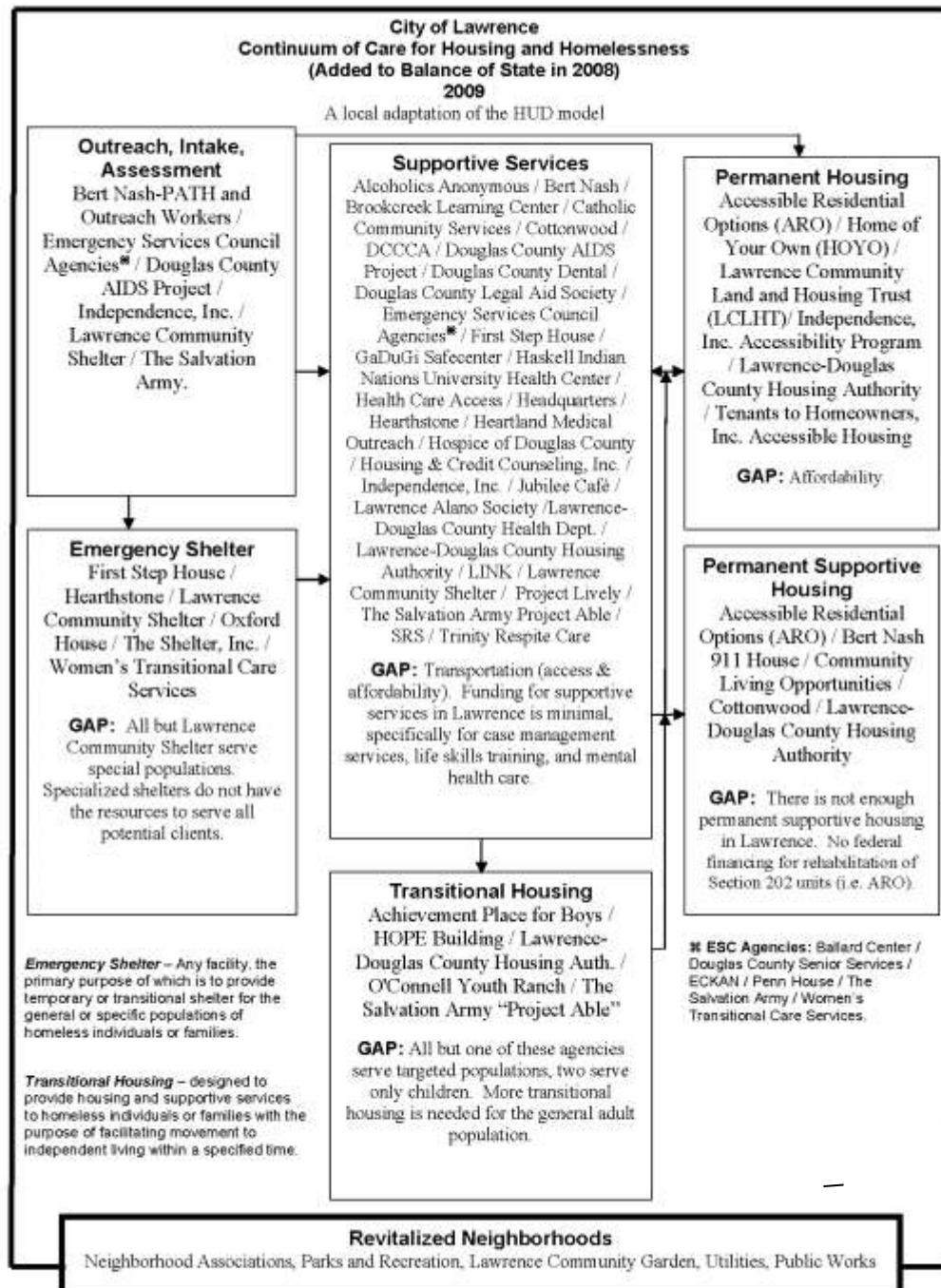
Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

- 1. Identify actions taken to address needs of homeless persons.***
- 2. Identify actions to help homeless persons make the transition to permanent housing and independent living.***
- 3. Identify new Federal resources obtained from Homeless SuperNOFA.***

Continuum of Care

Lawrence developed its Continuum of Care strategy in 1993. Revisions and updates have been made to the strategy as services have changed and needs have shifted. The Continuum of Care strategy is used to move homeless individuals and/or families from homelessness through necessary supportive services to permanent housing. The lead entity for the CoC planning process had been the Practitioners Panel (PP), however in 2008 the Practitioner's Panel opted to join the Statewide Continuum of Care in order to access additional funding opportunities. The Practitioner's Panel disbanded when the switch to the Statewide Continuum of Care took place. Homeless strategy for Lawrence will continued to be developed locally, although funding is now be aligned with the statewide continuum that is lead by the Kansas Statewide Homeless Coalition. See Continuum of Care Diagram and the Housing Vision Chart below.



