City of Lawrence CDBG/HOME Programs
Grant Application
Revised 12/2021

Organization Name: Lawrence-Douglas County Housing Authority
Mailing Address: 1600 Haskell Ave Lawrence, KS 66044

Agency Address (if different than above):

DUNS Number: 837496447
Contact Name: Gallal Obeid
Phone: 785-830-2246
Contact Title: Director of Housing Assistance
Email: gobeid@ldcha.org
Website: ldcha.org
Organization Mission Statement:

To preserve and expand affordable housing and provide opportunities for participants to thrive through services and partnerships. To transform lives through accessible, affordable housing opportunities for all Douglas County residents.

Proposed Program or Activity Name: Transitional Housing - TBRA
Proposed Program Address: 1600 Haskell Ave Lawrence, KS 66044

Brief summary of Proposed Program or Activity:

This application requests funds for tenant-based rental assistance to meet the Transitional housing need for the City's homeless and hard to house population. Funds under this project are used to provide both rent subsidies and utility and security deposits to private landlords on behalf of low income household.

Funding Requested: $ 300,000

Request is: 94% of project budget and 6% of organization budget

Which National Objective will be met? (Page 3 above) Benefits low-to moderate-income individuals through TBRA Transitional Housing for those experiencing homelessness

Which Local Priority will be met? (Page 8 above) Responding to critical, identifiable and urgent needs and meeting strategic plan goal for housing, Rebuilding neighborhoods by providing safe, affordable housing opportunities

Certification: 
"I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided is true and correct. I also certify that I am officially authorized to represent the submitting organization by its governing board in the filing of this application."

Signature: Gallal Obeid Date: 2/6/2023
Print Name and Title: Gallal Obeid, Director of Housing Assistance

FOR HOUSING INITIATIVES STAFF USE ONLY

Date Received: Application : Complete □ Incomplete □

Received by:
Method Received: Mail □ Hand Delivery □ Electronic □
I. Narrative

1. What is the situation, problem or opportunity this grant will address?

This grant will address the housing needs of individuals and families experiencing homelessness who need support services to become stably housed. Generally, participants in this program are not eligible for other local housing assistance. The Lawrence-Douglas County Housing Authority's (LDCHA) HOME TBRA Transitional Housing Program is the largest program in Lawrence that provides the opportunity for permanent housing assistance to homeless individuals and families. To qualify for the program, families must be homeless according to the federal definition of homelessness provided in 24 CFR 91.5 as follows: 1) Literally Homeless: individual or family who lacks a fixed, regular, and adequate nighttime residence; 2) Imminent Risk of Homelessness: individual or family who will imminently lose their primary nighttime residence; 3) Homeless youth, or families with children and youth; and 4) any individual or family fleeing or attempting to flee domestic violence.

This application, if granted, will serve approximately 18 households experiencing homelessness for 24 months of rent assistance and deposits. There are currently 26 households on the waiting list for this program, eight of these households are searching with a voucher. We are currently set up to fully obligate all TBRA funding. This request would house all households on the waitlist.

2. How will the program or activity address one of the outcome areas identified in the City’s Strategic Plan?

This program directly impacts several city outcome areas:

LDCHA supports Strong, Welcoming Neighborhoods by directly addressing the city’s commitment to equity and inclusion by providing vouchers to folks experiencing homelessness. The Transitional TBRA program will directly “Create lasting solutions to connect people to housing to make homelessness a rare, brief and one-time experience”.

Safe and Secure community is supported by this program in our partnership with social service providers. By supporting clients with case management services, we can ensure assess to “trusted public and community based safety resources”.

This program aims to lower the barrier of obtaining housing to those experiencing homelessness and supporting the city’s goal of Prosperity and Economic Security for all community members. By providing vouchers to assist with the cost of housing and case management services from our partnering agencies, we can support “economic security and intentionally acknowledges, removes, and prevents barriers created by systemic and institutional injustice”.

This program recognizes and helps achieve the city’s strategic outcomes, by affording households experiencing homelessness access to not only safe, secure and affordable housing for 24 months, but an effective program that gives these households supportive services and the
opportunity to achieve permanent housing assistance through LDCHA’s regular Housing Choice Voucher Program.

