



City of Lawrence  
PLANNING & DEVELOPMENT SERVICES

# City of Lawrence CAPER – 2010 Program Year (3<sup>rd</sup> Year)

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## GENERAL

### Executive Summary

***Program Year Three CAPER Executive Summary response:***

This Consolidated Annual Performance and Evaluation Report (CAPER) 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 Partnerships (HOME) programs. This CAPER covers the period beginning August 1, 2010 through July 31, 2011. 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 15, 2011. 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](http://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.**

The following document is used as the basis for funding decisions for the Community Development Advisory Committee. It is reaffirmed on a yearly basis prior to allocating funding for CDBG and HOME activities and projects. The strategy was updated in 2010.

## Step Up to Better Housing

Developed in 1996 by the citizens and city staff of Lawrence, and adopted by the City Commission in 1997.  
Updated in 2010.

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Community Development Advisory Committee  
with guidance from the Community Commission on Homelessness

### A SUMMARY GUIDE:

to identify spending goals and priorities associated with CDBG and HOME allocations

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## Emergency Housing

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Temporary options for immediate & safe shelter for individuals and families who are homeless, transient, or experiencing an emergency situation.

*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, Family Promise, etc.)<sup>1</sup>

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

### NEEDS

- Year-round, 24-hour emergency shelter with appropriate services for transients or chronically homeless, addicts, and other populations in need.
- Emergency housing for families.
- Shelter for battered women and their children.
- Shelter with peer support for people with severe and persistent mental illness.

### STRATEGIES

- Consider emergency shelter needs when investing available funds.
- Seek private and public funds to strengthen Lawrence emergency shelters.
- Endorse expansion efforts of well-managed existing shelters.
- Promote collaborative efforts with community-based providers.

## Transitional Housing

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Housing and services designed to promote residential stability, increase skills, enhance self-determination and move people who are homeless to permanent housing within 24 months.

### NEEDS

- Short-term housing units and services.

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<sup>1</sup> As defined by the Community Commission on Homelessness Housing Vision Chart (10-13-2009)

- Support for people with certain criminal backgrounds who are precluded from other housing options.
- Case-management funding.

#### **STRATEGIES**

- Consider transitional housing needs when investing available funds.
- Endorse efforts to develop transitional housing in Lawrence.
- Encourage landlords to accept tenants who receive rental assistance.
- Support various case-management efforts.
- Ensure that housing is up to code

## **Permanent Housing**

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A variety of ownership and rental choices including permanent supportive housing arrangements.

*Permanent Supportive Housing:* Permanent housing with ongoing support services.

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

#### **NEEDS**

- Low-income homebuyer and rental assistance.
- Programs to help sustain homeownership.
- Public and private policies which promote permanent housing for people with low-incomes and for people with disabilities.
- Permanent supportive housing.
- A stock of decent affordable homes for purchase and rent.
- Respite care for people in need.

#### **STRATEGIES**

- Continue to invest funds for homebuyer assistance
- Consider supportive service needs for low-income elderly, persons with disabilities, and other at-risk populations when investing available funds.
- Continue to invest funds in rehabilitation, weatherization, and emergency funds.
- Secure more tenant-based rental assistance.
- Encourage landlords to accept tenants who receive rental assistance.
- Encourage landlords to accept tenants with poor or criminal histories.
- Facilitate proper code enforcement.
- Support agencies that provide housing stabilization services.

## **Revitalized Neighborhoods**

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#### **NEEDS**

- Continued revitalization in low-moderate income neighborhoods.
- Continued environmental code enforcement.
- Education for homeowners and renters.
- Capital improvement projects (storm water, paving, sidewalks, parks)
- Identification of blighted housing based on housing appraiser's information.

#### **STRATEGIES**

- Promote neighborhood improvement.
- Improve existing housing stock.
- Encourage neighborhood associations.

- Encourage programs that promote crime prevention.
- Insure that housing complies with the Uniform Housing Code.
- Increase rental inspection rates and environmental code enforcement.
- Endorse mixed-income development.
- Support efforts to meet American Disabilities Act and Fair Housing Act requirements.
- Provide outreach and education to owners and residents regarding International Property Maintenance Code.

## **Community Facilities**

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### **NEEDS**

- Funding for capital improvements for structures housing agencies that provide services to low-moderate income individuals.
- Assurance that the investment working for the community.

### **STRATEGIES**

- Support efforts by local nonprofits and other organizations serving the low-moderate income population to by accommodating needs for structural maintenance.

## 2010 Investment Summary (FINAL)

<b>CDBG Public Services</b>	
<b>Brook Creek Neighborhood Association</b>	
Operating and Coordinator Expenses	6,450
<b>East Lawrence Neighborhood Association</b>	
Operating and Coordinator Expenses	10,240
<b>North Lawrence Improvement Association</b>	
Operating and Coordinator Expenses	7,514
<b>Oread Neighborhood Association</b>	
Operating and Coordinator Expenses	9,479
<b>Pinckney Neighborhood Association</b>	
Operating Expenses	2,987
<i>Subtotal Target Neigh. Public Service \$36,670</i>	
<b>The Ballard Community Center</b>	
Emergency Services Council	16,000
<b>Douglas County AIDS Project</b>	
Emergency Assistance Program	4,000
<b>Housing and Credit Counseling, Inc.</b>	
Tenant-Landlord Counseling & Education	25,000
<b>Lawrence Community Shelter, Inc</b>	
<b>214 W. 10th Street</b>	
Emergency Shelter Operations	36,489
<b>The Salvation Army</b>	
<b>946 New Hampshire</b>	
Feeding Program	12,871
<i>Subtotal Agency Public Service \$94,360</i>	
<b>Public Services Total</b>	<b>131,030</b>

<b>CDBG Capital Improvements</b>	
<b>Community Development Division (CDD)</b>	
Comprehensive Housing Rehabilitation	400,000
LCLHT First Time Homebuyer Rehab	100,000
Weatherization	80,000
Furnace Loans & Emergency Loans	35,000
<i>subtotal CDD \$615,000</i>	
<b>City of Lawrence Public Works Division</b>	
Lighted Pathway Project	59,410
Sidewalk Project	98,500
<i>Subtotal Sidewalks PW \$157,910</i>	
<b>North Lawrence Improvement Assn.</b>	
CMP Installation Project	1,000
<i>Subtotal Neighborhood Cap. Improvements \$1,000</i>	
<b>Ballard Community Center</b>	
Early Education Building Repair Project	5,600
<b>The Boys and Girls Club of Lawrence</b>	
Building Weatherization Project	57,576
<b>Independence, Inc</b>	
Accessible Housing Program (AHP)	33,000
<b>Social Service League of Lawrence</b>	
905 Rhode Island Permanent Wood Awning	5,000
<i>Subtotal Agency Capital Improvements \$101,176</i>	
<b>Total Capital Improvements</b>	<b>875,086</b>

Contingency	0
<b>CDD Administration of CDBG</b>	<b>174,706</b>
<b>GRAND TOTAL CDBG</b>	<b>1,223,534</b>

<b>HOME</b>	
Lawrence Habitat for Humanity	25,000
Tenant Based Rental Assistance	270,000
LDCHA TBRA Administration	30,000
CHDO Set-Aside	104,385
CHDO Operating Expenses	34,639
First-Time Homebuyer Program	189,482
CDD Administration of HOME	39,278
<b>GRAND TOTAL HOME</b>	<b>692,784</b>

**FUNDING SOURCES:**

<b>2010 CDBG Grant</b>	<b>873,534</b>
<b>Projected Program Income</b>	<b>100,000</b>
<b>Grant Reallocation</b>	<b>250,000</b>
<b>Total CDBG Grant Allocation</b>	<b>1,223,534</b>

<b>2010 HOME Grant</b>	<b>692,784</b>
<b>Projected Program Income</b>	<b>0</b>
<b>Total HOME Grant Allocation</b>	<b>692,784</b>

<b>Total CDBG Grant Allocation</b>	<b>1,223,534</b>
<b>Total HOME Grant Allocation</b>	<b>692,784</b>
<b>GRAND TOTAL, CDBG &amp; HOME</b>	<b>1,916,318</b>

**Assessment of Consolidated Plan Year 3 (2010) 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**

<b>Program</b>	<b>Amount Budgeted*</b>	<b>Amount Spent</b>	<b>Purpose</b>	<b>Number Served</b>
Brook Creek Neighborhood	\$6,450.00	\$6,450.00	Operations / Coordinator	4,941
East Lawrence Neighborhood	\$10,240.00	\$9,748.22	Operations / Coordinator	3,195
North Lawrence Improvement Association	\$7,514.00	\$7513.84	Operations / Coordinator / Cleanup	2,157
	\$1,000.00	\$1,000.00	CMP Installation Project	
Oread Neighborhood	\$9,479.00	\$8,609.94	Operations / Coordinator	4,749
	\$59,410.00	\$27,233.00	Oread Lighted Pathway	
Pinckney Neighborhood	\$1,600.00	\$1,650.00	Operations / Coordinator	3,587
<b>Total Neighborhood Public Service Activities</b> (only non-shaded areas)	<b>\$35,283.00</b>	<b>\$33,972.00</b>		
<b>Total Neighborhood Capital Improvement Activities</b> (only shaded areas)	<b>\$60,410.00</b>	<b>\$28,233.00</b>		
<b>Total Neighborhood Activities</b>	<b>\$95,693.00</b>	<b>\$62,205.00</b>		<b>18,629</b>
* NOTE: Amount Budgeted does not always match the 2010 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 \$36,489.00 in CDBG funds to address emergency shelter needs.

