

AGENDA

COMMUNITY DEVELOPMENT ADVISORY BOARD

4:15pm

Monday, September 11, 2023

City Hall

City Commission Chambers

100 N 5TH Street

Leavenworth, KS

- 1.** Call to order, roll call
- 2.** Vote to approve or disapprove 6-12-23 Meeting Minutes
- 3.** Public Hearing of 2022 CAPER
 - a.** Vote to open public hearing
 - i.** Accept public comment
 - b.** Vote to close public hearing
- 4.** Discussion of 2022 CAPER
- 5.** Vote to approve or disapprove 2022 CAPER to be presented to City Commission for approval of HUD submission
- 6.** Four members were reappointed until 8-31-26
- 7.** Election and vote of Board Chair and Vice Chair
- 8.** Next meeting 2-12-24 for 1st public hearing to receive public comment of unmet needs in preparation of the 2024 Annual Action Plan.
- 9.** Adjourn



**COMMUNITY DEVELOPMENT ADVISORY BOARD
MONDAY, June 12, 2023, 4:15 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS**

Call to Order:

Chairman Charles Davis called the meeting to order at 4:15 p.m. and a quorum was present.

Board members present in the commission chambers:

Chairman Charles Davis Vice Chairman Ralph Taylor Sr Paula Rose Jauernig Brian Keeley
Mary Mack

Board members absent:

Tony Majors Mike Seufert

City Staff members present:

Community Development Coordinator, Julie McKeel
Community Development Admin Clerk, Krystal Robertson

Approval of the April 10, 2023 minutes:

Chairman Charles Davis requested a motion to approve the minutes, as presented.
Motioned by Board Member Mary Mack.
Seconded by Board Member Sr Paula Rose.
Approved by a vote of 5-0

Discussion of HUD Income Limits

CDAB had requested to see the HUD Income Limits. Ms McKeel reviewed the current 2022 guidelines and the 2023 guidelines that will be in effect on 6-15-23. Comparison and updates were reviewed. Explanation on how HUD configures these guidelines can be found on HUD Exchange. Leavenworth City does not have their own individual guidelines and must use the guidelines for KC Metro Area, per HUD.

Board Member Sr Paula Rose asked what percentage of income that low income housing persons have to pay for rent? Ms McKeel advised that information would be better answered by Public Housing Authority and offered to email the information. Board Member Sr Paula Rose declined.

Radon Testing & Home Repair Program:

Radon testing will now be conducted on eligible homes for the Home Repair Program. Ms McKeel reviewed details about the process and HUD regulations. Ms McKeel advised the last few meetings this year have provided information to prepare for asking CDAB to vote for a \$1,000 allowance that would be an additional award for homes that would require radon mitigation. All of CDAB's questions were answered.

Ms McKeel reviewed reasons and need for the Home Repair Program to have the awarded amounts increased. Discussion between Ms McKeel and CDAB detailed the last year of the program, costs, and reasons for the requested vote to increase the award amount. All of CDAB's questions were answered.

Board Member Brain Keeley motioned for the Home Repair Program award to be updated, effective 6-15-23, as follows:
Moderate income increased from \$8,000 to \$10,000
Low income increased from \$10,000 to \$13,000
\$1,000 radon mitigation allowance for both income levels
Seconded by Board Member Mary Mack.
Approved by a vote of 5-0

Other Matters:

4 CDAB member appointments expire in August 2023. Chairman Charles Davis, Board Member Sr Paula Rose, and Board Member Brian Keeley all agreed to be reappointed.

Vice Chairman Ralph Taylor advised he has not received a call back from the public service agencies that he has wanted to tour. Discussion found that messages are not being left. He will now call again and leave messages and then let Ms McKeel know if he is not getting replies.

One of the public service agencies that was awarded funds has advised they cannot comply with the required regulations for use of CDBG funds. This now leaves \$8,642.60 to be allocated. A spreadsheet was given to CDAB to review and discuss. Chairman Charles Davis asked for a motion.

Board Member Sr Paula Rose motioned to allow Administration to divide the now unallocated funds equally, as advised and in addition to, the same agencies we have already allocated funds to and divide equally, as much as possible.
Seconded by Board Member Brian Keeley

Next Meeting:

September 1, 2023 @ 4:15pm

With no further discussion, the meeting adjourned.

Chairman Charles Davis motioned to adjourn.

Seconded by Board Member Mary Mack.

Approved by a vote of 5-0

Meeting adjourned at 5:02 p.m.

Minutes taken by Community Development Coordinator, Julie McKeel



2022 CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

July 1, 2022 – June 30, 2023

LEAVENWORTH, KANSAS

This plan was prepared by the Community Development Department, City of Leavenworth, City Hall, 100 N. 5th St., Leavenworth, Kansas 66048. Questions may be directed to Julie Hurley or Julie McKeel; Telephone 913-680-2628, Facsimile: 913-680-2702; e-mail: jhurley@firstcity.org or julie.mckeel@firstcity.org

The Consolidated Annual Performance and Evaluation Report (CAPER) provides an explanation for the use of federal funds, entitlement granted to the City of Leavenworth, by the U.S. Department of Housing and Urban Development (HUD) for use of Community Development Block Grant (CDBG) programs. The authorizing statute of the CDBG program requires that each activity funded except for program administration and planning activities must meet one of three national objectives.

- Benefit to low-and moderate-income persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency

Furthermore, the CAPER includes narrative of the City's Emergency Solutions Grant (ESG) funds that the City applies for from the Kansas Housing Resource Corporation (KHRC), as the City administers ESG funds for local qualified public service agencies. While CDBG funds are required to be kept within the corporate bounds of the City, ESG funds are to be kept within Leavenworth County.

This CAPER primarily covers the period beginning July 1, 2022 through June 30, 2023 and is the first completed grant year of the 2022-26 Consolidated Plan. Removal of dangerous structures and a sidewalk infrastructure project were delayed in project completion by June 30th. Removal of dangerous structures and the infrastructure sidewalk project reached completion in August 2023. Programs and activities described in this plan primarily benefited low and moderate income residents and neighborhoods in the City.

The Community Development Advisory Board had voted on all unexpended prior year CDBG funds to be allocated pro-rata for the beginning of the 2022-26 Consolidated Plan. The funds were allocated with exception to activities that have caps to each entitlement grant year of 20% for Administration and 15% for Public Service Agencies.

