## CR-05 - Goals and Outcomes

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

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

**2024 CDBG Program Year Summary**

The 2024 CDBG program year began with significant internal restructuring, including a major personnel overhaul. This transition led to nearly four months of program inactivity. Despite the early challenges, the program successfully met its goals and delivered meaningful services to the community.

**Home Repair Program**

The Home Repair Program remains one of the city’s most impactful initiatives for low- and moderate-income homeowners. It provides essential repairs that improve living conditions and help residents retain ownership of their homes, preventing sales to property managers due to unaffordable maintenance costs.

For the 2024 program year, the goal was to assist 11 homeowners. The program exceeded expectations by serving 16 households, using funds from both the 2023 and 2024 CDBG grants. This outcome highlights the program’s effectiveness and the ongoing need for housing stability support.

**Homeownership Assistance Program**

This program incentivizes first-time homebuyers and individuals who haven’t owned a home in the past five years. The housing market continues to challenge buyers with limited inventory, high prices, and elevated interest rates. Despite these conditions, the program met its goal by helping five first-time buyers purchase homes, supporting long-term financial stability and access to homeownership.

**Public Service Agencies (PSA)**

During the 2024–2025 program year, the City allocated $52,000 in CDBG funds to five Public Service Agencies. These funds reimbursed operating costs such as rent and utilities, allowing agencies to serve low- to moderate-income residents.

The funded agencies included:

* Catholic Charities of Northeast Kansas (CCNEKS)
* Alliance Against Family Violence (AAFV)
* Leavenworth Interfaith Community of Hope (LICOH)
* Leavenworth Mission
* CASA (Court Appointed Special Advocates)

Together, these agencies served 5,241 Leavenworth residents using CDBG support. While this was below the projected 7,000 individuals, the impact remains significant, especially considering services provided beyond CDBG funding.

**Neighborhood Stabilization**

Two stabilization activities were planned: removal of dangerous structures and a sidewalk infrastructure project. No structure removals occurred using CDBG funds this year.

However, $82,637 was allocated to replace sidewalks and install ADA-compliant ramps along Kiowa Street (N 2nd to N 4th), using $44,062 from the 2023 grant and $38,575 from the 2024 grant. Located in the City’s Opportunity Zone, the project supports the 2005 Sidewalk Upgrade Plan and City Commission goals for walkability. It improves access between an underserved neighborhood, parks, and a public school. Work was limited to City property and rights-of-way, in line with the 2022–2026 Consolidated Plan.

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

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal** | **Category** | **Source / Amount** | **Indicator** | **Unit of Measure** | **Expected – Strategic Plan** | **Actual – Strategic Plan** | **Percent Complete** | **Expected – Program Year** | **Actual – Program Year** | **Percent Complete** |
| Home Ownership Assistance Program | Affordable Housing | CDBG: $ | Direct Financial Assistance to Homebuyers | Households Assisted | 25 | 15 | 60.00% | 5 | 5 | 100.00% |
| Home Repair | Affordable Housing Non-Homeless Special Needs | CDBG: $ | Homeowner Housing Rehabilitated | Household Housing Unit | 55 | 37 | 67.27% | 11 | 16 | 145.45% |
| Neighborhood Stabilization | Non-Housing Community Development | CDBG: $ | Buildings Demolished | Buildings | 20 | 0 | 0.00% | 2 | 0 | 0.00% |
| Program Administration | Administration | CDBG: $ | Other | Other | 1 | 1 | 100.00% | 1 | 1 | 100.00% |
| Public Services Agencies | Non-Housing Community Development | CDBG: $ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 35000 | 15780 | 45.09% | 7000 | 5241 | 74.87% |
| Public Services Agencies | Non-Housing Community Development | CDBG: $ | Homeless Person Overnight Shelter | Persons Assisted | 0 | 689 |  | 0 | 68 |  |
| Public Services Agencies | Non-Housing Community Development | CDBG: $ | Overnight/Emergency Shelter/Transitional Housing Beds added | Beds | 0 | 651 |  | 0 | 68 |  |

