



December 23, 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](http://lawrenceks.org)

The City of Lawrence, through the Housing Initiatives Division of the Planning & Development Services Department, invites non-profit and for-profit organizations to submit applications for projects to be funded through the HOME Investment Partnerships Program (HOME) as part of the 2025 Annual Action Plan. Funds are awarded by the U.S. Department of Housing and Urban Development and must be used for an eligible activity established by Congress for the program.

The 2025 Annual Action Plan will include projects to be undertaken during the program year beginning August 1, 2025 through July 31, 2026. Projects and programs undertaken must address a priority need set forth in the 2023-2027 Consolidated Plan.

For Program Year 2025, the City anticipates available HOME funding to be approximately \$430,000. Actual award figures from the federal government should be available in March 2025. However, the final entitlement amounts may be significantly less than prior years, depending on federal budget decisions.

City staff will assist the Affordable Housing Advisory Board (AHAB) in the allocation recommendation process. The City will accept applications for funding beginning December 23, 2024 through January 31, 2025 at 5:00 pm. No applications will be accepted after January 31, 2025.

All applicants are encouraged to contact City staff to ask specific questions with regard to their proposal's eligibility for HOME funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan's goals and objectives. Please contact City staff by email at [HousingInitiatives@lawrenceks.org](mailto:HousingInitiatives@lawrenceks.org).

Thank you for your interest in the City's HOME 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 the email above or (785) 832-7700.

Sincerely,

Danelle Walters  
Assistant Director – Housing Initiatives  
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 federal funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan's goals and objectives. Please contact City Staff by email at [HousingInitiatives@lawrenceks.org](mailto:HousingInitiatives@lawrenceks.org).
- The application deadline is 5:00 pm on January 31, 2025. No applications will be accepted after January 31, 2025.
- Only completed applications received by the deadline will be considered.
- 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](http://www.lawrenceks.org/pds/cdbg).

Submit one electronic copy in Microsoft Word or .pdf format via email to [HousingInitiatives@lawrenceks.org](mailto:HousingInitiatives@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by **5:00 p.m. January 31, 2025.**

Housing Initiatives Division, Planning & Development Services  
P.O. 708  
Lawrence, KS 66044

# HOME FACT SHEET

## Introduction

The City of Lawrence, KS receives a HOME Investment Partnerships Program (HOME) grant annually from the U.S. Department of Housing and Urban Development (HUD). The HOME program provides formula grants to eligible State and local governments to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing for very low-income and low-income families. Generally, HOME funds must be matched by non-federal resources. State and local governments that become participating jurisdictions (PJ) may use HOME funds to carry out multi-year housing strategies through acquisition, rehabilitation, and new construction of housing, and tenant-based rental assistance. PJs may provide assistance in a number of eligible forms, including loans, advances, equity investments, interest subsidies and other forms of investment that HUD approves. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

The City of Lawrence, through the Affordable Housing Advisory Board (AHAB), uses a competitive application process to fund HOME programs and activities. To help potential applicants determine whether or not their project might be eligible for a grant, it is important to be familiar with the basic requirements of the HOME 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). For a more in-depth review of the HOME program, please refer to the [City of Lawrence HOME Policies and Procedures Guidance Manual](#).

## Eligible Activities

HOME funds may be used by a participating jurisdiction (PJ) to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide tenant-based rental assistance, including security deposits; to provide payment of reasonable administrative and planning costs; and to provide for the payment of operating expenses of community housing development organizations (CHDO). The housing must be permanent or transitional housing. The specific eligible costs for these activities are set forth in [24 CFR 92.206 through 92.209](#). The activities and costs are eligible only if the housing meets the property standards in [92.251](#) upon project completion.

Some special conditions apply to the use of HOME funds. PJs must match every dollar of HOME funds used (except for administrative costs and CHDO predevelopment loans for projects that do not move forward) with 25 cents from nonfederal sources, which may include donated materials or labor, the value of donated property, proceeds from bond financing, and other resources. The match requirement may be reduced if the PJ is distressed or has suffered a Presidentially declared disaster. In addition, PJs must reserve at least 15 percent of their allocations to fund housing to be owned, developed, or sponsored by experienced, community-driven nonprofit groups designated as Community Housing Development Organizations (CHDOs).

PJs must ensure that HOME-funded housing units remain affordable in the long term (20 years for rental housing; 5-15 years for homeownership housing depending on the amount of HOME subsidy). PJs have two years to commit funds (including reserving funds for CHDOs) and five years to spend funds. HOME-assisted rental housing must comply with certain rent limitations. [HOME rent limits](#) are published each year by HUD. The program also establishes [maximum per unit subsidy limits](#) and [maximum purchase-price limits](#).

