

# Annual Action Plan 2024-2025

## Community Development Block Grant Leavenworth, Kansas



This plan was prepared by:  
City of Leavenworth  
Community Development Department  
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# 2024-25 ANNUAL ACTION PLAN SYNOPSIS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS

LEAVENWORTH, KANSAS

JULY 1, 2024-JUNE 30, 2025

**\$340,093 PROJECTED** ENTITLEMENT

## SYNOPSIS

Entitlement award is **projected to be \$340,093** for the CDBG 2024 Program Year. Actual award differing from projection will be distributed pro-rata while abiding by HUD requirements and the City's Citizen Participation Plan. This summary sets forth the proposed budgets for activities funded with CDBG 2024 Program Year funds and is the third year of the 2022-2026 Consolidated Plan.

### 1. Administration

Departmental administration supports one full-time position and operating expenses that HUD requirements limit to 20% of the entitlement award.

Total budget: **\$68,018**

### 2. Public Service Agencies

The following Public Service Agencies will provide services to help Leavenworth's lower income persons. The agencies work closely together to share knowledge and resources in order to assist low and moderate income clientele of our community. Through these agencies, low and moderate income citizens are served with medical services, education, food, clothing, substance abuse, and sheltering needs, as well as, individual agency wrap around services. CDBG will provide rent and/or utility reimbursement to the agency's location in our City to support the agencies in their services. HUD requirements limit grants of this nature to 15% of the total entitlement.

Total budget: **\$51,013**

**a. Catholic Charities of Northeast Kansas** **\$7,800**

**b. Court Appointed Special Advocates (CASA)** **\$8,800**

- c. **St. Vincent’s Clinic** **\$8,800**
- d. **Leavenworth Interfaith Community of Hope** **\$8,800**
- e. **The Leavenworth Mission** **\$8,000**
- f. **The Alliance Against Family Violence** **\$8,800**

**3. Housing Programs:**

**a. Home Repair Program / Home Accessibility Program**

The City consolidates three categories of minor repairs or replacement for emergency, exterior, and weatherization into one major category, which provides up to \$13,000 to income qualified homeowners focusing on health and safety. Qualified applicant grant amount is dependent upon income level utilizing the current HUD Income Limits. Some examples of work include roofing, insulation, heating, cooling, plumbing, and code violations. Many homeowners have felt the effects of the economy and can no longer stretch their budgets to include home repairs; therefore, this program remains very popular. Handicap accessibility is available to qualified applicants that may or may not own their own home. Procedural approval from the landlord/homeowner is required if the qualified applicant is a renter.

Total budget: **\$91,000**

**b. Home Ownership Program**

This activity awards funds for 50% down payment and then closing costs and/or principal or interest buy-down to low and moderate income qualified applicants. The home must be able to pass an HQS inspection, be located in Leavenworth City limits, and cannot be in the 100 year flood plain. Processing & Underwriting Guidelines must be abided by to assure the funds are utilized as a benefit for the buyer’s principal and specific closing costs. Qualified applicant grant amount is dependent upon income level utilizing the current HUD Income Limits. Award is 5%, but no more than \$5,000 for moderate income and 8%, but no more than \$8,000 for low income.

Total budget: **\$50,000**

#### **4. Neighborhood Stabilization:**

##### **a. Removal of dangerous structures**

Spot blight removal has been an ongoing project in the City for many years. The structures removed are beyond economic viability for rehabilitation and cause various problems in the neighborhoods in which they exist. This activity assists in safety for the City's citizens.

Total budget:

**\$15,000**

##### **b. Infrastructure**

Infrastructure funds will repair and/or add sidewalks with ADA compliance in areas where more than 51% of residents are low/mod income. Results will provide a safe walking link to community facilities. Streets and sewer have been approved in the 5 Year Consolidated Plan within this category, however, sidewalks have been identified as the expected project.

Total budget:

**\$65,062**

# EXECUTIVE SUMMARY

AP-05 EXECUTIVE SUMMARY - 24 CFR 91.200(C), 91.220(B)

## 1. Introduction

The 2024 Annual Action Plan (AAP) sets forth the proposed budgets and activities to be performed during the third year of the 2022-26 Consolidated Plan. National objectives to be met during the 2023 program year are:

- meeting urgent community need
- benefit low and moderate income persons
- prevention or elimination of slums or blight

## 2. Summarize the objectives and outcomes identified in the Plan

The City of Leavenworth has developed goals and priorities based on projected funding for the 2024-25 program year, citizen input, and data assembled for the 2022-26 Consolidated Plan. The City will continue programs that assist low and moderate income residents, sustain and improve their housing through home repairs and accessibility modifications with use of the Home Repair Program. Due to the City having over 50% rental housing, we encourage home ownership through our Home Ownership Program that provides assistance in half of a down payment, closing costs, and/or interest rate buy-down. The City's Code Enforcement actively vets out dangerous structures in the community and works toward their elimination for public safety. Public service agencies are funded rent or utility reimbursement of their agency location for them to serve the low and moderate income residents by providing basic needs and wrap around services to clientele. Infrastructure needs have been identified in the northeast section of the City for safe sidewalks to be created and/or replaced.

## 3. Evaluation of past performance

Leavenworth became an entitlement city for Community Development Block Grant funds in 1984. The City of Leavenworth has a successful history of administering federal programs by professional City staff and through community agency partnerships. Results of Leavenworth's activities are reported using the Consolidated Annual Performance and Evaluation Report (CAPER) and can be found on the City's website. The City supports qualified non-profit public service agencies by applying and administering Emergency Solutions Grant (ESG) funding from Kansas Housing Resource Corporation (KHRC).

#### **4. Summary of Citizen Participation Process and consultation process**

Abiding by the City's Citizen Participation Plan, the City holds hearings at a time and location convenient to potential and actual beneficiaries and with accommodation for persons with disabilities, as well as, provide a qualified interpreter at the public hearing to accommodate the needs of these residents, upon request. Citizens can file an ADA Grievance to the City Manager via phone or online, <https://www.leavenworthks.org/citymanager/webform/report-ada-grievance>.

The City of Leavenworth uses a variety of formats for consultation and participation including traditional public hearings, newspaper notices, website postings, televising the City Commission Meetings, Community Development Advisory Board meetings, as well as, the City's many other board meetings.

City staff directly contacted public service agencies, Leavenworth Public Housing Authority, community churches, government agencies and local agencies for participation and input for the 2022-26 Consolidated Plan. The City uses electronic media and the local newspaper for publication notification to ask for public testimony regarding unmet community needs for low/moderate income persons of Leavenworth for this 2024-25 AAP. This public notification was posted on January 12, 2024 that a public hearing would take place on February 12, 2024.

On March 6, 2024 another public notification was posted advising this 2024-25 AAP will be available as of March 7, 2024 at the Community Development Office, the local public library, and on the City's website. A public hearing was held on April 8, 2024 for approval or disapproval of the 2024-25 AAP.

#### **5. Summary of public comments**

A copy of the minutes and sign in sheets from the public hearings on February 12, 2024 and April 8, 2024 will be attached to this AAP when submitted to HUD.

The February 12, 2024 and April 8, 2024 public hearings resulted in no public comment. No written comments were received.

All comments will be accepted, regardless of content.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments will always be accepted, regardless of content.

## 7. Summary

This 2024 AAP allocates funding for projects that address the priorities identified in the 2022-26 Consolidated Plan. The City of Leavenworth prepared the 2022-26 Consolidated Plan to strategically implement its CDBG programs and use funding to provide services that are responsive to the priorities identified in the citizen survey and public comments related to housing, removal of dangerous structures, and public services funding.