This CAPER is the product of data from Integrated Disbursement and Information System (IDIS), the City's Community Development Coordinator files, public hearings, consultation and data collection from local agencies, KS Statewide Homeless Coalition, US Census, and City staff. A complete draft of this report has been made available for public review and comment for a 17-day period beginning August 26, 2023. The availability of the CAPER was advertised in the local newspaper on August 25, 2023 and was available for review on the City's website, the Leavenworth Public Library and the Community Development Department at City Hall, 100 N 5th St Leavenworth, KS. The public hearing is to be held on September 11, 2023 at 4:15pm during the meeting of the Community Development Advisory Board. All public comments will be received and documented.

Common Abbreviations within this CAPER

CAPER – Consolidated Annual Performance and Evaluation Report

CASA – First Judicial District Court Appointed Special Advocates

CDAB - Community Development Advisory Board

CDBG – Community Development Block Grant

CCNEKS – Catholic Charities of Northeast Kansas

ESG – Emergency Solutions Grant

HMIS – Homeless Management Information System

HOP – Home Ownership Program

HQS – Housing Quality Standards

HRP – Home Repair Program

HUD – U.S. Department of Housing and Urban Development

IDIS – Integrated Disbursement and Information System

KHRC – Kansas Housing Resource Corporation

LAH – Leavenworth Attainable Housing

LCHSC – Leavenworth County Human Service Council

LHA – Leavenworth Housing Authority

LICOH – Leavenworth Interfaith Community of Hope

PIO – Public Information Officer

PSA – Public Service Agency

SVC – St Vincent Clinic

TGC – The Guidance Center

VASH – Veterans Affairs Supportive Housing

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

CDBG Home Repair Program (HRP) & Home Ownership Program (HOP)

It is believed the economy and financial aftermath of the pandemic continued to impact our ability to effectively carry out the Home Repair Program (HRP) goals for the 2022-23 program year, as it did in previous years, thus effecting the first year of our 2022-26 Consolidated Plan. We assume some of the reduction in activity is due to economy and lack of home ownership for qualified applicants. In January 2023, the City's Rental Property Coordinator reports 37% of the City's properties are rentals and over 50% of the residents are not owner occupied, with the owners of these rentals being in 45 states and out of the country. The City is reported to be the 2nd highest rate of non-owner occupied properties in the State of Kansas.

While the HRP can assist in accessibility needs for homeowners or renters, the majority of accessibility needs is believed to be assisted by Veterans Affairs with the large population of veterans in the City and access to the VA Hospital and Fort Leavenworth.

The 2022-23 HRP projection was 11 and we assisted 8 low moderate income homeowners with minor home repairs utilizing \$65,907.06 in CDBG funds from grant years 2020 and 2022. HRP continues to be a need in our City and is an impactful program that has recently made the changes it needs to be strong again.

The 2022-23 Home Ownership Program (HOP) projection was 5 and we assisted 5 low moderate income residents to purchase a home utilizing \$35,232.76 in CDBG funds from grant years 2020, 2021, and 2022. While the housing market continues to rise, so have interest rates. Despite these economic challenges, the desire for home ownership continues to grow. HOP receives more applicants that are approved for the program, than actually utilize the program. Some applicants choose to purchase outside of the corporate bounds of the City, which is a requirement for use of CDBG funds, while other applicants are often unable to find a home to purchase within their budget or what they have been pre-approved for by their lender.

CDBG PUBLIC SERVICE AGENCIES (PSA)

The 2022-23 grant year provided 5 Public Service Agencies (PSAs) with \$50,741.25 in CDBG funds to reimburse for building utilities or rent of the agency, itself, as these agencies served low to moderate income needs in our City. These PSAs consisted of Catholic Charities of NE KS (CCNEKS), The Guidance Center (TGC), Leavenworth Interfaith Community of Hope (LICOH), St Vincent Clinic (SVC), and First Judicial District Court Appointed Special Advocates (CASA). The PSAs served 5,565 individuals with use of the CDBG funds, and 7,303 for the entire year, versus 7,000 individuals projected.

CDBG NEIGHBORHOOD STABILIZATION

In Neighborhood Stabilization, removal of dangerous structures and a sidewalk infrastructure projects were planned for the 2022-23 program year but, were not able to be completed until August 2023.

We removed from our neighborhoods 2 residential structures and 4 accessory structures deemed dangerous by the City Commission during the 2022-23 program year utilizing \$26,618.00 in 2022 CDBG funds. These structures were unsound and uninhabitable.

Additionally, we provided partial funding to replace a sidewalk on the south side of Dakota Street, from 5th to 7th Street, serving 1,460 low moderate income citizens, in the area, with use of \$44,058.67 in CDBG funds from the 2019 program year. This sidewalk project occurred in the City's opportunity zone located in the northeast section of the City. As part of the original Leavenworth Sidewalk Upgrade Management Plan completed in 2005, the City made specific recommendations on targeting areas with poor sidewalk, non-existing sidewalk and non-compliant ADA ramps. The plan recommended to provide linkages to allow pedestrian and bicycle access to existing and new community facilities, such as schools. One of the Leavenworth City Commission Goals this year under the infrastructure goals was to pursue more walkable routes for residents. This project leverages to achieve these goals. The project provides a safe walking link between an underserved neighborhood, a clinic, and a public school. Infrastructure sidewalk projects are an approved activity within the 2022-26 Consolidated Plan.

CDBG Administration

Administration of the CDBG programs and activities remained compliant within the 20% cap of the entitlement award. The 2022-23 program year budgeted for \$67,655.00 and expended \$66,758.64. These funds supported one full time position and operating expenses. The remaining \$896.36 will be able to be reallocated into another CDBG program for the 2023 program year.

Emergency Solutions Grant

ESG funds are utilized for rapid rehousing, homeless prevention, HMIS and administration. Catholic Charities of NE KS (CCNEKS) was the sub awardee for these funds with the exception of \$1,050.00 for Administration that was utilized by the City to administer the grant. Kansas Housing Resource Corporation (KHRC) extended the 2021 ESG grant funds, as opposed to awarding 2022 ESG funds to the City. The extension was in the amount of \$42,000.00, which were payments 9 through 18, and assisted 9 households with rent and utility assistance over a 9 month period.