**Table #2 – Emergency Housing Activities**

Program	Amount Budgeted*	Amount Spent	Purpose	Number Served
Lawrence Community Shelter	\$36,489.00	\$36,489.00	Operating Expenses & Feeding Program	470
<b>Total</b>	<b>\$36,489.00</b>	<b>\$36,498.00</b>		<b>470</b>
<i>*NOTE: Amount Budgeted does not always match the 2010 Investment Summary because some projects extend over more than one program year.</i>				

*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 \$55,421.03. The City of Lawrence and Douglas County are included in the Kansas Balance of State Continuum of Care. The City of Lawrence awarded \$49,000 from its General Fund and \$27,000 from its Special Alcohol Fund to assist the emergency shelter with additional operating expenses related to 24/7 operations. The City of Lawrence also provided a meeting space to the Community Cooperation Committee, a body that provides 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:** Lawrence Community Shelter is the only emergency shelter in the city of Lawrence, and was subsequently able to increase their capacity for winter shelter from 55 people to 76 people. During program year 2010, community discussion continued to be centered around strategic planning for a new shelter.

The City, for the fifth year, allocated funding for Homeless Initiatives from its General Fund including \$164,000 for a homeless outreach team of four and \$8,000 for bus passes and work-related clothing and equipment to be dispersed by the shelter 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 40 families, or 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), Family Promise of Lawrence, Douglas County AIDS Project, Douglas County Sheriff's Office Reentry Program, 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 2010 fiscal year (1/1/10 - 12/31/10) 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.

*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 \$30,000 was budgeted for administration of tenant based rental assistance.

*Secure more tenant based rental assistance.* **Actions:** As noted above, the City budgeted \$300,000 in tenant based rental assistance and administration, administered by the Lawrence-Douglas County Housing Authority (LDCHA). The City invested \$280,326.00 in tenant based rental assistance, administered by LDCHA. Of this amount, \$250,326.00 went to rental units and \$30,000.00 to LDCHA administrative expenses. In 2010, this money provided housing for **40** families, of which all were previously homeless.

*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 2010 the LDCHA maintained a web site with information about program participation for landlords. LDCHA has remained committed to previously implemented changes in federal regulations that have allowed landlords more flexibility in Housing Authority programs. 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 \$189,482.00 in HOME funds for general homebuyer assistance and invested \$196,461.51 in homebuyer assistance. These funds assisted seven first-time homebuyers.

To address the needs of persons who need supportive housing, the City set aside \$300,000 of HOME funds for TBRA with \$250,326.00 spent during program year 2010 on TBRA and \$30,000.00 on LDCHA administration.

Consider supportive service needs for low-income elderly and persons with disabilities when investing available funds. **Actions:** The City spent a total of \$30,767.00 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.	\$ 33,000.00	\$30,767.00	Accessibility Modifications	8
<b>Total</b>	<b>\$ 33,000.00</b>	<b>\$30,767.00</b>		<b>8</b>
<i>*NOTE: Amount Budgeted does not always match the 2010 Investment Summary because some projects extend over more than one program year.</i>				

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 2010, 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 HIV/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, Inc. works with tenants and landlords through counseling, support, education, and mediation to help secure adequate, safe, affordable, and equitable rental housing. Independence, Inc. assists low-income renters 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 2011 as well. The TSA TH program will be able to serve four to five individuals or families annually.

**Table #4 - ACTIVITIES FOR HOMELESS NEEDS**

<b>Program</b>	<b>Amount Budgeted *</b>	<b>Amount Spent</b>	<b>Purpose</b>	<b>Number Served</b>
Douglas County AIDS Project	\$4,000.00	\$4,000.00	Emergency Financial Assistance	28
Housing and Credit Counseling	\$25,000.00	\$25,000.00	Tenant/Landlord Counseling and Education	320
Independence, Inc.	\$33,000.00	\$30,767.00	Accessible Housing Program (AHP)	8
Lawrence Community Shelter	\$36,489.00	\$36,489.00	Emergency Shelter Operations	470
The Salvation Army	\$12,871.00	\$12,871.00	Emergency Shelter/Feeding Program	400
Emergency Services Council	\$16,000.00	\$16,000.00	Rent and Utility Payments to Prevent Eviction	250
<b>TOTAL</b>	<b>\$127,360.00</b>	<b>\$127,360.00</b>		<b>1,476</b>
<i>*NOTE: Amount Budgeted does not always match the 2010 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 2010 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 continued from the 2009 grant year and 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 areas assisted were the east side of Iowa Street from 23<sup>rd</sup> to 27<sup>th</sup> Street, the south side of 23<sup>rd</sup> Street from Harper to Haskell, west 18<sup>th</sup> Street from Ohio to Vermont, and Vermont Street from Massachusetts to Montana. In addition, the project also included removal and replacement of broken and unsafe sidewalks along East 13<sup>th</sup> Street from Connecticut to Haskell. The Oread Lighted Pathway Project will provide a pathway that connects the University of Kansas campus to Downtown through South Park and west along the north side of 12<sup>th</sup> Street from Vermont to Louisiana. This project provides a good sidewalk network and also addresses safety concerns in the low-moderate neighborhood adjacent to campus. In addition, North Lawrence Improvement Association completed a Corrugated Metal Pipe (CMP) installation project, the Boys and Girls Club of Lawrence received weatherization improvements to their building, and the Social Service League of Lawrence replaced a wood awning on their historic building. Finally, Independence Inc. utilized their funds for the Accessible Housing Program, assisting low-income families with disabilities make needed accessibility modifications in their rental housing.

**Table #5 - Capital Improvement Projects**

<b>Program</b>	<b>Amount Budgeted *</b>	<b>Amount Spent</b>	<b>Purpose</b>	<b>Number Served</b>
City of Lawrence Public Works Dept.	\$98,500.00	\$215,811.97	Sidewalk Installation and Replacement – Various Locations	7944
Boys and Girls Club of Lawrence	\$57,576.00	\$63,418.77	Building Weatherization	1200
Social Service League of Lawrence	\$5,000.00	\$5,000.00	Wood awning replacement	245
North Lawrence Improvement Assn.	\$1,000.00	\$1,000.00	CMP Installation Project	2157
Independence, Inc	\$33,000.00	\$30,767.00	Accessible Housing Program (AHP)	8
City of Lawrence Public Works Dept.	\$59,410.00	\$27,233.00	Lighted Pathway Project	4,749
Ballard Community Center	\$5,600.00	\$0	Early Education Building Repair Project	0
<b>TOTAL</b>	<b>\$260,086.00</b>	<b>\$343,230.74</b>		<b>16,303</b>
<i>*NOTE: Amount Budgeted does not always match the 2010 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 \$162,344.50 on comprehensive housing rehabilitation for existing homeowners. Weatherization projects used a total of \$85,013.93 through a program administered by the City. The City expended \$43,909.15 on furnace loans, and \$42,825.05 on emergency loans (see *Table 6*, page 13). Twenty-three new applications were reviewed in 2010. Several of the projects completed in 2010 were reviewed in the 2009 program year and are not included in this count. Of those 23 applications reviewed, 21 were denied due to exceeding program limits, non-response, or exceeding income guidelines. Seven comprehensive rehabilitation projects were completed during the year. A new application list for comprehensive rehabilitation will be established in the 2011 grant year. Nine furnace loans and 17 emergency loans were completed in 2010. Ninety-six applications were reviewed for the Weatherization Program, and 83 homes were determined to be eligible for energy efficiency improvements such as storm windows, weather stripping of doors, and attic insulation.

<b>Table #6 Activities to Improve Existing Housing Stock and Promote Homeownership</b>						
<b>Program</b>	<b>Amount Budgeted*</b>	<b>\$</b>	<b>Amount Spent</b>	<b>Purpose</b>	<b>Number Budgeted</b>	<b>Number Served</b>
Comprehensive Housing Rehab	\$ 250,000.00	\$	162,344.50	Construction costs for no-interest comprehensive rehabilitation loans	10	7
Delivery of Programs	\$ 150,000.00	\$	152,578.69	Salaries and program costs for the comprehensive housing rehab., emergency and furnace loans, etc.	NA	NA
First-Time Homebuyer	\$ 189,482.00	\$	196,461.51	Down payment and closing cost assistance for first-time homebuyers	9	7
First-Time Homebuyer Rehab	\$ 100,000.00(+)	\$	0	Construction costs for no-interest comprehensive rehabilitation loans	0	0
Independence, Inc.	\$ 33,000.00	\$	30,767.00	Accessibility Modifications in rental housing.	6	8
Weatherization	\$ 80,000.00	\$	85,013.93	Grants for attic insulation, storm windows and weather-stripping of entry doors	30	83
Furnace Loans	\$ 15,000.00	\$	43,909.15	No-interest loans up to \$5,000	5	9
Emergency Loans	\$ 20,000.00	\$	42,825.05	No-interest loans up to \$5,000	5	17
Tenants to Homeowners	\$ 104,385.00	\$	25,000.00	Property acquisition and rehabilitation (CHDO set-aside)	4	2
	\$ 34,639.00	\$	34,639.00	Community Housing Development Organization (CHDO) Op. Expenses	NA	NA
Tenants to Homeowners	\$ 0	\$	\$100,000.00(+)	LCHT Accessible Housing Rehabilitation	20	20
<b>Total</b>	<b>\$ 976,506.00</b>	<b>\$</b>	<b>873,538.83</b>		<b>89</b>	<b>153</b>
	(+) Substantial Amendment amending activity			*NOTE: Amount Budgeted does not always match the 2010 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 2010 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:**