3. How will the program or activity address priority needs outlined in the Consolidated Plan?

This program addresses the current Consolidation Plan by directly addressing the Transitional and Permanent Housing needs outlined in Step Up to Better Housing. HOME TBRA funds will support those who have higher barriers or are difficult to house that may not qualify our agencies general housing program requirements. These funds will support a population in our community who maybe precluded from other housing options (18 households). Additionally, this program provides 24 months of rental assistance with the opportunity to graduate from the program into a permanent voucher through our Housing Choice Voucher (HCV) program, ensuring the client has an opportunity for permanent housing beyond the transitional voucher. The 83% success rate of the HOME TBRA Transitional Housing Program show LDCHA’s dedication to both the city’s strategic and consolidated plan.

4. How will this grant support the mission of your organization?

The LDCHA mission is to preserve and expand affordable housing and provide opportunities for participants to thrive through services and partnerships. The LDCHA is the public agency charged with developing and administering affordable rental housing programs to address the needs of low-income persons. HOME TBRA funds will be used to provide rent and deposit assistance for Transitional Housing or for deposit-only assistance to enable eligible households experiencing homelessness to lease a unit.

5. How many people will be served by this grant and what percentage are low moderate income (describe method of verification)?

This request will be able to support rent and deposit assistance for approximately 18 households per year for two years. The average household size ranges from 2-3. Since 2014, 275 individuals were served through the city’s transitional program (125 adults and 150 children). After the successful completion of the 24 months of transitional housing program, eligible families are transferred to a permanent voucher through the Housing Choice Voucher program also known as Section 8. This provides the opportunity for permanent affordable housing for each household. These projects will be carried out in conformance with the existing agency procedures for family public housing, the HCV program and the Moving to Work (MTW) Program. For rent assistance, at application, admissions, and annually thereafter all beneficiaries must declare their total household composition, income, list income sources, and provide documentation which is then verified by LDCHA staff.
High Benefit to Low-Income Households: To date 98% of households have income below 30% of Area Median Income (AMI).

The next 17 households on the waitlist have a total of 35 individuals (18 children) with all having an AMI below 30%. In addition, 40% of these individuals are our BIPOC neighbors, 35% are single female head of household.

6. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?

This program is carried out in conformance with existing agency procedures for the public housing and Section 8 HCV and the MTW program. These program functions are shared by three LDCHA departments, General Housing (6) and Program and Property Management (3), and the Resident Services Office (6), for a total of 15 staff. In 2012 LDCHA created a housing stabilization initiative through its MTW Plan called Homeless to Housed which enabled the hiring of a Support Services Coordinator to provide case management for Transitional Housing participants who do not receive case management from a community provider, and to maintain a referral program for homeless families. Additionally, LDCHA hired a Landlord Liaison that has assisted in recruiting, training and incentivizing landlords to expand our network of Section 8 Voucher acceptance. The Landlord Incentive program is also available to households on this program, making their likelihood of finding safe and affordable housing very high.

Coordinate with Other Community Development Efforts: The LDCHA has a long history of partnering with other agencies and entities in order to bring the full range of health, mental health, education, job preparedness and other human services to participants. These entities include 10 public and private organizations that provide services and/or funding to address the full scope of issues that confront individuals and families in the course of their lives. The Transitional Housing program participants will also have access to support services provided by 4 employees from LDCHA Resident Services Office and the Transitional Housing self-sufficiency plans administered by support service agencies listed below.

Demonstrate Fiscal Success of Program: The LDCHA has administered this program for more than 25 years, accounting for all funds. The LDCHA receives federal subsidies directly from HUD to support the rents of low income families participating in the Section 8 program and public housing. As administrators of various housing programs the LDCHA earns administrative fees from HUD which pays for the personnel and operational costs to run those programs. The agency operates in a fiscally conservative manner and has never completed a grant year or fiscal year with an operating deficit. The LDCHA has been designated a High Performing agency for 29 years, since 1992.

This program serves as a highly collaborative project between the City of Lawrence and LDCHA, where its existence is largely due to the funding the City has provided through the HUD HOME program in prior years. This is one of the primary project being utilized to address the City’s priority to provide transitional housing. This program not only serves as a platform for transitional
housing, but it offers extremely low-income households (often at 30% or below AMI) the opportunity to attain permanent affordable housing assistance by transitioning to a Section 8 voucher. With a success rate of 83% this program is positively impacting the City of Lawrence’s strategic plan.

7. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

The LDCHA provides rent assistance, security and utility deposits, while the partnering social service agencies provide the support services that a family or individual needs to help them overcome the problems that contributed to them becoming homeless in the first place. This collaboration of housing assistance and support services keeps a focus on the family and individual to encourage them to learn new skills and behaviors that will help them maintain stable housing. Considering that families and individuals who are homeless can have multiple issues, this approach has a greater success rate than in programs where no support services are offered. The HOME TBRA Transitional Housing Program is the only program in Lawrence that provides a clear route and opportunity for permanent housing to those experiencing homelessness.

The LDCHA collaborates with:

- Bert Nash Community Mental Health Center
- Catholic Charities of Northeast Kansas
- Cottonwood, Inc.
- Douglas County Sheriff’s Reentry Program
- ECKAN
- Family Promise of Lawrence
- Heartland Community Health Center
- Independence, Inc.
- Lawrence Community Shelter
- Willow Domestic Violence Center

The LDCHA has been receiving HOME TBRA funds since 1995. Currently, 22 households are active in our program with eight households still searching. This fully obligates all available funds. Since 2008, this program has served 242 households and 160 households successfully transferred from this program to permanent housing choice vouchers and 22 have exited the program favorably. LDCHA currently stands at an 83% success rate, making it one of the most successful programs for moving households from homelessness to secure, safe and affordable housing opportunities.
8. **How will success be measured and how will you continue to fund this project once grant funds are expended?**

Since this program was first funded by the city in 1995, LDCHA has measured success by the number of families and individuals who keep and maintain their housing assistance. The success rate of households completing this program between 2008-2022 is 83%, which is the average success rate based on the number of families that successfully complete the 24-month program and transfer to permanent housing or exit favorably.

LDCHA’s HOME TBRA Transitional Housing Program is the only program in Lawrence that provides transitional housing with access to continued permanent housing assistance. HOME TBRA has always been a two-year time limited program. After successfully completing two years, if eligible, the household is transferred to the Section 8 program. If this grant is not renewed current participants would complete the program and be transferred to permanent housing. However, this would eliminate the agency’s and community’s primary homeless housing program. The LDCHA does not have a preference for families or individuals experiencing homelessness on its waiting list for its Section 8 or public housing program, and the average time an applicant stays on the LDCHA general waiting list is currently 16 to 22 months. Additionally, the HOME TBRA Program provides participants an opportunity to become eligible for the LDCHA’s public housing or Section 8 programs when a household would otherwise not qualify.

9. **What is the organization’s timeline for achieving the objectives of the grant?**

HOME TBRA rent assistance funds are time limited and usually sufficient to support a household for 24 months. All funds used for deposit only assistance are provided as a one-time grant. Funds are obligated within 6 months of the award date and often funds are expended within 2-3 years.

10. **What other funding sources have been approached and what have the responses been?**

The LDCHA receives federal rent subsidy directly from HUD to support the rents of low income families participating in the Section 8 program but the number of vouchers is static. The LDCHA makes frequent grant applications for additional tenant based rent assistance. In 2013, 2014, and 2015 LDCHA applied for Veterans Affairs Supportive Housing (VASH) vouchers, received and has issued 45 VASH vouchers in Douglas County. Between 2019-2021 LDCHA received 70 Mainstream Vouchers, specific to households with an adult member who is non-elderly disabled and in 2021 received 31 Emergency Housing Vouchers that support the housing of households experiencing homelessness. Additionally, with its MTW funds, the LDCHA created vouchers for special populations: 5 for Re-entry in partnership with the Sheriff’s Department, 20 vouchers for victims of domestic violence, and 5 for youth exiting foster care. Additionally, at the request of the City and County in 2016, the LDCHA created and has administered a similar program (New Horizons) to house families who are guests of the Lawrence Community Shelter or Family
Promise of Lawrence. This program is funded with special funds from the City of Lawrence/Affordable Housing Trust Fund and Douglas County.

