



Community Development Block Grant (CDBG)
Program Year 2018

Consolidated Annual Performance
and Evaluation Report
(CAPER)

City of Manhattan
Community Development
1101 Poyntz Avenue
Manhattan, KS 66502



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.

The City of Manhattan (City) has been an Entitlement community in the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program since 2010. The City's 2015-2019 Consolidated Plan - Amended addresses the time period beginning July 1, 2015 through June 30, 2020, and for the 2018 Program Year (PY) Annual Action Plan beginning July 1, 2018 through June 30, 2019.

Through citizen participation, public hearings, and consultations with various organizations, groups, and agencies, the City determined that the five overall objectives for meeting the identified housing and community development needs for the years 2015 to 2019 are:

- Sustain affordable housing opportunities by preserving the existing housing stock and supporting the creation of affordable permanent housing in standard condition.
- Improve the livability and safety of neighborhoods through infrastructure improvements.
- Support community facilities that improve the quality of life for low and moderate income residents.
- Support public services that meet the needs of low and moderate income persons and families.
- Support activities that create and sustain employment and quality jobs.

The City identified 5 broad project categories that address these objectives, and from the CDBG PY 2018 allocation, funds were budgeted and used in the following ways:

- Project #1: Administration and Planning - \$113,804 used for Grant Program Activities, conducted Fair Housing education with the assistance of Housing and Credit Counseling, Inc. and conducted a Planning Study to develop design concepts and cost estimates for a new Crisis Center to be used for fundraising.
- Project #2: Housing Rehabilitation Program - \$172,483.58 to complete project delivery and renovations to 8 single family homes;
- Project #3: Public Services - \$94,300.00 for 5 public service agencies providing critical services for residents;
- Project #4: Public Facilities - \$292.573 used to develop design of the new Douglass Park Recreation Center, as well as ADA improvements in one public facility;
- Project #5: Neighborhood Infrastructure - \$75,105 was used to complete the 2016 Old Blue River Trail Project.

These projects included activities for LMI single family homes; as well as public services funding to sub-recipient non-profit agencies that aided the nearly homeless, abused children, disabled individuals, and LMI residents in need of housing counseling, and budget and credit counseling. The City had budgeted funds to repay a Section 108 loan for the design and construction of the new recreation center at Douglass Park,

however, a conflict between the State of Kansas Cash Basis Statute and requirements of the Interim Lender could not be resolved and the City withdrew from the 108 Program. The funds set aside for payment of the 108 Loan Program were used instead to directly pay for the final design of the new Rec Center at Douglass Park, which is ongoing. The Old Blue River Trail Connection (OBRT) Project from Program Year 2016 that was delayed due to various reasons, was completed in December of 2018.

Through the application of its annual allocations, the City has achieved 4 of the 5 goals in the Strategic Plan. Unfortunately, no opportunity to directly support activities that create or sustain employment and jobs has presented itself; however, this goal will be maintained in the 2015-2019 Consolidated Plan years, should an opportunity present itself. The City collaborates with the Manhattan Chamber of Commerce on economic development. The City has been diligent in meeting the requirements for compliance with National goals and objectives and the City's use of funds to date, and 99% of the persons served have been LMI.

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
Administration	Grant Administration, Planning, and Fair Housing	CDBG: \$	Other	Other	0	0				
Housing Rehabilitation	Affordable Housing Non-Homeless Special Needs Homeless Prevention	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	88	88	100.00%			

Housing Rehabilitation	Affordable Housing Non-Homeless Special Needs Homeless Prevention	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	45	90.00%	10	8	80.00%
Neighborhood Infrastructure Improvements	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5325	5860	110.05%	6300	0	0.00%
Public Facilities	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / General Fund: \$117043	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12920	21176	163.90%	9620	15785	164.09%
Public Services	Homeless Non-Homeless Special Needs Presumed Benefit populations	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	155	475	306.45%	121	285	235.54%
Public Services	Homeless Non-Homeless Special Needs Presumed Benefit populations	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	271	271.00%			

Public Services	Homeless Non-Homeless Special Needs Presumed Benefit populations	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	60	92	153.33%	23	21	91.30%
Public Services	Homeless Non-Homeless Special Needs Presumed Benefit populations	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	3		0	3	
Public Services	Homeless Non-Homeless Special Needs Presumed Benefit populations	CDBG: \$	Homelessness Prevention	Persons Assisted	120	281	234.17%	51	61	119.61%

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

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

The City of Manhattan addressed 5 identified priorities through the project categories in PY 2018.

Administration funds were used to conduct program administration and planning as well as a Fair Housing Seminar in April of 2019, which was attended by 52 people, and topics presented included identifying hazards in existing buildings, the Section 8 Inspection process, and Housing and Credit Counseling, Inc. (HCCI) as a HUD Approved Housing Counseling Agency presented information on the Kansas Residential Landlord and Tenant Act, and a review of the Federal Fair Housing Act and the Manhattan Non-Discrimination Ordinance, specifically focusing on Service Animals and discrimination issues. City staff also consulted with HCCI staff on technical matters related to these issues at no cost. The Crisis Center was assisted with Planning funds to develop a concept and cost estimate for a new shelter for abused spouses, which will be used to conduct fundraising efforts to pay for final design and construction.

The non-housing community development priorities include Public Facilities and Neighborhood Infrastructure Improvements Projects. The 2017

Public Facilities Project, Douglass Center ADA Improvements, is complete and the final draw was made in October 2018. In February of 2016, HUD had approved the City's Section 108 Loan Guarantee Application to fund design and construction of a new neighborhood Recreation Facility. Once the conflict between HUD Rules and State of Kansas Rules were discovered, the funds set aside for 108 Loan repayment were used directly for design of the facility.

The Neighborhood Infrastructure Project for PY 2018, identified ADA connection improvements for a section of Linear Trail which also improves access for an LMI Neighborhood, has been delayed due to required design collaboration with private entities and future projects. It is now expected to be completed in PY 2019. The delayed 2016 infrastructure expansion project, the OBRT Connection, was completed in December of 2018, and leveraged additional funding from the City, the Kansas Sunflower Foundation, and People for Bikes. This created a connection for a LMI neighborhood that had no safe route to commercial and educational facilities in adjacent neighborhoods, or to the Downtown.

Affordable housing was addressed through the Housing Rehabilitation Project which included Comprehensive Rehabilitation, Emergency and Accessibility Rehabilitation, and Mobile Home Emergency and Accessibility Rehabilitation. In addition to allocated CDBG funds, surplus 2017 funds were incorporated into 2018 activities, to expand the effectiveness of the program. This project rehabilitated 8 LMI single family homes, which benefited 5 Female Head of Households, 7 elderly households, and 5 households with disabled individuals. A 9th homeowner enrolled in the program, and soft costs were incurred. However the homeowner withdrew before rehab work was begun.

Key Public Services are those agencies that collaborate within the community and with each other to offer services to the greatest extent possible. Five agencies, Housing and Credit Counseling, Inc.; Kansas Legal Services, Inc.; Manhattan Emergency Shelter, Inc.; Pawnee Mental Health Service, Inc.; and Sunflower CASA Project, Inc., conducted 5 programs supported with CDBG funds, which leveraged additional funds from fundraising, state and local match, and from other non-profits in support of Public Service activities. Public Services addressed various needs and served 322 individuals in 150 households in the Manhattan area. Of those, 93 had a "female head of household", 47 households had a disabled person, 9 were headed by veterans, and 13 were elderly.

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	226
Black or African American	87
Asian	0
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	0
Total	314
Hispanic	25
Not Hispanic	310

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

Narrative

The City continually strives to address the greatest needs of the citizens of Manhattan. None of the groups or income levels experienced a disproportionately greater need for assistance, and the City allocated investments jurisdiction wide, concentrating projects in Census tracts with populations 51% or more LMI, or directly benefiting LMI persons. Three other races, Black and White, American Indian or Alaska Native and White, and Other Multi-racial, are not accounted for in the above table, which comprised an additional 21 individuals.

The U.S. Census Bureau July 1, 2018, estimates of the population in Manhattan and the following races and ethnicity as:

- All Persons: 54,959: 100.00%
- White: 82.3 %
- Black or African American: 5.5%
- Asian: 6.2%
- American Indian and Alaska Native: 0.5%
- Native Hawaiian and Other Pacific Islander: 0.2%
- Two or More Races: 3.9%
- Not reported: 1.4%
- Hispanic ethnicity - all races: 6.8%

The percentage of racial and ethnic persons assisted is consistent with the population. The percentages assisted are:

- White: 67.46%
- Black or African American: 25.97%
- Asian: 0.0%
- American Indian or American Native: 0.03%
- American Indian or Alaska Native and White: 0.6%
- Black/African American and White: 3.58%
- Other Multi-racial: 2.08%
- Hispanic of any race: 7.46%

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	941,745	706,900
General Fund	public - local	15,042	15,042

Table 3 - Resources Made Available

Narrative

The City of Manhattan does not directly receive ESG, HOME or HOPWA funds.

