

AGENDA
COMMUNITY DEVELOPMENT
ADVISORY BOARD
4:15 P.M.
MONDAY, June 22, 2020
COMMISSION CHAMBERS
CITY HALL
100 N 5TH STREET
LEAVENWORTH, KANSAS

Citizens wishing to make comment please dial into the GoToMeeting using your phone at United States: +1 (872) 240-3412; Access Code: 390-587-317. Your call will be placed into queue for comment.

1. Call to order, roll call
2. Minutes of the June 8 meeting-Motion
3. Public Hearing #2 for the CDBG- comments for/against CDBG funding proposed in the Annual Action Plan 2020-21- Motion to close hearing
4. Vote to submit the 2020-21 Annual Action Plan for CDBG to the City Commissioners for approval once actual funds are received-Motion
5. Other matters, correspondence and adjournment of public meeting

Next meeting: September 14, 2020 at 4:15 p.m.



**COMMUNITY DEVELOPMENT ADVISORY BOARD
MONDAY, June 8, 2020, 4:15 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS**

Chairman Charles Davis called the meeting to order at 4:31 p.m. and noted a quorum was present. Board members present Bobbi Snyder, Sister Paula Rose and Mike Seufert. Ralph Taylor had an excused absence and Sonya Gordon was absent. Staff members present were Community Development Coordinator Mary Dwyer and Administrative Assistant Michelle Baragary.

Charles Davis, Mary Dwyer and Michelle Baragary were present in the commission chambers. Bobbi Snyder, Sr. Paula Rose and Mike Seufert participated via GoToMeeting.

Chairman Davis called for the first item on the agenda: to hold Public Hearing #1 for the Community Development Block Grant (CDBG) funds.

Chairman Davis opened the public hearing and called for questions, comments, or concerns about unmet public need.

Community Development Coordinator Mary Dwyer stated this is to discuss unmet public need addressed by CDBG funds and to discuss the allocation of funding for the Annual Action Plan (AAP).

With no questions or comments from the public or board members, Chairman Davis closed the public hearing.

Chairman Davis called for the next item on the agenda: Discuss the proposed 2020-21 Annual Action Plan funding – including change for infrastructure and public service.

Ms. Dwyer stated she apologizes for the confusion as she had misread the documents provided from HUD about the COVID related response. The original thought was that we could allocate more of the original CDBG funds toward COVID response for public service agencies; however, that was incorrect. The synopsis indicates \$70,000 was allocated toward public service agencies. This amount will be reinserted toward the home repair program and first time home buyers program. This will change the Home Repair Program budget to \$156,222 and the First Time Home Buyers Program to \$76,413.

Ms. Dwyer further stated the Infrastructure program has a budget of \$100,000. The City of Leavenworth has many private sewer lines, especially in the northeast quadrant. This money will be used to work with Public Works to repair one private sewer line in the northeast quadrant, which services five properties.

Sr. Paula Rose asked if funds will help with more lines or just the one sewer line.

Ms. Dwyer responded it will only be for the one sewer line but serving 5 properties.

Sr. Paula Rose asked if Public Works will help with the cost of the project.

Ms. Dwyer stated Public Work's portion would be in the engineering cost and construction management but not in the actual construction.

With no further questions or comments, Chairman Davis called for the next item on the agenda: Discuss current public service agency funding.

Ms. Dwyer stated all public service agencies we currently fund has tentatively been given a pro-rated increase according to the board's recommendations. The total budget for public service agencies is \$51,377. The breakdown is as follows:

- Catholic Charities of Northeast Kansas (CCNEKS) - \$4,209
- Court Appointed Special Advocates (CASA) - \$12,881
- The Leavenworth Mission (LVM) - \$7,510
- St. Vincent's Clinic (SVC) - \$9,554
- Welcome Central (WC) - \$4,600
- The Guidance Center (GC) - \$4,287
- Alliance Against Family Violence (AAFV) - \$8,334

With no further questions or comments, Chairman Davis called for the next item on the agenda: Discuss the CDBG-CV funding and process.

Ms. Dwyer stated we received funds of \$201,489 to address COVID related prevention and response. \$100,000 will go toward small businesses who are doing employment retention and \$101,489 will go toward public service agencies. Requests for proposals for public service agencies have been released. Public service agencies have until June 16, 2020 to apply. We are waiting for the federal guidelines before moving forward with the funds for small businesses.