HOUSING VISION CHART (10/13/2009)

Emergency Housing Options					
Shelter	Temporary Housing	Transitional Housing (TBRA)	Permanent Supportive Housing	Permanent Housing	
**125 (one facility)	*100 new	*35 new	*22 new		
Transients (10 – outreach worker estimate) – may or may not seek shelter. Chronically homeless (32 – PIT count) - may or may not seek shelter, may or may not be interested in permanent ETH, TH or PSH.	Single Homeless and Families without Children (70 PIT count) – likely will seek shelter; 35% will move into TH; some will need PSH and others will need private housing. Homeless Families with Children (45) – likely will seek shelter; many will move into TH; some will need private housing.	Single Homeless, Families Without Children and Families with Children (35 HA estimate) – likely will qualify for TH immediately if vouchers are made available.	Single Homeless, Disabled and/or Chronic (22 estimate) - assuming not ALL disabled will need PSH and not all chronically homeless will pursue PSH.		

* Number of units needed to meet immediate housing needs, based on 2007 Point-in-Time (PIT) Count numbers and service provider estimates.

** Number of individuals based on 2009 information from social service agencies serving Lawrence homeless.

Emergency Shelter: A short-term facility (90-120 days) used to get people off the street in order to stabilize for movement to better housing options. This option does not include or account for shelters that serve special populations (WTCS, First Step House, etc.).

Emergency Temporary Housing: A parallel alternative to the shelter, where people can obtain immediate housing while awaiting a spot in TH or other longer-term housing, working to address housing barriers.

Transitional Housing: Assisted housing with support services, available for up to two years. Major gap is for people who are precluded from LDCHA due to methamphetamine conviction, sex offender status or other recent drug convictions.

Permanent Supportive Housing: Permanent housing with ongoing support services.

Permanent Housing: Assisted or non-assisted public or private housing with no time limit.

Intake, Outreach, and Assessment

Through the PATH grant, Bert Nash Community Mental Health Center conducted homeless outreach for people who are mentally ill. Through a contract with the City of Lawrence, Bert Nash managed an outreach team of four, for the homeless community at-large. Outreach workers went to places frequented by homeless people, established contact in order to build trust, then offered assessment and services. The homeless outreach workers set up case management services for those who qualified or referred people to other organizations for services. Besides outreach workers, most agencies that provided for the very-low income and homeless individuals or families were able to provide services or referrals for assistance.

Programs with ongoing case management and continuing care also contribute to prevention services in the community. To further assist with homeless prevention and outreach efforts, information and education about programs was posted on community bulletin boards in various locations where homeless and at-risk individuals congregate.

Douglas County Aids Project, The Lawrence Community Shelter, The Salvation Army, Housing & Credit Counseling, Inc. and Independence, Inc. are all agencies that do intake, outreach, or assessment and will receive CDBG funding. See Investment Summary for details.

Emergency Shelter

In the past, the general homeless population, including families, had been able to access nighttime emergency shelter at The Salvation Army upon passing a Breathalyzer test. The plan for 2009 included the May 31, 2009 closing of this 24-hour, seven-day-a-week shelter that began operations during 2004 as the result of collaboration between The Salvation Army and the Lawrence Community Shelter. The Lawrence Community Shelter provided shelter for those who are unable to pass a Breathalyzer test. They also accepted non-intoxicated, single male/female individuals in need of shelter. The Lawrence Police Department assisted with late night emergency admissions to the shelters. On weekday mornings and during the day, the Lawrence Community Shelter provided drop in shelter and services, with an emphasis on employment, for people experiencing homelessness or who are at-risk of homelessness. The Lawrence Community Shelter will continue to receive CDBG support for emergency housing activities as The Salvation Army ceased emergency shelter activities as of May 31, 2009.