PY 2018 resources available to the City included the allocation of \$640,226, \$188,296.09 in prior year surplus funds, and Program Income of \$12,843.09, as well as \$100,379.39 in prior year funds committed to prior year projects. CDBG funds were used to conduct Administration and Planning activities, Housing Rehabilitation of LMI single family owned homes, improve neighborhood infrastructure to make ADA and safety improvements for pedestrians in LMI neighborhoods, as well as to develop design of a new recreation center, which directly serves LMI Census tracts, and neighborhoods. In addition to Administration activities, Planning funds were used to assist the Crisis Center with design development.

In October the last bill for the 2017 Douglass Center ADA improvements was paid, and in December 2018, work was completed on the 2016 Old Blue River Trail Project to install a connection for an isolated LMI neighborhood. This utilized \$100,379.38 in 2016 and 2017 CDBG funds.

LMI single family home owners were assisted with home rehabilitation designed to preserve the safety and livability of their homes. Program Income is generated when home owners must return a portion of Housing Rehabilitation funds to the City due to non-compliance with the rehabilitation agreement. In PY 2018, Program Income was added to funds budgeted for Housing Rehabilitation.

In 2016, the City was awarded a Section 108 Loan Guarantee for the design and construction of the South East Neighborhood Recreation Center, and the City had set aside funds in 2017 and 2018 to make the anticipated loan repayments. However, a conflict was discovered between Kansas Cash Basis law, and HUD and interim Lender requirements that could not be resolved. The City withdrew from the Section 108 Program and instead used the set-aside funds to developing design for the new Center, which is ongoing, but is expected to be completed in November, 2019. The Final design will include an updated cost estimate that the City will use to secure financing for the construction of the new Center. This design project will consume all of the unspent set aside funds.

Two other projects that were delayed was the South Manhattan sidewalk and trail connection, and the Pecan Circle Pedestrian improvements. These projects create and improve sidewalk connections from LMI Census tracts to the Linear Trail, however, both cross a Union Pacific Railroad route which requires the UPRR input in design elements for permit approval. This has led to delays. The City will redirect those funds to other LMI Area Pedestrian improvement Projects in 2019. The balance of funds remaining from 2018 will be added to the 2019 Housing Rehab budget.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Manhattan	100	100	LMI within City Limits

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City of Manhattan does not have specifically named target areas, but uses funds for eligible purposes, and to direct benefits to LMI clients, and LMI neighborhoods as defined by Census Tracts within the city limits of Manhattan.

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.

The City of Manhattan does not receive Entitlement ESG funds, but does apply for and administer State operated ESG funds which are “passed through” to the Manhattan Emergency Shelter, Inc. (MESI) and The Crisis Center, Inc., a domestic violence shelter.

The City does not require matching funds, however opportunities to leverage funds do occur and the City has procedures in place to manage external matching funds from individuals and non-profits. Individual homeowners who wish to contribute to the rehabilitation of their homes may provide a match when the cost of improvements are greater than the Project limits. Non-profits that are assisted with Planning funds all contribute. One Housing client and the Crisis Center contributed funds to their projects for a total of \$5,251.94. For the OBRT project "People for Bikes" donated \$5,000, the Kansas Sunflower Foundation provided \$46,625, and the Parks and Recreation department contributed \$15,042.03 in matching funds for this project. The awarded grants from the 2 other non-profits totaled \$51,625.00. The Client Contributions and the other grants are included in the "Other" total, above.

Five Public Service agencies used \$93,750 in CDBG funds in conjunction with donations from private, local and other agency fundraising to assist agencies to meet the needs of as many “presumed benefit” and LMI populations as possible. In PY 2018, Public Service agencies matches totaled \$135,403.00 from private, non-profit, local, and other state funding for CDBG supported programs, which is included in the "Other" total.

MESI operates the Caroline Peine Shelter which provides Emergency Shelter, Rapid Re-housing, Supportive Housing, and Homeless Prevention Services. These services are funded through a variety of sources including ESG, Community Services Block Grant (CSBG), Emergency Food Shelter Program (EFSP), local City and County funds, United Way and other local non-profits, and private fundraising. Through the Kansas Balance of State Continuum of Care funding, MESI operates the “Transition in Place Program” (TIPP) and the “Opportunities Program”, which is matched with a 25% grant from the Caroline Peine Foundation to support services and operational costs. The “Transition in Place Program” provides support to homeless families with dependent children who have extreme housing barriers, such as a pregnant mother with young children or a family that owes rental arrears preventing them from qualifying for Public

Housing. The “Opportunities Program” provides shelter to individuals with Severe and Persistent Mental Illness who are homeless.

In 2018, MESI used \$144,398.50 in ESG funds provided by the Kansas Housing Resources Corporation (KHRC) to provide emergency shelter to individuals and families. CDBG PY 2018 funds were used to expand the Housing Rental Assistance Program (HRAP) which provided rapid re-housing and homelessness prevention services. EFSP funds also supported emergency shelter services.

The Crisis Center matched \$36,833 in ESG funds with a state general fund grant to provide emergency shelter and case management services for victims of domestic violence and their children who cannot remain safely in their homes.

The Manhattan Housing Authority (MHA) operates 202 (1-4) bedroom units in five public housing communities and managed an additional 30 Tax Credit units and 28 Public Housing units that are in a mixed finance development. The MHA administers Section 8 vouchers to eligible Manhattan residents and collaborates with the Veterans Administration (VA), to administer HUD-VASH (Veterans Affairs Supportive Housing) vouchers tagged for homeless veterans who receive VA case management. No CDBG funded projects were identified for MHA properties in 2018.

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	88	88
Number of Special-Needs households to be provided affordable housing units	0	3
Total	88	91

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	23	21
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	10	8
Number of households supported through Acquisition of Existing Units	0	0
Total	33	29

Table 6 – Number of Households Supported

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

The City does not own, plan to acquire, or operate public housing units or homeless shelters.

The City supports the Manhattan Housing Authority (MHA), the Manhattan Area Housing Partnership, Inc. (MAHP Inc.), the Manhattan Emergency Shelter, Inc. (MESI), The Crisis Center, and Pawnee Mental Health Services, Inc. (PMHS) in their efforts to maintain and provide affordable housing, or to provide shelter to low income households, homeless populations and special needs individuals. Housing and Credit Counseling, Inc. (HCCI), a HUD approved Housing counseling agency, provides financial and housing counseling, and also conducts Landlord – Tenant counseling. In 2019, under new federal requirements, HCCI obtained the first two HUD Certified Housing Counselors in Kansas.

CDBG PY 2018 funds were provided to MESI for rental assistance services that prevented 21 households from becoming homeless. CDBG funds were provided to HCCI to conduct Housing counseling, and to address landlord tenant issues, for 69 Households.

Surplus funds from PY 2017 were combined with PY 2018 funds for Housing Rehabilitation of 8 family owned housing units. This project included comprehensive rehabilitation of single-family homes; and emergency repairs or accessibility modifications to single-family homes occupied by LMI home owners.

No mobile home owners applied for assistance. Fewer homes were rehabilitated than expected, however, the City should still exceed the goal of 50 total homes for the Consolidated Plan.

Although the City did not provide any CDBG funding to the MHA, the City worked with the MHA to secure \$1 million in bond funding that was used address all of the remaining critical issues at Apartment Towers, including window replacement and rehabilitation of the Sewer lines in the facility. The structure, containing 88 rental units, is expected to be fully occupied by the end of 2019.

In addition, the Manhattan Area Habitat For Humanity (MAHFH) submitted a Public Service proposal for funding during the input period for Program Year 2018. The nature of the proposal was not appropriate for Public Services funding as it dealt more with construction activities. However, the MAHFH submission did lead to discussions regarding their Housing Rehab program and the City's Housing Rehab Program. This has led to a collaboration with MAHFH, where higher cost projects that they cannot address are referred to the City and the City refers smaller cost projects that are of an urgent nature to MAHFH, and prevents clients from double-dipping for the same housing renovation issues. During the 2018 grant year, the City referred 17 small projects to MAHFH, and MAHFH referred 3 projects to the City.

Late in Program Year 2017, the City began discussions with the Manhattan Area Housing Partnership, Inc., (MAHP) regarding City owned land that could be used to build additional low income housing. MAHP subsequently made an application to the Kansas Housing Resource Corporation for tax credit funding in early 2019 to develop housing for seniors, which was approved. The City is now collaborating MAHP, Inc. on development project which will provide 36 new low income senior units, as well as a clubhouse.

Discuss how these outcomes will impact future annual action plans.

The demand for housing to serve students, soldiers and low income households will continue to place pressure on the supply of affordable housing in the City of Manhattan. The City’s Housing Rehabilitation Program strives to enhance accessibility, and improve and preserve existing decent, safe and sanitary housing stock for low and moderate income persons. Any remaining undedicated surplus 2018 Comprehensive Housing Rehabilitation funds will be invested in PY 2019 Comprehensive Housing Rehabilitation activities. The City will also continue to collaborate with the MHA and MAHP Inc., on issues related to affordable housing; and with MESI, PMHS, The Crisis Center, Kansas Legal Services, Inc., and HCCI, to prevent individuals and LMI households from becoming homeless.

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	234	0
Low-income	60	0
Moderate-income	41	0
Total	335	0

Table 7 – Number of Households Served

Narrative Information

The PY 2018 allocation was \$15,202 more than the previous year, and all of the Public Service agencies' CDBG budgets were increased from the previous year, as well as the budgets for Administration and Infrastructure. The only budget that was not increased was for the Section 108 Loan program financing for construction the South East Neighborhood Recreation Center, which the City withdrew from due to conflicts with Program rules, Interim Lender requirements, and the technicalities of the Kansas Cash Basis Law. The funds for that were instead assigned to development of the design of the new Recreation Center, with a construction financing to be determined once a cost estimate has been determined.