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

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

Objectives and Priority Activities

The 2024 Annual Action Plan and the 2022–2026 Consolidated Plan do not designate any single CDBG activity as the highest priority. However, the funding allocations outlined in the 2024 Annual Action Plan directly reflect the needs identified in the Consolidated Plan. These include:

* Affordable housing
* Public services
* Homelessness support
* Fair housing initiatives

In addition to local needs, the City continues to align its priorities with the Regional Affirmative Fair Housing Plan developed in 2016. This broader framework helps guide equitable housing strategies and reinforces the City's commitment to inclusive development.

Community Development Advisory Board (CDAB)

The City’s Community Development Advisory Board (CDAB) plays a central role in shaping and reviewing CDBG-funded activities. The board consists of seven members, all active participants in the Leavenworth community. Their responsibilities include:

* Reviewing and discussing the Annual Action Plan, Consolidated Plan, and any substantial amendments
* Making formal recommendations and voting on plan submissions
* Approving changes to program processes, such as those for the Homeownership Program (HOP) and Home Repair Program (HRP)

CDAB is consulted when the Community Development Coordinator identifies a need for program review. This may be prompted by changes in funding levels, updated assessments, or shifts in supply and demand. Their input ensures that program adjustments remain responsive to community needs.

CDAB also directly reviews Public Service Agency (PSA) applications each year. Members evaluate proposals and vote on funding allocations to ensure that CDBG resources are directed toward agencies that effectively serve low- to moderate-income residents.

Commitment to CDBG Objectives

All CDBG-funded activities are designed to benefit low- to moderate-income individuals and families, in alignment with HUD’s national objectives. Whether through housing assistance, public services, or infrastructure improvements, the City remains focused on addressing the most pressing needs of its residents.

The collaborative process between City staff, CDAB, and the broader community ensures that CDBG funds are used strategically and equitably. This approach strengthens transparency, accountability, and long-term impact.

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

**Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)**

|  |  |
| --- | --- |
|  | **CDBG** |
| White | 3,802 |
| Black or African American | 1,427 |
| Asian | 17 |
| American Indian or American Native | 52 |
| Native Hawaiian or Other Pacific Islander | 5 |

|  |  |  |
| --- | --- | --- |
|  |  | |
| **Total** | **5,303** |

|  |  |  |
| --- | --- | --- |
|  |  | |
| Hispanic | 286 |
| Not Hispanic | 5,017 |

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

**Narrative**

The demographics of the families assisted through the CDBG program closely reflect the overall racial and ethnic composition of the City of Leavenworth. Based on current estimates, the city's population is approximately 75% White and 20% Black, African American, or individuals identifying as two or more races.

Among those assisted by the CDBG program:

* 72% identified as White
* 27% identified as Black, African American, or two or more races

These figures demonstrate that assistance was provided in a manner consistent with the city's demographic makeup. At no point was any individual denied assistance based on race, gender, ethnicity, or any other protected or immutable characteristic. The program remains committed to equitable access and service delivery.

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

**Identify the resources made available**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Funds** | **Source** | **Resources Made Available** | **Amount Expended During Program Year** |
| CDBG | public - federal | 346,784 | 183,548 |

Table 3 - Resources Made Available

**Narrative**

The City is an entitlement city for CDBG funds, but is not an entitlement city for ESG funds. ESG funds are received through an application process with Kansas Housing Resource Corporation annually and then subawarded to qualified applying agencies, while the City administers the grant. Catholic Charities of NE KS and Leavenworth Interfaith Community of Hope were the City’s sub-awardees for the 2024 Program Year.  The narrative below and the above chart detail the 2024 program year activities.

