



January 26, 2024

Dear Applicant:

**City Hall
Riverfront
Planning &
Development
Services**

1 Riverfront Plaza
Suite #320
Lawrence, KS 66044

P: 785-832-7700
F: 785-832-3110
lawrenceks.org

The City of Lawrence, through the Housing Initiatives Division of the Planning & Development Services Department, invites non-profit organizations to submit applications for projects to be funded through the Community Development Block Grant (CDBG) as part of the 2024 Annual Action Plan. Funds are awarded by the U.S. Department of Housing and Urban Development to meet a National Objective and must be used for an eligible activity established by Congress for the program.

The 2024 Annual Action Plan will include projects to be undertaken during the program year beginning August 1, 2024 through July 31, 2025. Projects and programs undertaken must address a priority need set forth in the 2023-2027 Consolidated Plan.

For Program Year 2024, the City anticipates available Non-Public Service CDBG funding to be approximately \$150,000. Actual award figures from the federal government should be available in March 2024. However, the final entitlement amounts may be significantly less than prior years, depending on federal budget decisions.

The City will be aligning 2024 Public Service allocations with the “[A Place for Everyone](#)” Strategic Plan. The City has chosen to fund the agencies that were awarded with 2023 CDBG Public Service allocations again in 2024 to continue their ongoing programming in this area. There will be no Public Service application available for the 2024 funding cycle to agencies not funded in 2023.

The City will accept applications for funding beginning January 26, 2024 through February 26, 2024 at 5:00 pm. No applications will be accepted after February 26, 2024.

All applicants are encouraged to contact City staff to ask specific questions with regard to their proposal’s eligibility for CDBG funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan’s goals and objectives. Please contact Brad Karr by email at bkarr@lawrenceks.org or by phone at 785-832-3114.

Thank you for your interest in the City’s CDBG program. If you have questions about the application process or wish to discuss a specific funding proposal, please do not hesitate to contact Housing Initiatives staff at (785) 832-7700.

Sincerely,

**Danelle Walters
Housing Initiatives Manager/Assistant Director
Planning & Development Services**



Application Quick Facts

- All applicants are encouraged to contact City staff to ask specific questions with regard to their proposal's eligibility for CDBG funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan's goals and objectives. Please contact Brad Karr by email at bkarr@lawrenceks.org or by phone at 785-832-3114.
- The application deadline is 5:00 pm on February 26, 2024. No applications will be accepted after February 26, 2024.
- Only completed applications received by the deadline will be considered.
- The City will be aligning 2024 Public Service allocations with the "[A Place for Everyone](#)" Strategic Plan. The City has chosen to fund the agencies that were awarded with 2023 CDBG Public Service allocations again in 2024 to continue their ongoing programming in this area. There will be no Public Service application available for the 2024 funding cycle to agencies not funded in 2023.
- All CDBG applications must meet a defined national objective and be an eligible activity under program guidelines to be considered.
- All HOME applications must be an eligible activity under program guidelines and enforce the required period of affordability based on the program type and the amount of HOME funds invested.
- All programs/activities receiving HUD funding require approval of an environmental review under 24 CFR Part 58 **before** HUD funds may be committed for the project. In addition, until the City has completed the environmental review process under the regulation, neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit non-HUD funds on or undertake an activity or project that would limit the choice of reasonable alternatives. Actions that limit the choice of reasonable alternatives include acquisition, leasing or disposition of real property, and repair, rehabilitation, construction or demolition.

Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at www.lawrenceks.org/pds/cdbg.

Submit one electronic copy in Microsoft Word or .pdf format via email to bkarr@lawrenceks.org (required attachments may be submitted in Word or .pdf format) of your proposal by **5:00 p.m. February 26, 2024**.

Housing Initiatives Division, Planning & Development Services
1 Riverfront Plaza, Suite 320
Lawrence, KS 66044

CDBG FACT SHEET

Introduction

The City of Lawrence, KS receives a Community Development Block Grant (CDBG) annually from the U.S. Department of Housing and Urban Development (HUD) to fund activities that primarily benefit low- and moderate-income (LMI) residents of the community. Each year, the City of Lawrence, through the Housing Initiatives Division of the Planning & Development Services Department, uses a competitive application process to fund non-public service programs and activities.