The number of persons and households served with CDBG funds has remained somewhat consistent through the years since Manhattan has been an Entitlement Community. While the City does not receive HOME funds, it uses the HOME program rules as a guide for the Housing Rehabilitation Program.

As the City's housing costs have tended to trend upward, affordable housing needs may change along with the demographics.

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

Agencies providing services within the City who specialize in providing outreach to homeless individuals and families include faith based organizations, the HUD-VASH representative, and agencies that participate in the annual "Everybody Counts" event. MESI in particular leads the Point-In-Time counts to canvas the City and Riley County, as mandated by HUD every January, to provide the Kansas Balance of State (BoS) Continuum of Care (CoC) agencies with numbers.

The Caroline Peine Transitional Shelter offers 47 beds of emergency shelter for homeless men, women, and families. A total of 188 persons received emergency shelter in calendar year 2018 and an additional 96 people were provided assistance with State ESG funds. The totals are down for 2018, as an accident during renovation caused a pipe to flood the facility and shelter services were curtailed until cleanup and repairs were completed. MESI also offers placement in transitional and permanent supportive housing, and homeless rental assistance to either decrease the current length of homelessness or to prevent a family from becoming homeless and entering shelter.

In calendar year 2018, MESI's Transition in Place Programs also housed another 37 individuals and the Opportunities program housed another 12. MESI prioritizes chronically homeless individuals and had 2 dedicated beds in Transition in Place Program and 1 dedicated bed in the Opportunities Program.

The Crisis Center, Inc. provides services to abused spouses. The Crisis Center shelters only those who must flee violence in their homes and must certify those seeking shelter as homeless. Whenever possible, the Crisis Center seeks to help victims of domestic violence stay in their homes through legal means, and provides emergency shelter for those who cannot. In calendar Year 2018, it provided emergency shelter to 160 unduplicated persons who were in danger for a total of 6,744 nights.

Although it was not part of their anticipated Public Service activities, Pawnee Mental Health found overnight shelter for 3 individuals with Severe Persistent Mental Illness. The Kansas Department for Aging and Disability Services (KDADS) assessed the Manhattan area and determined that it did not have as great a need for a PATH Program, and the State's funding along with other Community Mental Health Centers' funding, was shifted to other identified high need areas. Because of this change, Pawnee Mental Health Services uses a designated Housing Specialist who represents the agency at state meetings and works with individuals who are homeless or precariously housed, or assists the assigned case manager if there is already one in place.

All of these providers have capacity to assess the needs of the homeless, especially those who are unsheltered.

Addressing the emergency shelter and transitional housing needs of homeless persons

MESI operates the Caroline Peine Shelter which provides Emergency Shelter, Supportive Housing, Rapid Re-housing, and Homeless Prevention Services. MESI uses CDBG funds to prevent homelessness by providing financial assistance for rent and utility arrears payments when persons are at imminent risk of

becoming homeless. This program is unique in its ability to divert clients from entering emergency shelter by allowing them to stay in their current, permanent residence.

MESI's Homeless Rental Assistance Program (HRAP) provides Supportive Housing through the "Transitions In Place Program" and the "Opportunities Program".

Since its inception, MESI integrated the HRAP Program into shelter services to resolve clients' crisis situations and assist with housing stabilization. The Transitions In Place Program rapidly re-houses literally homeless individuals which aids with the transition from homelessness to permanent housing. The Opportunities Program is a CoC funded program which provides permanent housing for homeless individuals with severe and persistent mental illness who would have no other housing options. All MESI's programs incorporate wrap-around housing stability case management, which aims to prevent future evictions or homeless episodes by addressing homeless individuals' unique housing barriers.

MESI collaborates with other local agencies and non-profits to provide housing options, and supports the expansion of the homeless service system to include homeless prevention and re-housing programs and supportive housing programs for the disabled and families. MESI advocates for collaboration among service providers, including public housing agencies, to improve access to affordable housing and expansion of supportive services. MESI encourages agencies to look not just at homelessness but other issues of poverty.

Pawnee Mental Health Services uses a designated Housing Specialist who represents the agency at state meetings and works with individuals who are homeless or precariously housed, or assists the assigned case manager if there is already one in place

The Manhattan Housing Authority (MHA) administers 197 Housing Choice Vouchers, 55 HUD-VASH (Veterans Affairs Supportive Housing) vouchers that help homeless veterans; and 25 Family Unification Vouchers. The VASH vouchers must have VA case management and are tagged for veterans only and administered in collaboration with the VA.

The Crisis Center uses "Protection from Abuse Orders" which can in some instances, make it possible for spouse abuse victims to remain in their homes, as can criminal prosecutions. The Crisis Center also works with many agencies and organizations, including the Manhattan Housing Authority, to provide shelter for their clients. Domestic violence victims are occasionally sent to MESI for shelter.

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

No person who is being discharged from a publicly-funded institution or system is discharged into homelessness. Manhattan Emergency Shelter, Inc. is not allowed to be a "discharge plan" for government funded institutions, unless the individual was homeless before entering the institution and resided in the institution for less than 90 days. In the event someone has slipped through the cracks or has been discharged to a location where they are no longer welcome, MESI will house them in their

emergency shelter as they are considered homeless at that time. It is the responsibility of each institution's discharge plan to find its clients suitable housing and not discharge someone into homelessness. However, MESI does work with the institutions and refers them to other housing options in the community or surrounding area. Agencies in Manhattan are very effective in communicating with each other in regards to the needs of their clients.

The HUD approved housing counseling agency, Housing and Credit Counseling, Inc. (HCCI) receives referrals from numerous agencies in Manhattan and provides other services including first time homebuyer training. Local providers work with HCCI to provide financial counseling to individuals at risk of becoming homeless. MESI operates a Homelessness Prevention program which provides counseling and rent and utility arrears or rapid re-housing services to individuals and families in need of shelter. The Crisis Center specifically provides housing for abused spouses and their children who are in need of a safe place to stay. Pawnee Mental Health Services (PMHS) coordinates with MESI, MHA, and MAHP, Inc. to secure housing for individuals with mental illness. Kansas Legal Services, Inc. (KLS) provides legal counseling for civil issues that may involve tenant/landlord issues, child custody orders and other issues that may be a result of poverty.

MAHP's Financial Assurance Program assists Social Security and Veteran's Administration benefit recipients who cannot adequately manage their monthly disability benefit payments, and whose benefits depend on a third party payee. MAHP staff work directly with LMI disabled individuals to help them budget and pay for their housing, food, medical, and other needs required to maintain independence. MAHP, Inc. is the only Social Security Administration approved organizational payee in the Manhattan area.

The Sunflower CASA Project, Inc, Family/Victim Advocate connects non-offending caregivers of abused children with housing resources listed above when perpetrator lives in the home or is on the lease, and the caregiver must find a safe place for the family member(s).

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

Homeless persons are identified through a number of sources including the local hospital, school district, law enforcement, and agencies providing shelter or emergency assistance. The City falls within the North East Region of the Kansas BoS CoC, and MESI receives funds through this program. MESI regularly attends CoC meetings and collaborates with other agencies within the CoC.

MESI's programs are designed to help nearly homeless or literally homeless maintain or transition to permanent housing and continue independent living. MESI's Opportunities Program specifically helps persons with severe persistent mental illness maintain permanent housing. Pawnee Mental Health Services, Inc. directly conducts a homeless Street Outreach effort through the PATH Program, or homeless clients may self-identify by presenting themselves at the MESI shelter.

The Riley County Health Department and the Flint Hills Community Clinic address the health needs for homeless and uninsured. The Flint Hills ATA Bus provides transportation for individuals needing

transportation to agencies providing assistance to the homeless. Big Lakes Developmental Center, Inc. provides training specifically to help intellectually disadvantaged individuals become self-sufficient. The HUD VASH representative works solely with veterans and their families through the "Housing First" principle to access the services needed for transition to permanent housing.

The Crisis Center shelters abused spouses and their dependents fleeing violence in their homes and certifies those seeking shelter as homeless. It provides emergency shelter only for those who are in danger and cannot remain in their own homes; and works with many agencies and organizations, including the Manhattan Housing Authority, to provide permanent shelter for their clients.

The Caroline Peine Shelter is not able to house any minor children without a parent or guardian. Shelter staff must call authorities to report a child is without a parent/guardian and is seeking shelter, for unaccompanied youth under the age of 18. Unaccompanied youth, ages 18-24, will be housed and a case plan for permanent housing developed. Point-In-Time data in Manhattan - Riley County, KS for 2016 reported 2, 2017 PIT data counted 10 unaccompanied youth, and 2018 data is not yet available.

USD 383 identifies unaccompanied youth as children living on their own or with an adult who is not their legal guardian, and lacking a fixed adequate nighttime residence. The School District's Families in Transition (FIT) program tracks and assists families and unaccompanied youth through a variety of means designed to assure education opportunities continue, and provide assistance to address urgent needs including transportation, nutrition, health care, basic necessities and housing.