Sr. Paula Rose asked if the applications from public service agencies will be complete prior to the next board meeting.

Ms. Dwyer stated the applications will be submitted but will not be ranked by our next meeting. The allocation of funds will be awarded by staff.

With no further questions or comments, Chairman Davis called for the next item on the agenda: Approval of the minutes from March 9, 2020 meeting. Mr. Seufert moved to accept the minutes as presented, seconded by Sr. Paula Rose and approved by a vote of 4-0.

Chairman Davis call for a motion to adjourn. Ms. Snyder moved to adjourn, seconded by Sr. Paula Rose and approved by a vote of 4-0.

Meeting adjourned at 4:54 p.m.

MD:mb

2020-21 Annual Action Plan
Community Development Block Grant Program
Leavenworth, Kansas
July 1, 2020-June 30, 2021
\$342,514 Entitlement

SYNOPSIS

This summary sets forth the proposed budgets for activities performed during the third year of the 2017-2021 Consolidated Plan. Projected entitlement award \$342,514 plus remaining funds projected at \$200,000. (\$542,514)

- 1. Administration:** Departmental administration will be underwritten in the amount of **\$68,502**, which supports one full-time position, clerical and administrative support, and operating expenses.

- 2. Public Service Agencies:** The following Public Service Agencies will provide the basic services to help Leavenworth's lower income families become self-sufficient. The agencies work closely together to share knowledge and resources in order to assist the low/moderate income clientele of our community. Through these agencies more than 7,200 lower income citizens are served annually with medical, child care, education, food, clothing and sheltering needs. CDBG will provide rent and/or utility assistance on behalf of the agency (no funding will be provided directly to the agency for this purpose). Funding will also be allocated for contractual services to provide tenant/landlord mediation. Program requirements limit grants of this nature to 15% of the total entitlement, or **\$51,377**.
 - a. Catholic Charities of Northeast Kansas (CCNEKS)** provides housing counseling and referral services, first point of contact for homelessness, emergency vouchers for food, transportation and lodging, and essential services to prevent homelessness at 716 N 5th St. **\$4,209**

 - b. Court Appointed Special Advocates (CASA)** is an organization in which trained volunteers advocate, under court order, for children of abuse and neglect cases at 100 S 5th St. **\$12,881**

- c. **The Leavenworth Mission (LVM)** provides distribution of non-perishable food boxes and clothing vouchers and operates a food pantry and discount community store at 1140 Spruce St. **\$7,510**

- d. **St. Vincent's Clinic (SVC)** provides health care to the city's uninsured working families at 818 N 7th St. **\$9,554**

- e. **Welcome Central (WC)** provides rent and utility assistance for community members at 310 Kiowa. **\$4,600**

- f. **The Guidance Center (GC)** provides mental health services including outpatient therapy, emergency services, medication management, psychosocial groups, case management, supported employment, attendant care and respite care to community members regardless of their ability to pay. **\$4,287**

- g. **Alliance Against Family Violence (AAFV)** provides basic sheltering, intervention, crisis counseling and child care services to victims of domestic violence (location not disclosed). **\$8,334**

3. Housing Programs:

- a. **Home Repair Program.** The City of Leavenworth consolidated three categories consisting of Emergency Home Repairs, Minor Exterior Home Repairs, and Weatherization Assistance into one major category which provides up to \$5,000 to low/moderate income homeowners. Examples of work include emergency repairs, handicap accessibility, exterior repairs, window replacement, insulation, and replacement of heating/cooling equipment. Many homeowners have felt the effects of the economy and can no longer stretch their budgets to include home repairs, therefore this program remains very popular. Total budget: **\$156,222**

- b. **First Time Home Buyers Program.** This activity provides money for down payments, closing costs and/or principal or interest buy-downs to low-moderate income residents. Total budget: **\$86,413**

4. Neighborhood Stabilization:

a. Removal of dangerous structures. Spot blight removal has been an ongoing project for the city for many years. The structures removed are beyond economic viability for rehabilitation and have generally been causing problems in the neighborhoods in which they exist. Total budget: **\$80,000**

b. Infrastructure. Infrastructure funds will correct old private sewer lines in areas where more than 51% of residents are low/mod income. Results will improve household utility connection and decrease potential pollution/hazardous health situations. Total budget: **\$100,000.**