DRAFT

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	LEAVENWORTH	
CDBG Administrator	LEAVENWORTH	Community Development

Table 1 – Responsible Agencies

**Consolidated Plan Public Contact Information**

**City of Leavenworth**

100 N. 5th St

Leavenworth, KS 66048

**Community Development Coordinator, Julie McKeel**

[Julie.mckeel@firstcity.org](mailto:Julie.mckeel@firstcity.org)

913-680-2628

**Planning and Community Development Director, Julie Hurley**

[jhurley@firstcity.org](mailto:jhurley@firstcity.org)

913-680-2616



## 1. Introduction

The City is committed to working and communicating with local public service agencies, service providers, and other entities to create solutions to best address the needs of the City. The City has listed these participants on Table 2.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City promotes citizen participation and notification by utilizing social media and televising all City Commission Meetings, Community Development Advisory Board Meetings, as well as, every City board that meets on the local channel 2, as one form of communication to keep the public informed. The agenda packets for these meetings are shared on the City’s website and social media to advise the public of subject matter, time, and location. Public hearing notifications are also posted in the local newspaper. Meetings are conducted at City Hall, which has ADA compliant entry. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies and procedures to participate in a City program, service, or activity can contact the applicable City department or ADA Coordinator, City Manager Paul Kramer, 48 hours prior to the meeting or event.

Partnerships with the local service providers, agencies and governmental groups provide an opportunity for joint problem. City staff attends the monthly Leavenworth County Human Service Council (LCHSC) meetings to communicate and be advised of activities and needs of the 35 agencies that are members. When needed, the City presents information to LCHSC about use of ARPA funds, economic development, and transportation service updates for the agencies to be aware of resources and growth within the City that better assist these agencies to provide wrap around services. Leveraging off one another is encouraged to provide the best available services to our citizens.

The City’s Community Development Advisory Board (CDAB) reviews all applications for CDBG public service agency funding. Each agency has an opportunity during a CDAB meeting to give a short presentation and review of the agency before CDAB votes on CDBG funding.

The City applies for and administers the Emergency Solutions Grant funding from Kansas Housing Resource Corporation (KHRC) and subawards to qualified agencies for Rapid

Rehousing, Homeless Prevention, Emergency Shelter, and/or Street Outreach. Each year's application from the City to KHRC is depending upon the need of qualified applying agencies.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Agencies in the City, that provide homelessness services, set the parameters for participation in their programs, which are typically below the HUD threshold for low income. 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 and Kansas Balance of State Continuum of Care meetings to maintain partnerships and to continue to be aware of the challenges homelessness has in Leavenworth, in order to better service the agencies.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Emergency Solutions Grant (ESG) allocations are determined by an application process to Kansas Housing Resource Corporation (KHRC) from the City. The City provides administrative oversight for the projects that qualified agencies can apply for ESG funding for the City to subaward to them. Performance standards and evaluations are conducted by KHRC. Part of administering the grant, the City will monitor during the grant year and require the subawarded agencies to be in compliance with the current ESG Handbook that is composed by KHRC and the current Written Standards composed by KS Balance of State Continuum of Care. Compliance does include participation in Homeless Management Information System (HMIS).

The City's Standard of Procedures and Written Standards for ESG funds were most recently viewed by KHRC in February 2024 during a monitoring. These practices will be utilized until otherwise directed by KHRC. The City requires for its ESG sub-awardees to follow all ESG regulations and requests from the City and KHRC.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	<b><i>CATHOLIC CHARITIES OF NE KANSAS</i></b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans. Currently receives CDBG and ESG funding from the City.
2	<b>Agency/Group/Organization</b>	<b><i>Leavenworth Interfaith Community of Hope</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans. Currently receives CDBG funding from the City.

3	<b>Agency/Group/Organization</b>	<i><b>ST VINCENT CLINIC</b></i>
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans. Currently receives CDBG funding from the City.
4	<b>Agency/Group/Organization</b>	<i><b>The Guidance Center</b></i>
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Service-Employment Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans. Currently receives CDBG funding from the City.

5	<b>Agency/Group/Organization</b>	<b><i>COURT APPOINTED SPECIAL ADVOCATES</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans. Currently receives CDBG funding from the City.
6	<b>Agency/Group/Organization</b>	<b><i>ALLIANCE AGAINST FAMILY VIOLENCE</i></b>
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
7	<b>Agency/Group/Organization</b>	<b><i>The Salvation Army</i></b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
8	<b>Agency/Group/Organization</b>	<b><i>Leavenworth Housing Authority</i></b>
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
9	<b>Agency/Group/Organization</b>	<b><i>Dept. of Veteran Affairs</i></b>
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
10	<b>Agency/Group/Organization</b>	<b><i>Grossman Center</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Health Services-Education Health Agency

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
11	<b>Agency/Group/Organization</b>	<b><i>Department for Families and Children</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-Health Child Welfare Agency Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
12	<b>Agency/Group/Organization</b>	<b><i>Council on Aging</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.

13	<b>Agency/Group/Organization</b>	<b><i>Northeast Kansas CAP</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
14	<b>Agency/Group/Organization</b>	<b><i>Local Internet &amp; Broadband Companies</i></b>
	<b>Agency/Group/Organization Type</b>	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	<b>What section of the Plan was addressed by Consultation?</b>	internet/broadband/fiber optic
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Internet providers continue to work with the City's Public Works for installation of fiber optic, as well as, offering discounted rates for low income households.
15	<b>Agency/Group/Organization</b>	<b><i>Leavenworth County Emergency Management</i></b>
	<b>Agency/Group/Organization Type</b>	Agency - Emergency Management
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meets with the City's Fire, Police, & Public Works all year. The agencies work together to accomplish a response and recovery processes including self-preparedness for emergent events.
16	<b>Agency/Group/Organization</b>	<b><i>FEMA</i></b>
	<b>Agency/Group/Organization Type</b>	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Other government - Federal
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Economic Development



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City's Engineering utilizes FEMA for the 100yr flood plain mapping to assure no building occurs to uphold public safety & sustainable housing. Storm water resources, training & education are ongoing to localize flooding.
17	<b>Agency/Group/Organization</b>	<b><i>City of Leavenworth</i></b>
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	2022-26 Con Plan & its creation
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City's Community Development, Code Enforcement, Rental Property Coordinator, Public Works, Engineering, Inspections, Police, & Fire are many of the departments of the City consulted for their designated role and strategic input of this AAP and the Con Plan. The Community Development Advisory Board offers input and voting of funds.
18	<b>Agency/Group/Organization</b>	<b><i>The Leavenworth Mission</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Homeless Other-Food Pantry
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, and current/future plans.
19	<b>Agency/Group/Organization</b>	<b><i>United Way of Leavenworth County</i></b>
	<b>Agency/Group/Organization Type</b>	Services-Children Services- Employment Services-Health Services-Education Businesses and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, current/future plans
20	<b>Agency/Group/Organization</b>	<i>Kansas Housing Resource Corporation</i>
	<b>Agency/Group/Organization Type</b>	Housing Services-Housing Services-Homeless Publicly Funded Institution/System of Care
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs – Chronically homeless Homeless Needs – Families with Children Homelessness Needs – Veterans Homelessness Needs – Unaccompanied Youth Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Input requested about service provided, data collection, current/future plans

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City of Leavenworth did not exclude any specific group or individuals from being consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Kansas Statewide Homeless Coalition	Strategic goals align for services provided. Coordination in terms of homeless program delivery and strategic planning.
ESG	Kansas Housing Resource Corporation	The City is a recipient of ESG funding that sub-awards to qualified agencies for Rapid Rehousing, Homeless Prevention, and/or Emergency Shelter. The City will apply and sub-award to qualified agencies for qualified programs.