While the LDCHA has been able to attain more funds and vouchers to support the community’s high need for affordable housing, the need continues to grow, with a total of 424 households on LDCHA program waitlists. This transitional TBRA program has been crucial to those who are experiencing homelessness in Douglas County and offers a solution that both matches the city’s priorities and LDCHA’s mission and vision. This program provides housing opportunity for households experiencing homelessness when they are ineligible for our general housing voucher program. In addition, the program also provides the support for households to gain the ability to stay stably housed, including meeting lease obligations. This transitional program serves as a pathway to permanent housing support and with an 83% success rate these households are able to thrive in our community.

II. Proposed Project/Activity Budget

No administrative costs are charged to the grant by the LDCHA. The costs outlined in the Proposed Project/Activity Budget show the amount that LDCHA will contribute to the project.

For Cover page:

Mission

To preserve and expand affordable housing and provide opportunities for participants to thrive through services and partnerships.

Vision

To transform lives through accessible, affordable housing opportunities for all Douglas County residents.

(Brief Summary)

This application requests funds for tenant-based rental housing assistance to meet the Transitional Housing need for the City’s homeless and hard to house population. Funds under this project are used to provide both rent subsidies and utility and security deposits to private landlords on behalf of low income households experiencing homelessness, or deposit only assistance to this target demographic.
### Proposed Project/Activity Budget

Explanation should describe how you arrived at amounts. See example.
If lines are inserted, remember to add calculated fields.

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Any proposal containing repair, rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- bid proposals including labor and materials
- timeline for program/activity
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
2022-23

Chair
Jamie Davison
1320 N 1770 Road
Lawrence, KS 66044
785-551-2806 (c)
jamie.davison@intrustbank.com
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(2nd Term)
Douglas County Appointee

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(2nd Term)
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(1st Term)
Douglas County Appointee

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June 2026
(2nd Term)
City of Lawrence Appointee
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY

2021 ANNUAL REPORT
In 2021 the challenges kept coming and the staff at LDCHA persevered in operating the agency in a manner that protected the health and safety of participants and staff. The pandemic starkly demonstrated the importance of stable housing as a critical need for personal and community health. LDCHA focused on keeping our participants housed and assured continued delivery of essential services to help mitigate pandemic impacts. Numerous vaccine clinics were organized and held at LDCHA properties. Staff assisted participants in accessing rental and utility assistance through KERA funding to contend with the resulting economic downturn that disproportionately affected low income households. Additionally, LDCHA worked with community partners to address individuals and families struggling with homelessness. The LDCHA accepted and issued 31 new Emergency Housing Vouchers that were specifically targeted to assist homeless households.

During 2021, LDCHA used its status as a Moving to Work (MTW) agency to address the digital divide. Faced with the challenges of remote learning, and the potential for lack of access and educational regression, LDCHA used its MTW funds and a Community Development Block Grant from the City of Lawrence to provide free high speed internet access to all of our residents in Edgewood Homes, including 136 children.

In March of 2021, a contractor accidentally started a fire on the roof of Babcock Place, causing extensive smoke and water damage to the building. The repairs required many of the residents to be temporarily moved out of their units. Further, due to the pandemic many of the materials needed were unavailable and extended the time for the completion of repairs. This was challenging for the residents and the staff. I want to take this opportunity to thank the residents of Babcock for their patience. I also want to specifically thank Lori Dalrymple, Senior Housing Director, Jerrad Lewis, Program and Property Director, and Tyler Torruden, Maintenance Director, for their excellent work in handling this project.

I am so proud and grateful for the Board, the staff and work that LDCHA has the privilege to do for our community.

(Edited's Note: Shannon won’t tell you this, but she was presented the 2021 Bert Nash Pioneer Award!)

**LDCHA Board of Commissioners**

Joshua Powers, Chair • Jamie Davison, Vice Chair
Maria Duran • Wallace Meyer Jr. • Dr. Ellen Paulsen
HIGHLIGHTS

FREE HIGH SPEED INTERNET

The LDCHA celebrated the completion of the installation of free high speed internet to the 130 apartments at Edgewood Homes with a ‘Final Fiber Splice’ ribbon cutting Zoom event on February 10, thanking our partners and promoting the ConnectHomeUSA project. The fiber internet is provided by RG Fiber.

BRIDGING THE DIGITAL DIVIDE

The Jefferson’s Foundation provided the FCYP with a grant for $10,000 to purchase electronic devices for youth living at Edgewood Homes to help bridge the digital divide. We served 48 families by providing 30 Chrome Books and 44 tablets to 74 youth ages 7-17.