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)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Home Ownership Assistance Program	Affordable Housing	CDBG	Direct Financial Assistance to Homebuyers	Households Assisted	25	5	20%	5	5	100%
Home Repair	Affordable Housing Non-Homeless Special Needs	CDBG	Homeowner Housing Rehabilitated	Household Housing Unit	55	8	14.55%	11	8	72.73%
Neighborhood Stabilization	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		200	1460	730%
Neighborhood Stabilization	Non-Housing Community Development	CDBG	Buildings Demolished	Buildings	20	6	30%	5	6	120%
Program Administration	Administration	CDBG	Other	Other	1	1	100%	1	1	100%
Public Services Agencies	Non-Housing Community Development	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	35000	5565	15.90%	7000	5565	79.50%
Public Services Agencies	Non-Housing Community Development	CDBG	Homeless Person Overnight Shelter	Persons Assisted	0	442		0	442	
Public Services Agencies	Non-Housing Community Development	CDBG	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	442		0	442	

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.

The 2022-23 Annual Action Plan and the 2022-26 Consolidated Plan does not describe any single CDBG activity as a priority, however, the allocation priorities in the 2022-23 Annual Action Plan directly relate to the needs identified in the 2022-26 Consolidated Plan. Needs include affordable housing, public service, homeless person services and demolition of dangerous structures. In addition, the priorities include those items from the Regional Affirmative Fair Housing Plan developed in 2016. Details on use of funds and outcome are outlined in the charting above and in the narrative above the charting.

The City has 7 members of a Community Development Advisory Board (CDAB) that review all Annual Action Plans, Consolidated Plans and substantial amendments. CDAB discusses these reports, makes recommendations and votes upon submission and revision. Once approved by CDAB, these reports are taken to City Commission for approval of submission to HUD. CDAB members are imperative for this process, as they are active members in the City's community who offer opinions and ideas to weigh in on CDBG funded activities. CDAB is consulted to make changes to the processes of HOP and HRP when the Community Development Coordinator identifies a need for review that can be caused by, but not limited to, funding, new assessment findings, or supply & demand changes. CDAB directly reviews annual PSA applications to approve and vote for funding. The majority of CDBG funds are allocated to benefit low to moderate income persons in the City, as an objective.

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

91.520(a)

	CDBG
White	3,563
Black or African American	1,294
Asian	21
American Indian or American Native	52
Native Hawaiian or Other Pacific Islander	5
Total	4,935
Hispanic	241
Not Hispanic	4,694

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

Narrative

The above charting reflects individuals served while public service agencies utilized CDBG funds for the 2022-23 program year. The public service agencies consisted of First Judicial District Court Appointed Special Advocates, Catholic Charities of NE KS, The Guidance Center, Leavenworth Interfaith Community of Hope, and St Vincent Clinic. Female heads-of-household and persons with disabilities data is not captured for this collection of data. Additional race and ethnic data was collected that is not part of the above charting due to HUD’s IDIS reporting system. Below has further data supporting a **total of 5,565 served and 333 total Hispanic** while public service agencies utilized CDBG funds for the 2022-23 program year.

- Black and White 125
- American Indian or Alaskan Native and White 0
- Asian and White 2
- American Indian or Alaskan Native and Black or African American 5
- Other Multi-Racial 495
- Asian/Pacific Islander 3
- Total Hispanic 92

Listed below is the percentage of racial and ethnic populations that the CDBG funded public service agencies reported to serve for the entire duration of the 2022-23 program year, with and without CDBG funds.

- White 61.71%
- Black or African American 20.83%
- Asian 0.45%
- American Indian or American Native 0.89%

- Native Hawaiian or Other Pacific Islander 0.12%
- Black and White 1.99%
- American Indian or Alaskan Native and White 0.01%
- Asian and White 0.03%
- American Indian or Alaskan Native and Black or African American 0.07%
- Other Multi-Racial 13.86%
- Asian/Pacific Islander 0.04%
- Total Hispanic 6.00%

The 2022-23 program year Home Ownership Program and the Home Repair Program statistical data is listed below, by household.

Home Ownership Program, 5 Total

White	4
Black or African American	1
Black and White	0
Not Hispanic	5
Female Head of Household	3
Over 65yrs of Age	0

Home Repair Program, 8 Total

White	5
Black or African American	2
Black and White	1
Not Hispanic	8
Female Head of Household	7
Over 65yrs of Age	6

For further review, the U.S. Census Bureau July 1, 2022, estimates the following race and Hispanic origin in Leavenworth City:

<https://www.census.gov/quickfacts/fact/table/leavenworthcountykansas/AGE295222>

- White 85.1%
- Black or African American 8.6%
- American Indian & Alaskan Native 0.9%
- Asian 1.6%
- Native Hawaiian & Other Pacific Islander 0.2%
- Two or More Races 3.6%
- Hispanic or Latino 7.8%
- White alone, not Hispanic or Latino 78.6%

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	645,773	301,325.78

Table 3 - Resources Made Available

Narrative

The City is an entitlement city for CDBG funds, but is not an entitlement city for ESG funds. ESG funds are received through an application process with Kansas Housing Resource Corporation annually and then is subawarded to qualified applying agencies while the City administers the grant. Catholic Charities of NE KS was the City’s only sub-awardee for the 2022 program year. The narrative below and the above chart detail the 2022 program year activities.

CDBG

The City’s 2022 CDBG entitlement grant was \$338,275.00. The City expended \$168,581.38 of 2022 grant funds on approved CDBG activities along with, remaining funds from 2021 in the amount of \$25,148.76, 2020 remaining funds in the amount of \$58,421.39, and 2019 remaining funds in the amount of \$49,174.25. Total CDBG funds expended for the 2022 program year was \$301,325.78. The 2022 program year did not receive Program Income.

ESG

Kansas Housing Resource Corporation (KHRC) extended the 2021 ESG grant funds, as opposed to awarding 2022 ESG funds to the City. The extension was in the amount of \$42,000.00 and was utilized for rapid rehousing, homeless prevention, and HMIS.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Leavenworth	100	100	Entire City of Leavenworth for low mod population

Table 4 – Identify the geographic distribution and location of investments

Narrative

Programs and activities described in this plan primarily benefited low and moderate income residents and neighborhoods in the City of Leavenworth. While the City does not have target areas, a sidewalk infrastructure project was completed in the City’s Opportunity Zone.