- a. Provide a summary of impediments to fair housing choice.**
- b. 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. 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 2010, set twelve goals:

- *In 2010, The City continued to fund fair housing activities providing 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 in the 2010 City budget at a total of **\$873,856.00**. In 2010, the department investigated discrimination complaints and worked towards resolution thereof. The Human Relations Commission continued its efforts to support and enhance HRD fair housing activities. The 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 that 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 nine. One director, two service coordinators, one employment case manager, one employment trainer, one financial trainer, and one clerical staff are working out of the Edgewood Homes office and one service coordinator and one part time bus driver for elderly persons is working out of the Babcock Place 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 9, and *Affordable Housing*, page 35). During the 2010 program year, the CDD staff partnered in fair housing activities via the Legal department. CDD staff also provided information at a Housing Information Fair which showcased the programs that the department is able to administer with CDBG and HOME funds as well as provided information and staff for questions and issues related to Fair Housing.
- *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. The Willow Domestic Violence Center 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 Care 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.

**4. *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.

**5. *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 \$55,421.03. ESG funds were used by two agencies to provide operations and essential services.

In 2010, the City, in partnership with Tenants to Homeowners, Inc., the local CHDO, completed a project utilizing NSP I funding in the amount of \$562,134, constructing five units of affordable rental housing, with two units fully accessible and two units offering housing to a low-moderate income renters at less than 50% AMI. In 2010, the City of Lawrence was granted an additional NSP allocation of \$475,000 which will be used to redevelop two vacant lots and purchase and rehabilitate two foreclosed upon properties.

Additionally within the grant year of 2010, the City of Lawrence received \$648,000 in Homelessness Prevention and Rapid Re-Housing funding through the State of

Kansas. This funding assisted both homelessness prevention and rapid re-housing in the categories of financial assistance, housing relocation and stabilization services, data collection, reporting, and administration. Initially, this funding was anticipated to be depleted by September of 2011. The City and Lawrence-Douglas County Housing Authority, who has been administering the program, applied for additional funding through the Kansas Housing Resources Corporation and was recently notified of an additional allocation of \$100,000.

The City of Lawrence funded a portion of the budget of five agencies (\$249,322 – Ballard Community Center, Boys and Girls Club of Lawrence, Lawrence Community Shelter, The Salvation Army, Housing and Credit Counseling) 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 (\$105,000 – Health Care Access, The Shelter, Inc., VanGo Mobile Arts, Warm Hearts, Willow Domestic Violence Center) that did not receive CDBG funding in program year 2010, but who serve low- to moderate-income or homeless individuals and families. Thus, total City funds devoted to nonprofit agencies was \$354,322.

The City continues to identify match contributions for the HOME program. Thus far, match has been obtained from cash from non-federal sources; forgone taxes, fees, and charges; appraised land and real property; and site preparation, construction materials, and donated labor. The City of Lawrence received a 100% match reduction for the Program Years of 2010 and 2011 based on the Presidential disaster declaration of March 9, 2010 for the State of Kansas, including Douglas County. The City will continue to accumulate and track match from non-cash resources such as forgone taxes, fees, and charges including documenting/expending the 25% match requirement for HOME funds as they are expended.

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

## HOME Match Report

U.S. Department of Housing and Urban Development  
Office of Community Planning and DevelopmentOMB Approval No. 2508-0171  
(exp. 05/31/2007)

## Part I Participant Identification

1. Participant No. (assigned by HUD) M-10-MC-20-0205	2. Name of the Participating Jurisdiction City of Lawrence, Kansas	3. Name of Contact (person completing this report) Margene K. Swarts	Match Contributions for Federal Fiscal Year (yyyy) 2010
5. Street Address of the Participating Jurisdiction P.O. Box 708 - 1 Riverfront Plaza, Level 1, Suite 110		4. Contact's Phone Number (include area code) 785-832-7700	
6. City Lawrence	7. State KS	8. Zip Code 66044	

## Part II Fiscal Year Summary

1. Excess match from prior Federal fiscal year	\$	5,219,833.38	
2. Match contributed during current Federal fiscal year (see Part III.9.)	\$	836,834.34	
3. Total match available for current Federal fiscal year (line 1 + line 2)	\$	6,056,667.72	
4. Match liability for current Federal fiscal year	\$	0	
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)	\$	6,056,667.72	

## 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
10.01.NON	03/09/2010		1301.75					1301.75
10.02.NON	03/09/2010		1301.75					1301.75
10.03.NON	03/09/2010		1301.75					1301.75
10.04.NON	08/04/2010					1738.09		1738.09
10.05.NON	09/07/2010		50.00					50.00
10.06.NON	09/16/2010					2958.13		2958.13
10.07.NON	09/16/2010	500.00						500.00
10.08.NON	10/05/2010	13.89						13.89
10.09.NON	11/01/2010					2274.13		2274.13
10.10.NON	11/04/2010	84.95						84.95
10.11.NON	11/05/2010		200.00					200.00

Name of the Participating Jurisdiction City of Lawrence, Kansas								Federal Fiscal Year (YYY)
2010								
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
10.12 NON	11/28/2010					50.00		50.00
10.13 NON	11/30/2010			358740.00				358740.00
10.14 NON	11/30/2010		19910.00					19910.00
10.15 NON	12/07/2010		40.00					40.00
10.16 NON	12/13/2010		1010.55					1010.55
10.17 NON	12/27/2010	100.00						100.00
10.18 NON	12/27/2010	50.00						50.00
10.19 NON	12/30/2010	1243.86						1243.86
10.20 NON	12/30/2010	50.00						50.00
10.21 NON	12/30/2010	250.00						250.00
10.22 NON	01/04/2011	100.00						100.00
10.23 NON	01/05/2011	50.00						50.00
10.24 NON	01/11/2011		210.00					210.00
10.25 NON	01/12/2011	50.00						50.00
10.26 NON	01/25/2011	25.00						25.00
10.27 NON	02/09/2011			373940.00				373940.00
10.28 NON	02/10/2011					2480.57		2780.57
10.29 NON	02/22/2011	24.25						24.25
10.30 NON	03/08/2011		380.00					380.00
10.31 NON	03/10/2011					1929.57		1929.57

page 2 of 4 pages

form HUD-40107-A (12/94)

Form HUD-40107-A (12/94)



Public reporting burden for this collection of information is estimated to average 45 minutes 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.

## Instructions for the HOME Match Report

### Applicability:

The HOME Match Report is part of the HOME APR and must be filled out by every participating jurisdiction that incurred a match liability. Match liability occurs when FY 1993 funds (or subsequent year funds) are drawn down from the U.S. Treasury for HOME projects. A Participating Jurisdiction (PJ) may start counting match contributions as of the beginning of Federal Fiscal Year 1993 (October 1, 1992). A jurisdiction not required to submit this report, either because it did not incur any match or because it had a full match reduction, may submit a HOME Match Report if it wishes. The match would count as excess match that is carried over to subsequent years. The match reported on this form must have been contributed during the reporting period (between October 1 and September 30).

### Timing:

This form is to be submitted as part of the HOME APR on or before December 31. The original is sent to the HUD Field Office. One copy is sent to the

Office of Affordable Housing Programs, CGHF  
Room 7176, HUD, 451 7th Street, S.W.  
Washington, D.C. 20410.

The participating jurisdiction also keeps a copy.

### Instructions for Part II:

1. **Excess match from prior Federal fiscal year:** Excess match carried over from prior Federal fiscal year.
2. **Match contributed during current Federal fiscal year:** The total amount of match contributions for all projects listed under Part III in column 9 for the Federal fiscal year.

3. **Total match available for current Federal fiscal year:** The sum of excess match carried over from the prior Federal fiscal year (Part II, line 1) and the total match contribution for the current Federal fiscal year (Part II, line 2). This sum is the total match available for the Federal fiscal year.
4. **Match liability for current Federal fiscal year:** The amount of match liability is available from HUD and is provided periodically to PJs. The match must be provided in the current year. The amount of match that must be provided is based on the amount of HOME funds drawn from the U.S. Treasury for HOME projects. The amount of match required equals 25% of the amount drawn down for HOME projects during the Federal fiscal year. Excess match may be carried over and used to meet match liability for subsequent years (see Part II line 5). Funds drawn down for administrative costs, CHDO operating expenses, and CHDO capacity building do not have to be matched. Funds drawn down for CHDO seed money and/or technical assistance loans do not have to be matched if the project does not go forward. A jurisdiction is allowed to get a partial reduction (50%) of match if it meets one of two statutory distress criteria, indicating "fiscal distress," or else a full reduction (100%) of match if it meets both criteria, indicating "severe fiscal distress."