FARMER’S MARKET

LDCHA partnered with Growing Food Growing Health (GFGH) for the second year to offer the Edgewood Farmers Market each Wednesday, providing free locally grown produce and fresh bread to low-income households. GFGH received a grant from the Douglas County Community Foundation to supplement the produce grown in their own community gardens.

SENIOR VACCINATIONS

LDCHA Senior Housing partnered with Sigler Pharmacy, Orchard Drugs, and Medical Arts Pharmacy to provide the first and second Moderna vaccine doses, and the first booster, to the residents of Babcock Place, Clinton Place, and Peterson Acres. About 105 senior residents received both doses through this activity.
WHO WE HOUSED

New housing opportunities were added to our community in 2021:
- LDCHA was awarded 31 Emergency Housing Vouchers in June to serve homeless families and survivors of domestic violence.
- LDCHA added 60 Mainstream vouchers for disabled households ages 18-61.
- The Cottages at Green’s Lake were opened in April. The Cottages are 10 units of supportive housing in partnership with the Recovery Campus of Douglas County for households with serious mental illness, substance use disorders, and addition challenges.
LDCHA continued COVID Hardship Rent Reductions for families impacted by income loss due to COVID through April 30.

1,390
Total Households
2,624
Total People
895
Children

Seniors
514 households
$17,085 avg. income
69% earned 30%
or less of AMI
27 were homeless
at admission

2021
DEMOGRAPHICS

Working
Households
445 households
$26,796 avg. income
47% earned 30%
or less of AMI
36 were homeless
at admission

People
with Disabilities
448 households
$14,651 avg. income
81% earned 30%
or less of AMI
60 were homeless
at admission

AMI = Area Median Income
# LDCHA Programs

## Public Housing
- Edgewood Homes
- Babcock Place
- Scattered Sites
- Peterson Acres
- Housing units: 369

## Section 8 & VASH
- Section 8 Vouchers: 732
- VASH Vouchers: 45
- VASH exclusively houses homeless veterans

## Special Use Vouchers
- Douglas County Re-Entry: 2
- Safe Housing: 8
- Next Step: 2

## Lawrence Expanded Housing
- Rent based on a sliding scale, no subsidy
- Housed: 17

## Mainstream & Emergency Housing Vouchers
- Mainstream 54
- EHV 21
- Total Housed: 75

## Clinton Place
- Senior Multifamily Apartment Building
- Housing units: 58

# Alleviating Homelessness

## Transitional Housing
- Vouchers & supportive services for homeless households
- Housed: 30

## New Horizons
- Homeless families with children
- Locally funded by Lawrence and Douglas County grants
- Housed: 7

## HOPE House
- Continuum of Care
- Permanent Supportive Housing
- Housing units: 6
The second year of the COVID pandemic meant Resident Services Office (RSO) services and activities were adapted to meet current health guidelines. The RSO office was closed to in-person visits until July 1, and classes, workshops, and most services were conducted by phone and Zoom.

EMPLOYMENT SERVICES

RSO's two full-time Employment Specialists served 93 unique individuals in the Employment Program. Services included resume writing, job application assistance, and interview preparation. 69% of our participants successfully gained employment. We provided assistance for education to improve employability.

- 4 clients enrolled in secondary education courses.
- We paid $230 for a Master of Social Work board exam for 1 client.
- We used the remainder of the 2020 Momentum Grant funds to serve 32 households, providing $3,408 for laptops, $1,000 for gas cards, and $419 for car repairs.

In addition, we paid:

- $129 for GED class and exam fees
- $398 for adult student school supplies
- $272 for employment supports including interview clothing, required job clothing (scrubs, non-slip shoes, etc.), and hygiene items
- $1155 for 4 tenants to attend driving school and get their driver's licenses
- $300 for childcare to support new employment for 2 households
HOME OWNERSHIP

In 2021, 3 more households completed the program and became homeowners! A total of 104 former LDCHA households have become homeowners through this program.

CAR REPAIR

14 households received car repair in 2021. A total of $6,465 was spent with an average repair costing $462. All households maintained employment because of the program.