**CDBG**

The City’s 2024 CDBG entitlement grant was $346,784.00.  The City expended $223,864.66 of 2024 grant funds on approved CDBG activities.  As of this writing there is an expected draw of $82,637 for the sidewalk improvement on the 200 and 300 block of Kiowa St using the 2023 and 2024 funds.  The 2024 program year did not receive Program Income.

**ESG**

ESG funds were utilized for Rapid Rehousing, Homeless Prevention, HMIS, Emergency Shelter, and Administration for a total award to the City, from Kansas Housing Resource Corporation (KHRC), in the amount of $117,454 for KHRC’s 2024 FY award.

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

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

Table 4 – Identify the geographic distribution and location of investments

**Narrative**

Programs and activities described benefited low and moderate income citizens and neighborhoods in the City of Leavenworth. While the City does not have target areas, a sidewalk infrastructure project was completed in the City due to its location being in the Opportunity Zone.

**Leveraging**

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

During the 2024 program year, federal CDBG funds were effectively leveraged with additional public, private, and local resources to maximize impact and address priority needs identified in the Consolidated Plan.

Public Service Agencies (PSAs) receiving CDBG support also utilized other funding sources, including private grants and donations, to expand their services. Volunteer hours and donated food were documented and submitted to the Kansas Housing Resources Corporation (KHRC) to meet matching requirements for Emergency Solutions Grant (ESG) funds, ensuring every dollar of federal support was matched with local contributions.

The Leavenworth Housing Authority (LHA), a division of the City’s Planning and Community Development Department, played a key role in leveraging housing resources. LHA operates Planters II, a 105-unit high-rise for elderly and medically-certified disabled residents. It also administers 339 Housing Choice Vouchers, although only 230 vouchers were actively funded and issued due to federal budget constraints. Additionally, in partnership with the Veterans Administration, LHA managed 145 Veterans Supportive Housing (VASH) certificates during the program year, providing stable housing for veterans in need.

The City also leveraged internal resources to support housing and infrastructure goals. The Code Enforcement Division assisted in identifying dangerous structures and pursued legal action when necessary to facilitate safe demolition. The City employs a full-time Rental Property Coordinator to mediate issues between landlords and tenants, helping maintain housing quality and compliance.

For infrastructure improvements, the Public Works Department provided substantial in-kind support for the CDBG-funded sidewalk and ADA ramp replacement project on Dakota Street, between Cheyenne Curve and 4th Street. Public Works contributed planning, engineering, and inspection services, significantly reducing project costs and ensuring technical quality.

No publicly owned land was transferred or repurposed during the program year, but City-owned rights-of-way were utilized for infrastructure upgrades, consistent with CDBG guidelines and the goals outlined in the 2022–2026 Consolidated Plan.

These combined efforts demonstrate the City’s commitment to maximizing federal investments through strategic partnerships, internal coordination, and community engagement.

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

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

|  | One-Year Goal | Actual |
| --- | --- | --- |
| Number of Homeless households to be provided affordable housing units | 0 | 0 |
| Number of Non-Homeless households to be provided affordable housing units | 16 | 22 |
| Number of Special-Needs households to be provided affordable housing units | 0 | 0 |
| **Total** | **16** | **22** |

Table 5 – Number of Households

|  | One-Year Goal | Actual |
| --- | --- | --- |
| Number of households supported through Rental Assistance | 0 | 0 |
| Number of households supported through The Production of New Units | 0 | 0 |
| Number of households supported through Rehab of Existing Units | 11 | 17 |
| Number of households supported through Acquisition of Existing Units | 5 | 5 |
| **Total** | **16** | **22** |

Table 6 – Number of Households Supported

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

The City of Leavenworth established a total of 16 goals for the 2024 program year, ultimately achieving 22 measurable outcomes, exceeding expectations in several key areas.