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

Actions taken to address the needs of public housing

In terms of Compliance, MHA does not need to increase accessible units. In terms of applicants, MHA occasionally has need for more accessible units, but not consistent demand. Additional demand for accessible units is accommodated through unit modification as necessary.

The City continues to support the MHA by providing technical assistance and, in 2017, a \$1 million bond financing effort to complete critical improvements to the 88 units in Apartment Towers. MHA received the Certificate of Occupancy in September of 2018, and expects to be fully occupied in November of 2019.

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

MHA encourages residents to participate in Neighborhood Watches, as well as to form active resident associations. The MHA produces a newsletter that advises residents of resources, activities, upcoming housing authority events, and educational and training opportunities.

Actions taken to provide assistance to troubled PHAs

The Manhattan Housing Authority was designated as troubled as of 12/31/2018. The Public Housing Assessment System (PHAS) score reflects a sub-standard designation. This is a direct result of the Apartment Towers renovations, which depleted program reserves. Additionally, higher than normal vacancy rates were experienced once the units at Apartment Towers were put back online in September 2018 and it has been a challenge for MHA to lease the efficiency units, in part due to the increased area median income which has made some potential clients ineligible. Also contributing to the higher vacancy rates was the transfer of 15 residents back to the Apartment Towers, which vacated other public housing units they were temporarily occupying during the renovations. Finally, because the Apartment Towers renovations reduced financial resources available, maintenance staff were reduced through normal attrition, increasing the unit turnaround time. All of these factors combined to impact the Financial, Capital Fund and Management scores of the Public Housing Assessment System (PHAS).

The Manhattan Housing Authority has already begun working with the Department of Housing and Urban Development (HUD) to increase these scores through monthly monitoring of financial and occupancy scores, as well as on-site technical assistance as necessary.

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)

There are no known negative effects of City policy in regard to affordable housing and residential investment.

The City implements its planning and zoning authority through the Manhattan Urban Area Comprehensive Plan, the Manhattan Urban Area Subdivision Regulations and the Manhattan Zoning Regulations. The Manhattan Urban Area Planning Board and Manhattan City Commission develop, adopt and update the Comprehensive Plan and other policy documents for the Board's jurisdictional area, and complete development of Subdivision and Zoning Regulations for the City. The Comprehensive Plan is reviewed annually to ensure it continues to address the needs of the community. There are many areas of the City zoned for duplex and multi-family housing.

The City adopted the 2018 International Building Code Series and the 2017 National Electrical Code in June of 2019. The City prefers to use the Federal Fair Housing guidelines for accessibility compliance in covered multi-family dwellings, which references the American National Standards Institute (ANSI) requirements for accessibility. The Code Services Division ensures through the permitting, inspection, and enforcement process that new multifamily housing containing four or more dwelling units complies with all federal regulations of the Fair Housing Act.

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

The City allocates CDBG funds each year with the goal of maintaining the existing affordable housing stock, promoting quality of life and providing stability, especially in older neighborhoods. The housing and community development activities that will be undertaken each year will be based on areas of need suggested during the consultation and data collection process.

Recognizing that limited dollars should be focused where the need is greatest, preference will be given to projects that directly affect low and moderate income residents and serve low and moderate income neighborhoods. The City will continue to fund specific programs and partnerships with agencies to alleviate poverty conditions and will monitor poverty statistics to ensure that scarce resources are directed to those who have the greatest need.

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

The CDBG Housing Rehabilitation program followed lead safe practices at identified sites. All units constructed prior to 1978 were required to have a lead based paint assessment. The City proactively tested for lead, in every instance where rehabilitation work would have disturbed painted surfaces. Based on the results of the assessment, hazards were identified and control options were reported. Contractors were required to follow lead-safe work practices and were monitored by the City's certified lead based paint inspector. Additionally, all general contractors who successfully bid projects were required to be State authorized as lead activity firms employing certified lead safe workers. A maximum of \$5,000 per site was allowed for lead-based paint activities for any given

rehabilitation. In PY 2018, the City temporarily relocated 3 members of 1 family while lead issues were addressed in their home.

The City of Manhattan will continue to use lead safe work practices in all rehabilitation activities pursuant to 40 CFR 745.80 subpart E. The City Housing Rehabilitation Inspector renewed his certification in early September, 2019.

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

The City of Manhattan does not directly provide grants to individuals; however the City provides financial support to agencies that have programs and policies that are directed toward reducing the number of poverty level families. The City also allocates funding from the general fund on an annual basis to local social service agencies that work directly with poverty-level families.

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

The Public Service agencies serving Manhattan have a strong institutional delivery system through the collaboration that serves the needs of LMI populations and special needs groups. Agencies are members of the Riley County Council of Social Service Agencies (RCCSSA) which meets monthly to provide an opportunity for networking among social service agencies as appropriate, identify needs and to encourage existing appropriate social service agencies to meet these needs.

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

The City dedicates annual funds for social service agencies and has created the Social Services Advisory Board (SSAB), a volunteer group of citizens who advise the City Commission on the award of funds collected by the City through taxes. For Calendar Year (CY) 2019, eleven agencies were awarded \$447,117.00 for programs addressing abused children and spouses, homelessness, frail elderly, terminally ill, day care services and after school programs; legal services, and poverty. From the City's Special Alcohol Programs fund, an additional \$490,000.00 was disbursed to 14 agencies to address community corrections, addiction prevention services, poverty reduction services, and educational programs.

MESI, the Crisis Center, the Manhattan Housing Authority, Shepherd's Crossing, Housing and Credit Counseling, Inc. (HCCI), Kansas Legal Services among other agencies and non-profits all work together to prevent homelessness when possible, or re-house homeless populations as quickly as possible, and HCCI specifically educates first time homebuyers and provides financial management counseling to LMI households, and educates tenant and landlords on their rights and responsibilities.

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

Cost burden was the most severe housing problem for all races and ethnicities while overcrowding is increasing in the Manhattan community. Only 2.4% of units were identified as overcrowded (greater than 1 person per room) in the 2000 Census, while 10.1% were identified as overcrowded in the 2009-2013 American Community Survey. The City has enacted ordinances and implemented zoning districts in an effort to control overcrowding in areas of the City where it is likely to occur, such as near the Kansas State University campus.

Over the past several years, the City has encouraged the development of new multi-family housing units in various ways, which has resulted in an increased supply of rental housing, and a healthier vacancy rate. Since 2002, the Manhattan Area Housing Partnership, Inc. (MAHP, Inc.), a Community Housing Development Organization (CHDO), and other private partners have developed affordable multi-family housing units through the application of tax credits. In 2019, the MAHP was awarded tax credits and HOME funds to finance the construction of LMI 36 housing for the elderly on land owned by the City, and the City has been collaborating with MAHP to address issues related to the development. The City has acted positively on resolutions of support for these projects and in the past, has waived building permit fees and utility hookup fees.

Additionally, the MAHP, Inc. is dedicated to bringing quality affordable housing to the Manhattan community as well as provides specialized services to low/moderate income persons (LMI) through their Financial Assurance Program.

MAHP, Inc. owns and operates low income housing developed with HUD HOME funds and low income housing tax credits received from the Kansas Housing Resources Corporation. The MAHP, Inc. owns 201 affordable units in eight developments and manages 143 units in seven of them. MHA manages the other 58 units in 1 development for the MAHP, Inc. The MAHP, Inc. also collaborated with the MHA in the first joint venture in Kansas with the development of the Flint Hills Apartments, a public housing and tax credit venture. The MAHP, Inc. accepts Section 8 vouchers from the MHA and the North Central Flint Hills Area Agency on Aging and Disabilities.

Late in 2018, the City has been collaborating with the Center for Engagement and Community Development at Kansas State University, which received a grant from the Kansas Health Foundation for a project called "Community Solutions to Affordable Housing (CSAH)". The CSAH project is a planning initiative and the project team conducted research and held stakeholder meetings to identify issues and determine innovative solutions related to affordable housing in Manhattan. The project team has recommended investigating **Community Land/Housing Trust (CLT)** solutions as a way to create and retain housing stock at affordable rates. Further work is proposed to build a demonstration project to build support for this type of program.

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 Manhattan acted as the lead agency to oversee all aspects of the CDBG program, which included regulatory compliance, citizen participation, fair housing activities and project management. The Community Development Department is responsible for administration of the CDBG program and manages all CDBG undertakings, facilitates public involvement in the CDBG program and conducts all reporting of CDBG activities to HUD. All CDBG projects were conducted by the City of Manhattan or by sub-grantees which were directly monitored by Community Development staff. The City continues to refine administrative practices in order to effectively manage CDBG projects and activities, and ensure compliance with all CDBG and applicable HUD requirements.

The New Recreation Center project at Douglass Park is a design project that will develop plans for a new rec center. The design is still underway, and once completed, the City will identify a source of financing for construction. Other construction projects identified for 2018 were delayed due to a number of issues, including delays from collaborating partners and the weather. The PY 2016 Old Blue River Trail Connection was completed in December of 2018 and all contractors were checked for an active registration in the federal System for Award Management (SAM.gov); all sub-contractors provided the appropriate certifications of wages paid; and no new hires were needed. No firms were required to pay restitution for Davis Bacon Wages. The City also published a notice of Opportunity for Work in the *Manhattan Mercury* to alert eligible Section 3 persons of HUD funded construction projects in the Community on September 30, 2018 and March 31, 2019.

