

**AGENDA**  
**COMMUNITY DEVELOPMENT ADVISORY BOARD**  
**4:15 P.M.**  
**MONDAY, September 13, 2021**  
**CITY HALL**  
**100 N. 5<sup>TH</sup> STREET**  
**LEAVENWORTH**

1. Call to order, Roll call
2. Minutes of the April 12,2021 meeting: Motion
3. Election of board chair and vice chair
4. Public Hearing #3 2020-21 CAPER
  - a. Open Public Hearing
  - b. Close Public Hearing
  - c. 2020-21 CAPER, Final Plan: Motion
5. Other matters, correspondence
6. Adjourn: Motion



**COMMUNITY DEVELOPMENT ADVISORY BOARD  
MONDAY, April 12, 2021, 4:15 P.M.  
COMMISSION ROOM, CITY HALL  
LEAVENWORTH, KANSAS**

Chairman Charles Davis called the meeting to order at 4:15 p.m. and noted a quorum was present. Board members present in the commission chambers Charles Davis, Ralph Taylor, Sr. Paula Rose and Bobbi Snyder. Brian Keeley and Ellen Bogdan participated remotely. Mike Seufert was absent. Staff members present were Community Development Coordinator Mary Dwyer and Administrative Assistant Michelle Baragary.

Chairman Davis called for the first item on the agenda: Approval of the minutes from March 8, 2021 meeting. Ms. Snyder moved to approve the minutes as presented, seconded by Mr. Taylor and approved by a vote of 6-0.

Chairman Davis called for the next item on the agenda: Public Hearing #2 for the CDBG 2021-22 Annual Action Plan (AAP).

Chairman Davis called for a motion to open the public hearing. Mr. Taylor moved to open the public hearing, seconded by Ms. Snyder and passed by a vote of 6-0.

With no citizen comments, Chairman Davis called for a motion to close the public hearing. Mr. Taylor moved to close the public hearing, seconded by Ms. Snyder and passed by a vote of 6-0.

Community Development Coordinator Mary Dwyer reviewed the 2021-22 Annual Action Plan and discussed the CSBG, Community Service Block Grant, which will help address public sewer lines in the low-income area.

With no further discussion from the board members, Chairman Davis called for a motion to accept the 2021-22 AAP. Mr. Taylor moved to accept the 2021-22 AAP, seconded by Ms. Snyder and approved by a vote of 6-0.

Chairman Davis called for the next item on the agenda: other matters.

Ms. Dwyer asked the board members if there are pressing community issues that are not being addressed.

Sr. Paula Rose stated public transportation is a major issue.

Ms. Dwyer responded the City of Leavenworth has been awarded a Kansas Department of Transportation grant to start an on-demand transportation system. The transportation will only be in the city limits of Leavenworth.

With no further discussion, Chairman Davis call for a motion to adjourn. Mr. Taylor moved to adjourn, seconded by Ms. Snyder and approved by a vote of 6-0.

Meeting adjourned at 4:38 p.m.

Minutes taken by Administrative Assistant Michelle Baragary.

MD:mb



**DRAFT**

**CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION  
REPORT**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**July 1, 2020 – June 30, 2021**

**LEAVENWORTH, KANSAS**

## **CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

### **91.520(a)**

This year the Coronavirus impacted our ability to effectively carry out some of our CDBG programs. In the Home Repair Program we repaired 15 homes as opposed to the 23 projected. For Home Ownership Assistance Program we assisted four (4) low/moderate income residents purchase a home. Tightness in the housing market at the price point affordable to first time buyers continues to lower the numbers we serve in home ownership.

In Neighborhood Stabilization, we removed from our neighborhoods five residential structures deemed dangerous by the City Commission including one four-plex building. Additionally, we provided partial funding to replace a faulty sewer line serving 15 low/moderate residents.

Finally, with our CDBG funding we provided funding to seven public service agencies to serve low/moderate income needs and they served 13,311 individuals versus the projected 7,800 individuals. The sharp increase is due to the Coronavirus impact on jobs, especially those in the low income sector.

In April the federal government allocated \$201,489 to prepare for, prevent and address the Coronavirus. Regulations were slow to be released at the federal level, finally published in the Federal Register in August 2020. The City awarded its funds to public service agencies for food assistance, resident rent and utility assistance and legal assistance for evictions (\$101,489) and small business forgivable loans to assist local businesses affected by shut-downs and limited capacity ordered to fight the Coronavirus (\$100,000). These efforts are ongoing at present.