The two criteria are poverty rate (must be equal to or greater than 12% of the average national family poverty rate to qualify for a reduction) and per capita income (must be less than 75% of the national average per capita income to qualify for a reduction). In addition, a jurisdiction can get a full reduction if it is declared a disaster area under the Robert T. Stafford Disaster Relief and Emergency Act.

5. **Excess match carried over to next Federal fiscal year:** The total match available for the current Federal fiscal year (Part II, line 3) minus the match liability for the current Federal fiscal year (Part II, line 4). Excess match may be carried over and applied to future HOME project match liability.

### Instructions for Part III:

1. **Project No. or Other ID:** "Project number" is assigned by the C/MI System when the PJ makes a project setup call. These projects involve at least some Treasury funds. If the HOME project does not involve Treasury funds, it must be identified with "other ID" as follows: the fiscal year (last two digits only), followed by a number (starting from "01" for the first non-Treasury-funded project of the fiscal year), and then at least one of the following abbreviations: "SF" for project using shortfall funds, "PF" for projects using program income, and "NON" for non-HOME-assisted affordable housing. Example: 93.01.SF, 93.02.PL, 93.03.NON, etc.

Shortfall funds are non-HOME funds used to make up the difference between the participation threshold and the amount of HOME funds allocated to the PJ; the participation threshold requirement applies only in the PJ's first year of eligibility. [§92.102]

Program income (also called "repayment income") is any return on the investment of HOME funds. This income must be deposited in the jurisdiction's HOME account to be used for HOME projects. [§92.503(b)]

Non-HOME-assisted affordable housing is investment in housing not assisted by HOME funds that would qualify as "affordable housing" under the HOME Program definitions. "NON" funds must be contributed to a specific project; it is not sufficient to make a contribution to an entity engaged in developing affordable housing. [§92.219(b)]

2. **Date of Contribution:** Enter the date of contribution. Multiple entries may be made on a single line as long as the contributions were made during the current fiscal year. In such cases, if the contributions were made at different dates during the year, enter the date of the last contribution.

3. **Cash:** Cash contributions from non-Federal resources. This means the funds are contributed permanently to the HOME Program regardless of the form of investment the jurisdiction provides to a project. Therefore all repayment, interest, or other return on investment of the contribution must be deposited in the PJ's HOME account to be used for HOME projects. The PJ, non-Federal public entities (State/local governments), private entities, and individuals can make contributions. The grant equivalent of a below-market interest rate loan to the project is eligible when the loan is not repayable to the PJ's HOME account. [§92.220(a)(1)] In addition, a cash contribution can count as match if it is used for eligible costs defined under §92.2206 (except administrative costs and CHDO operating expenses) or under §92.209, or for the following non-eligible costs: the value of non-Federal funds used to remove and relocate ECHO units to accommodate eligible tenants; a project reserve account for replacements; a project reserve account for unanticipated increases in operating costs, operating subsidies, or costs relating to the portion of a mixed-income or mixed-use project not related to the affordable housing units. [§92.219(c)]

4. **Foregone Taxes, Fees, Charges:** Taxes, fees, and charges that are normally and customarily charged but have been waived, foregone, or deferred in a manner that achieves affordability of the HOME-assisted housing. This includes State tax credits for low-income housing development. The amount of real estate taxes may be based on the

post-improvement property value. For those taxes, fees, or charges given for future years, the value is the present discounted cash value. [§92.220(a)(2)]

5. **Appraised Land/Real Property:** The appraised value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of land or other real property, not acquired with Federal resources. The appraisal must be made by an independent, certified appraiser. [§92.220(a)(3)]

6. **Required Infrastructure:** The cost of investment, not made with Federal resources, in on-site and off-site infrastructure directly required for HOME-assisted affordable housing. The infrastructure must have been completed no earlier than 12 months before HOME funds were committed. [§92.220(a)(4)]

7. **Site preparation, Construction materials, Donated labor:** The reasonable value of any site-preparation and construction materials, not acquired with Federal resources, and any donated or voluntary labor (see §92.354(b)) in connection with the site-preparation for, or construction or rehabilitation of, affordable housing. The value of site-preparation and construction materials is determined in accordance with the PJ's cost estimate procedures. The value of donated or voluntary labor is determined by a single rate ("labor rate") to be published annually in the Notice Of Funding Availability (NOFA) for the HOME Program. [§92.220(6)]

8. **Bond Financing:** Multifamily and single-family project bond financing must be validly issued by a State or local government (or an agency, instrumentality, or political subdivision thereof). 50% of a loan from bond proceeds made to a multifamily affordable housing project owner can count as match. 25% of a loan from bond proceeds made to a single-family affordable housing project owner can count as match. Loans from all bond proceeds, including excess bond match from prior years, may not exceed 25% of a PJ's total annual match contribution. [§92.220(a)(5)] The amount in excess of the 25% cap for bonds may carry over, and the excess will count as part of the statutory limit of up to 25% per year. Requirements regarding

bond financing as an eligible source of match will be available upon publication of the implementing regulation early in FY 1994.

9. **Total Match:** Total of items 3 through 8. This is the total match contribution for each project identified in item 1.

**Ineligible forms of match include:**

1. Contributions made with or derived from Federal resources e.g. CDBG funds [§92.220(b)(1)]
2. Interest rate subsidy attributable to the Federal tax-exemption on financing or the value attributable to Federal tax credits [§92.220(b)(2)]
3. Contributions from builders, contractors or investors, including owner equity, involved with HOME-assisted projects. [§92.220(b)(3)]
4. Sweat equity [§92.220(b)(4)]
5. Contributions from applicants/recipients of HOME assistance [§92.220(b)(5)]
6. Fees/charges that are associated with the HOME Program only, rather than normally and customarily charged on all transactions or projects [§92.220(a)(2)]
7. Administrative costs



## 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 that received CDBG funding for coordinator and operating expenses 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%
<b>Total City Population</b>	<b>49%</b>

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 2010 program year were \$205,396.97 (\$170,187.83 for CDBG and \$35,209.14 for HOME).

## Citizen Participation

### ***1. Provide a summary of citizen comments.***

There were no written public comments received.

The Public Hearing was held on September 22, 2011.

**City of Lawrence, KS**  
**Community Development Advisory Committee**  
**September 22, 2011 Minutes (City Commission Room)**

**MEMBERS PRESENT:** Deron Belt, Eric Hethcoat, Julie Mitchell, Vern Norwood, Brenda Nunez, Aimee Polson, David Teixeira, Patti Welty, Patrick Wilbur

**MEMBERS ABSENT:** Quinn Miller, Roberta Suenram

**STAFF PRESENT:** Danelle Dresslar, Margene Swarts

**PUBLIC PRESENT:**

Chair Mitchell called the meeting to order at 5:45 pm. All members listed were present with the exception of Norwood and Polson.

**1. Introductions**

Members and staff introduced themselves.

**2. Approval of the September 8, 2011 Minutes.**

Welty moved **to approve the CDAC meeting minutes from September 8, 2011**. The motion was seconded by Teixeira and **passed 7-0**.

Norwood entered the meeting (5:55 pm)  
Polson entered the meeting (5:55 pm)

**3. (6:00 pm) Recess for Public Hearing.**

Chair Mitchell recessed the public meeting for the public hearing.

**3. Public Hearing.**

Swarts explained the purpose of this public hearing was to discuss the Consolidated Annual Performance Evaluation Report (CAPER) and receive public comment regarding the upcoming grant year. Swarts explained staff is required to submit two reports to the US Department of Housing and Urban Development (HUD) each year, including the CAPER and the Annual Action Plan to the Consolidated Plan. The Annual Action Plan is a listing of the upcoming projects for the new grant year and is due to HUD on August 1. The CAPER document is a listing of the accomplishments for the grant year after it ends. It is due to HUD by October 31.

Swarts reviewed through the document and highlighted the *Step Up to Better Housing* strategy, the 2010 Investment Summary, the Citizen Participation Plan, the general narrative, and the related sections. She explained the section regarding Citizen Participation will be completed by inserting any public comment received at this meeting and any written comment that is submitted regarding the CAPER. To date staff has received no written comment.

Polson asked when an "at-large" area is identified in the document does that mean that the neighborhood is not low-moderate income?

Swarts said this was not necessarily the case. She said the “at-large” category includes all neighborhoods that are not currently included in the five CDBG-funded neighborhood areas. Staff is looking at restructuring the way this data is reported. The process is how it currently is because originally, projects were identified in “target” neighborhoods. As a result, activities located in any other “neighborhood” or “area” automatically fell into the “at-large” category. There are many more areas in the community now that are considered low-moderate income. The restructured reporting piece will take this into consideration.

Mitchell opened the public comment portion of the public hearing.

Eileen Horn, Sustainability Coordinator for the City of Lawrence and Douglas County, commended the committee for making the funding decisions for many excellent programs in the community. She indicated she was interested in giving the committee a project to consider for a future focus in the 2012 grant year. She said her purpose tonight was to introduce the topic of community gardens and then offer to come back at a later time for a more in-depth discussion of the project.