The Public Services projects provided monthly reports of progress and demographic data for households and persons served. Additionally, Public Service sub-recipient agencies received monitoring visits early in 2019, in which files were reviewed for compliance with HUD guidelines including income verification, consistency with project objectives and other documentation of services delivered. Agencies were found to be in compliance with agreements for services and CDBG national objectives and program goals.

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.

Manhattan's citizen participation process involves citizens in decisions that directly affect their lives. The Citizen Participation Plan (CPP) encourages full and proper citizen participation at all stages of the planning process and designates the structure, procedures, roles and policies to be followed by program participants and are consistent with federal requirements for the CDBG Program, the Section 108 Loan Guarantee Program and procedures in the event of a disaster.

Residents who are signed up on the City's e-mail and texting notification system receive automatic notice. The entire CDBG webpage can be converted to a multitude of languages using the on-line translator.

Citizen participation activities invited residents to provide suggestions during the 2019 Public Input Period through the public meeting and on-line suggestion box, as well as to provide feedback on the draft 2019 Annual Action Plan and notice of Public Hearing. Residents were also invited to provide feedback on the PY 2017 CAPER in September of 2018, and this PY 2018 CAPER in September of 2019. These were published in the Mercury, posted on the webpage, advertised through the notification system and other City Social media, with copies made available at the Public Library, and City Hall. Neighborhood meetings were also held to solicit input regarding the design elements for the New Recreation Center Design Project, which will be located in and serve several LMI Census tracts.

Consultations were held throughout the fall with local agencies and service groups; and an electronic suggestion box posted on the City website for citizens to provide input for the PY 2019 Action Plan was open from October 21 to December 7, 2018. The PY 2019 Action Plan Public Input meeting that was held on November 8, 2018, to provide an opportunity for public input and discussion of suggested PY 2019 Action Plan projects had no attendees due to inclement weather. Six individuals used the online suggestion box form to provide recommendations for the use of funds, 2 people used direct e-mail providing 2 additional requests, and 3 others submitted their ideas through a phone call.

City staff combined the agency consultations with the recommendations from citizens to develop broad descriptions of projects that the City could address. City Departments were then consulted in early winter to identify projects that addressed public concerns.

A Public Services "Request for Proposals" process was advertised in the local paper and e-mailed to agencies serving Manhattan at the end of October. Five submissions were received and were reviewed by the Social Services Advisory Board in January. The 5 agencies' proposals were included in the PY 2019 Annual Action Plan Public Services activities. The City held a public review and comment period for the proposed PY 2019 Annual Action Plan from May 7, 2019, through June 6, 2019. The Public Comment period and public hearing were advertised in the *Manhattan Mercury*, and promoted through the systems identified above.

The City held a public review and comment period for the proposed PY 2018 CAPER that ran from September 15 through September 29, 2019. This public comment period was advertised on September 15, 2018 in the *Manhattan Mercury* and was made available for review and comment at Manhattan City Hall, the Manhattan Public Library, and on the City of Manhattan Website. During the CAPER public comment period, 2 comments were received and are attached in the "Summary of Comments".

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.

There were no changes in the City's program objectives.

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

No

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

COVER PAGE

PY 2018 CAPER ATTACHMENTS LIST

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CAPER SUMMARY OF COMMENTS

ADVERTISEMENT COPIES:

Section 3 Advertisements

Citizen Participation:

Public Input 2019

Public Hearing 2019

CAPER Review 2018

RFP for Public Services Activities 2019

Fair Housing Seminar

FAIR HOUSING SEMINAR:

Attendee Summary of Evaluations



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PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	263,096.31
02 ENTITLEMENT GRANT	640,226.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	12,843.09
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	916,165.40
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	653,518.99
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	14,377.46
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	667,896.45
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	112,703.14
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	1,100.76
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	781,700.35
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	134,465.05
PART III: LOWMOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	74,800.22
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	593,096.23
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	667,896.45
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2016 PY: 2017 PY: 2018
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	94,300.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	94,300.00
32 ENTITLEMENT GRANT	640,226.00
33 PRIOR YEAR PROGRAM INCOME	24,424.82
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	664,650.82
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.19%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	112,703.14
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	1,100.76
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	113,803.90
42 ENTITLEMENT GRANT	640,226.00
43 CURRENT YEAR PROGRAM INCOME	12,843.09
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	653,069.09
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.43%



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LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	3	144	6197936	Essential Legal Services	05C	LMC	\$708.62
2018	3	144	6210233	Essential Legal Services	05C	LMC	\$61.00
2018	3	144	6219059	Essential Legal Services	05C	LMC	\$875.06
2018	3	144	6226561	Essential Legal Services	05C	LMC	\$916.23
2018	3	144	6245813	Essential Legal Services	05C	LMC	\$793.44
2018	3	144	6256407	Essential Legal Services	05C	LMC	\$2,218.94
2018	3	144	6266488	Essential Legal Services	05C	LMC	\$1,287.02
2018	3	144	6276705	Essential Legal Services	05C	LMC	\$2,139.69
					05C	Matrix Code	\$9,000.00
2018	3	142	6197936	HCCI Tenant/Landlord Counseling	05K	LMC	\$595.00
2018	3	142	6210233	HCCI Tenant/Landlord Counseling	05K	LMC	\$85.00
2018	3	142	6219059	HCCI Tenant/Landlord Counseling	05K	LMC	\$765.00
2018	3	142	6226561	HCCI Tenant/Landlord Counseling	05K	LMC	\$340.00
2018	3	142	6245813	HCCI Tenant/Landlord Counseling	05K	LMC	\$340.00
2018	3	142	6256407	HCCI Tenant/Landlord Counseling	05K	LMC	\$170.00
2018	3	142	6266488	HCCI Tenant/Landlord Counseling	05K	LMC	\$255.00
2018	3	142	6276705	HCCI Tenant/Landlord Counseling	05K	LMC	\$255.00
2018	3	142	6286259	HCCI Tenant/Landlord Counseling	05K	LMC	\$595.00
					05K	Matrix Code	\$3,400.00
2018	3	147	6197936	Child Advocate Supervisor	05N	LMC	\$1,723.00
2018	3	147	6210233	Child Advocate Supervisor	05N	LMC	\$1,378.00
2018	3	147	6226561	Child Advocate Supervisor	05N	LMC	\$1,872.00
2018	3	147	6245813	Child Advocate Supervisor	05N	LMC	\$938.00
2018	3	147	6256407	Child Advocate Supervisor	05N	LMC	\$807.00
2018	3	147	6266488	Child Advocate Supervisor	05N	LMC	\$1,107.00
2018	3	147	6276705	Child Advocate Supervisor	05N	LMC	\$752.00
2018	3	147	6286259	Child Advocate Supervisor	05N	LMC	\$548.00
					05N	Matrix Code	\$9,125.00
2018	3	146	6197936	Benefits Specialist/Case Manager	05O	LMC	\$2,327.66
2018	3	146	6210233	Benefits Specialist/Case Manager	05O	LMC	\$6,895.88
2018	3	146	6219059	Benefits Specialist/Case Manager	05O	LMC	\$2,327.66
2018	3	146	6226561	Benefits Specialist/Case Manager	05O	LMC	\$2,388.08
2018	3	146	6245813	Benefits Specialist/Case Manager	05O	LMC	\$2,369.37
2018	3	146	6256407	Benefits Specialist/Case Manager	05O	LMC	\$2,264.74
2018	3	146	6266488	Benefits Specialist/Case Manager	05O	LMC	\$2,101.60
2018	3	146	6276705	Benefits Specialist/Case Manager	05O	LMC	\$4,324.89
2018	3	146	6286259	Benefits Specialist/Case Manager	05O	LMC	\$2,450.12
					05O	Matrix Code	\$27,450.00
2018	3	145	6197936	MESI Homelessness Prevention	05Q	LMC	\$6,224.40
2018	3	145	6210233	MESI Homelessness Prevention	05Q	LMC	\$5,758.29
2018	3	145	6219059	MESI Homelessness Prevention	05Q	LMC	\$4,729.70
2018	3	145	6226561	MESI Homelessness Prevention	05Q	LMC	\$8,735.07
2018	3	145	6245813	MESI Homelessness Prevention	05Q	LMC	\$2,355.60
2018	3	145	6256407	MESI Homelessness Prevention	05Q	LMC	\$6,400.37
2018	3	145	6266488	MESI Homelessness Prevention	05Q	LMC	\$880.84
2018	3	145	6276705	MESI Homelessness Prevention	05Q	LMC	\$2,438.92
2018	3	145	6286259	MESI Homelessness Prevention	05Q	LMC	\$5,676.81
					05Q	Matrix Code	\$43,200.00
2018	3	143	6197936	HCCI - Housing Counseling	05U	LMH	\$255.00
2018	3	143	6226561	HCCI - Housing Counseling	05U	LMH	\$340.00
2018	3	143	6245813	HCCI - Housing Counseling	05U	LMH	\$340.00
2018	3	143	6256407	HCCI - Housing Counseling	05U	LMH	\$255.00
2018	3	143	6266488	HCCI - Housing Counseling	05U	LMH	\$85.00
2018	3	143	6276705	HCCI - Housing Counseling	05U	LMH	\$255.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	3	143	6286259	HCCI - Housing Counseling	05U	LMH	\$595.00
					05U	Matrix Code	\$2,125.00
Total							\$94,300.00