One area where the City faced challenges was in promoting homeownership. The goal was to assist 5 households through the homeownership program, and while this target was technically met, it was achieved with minimal margin. Only 5 grants were utilized, indicating limited uptake or barriers to participation. Factors contributing to this may include rising housing costs, limited inventory, or difficulty meeting eligibility requirements.

In contrast, the Home Repair Program significantly outperformed expectations. With a goal of 11 households assisted, the program ultimately served 17 households, demonstrating strong demand and effective outreach. This success suggests that homeowners were more inclined to pursue repairs and maintenance over new home purchases, possibly due to economic uncertainty or a desire to preserve existing housing stock.

Overall, while most goals were met or exceeded, the disparity between homeownership and home repair outcomes highlights the need for continued evaluation of program accessibility, community engagement strategies, and market conditions. Adjustments may be necessary in future years to better align goals with realistic opportunities and resident needs.

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

The outcomes from the 2024 program year will play a critical role in shaping future Annual Action Plans. The success of the Home Repair Program, which exceeded its goal by assisting 17 households, reinforces its position as the backbone of the City’s CDBG strategy. This program continues to deliver meaningful improvements in housing stability and quality of life for low- and moderate-income residents.

Given its consistent performance and strong demand, future plans will prioritize expanding the reach and impact of the Home Repair Program. Currently, the program offers $5,000 for moderate-income households and $8,000 for low-income households. These funding levels were established years ago and do not reflect current economic realities, including rising interest rates, inflation, and property values.

To ensure the program remains effective and responsive, a proposal will be brought before the Community Development Advisory Board (CDAB) to consider raising the maximum award amounts. Increasing these limits would allow more families to complete essential repairs, maintain safe living conditions, and avoid displacement due to unaffordable maintenance costs.

Overall, the 2024 outcomes highlight the importance of adapting program design to meet evolving community needs. By aligning funding levels with current economic conditions and reinforcing successful initiatives, future Annual Action Plans can more effectively support housing stability and equity in Leavenworth.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Households Served** | **CDBG Actual** | **HOME Actual** | |
| Extremely Low-income | 2 | 0 |
| Low-income | 20 | 0 |
| Moderate-income | 0 | 0 |
| **Total** | **22** | **0** |

Table 7 – Number of Households Served

**Narrative Information**

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

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

The Home Repair Program provided up to $13,000 in CDBG funding for minor home repairs to qualified homeowners within Leavenworth city limits. Applicants must be within the HUD income limits to qualify. HRP benefits low to moderate income homeowners with safe, healthy, and sustainable housing. Qualifying minor repairs or replacement may include, but are not limited to, HVAC, roofing, plumbing, electrical and water heater.  At completion of the project, a lien is signed stating the homeowner will reside in the home and not change title for three years. At the end of the three years, the lien is released and no funds are owed. Throughout the process, the City’s Community Development Coordinator works closely with the City’s inspectors, contractors, and the homeowner to ensure the repair of a safe and healthy home. The Home Accessibility Program, which is part of the Home Repair Program, operates much like the HRP and differs by the fact that liens are not placed with the Home Accessibility Program. Also, the applicants can be renters of single family homes with approval of the homeowner. This program allows an opportunity to determine if the accessibility needs are situations that the Rental Property Coordinator needs to be involved in, as well. Accessibility needs may include, but are not limited to, wheelchair ramps, grab bars, and staircase chair lifts.

## CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

**Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:**

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

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

Leavenworth Interfaith Community of Hope (LICOH), Catholic Charities of Northeast Kansas (CCNEKS), and other local agencies collaborate regularly and coordinate annual efforts for the Point-In-Time (PIT) Count, a federally mandated count of sheltered and unsheltered individuals experiencing homelessness each January.

City staff actively participates in monthly Kansas Balance of State Continuum of Care meetings to stay informed on regional homelessness challenges and strengthen partnerships that support local service providers.