Horn said her focus at the county level includes serving on the Food Policy Council to explore ways to get healthy, local foods in stores and restaurants in Lawrence and Douglas County. She indicated there are three “food deserts” in Lawrence, and all three of these areas are located in low-moderate income neighborhoods. She explained a “food desert” was designated by being located in a low income census tract, more than one mile from a grocery store, and lacking in public transportation options. The purpose of the Food Policy Council is to create access to healthy foods for the entire community. These “food deserts” are prime areas to create areas to be able to grow this food locally. The City and County have identified 15 available sites that have the potential to serve as areas to grow local foods. These vary in size from half an acre to seven acres. Horn said most of these areas are located in North Lawrence and East Lawrence. There are some located in under-utilized parks. Horn said currently she is researching and designing a land lease program where neighborhood associations, young farmers, and non-profits can acquire this land to farm and grow healthy food. She said some places in the United States that have similar programs have utilized CDBG funding to help with infrastructure upgrades to eligible areas. Horn said the Food Policy Council is currently looking at models such as West Junior High, which utilizes great signage, great fences, and committee people working on the garden. Horn said this project can both provide healthy local foods for our low income residents as well as revitalize neighborhoods.

Teixeira asked if the Council would be requesting the funds or if the individual neighborhoods, farmers, or non-profits would be requesting the funds.

Horn said these are details that need to be worked out, but the Council wishes to have one person be the responsible entity for the lease.

Norwood asked how long Horn envisions the lease terms being structured.

Horn said most of the leases would need to be a minimum of three years.

Norwood asked if the application would be submitted by the Food Policy Council or if it would be intended to subsidize the lease for the individual leaseholders.

Horn said the individual leaseholder would ideally apply for the funds.

Norwood said that she was interested in hearing more about this program.

Polson asked if there would be the option to lease for more than three years.

Horn said the City Park areas are good places to be able to look at the option for a longer lease. These parks include John Taylor Park, Burcham Park, Peterson Park, and Riverfront Park.

Polson said she was unsure if the details would be finalized in time for the leaseholders to apply for 2012 funding.

Horn said the Food Policy Council would issue a RFP and require a narrative and a business plan for any interested leaseholder. The program criteria would be set up and included in this RFP.

Belt said he was very interested in hearing more about the program as well.

Norwood moved **to ask Horn or a designated representative of the Food Policy Council to present a detailed program outline regarding community gardens to the CDAC at the October 13 meeting.** The motion was seconded by Wilbur and **passed 9-0.**

Beth Myers, Comprehensive Rehabilitation Program homeowner participant, told the committee she was grateful beyond words for the CDBG program as she was one of the beneficiaries in the 2009 program year. She said could not ask for anything more wonderful than what this program did for her. She said her home is now a safe, comfortable jewel because of this program. She said she has become a vocal evangelist for this program, and her house was profiled in the City water bill insert as a success story of the program. Myers indicated in talking to people about the program, she believes there is misunderstanding, fear and anxiety about what the program actually entails. Many people do not get the newspaper nor have Internet service and there has been some issue with people hearing about the program and confusing the City's program with Habitat for Humanity. The people she is talking about are mostly disabled people.

Myers said she was willing to do outreach for the program as these people need to be made aware of the programs that can help them from the City. She said while the notice for this meeting was large and noticeable in the newspaper, sometimes the programs are advertised in smaller type on the last page of the paper. Myers said in her opinion there is a need for stronger outreach. She said many people in her neighborhood simply do not know about the program, and when they find out about it they do not know how to go about accessing it. She indicated she did not find the process daunting at all, but there are people that just do not have the information. Myers offered to send an email to staff outlining what she is hearing as she is talking to people about her experience in the program. She said the information being provided about the program is good, but she thinks there may be a "disconnect" regarding how and when it is received.

Belt asked Myers what avenues she identifies to be the most effective ways to get word out about the program.

Myers said she felt that going into the neighborhoods and speaking to groups of interested people seems to be the most efficient way to get word out about the program. This can be separate meetings or partnering with other events taking place. Myers said in the case of her neighborhood, there are available venues at both Prairie Park School and Prairie Park Nature Center. She said she has neighbors on both sides of her that could benefit from the program, including a woman who is an amputee who cannot leave the house. Myers said initially when she applied for the program she did not know what to expect. She knew she needed a roof for her house, but she did not expect the level of professionalism and did not expect to be such a partner in the process. She said prior to using the program she was woefully misinformed. The program is great for the entire neighborhood because it brings up the value of the whole area.

Mitchell asked Myers to send Swarts an email outlining her ideas.

Wilbur asked Swarts if committee members were able to give presentations on the program.

Swarts said that has not happened in the past, but it is a possibility. She said that most of the outreach is staff generated by partnering with other activities as well as outreach in the newspaper and in the City water bills. This year has seen additional outreach opportunities with Take Charge events.

Myers said she has seen a considerable decrease in her energy bills since having the work done on her house. She said she has a pride of ownership in her house that is thrilling. It had deteriorated and she did not have the funds to rehabilitate it herself. She said she just wanted the committee to know how immensely grateful she was. She said she worked with Tony Hoch and she is very grateful as well to staff.

Mitchell said the CDAC appreciates hearing Ms. Myer's story.

KT Walsh, Vice President of East Lawrence Neighborhood Association, thanked the CDAC for their volunteer work on this committee. She said the East Lawrence Neighborhood Association has worked with staff and the CDAC for many years and worked with CDBG funding for the ability to have a coordinator and newsletters. She said she wanted to mention to the CDAC a project in Kansas City, MO that is a low-income apartment complex that is being built to house grandparents caring for their grandchildren. There are many families that are now in this situation and in this case the complex is being built by the City. She indicated she thought this was a wonderful idea.

Norwood asked Walsh if she was interested in pursuing this as a project.

Walsh said no, that she did not have the time to devote to it, but she wanted to mention it to the CDAC so they knew what other communities were doing.

Myers said if the outreach can be generated to people in these situations that they may not know that the Comprehensive Rehabilitation program is available for them. This is just another way to visit with these people.

#### **4. Reconvene Meeting.**

There being no further comments, Mitchell closed the public hearing at 6:35.

***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.***

**CITY OF LAWRENCE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
And  
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)  
CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)  
ON ACTIVITIES AND PERFORMANCE  
AUGUST 1, 2010 THROUGH JULY 31, 2011**

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

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

Currently, five low and moderate income neighborhoods apply to the City and are determined to be eligible for CDBG funded activities. These neighborhoods are Brook Creek, East Lawrence, North Lawrence, Oread, and Pinckney. Each of these neighborhoods has formed an association so that residents and property owners may formally identify the needs of the neighborhood and suggest ways to improve the neighborhood. HOME funds are not targeted to specific neighborhoods, but must be used to assist low and moderate-income persons obtain affordable housing.

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

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

Year	CDBG	Year	HOME
1975	\$ 529,000		
1976	\$ 529,000		
1977	\$ 529,000		
1978	\$ 736,000		
1979	\$ 788,000		
1980	\$ 839,000		
1981	\$ 805,000		
1982	\$ 696,000		
1983	\$ 766,000		
1984	\$ 726,000		
1985	\$ 723,000		
1986	\$ 612,000		
1987	\$ 615,000		
1988	\$ 585,000		
1989	\$ 608,000		
1990	\$ 578,000		
1991	\$ 660,000		
1992	\$ 704,000		
1993	\$ 1,021,000		
1994	\$ 1,111,000	1994	\$ 500,000
1995	\$ 1,148,000	1995	\$ 406,000
1996	\$ 1,121,000	1996	\$ 487,000
1997	\$ 1,106,000	1997	\$ 477,000
1998	\$ 1,068,000	1998	\$ 511,000
1999	\$ 1,074,000	1999	\$ 549,000
2000	\$ 1,075,000	2000	\$ 550,000
2001	\$ 1,125,000	2001	\$ 613,000
2002	\$ 1,101,000	2002	\$ 610,000
2003	\$ 990,000	2003	\$ 716,448
2004	\$ 963,000	2004	\$ 770,171
2005	\$ 911,227	2005	\$ 684,842
2006	\$ 816,981	2006	\$ 645,694
2007	\$ 828,822	2007	\$ 643,923
2008	\$ 798,320	2008	\$ 626,133
2009	\$ 807,774	2009	\$ 695,905
2010	\$ 873,534	2010	\$ 692,784
<b>TOTAL \$ 29,967,658</b>		<b>TOTAL \$ 10,178,900</b>	

Attached is a summary of activities and projects that have been approved by the City and HUD. This summary reports on activities during the period August 1, 2010 through July 31, 2011.

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

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

Margene K. Swarts  
Assistant Director  
Planning and Development Services



2010 ACTIVITIES AUGUST 1, 2010 THROUGH JULY 31, 2011

**CDBG**

## 1. Homeowner Comprehensive Rehabilitation Deferred and Installment Loans

This program provided housing rehabilitation assistance to low and moderate-income owners of residential properties on a city-wide basis. Until July 1984, however, the program had only provided assistance to low and moderate-income homeowners in target areas. Beginning with the 1997 program year, the department again began giving first priority to low and moderate-income homeowners in CDBG-funded neighborhoods. A total of \$146,117.00 was spent on the rehabilitation of seven homes for the purpose of creating decent housing with improved/new sustainability for the 2010 Program Year. Adoption of federal lead hazard reduction regulations continued to have an impact on the rehabilitation program during this program year.