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	1	137	6210233	Crisis Center Shelter Planning Study	20		\$251.33
2018	1	137	6256407	Crisis Center Shelter Planning Study	20		\$4,291.50
2018	1	137	6266488	Crisis Center Shelter Planning Study	20		\$6,904.75
2018	1	137	6276705	Crisis Center Shelter Planning Study	20		\$1,868.27
					20	Matrix Code	\$13,315.85
2018	1	133	6193078	Program Administration	21A		\$11,514.48
2018	1	133	6197936	Program Administration	21A		\$6,137.78
2018	1	133	6210233	Program Administration	21A		\$9,590.03
2018	1	133	6219059	Program Administration	21A		\$6,138.90
2018	1	133	6226561	Program Administration	21A		\$6,260.44
2018	1	133	6237533	Program Administration	21A		\$9,649.25
2018	1	133	6245813	Program Administration	21A		\$3,592.87
2018	1	133	6256407	Program Administration	21A		\$9,198.28
2018	1	133	6266488	Program Administration	21A		\$6,391.32
2018	1	133	6276705	Program Administration	21A		\$6,392.24
2018	1	133	6286259	Program Administration	21A		\$6,392.56
2018	1	134	6193078	Administration - General Fund	21A		\$2,920.41
2018	1	134	6197936	Administration - General Fund	21A		\$1,070.70
2018	1	134	6210233	Administration - General Fund	21A		\$1,445.46
2018	1	134	6219059	Administration - General Fund	21A		\$883.33
2018	1	134	6226561	Administration - General Fund	21A		\$833.59
2018	1	134	6237533	Administration - General Fund	21A		\$1,149.65
2018	1	134	6245813	Administration - General Fund	21A		\$190.40
2018	1	134	6256407	Administration - General Fund	21A		\$2,426.29
2018	1	134	6266488	Administration - General Fund	21A		\$1,346.11
2018	1	134	6276705	Administration - General Fund	21A		\$997.98
2018	1	134	6286259	Administration - General Fund	21A		\$1,025.99
2018	1	135	6193078	General Administration	21A		\$574.77
2018	1	135	6210233	General Administration	21A		\$353.14
2018	1	135	6219059	General Administration	21A		\$251.32
2018	1	135	6245813	General Administration	21A		\$78.99
2018	1	135	6256407	General Administration	21A		\$408.81
2018	1	135	6266488	General Administration	21A		\$66.92
2018	1	135	6276705	General Administration	21A		\$1,379.52
2018	1	135	6286259	General Administration	21A		\$304.42
					21A	Matrix Code	\$98,965.95
2018	1	136	6266488	Fair Housing Activities	21D		\$137.74
2018	1	136	6276705	Fair Housing Activities	21D		\$283.60
					21D	Matrix Code	\$421.34
Total							\$112,703.14

Voucher #6297918 is not included in this report, and includes draws for IDIS Activity #135 for \$1,100.76, IDIS Activity #139 for Program Income draw of \$1,974.18 and Entitlement funds of \$14,290.81, and IDIS Activity #140 for \$20.00. Another draw for IDIS activity #148 which is still underway, was completed in August on voucher #6305649 for \$34,841.25. These were all 2018 Expenses submitted after the end of the Grant year on June 30, 2019.

SUMMARY OF COMMENTS:

The draft of the 2018 CAPER was posted on-line on Facebook, Next Door, and on the News Flash section of the City's homepage. A physical copy was provided to the Manhattan Library, and a copy was available at the City.

The following comments about CBDG 2018 CAPER were received from the Nextdoor App.

Evelyn R.: This program has certainly helped us a great deal. We appreciate it a lot.

Now we are patiently waiting for the forestry department to come and finish the job of removing the roots under the tree they took out for us. Give them a reminder for us please.

(The complaint part of this statement was forwarded to the Forestry Department to address).

Caprice B.: Long, but interesting, read. Lots of legalese, but still gave me a sense of how the city looks at affordable housing. By the way, there IS something that can be done about income. If we would choose to do so, Manhattan would not be the first municipality to raise its minimum wage. Contrary to popular opinion, a raise in minimum wage rarely, if ever, has a discernable effect on employment.

All comments were accepted and submitters were thanked for their interest in the CDBG Program and their review of the CAPER.

In The Matter of NOTICE TO CITIZENS

STATE OF KANSAS, RILEY COUNTY, ss

Printer's Fee \$ 71.70

Payment Date _____

**NOTICE TO CITIZENS
OPPORTUNITY FOR
WORK**

Published in The Manhattan Mercury on September 30, 2018.

September 2018

The City of Manhattan receives federal funds through the Community Development Block Grant (CDBG) Entitlement Program. From time to time the City uses these funds to construct public improvements and will request bids from qualified contractors.

Section 3 of the Housing and Urban Development Act of 1968, as amended through 1994, provides that to the greatest extent feasible, preference for economic opportunities will be given to citizens in Manhattan who are determined to be low and moderate income individuals. A low or moderate income individual can be qualified by documenting household income of less than 80 percent of the Manhattan area median income. Opportunities such as job training and employment that arise through these CDBG funded projects will be directed toward Manhattan residents. Contractors can be eligible for a Section 3 Contract as awarded in connection with CDBG projects if they meet one of the following definitions:

- Business is owned by 51 percent or more Section 3 residents;
- Business employs Section 3 residents in full-time positions;
- Businesses who sub-contract with other businesses which provide economic opportunity to Section 3 residents.

Section 3 requirements apply to the City as a CDBG Entitlement Grantee, because the annual award received is over \$200,000; and to all contractors and subcontracts with awards over \$100,000 when the \$200,000 threshold is met.

If you wish to determine if you qualify as a Section 3 Resident or Firm, or have an interest in serving as a Section 3 sub-contractor for future bids, please contact:

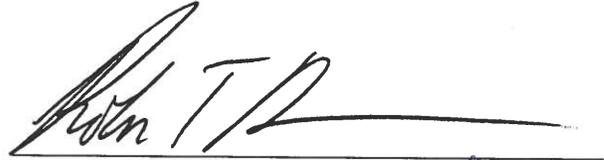
Christina L'Ecuyer, Grant Administrator
Community Development Department
1101 Poyntz Avenue Manhattan, KS 66502
lecuyer@cityofmhk.com or (785) 587-2430
www.cityofmhk.com

I, Robin Phelan being first duly sworn, depose and say: That I am Advertising Director of *The Manhattan Mercury*, a daily newspaper printed in the State of Kansas, and published in and of general circulation in Riley County, Kansas, with a general paid circulation on a daily basis in Riley County, Kansas and that said newspaper is not a trade, religious or fraternal publication. Said newspaper is a daily published at least weekly 50 times a year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Manhattan in said County as second class matter. That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for one consecutive insertion the first publication thereof being made as aforesaid on the 30th day of September, 2018 with subsequent publications being made on the following dates:

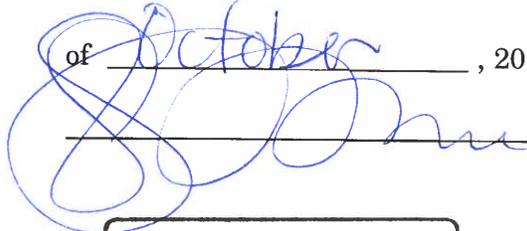
On the ___ day of ____, 2018

On the ___ day of ____, 2018

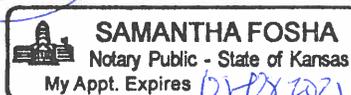
On the ___ day of ____, 2018



Subscribed and sworn to before me this 30th day of October, 2018.

 Notary Public

Notary Seal



In The Matter of NOTICE TO CITIZENS

STATE OF KANSAS, RILEY COUNTY, ss

Printer's Fee \$ 106.92

Payment Date _____

**NOTICE TO CITIZENS
OPPORTUNITY FOR
WORK**

*Published in The Manhattan Mercury
on March 31, 2019*

The City of Manhattan receives federal funds through the Community Development Block Grant (CDBG) Entitlement Program. From time to time the City uses these funds to construct public improvements and will request bids from qualified contractors.

Section 3 of the Housing and Urban Development Act of 1968, as amended through 1994, provides that to the greatest extent feasible, preference for economic opportunities will be given to citizens in Manhattan who are determined to be low and moderate income individuals. A low or moderate income individual can be qualified by documenting household income of less than 80 percent of the Manhattan area median income. Opportunities such as job training and employment that arise through these CDBG funded projects will be directed toward Manhattan residents. Contractors can be eligible for a Section 3 Contract as awarded in connection with CDBG projects if they meet one of the following definitions:

- Business is owned by 51 percent or more Section 3 residents;
- Business employs Section 3 residents in full-time positions;
- Businesses who subcontract with other businesses which provide economic opportunity to Section 3 residents.

Section 3 requirements apply to the City as a CDBG Entitlement Grantee since the award received is over \$200,000, and to all contractors and subcontracts with awards over \$100,000 when the \$200,000 threshold is met.