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 received to match CDBG funds. Volunteer hours and donated food documentation was submitted to KHRC for ESG funds, matching every dollar.

The City's Code Enforcement Department funded sewer caps, water shut offs, title search, environmental testing and mitigation, and partial payment to the demo contractor all consisting of \$10,822.31, as means of leverage for the removal of dangerous structures that were CDBG funded. Furthermore, the City Planner has partnered with the Community Development Coordinator for completion of environmental reviews and administrative duties for the removal of dangerous structures.

The HRP is able to leverage its funds with the Leavenworth Fire Department's smoke detector program for homeowners. The fire department receives a grant for smoke alarms from the Office of The State Fire Marshal and the Red Cross. The fire department installs detectors upon request of homeowners who occupy their homes in our City with no charge. This allows CDBG HRP funds to be used for repairs without the burden of costs for detectors or installation fees that would have been funded with CDBG HRP funds.

The City's public transportation needs were addressed by The Guidance Center (TGC), who was a sub-recipient for 2022 CDBG funds. TGC has started a public transportation program, Ride LV. Funding for the RideLV Micro Transit has been provided by a series of grants from state resources and funding from the City of Leavenworth. RideLV received a grant from the Kansas Department of Transportation's Multimodal Transportation Bureau, Section 5311: Formula Grants for Rural Areas. The grant provided \$266,655 in grant funding for operations, \$219,545 was also funded for the vehicles. The City of Leavenworth provided a required matching local source at \$81,996; and the Commission approved this amount for three years out of the economic development portion of the Countywide Sales Tax. This will greatly assist in low and moderate income persons having transportation for employment, grocery shopping, wrap-around services, and healthcare.

The City continues to fund the full time position of the Rental Property Coordinator to address rental housing issues in the city and to address unmet disputes between landlords and tenants. This promotes sustainable housing and prevents homelessness. Also, the City's Rental Property

Coordinator administered Tenant Based Rental Assistance (TBRA), during the 2022 program year, which included 11 families (31 individuals) totaling \$67,461.99. The City applied for the grant as a short-term initiative to help families with school-age children facing eviction, as a supplement to CDBG money provided to our social services agencies.

The Local Housing Trust Fund provides low moderate HRP applicants an interest free loan for the overhead costs of a home repair project when the cost is beyond awarded funds. A lien is in place until the loan is paid in full.

The City's Public Works Department leveraged funds for the CDBG funded infrastructure project for sidewalk replacement on Dakota Street, between 5th and 7th Streets. Public Works provided \$854.00 in design costs and approximately \$33,000 in CIP funds for the project to be completed. Public Works also provided all planning, inspections, and engineering services. Furthermore, the City Planner has partnered with the Community Development Coordinator for completion of environmental review for infrastructure projects.

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

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.

Home Ownership Program & Home Repair Program	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	16	13
Number of Special-Needs households to be provided affordable housing units	0	0
Total	16	13

Table 5 – Number of Households

Home Repair Program	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	11	8
Number of households supported through Acquisition of Existing Units	0	0
Total	11	8

Table 6 – Number of Households Supported

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

Figures in the above charts reflect the results of the CDBG funds utilizing the Home Repair Program and the Home Ownership Program for the 2022-23 program year. While the 2022-23 program year met its goal for Home Ownership at 100%, it did not reach the goal for Home Repair and fell short by 3 households.

The Home Repair Program is beneficial to keep for the City despite last year’s outcome. With only 51% of the City being homeowners, the Home Repair Program promotes and offers the opportunity for low moderate income homeowners to maintain essential needs such as HVAC, roof, and plumbing repairs or replacement. Home Repair has been and is expected to continue to be a strong program for the City due to its aging structures. There was a significant decrease

in emergent applicants for furnaces and air units failing during extreme weather. Also, local contractors report a lack of employees and rising costs in supplies.

The Home Ownership Program continues to have strain even while goals are being met. Freddie Mac’s Mortgage Market Survey Rate has steadily been over 6% most of the program year and reached 7% for the second time in the last several months, with a reported interest rate being 7.09% on 8-22-23, during the time of this CAPER being generated.

Housing continues to be a financially increasing obstacle for many LMI persons in the City. In September 2022, HUD released the Fair Market Rental Rate for a 1 bedroom in the KC Metro Area to be \$1,002.00 a month.

Discuss how these outcomes will impact future annual action plans.

As reported in last year’s CAPER, it is believed that the pandemic continues to skew results and meeting goals. The City continues to focus on precise measurement of data and set up of activities for comparable measurement of projections turning into results for precise reporting. The 2022-23 program year revealed the lack of stability in economy and housing, which determined necessary updates in the Home Repair Program to accommodate better use of the funds for the City’s LMI population. The Community Development Advisory Board voted in June 2023, to raise the HRP award amount from \$10,000 to \$13,000 for qualified low income homeowners and raised the award amount for moderate income homeowners from \$8,000 to \$10,000. In addition, homes that are tested for radon and have a reading of 4 picocuries or higher, will have an additional \$1,000 to use for mitigation. Publications for the notice of the City’s CDBG Home Repair Program will continue to be shared on the City’s website, social media, local channel, and literature mailed to the City’s residences. If the City continues to have a lack of qualified applicants for HRP by late fall and early winter of the 2023-24 program year, the City’s Code Enforcement will be consulted for possible targeted areas.

The Home Ownership Program will continue to be advertised and the Community Development Coordinator will continue to further establish relationships and outreach to local realtors and lenders, as these approaches have been successful despite high interest rates and market pressures. In addition, the Home Ownership Program will continue to be advertised on the down payment assistance websites that generate inquiries and potential homebuyers to the City.

Both, Home Ownership and Home Repair Programs, will continue to be a focus of attainable and sustainable housing.

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.

Number of Households Served	CDBG Actual
Extremely Low-income	0
Low-income	11
Moderate-income	2
Total	13

Table 7 – Number of Households Served

Narrative Information

Data provided, in the above table, includes number of families that participated in the Home Repair Program and Home Ownership Program with use of CDBG funds.

The Home Ownership Program can provide up to \$8,000 in CDBG funding for qualified applicants to purchase a home within Leavenworth city limits. Applicants must be within the HUD income limits to qualify. With the City being comprised of more than 50 percent rental properties, HOP benefits the community by encouraging a long-term investment in Leavenworth and helps low to moderate income families lower their housing costs when purchasing a home. At closing, a lien must be signed stating the buyer will reside in the home and not change title for five years. At the end of the five years, the lien is released and no funds are owed. Throughout the process, the City's Community Development Coordinator works closely with the purchasing realtor, the lender, and the applicant.