COVID VACCINATION CLINICS

The LDCHA partnered with Positive Bright Start and Lawrence Public Health to host two free COVID vaccine clinics at the Huppee Community Facility. 12 Participants received first and second doses of the Pfizer vaccine and were given Dillon's gift cards and meals from Jason's Deli.

COVID SELF-CARE PACKAGES

In February we partnered with Lawrence Public Health to distribute 296 free COVID self-care packages to Edgewood tenants. Each package included a rapid PCR saliva test, hand sanitizer, sanitizing wipes, face-masks, and literature addressing test processing and FAQs.

“FRESH START” GIFT BAGS

In December 2021, the Resident Services Office distributed 66 “Fresh Start” gift bags to the elderly/disabled residents at Edgewood Homes. Each bag consisted of cleaning supplies and a pair of warm fuzzy socks. This project helped our staff connect with residents undergoing social isolation from pandemic safety measures.
FULL CIRCLE YOUTH PROGRAM

The Huppee Community Facility remained closed until June due to COVID. We opened the facility to small groups from June through September and closed again due to a significant rise in COVID cases in schools. We were able to continue to serve youth in the with safety protocols in place, and 205 youth receiving housing assistance participated in the Full Circle Youth Program (FCYP) throughout 2021.

HUPPEE COMMUNITY GARDEN

The FCYP partnered with Growing Food, Growing Health to plant, maintain, and harvest the Huppee Community Garden. Youth assisted with developing a planting budget and deciding what seeds to plant. The garden produced 4 types of tomatoes, 3 types of peppers, carrots, cucumbers, okra, corn, beans, peas, potatoes, and herbs.

FULL CIRCLE WRENCHING CREW

14 youth received bicycles, helmets, and bike locks through our Full Circle Wrenching Crew.
ZOMBIE WALK

141 youth were served through our annual Zombie Walk, which we refashioned into a Zombie “treat bag” distribution. Bags contained age appropriate books, games, school supplies, healthy snacks, Bombas socks, and customized tie-dyed facemasks. In addition, we held a raffle and gave out 2 Samsung Galaxy tablets, 3 Bluetooth speakers, and 3 headphones to youth participants.

AND MORE!

◊ 29 youth received scholarships for extracurricular activities.
◊ 16 youth were served through a grant received from the Landen Lucas Foundation to provide youth scholarships for sports-related activities.
◊ 10 youth received free dental care through our continued partnership with Heartland Community Health Center’s Healthy Futures Mobile Dental Clinic.
◊ 113 youth received “holiday water bottles” filled with healthy snacks.
Public Housing was built with HUD funding and continues to receive HUD subsidies.

Section 8 voucher holders rent from private landlords and pay 30% of their income; $5,774,563 to 292 private landlords.

As an MTW agency, we have the flexibility to create additional special use vouchers.
2021 Programs

Complete 2021 LDCHA financial reports are at ldcha.org/board-meeting-packets.

Clinton Place & Lawrence Expanded Housing

- Clinton Place Multifamily Housing
  - 2006
  - 58 Units

- LEH
  - No subsidy, sliding scale rent
  - Peterson Acres II
    - 2007
    - 8 Units
    - Occupancy 100%
    - 1725 New Hampshire
      - 2015
      - 6 Units
      - Occupancy 99%
      - 826 Oak St.
        - 2015
        - 1 Unit
        - Occupancy 100%

- Total Units: 15
- No Allocation, No Subsidy
- Total Occupancy Rate: 99%

2021 Allocation
- $288,844
- Occupancy Rate: 97%

Permanently Supportive Housing

- HOPE House
  - 2005
  - 6 Units
  - 2021 Grant
    - $105,672
    - Occupancy Rate: 88%

- The Cottages at Green's Lake
  - 2021
  - 10 Units
  - No Allocation, No Subsidy
  - Occupancy Rate: 20%

LDCHA owns and is the landlord for 369 public housing units. LDCHA pays the difference with HUD funding. In 2021, LDCHA paid for rent. LDCHA pays the difference with HUD funding. In 2021, LDCHA paid for rent. LDCHA pays the difference with HUD funding. In 2021, LDCHA paid for rent. LDCHA pays the difference with HUD funding. In 2021, LDCHA paid for rent. LDCHA pays the difference with HUD funding. In 2021, LDCHA paid for rent.