To help potential applicants determine whether their project might be eligible for a grant, it is important to be familiar with the basic requirements of the CDBG program. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Contractual Requirements).

The City directly administers non-public service CDBG funds to carry out a wide range of community development activities. Non-public service programs have to be an eligible activity under program guidelines and meet a national objective.

CDBG National Objectives

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program. Those three objectives are identified as:

1. Benefiting Low- and Moderate- Income (LMI) Persons (at least 70% of the funds must be used in this category)
2. Preventing or Eliminating Slums or Blight
3. Meeting Urgent Needs

The following information is intended to provide a brief overview of the national objectives.

An activity that fails to meet one or more of the applicable tests for meeting national objectives is in noncompliance with CDBG guidelines.

1. Benefiting Low- and Moderate- Income (LMI) Persons: CDBG guidelines require that at least 70 percent of a grant recipient's funds must be used for activities that benefit low- and moderate- income (LMI) persons. A LMI person is defined as a member of a family having an income equal to or less than 80 percent of the median income of the area involved. A family is defined as all persons living in the same household who are related by blood, marriage, or adoption. Adult children who continue to live at home with their parent(s) are considered to be part of the family for this purpose and their income must be counted in determining the total family income. A dependent child who is living outside of the home (e.g., student living in a dormitory or other student housing) is considered for these purposes to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit.

The criteria for how an activity may be considered to benefit LMI persons are divided into four subcategories:

- a. Those based on *Area Benefit*,
- b. Those serving a *LMI Limited Clientele*,

- c. Those involving *LMI Housing*, and
 - d. Those involving *LMI Jobs*.
- a. An **Area Benefit** activity is an activity available to benefit all the residents of a primarily residential area. In order to qualify as addressing the national objective of benefit to LMI persons on an area basis, an activity must meet the identified needs of LMI persons residing in an area where at least 51% of the residents are LMI persons. The benefits of this type of activity are available to all residents in the area regardless of income.
 - b. A **LMI Limited Clientele** activity is an activity that provides benefits to a specific group of persons rather than everyone in an area generally. It may benefit particular persons without regard to the area in which they reside, or it may be an activity which provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be LMI persons. Limited clientele activities may qualify as either a presumed benefit activity or a direct benefit activity. A presumed benefit activity is one that exclusively serves a specific group of people that HUD categorically considers to be LMI persons. These categories include:
 - abused children,
 - elderly persons,
 - battered spouses,
 - homeless persons,
 - adults meeting Bureau of Census' definition of severely disabled persons,
 - illiterate adults,
 - persons living with AIDS, and
 - migrant farm workers.

If the clientele served does not fall under one of presumed benefit category of persons, it may qualify as a direct benefit activity that serves LMI persons. The project sponsor **must verify and maintain documentation regarding the family size and income of each person served**. At least 51% of the clientele served must be LMI persons. The nature and location of the activity may also support the conclusion that primarily LMI persons are served. To qualify under this definition, the service provided must be both of such nature and in such location that it may be reasonably concluded that the activity's clientele will be primarily be LMI persons.

- c. For activities to qualify under the *LMI Housing* benefit national objective, it must result in housing that will be occupied by LMI households upon completion.
 - d. A *LMI Jobs* activity is one that creates or retains permanent jobs, at least 51% of which, on a full time equivalent (FTE) basis, are either held by LMI persons or considered available to LMI persons.
- 2. Preventing or Eliminating Slums or Blight:** The City currently has no designated areas that meet the definition of a slum, blighted, deteriorated, or deteriorating area under State and local law. The elimination of specific conditions of blight or deterioration on a spot basis is permitted on the premise that such actions serve to prevent the spread to adjacent properties or areas.
- 3. Meeting Urgent Needs:** To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions in which the City certifies **all** of the following:

- Pose a serious and immediate threat to the health or welfare of the community,
- Are of recent origin or recently became urgent (within 18 months),
- The City is unable to finance the activity on its own, and
- Other resources of funding are not available to carry out the activity.