Another round of CARES funding for the City of Leavenworth was announced 9/11/20. The award was \$119,897; all of which was set aside for public service agencies to use for food, utilities and housing (rent/mortgage/eviction legal). Funds were awarded to five public service agencies to serve Covid-impacted residents. While waiting for the release of the second set of Covid funds, we re-allocated \$10,000 from home repair to rent/mortgage/utility assistance as agency funding for that need had been depleted. This re-allocation was authorized by HUD in their Covid guidance.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AFH Local: Economic Development	Non-Housing Community Development		Other	Other	1	0	0.00%			
AFH Local: Fair Housing City Contact	Fair Housing		Other	Other	1	0	0.00%	1	1	100.00%
AFH Local: Rental licensing/code enforcement	Affordable Housing Public Housing Homeless		Other	Other	1	0	0.00%			

AFH Local: Transportation	Non-Housing Community Development		Other	Other	1	1	100.00%	1	1	100.00%
AFH Reg 1: Expand use of CDFI and NMTCs	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 10: Promote use of KC Degrees/ KC Scholars	AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 13: Align Regional Transit plan to jobs	AFH		Other	Other	1	0	0.00%	1	0	0.00%

AFH Reg 14 : Affordable Hsg Educational Materials	AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 15: AFH Metrics	AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 2: Fair Housing Informational Website	AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 3: Fair Housing Education w Stakeholders	AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 4: Advocate for Universal Designs	Non-Homeless Special Needs		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 5: Explore Region Housing Mobility System	Public Housing		Other	Other	1	0	0.00%	1	0	0.00%

AFH Reg 6: Dev Model Zoning Codes for compact use	Affordable Housing AFH		Other	Other	1	0	0.00%			
AFH Reg 7: Dev Regional Housing Locator Service	Affordable Housing Public Housing		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 8: Encourage affordable TOD via zoning code	Affordable Housing AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 10: Promote use of KC Degrees/ KC Scholars	AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 11: education/job training KCRising	AFH		Other	Other	1	0	0.00%	1	0	0.00%
AFH Reg 12: Transportation that Connects with Jobs	AFH		Other	Other	1	1	100.00%	1	0	100.00%



AFH Reg9: Create incentive policy for universal des	Affordable Housing Non-Homeless Special Needs		Other	Other	1	0	0.00%			
Homebuyer Assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	5	4	80.00%	9	4	44.44%
Housing Rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	22	15	68.18%	22	15	68.18%
Neighborhood Stabilization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15	15	100.00%	15	15	100.00%
Neighborhood Stabilization	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	8	5	62.50%	8	5	62.50%

Program Administration	Administration	CDBG: \$	Other	Other	0	0		1	0	0.00%
Public Services Agencies	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7200	13331	185.15	7200	13331	185%
Public Services Agencies	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	33	0.00%	0	33	
Public Services Agencies	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	33		0	33	
Special Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	100	0	0.00%			

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

This year was marked by impacts of the Coronavirus on our community and on CDBG programs. Public services were taxed as many low/moderate income residents were unemployed or underemployed and required services. Home Repair and home ownership were down as many residents sheltered in place. CARES funds were allocated to public service agencies and small businesses impacted by the Coronavirus.

This year the Home Repair Program (HRP) addressed 15 homes. Home Ownership Assistance Program assisted four (4) low/moderate income residents purchase their first house. Both numbers were lower due to the Coronavirus.

In Neighborhood Stabilization, we removed from our neighborhoods five residential structures deemed dangerous by the City Commission. Additionally, we provided partial funding to replace a faulty sewer line serving 15 low/moderate residents.

Finally, we provided funding to seven public service agencies to serve low/moderate income needs and they served 13,331 individuals.

The ESG funds received through the State of Kansas was awarded to Catholic Charities for Rapid Re-Housing and Homeless Prevention.

CDBG-CV, funded by the CARES Act, has been allocated to five public service agencies to address food, rent/utility assistance and eviction issues related to the Coronavirus and has been allocated to small businesses impacted by Covid restrictions. Additionally, the City of Leavenworth reallocated \$10,000 in CDBG funds to cover rent/utility assistance while the community awaited the third round of CARES funds.

For our Fair Housing strategies, we applied for and received a Kansas Department of Transportation grants with City matching funds to address transportation. Service will start in 2022. This was a major commitment by the City to our fair housing local goals. In addition, the City continues its commitment of

a staff position to address rental housing issues.

### CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	14
Black or African American	4
Asian	1
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>19</b>
Hispanic	1
Not Hispanic	18

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The chart only reflects those individuals assisted with housing not all individuals assisted with services funded by CDBG.

### CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$650,471	\$344,909
Other	public - federal	41,564	41,564

Table 3 - Resources Made Available

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

We do not target our funds to a specific area in the city.

**Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Leveraging was provided by public service agencies using other funds and grants to match both CDBG and ESG dollars. In addition, the City of Leavenworth allocated separate City funds to accomplish demolitions of dangerous structures adding to what was able to be accomplished by the CDBG funds. The City committed funds for local transportation which will meet one of the local fair housing goals. Finally, the City continued funding for the Rental Housing Advocate position to address rental housing issues in the city.

No publicly owned land or property was used to address the needs identified in the plan, as none was required for our scope of work.

**CR-20 - Affordable Housing 91.520(b)**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	68	0
Number of Non-Homeless households to be provided affordable housing units	0	0

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>68</b>	<b>0</b>

**Table 5 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	330	330
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	22	15
Number of households supported through Acquisition of Existing Units	9	4
<b>Total</b>	<b>361</b>	<b>349</b>

**Table 6 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Homeless and non-homeless assistance was provided by ESG funds. Rental assistance was provided through the Leavenworth Public Housing Authority. Home Repair assistance was less than projected due to the Covid crisis. The City of Leavenworth goal of acquisition of existing structures through CDBG funds was also less than projected due to the Covid crisis.

**Discuss how these outcomes will impact future annual action plans.**

This year we did not get a homeless count for just City of Leavenworth. We will continue to refine community reporting to get accurate counts for housing efforts.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	3	0
Low-income	12	0
Moderate-income	4	0
<b>Total</b>	<b>19</b>	<b>0</b>

**Table 7 – Number of Households Served**

**CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**  
**Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Leavenworth homeless services include an emergency shelter, the Interfaith Shelter of Hope and the Alliance Against Family Violence shelter for domestic abuse victims. CDBG public service agencies, Catholic Charities of Northeast Kansas and Interfaith Community of Hope provided rent and utility assistance for low income residents including the homeless or about to be homeless.

Prevention is also an important component of the homeless network and the Emergency Solutions Grant (ESG) provides support of Homeless Prevention and Rapid Re-Housing Program. Both of these programs are important strategies to battle homelessness. In addition to CDBG public service assistance and ESG, the local churches offer weekly meals on a rotating basis as an outreach for the homeless. The nonprofit, Welcome Central, provides a one point stop for homeless and low-income persons to access services and navigate the various systems for assistance.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The Shelter of Hope offers the city’s night-only shelter. The Alliance Against Family Violence provides emergency shelter for victims of domestic violence. Catholic Charities of Northeast Kansas offers homeless prevention and rapid rehousing programs funded through CDBG and ESG. The nonprofit, Interfaith Community of Hope, offers day services for the homeless, as well as limited transportation.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City supports homeless prevention activities through its Public Service agencies. Some of these agencies provide rent and utility assistance to avoid eviction and shutoff. Catholic Charities of Northeast Kansas (CCNEKS) offers homelessness prevention and rapid re-housing services funded in part with CDBG and ESG funds. CCNEKS has started financial literacy classes to help families avoid becoming homeless. Finally, Salvation Army and Welcome Central provide rent/utility assistance for Leavenworth residents.

Due to the location of the Veteran's Administration Medical Center in the City of Leavenworth, we have many veterans who were discharged from the VA and remain in the area and are in need of housing. The Dwight D. Eisenhower Veterans Affairs Medical Center (VAMC) houses some of these individuals in the Domiciliary and Safe Haven program. Others are assisted with the Veterans Administration Supportive Housing (VASH) program which is managed by the Leavenworth Housing Authority.

Prisoners and their families also sometimes constitute part of Leavenworth's homeless population. A Federal prison is located in Leavenworth as well as the minimum security prison in neighboring Lansing. The Kansas Department of Corrections offers reentry services for offenders being released from correctional institutions. The Grossman Center serves as transitional housing assistance for incarcerated minimum security adult men and women eligible for pre-release.

The Guidance Center provides mental health assistance to the homeless. The National Alliance for Mental Illness (NAMI) assists those with mental illness who are homeless. The Guidance Center has a hospital liaison that coordinates discharge from psychiatric hospitals. They also served individuals with mental illness and substance abuse.