The Home Repair Program provided up to \$10,000 in CDBG funding for minor home repairs to qualified homeowners within Leavenworth city limits. Applicants must be within the HUD income limits to qualify. HOP benefits low to moderate income homeowners with safe, healthy, and sustainable housing. Qualifying minor repairs or replacement may include, but are not limited to, HVAC, roofing, plumbing, electrical and water heater. At completion of the project, a lien is signed stating the homeowner will reside in the home and not change title for three years. At the end of the three years, the lien is released and no funds are owed. Throughout the process, the City's Community Development Coordinator works closely with the City's inspectors, contractors, and the homeowner to ensure the repair of a safe and healthy home.

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 Interfaith Community of Hope, Catholic Charities of NE KS, and partnering agencies in the City meet on a regular basis and annually devise plans regarding Point-In-Time (PIT) homeless count efforts. City staff attends monthly Kansas Balance of State Continuum of Care meetings for the NE Region to maintain partnerships and to continue to be aware of the challenges homelessness has in Leavenworth, in order to better service the agencies. LICOH works to reach out to the unsheltered and offer a safe place to sleep.

Leavenworth homeless emergency shelters are located at the Leavenworth Interfaith Community of Hope (LICOH) for night shelter and the Alliance Against Family Violence (AAFV) shelter for homeless survivors of domestic abuse, sexual assault, stalking and human trafficking.

Catholic Charities of Northeast Kansas (CCNEKS), LICOH and Salvation Army provide rent and utility assistance for low income residents including the homeless, or about to be homeless. These agencies assess the individual needs of their clients and try to find avenues to address the individual needs. CCNEKS provides financial literacy classes for those in jeopardy of being homeless.

LICOH also offers day services for the homeless, as well as, limited free transportation. However, the transportation services have ended toward the end of the program year due to Ride LV being in place. This allows LICOH to spend their funds and volunteer hours on other productive wrap around services. LICOH serves a free warm lunch on a daily basis to the entire community targeting those in poverty and 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.

The Salvation Army has opened their community center during summer and winter for heat and cold relief through the Emergency Disaster Services program offering. Homeless and low-income persons can hang out, eat, drink, read and watch movies in the building during inclement weather related to heat or freezing temperatures. The Salvation Army provided an evening meal on Wednesday nights that was open to the public and provides Emergency Assistance to prevent homelessness thru their Pathway of Hope program to families, as long term case management, to provide stability and prevent future reoccurrence of homelessness.

The Guidance Center, Saint Vincent Clinic, and the Veteran's Administration provide mental health and medical services for the homeless.

The local churches offer weekly meals on a rotating basis as an outreach for individuals and families experiencing homelessness. All of these agencies engage in outreach to unsheltered individuals and families, and those at risk of homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

There continues to be a chronic need for transitional housing in Leavenworth. Rental costs are inflated by the housing allowance provided by the Army to soldiers at Ft. Leavenworth challenging the market and making the rent, too high for low income residents and those on SSI, disability or VA benefits. When persons become homeless it is very difficult for them to transition to sustainable and attainable housing when they have to pay not only rent, but also the deposit for housing. Also, housing continues to be a financially increasing obstacle in the City. In September 2022, HUD released the Fair Market Rental Rate for a 1 bedroom in the KC Metro Area to be \$1,002.00 a month.

LICOH offered day services for the homeless, as well as, limited free transportation for most of the program year and provided beds for emergency overnight shelter. The nonprofit, Welcome Central, provided a one point stop for homeless and low-income persons to access services and navigate the various systems for assistance.

The Salvation Army provided Emergency Assistance to prevent homelessness thru their Pathway of Hope program to families, as long term case management, to provide stability and prevent future reoccurrence of homelessness.

CCNEKS provides financial literacy classes for those in jeopardy of being homeless and distributed food from their food pantry. CCNEKS administered the City's ESG and assisted 9 households for rapid rehousing and homelessness prevention. Prevention is an important component of the homeless network and the ESG provides support of Homeless Prevention and Rapid Re-Housing Programs. Both of these programs are important strategies to battle homelessness. CCNEKS does not utilize Street Outreach with their ESG funds, at this time.

The Guidance Center provided rent and utility assistance to mentally ill homeless members of the community. They must become clients of TGC and participate in the development of a treatment plan, to include housing stability measures. Emergency hotel/motel assistance is provided to some as transitional housing on a very limited time and money basis. Furthermore, TGC now has an opioid detox program for those battling addiction. TGC offers a sobering unit, a 23-hour observation unit, continued psychiatric evaluation, medicated assisted detox services, and connection to governmental assistance programs to assist with discharge to the community as appropriate.

Leavenworth Attainable Housing (LAH) is a newer nonprofit that is in its second year now. LAH brings together businesses and public service agencies to address not only sustainable housing, but also attainable and affordable housing issues. This program year, they have served 6 families and 19 individuals. LAH has acquired a total of 11 houses and 1 duplex under construction that are rented to low income persons and they can stay for as long as they need

month to month with no lease or deposit. Rent is one-third of their income and covers the utilities. Tenants are provided financial guidance with a banker, health care is secured with St Vincent's Clinic and/or The Guidance Center and tenants are strongly encouraged to interact with their community by attending functions to build relationships, register to vote, and participate in community activities. LAH is currently working with a contractor to make plans in the building of a multi-unit apartment complex in the future. While not eligible to be a recipient of CDBG or ESG funding, LAH has become a tremendous benefit to the City. LAH has partnered with DePaul USA, who will expand the housing stock for LAH, which will benefit great needs in housing for Leavenworth.

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. CCNEKS offers homelessness prevention and rapid re-housing services funded in part with ESG funds. CCNEKS offers financial literacy classes to help families avoid becoming homeless. In addition, Salvation Army and Welcome Central provide rent and utility assistance for Leavenworth residents.

Due to the location of the Veteran's Administration Medical Center in the City of Leavenworth, we have veterans who were discharged from the VA and remain in the area while 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.

Ex-offenders and prison resident families also 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. Both of these agencies have discharge plans designed to prevent homelessness.