Table 3 – Other local / regional / federal planning efforts

## **Narrative**

The majority of service providers and public service agencies that were consulted for the 2022-26 Consolidated Planning have been involved in some type of consultation for this AAP during numerous meetings and other forums. The City promotes and encourages positive community collaboration.

DRAFT

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

The City of Leavenworth reached out in five different ways to contact residents for input, as well as, approval or disapproval of the 2024 Annual Action Plan. This year’s Annual Action Plan is the third year of the 2022-26 Consolidated Plan, which was prepared with use of an internet survey using Survey Monkey. The survey was promoted via public hearing, City Website, Facebook, Instagram, newspaper, and Next Door. Furthermore, the City has a Citizen Participation Plan that was abided by and its current version was revised on May 5, 2020.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/ broad community	Residents were given the opportunity to speak regarding unmet need for low and moderate income persons on 2-12-24 at City Hall, handicap accessible location, and those with language barriers could contact the City to arrange an interpreter.	No comments received.	All comments will always be accepted, regardless of content.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Non-targeted/broad community	Residents were given the opportunity to speak for or against the 2024-25 Annual Action Plan on 4-8-24 at City Hall, handicap accessible location, and those with language barriers could contact the City to arrange an interpreter.	No comments received.	All comments will always be accepted, regardless of content.	
3	Internet Outreach	Non-targeted/broad community	Advertised upcoming Community Development Advisory Board Meetings and City Commission Meetings with dates, location and agenda packets. Video and minutes of meetings were posted to the City's website.	N/A	All comments will always be accepted, regardless of content.	<a href="https://www.leavenworthks.org/">https://www.leavenworthks.org/</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Newspaper Ad	Non-targeted/broad community	Legal notices were posted in the local newspaper, The Leavenworth Times, to encourage participation in the hearings and/or to give public comment.	It is unknown if this method of outreach generated comment received.	All comments will always be accepted, regardless of content.	
5	Facebook	Non-targeted/broad community	The City's Public Information Officer posts notification of Community Development Advisory Board Meetings and City Commission Meetings to inform residents of public hearing opportunities and notifications.	It is unknown if this method of outreach generated comment received.	All comments will always be accepted, regardless of content.	<a href="https://www.facebook.com/CityofLeavenworthKS">https://www.facebook.com/CityofLeavenworthKS</a>

Table 4 – Citizen Participation Outreach

## EXPECTED RESOURCES

AP-15 EXPECTED RESOURCES – 91.220(C)(1,2)

### Introduction

The 2024 program year begins on July 1, 2024 and ends on June 30, 2025. HUD has not announced the allocation amount of entitlement funds at the time of this draft form of the 2024 Annual Action Plan being posted to the public. Therefore, the projected allocation for the 2024 program year will be the City's allocation of the 2023 program year, \$340,093. All proposed activity budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.

The *Expected Amount Available Remainder of Con Plan*, \$655,016.00, is the average of the last 10 years of entitlement funds multiplied by two to represent the remaining two years of the 2022-26 Consolidated Plan. Program Income is not expected, but if received it would be from paying off liens of persons breaking lien agreements who participated in the Home Ownership Program, Home Repair Program, or past demos.

The start of the 2022-2026 Con Plan funding was voted on by the City's Community Development Advisory Board and the City Commission to pro-rata any previous years of funding that had remaining balances to activities without caps, therefore, this eliminated public service agencies and administration. It is believed these remaining balances exist due to a lack of consistent infrastructure projects, qualified home ownership applicants, and greater award amounts to home repair projects in the last several years. The 2023 program year implemented changes with annual infrastructure plans and greater award to the Home Repair Program's qualified applicants.

In the 2024 program year, activity funds will continue to be evaluated, as the program year progresses. If a greater funding need should rise in an activity, then the City's Citizen Participation Plan will be referred to and abided by. Caps to public service agencies and administration will be abided by and only 2024 funds will be available for such activities.

Unexpended prior year funds from 2021, 2022, and 2023 will be planned for use in the 2024 activities, accordingly. Previous program year funding that was not exhausted in the 2023 program year, will then be utilized in the perspective 2024 program year activities.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	340,093	0	0	340,093	655,016	Funding will be used to advance priorities identified in the 2022-26 Consolidated Plan.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Program Income is not expected to occur, but will be reported to HUD if received, as required. Program Income possibilities have been minimized to paid off liens from persons breaking lien agreements that participated in the Home Ownership Program, Home Repair Program, or past demos.

The City will partner with agencies in the Public Service category to award the maximum amount of 15% entitlement fund, projected at \$51,013. Public Service Agencies assist low and moderate income citizens of the City. Each agency has additional community funds and other grants so that CDBG is not the sole source of funding. These sources will be recognized in the 2024 CAPER to capture the entirety of funding and sources.

The City will require sub-awarded agencies to provide matching funds, as required by KHRC, to receive Emergency Solutions Grant funding. It is expected that KHRC will continue to approve the annual grant application from the City and provide equivalent funding for the 2024 program year.

Allocation of \$600,000 in ARPA funds to Leavenworth Attainable Housing, from the City, is for



use of acquisition of two houses and construction of two separate duplexes to assist with the housing needs of low and moderate income citizens.

Additional funds from the City assist in leveraging many projects that are supported with CDBG funds. Multiple City Departments play a role in leveraging with their expertise and services. Inspections Department provides the CDBG Home Repair Program an initial inspector to help assess safety and repair needs to qualified applicants. The Engineering Department provides the planning and development of potential infrastructure projects. Code Enforcement assists to identify slum and blighted properties. The City Planner has cross trained to assist in Environmental Reviews for CDBG funded projects.

Leavenworth Housing Authority (LHA) has 130 VASH vouchers and there is a short waiting list for the veterans to utilize these vouchers. LHA is currently assisting 240 families with the Housing Choice Program/Section 8 with 450 on the waiting list. These voucher programs will assist with homelessness in our City. Also, Public Housing Capital Fund is received by LHA in the amount of \$200,495.00. It is expected to be received every year during the Consolidated Plan period and will assist in the safety of the tenants for sustainable housing.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

While the City owns several parks and buildings that are improved and maintained, there is no identified land or property that would be addressing needs of the 2022-26 Consolidated Plan, at this time.

**Discussion**

Community agencies provide additional funds to match CDBG and ESG funds to broaden the reach to the needed community. Leavenworth Housing Authority continues to manage voucher programs for housing to low and moderate income families, as well as, use of the Public Housing Capital Fund. The City has allocated ARPA funding to prevent homelessness and help address sustainable housing for low and moderate income persons. The City has staff from multiple departments that play a role in CDBG fund usage while utilizing their own department's budget.

# ANNUAL GOALS AND OBJECTIVES

## AP-20 Annual Goals and Objectives

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Home Repair	2022	2026	Affordable Housing Non-Homeless Special Needs	City of Leavenworth	Home Repair	CDBG: \$91,000	Homeowner Housing Rehabilitated: 11 Household Housing Unit
2	Public Services Agencies	2022	2026	Non-Housing Community Development	City of Leavenworth	Public Service Agencies	CDBG: \$51,013	Public service activities other than Low/Moderate Income Housing Benefit: 7000 Persons Assisted
3	Home Ownership Assistance Program	2022	2026	Affordable Housing	City of Leavenworth	Home Ownership Assistance Program	CDBG: \$50,000	Direct Financial Assistance to Homebuyers: 5 Households Assisted
4	Neighborhood Stabilization	2022	2026	Non-Housing Community Development	City of Leavenworth	Neighborhood Stabilization	CDBG: \$80,062	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Buildings Demolished: 2 Buildings
5	Program Administration	2022	2026	Administration	City of Leavenworth		CDBG: \$68,018	Other: 1 Other

Table 6 – Goals Summary

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)**

The Home Repair Program was planned to be of assistance to 55 owner occupied homeowners during the course of 2022-26 program years. Qualified applicants for the HRP are expected to be a mix of extremely low-income, low-income and moderate-income households with the majority being low income, as has trended in past years. The 2024 AAP goal is to assist 11 owner occupied homes. Radon testing and mitigation will also be components to funding of awarded homeowners.

