

MEMORANDUM

To: Neighborhood Association Presidents, City Department Heads, Other Interested Parties

From: Margene K. Swarts, Assistant Director, Planning and Development Services

Subject: 2009 (35th year) CDBG/HOME Programs Proposals

Date: October 31, 2008

This memorandum provides notification regarding the City of Lawrence 2009 CDBG/HOME (Community Development Block Grant/HOME Investment Partnerships Program) funds (8/1/2009-7/31/2010). If you are interested in submitting a grant proposal, the application is available on the department web site at www.lawrenceks.org/pds. Copies are also available by mail, email, fax, or can be picked up in the office. If you are receiving this notification via email, an application is attached for your convenience. **You must use the format provided for making a proposal.** You may reproduce the form on your computer if you wish. The form has been prepared in Word 2003. If either staff or the allocations committee has questions about your application, staff will contact you for a written response. Staff will return incomplete or incorrect applications. Incomplete or incorrect applications will not be considered for funding.

Please note: this application form must be used. All earlier forms are obsolete. The **deadline for submission** of proposals is set for **5:00 PM Monday, December 1, 2008.**

The City Commission is continuing to support funding CDBG and HOME grant proposal following the “**Step Up to Better Housing Strategy**”. The “Strategy” can be accessed from the web site and copies are available from the department office. In addition, the Neighborhood Resources Advisory Committee has identified the following funding priorities for 2009.

- Activities which foster neighborhood improvement, stability and encourage sense of community
- Services to provide assistance in movement to stable housing (including from emergency shelters)
- Emergency rent, utility and other assistance to avoid eviction, shut-off or foreclosure
- Projects to increase availability of affordable housing (rental/homeownership)
- Housing counseling services
- Projects that identify and address blighted residential areas
- Activities that improve quality of housing stock – decent, safe, sanitary, accessible
- Projects to encourage income and owner/rental mix
- Opportunities for low/mod income buyers
- Tenant-Based Rental Assistance (TBRA) and non-traditional transitional housing

Projects must address one or more of these priorities to be considered for funding.

Additionally, due to new federal reporting requirements, all projects receiving CDBG/HOME funds must provide evidence of success by tracking of performance measures. Question #6 of the application allows applicants to identify one or more measures that will demonstrate success of agency activities in meeting one of the above priorities. Neighborhood Resources staff will be happy to provide assistance with this new requirement.

The City expects to receive about \$800,000 in CDBG funds and about \$600,000 in HOME funds. Home funds are used to fund affordable housing related projects and activities. For the City of Lawrence CDBG program, **in addition to meeting the strategy and priorities**, activities or programs funded with CDBG funds must meet one of two national objectives:

- 1. Principally benefit low- and moderate-income persons, or**
- 2. Aid in the prevention or elimination of slum or blight.**

Funds must be used to "Principally benefit" persons of low- and moderate-income as defined by the U.S. Department of Housing and Urban Development (HUD). For purposes of clarification, public service agency activities will be deemed to "principally benefit" low- and moderate-income persons if at least 70% of the activity or program beneficiaries are low- and moderate-income. Area-wide activities are eligible if at least 51% of the members of the target area are low- and moderate-income.

We wish to emphasize that any area-wide benefit type of project proposals (such as sidewalks, curbs, bike paths, streets, etc.) must be supported with evidence indicating that affected persons have been informed of and have had a chance to comment on the proposed project. Such proposals should also include evidence of the amount and nature of support for the proposed subject. Additionally, specific locations of the proposed project should be submitted. When projects are proposed that are on or affect public right-of-way, structures, parks, etc., or require the assistance of a City department to complete, applicants must receive approval from the appropriate City department regarding the activity and/or assistance, as appropriate. A letter of approval must be included in the application.

Parts I and II, which serves as a cover and summary sheet, should be completed separately for each project. Only one narrative (Part III) is required per application. Ensure the narrative contains all pertinent information regarding each project or activity for which funds are requested. For example, a Neighborhood Association may be applying for operating expenses and a street improvement project. The Association would need two Parts I and II, and one Part III, which adequately explains both activities.

Budgets may be in any form convenient to the organization as long as the committee can extract the information they need to evaluate your request. For example, some organizations submit their United Way budget form. For applicants who have activities in other cities, the committee will be interested in the broad outline of funding for the entire organization, with more detail for activities you carry out in Lawrence.

Submit 1 complete application including attachments on a PC formatted CD and 1 paper copy of the application and attachments to the Community Development Division, Development Services, by 5 PM Monday, December 1, 2008. Application and all attachments should be 3-hole punched. It is important that applications be correct, complete and timely. As noted above, incomplete or late applications will not be considered for funding.

NOTE: ONLY ONE HARD COPY OF THE APPLICATION AND ATTACHMENTS IS REQUIRED THIS YEAR.

If you need further assistance in completing the application, please contact Margene K. Swarts, Assistant Director, Planning and Development Services, , 1 Riverfront Plaza, Level 1, Suite 110, 832-3117, or e-mail mswarts@ci.lawrence.ks.us .