The Guidance Center provides mental health assistance to individuals experiencing homelessness and has a hospital liaison that coordinates discharge from psychiatric hospitals. They also serve individuals with mental illness and substance use disorders, which helps to prevent homelessness. TGC now has an opioid detox program for those battling addiction. TGC offers a sobering unit, a 23-hour observation unit, continued psychiatric evaluation, medicated

assisted detox services, and connection to governmental assistance programs to assist with discharge to the community as appropriate.

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

The City's public service agencies serve children, veterans, and veteran families.

Leavenworth Attainable Housing (LAH) is a newer nonprofit that is in its second year now. LAH brings together businesses and public service agencies to address not only sustainable housing, yet attainable and affordable housing issues. This program year, they have served 6 families and 19 individuals. LAH has acquired a total of 11 houses and 1 duplex under construction that are rented to low income persons and they can stay for as long as they need month to month with no lease or deposit. Rent is one-third of their income and covers the utilities. Tenants are provided financial guidance with a banker, health care is secured with St Vincent's Clinic and/or The Guidance Center and tenants are strongly encouraged to interact with their community by attending functions to build relationships, register to vote, and participate in community activities. LAH is currently working with a contractor to make plans in the building of a multi-unit apartment complex in the future. While not eligible to be a recipient of CDBG or ESG funding, LAH has become a tremendous benefit to the City. LAH has partnered with DePaul USA, which will expand the housing stock for LAH, which will benefit great needs in permanent housing for Leavenworth.

LICOH is an overnight emergency shelter that provides direct services to the homeless. LICOH serves as a central point of information for assistance throughout the City and provided free limited transportation for most of the program year. LICOH strives to place their clients into sustainable housing and discharging a client without housing only occurs if the individual refuses such plans. LICOH has been trained to do the KS Homeless Coalition's VISPDAT in order to more quickly get unhoused individuals assessed day one of becoming homeless. This helps shorten the amount of time they are homeless. LICOH has partnered with other programs around the State so that if they cannot meet the needs in our region, they can do it in other regions. LICOH has on-site care for medical and substance use, and case management with a Guidance Center employee to individuals who have recently moved out in efforts to prevent future homelessness. These efforts help shorten the amount of time for the unhoused and supports individuals who need these services.

AAFV provides case management focused on obtaining affordable housing for shelter residents.

AAFV has also increased aftercare efforts to keep those who obtain housing in services to ensure ongoing housing stability and continued safety.

The Salvation Army provided direct services to individuals and families experiencing homelessness including food, clothing, rent, and utility assistance.

The Leavenworth Mission provided food and clothing for homeless individuals.

LICOH and CCNEKS work with the Continuum of Care for the balance of state to reduce the time of homeless for Leavenworth individuals. Both agencies complete a needs assessment and strive to solve the root causes of homelessness by using partnerships and wrap around services. LICOH has weekly meetings with The Guidance Center for case management of the unsheltered. A Guidance Center Case Manager has been placed at LICOH to serve the unsheltered and enhance wrap around services. These agencies work together to shorten the period of time that individuals or families experience homelessness.

CCNEKS provides Rapid Re-Housing and Homeless Prevention services for the homeless through ESG funds provided by KHRC and is administered by the City of Leavenworth. They provide direct services to individuals and families experiencing homelessness including food, clothing, rent, and utility assistance. While CCNEKS provides a food pantry, clothing, and housing costs, they have also included additional case management services for Asset Development, who handles financial classes and a Work Force Specialist who assist with work force/employment needs.

Due to the location of the Veteran's Administration Medical Center in the City of Leavenworth, we have veterans who were discharged from the VA and remain in the area while 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.

Actions taken to address the needs of public housing

Leavenworth Housing Authority (LHA) is a division of the Planning and Community Development Department. The LHA is a designated public housing agency with decision making authority for budget, personnel and policy adoption resting with the City Commission. LHA provides a 105 unit high-rise (Planters II) for elderly and medically-certified disabled persons. The LHA completed replacement of the water/sewer lines in all units in Planters II in 2020 and, previously updated the apartments by replacing bedroom, bathroom, and linen closet doors in each apartment. During the 2022 program year, LHA updated the flooring and paint on floors 2 through 10 of the Planters II building.

LHA is approved for 339 Housing Choice Vouchers, but because of reduced funding levels, only 230 are currently provided to participants, who may rent from willing market-rate landlords. Also, in conjunction with the Veteran's Administration, the housing authority administered 130 Veterans Supportive Housing (VASH) certificates during the 2022 program year.

The City's Rental Property Coordinator administered Tenant Based Rental Assistance (TBRA), during the 2022 program year, which included 11 families (31 individuals) totaling \$67,461.99. The City applied for the grant as a short-term initiative to help families with school-age children facing eviction, as a supplement to CDBG money provided to our social services agencies.

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 consisting of 4 members. The resident council members are current residents of Planters II who choose to donate their time to serve meals to their fellow residents, participate in group activities, discuss current affairs, and engage in community activities together. This council communicates with the housing authority staff about needs and safety concerns of their living environment.

The City's CDBG funded Home Ownership Program materials are available throughout the community; however, since most residents of Planters II are elderly and/or disabled with limited incomes, they rarely seek housing elsewhere. Planters II is sustainable housing and the staff work diligently to be accommodating to the individual needs of its residents.

Actions taken to provide assistance to troubled PHAs

The Leavenworth PHA is not categorized as "troubled." The City operates a housing authority rated as a high performer. The most recent average inspection score is 99.

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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)

No negative effects of public policies on affordable housing and residential investment have been identified. City ordinances, administrative policies, development regulations, procedures and practices do not have a negative effect or known to be serving as a barrier to affordable housing.

Currently the Planning Department has not studied planning or zoning ordinances to determine any potential barriers to affordable housing. Some items for consideration may be planning restrictions on lot size, and fees/charges for affordable housing. However, accessory dwelling units were defined and added to the development regulations two years ago. More recently, the City has updated the development regulations to now define “tiny home” so that it can be a potential option for developers or those with limited income who will not have to request special use permits or request rezoning. Tiny homes could be an option for development on smaller lots that owners did not have options for in the past.