For more information about national objectives and/or eligible program activities please refer to the Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities found at [HUD Exchange](#).

2023 CDBG Income Limits effective June 15, 2023

The income limits that determine who is considered to have low- and moderate-incomes are shown below:

These limits will be adjusted by HUD each year; your grant agreement will contain an updated Client Eligibility Form listing the current values to use for the applicable program year.

It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities. Failure to do so will result in activities being ineligible for reimbursement. Included in this document is a sample CDBG Self Certification form which can be used for this documentation.

Family Size	Moderate Income (80%)	Low Income (50%)
1	\$53,000	\$33,150
2	\$60,600	\$37,850
3	\$68,150	\$42,600
4	\$75,700	\$47,300
5	\$81,800	\$51,100
6	\$87,850	\$54,900
7	\$93,900	\$58,700
8	\$99,950	\$62,450

[CDBG Income Limits - HUD Exchange](#)

**U.S. Department of Housing and Urban Development
Community Planning and Development
Community Development Block Grant (CDBG)**

SELF CERTIFICATION OF ANNUAL INCOME BY BENEFICIARY

INSTRUCTIONS: This is a written statement from the beneficiary documenting the definition used to determine “Annual (Gross) Income”, the number of beneficiary members in the family or household (as applicable based on the activity), and the relevant characteristics of each member for the purposes of income determination. To complete this statement, select the definition of income used, fill in the blank fields below, and check only the boxes that apply to each member. Adult beneficiary members must then sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request.

Definition of Income

HUD 24 CFR Part 5

Beneficiary Information

Last Name:	Beneficiary ID (if applicable):
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Household Member Information

First Names:	Member IDs (if applicable):	HH	CH	DIS	62+	S≥18	<18	Race	Ethnicity
	1								
	2								
	3								
	4								
	5								
	6								

HH = Head of Household; **CH** = Co-Head of Household; **DIS** = Person with disabilities; **62+** = Person 62 years of age or older; **S≥18** = Fulltime student age 18 or over; **<18** = Child under the age of 18 years **Race** = 11-White, 12-Black/African American, 13-Asian, 14-American Indian or Alaska Native, 15-Native Hawaiian/Other Pacific Islander, 16-American Indian/Alaskan Native & White, 17-Asian & White, 18-Black/African American & White, 19-American Indian/Alaskan Native & Black/African American, 20-Other multi-racial; **Ethnicity** = 21-Hispanic, 22-Non-Hispanic

Contact Information

Address Line 1:	City:
Address Line 2:	State: Zip Code:

Income Information

Annual gross income (total of all household members) = \$ _____

Certification

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

COMPLETE SIGNATURES ON SECOND PAGE

**U.S. Department of Housing and Urban Development
Community Planning and Development
Community Development Block Grant (CDBG)**

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

SELF CERTIFICATION OF ANNUAL INCOME BY BENEFICIARY

HEAD OF HOUSEHOLD		
Signature	Printed Name	Date

OTHER BENEFICIARY ADULTS*		
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

* Attach another copy of this page if additional signature lines are required.

WARNING: The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

City Policies and Priorities for CDBG Grants

Each year, the City of Lawrence receives many more requests for CDBG grants than there are funds available. The competition is greatest among applicants requesting funds for costs associated with providing services to some of our most vulnerable residents: the elderly, children and youth, the homeless, people with mental and physical disabilities, and victims of violence.

Eligible Non-Public Services activities are identified under [§ 570.201](#) and include acquisition of real property, disposition, public facilities and improvements, clearance, interim assistance, relocation, loss of rental income, privately-owned utilities, rehabilitation, construction of housing, code enforcement, special economic development activities, microenterprise assistance, special activities by CBDOs, homeownership assistance, planning and capacity building, program administrative costs, and miscellaneous other activities.