If you wish to determine if you qualify as a Section 3 Resident or Firm, or have an interest in serving as a Section 3 subcontractor for future bids, please contact:

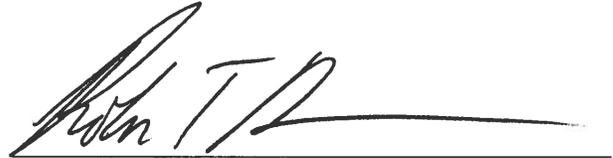
Christina L'Ecuyer, Grant Administrator
Community Development Department
1101 Poyntz Avenue Manhattan, KS 66502
lecuyer@cityofmhk.com
(785) 587-2430
www.cityofmhk.com

I, Robin Phelan being first duly sworn, depose and say: That I am Advertising Director of *The Manhattan Mercury*, a daily newspaper printed in the State of Kansas, and published in and of general circulation in Riley County, Kansas, with a general paid circulation on a daily basis in Riley County, Kansas and that said newspaper is not a trade, religious or fraternal publication. Said newspaper is a daily published at least weekly 50 times a year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Manhattan in said County as second class matter. That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for one consecutive insertion the first publication thereof being made as aforesaid on the 31st day of March, 2019 with subsequent publications being made on the following dates:

On the ___ day of _____, 2019

On the ___ day of _____, 2019

On the ___ day of _____, 2019



Subscribed and sworn to before me this 9th day of April, 2019.

Notary Public

Notary Seal

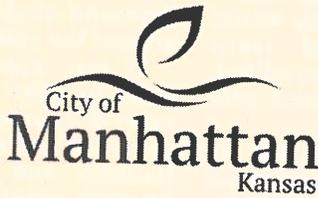


In The Matter of Community Development Block Grant

STATE OF KANSAS, RILEY COUNTY, ss

Printer's Fee \$ 125.66

Payment Date _____



**Community Development Block Grant
2019 Program Year Annual Plan
Public Input Meeting and Online Suggestion Box**

The City of Manhattan invites all interested persons to a Public Meeting to provide input, and propose and discuss projects, and public services support activities that could be included in the Community Development Block Grant (CDBG) 2019 Annual Action Plan Application.

This meeting will be held on **Thursday, November 8, 2018 beginning at 5:30 PM**, in the City Commission Room at Manhattan City Hall, 1101 Poyntz Avenue.

Citizens may also submit **project suggestions online** using the CDBG 2019 Annual Plan Input Form, which will be available at www.cityofmnhk.com/CDBG from **Sunday, October 28, 2018, to Friday, December 7, 2018**. For more information please contact:

Christina L'Ecuyer, Grant Administrator
Community Development Department
1101 Poyntz Avenue Manhattan, KS 66502
lecuyer@cityofmnhk.com
(785) 587-2430



This meeting is being held in the City Commission Room at City Hall. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.

I, Robin Phelan being first duly sworn, depose and say: That I am Advertising Director of *The Manhattan Mercury*, a daily newspaper printed in the State of Kansas, and published in and of general circulation in Riley County, Kansas, with a general paid circulation on a daily basis in Riley County, Kansas and that said newspaper is not a trade, religious or fraternal publication. Said newspaper is a daily published at least weekly 50 times a year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Manhattan in said County as second class matter. That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for one consecutive insertion the first publication thereof being made as aforesaid on the 28th day of October, 2018 with subsequent publications being made on the following dates:

On the ___ day of ____, 2018

On the ___ day of ____, 2018

On the ___ day of ____, 2018

Robin T Phelan

Subscribed and sworn to before me this 29th day of October, 2018.

[Signature] Notary Public
Notary Seal



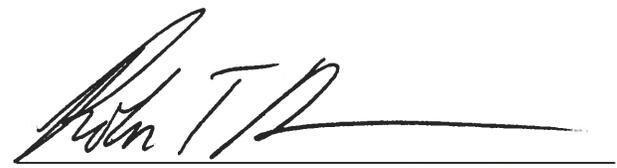
In The Matter of 2015-2019 CDBG Consolidated Plan

STATE OF KANSAS, RILEY COUNTY, ss

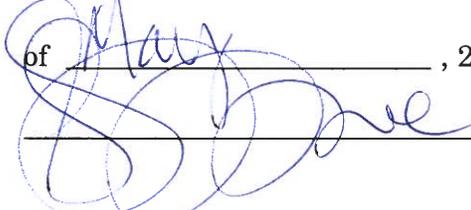
Printer's Fee \$ 119.81
 Payment Date _____

I, Robin Phelan being first duly sworn, depose and say: That I am Advertising Director of *The Manhattan Mercury*, a daily newspaper printed in the State of Kansas, and published in and of general circulation in Riley County, Kansas, with a general paid circulation on a daily basis in Riley County, Kansas and that said newspaper is not a trade, religious or fraternal publication. Said newspaper is a daily published at least weekly 50 times a year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Manhattan in said County as second class matter. That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for one consecutive insertion the first publication thereof being made as aforesaid on the 7th day of May, 2019 with subsequent publications being made on the following dates:

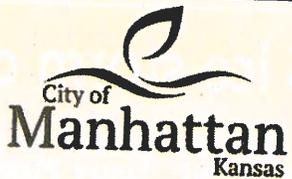
On the ___ day of _____, 2019
 On the ___ day of _____, 2019
 On the ___ day of _____, 2019



Subscribed and sworn to before me this 21st day of May, 2019.

 Notary Public
 Notary Seal

 SAMANTHA FOSHA
 Notary Public - State of Kansas
 My Appt. Expires 08/01/2021



2015-2019 CDBG Consolidated Plan – Amended, and Proposed 2019 Annual Action Plan

Notice of Public Comment Period and Public Hearing

The Community Development Block Grant (CDBG) 2015-2019 Consolidated Plan-Amended and the proposed 2019 Annual Action Plan provide a basis and strategy for the use of funds allocated to the City of Manhattan by the U.S. Department of Housing and Urban Development (HUD). HUD allocated the City with \$556,213 for CDBG Program Year 2019.

All interested citizens are encouraged to review and comment on the proposed 2019 Annual Action Plan, during the public comment period, from **May 7, 2019** through **June 6, 2019**. The documents will be available for viewing on the City's website: www.cityofmhk.com/cdbg; at City Hall in the Community Development Department, 1101 Poyntz Avenue; and at the Manhattan Public Library, 629 Poyntz Avenue.

In addition, on **Tuesday, May 21, 2019 at 5:30 p.m.**, a **Public Hearing** will be held in the City Commission Room at City Hall, 1101 Poyntz Avenue, to answer questions and receive comments regarding the 2019 Annual Action Plan.

CDBG 2019 Proposed Investment Budget

CDBG Allocation	\$556,213
Grant Administration & Planning	\$111,038
Housing Rehabilitation	\$177,550
Public Services	\$83,325
Public Facilities	\$49,300
Neighborhood Infrastructure	\$135,000
Total Proposed CDBG Program	\$556,213

Questions and comments may also be submitted in writing to **Christina L'Ecuyer, Grant Administrator** in the Community Development Department; by phone at (785) 587-2430; or by email to: lecuyer@cityofmhk.com.

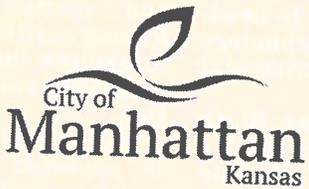
 This meeting is being held in the City Commission Room at City Hall. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.

In The Matter of CDBG Program Year 2018

STATE OF KANSAS, RILEY COUNTY, ss

Printer's Fee \$ 105.05

Payment Date _____


City of Manhattan
Kansas

CDBG Program Year 2018
Consolidated Annual Performance & Evaluation Report
(CAPER)

Notice of Public Comment Period

The Community Development Block Grant (CDBG) Program Year (PY) 2018 Consolidated Annual Performance and Evaluation Report (CAPER) provides the community with an opportunity to review how CDBG funds allocated to the City of Manhattan by the U.S. Department of Housing and Urban Development (HUD) were used during the 2018 Program Year.

City of Manhattan CDBG 2018 Projects

- New Douglass Recreation Center Design Project
- Sidewalk/ADA Improvements
- Public Services Project Activities
- Housing Rehabilitation Project Activities
- Planning Project for Crisis Center Design Concepts

The City encourages all interested citizens to review and comment on the PY 2018 CAPER. From **September 15, 2019** through **September 29, 2019**, the CAPER document will be available for review at the Community Development Department, 1101 Poyntz Avenue; the Manhattan Public Library, 629 Poyntz Avenue, and on the City's web page at www.cityofmhk.com

For more information or to submit comments in writing or by email, please contact

Christina L'Ecuyer, Grant Administrator
City of Manhattan - Community Development Department
Ph: (785) 587-2430, E-Mail: lecuyer@cityofmhk.com
1101 Poyntz Avenue, Manhattan, KS 66502

I, Robin Phelan being first duly sworn, depose and say:
That I am Advertising Director of *The Manhattan Mercury*, a daily newspaper printed in the State of Kansas, and published in and of general circulation in Riley County, Kansas, with a general paid circulation on a daily basis in Riley County, Kansas and that said newspaper is not a trade, religious or fraternal publication. Said newspaper is a daily published at least weekly 50 times a year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Manhattan in said County as second class matter. That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for one consecutive insertion the first publication thereof being made as aforesaid on the 15th day of September, 2019 with subsequent publications being made on the following dates:

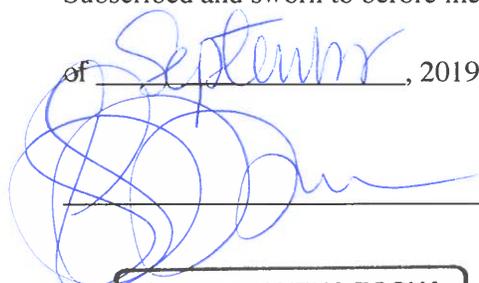
On the ___ day of _____, 2019

On the ___ day of _____, 2019

On the ___ day of _____, 2019

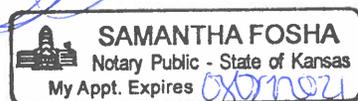


Subscribed and sworn to before me this 18th day
of September, 2019.