**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Interfaith Community of Hope is a local agency that provides direct services to the homeless. They serve as a central point of information about assistance throughout the city and provide limited transportation. Catholic Charities of Northeast Kansas and Salvation Army also provide direct service to the homeless including food, clothing and rent/utility assistance. These agencies work to shorten the period of time that individuals or families experience homelessness. Catholic Charities also provides Rapid Re-Housing services for the homeless through Emergency Solutions Grant funds provided by the state.

### **CR-30 - Public Housing 91.220(h); 91.320(j)**

#### **Actions taken to address the needs of public housing**

The Leavenworth Public Housing Authority handles a 105-unit high-rise (Planters II) and a voucher program which has housing choice vouchers. In conjunction with the Veteran's Administration, the housing authority administers VASH certificates. These programs serve the City and County public housing needs.

#### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The Leavenworth Public Housing Authority has an active resident council as an avenue for residents to be involved in management. The City of Leavenworth Home Ownership Program materials are available throughout the community; however, since most residents of Planters II are elderly or disabled with limited incomes, they rarely seek housing elsewhere.

### **Actions taken to provide assistance to troubled PHAs**

The Leavenworth PHA is not categorized as "troubled." We operate a housing authority rated as a high performer.

### ***CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)***

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Not addressed in this grant year.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The primary obstacle to meeting underserved needs and affordable housing is limited funding. Both federal funding and community support have decreased, leaving programs that serve the low/moderate income individuals and families unable to meet the needs in the community. The CDBG program, United Way, other community agencies and area churches help to meet the underserved needs in our community.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Within the home repair program, lead-based paint hazards are addressed as needed for the project. Information on lead based paint is given to home ownership applicants for reference and any lead based paint issues noted on the home are addressed before purchase. Information on lead based paint is available at City Hall for residents to access.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Community job seeking programs and financial planning programs are offered throughout the city by the Leavenworth County Workforce Center, the Leavenworth Public Library, Catholic Charities of Northeast Kansas, and Welcome Central to offer poverty-level families a way out of poverty.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City of Leavenworth tackled local transportation and has provided matching funds for a KDOT grant to start local transportation service. The City continued funding for the Rental Housing Advocate position to help community residents and landlords communicate more effectively. This generally serves low/moderate income individuals. These individuals are the ones most likely to rent substandard housing. The City of Leavenworth CDBG staff participates in the Leavenworth County Human Service Council and meets with local churches and social service agencies to increase the citywide institutional structure.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Public service agencies associated through contracts with the City provide specific services, avoid duplication of services and account for the services provided. Altogether, the system served more than 13,331 participants this year. Agencies are required to provide budgets and monthly reports to the City with monitoring oversight provided by the City of Leavenworth, KHRC and HUD. The structure has resulted in delivery of the services needed in accordance with federal, state and local codes with compassion and respect for the clients served.

The City of Leavenworth CDBG staff participates in the Leavenworth County Human Service Council and meets with local churches and social service agencies to increase the citywide institutional structure.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

In December 2016, the Fair Housing and Equal Opportunity office at HUD approved the Assessment of Fair Housing (AFH) regional plan which includes Leavenworth. This five year plan forms the basis of our efforts to address fair housing issues. This year, the City met a long range local fair housing goal of providing local transit. Starting next year, a local transportation system will offer rides within the City limits. The City maintains a fair housing contact for residents and posts contact information on our web page. Finally, the City funds the Rental Housing Advocate to deal with rental issues including those dealing with fair housing issues.

The City of Leavenworth meets with MARC and the four other cities in the regional AFH to strategize on efforts for furthering fair housing according to our plan and assists with implementation of goals.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Generally, the City of Leavenworth's Community Development Coordinator conducts at least one on-site monitoring visit for each sub-recipient however the Coronavirus put these on hold for this year. The Coordinator did keep in touch through phone and web-based meetings with sub recipients.

In addition, all in-house projects, e.g. Housing Repair Program, Home Ownership Assistance Program, and Neighborhood Stabilization Programs are monitored by the CD Coordinator. Administrative procedures met all federal rules, regulations and guidelines for compliance and reporting.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The City of Leavenworth published a public notice in The Leavenworth Times on Friday, August 20, 2021. The public notice indicated that the CAPER Report was available upon request from the Community Development Dept. and on the City's website. Public comments were accepted until the Community Development Advisory Board meeting on September 13, 2021.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No the City does not have any BEDI grants at this time.