The Home Ownership Program is expected to be of assistance to 25 new owner occupied homeowners to the City of Leavenworth during the course of 2022-26 program years. The 2024 AAP goal is to assist 5 qualified applicants in acquisition of a qualified home inside City limits. Qualified applicants for the program are expected to be a mix of low-income and moderate-income households with the majority being low or moderate income. It is not common for the extremely low-income to get preapproved by a lender, yet it is possible.

**Goal Descriptions**

1	<b>Goal Name</b>	Home Repair
	<b>Goal Description</b>	Home repairs for low and moderate income homeowners including emergency repairs, weatherization, and minor exterior repairs to owner occupied homes in Leavenworth City.
2	<b>Goal Name</b>	Public Services Agencies
	<b>Goal Description</b>	Public Service Agencies in the community provide needed assistance in Leavenworth City. Services include housing assistance, utility assistance, mental health services, substance abuse counseling, and food. Awarded funds to agencies will provide rent and/or utility assistance to the agency, itself while they provide these services.
3	<b>Goal Name</b>	Home Ownership Assistance Program
	<b>Goal Description</b>	Home buyer assistance for down payment and associated purchase costs provided for low and moderate income individuals and families for homes in the City of Leavenworth.
4	<b>Goal Name</b>	Neighborhood Stabilization
	<b>Goal Description</b>	Structurally unsound and uninhabitable structures will be removed for the safety and security of the City of Leavenworth's community. The Director of Planning and Community Development has advised CDBG demo funding may not be needed this grant year. Infrastructure projects will consist of sidewalks replacement, as needed, for community safety and ADA compliance. Streets and sewer lines have been identified as potential infrastructure projects for this goal in the Consolidated Plan, if needed, but sidewalks with ADA compliance are the primary focus for this grant year.
5	<b>Goal Name</b>	Program Administration
	<b>Goal Description</b>	Program oversight of CDBG for the City of Leavenworth.

# PROJECTS

AP-35 PROJECTS – 91.220(D)

## Introduction

Below are the projects for the third year of the 2022-2026 Consolidated Plan. A housing and community development survey conducted in late 2021 identified housing and public service needs with homelessness and severe mental illness being the strongest opinion of needing additional resources.

## Projects

#	Project Name
1	Home Repair
2	Home Ownership Assistance Program
3	Public Service Agencies
4	Neighborhood Stabilization
5	Administration

Table 7 - Project Information

## Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocation priorities in the 2024 AAP directly relate to the needs identified in the 2022-2026 Consolidated Plan. Needs include, affordable housing, public services, homeless person services, infrastructure needs and blight elimination. The 2024 allocation was distributed somewhat like the previous year.

Affordable housing continues to be a great obstacle for many residents and homeownership remains low at 51%. Fort Leavenworth soldiers are offered BAH funding to live off the confinements of the Fort putting greater pressure on the rental market for those citizens that do not have equivalent benefits. The combination of the Fort's BAH benefit, current housing market interest rates and housing market, in general, causes great strain on renters in the City. The Home Repair Program will assist in providing sustainable and affordable housing while radon testing and mitigation are worked into the program as the City has been identified as being located in Zone 1. The Home Ownership Program will assist in purchasing of permanent housing. Interest rates continue to climb, as well as the housing market creating the purchase

of a home for low to moderate income persons difficult.

Public service agencies that applied and were voted upon for funding with CDBG funds will assist in addressing the mental illnesses and homelessness, as well as other community needs. The City now has a detox facility for substance abuse that is administered by The Guidance Center and has recently opened. The City's loss of Cushing Hospital closing their doors, eliminating a birthing center in our City, will likely cause new obstacles to address.

Neighborhood Stabilization could possibly have contractor availability issues due to the strain on lack of employees and back logs of jobs. This will be monitored closely when those projects are planned and will have to be evaluated immediately at the beginning of planning, as these possibilities can change easily with economic changes.

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**Project Summary Information**

1	<b>Project Name</b>	Home Repair
	<b>Target Area</b>	City of Leavenworth
	<b>Goals Supported</b>	Home Repair
	<b>Needs Addressed</b>	Home Repair
	<b>Funding</b>	CDBG: \$91,000
	<b>Description</b>	Minor home repairs, to include emergent when necessary for roof, electrical, doors, plumbing, heating, A/C, insulation, private sanitary sewer, and minor exterior for low and moderate income homeowners. Radon mitigation will be included for homes with mitigation needs. Accessibility is addressed with ramps, grab bars, and other identified accessibility needs.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 6 low-income families and 4 moderate-income families will benefit from this program.
	<b>Location Description</b>	Projects will occur within the corporate limits of the City of Leavenworth.
	<b>Planned Activities</b>	Minor home repairs including emergency repairs and handicap accessibility.
2	<b>Project Name</b>	Home Ownership Assistance Program
	<b>Target Area</b>	City of Leavenworth
	<b>Goals Supported</b>	Home Ownership Assistance Program
	<b>Needs Addressed</b>	Home Ownership Assistance Program
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Homebuyer assistance for down payment and associated purchase costs provided to low and moderate income individuals or families.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 2 low-income and 3 moderate-income individuals or families will benefit from this program.
	<b>Location Description</b>	Projects will occur within the City of Leavenworth corporate limits.

	<b>Planned Activities</b>	Provide down payment and associated purchase costs to low and moderate income individuals or families.
<b>3</b>	<b>Project Name</b>	Public Service Agencies
	<b>Target Area</b>	City of Leavenworth
	<b>Goals Supported</b>	Public Services Agencies
	<b>Needs Addressed</b>	Public Service Agencies
	<b>Funding</b>	CDBG: \$51,013
	<b>Description</b>	Community public service agencies provide needed assistance in Leavenworth. Agency services include housing assistance, utility assistance, medical, mental health, substance abuse, and food. Agencies are awarded rent or utility reimbursement for their agency location to provide such services.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public service agencies will assist approximately 7,000 low to moderate income persons in Leavenworth.
	<b>Location Description</b>	Agencies will offer services within the City of Leavenworth corporate limit.
	<b>Planned Activities</b>	Agencies are awarded rent or utility reimbursement for their agency location.
<b>4</b>	<b>Project Name</b>	Neighborhood Stabilization
	<b>Target Area</b>	City of Leavenworth
	<b>Goals Supported</b>	Neighborhood Stabilization
	<b>Needs Addressed</b>	Neighborhood Stabilization
	<b>Funding</b>	CDBG: \$80,062
	<b>Description</b>	Structurally unsound and uninhabitable structures will be removed for the safety and security of the City of Leavenworth's community. The Director of Planning and Community Development has advised CDBG demo funding may not be needed this grant year. Infrastructure projects will consist of sidewalks replacement, as needed, for community safety and ADA compliance. Streets and sewer lines have been identified as potential infrastructure projects for this goal in the Consolidated Plan, if needed, but sidewalks with ADA compliance are the primary focus for this grant year.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Low and moderate income families will be assisted with these projects. The estimate of the number will vary upon needs that arise.
<b>Location Description</b>	These activities will take place within the City of Leavenworth corporate limits.	