Vouchers
- Vouchers: 0

Reserves
- Reserves: $889

Key Rate
- Key Rate: 0%
LDCHA Language Assistance Plan  
Resolution 2017-15  
August 28, 2017

Lawrence-Douglas County Housing Authority (LDCHA) is committed to ensuring equal access to its programs and services by all residents, regardless of primary language spoken. Title VI of the Civil Rights Act and Executive Order 13166 require recipients of federal financial assistance to take reasonable steps to ensure meaningful access to their programs and services by Limited English Proficient (LEP) persons. Persons who do not speak English as their primary language and who have a limited ability to read, write, speak, hear, or understand English can be considered LEP persons.

Goals of the Language Assistance Plan  
The goals of LDCHA’s Language Assistance Plan include:

- To ensure meaningful access to LDCHA’s affordable housing programs by all eligible individuals regardless of primary language spoken.

- To ensure that all LEP individuals are made aware that LDCHA will provide free oral interpretation services to facilitate their contacts with and participation in Agency programs.

- To ensure that LDCHA staff are aware of available language assistance services and how these services need to be used when serving LEP individuals.

- To provide for periodic review and updating of language assistance plans and services in accordance with community needs.

LEP Individuals Who Need Language Assistance

The 2011-2015 American Community Survey found that English is spoken only or “very well” by 96.6% of Douglas County residents. Of those who speak another language, 67.2 also speak English “very well.” None of the most commonly spoken languages other than English approaches 5% or 1000 of eligible persons to be served or likely to be affected or encountered by LDCHA programs or staff.

<table>
<thead>
<tr>
<th>Douglas County, Kansas</th>
<th>Estimated Population</th>
<th>Speak English only or speak English “very well”</th>
<th>Speak English “less than very well”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population 5 years &amp; over</td>
<td>108,945</td>
<td>105,269</td>
<td>3,676</td>
</tr>
<tr>
<td></td>
<td>(X)</td>
<td>96.6%</td>
<td>3.4%</td>
</tr>
<tr>
<td>Speak only English</td>
<td>97,751</td>
<td>89.7%</td>
<td>(X)</td>
</tr>
<tr>
<td></td>
<td>(X)</td>
<td>(X)</td>
<td>(X)</td>
</tr>
<tr>
<td>Speak a language other than English</td>
<td>11,194</td>
<td>10.3%</td>
<td>7,518</td>
</tr>
<tr>
<td></td>
<td>(X)</td>
<td>67.2%</td>
<td>3,676</td>
</tr>
<tr>
<td></td>
<td>(X)</td>
<td>(X)</td>
<td>32.8%</td>
</tr>
</tbody>
</table>
Speak a Language Other Than English

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>3,749</td>
<td>3.4%</td>
<td>2,660</td>
<td>71.0%</td>
<td>1,089</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>2,273</td>
<td>2.1%</td>
<td>1,884</td>
<td>82.9%</td>
<td>389</td>
</tr>
<tr>
<td>Asian &amp; Pacific Island languages</td>
<td>3,735</td>
<td>3.4%</td>
<td>1,875</td>
<td>50.2%</td>
<td>1,860</td>
</tr>
<tr>
<td>Other languages</td>
<td>1,437</td>
<td>1.3%</td>
<td>1,099</td>
<td>76.5%</td>
<td>338</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Types of Assistance Needed by LEP Persons

While LDCHA staff very rarely encounter LEP persons, when they do it is at meetings, via written communications and phone calls where information is exchanged. Oral interpretation services may be needed for these contacts.

Language Assistance Provided

In order to promote equal access to LDCHA programs and services by LEP individuals, the LDCHA will implement the following language assistance services:

1. Identification of LEP Persons and Notices

Use of "I Speak Cards": In order to help identify LEP individuals and determine the appropriate language assistance, LDCHA posts and makes available "I Speak Cards" at its central office waiting room. Applicants, housing residents and Housing Assistance voucher participants can use these cards to indicate their primary language. LDCHA staff at the point of entry then makes appropriate arrangements for interpretation services, using a telephone interpretation service. These flash cards can be accessed at https://www.lep.gov/ISpeakCards2004.pdf.

Once a LEP individual's primary language is identified, LDCHA staff will assess the feasibility of providing written translation service and/or oral interpretation assistance.