Transitional Housing

Service agencies assisted homeless individuals with finding housing and supportive services. Transitional housing was also provided through vouchers funded by HOME funds to the general homeless population. LDCHA received HOME funds for transitional housing vouchers (Tenant Based Rental Assistance). The Salvation Army developed a transitional housing program that will replace their emergency shelter program.

Permanent Supportive Housing

Private nonprofit agencies administered 62 (only six for chronically homeless) units of permanent supportive housing. The Community Commission on Homelessness estimates the need for another 32 supportive housing units for chronically homeless individuals. The need was based on the 2008 Homeless Survey.

Lawrence-Douglas County Housing Authority (LDCHA) is completing their 5th year of a Continuum of Care Supportive Housing Grant for its permanent supportive housing

program, Hope Building. Hope Building provided housing and support services for up to six chronically homeless persons with disabilities. The LDCHA operated the program with the Bert Nash Community Mental Health Center providing mental health services and DCCCA providing substance abuse services. As of July 2009, the Hope Building was at full capacity.

Chronic Homelessness

Developing permanent supportive housing units for chronic homelessness was a high priority for the City of Lawrence. LDCHA continued to operate HOPE Building, a PSH project that serves six chronically homeless individuals. Additionally, LDCHA submitted a Shelter+Care application for the 2009 CoC and was declined. The Salvation Army also submitted an application for their TH project and they were not awarded funding. Faith-based initiative Family Promise developed a small PSH projects serving 2-3 chronically homeless individuals. It was the goal of the city to develop 26 new PSH opportunities during the 2008-2012 Consolidated Plan Period.

Beginning in 2006, the City of Lawrence began funding a homeless outreach team with general fund dollars. The outreach team of four made connections with homeless individuals on the street and in shelters, with the goal of engaging them in services and eventually assisting them in movement to more stable housing options.

The coordination of efforts to end chronic homelessness included the implementation of the Homeless Management Information System (HMIS). The Lawrence CoC implemented HMIS with nine participating agencies in 2006 and transitioned to the statewide HMIS during 2008. The HMIS included HUD funded and non-HUD funded emergency shelters, transitional housing and permanent supportive housing programs, as well as service agencies providing outreach and case management services to homeless.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Preventing Homelessness

The City continued to support homeless prevention activities such as rent and utility assistance to avoid eviction and shutoff as well as landlord-tenant counseling. The further development of emergency transitional housing, as described in the housing vision, will result in fewer families being forced into shelters or onto the streets. The LDCHA implemented a program called the e-Housing Connection. The concept was "to generate multiple sites for temporary housing for individuals and families to obtain immediate housing while waiting for more permanent arrangements", and was in accordance with the Community Commission on Homelessness' Emergency Temporary Housing Program element of the Housing Vision. The Connection worked to bring together landlords that have vacant properties and homeless individuals/families that are in need of emergency housing for whom a homeless shelter is not suitable. The program also included a case management element, and the case manager signed an agreement that is an addendum to the lease. Access to the program is facilitated through local support service agencies after the homeless family/individual enters into a written support service and case management plan. The program was geared toward

individuals and families who did not have permanent housing but who, with stabilization through case management and supportive services, would be able to secure permanent housing in three to six months and successfully maintain that housing.

The Salvation Army worked toward implementing their Transitional Housing program in program year 2008 as well. The TH program will be able to serve four to five individuals or families. This amount was originally envisioned to be approximately 15 individuals or families based on the funding request from HUD, but the grant request was declined. The Salvation Army plans that the program will be up and running in mid to late 2009, with other funding sources.

Discharge Planning

Foster Care:

Youth who leave the foster care system because they have attained 18 years of age were eligible to participate in Independent Living Services, contracted by Kansas Social and Rehabilitative Services. Caseworkers began working with youth who will age out of foster care on a discharge plan as early as age 15 to ensure that youth will not need to seek McKinney-Vento housing options. Planning included housing, employment and education.

Mental Health:

SRS adopted a policy that would prevent discharging homeless individuals from publicly funded institutions or systems of care into homelessness or into HUD funded programs for the homeless.

Corrections:

The Douglas County Jail is in the developed an extensive re-entry program that included a housing component. A full-time Re-entry Coordinator was hired during the 2008 program year. The County recognized that releasing offenders into homelessness increases the likelihood for re-offending.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

- 1. Assessment of Relationship of CDBG Funds to Goals and Objectives**
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.**

- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.***
- c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.***

The City of Lawrence developed a strategy to address four priorities: revitalized neighborhoods, emergency housing, transitional housing, and permanent housing.