Brook Creek	1	\$	22,110	East Lawrence	0	\$	0
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	2	\$	46,522	At Large	4	\$	77,485

## 2. First-Time Homebuyer Comprehensive Rehabilitation Deferred Loans

This program provided housing rehabilitation assistance in conjunction with the Lawrence Community Land and Housing Trust First-Time Homebuyer Program. Rehabilitation is provided with CDBG funds and down payment and closing costs are paid with HOME funds. A total of \$100,000.00 was spent on the rehabilitation of 20 homes for the purpose of creating decent housing with improved/new affordability.

Brook Creek	0	\$	0	East Lawrence	0	\$	0
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	0	\$	0	At Large	20	\$	100,000.00

## 3. Emergency Loans

This program provides homeowners with interest free loans to do minor fix-up and emergency repairs. A total of \$42,825.05 was spent on loans for 17 households for the purpose of creating decent housing with improved/new affordability.

Brook Creek	2	\$	4,850.00	East Lawrence	3	\$	14,078.82
North Lawrence	2	\$	6,881.18	Oread	0	\$	0
Pinckney	4	\$	7,795.80	At Large	5	\$	9,219.25

## 4. Energy Efficiency Improvements - Furnaces

A total of \$43,909.15 was spent on eight energy efficient furnace for the purpose of enhancing a suitable living environment through improved/new affordability.

Brook Creek	0	\$	0	East Lawrence	3	\$	14,863.00
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	0	\$	0	At Large	5	\$	29,046.15

## 5. Housing Weatherization

This program offers grants to eligible owner occupants of one and two unit residential properties for attic insulation, storm windows, caulking, and weather stripping. A total of \$84,013.93 was spent weatherizing 83 homes for the purpose of enhancing a suitable living environment through improved/new affordability.

Brook Creek	5	\$	5,682.98	East Lawrence	7	\$	7,305.88
North Lawrence	4	\$	3,973.51	Oread	2	\$	3,231.78
Pinckney	6	\$	6,583.41	At-Large	59	\$	57,236.37

## 6. Accessibility Programs –

- A. A total of \$30,767.00 was spent on accessibility improvements to **8** units through Independence, Inc. for the purpose of enhancing a suitable living environment through improved/new accessibility.

## 7. Miscellaneous Rehabilitation Activities

- A. The Boys and Girls Club of Lawrence – Building Weatherization \$63,418.77.  
B. Social Service League of Lawrence – Wood Awning \$5,000.00  
C. North Lawrence Improvement Association – CMP Installation \$1,000  
D. City of Lawrence Public Works Sidewalk Gap Project - \$215,811.97  
E. City of Lawrence Public Works Oread Lighted Path - \$27,233.00

## 8. Public Service Agencies

- A. Emergency Services Council - 250 low income individuals/families with housing needs were assisted with deposits or payment of utility bills for the purpose of preventing homelessness or shut-off - \$16,000.  
B. Douglas County AIDS Project – 28 people with HIV/AIDS received emergency financial assistance for the purpose of preventing homelessness or shut-off - \$4,000.  
C. Housing and Credit Counseling, Inc. provided education and mediation for 320 landlords and/or tenants for the purpose of preventing eviction - \$25,000.  
D. Lawrence Community Shelter – 470 people received emergency shelter and supportive services - \$36,489.  
E. Salvation Army – 400 people received benefit from the feeding program and supportive services - \$12,871.

9. Neighborhood Association Support

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

Brook Creek Neighborhood Assoc.	\$ 6,450.00
East Lawrence Improvement Assoc.	\$ 9,748.22
North Lawrence Improvement Assoc.	\$ 7,513.84
Oread Neighborhood Assoc.	\$ 8,609.94
Pinckney Neighborhood Assoc.	\$ 1,600.00

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

The CDBG administrative staff consists of one full time staff position and two part time staff positions. Total salaries and other administrative costs for CDBG were \$170,187.83. Public hearings were held, educational articles, and legal and public notices were published during the past program year.

11. Program Delivery

Delivery of all CDBG rehabilitation and capital improvement projects is accomplished with two full time staff positions. Salaries and other direct service costs were \$152,578.69.

**HOME**

1. Lawrence Housing Authority – TBRA – **40** homeless families were housed - \$250,326.00.
2. Lawrence Housing Authority – Administration - \$30,000.
3. Tenants to Homeowners, Inc. – CHDO Set-Aside – Property acquisition and rehabilitation - \$25,000.
4. Tenants to Homeowners, Inc. – Operating - \$28,871.00.
5. Homebuyer Assistance – Down payment and closing costs for seven first time homebuyers in conjunction with the Land Trust Program - \$196,461.51.

Brook Creek	5	\$	149,046.35	East Lawrence	1	\$	44,989.34
North Lawrence	0	\$	0	Oread	0	\$	0
Pinckney	0	\$	0	At Large	1	\$	2,425.82

6. The HOME administrative staff consists of one full time staff position. Total salaries and other administrative costs for HOME were \$35,209.14.

## **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 income neighborhoods (Brook Creek, East Lawrence, North Lawrence, Pinckney, and Oread). Additionally, a City staff member regularly attended meetings of the Lawrence Association of Neighborhoods (LAN) improving communication between the City and the neighborhoods. The 2010 program year also saw an activity of a CMP Installation in the North Lawrence Neighborhood, creating a sustainable need for those who live in that neighborhood.

There were 17 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 CDBG funded low-moderate neighborhoods, and an additional 32 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 (Seven low-moderate income households),

First Time Homebuyer Program (seven low-moderate income households), First Time Homebuyer Rehabilitation (one activity, 20 low-moderate income households), Independence, Inc. (eight low-moderate income client accessibility improvements), Weatherization (83 low-moderate income households), Furnace Loans (nine low-moderate income households), Emergency Loans (17 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 136 projects completed through Community Development programs (comprehensive housing rehabilitation, HOOT rehabilitation, weatherization, furnace loans and emergency loans) ten were tested for lead. Of those ten, all of them were subject to lead hazard reduction activities.

During the 2010 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 2010 the City continued to support the *Step Up to Better Housing* strategy (page 3) to assist families in getting out of poverty through the provision of affordable housing. Actions taken are detailed under *Neighborhood Revitalization*, page 7;

*Emergency Housing*, page 8; *Transitional Housing*, page 8; and *Permanent Housing*, page 9-10.

## 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 **136** low- and moderate-income households with affordable housing efforts in program year 2010. 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 40 families, or 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, Douglas County Sheriff's Office, State of Kansas Healthy Homes, Douglas County AIDS Project, 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 2010 fiscal year (1/1/10 - 12/31/10) 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 exceeded by assisting seven homeowners utilizing a dollar amount of \$196,461.51.

- 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. In addition, Tenants to Homeowners, Inc., the community CHDO, received tax credit financing to rehabilitate 20 fully accessible rental housing units in the community on scattered sites.

## **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) 2010 Annual Report:***

In 2010 the agency pursued several new initiatives directed at improving energy efficiency and the health of our tenants. In June LDCHA commenced a comprehensive energy improvements project under HUD's Energy Performance Contracting program and financed the improvements over 20 years using a \$1.5 million long-term loan from the public housing re-serves that were generated through LD-CHA's MTW block grant. We contracted with Siemens Industries, Inc. to carry out a detailed study of energy and water use at the agency's nine sites, in order to identify modifications to existing mechanical, electrical and plumbing systems to reduce annual electric, natural gas, and water consumption.

Under the Energy Performance Contract, the cost of the improvements will be repaid over 20 years through energy savings guaranteed by Siemens. The improvements at Babcock Place included installation of an energy management system, new chiller and cooling tower, replacement of pneumatic thermostats with electric limiting thermostats, and boiler improvements. Lighting retrofits were completed at all public housing projects for a total of 367 units, as well as lighting controls in common areas at Babcock Place and Edgewood Homes. Water conservation retrofits were completed in 273 units located at Edgewood Homes, Babcock Place and Peterson Acres. Additional blown-in insulation was added at 25 scattered sites units. HUD's Energy Performance Contracting program and the ability use agency reserve funds to finance these improvements permitted the agency to finance more improvements then would have otherwise have been possible.

The Energy Performance Contract includes annual evaluation of the energy performance measures and the savings certified in the contracts. The anticipated guaranteed cumulative annual energy cost savings over the life of the contract based upon the comprehensive audit is \$2,240,201 which will provide sufficient funding over 20-years to repay the \$1,570,334 final investment. These improvements will result in greater energy efficiency that will benefit the community and provide significant cost savings for the agency.

On June 28, 2010, the LDCHA Board of Commissioners approved Resolution 2010-20, adopting a policy which bans in-door smoking in all LDCHA-owned property. The policy took effect on January 1, 2011. This was a Board initiative directed at the protection of the health and safety of all residents and to reduce the costs of maintenance operations associated with units where smokers reside.



In September 2010 LDCHA began providing smoking cessation classes and support services to tenants. LDCHA will continue to provide these support services through June for tenants who wish to quit smoking. So far more than ten tenants have either directly participated in support services or used the educational materials to obtain support on their own. A No-Smoking Policy Lease Addendum was developed to institute the policy and established a progressive six step process of lease enforcement to ensure the smoking ban. LDCHA tenants will benefit from the policy that creates a healthier, safer smoke free environment.

In 1998 the LDCHA was selected to participate in the Moving to Work Demonstration program (MTW), a Congressional Demonstration program that granted broad waivers from federal housing regulation for the purpose of moving house-holds to work. Since 1999 the agency has been engaged in a number of initiatives aimed at this objective including the initial adoption of a new rent structure and work requirement. In 2010 the agency adopted three new initiatives under this demonstration: (1) the adoption of a biennial re-certification process for elderly and disabled households; (2) the allocation of \$56,000 from the MTW budget to provide employment related services to MTW participants; and (3) the loan for the Energy Performance Contract.

