

**AGENDA**  
**COMMUNITY DEVELOPMENT ADVISORY BOARD**  
**4:15pm on Monday,**  
**February 13, 2023**  
**City Hall**  
**100 N. 5<sup>TH</sup> Street**  
**Leavenworth**

- 1.** Call to order, roll call
- 2.** Vote to approve or disapprove 9-12-22 Meeting Minutes
- 3.** Public Hearing - 2023-24 unmet needs for low/moderate income citizens and input for 2023-24 Annual Action Plan
  - a.** Open Public Hearing
  - b.** Close Public Hearing
- 4.** Discussion of the aggregate sheets to be completed by CDAB. Determine a date to return completed aggregate sheets.
- 5.** Discussion of possible changes to the Home Repair Program award to qualified applicants.
- 6.** Other matters, correspondence. Next meeting set.
- 7.** Distribute the PSA applications to CDAB.
- 8.** Adjourn



**COMMUNITY DEVELOPMENT ADVISORY BOARD  
MONDAY, September 12, 2022, 4:15 P.M.  
COMMISSION ROOM, CITY HALL  
LEAVENWORTH, KANSAS**

Vice Chairman Taylor called the meeting to order at 4:15 p.m. and noted a quorum was present. Board members present in the commission chambers Ralph Taylor, Sr. Paula Rose, Brian Keeley, Tony Majors and Mary Mack. Board members absent Mike Seufert and Charles Davis. Staff members present were Community Development Coordinator Julie McKeel and Administrative Assistant Michelle Baragary.

Welcomed new Board Member Mary Mack.

Vice Chairman Taylor called for the first item on the agenda: Approval of the minutes from March 14, 2022 meeting. Board Member Majors moved to approve the minutes as presented, seconded by Board Member Sr. Paula Rose and approved by a vote of 4-0. Board Member Mack abstained.

Vice Chairman Taylor called for the next item on the agenda: Public Hearing 2021-22 CAPER.

Vice Chairman Taylor called for a motion to open the public hearing. Board Member Sr. Paula Rose moved to open the public hearing, seconded by Board Member Majors and passed by a vote of 5-0.

With no citizen comments, Vice Chairman Taylor called for a motion to close the public hearing. Board Member Majors moved to close the public hearing, seconded by Board Member Mack and passed by a vote of 5-0.

Vice Chairman Taylor called for the next item on the agenda: Discuss 2021-22 CAPER.

Regarding the 2021-22 CAPER, Community Development Coordinator Julie McKeel touched on the following topics:

- CV funds (covid funds) had to be reported this year
- **CR-05 – Goals and Outcomes.** Under ESG, CCNEKS did use their remaining funds of \$5,768.80.
- **Table 1 – Accomplishments – Program Year & Strategic Plan to Date.** Homebuyer Assistance – strategic goals and actual program year goals.
- **CR-15 – Resources and Investments.** Local Housing Trust Fund provided CCNEKS \$35,000 used for rental assistance for those impacted by the pandemic. Assisted 50 households, equaling 155 individuals.
- **Citizen Participation Plan.** Public comment period is from September 8 – 23. The statement “no public comments have been received” will be updated if any public comments are received.
- CDAB will be consulted for any major changes in the consolidated plan or any future annual action plans when moving more than 50% of what the board voted on.

Board Discussion:

Vice Chairman Taylor asked if there are plans to extend the homeless shelter (Leavenworth Interfaith Community of Hope) or move it to another location because there are many homeless people that rather live outside than use the homeless shelter.

Ms. McKeel responded CCNEKS are the only recipients of ESG funds through an application process submitted through the city. The city then sends the application to the Kansas Housing Resource Corporation. The ESG funds are utilized through CCNEKS for homeless prevention, rapid rehousing, HMIS and administration. Ms. McKeel stated she has not heard about expanding the building but will check into it.

Board Member Sr. Paula Rose stated a year or so ago, Leavenworth Interfaith Community of Hope requesting CDBG funds for a covered smoking area for the homeless. The board denied this request.

Ms. McKeel stated CDBG funds must meet a national objective and must benefit low to moderate-income persons.

Board Member Keeley asked about the inconsistency that is documented for Table 5 – Number of Households.

Ms. McKeel stated on Table 5, the one year goal for “number of homeless households to be provided affordable housing units” has 68. However, after reviewing the 5-year plan and each AAP from 2017-2022, this has always had inconsistencies, which was concluded this may have been a typo. This information was provided as an explanation to HUD.

Ms. McKeel further stated the totals in Table 5 for “number of non-homeless households to be provided affordable housing units” came from adding “number of households supported through rehab of existing units” and “number of households supported through acquisition of existing units” in Table 6.