	<b>Planned Activities</b>	Structurally unsound and uninhabitable structures will be removed for the safety and security of the surrounding neighborhoods. Sidewalks, and sewer lines will be replaced as needed for community safety.
5	<b>Project Name</b>	Administration
	<b>Target Area</b>	City of Leavenworth
	<b>Goals Supported</b>	Program Administration
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$68,018
	<b>Description</b>	Management of all projects and their activities including monitoring, compliance, reporting, environmental review, and closeout. This activity includes Fair Housing activities and planning studies for compliance of programs.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Program Delivery
	<b>Location Description</b>	Project will occur within the corporate limits of the City of Leavenworth unless travel is required.
	<b>Planned Activities</b>	Administration of CDBG projects and Fair Housing activities.



**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Leavenworth does not target a specific geographic area or areas of minority concentration for special funding in the 2024 program year.

The City does have an Opportunity Zone in the north east corner of the City that could potentially be a future location of an infrastructure project. Opportunity Zones are economically distressed communities, defined by individual census tract, nominated by America’s governors, and certified by the U.S. Secretary of the Treasury via his delegation of that authority to the Internal Revenue Service.

Qualified applicants for the Home Ownership Assistance Program and Home Repair Program are partially evaluated for qualification based on the current HUD income limits. ESG funded activities such as, Rapid Re-Housing, Homeless Prevention, and public service programs are offered to all citizens who qualify for those services.

Blight removal is determined based on structures identified by the Code Enforcement officers, presented by the City Planner and approved for removal by the City Commission. The public infrastructure projects are selected by the Public Works and Planning Departments based on priority. The Director of Planning and Community Development has advised CDBG demo funding may not be needed this grant year. This will continue to be evaluated and CDBG funding may or may not be needed for such activity. Infrastructure, by means of sidewalk and ADA ramps, will be determined as the priority with use of Neighborhood Stabilization CDBG funding. The City’s Community Development Coordinator will be working closely with the Public Works Department to identify the greatest need of sidewalk replacement based upon the results of the City’s new program, Vision Zero.

**Geographic Distribution**

Target Area	Percentage of Funds
City of Leavenworth	100

Table 8 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

We are not choosing to invest geographically, but rather the entirety of the City.

**Discussion**

The CDBG program is not targeted. It reaches any low and moderate income citizen and area needing assistance.

# AFFORDABLE HOUSING

AP-55 AFFORDABLE HOUSING – 91.220(G)

## Introduction

Affordable housing is addressed in several ways to meet the needs of the low income population. The Home Repair Program helps low to moderate income home owners remain in their home. It also strives to provide decent, safe, and sanitary requirements for a healthy home and prevents potential homelessness. The Home Ownership program provides assistance for low to moderate income residents to move from rental to ownership, often lowering their overall housing costs and satisfies attainable and sustainable housing needs. Funding to public service agencies that assist with homelessness, and many other community needs, provide support for Leavenworth housing and wrap around services.

These estimates do not include the provision of emergency shelter, transitional shelter or social services, but do reflect the estimated outcome of the City’s CDBG Home Repair and Home Ownership program activities.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	16
Special-Needs	0
Total	16

Table 9 - One Year Goals for Affordable Housing by Support Requirement

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	11
Acquisition of Existing Units	5
Total	16

Table 10 - One Year Goals for Affordable Housing by Support Type

## Discussion

During the 2024 program year, the City will continue investing in home repairs and home ownership as ways to assist low and moderate income residents with their housing costs. The City will also continue to work with the community’s public service agencies to provide services to the homeless.

## **Introduction**

The Leavenworth Housing Authority (LHA) has designated a small public housing agency with decision making authority for budget, personnel and policy adoption resting with the City Commission. Leavenworth provides a 105 unit high-rise (Planters II) for those over 65 and disabled persons. LHA is also approved for 339 Housing Choice Vouchers, but because of reduced funding levels only 240 are currently provided to participants, who may rent from willing market-rate landlords. The LHA also administers 130 VASH vouchers for the Veteran's Administration.

## **Actions planned during the next year to address the needs to public housing**

LHA has planned to maintain and continue further improvement to the common areas of the Planters II building this year. Now that maintenance was completed by painting and replacing the flooring to the hallways, lobbies, and laundry rooms on floors 2 – 10, LHA will be starting the Chiller System Replacement project to the building this program year.

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

Tenants are involved with management on a regular basis through expressing concerns, suggesting ideas for improvements, and with assistance for planning activities. Due to most residents being on a fixed income, LHA does not do formal presentation on homeownership, but refer any inquiries to the Community Development Coordinator.

## **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

LHA is not designated as troubled.

## **Discussion**

The City of Leavenworth has a strong staff that oversees the needs of LHA residents. Leavenworth City's Rental Property Coordinator works together with LHA staff for LHA residents.

## **Introduction**

Continuum of Care (CoC) is a collaborative approach to planning and funding for services related to homelessness. Most CoCs are established to plan services in metropolitan areas. Balance of State CoCs cover the areas of a state that do not have the resources to establish their own CoC. The KS BoS CoC is made up of all service providers, advocates, local government officials, and citizens who work to eliminate homelessness. The KS BoS CoC is divided into regions and Leavenworth is in Region 5. KS BoS CoC plays a key role in education and support to the City and its public service agencies that provide services for homelessness. The PIT count was conducted in Leavenworth County in January 2024.

The City administers the Emergency Solutions Grant (ESG) from Kansas Housing Resource Corporation (KHRC) to Catholic Charities of NE KS for Homeless Prevention and Rapid Rehousing, as well as, Emergency Shelter funding to Leavenworth Interfaith Community of Hope. The City and the agencies expect to be applying for ESG funding again, for the 2024 program year. Other qualified agencies will be able to apply for funding, but this information will not be determined at the time of this AAP presentation to Leavenworth's citizens due to the timing of application period for ESG funds.

CDBG funds are awarded to public service agencies for their facility's rent or utility reimbursement to support the agency's ability to provide assistance with food and housing associated with homelessness, as well as, general health and mental health services, and/or substance abuse, which often directly effects homelessness and other special needs.

The City does not receive Housing Opportunities for Persons With AIDS (HOPWA) funding.

## **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

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

The City addresses homelessness and those unsheltered primarily through the Continuum of Care providers and the Emergency Solutions Grant. Many of these agencies complete assessments on those served to assist in wrap around service preparation. This process has many of our agencies working cohesively and assuring that duplication of benefits does not occur for compliance purposes.

ESG is awarded to, and administered by, the City from the Kansas Housing Resources Corporation, and is then subawarded to Catholic Charities of Northeast Kansas (CCNEKS) to provide Homeless Prevention and Rapid Re-housing. The City subawards Leavenworth Interfaith Community of Hope (LICOH) Emergency Shelter funding. At the time of this AAP creation, the City does not have an agency that receives Street Outreach funding, however, LICOH may possibly apply for Street Outreach in the

future.

CCNEKS operates a Family Support Center that assists in meeting the needs of vulnerable households including, but not limited to, resolving crisis, food assistance, clothing, direct financial rent & utility assistance, case management, budget coaching, financial education, and employment support. CCNEKS continues to be a reliable agency that the citizens of Leavenworth have been able to turn to for decades.

LICOH provides the homeless a day shelter and offers limited transportation to their clients. Most of their contact with the unhoused, especially those unsheltered, happens at lunch time. LICOH offers free daily lunches to any person who has food insecurity. During lunch time, LICOH checks in with each person, especially those unsheltered, to assess needs and provide wrap around services. LICOH also participates in street outreach efforts and has a process for assessing needs for unhoused individuals who are in the shelter. Staff and volunteers check on these individuals once a month.