The City’s Building Inspections Office continues to oversee a Grease Trap Interceptor Inspection and Maintenance Program as part of their effort to reduce the buildup of grease and corresponding backups in the City’s wastewater collection system. The City updated the Grease Trap Interceptor Ordinance and as a result, the City Commission approved a plan that will include an annual Grease Trap/Interceptor Permit that will be issued to each establishment. Inspection and proper maintenance of grease traps and interceptors will reduce the amount of grease that builds up in the sanitary sewer lines resulting in a reduction in instances where sanitary sewer overflows into homes, yards, or streets.

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

The City’s Community Development Coordinator and Rental Property Coordinator are members of the Leavenworth County Human Service Council (LCHSC) and generally attend monthly meetings. LCHSC is a 501c3 organization that includes 38 members of individuals or organizations within Leavenworth County sharing an interest in an adequate community program of health, human service and recreational services. The purpose of the organization is to provide a central source of information on community social services for Leavenworth County residents and Council members in order to bring organizations together for joint planning and coordination of programs relating to social services. LCHSC offers collaboration of

resources to the City and leverage from one another. Homelessness, Fair Housing, and Mental Health are the common bond that brings these members together.

The City's Public Information Officer (PIO) persistently shares detailed information to the public regarding the HRP and HOP. Applications for the programs and contact information are presented on the City's website, social media and the local television channel. The PIO also mails out, to every residence in the City, a First City Connection magazine once a quarter. It provides news and information for residents and businesses to the City. While communicating with the public via social media is known to be effective, the quarterly First City Connection stimulates many phone calls for inquiry regarding HRP and HOP. Furthermore, the PIO fans out event information and fundraising information in support of the local public service agencies.

A presentation to a local real estate agency for the Home Ownership Program was conducted in March 2023 that stimulated inquiries and applications for the HOP. Market pressures are still making it difficult for low to moderate incomes persons to become home owners, however, keeping in contact with local realtors and lenders has generated applicants.

Qualified contractors continue to be difficult to find and to have an interest in minor home repair for HRP, as there is not a steady flow of qualified applicants. Cold calls have been made to generate a qualified contractor list for the HRP.

The City met a long range local fair housing goal, by means of public transportation needs addressed by The Guidance Center (TGC), who started a public transportation program, Ride LV. Funding for the Ride LV Micro Transit has been provided by a series of grants from state resources and funding from the City of Leavenworth. Ride LV received a grant from the Kansas Department of Transportation's Multimodal Transportation Bureau and the City of Leavenworth provided a required matching local source. This will greatly assist in low and moderate income persons for employment, grocery shopping, wrap-around services, and healthcare.

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

Within the HRP, lead-based paint hazards are addressed, as needed, and assessed for each individual activity. Lead based paint safe practices are a requirement with contractors paid with CDBG funds. Homes that may be effected by lead based paint, due to the scope of work, require the homeowner to be given a KS Department of Health and Environment's pamphlet on Renovate Right. Repairs that are done in homes built after 1978 or have children in the home are given the pamphlet regardless of the scope of work.

Information on lead based paint is given to HOP applicants to new homeowners of homes built after 1978. They receive a KS Department of Health and Environment's pamphlet on Renovate Right, which educates the homeowner when renovating, repairing and painting a home that potentially has lead based paint. A passing Housing Quality Standard (HQS) inspection is required before CDBG funds can be used to assist in the purchase of a home. All lead based paint issues must be abated before any CDBG funds can be used.

Educational lead based paint literature is available to residents at the Leavenworth Public Library. Also, the Leavenworth County Health Department has information available to the public regarding lead based paint, safe practices and testing.

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 (part of Leavenworth Interfaith Community of Hope) to offer poverty-level families a way out of poverty. Veterans Affairs provide these services for veterans, as well. Together, these organizations, as well as other PSAs in the City, offer wrap around services for housing, employment, job education and placement services.

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

The City continues funding for the Rental Property Coordinator position to help community residents and landlords communicate more effectively. This generally serves low to moderate income individuals who are most likely to rent substandard housing.

The City's Community Development Coordinator is a member of the Leavenworth County Human Service Council and meets with local churches and social service agencies to increase the citywide institutional structure.

In 2022, the city formed a Solid Waste Citizens Task Force to evaluate options and make recommendation to the City Commission. This approach helped to ensure that changes made reflect residents' wishes. In 2023, following a citizen survey, the City Commission adopted a hybrid approach to trash collection based on guidance from the Solid Waste Citizens Task Force.

The City has a Citizen Participation Plan in place and has CDAB that meets approximately 4 to 5 times a year to review the AAP, 5 Year Consolidated Plans, CAPER and any other issues that may need to be reviewed in regards to funding CDBG programs. The City also has twenty other boards and committees. These partnerships allow the City to be able to overcome gaps in institutional structures and review the needs of the City to take to the City Commission.

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

The City has twenty one boards and committees. These partnerships allow the City to be able to overcome gaps in institutional structures and review the needs of the City to take to the City Commission. Public hearings and/or public comment are often available with every board, committee and commission to allow and encourage communication with the community and our public service agencies.

The City's Public Information Officer regularly shares CDBG program information on social media, the newsletter and Channel 2. Newsletters are mailed to all City residents three times a year. Each edition features information from either the HRP or HOP. Information is shared to refresh what is on the website. The Public Information Officer also shares all information with Community Service Organization, who help target low income minorities in Leavenworth with their emailed newsletter.

Public service agencies associated through contracts with the City provide specific services, avoid duplication of services and account for the services provided. PSAs that receive CDBG or ESG funds from the City are required to provide budgets and monthly statistics to the City with monitoring oversight provided by the City of Leavenworth, KHRC and/or 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.

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

The City's Rental Property Coordinator position continues to provide a solid role in landlord tenant issues, offering a Tenant Issue Resolution Program that many low to moderate income tenants benefit from. Contact information and details are made available on our City's website and the City's Public Information Officer promotes this program on social media and quarterly mailings to residents.

The City has a 2022 update to the 2011 Analysis of Impediments to Fair Housing Choice – Kansas City region, which was updated by the previous Community Development Coordinator before retirement. In December 2016, the Fair Housing and Equal Opportunity office at HUD approved the Assessment of Fair Housing (AFH) regional plan, which includes Leavenworth.

Improvements to Fair Housing in the City of Leavenworth have been addressed by changes to the City's website. These improvements emphasize fair housing and how to address a housing discrimination complaint and establishment of a fair housing contact for the City of Leavenworth. Also, the retention of a Rental Property Coordinator help educate the public about fair housing and give them someone to guide housing discrimination complaints.