Language Assistance Measures

1. Telephone Support: LDCHA uses the services of a professional telephone interpretation service whenever requested by an LEP individual and/or when an LEP person uses an "I Speak" card to signify that they speak a non-English language. When these contacts involve review of LDCHA forms and procedures, the agency will schedule the call so that the telephone translator has the opportunity to first review the relevant form or procedure. LDCHA will only utilize interpretation services which demonstrate a high degree of training and professionalization among the interpreter staff.
2. In the event LDCHA should receive a request for assistance in a language other than English, staff members will take the name and contact information of the person. If the person speaks Spanish, LDCHA may be able to use employees who speak Spanish as interpreters. For languages other than Spanish, LDCHA will use a free online written translator website or may contact a local volunteer, if one is available. The University of Kansas, through its various language departments, may also provide assistance. Finally, if the required language is not available and formal interpretation is required, staff shall use the telephone interpreter service, Language Line, at 1-800-752-6096

3. Use of other interpreters not provided by LDCHA: As noted above, LEP individuals are informed that the Agency can provide them with free access to oral interpretation services via telephonic oral interpretation as needed. If the LEP individual requests their own qualified, trained interpreter, this is allowed at the individual's own expense. Use of family members and friends, especially minor children, as interpreters is generally discouraged. Exceptions are made where the contact with the LEP person is of a routine nature, one that does not involve confidential matters, or significant/complex matters impacting the applicant or resident's housing status, rent payments, or lease compliance issues. Staff is advised to be alert to the potential for any conflict of interest or competency issues that may arise from the involvement of family or friends.

4. The LDCHA assessed the need for assistance to non-English speaking applicants in Douglas County, Kansas and determined that vital LDCHA documents be made available in Spanish to enable persons with limited English proficiency to access LDCHA programs. Basic LDCHA information handouts, residents' handbooks, contracts, and forms have been translated into Spanish and are available at the LDCHA Administrative Offices. LDCHA staff will obtain translations and translation services to assist applicants or program participants speaking languages other than Spanish through the appropriate University of Kansas language program office. Translation services are available when necessary through the LDCHA Resident Services Office.

5. If there is an expressed need for other translation methods such as Sign Language or Braille materials, LDCHA will determine the feasibility and possibilities of providing these services as well. LDCHA may be able to use certified staff members, or Independence, Inc. may be able to provide braille services and the LDCHA has an account for this service. Within its limited budget and capabilities, LDCHA pledges that it will, to the best of its abilities, provide meaningful access to all persons.

6. Outside of those services, because LDCHA staff is small and does not possess in-house translation capabilities or expertise, LDCHA staff can only assist LEP persons, but cannot accurately assess or guarantee the accuracy of translation services provided by others.

Staff Training and Coordination
LDCHA provides training on LEP awareness and required assistance actions under the Language Assistance Plan for employees. This includes:

1. Mandatory trainings: Scheduled for all employees to review the Language Assistance Plan elements, review procedures related to the LAP, and to inform staff of their responsibilities relative to LEP persons.

2. LEP Coordinator: LDCHA has a designated LEP Coordinator, who is responsible for updating the LEP analysis, addressing staff and public questions and other issues related to LEP matters.

Providing Notice to LEP Persons

LDCHA ensures that LEP persons are aware of the language services available to them by:

- Posting LEP notices in LDCHA’s offices and on website, and
- Partnering with community agencies

LDCHA is in regular contact with local community agencies who work with LEP persons to inform them of the Agency’s policies regarding language services to LEP persons; and to solicit their assistance and cooperation in communicating LDCHA’s policies and providing assistance to LEP persons.

Monitoring and updating the Language Assistance Plan

On January 22, 2007, the U.S. Department of Housing and Urban Development (HUD) issued Final Guidance to recipients of HUD funding concerning compliance with the Title VI prohibition against national origin discrimination affecting LEP persons. HUD’s Final Guidance defines a four-factor self-assessment method, which assists agencies receiving HUD funds in determining the extent of their obligations to provide LEP services.

Using the LEP self-assessment as a guide, the LDCHA prepared this Language Assistance Plan (LAP), which defines the actions LDCHA takes to ensure Title VI compliance with respect to LEP persons. The Agency will periodically review and update this LAP in order to ensure continued responsiveness to community needs and compliance with Title VI.