Salvation Army offers a financial literacy program with case management to help the homeless get back to permanent shelter and provides rent and utility assistance for low income residents including the homeless or about to be homeless. Salvation Army has also opened their community center during summer and winter for heat and cold relief through the Emergency Disaster Services program offering. This year, the Salvation Army is goal setting to strengthen their Pathway of Hope program, which is a case management/ life coaching program to break the cycle of generational poverty in our community.

Alliance Against Family Violence (AAFV) operates an emergency shelter for survivors of domestic violence, sexual assault, human trafficking, and stalking. AAFV focuses on safety planning and housing survivors that are homeless or soon to be homeless. Staff is engaged in outreach via social media, handouts, and referral to other agencies when needed. Staff is also hanging hotline flyers in the bathrooms of local doctors' offices, bars, convenience stores, and college campuses to increase awareness.

The Leavenworth Mission is committed to addressing hunger relief with their food pantry and advertises distribution days on social media, in newspapers, and submission of flyers. This agency is the largest operating food pantry in the City.

Saint Vincent Clinic (SVC) will continue to increase outreach services at the homeless shelter for medical screenings, vaccinations, and new patient registration with the purpose of reaching those experiencing homelessness. The goal is to provide access to medical care, medication, and resources which will help people overcome health issues that are barriers to self-sustainment. This year, SVC has a trained Community Health Worker (CHW) who works closely with the clinical team to help identify and support at-risk patients, particularly those who fall into the extremely low poverty level and are

vulnerable to social issues such as homelessness. The CHW is developing community partnerships and connections with area resources to build a referral support system for patients in need. SVC will strive to empower patients with resiliency tools by encouraging them to be a resource in their own care. The goal is to help their patients better understand how habits, behaviors, and attitudes are connected to their well-being and overall success.

The Guidance Center (TGC) has a Housing First Program that is an evidence based treatment approach based on classic harm reduction models. This approach was developed and formed following repeated studies demonstrating that exposure and experience of homelessness, is strongly correlated with increased substance abuse disorders, mental health disorders, medical ailments, and shortened mortality. Contrarily, limiting, or eliminating exposure has been demonstrated to greatly reduce these risk factors. Housing First Specialists identify, review, and submit applications in pursuit of long-term sustainable housing for those displaced, or at imminent risk of displacement. They assess the risk of the unhoused individual using the Vulnerable Index Screen-Prioritization Decision Assessment Tool. They assist with applications and care coordination with the Home Community Based Service Waiver Programs, pending eligibility, if and when necessary for housing maintenance and to local Area Agencies on Aging for the facilitation of CARE/PASRR assessment pending Assisted Living/Nursing Facility for Mental Health placement. These specialists collect data, review, construct, and submit medical summary reports in support of social security income/social security disability insurance applications. Finally, they help with income and benefits planning in support of sustainable housing goals. TGC also has a Community Based Outreach that actively provides services, and connection to comprehensive behavioral health services across local participating shelter networks and additional external agencies in support of human welfare. TGC's Assertive Community Treatment (ACT) Team is actively involved in the Leavenworth Interfaith Community of Hope Shelter. TGC has a therapist onsite two mornings a week doing intakes with the unhoused. The ACT Team does a breakfast and substance abuse prevention group once a week on site.

The local churches offer weekly meals on a rotating basis as an outreach for individuals and families experiencing homelessness. All of these agencies and churches 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**

Leavenworth Interfaith Community of Hope provides beds for up to 36 individuals for emergency shelter needs.

Alliance Against Family Violence (AAFV) expects to increase case management services for those experiencing homelessness. AAFV has 6 bedrooms and 23 beds with the capacity to expand to 25 beds. AAFV has an emergency accommodations program and an MOU with a nearby hotel to provide

discounted hotel accommodations for those with acute safety risks when AAFV is full or for those that have not been able to be accommodated in the shelter. AAFV has taken steps to address accessibility issues in the shelter and plan to further enhance their wheelchair accessibility.

The Grossman Center is utilized by area correctional institutions to serve those being released. The Grossman Center has a plan in place to make sure no one is released without housing.

Each new patient is screened by the Saint Vincent Clinic's Patient Care Coordinator for Social Determinants of Health (SDOH) and established patients are provided ongoing care coordination with their certified Community Health Worker. Those who are experiencing homelessness or imminent homelessness are referred to the emergency shelter and provided with housing resources through Saint Vincent Clinic's network of care.

Leavenworth Attainable Housing (LAH) brings together businesses and public service agencies to address not only sustainable housing, but also attainable and affordable housing issues. LAH has acquired a dozen houses and one duplex that is rented to low income persons. Renters 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 is partnered with DePaul USA, who will expand the housing stock for LAH, benefiting those who are in need of sustainable and attainable housing.

**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**

Continuum of Care agencies and local public service agencies provide stability for people experiencing homelessness. The COC system supports individuals with case management, food, clothing and financial assistance.

Leavenworth Interfaith Community of Hope (LICOH) has been trained to do the KS Homeless Coalition's

Homeless Assessment in order to more quickly get unhoused individuals assessed on 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. LIOCH has on-site case management from The Guidance Center to provide an employment specialist and housing specialist on a weekly basis. Their Assertive Community Treatment Team is in LICOH's building weekly and provides Mental Health Intakes on-site twice a week. These efforts help shorten the amount of time for the unhoused and supports individuals who need these services but have no transportation. Case management is provided to individuals who have recently moved out in efforts to prevent future homelessness.

Alliance Against Family Violence (AAFV) provides increased case management focused on obtaining affordable housing for shelter residents. AAFV ensures that resident have household necessities when they transition out of shelter to permanent housing. This includes but is not limited to furniture, clothing, toiletries, and kitchen items. AAFV has also increased aftercare efforts to keep those who obtain housing in services to ensure ongoing housing stability and continued safety.

While Catholic Charities of NE KS (CCNEKS) provides a food pantry, clothing, and housing costs, they also have additional case management services for Asset Development, who handles financial classes and a Work Force Specialist that assists with work force and employment related 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.

St Vincent Clinic's Patient Care Coordinator and certified Community Health Worker assess the social and health barriers of those experiencing homelessness to provide information, support, and resources for situations which may affect their stable housing status. This includes but is not limited to physical or mental health issues, substance use, loss of employment, domestic violence, and disability. The PCC/CHW will provide referrals for asset development, education and career building, employment, housing case management, family support, behavioral health, or financial assistance through our community partnerships.

The Guidance Center's Armed Forces/Veterans Care Team plays an active role in early prevention, identification, outreach, and wrap around supports for active duty military, veterans, and their supporting families. These supports are inclusive of but not limited to assisting in service connected disability claims, comprehensive behavioral healthcare, intensive employment supports, and rapid rehousing models. Furthermore, TGC and NEKCAP have a 2-Step Program that is a joint effort between



TGC and the NE KS Coalition Action Program to identify, outreach, and engage children and families experiencing displacement, or imminent risk of displacement in order facilitate rapid rehousing and community reintegration/stabilization stratagems. These efforts are to be further partnered with local sheltered networks with a prospective launch of August of 2024.

Court Appointed Special Advocates (CASA) serves children in foster care, and by definition, they are considered homeless. CASA program services work to ensure those children are working towards permanent placement with their families of origin, permanent custodians, or adoptive parents. CASA also works with children that are aging out of foster care and assist them to learn of resources to aid them in their transition to independent living.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Low-income individuals and families in crisis of becoming homeless require a complex network of assistance to become permanently housed. The City's public service agencies provide mental health services, health services, food, rent & utility assistance, and individualized case management. Some, or all of these, may be needed to resolve underlying issues impacting the housing crisis. The City's agencies work together to resolve wrap around services needed for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS and their families when needed. Additionally, the City utilizes CDBG funding for the Home Repair Program, which offers home repairs to qualified applicants within HUD's income limit guideline for repairs of their owner occupied homes that might otherwise become uninhabitable. The Home Repair Program helps the sustainability of its homeowners who cannot afford the required repairs and replacements of needed function. These repairs are, but not limited to, roof, air conditioning, heat, plumbing, and water heaters.