Over the 11 years that the agency has been participating in MTW it has achieved great success at moving residents to work. Of the 411 households participating in the program in 2010, all the residents are working, attending post secondary school full time or participating in work related activities. There were no terminations related to a resident's failure to meet the work requirement. In 2010 we continued our increased level of services to residents through the MTW funded expansion of the Resident Services Department. We successfully helped move families to greater levels of self-sufficiency and improve their income producing potential over time through consistent and ongoing job and life skills coaching, counseling, job training and placement. In 2010, 155 tenants in the MTW rent structure with income at or below 40% of Area Median Income (AMI) received case management through Resident Services.

Besides moving families to work, a secondary initiative of the program is to move families to homeownership. To support this, the agency provides a matching grant of up to \$3000 for down payment assistance for first time homebuyers. In 2010 seven families who are MTW participants purchased a home. Since 2003 46 families have successfully become home-owners.

In 2010 the agency also completed its public housing capital improvement projects initiated in 2009 through the receipt of a \$747,109 Capital Fund grant through The American Recovery and Reinvestment Act (ARRA). The agency used the remaining funds to complete roofing replacements at scattered sites projects, and at Edgewood Homes to in-stall new playgrounds, washer-dryer hook-ups in the 1-bedroom units, and to carry out electrical upgrades.

In April, Executive Director Barbara Huppee received the Pioneer Award from the Bert Nash Community Mental Health Center in recognition of the long-standing partnership between the agencies in assisting persons with mental illness to obtain and retain safe and decent housing.

The LDCHA also remained active in the Community Coalition on Homelessness, and in Together Prepared, a coalition of agencies formed to ensure that vulnerable populations in Douglas County are included in emergency planning.

The Annual Elsie Sharp Flower Garden Beautification Recognition for Edgewood Homes was awarded again in 2010, with 3 residents winning cash prizes for the flowers and ornamental plants outside their apartments. The contest judges were volunteers from the Lawrence community. The award is named after a long-time resident who was known for her lovely flower garden.

The LDCHA conducted four quarterly Section 8 landlord sessions as part of the ongoing landlord/property management training and information sharing sessions. The discussion topics included information that equipped landlords with additional tools and technical support that garners a better partnership with the LDCHA.

Longtime Executive Director Barbara Huppee announced in June that her retirement would take place at the end of 2010. In December the Board of Directors renamed the Community Facility at Edgewood Homes to the Barbara Huppee Community Facility in her honor.

In 2010, as in every year, the agency's primary focus was on providing safe, decent and affordable housing to the over 1100 families that are served by the LDCHA'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 2009 International Codes (Building, Residential, Fire, Energy, Mechanical, Plumbing and Fuel Gas) and the 2008 National Electrical Code. The 2009 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. 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 2010 program year.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

1. ***Assessment of Relationship of HOME Funds to Goals and Objectives***
  - a. ***Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.***

**2. HOME Match Report**

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.**

**3. HOME MBE and WBE Report**

- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).**

**4. Assessments**

- a. Detail results of on-site inspections of rental housing.**  
**b. Describe the HOME jurisdiction's affirmative marketing actions.**  
**c. Describe outreach to minority and women owned businesses.**

ADDI is not applicable to the City of Lawrence.

## HOMELESS

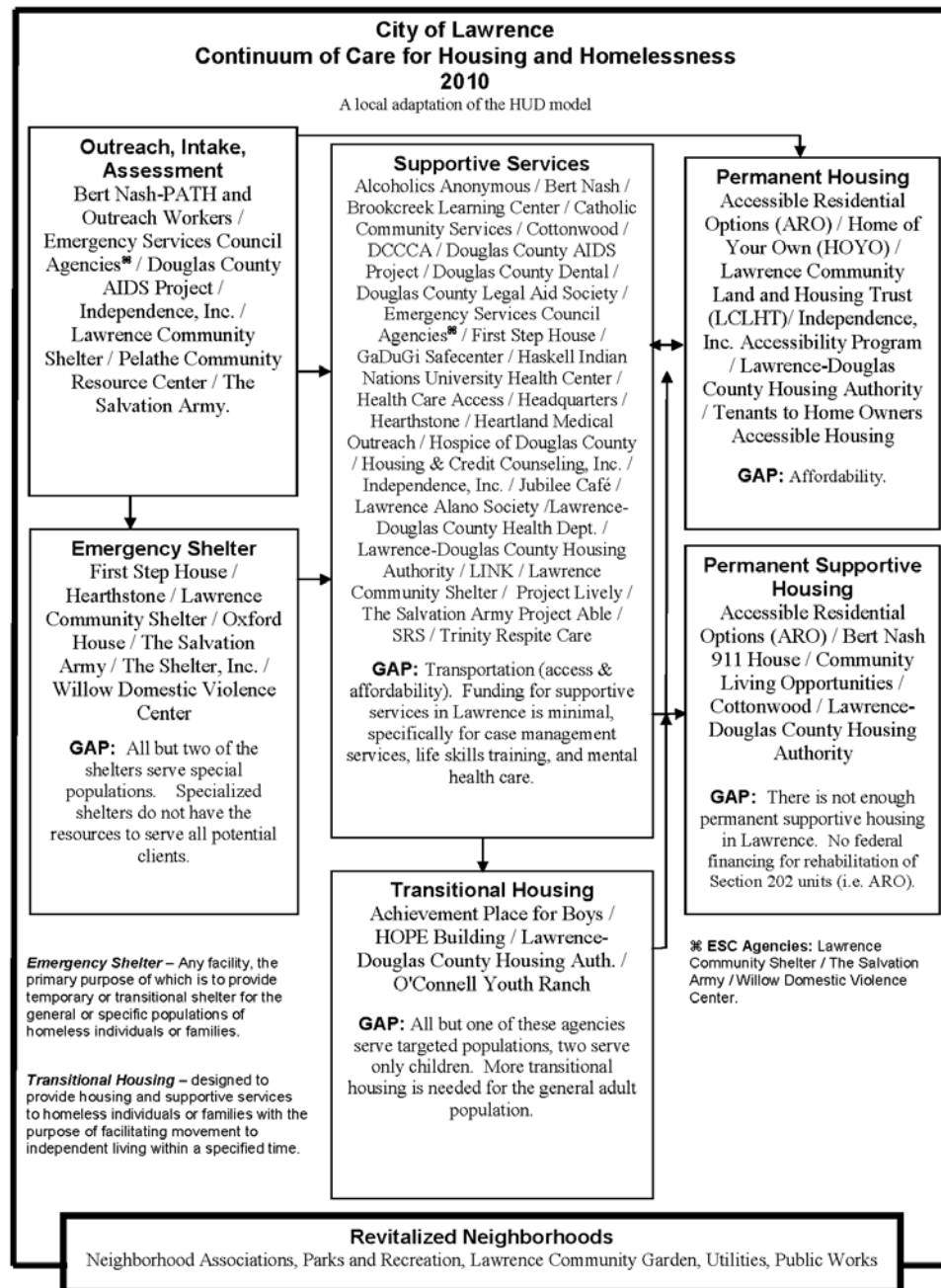
### Homeless Needs

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

**1. Identify actions taken to address needs of homeless persons.**

**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 recommended that the City of Lawrence/Douglas County join the Kansas Balance of State 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 continue to be developed locally, although funding is now aligned with the statewide continuum that is led by the Kansas Statewide Homeless Coalition. (See Continuum of Care Diagram and the Housing Vision Chart below)



**HOUSING VISION CHART** (6/14/2007; Updated by CCH 10/13/2009)

Emergency Housing Options				
Shelter  *75 **125 (one facility)	Temporary Housing  *100 new	Transitional Housing (TBRA) *35 new	Permanent Supportive Housing *22 new	Permanent Housing
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 contributed 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 receive CDBG funding. See Investment Summary for details.

### **Emergency Shelter**

The Lawrence Community Shelter provided the only overnight shelter for homeless individuals and families, including 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.

### **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 2009 Homeless Survey.

Lawrence-Douglas County Housing Authority (LDCHA) is completing their 6<sup>th</sup> 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 2010, 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 project serving 2-3 chronically homeless individuals. It is 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 makes 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.

### ***2. Identify actions to help homeless persons make the transition to permanent housing and independent living.***

From November 2009 to April 2011, the Lawrence-Douglas County Housing Authority was able to assist 198 households comprised of 264 adults and 281 children for a total of 546 people through the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The number of HPRP clients served provides a snapshot of those who have been in imminent danger of being homeless who have received housing stabilization services. Some have gone on to receive transitional housing vouchers through the city HOME TBRA program administered by the Lawrence Douglas County Housing Authority. The ability to help clients maintain and find stable housing has been achieved through intensive case management that requires building positive relationships with landlords, budgeting, and restricting clients to finding a housing situation where the client's rent plus utilities do not exceed 50% of their monthly gross income.

There are numerous other agencies in Lawrence and Douglas County who provide one-time assistance that are working to keep people housed as well. These agencies have indicated that there has been a rise in the demand for assistance as the economic situation has worsened. Professionals agree that many residents are a single paycheck away from experiencing homelessness.