Emergency shelters include:

* LICOH – Night shelter and day services with wraparound support, including daily free lunches.
* Alliance Against Family Violence (AAFV) – Shelter for survivors of domestic violence, sexual assault, human trafficking, and stalking, with a focus on safety planning and outreach.
* Salvation Army – Offers shelter relief through Emergency Disaster Services and is expanding its Pathway of Hope program to break cycles of generational poverty.

Support services include:

* CCNEKS, LICOH, and Salvation Army – Rent and utility assistance, financial literacy classes, and case management for those at risk of or experiencing homelessness.
* The Guidance Center, Saint Vincent Clinic, and the VA – Mental health and medical care.
* Local churches – Weekly rotating meals for individuals and families in need.
* Welcome Central – A one-stop hub for accessing services and navigating assistance systems.

Outreach efforts include social media, printed materials, and strategic flyer placement in public spaces. Agencies also work to improve shelter accessibility and connect elderly individuals to specialized resources like the Council on Aging and the Kansas Department for Aging and Disability Services.

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

Leavenworth County is part of the Kansas City, MO-KS HUD Metro Area.  This compounded by housing allowances for soldiers at Ft. Leavenworth, continuing to inflate rental prices, making housing unaffordable for low-income residents and those on SSI, disability, or VA benefits. The lack of transitional housing remains a chronic issue, and high deposits further hinder access to stable housing for those experiencing homelessness.

Key Community Responses:

* LICOH: Offers day services and emergency overnight shelter for up to 36 individuals.
* Welcome Central: Serves as a one-stop hub for low-income and homeless individuals to access services.
* Salvation Army: Provides long-term case management through the Pathway of Hope program and emergency assistance to prevent homelessness.
* CCNEKS: Delivers financial literacy classes, food pantry support, and administers ESG-funded Rapid Rehousing and Homeless Prevention programs.
* The Guidance Center: Assists mentally ill homeless individuals with rent, utilities, and transitional hotel stays. Offers detox services, psychiatric care, and discharge planning.
* AAFV: Operates a 23-bed shelter (expandable to 25) and partners with a hotel for emergency accommodations when shelter capacity is exceeded.

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

The City partners with public service agencies to support children, veterans, and families experiencing homelessness. Through Continuum of Care coordination, agencies like LICOH and CCNEKS provide case management, food, clothing, and financial assistance. LICOH hosts weekly meetings with The Guidance Center, which now has on-site case managers offering mental health intakes, employment support, and housing navigation.

Leavenworth Attainable Housing (LAH), now in its third year, has acquired 19 units serving low-income individuals and families. Tenants pay one-third of their income with no deposit and receive weekly in-home support, financial education, and healthcare navigation. LAH is planning a multi-unit complex and has partnered with DePaul USA to expand housing stock.

Alliance Against Family Violence (AAFV) provides shelter and case management, ensuring residents have essential items when transitioning to permanent housing. Aftercare services help maintain housing stability.

Salvation Army, CCNEKS, and Leavenworth Mission offer food, clothing, rent, and utility assistance. CCNEKS also provides Rapid Rehousing, Homeless Prevention, and workforce support through ESG funding.

Welcome Central, housed within LICOH, serves as a central hub for accessing services. LICOH conducts same-day homeless assessments and coordinates with statewide programs to reduce time spent unhoused.

Veterans discharged from the VA Medical Center may access transitional housing through the Domiciliary, Safe Haven, or VASH programs.

Leavenworth Public Schools provide free meals to all students, with most qualifying for reduced fees on school-related expenses

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

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

The Leavenworth Housing Authority (LHA), a division of the Planning and Community Development Department, serves as the city’s designated public housing agency. While LHA operates independently in budget, personnel, and policy decisions, final authority rests with the City Commission.