Council on Aging (CoA) addresses homelessness by working with the individual or liaising with the Leavenworth Interfaith Community of Hope to connect them to community resources. The Meals on Wheels program guidelines require a permanent address, but all other services CoA provides are available. CoA refers clients with needs for HIV/AIDS care to the Wyandotte/Leavenworth Area Agency on Aging for additional services. A trained specialist is available to visit high-risk elderly persons in their home upon the request of individuals or other agencies. These services provide for those who are lonely or isolated and gives them a chance to have social contact. It also serves as a source of information for resources that are available to meet the increasing needs of senior citizens. CoA provides a vast amount of services to the elderly and those with special needs. CoA offers assistance

with chores, errands, free insurance counseling, and tax assistance for individuals, age 60 and older. CoA has social services for anyone who is concerned about the well-being of an elderly person and can speak with a Social Service Representative. An attorney is available to meet with seniors 60 years of age or older and will guide/assist seniors on legal matters such as Powers of Attorney, Living Wills, and minor legal issues with no fees.

Alliance Against Family Violence (AAFV) works with clients to ensure that they are leaving to safe housing. Once individuals are discharged from publicly funded institutes, AAFV case managers include safety planning and health needs assessment when assisting clients with safe housing. AAFV has an accessible bedroom, which includes a medical bed. AAFV also provides referrals, transportation, and assistance in accessing resources to address special needs. AAFV maintains confidentiality and practices universal precautions when working with individuals with HIV/AIDS, as well as, assists in medical follow up. All of the AAFV staff are trained to assess and provide some basic assistance in managing chronic diseases, needed primary care, and behavioral health follow-up.

Catholic Charities of NE KS (CCNEKS) provides food, clothing, and housing stabilization by providing access to a food pantry, rent, and utility assistance for low income residents, including the homeless or about to be homeless services. This agency provides Asset Development, who handles financial classes, and a Work Force Specialist, who assists with work force and individualized employment needs. CCNEKS also has the Commodity Supplemental Food Program. This is an extra box of food each month for people over the age of 60. CCNEKS works with the Knights of Columbus and Rotary Club to make deliveries of these boxes and food pantry to those individuals who are home bound. In addition, CCNEKS, sometimes incorporates this service to persons with disabilities or other special needs. CCNEKS provides Direct Financial Assistance to any qualified individual that requests it despite their age or any medical diagnosis. CCNEKS services a lot of elderly and disabled. These populations are generally on a fixed income and an unexpected expense can cause them to have a financial crisis. While there are programs operating, CCNEKS assists with filling out applications to help people find available resources to help them such as LIEAP, SNAP, Share the Warmth, and Project Deserve. All of these programs are in place to help individualized groups alleviate financial difficulties. Case Management covers helping people to apply for disability and social security benefits, through the CCNEKS office. Weekly food bags are provided to homeless individuals. Clothing and household items are also services offered at CCNEKS. Furthermore, they will refer out to other agencies when their need does not fall under their purview.

Leavenworth Interfaith Community of Hope (LICOH)'s Welcome Central, helps to case manage individuals living in poverty and assist with budgeting and finances. Welcome Central orientates the persons served by getting them connected to local resources and provides individualized wrap around services for their needs. LICOH provides the same effort of services to everyone regardless of age.

Individuals that are unable to take care of themselves are referred to medical facilities or calls made to EMS, when needed. While LICOH has no discrimination, they are not equipped with a full time medical staff that some individuals require for their health and well-being. LICOH provides a Day and Night Shelter while Welcome Central provides resources such as obtaining IDs, transportation, and connecting them to individualized resources such as Council on Aging and KS Dept for Aging and Disability Services. LICOH is currently challenged with not being a 24 hour shelter and requires that clients be self-sufficient, however, the Director has attended many sessions regarding the Olmstead lawsuit, as they are not prepared for a large majority of individuals getting out of nursing homes. Frail elderly and those with HIV/AIDS have no short term solutions, so LICOH serves them to the best of their abilities and refers to other agencies and resources when they are unable to provide an individualized service. The Director of LICOH works with KS Department for Aging and Disability Services due to the recognition of the underserved in our area.

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.

New and established patients of St Vincent Clinic (SVC) meet with the Patient Care Coordinator (PCC) and Community Health Worker (CHW) to assess their social determinants of health to identify any barriers or issues they are experiencing. Community resources are provided for those that need them. If these issues are not identified at their initial registration, the Primary Care Provider (PCP) will monitor and request the support of the PCC/CHW as needed. SVC is continually building partnerships in the Leavenworth community to fortify support systems with other human service organizations that help those with high acuity on the Social Determinates of Health scale. If a patient is dealing with food insecurity, they will be provided with assistance applying for the Supplemental Nutrition Assistance Program (SNAP) and information on local food pantries. Patients who are at high risk for homelessness are often referred to the Leavenworth Interfaith Community of Hope, Catholic Charities of Northeast Kansas, or the Alliance Against Family Violence for support and intervention. If a patient is on the verge of being evicted, they may be referred to the City Of Leavenworth's Rental Property Coordinator who may be able to intervene and advocate for the patient. The PCC/CHW works closely with the Guidance Center to support patients in crisis, or who suffer with substance use, trauma, and other chronic mental or behavioral health issues. Information is provided to patients about programs that offer financial assistance to pay utility bills, such as the Low Income Energy Assistance Program (LIEAP), or the Salvation Army. When patients are struggling with lack of income related to unemployment or under-employment, the PCC/CHW will guide them to Workforce Partnership or help them enroll in Vocational Rehab for job placement, education, and training. If a patient is elderly/frail elderly, the PCC

will evaluate what support is at home and connect them with the Council on Aging if they are not already connected. In a case where suspected elder abuse is occurring, SVC reports to KS Dept of Children and Families. The PCC/CHW collaborates with the clinical team and meets with the patients and their family members, or friends, who are supporting the patient, to identify specific needs required, such as, ASL interpretation services, or transportation that will accommodate a wheelchair. If the patient is deemed to be medically or physically disabled by the provider but does not have disability designation through SSA, then the PCC will refer them to the Council on Aging or another networking contact to assist in getting the disability process started. Information is distributed on the process to apply for Medicaid, and assistance with the application. Patients with HIV/AIDS may have the provider requesting a referral to the Guidance Center for counseling and emotional support. If it is a newly diagnosed patient, SVC will refer them to Ryan White HIV services through Linkage to Care. Once they are connected to Linkage to Care, they will work with the patient to come up with a plan of action and they will eventually transition to the Ryan White medical case management system for ongoing support and services.

CASA works with their clients to provide referrals to agencies that can assist with rent and utilities to ensure the client does not become homeless.

### **Discussion**

The City of Leavenworth, local public services agencies, and the KS Statewide Homeless Coalition provide assistance for the wide variety of individualized needs that the homeless population require. Within the community, we offer mental and general health care, emergency shelters, day centers, assistance for accessing documents, permanent housing, homeless prevention, employment services, and many other wrap around services that adapt to the needs of those we serve. Ongoing collaboration, evaluation, and consultation continue amongst the local public service agencies.

**Introduction:**

Barriers to affordable housing include financial barriers, public policies, fees/charges, transportation, and the current housing market. Struggles of affordable housing availability in the City continue for citizens in the low and moderate income brackets. The City has now provided a new form of public transportation that is proving to be successful. The City does identify the need to offer scholarship programs with its Parks and Recreations for reduce and free activity options. Annually, the Mayor of Leavenworth issues a proclamation for Fair Housing Month.