The strategies within revitalized neighborhoods were addressed with the funding of neighborhood association coordinators and operating expenses for five low-moderate income areas, which served a total of 18,629 citizens. The CDBG program also utilized housing and improvement programs in these neighborhoods as well.

In terms of emergency housing, the City of Lawrence spent \$52,000 on emergency housing in the form of funding the Lawrence Community Shelter and the Salvation Army. These programs served a population of 823 over the course of the program year.

The transitional housing category was provided funding through HOME funds.

In permanent housing, the CDBG portion of funding assisted low-income elderly and persons with disabilities through the Accessibility Modification program through Independence, Inc. This program served six households in the amount of \$25,251.22.

A subcategory within the City of Lawrence's established priorities is homeless needs. Within this section, the City funded two public service agencies in addition to the Salvation Army, Lawrence Community Shelter, and Independence, Inc. They were Housing and Credit Counseling, Inc. in the amount of \$25,000 for assisting 455 clients with tenant/landlord education and counseling, and the Douglas County AIDS Project, which assisted 56 clients with Emergency Financial Assistance.

Under Capital Improvement Projects, the City of Lawrence Public Works Department completed sidewalk installation and replacement in the East Lawrence neighborhood, benefiting 3,195 residents in the low-moderate income neighborhood as well as benefitting other citizens that utilize the sidewalk on Haskell Avenue, which is a minor arterial street with high traffic volume. This area provides sidewalk access to Health Care Access, SRS, and Independence, Inc, all of which benefit low-moderate income clients. Also under Capital Improvements, Van Go Mobile Arts (East Lawrence Neighborhood) received Parking Lot light installation and the North Lawrence Improvement Association (North Lawrence Neighborhood) received a light installed at Lyons Park.

All activities benefitted low-moderate income neighborhoods, low-moderate income clientele, or low-income persons.

2. Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.***

There were no changes in program objectives in the 2008 program year.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.**
- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.**
- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.**

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.
- The Lawrence-Douglas County Housing Authority for Fresh Start.
- The Lawrence-Douglas County Housing Authority for Moving Forward.
- The Lawrence-Douglas County Housing Authority for Hope Building.
- The Salvation Army for Project Able.
- The Salvation Army for Project Able Supportive Services Program.

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

4. For Funds Not Used for National Objectives

- a. Indicate how use of CDBG funds did not meet national objectives.**
- b. Indicate how did not comply with overall benefit certification.**

The City did not use any funds outside the three national objectives.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.**
- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.**
- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.**

The City of Lawrence programs 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.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.**
- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.**
- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.**

Lawrence did not use CDBG funds for economic development.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit

- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.**

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.

8. Program income received

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.**
- b. Detail the amount repaid on each float-funded activity.**
- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.**
- d. Detail the amount of income received from the sale of property by parcel.**

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 total amount of program income for CDBG in 2008 was \$170,668.15.

In 2008, there was no program income repaid on a float-funded activity, nor was there income received from the sale of a property by parcel.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

- a. The activity name and number as shown in IDIS;**
- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;**

- c. The amount returned to line-of-credit or program account; and***
- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.***

There were no prior period adjustments where reimbursement for expenditures made in previous reporting periods that have been disallowed.

10. Loans and other receivables

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.***
- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.***
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.***
- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.***
- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.***

The city has no float-funded activities that were outstanding at the end of the reporting period, nor did it possess any other outstanding loans that were not deferred or forgivable.

The City of Lawrence offered several deferred or forgivable loan programs. The Comprehensive Rehabilitation Program offered a 0% interest Housing Rehab Loan that required \$50 monthly payments for those borrowers age 62 and under and below 51% of median income, and in all cases the loan is 50% forgiven after owner-occupancy reaches seven years after the loan commencement date. The remaining balance, either after the seven year mark or before, is due in full after the owner ceases to retain ownership and occupancy. The total number of outstanding Housing Rehab Loans is 109, and the total number of clients making payments toward their half of the loan is 48. The principal balance owed as of July 31, 2009 was \$1,201,574.65.

The Emergency Loan and Furnace Loan programs had no monthly payment requirement, and it was also a 0% interest loan. There is no repayment of any kind so long as the recipient continues to be the owner-occupant of the property, but the loan must be repaid when the recipient ceases to be in the owner-occupant capacity. The total number of these deferred loans is 124 and the total dollar amount owed is \$345,750.45.