In addition to the CDBG requirements, the City of Lawrence has developed policies and priorities to guide its use of CDBG funds. These policies and priorities are based on requirements for the CDBG program along with local needs and funding priorities.

Policies

- Grantees who receive funds in one year are not guaranteed future funding; funding is dependent on many factors including past performance;
- Grantees may not purchase capital equipment with CDBG funds; and
- Specific ineligible activities are identified under [§ 570.207](#).

Priorities

Funding priority will be given to activities that:

- Provide services that respond to critical, identifiable, and unmet needs;
- Addresses one of the outcome areas identified in the [City's Strategic Plan](#);
- Addresses priority needs outlined in the [Consolidated Plan](#);
- Have a high benefit to low-income persons;
- Are clearly defined as to scope, location, need, budget, goals, beneficiaries and means for evaluation of program progress, with evaluation criteria that are specific, measurable, and realistic;
- Present a reasonable, sound budget and have a clear sustainability plan that is consistent with the budget and that demonstrates that the applicant has the capacity and the capability to implement the proposed plan successfully;
- Maximize the use of outside funds (non-CDBG or other City funds); and
- Support or coordinate with other community development efforts.

Application Review and Recommendations

Applications for grants are accepted by the Housing Initiatives Division on an annual, cyclical basis. The 2024 deadline date for submission of applications is February 26, 2024. Projects submitted after the deadline will not be considered for review.

All applications are initially reviewed by the staff of Housing Initiatives to determine eligibility under HUD's criteria and conformance with the City's CDBG/HOME funding policies and priorities. HOME applications are then reviewed and scored by the Affordable Housing Advisory Board (AHAB), and CDBG applications are reviewed and scored by city staff.

Applications recommended for funding will be forwarded to the City Commission. The City Commission will make the final selection of those activities and projects to be funded with CDBG/HOME funds. The City Commission will review the proposed activities in the annual Action Plan in April/May of each year. The approved Action Plan will be submitted to HUD for approval, with the grant funds available after the beginning of August.

Contractual Requirements

Each grantee selected to receive funds is required to sign a grant agreement with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under City policies and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements shall include but not be limited to the following:

1. After an application is approved for funding, a grant agreement will be prepared by the City. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries.
2. Each agency receiving funding will agree to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of those regulations, except that: (a) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604; and (b) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state, and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.
3. Each agency receiving funding will agree to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.
4. Each agency receiving funding is required to provide meaningful access to Limited English Proficient (LEP) persons and thus comply with Title VI regulations forbidding funding recipients from restricting an individual in any way in the enjoyment of any advantage or

privilege enjoyed by others receiving any service, financial aid, or other benefit under the program or from utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin (24 CFR 1.4).

5. Each agency receiving funding shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

CDBG/HOME APPLICATION INSTRUCTIONS

All applicants are encouraged to contact City staff to ask specific questions with regard to their proposal's eligibility for CDBG funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan's goals and objectives. Please contact Brad Karr by email at bkarr@lawrenceks.org or by phone at 785-832-3114.

APPLICATION SUBMISSION REQUIREMENTS

1. The application is available in the Planning & Development Services office or online at <http://lawrenceks.org/pds/CDBG>.
2. Submit a separate application for each project for which you are requesting funding.
3. Only complete applications received by the deadline will be considered for funding and reviewed. Use the Attachments Checklist included in this application packet to help ensure that your application is complete.
4. Incomplete applications will be returned to the applicant. An applicant will be given seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of minor omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered or failure to submit a budget or requested attachments.
5. Applicants must use the required forms, including the appropriate budget template.

WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?

Submit one electronic copy of your proposal in Microsoft Word or .pdf format via email to bkarr@lawrenceks.org by **5:00 p.m. February 26, 2024**.

Housing Initiatives Division, Planning & Development Services
1 Riverfront Plaza, Suite 320
Lawrence, KS 66044

WHAT IF I HAVE QUESTIONS?

Staff of the Housing Initiatives Division encourages your questions and are available to provide technical assistance over the telephone or online. You may contact us by calling (785) 832-7700.