**Actions it planned 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**

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 and to the development regulations two years ago. Just over a year ago, the City 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. In February 2024, the City’s development regulations had text amendments for the definition and usage for “Shelter Home” due to having only been “Shelter, Domestic Violence” listed.

To address the strain of transportation, the City of Leavenworth began a RideLV Micro Transit program in April 2023. This program, supported by the Kansas City Area Transportation Authority and operated locally by The Guidance Center, provides on-demand transportation upon request to locations within the Leavenworth City limits with a flat rate of two dollars.

The City of Leavenworth participates in the regional Affirmative Fair Housing plan. Citizens that have a fair housing complaint can report the violation to the US Department of Housing and Urban Development using a weblink directly to HUD on the City’s website.

Leavenworth is proud to be part of a strong economic development team consisting of Leavenworth Main Street, Inc. that focuses on development in the downtown business district. Leavenworth County Development Corporation works to promote development in Leavenworth County, and the Leavenworth-Lansing Area Chamber of Commerce works to promote business interests locally and at the state level. Further information regarding the economic development incentives can be found on the City’s website on its Economic Development page.

**Discussion:**

Currently, the City of Leavenworth has not addressed public policies hindering affordable housing. Work by the Planning Department to review and modify potential hindrances is needed for future development. The Consolidated Plan will need updated if a Barrier To Affordable Housing Study or a new Analysis of Impediment is completed.

**Introduction:**

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 and moderate income individuals and families difficult to meet the needs in the community. The City and its agencies diligently work cohesively to address needs that include emergencies.

**Actions planned to address obstacles to meeting underserved needs**

The CDBG program, United Way, Continuum of Care, other community agencies, and area churches help to meet the underserved needs in our community. Collaboratively we increase those we can serve. The Leavenworth County Human Service Council meets once a month to address needs in the community. The Council consists of the listed organizations and agencies in this Annual Action Plan, and many more, throughout Leavenworth County.

Affordable housing continues to be a great obstacle for many residents and homeownership remains low at 51%. Fort Leavenworth soldiers are offered BAH funding to live off the confinements of the Fort putting greater pressure on the rental market for those citizens that do not have equivalent benefits. The combination of the Fort's BAH benefit, current housing market interest rates, and housing market in general, cause great financial strain on renters in the City. The Home Repair Program will assist in providing sustainable and affordable housing while the Home Ownership Program will assist in purchasing of permanent housing. Interest rates and the housing market continue to climb and create the purchase of a home for low to moderate income persons difficult.

Public service agencies that applied and were voted on for funding with CDBG funds will assist in addressing the general health, mental illnesses, and homelessness. The Community Development Advisory Board has identified three major priorities that public service agencies who receive CDBG funds will be preferred in funding. Those priorities are housing/homelessness, health/mental health services, and substance abuse services.

Neighborhood Stabilization could possibly have contractor availability issues due to the strain on lack of employees and back logs of jobs. This will be monitored closely when those projects are planned and will have to be evaluated immediately, at the beginning of planning, as these possibilities can change easily with economic changes.

The City's Public Information Officer (PIO) plans to add more direct information about Google Translate service on City's web pages this program year. The PIO attended Accessible Digital Content training in February 2024 and met with the City's website provider for further direction of meeting the needs of

accessibility and vision impairment of the City's website.

### **Actions planned to foster and maintain affordable housing**

Affordable housing is a major challenge in the City of Leavenworth. Only 51% of the population owns a home, which is much lower than most communities. In addition, rents are skewed due to housing allowances at Fort Leavenworth.

To address affordable housing, the City's CDBG Home Ownership Assistance Program provides an avenue for buyers to secure an affordable home. Additionally, the Home Repair Program provides a way to maintain affordable housing stock through weatherization, home repair and emergency assistance. The City's Rental Property Coordinator devotes great effort reporting on tenant – landlord issues and acts as a liaison for mutual agreements that prevents homelessness.

Leavenworth Attainable Housing started planning avenues to serve the affordable housing deficit in the City to rent to low income persons and charge 30% of their income for rent and utilities. They plan to develop affordable housing in the community using public and private funds. The City has allocated \$600,000 to Leavenworth Attainable Housing for acquisition of two homes and construction of two duplexes to help fight the challenges of affordable housing.

### **Actions planned to reduce lead-based paint hazards**

Lead Based Paint is being assessed and appropriate controls are being applied in all homeowner occupied projects assisted with federal program funds. With the age of the City, homes built before 1978 are presumed to contain lead. The City will continue to educate the public on the hazards of lead and promote public awareness. Lead Safe Work Practices are being adhered to by expectation of contractors to be certified through the Kansas Department of Health and Environment when required. The City CDBG program operates on the presumed lead practices. All necessary recordkeeping and clearance testing is performed as required by HUD's Lead Safe Housing Rule. Any family that applies for the Home Ownership Program or the Home Repair Program that has a home built before 1978 is given the booklet, The Lead-Based Paint Renovation, Repair and Painting Rule.

### **Actions planned to reduce the number of poverty-level families**

Community job seeking programs and financial literacy programs offered at a variety of locations including the Leavenworth County Workforce Center, Leavenworth Public Library, Catholic Charities of Northeast Kansas, and Salvation Army offer poverty-level families a way out of the poverty level. Many



of the City's agencies provide wrap around services targeting gainful employment.

### **Actions planned to develop institutional structure**

The institutional structure to provide these basic services starts with the public service agencies associated through CDBG contracts with the City to provide specific services, to avoid duplication of services and to account for the services provided. All together, the system is expected to serve 7,000 participants annually. Because of these formal ties to federal funds, agencies are required to provide budgets with their applications and quarterly reports to the City to reveal the total they service. Monitoring is oversight provided by the City, KHRC and HUD. The structure established has resulted in delivery of the services needed in accordance with federal, state and local codes, and with compassion and respect for the clients served. In addition, the City is an active participant in the Leavenworth County Human Service Council. City staff assist in connecting agencies together for collaborative work on behalf of their citizens.

This program year, plans are developing for City staff to utilize I Speak Cards when non English language is required to communicate with citizens during unscheduled meetings. City staff would contact an individual that is proficient in the language of origin for the individual. To aid in identifying the language we would utilize the I Speak Cards at <http://www.lep.gov/ISpeakCards2004.pdf>. The Assistant City Manager and the City Planner are assisting in the development to contract with translation services when staff encounter those with Limited English Proficiency.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

City employees are members of many local boards and committees and use those memberships to enhance coordination of housing and social service agencies. Examples include Leavenworth County Human Service Council, United Way of Leavenworth County, Leavenworth/Lansing Chamber of Commerce, and Mid America Regional Council. The City's Public Information Officer routinely shares public service agency services available via social media, the City's website, local channel 2, and in the quarterly mailed magazine, First City Connection.

### **Discussion:**

The City of Leavenworth proactively addresses housing issues in its community through its work with the Continuum of Care, public service agencies, and community organizations.

## PROGRAM SPECIFIC REQUIREMENTS

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

There is no expected program income to be received that will be utilized at the start of the 2024-25 program year. There is no section 108, surplus funds, income from float-funded activities or grant funds returned to the line of credit to be calculated and budgeted.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	\$50,000
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

There is no expected program income to be received that will be utilized at the start of the 2024-25 program year. There is no section 108, surplus funds, income from float-funded activities or grant funds returned to the line of credit to be calculated and budgeted into the 2024-25 program year.

All funds, with the exception of administration, are expected to be used for activities that benefit persons of low to moderate income, as outlined by HUD income limits. Urgent need is an estimate of emergent home repair and neighborhood stabilization, which could vary dependent upon the unknown emergencies.