The City met a long range local fair housing goal that will be providing local transit and began providing \$2 rides for a local transportation system within the City limits that is administered by The Guidance Center.

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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

The City of Leavenworth's Community Development Coordinator conducts at least one on-site monitoring visit for each public service agency that receives CDBG funding. These monitoring visits were conducted in November 2022.

All contractors paid with CDBG funds are checked in sam.gov for an active UEI registration. Contractors must have the required certificate of liability insurance coverage and a current Affirmative Action Letter on file with the City.

A list was pulled from KS Department of Commerce to capture all minority owned and women owned companies that may possibly build & repair sidewalks for the infrastructure project on Dakota Street. The only eliminations from the list were geographically far away from Leavenworth. Each company was contacted and an online search was performed for those companies that had disconnected phone numbers that were provided on the list. Each company was questioned and reviewed if they could perform sidewalk work despite the name of their company. Each company was asked and researched if they had a UEI. Unfortunately, after the 25 companies were reviewed there were only two companies that had a UEI and performed sidewalk work, but their UEI's were not active. The companies appreciated being informed their UEI needed to be activated and they advised they were going to do that immediately. They are aware that an active registration of their UEI is going to be mandatory in order to bid on federally funded projects. These companies were sent an email with the link to the City's website for future bidding opportunities.

Work began in the spring of 2022 for Written Standards and Standard of Procedures to be reviewed and created to ensure long-term compliance in monitoring and all program activities for CDBG and ESG. Renewals and updates were completed during the 2022-23 program year.

Activities consisting of Home Repair Program, Home Ownership Program, and Neighborhood Stabilization Programs are monitored by the CD Coordinator. Checklists are utilized to ensure all documents and tasks needed are present and were performed. These checklists continue to be updated to meet compliance and efficiency. Electronic file keeping has become a priority for ease of any auditing by HUD.

The City has a current Citizens Participation Plan (updated in May 2020), a Programmatic

Agreement with the Kansas State Historic Preservation Office (updated in July 2022) and a Davis-Bacon Handbook (updated in 2017). These materials are referenced when needed to remain in compliance, as well as, communicating with HUD. The 2021 program year had no projects in motion for the City to utilize CDBG funds that included minority business outreach.

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's Citizen Participation Plan seeks to provide for and encourage the participation of Leavenworth residents in the development of the City's Assessment of Fair Housing, Consolidated Plan, any substantial amendments to the Consolidated Plan, the associated Annual Action Plans and performance reports.

A survey was conducted in the Fall of 2021 to assess the opinion of the City's housing needs of special populations, public facilities & community improvement, and CDBG activities. Survey results indicated 79.23% who took the survey were residents of the City. The survey was made available online, through social media, local churches, the library and public service agencies. Results were collected and report made by a third party company.

A notice of public hearing was posted in The Leavenworth Times for the 2022 Annual Action Plan. Two public hearings were held. The February 14, 2022 public hearing was open to receive public testimony regarding unmet community needs for lower income citizens of Leavenworth and input on the proposed 2022 Annual Action Plan. The final hearing was held on March 14, 2022 and was open to receive public comment for those for or against the final draft of the 2022 Annual Action Plan.

The City of Leavenworth published a public notice for the 2022 CAPER in The Leavenworth Times on August 25, 2023. The public notice advised that the 2022 CAPER was available starting August 26, 2023 upon request from the Community Development Department. The CAPER was also available on the City's website, available in the Community Development Department and a physical copy was at the Leavenworth Public Library. Public comment could be made at the public hearing on September 11, 2023 or in writing to the Community Development Department by September 11, 2023. Public comments were accepted for the duration of 17 days. All public comments will be received and documented.

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.

The 2022-23 program year revealed the lack of stability in economy and housing, which determined necessary updates in the Home Repair Program to accommodate better use of the funds for the City’s LMI population. The Community Development Advisory Board voted in June 2023, to raise the HRP award amount from \$10,000 to \$13,000 for qualified low income homeowners and raised the award amount for moderate income homeowners from \$8,000 to \$10,000. In addition, homes that are tested for radon and have a reading of 4 picocuries or higher, will have an additional \$1,000 to use for mitigation. The awarded amount of funds is more comparable with cost of supplies and labor which relieves qualifying applicants from the burden of costs they are unable to afford. The changes assist in leveraging sustainable housing. In previous years, low income could be awarded up to \$5,000 and moderate income could be awarded up to \$3,000.

Publications for the notice of the City’s CDBG Home Repair Program will continue to be shared on the City’s website, social media, local channel, and literature mailed to the City’s residences. If the City continues to have a lack of qualified applicants for HRP by late fall and early winter of the 2023-24 program year, the City’s Code Enforcement will be consulted for possible targeted areas.

The Home Ownership Program will continue to be advertised and the Community Development Coordinator will continue to establish further relationships and outreach to local realtors and lenders, as these approaches have been successful despite high interest rates and market pressures.

The City had a turnover in personnel for the Community Development Coordinator role, as the previous held person retired in 2022. While this did not change the program objectives, it did play a role in training and development for the held position, as well as, the needed creation of policies and procedures. Standard of Procedures were created for each CDBG funded program, as well as, Written Standards and Standard of Procedures for the use of ESG funds. The current Community Development Coordinator has taken this last program year to create these procedures and evaluate the use of funds and compliance. Monitoring by HUD and KHRC of the City’s CDBG and ESG funding influenced the need for stronger public service agency programs that are compliant.

It has been determined that there will be a goal of a minimum of one infrastructure project every two years. While there was one infrastructure project completed for the 2022-23 program year, there is already another project location being discussed with the Engineering Department to expend a minimum of \$80,000 in previous year funds. At the end of the 2023-24 program year, there should be a steady flow of infrastructure projects to not only expend funds, as indicated in Annual Action Plans, but for the consistency in reporting, as well. Before the infrastructure project of sidewalk repair and replacement on Dakota for the 2022-23 program year, the last projects were completed in 2020 and 2015.

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

No. The City does not participate in BEDI.

BEDI is a competitive grant program designed to assist cities with the redevelopment of abandoned and underused industrial and commercial facilities, where expansion and redevelopment is burdened by real or potential environmental contamination.

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes,preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

No projects were funded during the program year that would require Section 3 reporting.

Section 3 projects are housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000.

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

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