City of Lawrence CDBG/HOME Programs Grant Application

Revised 12/2023

Organization Name:					
Mailing Address:					
Agency Address (if different than above):					
SAM.gov Unique Entity ID:					
Contact Name:				Phone:	
Contact Title:					
Email:				Fax:	
Organization Mission Statement:					
Proposed Program or Activity Name:					
Proposed Program Address:					
Brief Summary of Proposed Program or Activity:					
Funding Requested:		\$			
Request is:		% of project budget and		% of organization budget	
<p>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."</p>					
Signature:				Date:	
Print Name and Title:					
FOR HOUSING INITIATIVES STAFF USE ONLY					
Date Received:		Application :	Complete <input type="checkbox"/>	Incomplete <input type="checkbox"/>	
Received by:					
Method Received:		Mail <input type="checkbox"/>	Hand Delivery <input type="checkbox"/>	Electronic <input type="checkbox"/>	

City of Lawrence CDBG/HOME Programs Grant Application

Revised 12/2023

I. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem, or opportunity this grant will address?
2. How will the program or activity address one of the outcome areas identified in the [City's Strategic Plan](#)?
3. How will the program or activity address priority needs outlined in the [Consolidated Plan](#)?
4. How will this grant support the mission of your organization?
5. How many people will be served by this grant and what percentage are low- and moderate-income (describe method of verification)?
6. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds, and community partners?
7. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
8. How will success be measured and how will you continue to fund this project once grant funds are expended?
9. What is the organization's timeline for achieving the objectives of the grant?
10. What other funding sources have been approached and what have the responses been?

II. Program/Activity Budget

Please provide an itemized budget detailing **all program/activity expenses** on the attached Proposed Project/Activity Budget template.

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

CDBG/HOME Application Scoring Matrix

Category	Description	0 points	1-3 points	4-6 points	7-9 points	10 points	Points Possible	Score
Coordination of Efforts	Partnership(s) with other agencies to expand or enhance services; Proposed project should not duplicate services of another provider	Duplicates services of another provider				No duplication of services		
Priorities	Addresses one of the outcome areas identified in the City's Strategic Plan							
Priorities	The proposed project addresses a priority need outlined in the Consolidated Plan							
Past Performance	Expended program funds, met goals, exhibited compliance with reporting and monitoring. (Applicable to previously funded grantees)							
Diversification of funds	The requested amount is what percentage of the proposed project's budget. Requested funds should not be the sole source of funding for a project or used in place of other available public or private funding sources. An agency should demonstrate a commitment of other cash funds and/or in-kind resources (i.e. labor, materials) which are specific to a proposed project.	Requested funding is higher than 50% of budget				Requested funding is less than 20% of budget		
Quantifiable Outcomes	Are the expected outcomes in the project clearly defined and quantifiable?							
Need for service	Proposed project is based on a clearly defined need and urgency and supported with documentation							
Capacity and experience	Length of time in operation, projects of similar complexity, resources available and ready to manage the proposed project, resources available and ready to sustain project, experience in managing grant funding, including sound management and financial systems							
Project readiness/viability	Project complexity, resources ready, realistic objectives, completion timeframe, is another city department or advisory board approval needed							
Project description	Applicant provides a clear description of the scope of the project and details the specific tasks/activities to be accomplished.							
Target population	Percentage of low- and moderate-income population (< 80% AMI) served by the proposed project							
Cost reasonableness	The amount of funding requested compared with the number of beneficiaries to be served.	High cost per proposed beneficiary				Low cost per proposed beneficiary		
Sustainability	Is the proposed project able to sustain itself without these funds in the future?	Will require same level of grant funding to sustain program in future.				Sustainability plan indicates no future grant funding will be needed		

ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents, if applicable.

Please place all attachments at the end of the application. Indicate on the checklist if the document is attached.

- Grant Application
- Narrative
- Officers and board members listing including names, titles, addresses, and principal occupations of all members
- Most recent annual report
- Complete itemized budget (using attached budget template)
- Limited English Proficiency Plan for your organization
- Other City department approval (if required for the specific program/activity)