LHA manages Planters II, a 105-unit high-rise for elderly and medically-certified disabled residents. In recent years, LHA has undertaken significant upgrades:

* In 2020, replaced all water and sewer lines in the building.
* Previously updated apartment interiors by replacing bedroom, bathroom, and linen closet doors.
* In 2024, continued common area improvements by painting and installing new flooring in hallways, lobbies, and laundry rooms on floors 2–10.
* Completed one phase of the Chiller System Replacement project, with plans to replace the remaining system in the upcoming program year.

LHA is authorized for 339 Housing Choice Vouchers, but due to reduced funding, only 230 vouchers are currently in use. These allow participants to rent from market-rate landlords. Additionally, in partnership with the Veterans Administration, LHA administered 145 Veterans Supportive Housing (VASH) certificates during the 2024 program year.

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

The City’s CDBG-funded Homeownership Program materials are widely distributed throughout the community. However, most residents of Planters II—being elderly and/or disabled with limited incomes—rarely pursue housing outside of the facility.

While LHA does not conduct formal homeownership presentations, staff refer interested individuals to the Community Development Coordinator, who provides information on HUD-approved credit counseling programs tailored to prospective homeowners.

Planters II is considered sustainable housing, and staff work diligently to accommodate the individual needs of residents. The Section 8 Manager and Planters II Housing Manager bring a combined 36 years of experience with LHA, fostering strong relationships with residents. These connections create a supportive environment that can positively influence residents seeking change or exploring new housing opportunities.

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

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

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

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

The City has not identified any public policies—including land use controls, tax policies, zoning ordinances, building codes, fees, growth limitations, or investment-related regulations—that currently serve as barriers to affordable housing or residential investment. To further support affordable housing development, the Planning Department is actively exploring new strategies, including:

* Allowing Accessory Dwelling Units (ADUs) and tiny homes to diversify housing options and increase affordability.
* Implementing a Reinvestment Housing Incentive District (RHID) to help finance infrastructure improvements that support new residential development.
* Initiating a Housing Needs Analysis, currently in the bidding phase, to better understand local housing gaps and guide future policy decisions.

These efforts reflect the City’s proactive approach to ensuring that public policies continue to support affordable and inclusive housing opportunities.

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

The City of Leavenworth continues to take proactive steps to reduce barriers and improve access to services for underserved populations:

* Connectivity & Access A study grant from the Mid-America Regional Council, effective in 2025, will support an evaluation of pedestrian and street connectivity between downtown and Fort Leavenworth. The study aims to enhance safety, mobility, and economic access.
* Mental Health Crisis Response In 2024, the City introduced a Mental Health Co-Responder, a licensed social worker from the Guidance Center embedded within the Leavenworth Police Department. This role assists officers during crisis calls and connects individuals to appropriate care. The Mobile Crisis Response Team (MCRT) also provides 24/7 behavioral health services, focusing on stabilization, trauma reduction, and diversion from the criminal justice system.
* Housing Program Accessibility The Community Development Coordinator ensures broad access to Home Ownership Program (HOP) and Home Repair Program (HRP) applications via the City website, email, mail, and in-person pickup. Applicants who face loan approval challenges are referred to HUD-sponsored financial counseling.
* Public Outreach The Public Information Officer (PIO) promotes housing programs through the City’s website, social media, local television, and the quarterly First City Connection magazine, mailed to all residents. These efforts consistently generate public interest and inquiries.
* Real Estate & Lending Partnerships The City maintains ongoing communication with local realtors and lenders to share updates on HUD income limits and purchase price thresholds. This engagement helps generate applicants despite market affordability challenges.
* Contractor Recruitment Recruiting qualified contractors for HRP remains a challenge. The City uses cold calls and open bid requests to expand its contractor pool, though responses fluctuate seasonally.
* Transportation Access The Ride LV Micro Transit program, operated by the Guidance Center and funded through state and local grants, improves transportation access for low- and moderate-income residents—supporting employment, healthcare, and essential services.