Vice Chairman Taylor asked if contractors are hard to find for the Home Repair Program, HRP.

Ms. McKeel responded in the affirmative stating there are flyers in the Community Development office, the city’s Public Information Officer has posted information on Channel 2 that contractors are needed, and cold calls are performed in an attempt to get contractors. Some issues for contractors are that the jobs are too small and specific requirements of the federal government, such as obtaining a DUNS number, liability coverage requirements, etc.

Board Member Sr. Paula Rose asked how much the 2022-23 CDBG funds will be.

Ms. McKeel responded \$338,275.00. The residual funds are:

- 2019 – approximately \$5,000
- 2020 – approximately \$60,000
- 2021 – approximately \$200,000

Ms. McKeel stated these funds will be rolled in together. The board had voted not just pro rata for public service agencies but also to be spread throughout the rest of the activities.

Board Member Sr. Paula Rose asked if the Leavenworth Attainable Housing would qualify and be able to apply for funds.

Ms. McKeel stated at the moment that organization would not be a candidate for CDBG funds. However, Ms. McKeel will keep in touch with Sr. Vickie if anything changes.

Vice Chairman Taylor asked for an update on transportation for the community.

Ms. McKeel responded she spoke with the Director of the Guidance Center, Keith Rickard, and three vans have been purchased using \$72,000 from the City’s general funds and a grant from KDOT. It will be restricted to Leavenworth city limits but could expand. The cost is \$2.00 per ride one-way.

Board Member Majors asked about statistical data from the public service agencies on race.

Ms. McKeel responded the public service agencies must sign a contract that advises them that on a monthly basis, or at a minimum on a quarterly basis, the public service agencies need to provide statistical information. Race is not the only statistical data the public service agencies submit; it also includes the extreme low income and moderate income. However, the data provided does not advise how many of low or moderate income are of which race.

With no further discussion, Vice Chairman Taylor called for a motion to approve or disapprove the 2021-22 CAPER to be submitted to the City Commission. Board Member Majors moved to recommend approval of the 2021-22 CAPER to the City Commission, seconded by Board Member Keeley and approved 5-0.

Ms. McKeel stated this will go to the City Commission on September 27, 2022, and any public comments received from now until then will be included in the report.

Vice Chairman Taylor called for the next item on the agenda: Election of Board Chair and Vice Chair.

Vice Chairman Taylor called for a nomination for the Chairperson. Board Member Majors moved to keep Charles Davis as Chairman, seconded by Board Member Keeley and approved 5-0. Vice Chairman Taylor called for a nomination for the Vice Chairperson. Board Member Majors moved to keep Ralph Taylor as Vice Chairman, seconded by Board Member Keeley and approved 5-0.

Vice Chairman Taylor called for the next item on the agenda: Other matters, correspondence.

Ms. McKeel stated, due to the economy, she foresees asking for a substantial amendment to the 5-year consolidated plan to move funds for more housing rehabilitation projects.

With no further discussion, Vice Chairman Taylor called for a motion to adjourn. Board Member Sr. Paula Rose moved to adjourn, seconded by Board Member Mack and approved 5-0.

Meeting adjourned at 5:06 p.m.

Minutes taken by Administrative Assistant Michelle Baragary.

City of Leavenworth, KS  
 CDBG Program Year 2023-24  
 Public Service Agency Scoresheet

General Review Criteria			
<b>Need</b>			
30 points			• The applicant provided convincing reasons why the project should be funded.
			• The project meets a strategic priority of the City of Leavenworth. Housing, Food, Health
			• Data provided is current, local and adequately substantiates the need.
			• Demonstrates the need is not currently or adequately being met through existing programs within the City.
			<b>Total points, Need</b>
<b>Project</b>			
20 points			• The project is based on the identified need.
			• Project goals are clear and specific.
			• Project beneficiaries/outputs are described.
			• Project objectives/outcomes are realistic, measurable and appear to be achievable.
			• Project will impact significantly on the identified need.
			• Describes clearly the criteria for evaluating the success/impact of the project & whether objectives/outcomes were in fact met.
			<b>Total points, Project</b>
<b>Budget/Timeliness</b>			
20 points			• Project budget demonstrates that the proposed expenditures are reasonable.
			• Other funding sources and amounts needed to accomplish the project are identified.
			• Project leveraged other funding sources and is not solely dependent on CDBG funds.
			• For Public Service Projects - project is cost effective in relation to cost per unit of service and the community need identified.
			• Timeliness and deobligation of prior grants.
			<b>Total points, Budget/Timeliness</b>
<b>Performance Measures</b>			
30 points			• Do net results for the project serve the LMI community?
			• Actual accomplishments comparable to estimates on prior grants.
<b>TOTALS</b>		<b>0.00</b>	<b>TOTALS</b>