### ***3. Identify new Federal resources obtained from Homeless SuperNOFA.***

The Salvation Army in Lawrence received Homeless SuperNOFA funding in the amount of \$328,805.00 for their Project Able Permanent Supportive Housing initiative.

## **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 who 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 2010 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 original grant request was declined. In 2010 the Salvation Army applied for CoC NOFA funding for their Project Able Permanent Supportive Housing program and was awarded \$328,805.00.

A homeless Point in Time count was conducted statewide on January 26, 2011 and 226 people were identified in Lawrence and Douglas County as literally homeless. This was an increase of 122 people from the January 2009 count. Of the 226 literally homeless, 33 adults and three families met the definition of chronically homeless (having been homeless for one year or more, or having had four or more instances of homelessness in the past three years and having a disabling condition.)

The Lawrence Unified School District (USD 497) indicates that there are 93 elementary age students (grades K-6) and 56 secondary age students (grades 7-12) in the district that qualify as homeless under the McKinney-Vento Act, which includes families that are doubled-up or staying with family or friends. For the 2011 point-in-time count, doubled up families were not able to be counted because they did not

meet the HUD definition of homeless. With varying definitions of homelessness used by agencies, it is difficult to paint a true picture of the extent of the problem.

### **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 has developed an extensive re-entry program that includes a housing component. A full-time Re-entry Coordinator was hired during the 2008 program year and continued to direct the program through the 2010 grant year. The County recognized that releasing offenders into homelessness increases the likelihood for re-offending.

### **Emergency Shelter Grants (ESG)**

- 1. *Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).***
- 2. *Assessment of Relationship of ESG Funds to Goals and Objectives***
  - a. *Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.***
  - b. *Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.***
- 3. *Matching Resources***
  - a. *Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.***
- 4. *State Method of Distribution***
  - a. *States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.***

**5. Activity and Beneficiary Data**

- a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.**
- b. Homeless Discharge Coordination**
  - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.**
- c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.**

The City of Lawrence is not an entitlement community for the Emergency Shelter Grant. The City of Lawrence receives their funding through the State of Kansas Housing Resources Corporation.

## COMMUNITY DEVELOPMENT

### Community Development

- 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 \$36,489 on emergency housing in the form of funding the Lawrence Community Shelter. This program served a population of 470 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 eight households in the amount of \$30,767.

A subcategory within the City of Lawrence's established priorities is homeless needs. Within this section, the City funded four public service agencies in addition to the Lawrence Community Shelter and Independence, Inc. They were Housing and Credit Counseling, Inc. in the amount of \$25,000 for assisting 320 clients with tenant/landlord education and counseling, The Emergency Services Council in the amount of \$16,000 which served 250 people, the Salvation Army in the amount of \$12,871 which served 400 in their food program, and the Douglas County AIDS Project, funded at \$4,000, which assisted 28 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 as well as in the Oread Neighborhood, benefiting 7,944 residents in the low-moderate income neighborhoods. The Public Works Department also began work on the Oread Lighted Pathway, which will serve 4,749 residents in a low-moderate income neighborhood, as well as providing much-needed safety improvements for this area, which is adjacent to the University of Kansas. Additionally, capital improvement projects were completed for several other agencies. The Boys and Girls Club of Lawrence received funding, which provided building weatherization improvements for a building that is located in a low-moderate income neighborhood, and will assist 1,200 children. The Social Service League of Lawrence received funding to assist with a replacement wood awning on their building, which is located in a low-moderate income neighborhood. This agency assists 245 people a year who are income-qualified with supportive services. The North Lawrence Improvement Association received funding to install a corrugated metal pipe (CMP) along a major road servicing the low-moderate income neighborhood. This will benefit 2,157 residents in that neighborhood.

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 2010 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 through outreach and meetings of the Community Commission on Homelessness, Community Development Advisory Committee, The Lawrence/Douglas County Housing Authority, and Homelessness Providers and Agencies. The City provided certifications of consistency with the Consolidated Plan to:

- The Lawrence-Douglas County Housing Authority for a Resident Opportunities in Self-Sufficiency (ROSS) application.
- The 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 Supportive Services Program.
- The Salvation Army for Project Able Permanent Supportive Housing Program.
- Housing and Credit Counseling, Inc., for landlord/tenant mediation.

There were no other requests for certifications. Certifications were provided based on eligible program activities. 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 2010 was \$107,878.90.

In 2010, 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 118, and the total number of clients making payments toward their half of the loan is 52. The principal balance owed as of July 31, 2010 was \$1,490,035.52.

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 132 and the total dollar amount owed is \$413,878.85.

The City of Lawrence also holds outstanding loan amounts that 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 121 and the total dollar amount owed is \$1,502,796.71.

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 2010 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 \$162,344.50 for seven Comprehensive Housing Rehabilitation projects that benefited low to moderate income families. There was also a substantial amendment reallocating the First Time Homebuyer Rehabilitation funding that subsequently benefitted 20 low-moderate income families in the amount of \$100,000 in partnership with Tenants to Homeowners, Inc. The total amount of housing rehabilitation fund utilized through CDBG was \$262,344.50.

The Tenants to Homeowners, Inc. project that benefitted 20 families was a project done in conjunction with Low Income Housing Tax Credits awarded through the State of Kansas.

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

- a. 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 2010 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 7), Emergency Housing (page 8), Transitional Housing (page 8), Permanent Housing (page 9) and Housing Needs (page 34).

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

- 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 2010 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.

The Ballard Community Center administers the Emergency Services Council, which offers utility and rental assistance to income qualified members of the community. They were funded \$16,000 in 2010.

### Specific HOPWA Objectives

The City of Lawrence does not receive HOPWA funding.

## OTHER NARRATIVE

### Resale/Recapture

As noted in the City of Lawrence Consolidated Plan for the CDBG/HOME programs as well as the Annual Plan Update, HOME funds are allocated for a First Time Homebuyer Program. This program, administered in partnership with Tenants to Homeowners, Inc. which is the City's designated Community Housing Development Organization (CHDO), is the Lawrence Community Housing Trust (LCHT). The LCHT was instituted in Lawrence to preserve long term affordable housing for Lawrence residents with low and moderate incomes. The City and TTH have long partnered in providing a homebuyer program. The City provides funding, technical assistance, and oversight to TTH, and TTH in turn, does outreach for potential homebuyers, provides the pre-purchase education, and generally administers the program. The

LCHT First Time Homebuyer Program supersedes the City's previous First Time Homebuyer Program known as the HOOT Program, or Homeowners Out of Tenants.

As required by HOME regulations, to ensure affordability for the program, the City has elected to impose resale requirements. Current resale requirements of the program ensure that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence. Through a previously determined and agreed formula, the house is sold to the eligible buyer for substantially less than the home's market appraised value and LCHT leases the land to the buyer for \$25 per month. The affordability period is maintained by a land-lease agreement between the buyer and LCHT and this agreement is protected with deed restrictions and a lien signed by the buyer. Due to the subsidy, the housing is affordable to the new homebuyer and the seller gains equity from mortgage payments, improvements made to the land and 25% of the market appreciation since the initial purchase of the property, thus providing the original HOME-assisted owner a fair return on investment.

## 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/M) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31.	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy)
Send one copy to the appropriate HUD Field Office and one copy to: HOME Program, Rm 7176, 451 7th Street, S.W., Washington D.C. 20410	Starting 08/01/2010	Ending 07/31/2011	10/10/2011

### Part I Participant Identification

1. Participant Number M-10-MC-20-0205	2. Participant Name City of Lawrence, Kansas		
3. Name of Person completing this report Margene K. Swarts		4. Phone Number (Include Area Code) 785-832-7700	
5. Address P.O. Box 708 - 1 Riverfront Plaza, Level 1, Suite 110		6. City Lawrence	7. State KS
		8. Zip Code 66044	

### Part II Program Income

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

1. Balance on hand at Beginning of Reporting Period	2. Amount received during Reporting Period	3. Total amount expended during Reporting Period	4. Amount expended for Tenant-Based Rental Assistance	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5
0	24148.59	24148.59	24148.59	0

### Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

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

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

**Part IV Minority Owners of Rental Property**

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

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

**Part V Relocation and Real Property Acquisition**

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

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

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Grantee	LAWRENCE, KS
Program Year	2010
<b>PART I: SUMMARY OF CDBG RESOURCES</b>	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	754,459.86
02 ENTITLEMENT GRANT	873,534.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	107,868.90
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,735,862.76
<b>PART II: SUMMARY OF CDBG EXPENDITURES</b>	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,081,407.36
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,081,407.36
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	170,890.79
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)	1,252,298.15
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	483,564.61
<b>PART III: LOWMOD BENEFIT THIS REPORTING PERIOD</b>	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,081,407.36
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,081,407.36
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
<b>LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS</b>	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2010 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
<b>PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS</b>	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	123,152.83

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28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	6,498.24
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	15,027.05
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	114,624.02
32 ENTITLEMENT GRANT	873,534.00
33 PRIOR YEAR PROGRAM INCOME	93,925.45
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	967,459.45
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.85%
<b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	170,890.79
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)	170,890.79
42 ENTITLEMENT GRANT	873,534.00
43 CURRENT YEAR PROGRAM INCOME	107,868.90
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	981,402.90
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.41%