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

The City of Leavenworth addresses lead-based paint hazards primarily through its Home Repair Program (HRP) and Home Ownership Program (HOP). Given the age of the housing stock in the area, the HRP operates under presumed lead protocols, as most applicants reside in homes built before 1978. Each repair activity is individually assessed for lead-based paint risks, and contractors funded through CDBG are required to follow lead-safe work practices. When repairs are conducted in homes built before 1978 homeowners are provided with the Kansas Department of Health and Environment’s Renovate Right pamphlet.

HOP applicants purchasing homes built before 1978 receive the same pamphlet to educate them on safe renovation, repair, and painting practices. Before any CDBG funds can be used for home purchase assistance, the property must pass a Housing Quality Standards (HQS) inspection. Homes with peeling paint will not pass HQS and must be abated prior to funding approval.

To further support public awareness, educational materials on lead-based paint safety are available at the Leavenworth Public Library and the Leavenworth County Health Department, including information on safe practices and lead testing.

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

Community job seeking programs and financial planning programs are offered throughout the City by the Leavenworth County Workforce Center, the Leavenworth Public Library, advertised job fairs, and multiple public service agencies to offer poverty-level families a way out of poverty. Veterans Affairs provide these services for veterans, as well.  Together, these organizations offer wrap around services for housing, employment, job education and placement services, health, mental health, and substance abuse. Public Service Agencies report substance abuse and mental health needs are often addressed by case managers to correlate with financial needs and is part of their wrap around services provided for success.

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

The City of Leavenworth continues to strengthen its institutional structure to effectively implement CDBG-funded programs. Coordination between departments such as Planning, Public Works, and Community Development has been enhanced through regular interdepartmental meetings and a shared data system.

Staff receive ongoing training in HUD regulations, grant management, and fair housing practices to ensure compliance and improve service delivery. The City also maintains active partnerships with local nonprofits, the Leavenworth County Health Department, and housing providers to align resources and address community needs. These efforts help streamline program administration, improve outreach, and ensure that services are delivered efficiently

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

The City Clerk’s Office regularly invites and schedules the local public service agencies to City Commission meetings which provide opportunity for the agencies to give informational updates on their services and needs. These meetings are greatly beneficial to not only keep the City informed, but to give the public service agencies a platform of advertisement

The City has twenty one boards and committees. These partnerships allow the City to be able to overcome gaps in institutional structures and review the needs of the City to take to the City Commission. Public hearings and/or public comment are often available with every board, committee and commission to allow and encourage communication with the community and our public service agencies. Multiple City employees are members of local boards and committees that are beneficial for enhancement of coordinating housing and social service agencies. Some of those memberships are to Leavenworth County Human Service Council, KS Balance of State CoC, United Way of Leavenworth County, Leavenworth/Lansing Chamber of Commerce, Rotary, Lyons Club, and Mid America Regional Council.

The City’s Public Information Officer regularly shares CDBG program information on social media, the City’s website, First City Connection, and local Channel 2. First City Connection is a City generated magazine that is mailed to all City residents three times a year.  Each edition features information from either the HRP or HOP, includes contact information for the City Commissioners and gives updates on other city programs.

Public service agencies associated through contracts with the City provide specific services, avoid duplication of services and account for the services provided.  PSAs that receive CDBG or ESG funds from the City are required to provide budgets and monthly statistics to the City with monitoring oversight provided by the City of Leavenworth, KHRC and/or HUD. The structure has resulted in delivery of the services needed in accordance with federal, state and local codes with compassion and respect for the clients served.

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

The City of Leavenworth has taken a multifaceted approach to addressing impediments to fair housing, to improve accessibility and outreach, the City updated its website to be Google Translate compatible and added closed-captioned recordings of commission and board meetings to its YouTube channel. The site also features fair housing resources, including complaint procedures, a designated fair housing contact, and a direct link to HUD. “I Speak” cards were distributed across departments to help identify language needs during unscheduled interactions, and Municipal Courts maintain their own translation and sign language services.