Notary Public

Notary Seal



In The Matter of Community Development Block Grant (CDBG) 2019

STATE OF KANSAS, RILEY COUNTY, ss

Printer's Fee \$ 125.06

Payment Date _____



**Community Development Block Grant (CDBG) 2019
Public Services - Request for Proposals
October 21, 2018**

The City of Manhattan is requesting proposals from qualified organizations for the provision of public service activities in the CDBG 2019 Program Year which begins July 1, 2019 and ends June 30, 2020.

Funding will be allocated to the City by the U.S. Department of Housing and Urban Development (HUD), through the CDBG Program to support eligible Public Services which exclusively benefit low and moderate income persons as defined by HUD. Public Services proposed must either be new activities or expansions of existing activities. Current CDBG public services may re-apply to continue delivery of services.

The request for proposal application, instructions and eligible activities list are available on the City of Manhattan website: <http://www.cityofmnhk.com/cdbg>

Proposal applications are due to the Community Development department at City Hall by 5:00 pm on December 7, 2018.

For more information please contact:

Christina L'Ecuyer, Grant Administrator
City of Manhattan Community Development Department
1101 Poyntz Avenue Manhattan, KS 66502
lecuyer@cityofmnhk.com
(785) 587-2430

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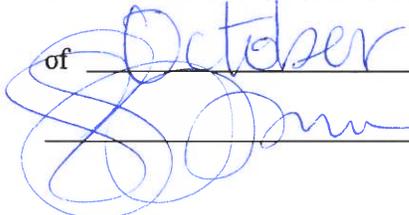
On the ___ day of ____, 2018

On the ___ day of ____, 2018

On the ___ day of ____, 2018



Subscribed and sworn to before me this 30th day of October, 2018.



Notary Public

Notary Seal



March 17, 2019

785-587-4420 1520 Poyntz Ave

FAIR HOUSING SEMINAR

8am-12:30pm – Thursday, April 18, 2019
Fire Station Headquarters, 2000 Denison Ave.

****Registration starts at 7:30am***

**Free program for Landlords, Tenants,
Realtors, Builders and Service Agencies**

Topics include:

**Identifying Electrical and Mechanical Hazards
in Existing Buildings
(City of Manhattan)**

**Section 8 Inspection Process
(Manhattan Housing Authority)**

**Kansas Residential Landlord & Tenant Act-
Rights/Obligations;
And**

**Federal Fair Housing Act & Manhattan Non-
Discrimination Ordinance (Fair
Housing/Service Animals, LGBTQ)
(Housing and Credit Counseling, Inc.)**

*Space is limited. Reserve your spot for this free
conference at www.cityofmnhk.com/fairhousing
or call 785-587-2412*



For accommodations, call 785-587-2443

10

Fair Housing Seminar Evaluation
City of Manhattan/Manhattan Housing Authority
April 18, 2019

Total Attendees: 52: Registered: 88, Walk-in's: 1, Evaluations Returned: 40,

Are you attending as (please check the one that is the most applicable):

A Property Manager/Landlord **only:** 12, a Private Property **Owner & Landlord (only):** 10, Realtor: 2
 An Association Representative (please specify): 0, a Tenant (only): 2, + 2 Tenant/Property Managers,
 Other (Please Specify): 3 N/A, 1 Council Grove City official, 2 Ogden Friendship House of Hope, 1 USD 383,
2 Realtor/Landlords, 1 Realtor/Tenant, 2 Ft. Riley Housing Office

Please rate each session on the topics presented with respect to your needs:

1 – Information not relevant or useful; 2 – Some good information but not sure how relevant or useful; 3 – No opinion; 4 – Information mostly relevant and/or useful; 5 – Information very relevant and immediately useful.

Please check the appropriate box to the left to rate each presentation:	1	2	3	4	5	NA
Identifying Electrical and Mechanical Hazards in Existing Buildings Brad Claussen, Assistant Chief, Manhattan Fire Dept., City of Manhattan	1			10	23	6
Section 8 Inspection Process JoAnn Sutton, Director Manhattan Housing Authority	3	3	3	14	10	7
Kansas Residential Landlord and Tenant Act – Rights/Obligations Teresa Baker, Tenant/Landlord Program Manager, HCCI	1	1	1	6	23	8
Federal Fair Housing Act & Manhattan Non-Discrimination Ordinance (Fair Housing/Service Animals, LGBTQ) Teresa Baker, Tenant/Landlord Program Manager, HCCI	1	2		7	29	1

Would you attend this seminar with updated topics and information again? Yes: 39 No: NA: 1

Would you attend this seminar if it were longer than a half day? Yes: 19 , No: 19 NA: 2

What is the Maximum length of time you would attend: 5 hrs:3, 6 hrs: 9, 7 hrs: 3, 1 day or more: 3, N/A: 22

How did you hear about this Seminar (be as specific as possible): NA: 4, Email (specified source other than City): 3,
Email (unspecified source): 18, City of Manhattan Sources: 7, Flyer mailed to office: 1, Associations: 1,
Flint Hills Reg'l. Council: 1, Internet search: 2, Employer related: 3

What other specific comments do you have?: No Comments: 28,

- Ms. Baker talked too fast, and was hard to understand. The writing on the slides was too small, and hard to read. Information was good though.
- If you are going to have an agenda, please follow it for the sake of time. Our time is also important, and people came in when the 3rd Presentation was going to start and she'd already begun.
- Much of the Fair Housing info seemed to be directed to properties like Apartment complexes, not to single family situations which would have been more useful for me.
- Chairs were very uncomfortable (2 x, and also:) chair cushions for the duration.

5. (Take/need?) Brief breaks between speakers/sessions
6. Loved all examples Teresa gave, enjoyed Brad Claussen
7. Section 8 didn't apply to me.
8. Spent too much time talking about service animals
9. Happy to see a good turnout, wish there were more tenants (there).
10. More inter-activeness among audience, location downtown? Get Teresa Baker back again.
11. None concerning Seminar, I wish I could hear, seminar was great.
12. (this comment doesn't appear seminar related): I do not appreciate the City standing behind tenants who are untruthful about their Landlord situation, as you did when Jackie Hartman stood with them in prior City Commission meetings. You will never gain landlord support with this type of action.

Continue on the back if you need more room to write.

Please suggest other topics related to Fair Housing issues that would you like to see at next year's seminar, or in other training opportunities: [No Comments: 27](#)

1. (this comment doesn't appear seminar related): Any updates the gov't brings out since our current admin is so messed up
2. Section 8 housing in small Communities
3. Application process for Section 8 & Public Housing (in general).
4. Disability reasonable accommodations.
5. Service Animals
6. Clearer direction for service and emotional support Animals from HUD
7. Screening people/tenants; more on reasonable accommodations & who pays; people skills; continue animals/pets, resources to help landlords; Builder's topics (contact David Coleman – 785 587 7018 – builder; there are also a lot of independent/market landlords in Manhattan, need resources to help them.
8. How to establish a rapport with your landlord/tenant.
9. Medical Marijuana & fair housing.
10. Medical Marijuana in complex that is non-smoking.
11. More topics pertaining to realtors.
12. Resident or Owner responsibility re: dwelling damage
13. Outside code deficiencies, leaves, storage, decks, vehicles, etc.

The following comments were received after the seminar, and not on an evaluation form. One person attended and had additional suggestions, and one person missed it, but would like his issue discussed:

1. Rules and options for landlords who have tenant that sublease their unit, specifically as an Air B&B; do rules regarding Fair Housing apply to Air B&B's? Does City's rules and registration requirements for landlords apply to homeowners who leased their places out through Air B&B or other short term rental sites/apps? What is HUD's take on this?
2. I wanted to take the opportunity to thank-you and everyone for the housing seminar. Topics etc. to add to future seminars: maybe touch on the area of space heaters being plugged into extension cords? It's a rising area I see in the customer service area at Walmart; people whom buy small space heaters (and) plugging them into extension cords (for) heating a huge apartment/house/room. These space heaters being plugged in for major hours are a hazard and then, they burn space heater out and, of course bring it back to us for return. However, maybe people need refreshed on potential hazards in this area especially, when numerous space heaters are plugged into extension cords for long extended amounts of time. Maybe people need refreshed on the purpose of space heaters; a small space heater is not meant to heat a huge room.

May we contact you for more feedback? Yes: [19](#), No: [12](#) NA: [9](#)