The City of Lawrence also holds outstanding loan amounts that are carry over from past housing programs. The HOOT loan and HAND Addition loan programs each required no payment and were 50% forgiven after seven years. The total number of these outstanding loan balances is 129 and the total dollar amount owed is \$1,795,960.79.

There have been no loans made with CDBG funds that have gone into default or had a balance written off or forgiven during the reporting period.

There are no parcels of property owned by the City of Lawrence or our sub-grantees that have been acquired or improved using CDBG funds that were available for sale at the end of the 2008 grant year.

11. Lump sum agreements

- a. Provide the name of the financial institution.**
- b. Provide the date the funds were deposited.**
- c. Provide the date the use of funds commenced.**
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.**

The city had no lump sum agreements.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.**
- b. Provide the total CDBG funds involved in the program.**
- c. Detail other public and private funds involved in the project.**

The City of Lawrence utilized \$189,805.48 for nine Comprehensive Housing Rehabilitation projects that benefited low to moderate income families. There was also a First Time Homebuyer Rehabilitation project benefitting one low-moderate income family in the amount of \$15,816.62. The total amount of housing rehabilitation fund utilized through CDBG was \$205,622.10.

There were no additional public or private funds utilized in these projects.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- d. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.**

The City of Lawrence did not have a HUD-approved neighborhood revitalization strategy.

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

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 2008 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 Revitalized Neighborhoods (page 3), Emergency Housing (page 4), Transitional Housing (page 5), Permanent Housing (page 5-6) and Housing Needs (page 17).

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

The City of Lawrence funded The Douglas County AIDS Project (DCAP) \$4,000 in 2008 for their Emergency Financial Assistance Program. This program is designed to help consumers who are in crisis gain/maintain stable, affordable, and suitable housing as an integral part of achieving the best possible quality of life while living with HIV/AIDS.

Funding was also allocated in the amount do \$25,000 to Housing and Credit Counseling, Inc. (HCCI). This provides funding to their Tenant-Landlord program which helps people help themselves to secure adequate, safe, affordable, and equitable rental housing through counseling, support, education, and mediation. HCCI also is involved with programs and partnerships to offer more extensive life skills and homeless prevention programs.

Specific HOPWA Objectives

The City does not receive HOPWA funding.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

HOME Match Report

U.S. Department of Housing and Urban Development
Office of Community Planning and DevelopmentOMB Approval No. 2506-0171
(exp. 03/1/2008)

Part I Participant Identification			Match Contributions for Federal Fiscal Year (yyyy) 2008					
1. Participant No. (assigned by HUD) M-08-MC-20-0205		2. Name of the Participating Jurisdiction City of Lawrence, Kansas		3. Name of Contact (person completing this report) Margene K. Swartz				
5. Street Address of the Participating Jurisdiction 1 Riverfront Plaza, Level 1, Suite 110/PO Box 700			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			\$	5,147,257.84				
2. Match contributed during current Federal fiscal year (see Part III 9.)			\$	54,336.75				
3. Total match available for current Federal fiscal year (line 1 + line 2)			\$	5,201,574.59				
4. Match liability for current Federal fiscal year			\$					
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)			\$	5,201,574.59				
Part III Match Contribution for the Federal Fiscal Year								
1. Project No. or Other ID	2. Date of Contribution (MM/YY/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
08.01.NON	08/09/2008		1,843.56					1,843.56
08.02.NON	08/22/2008		1,770.48					1,770.48
08.03.NON	09/06/2008	500.00						500.00
08.04.NON	09/18/2008	500.00						500.00
08.05.NON	09/19/2008	1,500.00						1,500.00
08.06.NON	10/10/2008	50.00						50.00
08.07.NON	10/15/2008	20.00						20.00
08.08.NON	10/24/2008					1,155.00		1,155.00
08.09.NON	10/28/2008	125.00						125.00
08.10.NON	11/12/2008	500.00						500.00
08.11.NON	11/19/2008	250.00						250.00

page 1 of 4 pages

form HUD-40167-A (12/94)