The City met a long-standing fair housing goal by launching Ride LV, a local transit system offering $2 rides within city limits, administered by The Guidance Center. Additionally, the Rental Property Coordinator continues to play a vital role in landlord-tenant relations through the Tenant Issue Resolution Program, which benefits many low- to moderate-income residents. This program is actively promoted via the City’s website, social media, and quarterly mailings. Together, these actions reflect Leavenworth’s commitment to reducing barriers to fair housing and ensuring equal access to housing resources for all residents.

## CR-40 - Monitoring 91.220 and 91.230

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

The City of Leavenworth maintains a structured and proactive approach to monitoring activities carried out under its Consolidated Plan to ensure long-term compliance with CDBG and ESG program requirements. The Community Development Coordinator conducts at least one on-site monitoring visit annually for each public service agency receiving CDBG funds, with all sites visited and inspected during the current program year. Contractors paid with CDBG funds are verified through SAM.gov to confirm active UEI registration and ensure they are not disbarred from receiving federal funds, particularly for projects under $25,000. All contractors must carry valid liability insurance and adhere to Affirmative Action policies.

For the 2024 Program Year, the infrastructure project on the 300 and 400 blocks of Kiowa Street was publicly posted in the local newspaper, and work began in summer 2025. During this time, the City initiated a review and development of Written Standards and Standard Operating Procedures to strengthen long-term compliance and monitoring across all CDBG and ESG activities. These documents are updated regularly throughout the program year.

Programs such as the Home Repair Program, Home Ownership Program, and Neighborhood Stabilization are monitored directly by the Community Development Coordinator using detailed checklists to verify documentation and task completion. These checklists are continuously refined to improve compliance and operational efficiency. The City has prioritized electronic file management to facilitate HUD audits and streamline recordkeeping.

To support comprehensive planning and regulatory compliance, the City maintains an updated Citizens Participation Plan (May 2020), a Programmatic Agreement with the Kansas State Historic Preservation Office (July 2022), and a Davis-Bacon Handbook (2017). These resources are referenced as needed and supplemented by regular communication with the City’s HUD CPD Representative. Minority business outreach is embedded in procurement practices through public postings and inclusive contractor engagement.

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

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

The City of Leavenworth’s Citizen Participation Plan is designed to actively encourage resident involvement in the development of key planning documents, including the Assessment of Fair Housing, Consolidated Plan, substantial amendments to the Consolidated Plan, Annual Action Plans, and Performance Reports.

For the 2025 Annual Action Plan, a public hearing notice was published in The Leavenworth Times. Two public hearings were conducted:

* January 12, 2025: This initial hearing invited public testimony regarding unmet community needs, particularly for low-income residents, and solicited input on the proposed 2025 Annual Action Plan.
* April 10, 2025: A final hearing was held following a public notice published on March 6, 2025. This session provided an opportunity for residents to comment on the final draft of the Annual Action Plan, both in support and opposition.

Regarding the 2024 Consolidated Annual Performance and Evaluation Report (CAPER), a public notice was published in The Leavenworth Times on August 20, 2025. The notice informed residents that the CAPER would be available starting August 22, 2025, and could be accessed:

* By request from the Community Development Department
* On the City’s official website
* In physical form at the Leavenworth Public Library

Public comments were accepted for 17 days, either in writing to the Community Development Department or during the public hearing held on September 8, 2025.

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

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

During the 2024 Program Year, the City of Leavenworth did not make any changes to its established program objectives. However, based on recent experience, the City has decided to resume **demolition activities** in future program years. This decision reflects a renewed commitment to addressing blighted properties and supporting neighborhood stabilization efforts. No other changes to program goals or priorities are anticipated at this time.

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

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

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

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## CR-58 – Section 3

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

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

Table 8 – Total Labor Hours

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

Table 9 – Qualitative Efforts - Number of Activities by Program

**Narrative**