## 2024 Adjusted HOME Income Limits effective May 1, 2024

The income limits for various HOME programs are shown below:

These limits will be adjusted by HUD each year; each 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 HOME funded activities. Failure to do so will result in activities being ineligible for reimbursement.

Household Size	Low Income	60% Limits	Very Low Income	30% Limits
1	\$57,150	\$42,840	\$35,700	\$21,450
2	\$65,300	\$48,960	\$40,800	\$24,500
3	\$73,450	\$55,080	\$45,900	\$27,550
4	\$81,600	\$61,200	\$51,000	\$30,600
5	\$88,150	\$66,120	\$55,100	\$33,050
6	\$94,700	\$71,040	\$59,200	\$35,500
7	\$101,200	\$75,900	\$63,250	\$37,950
8	\$107,750	\$80,820	\$67,350	\$40,400

[HOME Income Limits - HUD Exchange](#)

## City Policies and Priorities for HOME Grants

In addition to the HOME requirements, the City of Lawrence has developed policies and priorities to guide its use of HOME funds. These policies and priorities are based on requirements for the HOME 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;
- Throughout the affordability period, the HOME-assisted housing must be occupied by income-eligible households:
  - Rental Housing: When a unit becomes vacant during the affordability period, the subsequent tenant must be income-eligible and must be charged the applicable HOME rent.
  - Homebuyer assistance: If a home purchased or built with HOME assistance is sold during the affordability period, resale provisions apply to ensure the continued provision of affordable ownership.
- Specific eligible and prohibited activities are identified under [§ 92.205 to 92.214](#).

### Priorities

Funding priority will be given to activities that:

- Provide for a permanent period of affordability;
- 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](#);
- Addresses at least one of the five work areas in the [A Place for Everyone 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-HOME 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 deadline date for submission of applications is January 31, 2025. 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); 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 May of each year. The approved Action Plan will be submitted to HUD for approval, with the grant funds being 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 also will 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.
6. Each agency must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the agency's project. Pursuant to HUD's Notice, "[Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance](#)" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.
7. If applicable, each agency agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. Each agency agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. Each agency shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request.
8. If applicable, the parties to the contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations. To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located. Where feasible, priority for opportunities and training described in this section should be given to Section 3 workers residing within the service area or the neighborhood of the project, and participants in YouthBuild programs.
9. All HOME funded projects involving new construction must comply with HUD's [Final Determination: Adoption of Energy Efficiency Standards for New Construction of HUD- and USDA-Financed Housing](#), establishing the 2021 International Energy Conservation Code (IECC) and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) 90.1-2019 as minimum energy efficiency standards.

# **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 City Staff by email at [HousingInitiatives@lawrenceks.org](mailto:HousingInitiatives@lawrenceks.org).

## **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 [HousingInitiatives@lawrenceks.org](mailto:HousingInitiatives@lawrenceks.org) by **5:00 p.m. January 31, 2025**.

Housing Initiatives Division, Planning & Development Services  
P.O. Box 708  
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 12/2024

Organization Name:			
Mailing Address:			
Agency Address (if different than above):			
SAM.gov Unique Entity ID:			
Contact Name:		Phone:	
Contact Title:			
Email:			
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
Certification:	<p>"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:			
<b>FOR HOUSING INITIATIVES STAFF USE ONLY</b>			
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 12/2024

## 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.

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 the program or activity address one of the five work areas in the [A Place for Everyone Plan](#)?
5. How will this grant support the mission of your organization?
6. How many people will be served by this grant and what percentage are low- and moderate-income (describe method of verification)?
7. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds, and community partners?
8. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
9. How will success be measured and how will you continue to fund this project once grant funds are expended?
10. What is the organization's timeline for achieving the objectives of the grant?
11. 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 rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- timeline for program/activity

All HOME funded projects involving acquisition, construction, or rehabilitation require additional underwriting procedures. Please contact city staff to obtain the appropriate underwriting documentation based on the scope of work (single-family vs. multi-family).

## Proposed Project/Activity Budget

Explanation should describe how you arrived at amounts. See example.

Budget Items	Explanation	HOME Funds	Other Funds	Total Funds
<b>ACTIVITY COSTS</b>				
<b>PERSONNEL COSTS</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			
Other (specify below)				
<b>DEVELOPMENT COSTS</b>				
Property Acquisition				
Infrastructure Costs				
Permits, Inspections, Insurance, Other Fees				
Financing Fees				
Other (specify below)				
<b>CONSTRUCTION COSTS</b>				
Hard Construction Costs				
Contractor Fees				
Developer Fees				
Other (specify below)				
<b>OTHER COSTS (specify below)</b>				
<b>TOTALS</b>				

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
- timeline for program/activity

All HOME funded projects involving acquisition, construction, or rehabilitation require additional underwriting procedures. Please contact City staff to obtain the appropriate underwriting documentation based on the scope of work (single-family vs. multi-family)

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)