Name of the Participating Jurisdiction:								Federal Fiscal Year (yyyy)
City of Lawrence, Kansas								2008
1. Project No. or Other ID	2. Date of Contribution (mm/dd/yyyy)	3. Cash (non-Federal source)	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
08.12.NON	11/25/2008	150.00						150.00
08.13.NON	12/12/2008		1,322.24					1,322.24
08.14.NON	12/09/2008	2,862.00						2,862.00
08.15.NON	01/01/2009		578.66					578.66
08.16.NON	01/01/2009		686.45					686.45
08.17.NON	01/15/2009		1,988.23					1,988.23
08.18.NON	02/20/2009		1,739.08					1,739.08
08.19.NON	02/23/2009	50.00						50.00
08.20.NON	02/27/2009	15.00						15.00
08.21.NON	03/05/2009	2,500.00						2,500.00
08.22.NON	03/09/2009	100.00						100.00
08.23.NON	03/09/2009	100.00						100.00
08.24.NON	03/10/2009	100.00						100.00
08.25.NON	03/10/2009		349.25					349.25
08.26.NON	03/20/2009	500.00						500.00
08.27.NON	03/24/2009	100.00						100.00
08.28.NON	03/31/2009		1,388.70					1,388.70
08.29.NON	05/05/2009		1,339.06					1,339.06
08.30.NON	05/20/2009	50.00						50.00
08.31.NON	06/30/2009	12.48						12.48

page 2 of 4 pages

form HUD-40107-A (12/94)

HOME Match Report

U.S. Department of Housing and Urban Development
Office of Community Planning and DevelopmentOMB Approval No. 2506-0171
(exp. 03/1/2008)

Part I Participant Identification			Match Contributions for Federal Fiscal Year (yyyy) 2008					
1. Participant No. (assigned by HUD) M-08-MC-20-0205		2. Name of the Participating Jurisdiction City of Lawrence, Kansas		3. Name of Contact (person completing this report) Margene K. Swartz				
5. Street Address of the Participating Jurisdiction 1 Riverfront Plaza, Level 1, Suite 110/PO Box 700			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		\$	5,147,257.84					
2. Match contributed during current Federal fiscal year (see Part III 9.)		\$	54,336.75					
3. Total match available for current Federal fiscal year (line 1 + line 2)				\$ 5,201,574.59				
4. Match liability for current Federal fiscal year				\$				
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)				\$ 5,201,574.59				
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
08.01.NON	08/09/2008		1,843.56					1,843.56
08.02.NON	08/22/2008		1,770.48					1,770.48
08.03.NON	09/06/2008	500.00						500.00
08.04.NON	09/18/2008	500.00						500.00
08.05.NON	09/19/2008	1,500.00						1,500.00
08.06.NON	10/10/2008	50.00						50.00
08.07.NON	10/15/2008	20.00						20.00
08.08.NON	10/24/2008					1,155.00		1,155.00
08.09.NON	10/28/2008	125.00						125.00
08.10.NON	11/12/2008	500.00						500.00
08.11.NON	11/19/2008	250.00						250.00

page 1 of 4 pages

form HUD-40167-A (12/94)

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. 8/31/2009)

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/Mi) 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 M-08-MC-20-0205	Ending City of Lawrence,	Margene K. Swarts

Part I Participant Identification

1. Participant Number 2008	2. Participant Name 785-832-3117		
3. Name of Person completing this report 1 Riverfront Plaza, Level 1, Suite 110/PO Box 706		4. Phone Number (Include Area Code) Lawrence	
5. Address KS	6. City 68044	7. State 5,147,237.84	8. Zip Code 54,336.75

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 5,201,574.59	2. Amount received during Reporting Period	3. Total amount expended during Reporting Period 5,201,574.59	4. Amount expended for Tenant-Based Rental Assistance 08.01.NON	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5 08/09/2008
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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		1,843.56				
2. Dollar Amount	1,843.56	08.02.NON	08/22/2008		1,770.48	
B. Sub-Contracts						
1. Number				1,770.48	08.03.NON	09/05/2008
2. Dollar Amount	500.00					
	a. Total	b. Women Business Enterprises (WBE)	c. Male			
C. Contracts						
1. Number	500.00	08.04.NON	09/18/2008			
2. Dollar Amount	500.00					
D. Sub-Contracts						
1. Number						
2. Dollar Amounts	500.00	08.05.NON	09/19/2008			

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	1,500.00					1,500.00
2. Dollar Amount	08.08.NON	10/10/2008	50.00			

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						
2. Businesses Displaced	50.00	08.07.NON				
3. Nonprofit Organizations Displaced	10/15/2008	20.00				
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				20.00	08.08.NON	10/24/2008
6. Households Displaced - Cost					1,155.00	