

# **2025 Annual Action Plan**

U.S. Department of Housing and Urban Development  
Community Development Block Grant Program

City Commission authorized submission on May 6, 2025  
Submitted for HUD review on May 14, 2025  
Final submission to HUD on July 13, 2025

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# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The 2025 Annual Action Plan (AAP) provides the strategy for use of the 2025 Program Year (PY) funds and fulfills specific requirements for the City of Manhattan's Community Development Block Grant (CDBG) program application to the U.S. Department of Housing and Urban Development (HUD). The APP will cover activities from July 1, 2025, to June 30, 2026, and is informed by the 2025-2029 Consolidated Plan (CP), which was the result of community engagement, public hearings, consultations with local and regional agencies, and review of various studies, reports, and analyses.

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

Through citizen participation, public hearings, consultations with local and regional agencies, and review of existing guiding documents, the City has determined the overall objectives, consistent with the national CDBG program, for the 2025-2029 CP.

- **Strategic Goal 1.** To further understand, plan for, and react to the needs and opportunities in low- to moderate-income neighborhoods, especially regarding housing, public works, and publicly-owned assets.
- **Strategic Goal 2.** Using information from the planning and capacity building category to inform how to improve the safety and quality-of-life in LMI concentrations through public facility and infrastructure improvement activities, including completing ADA compliance projects.
- **Strategic Goal 3.** To continue to support public service activities via local and regional non-profits monitoring and serving the needs of LMI concentrations. Maintaining effective working relationships between these agencies and the City will facilitate further understanding of building capacity while meeting HUD restrictions.
- **Strategic Goal 4.** To leverage local funding sources to address housing-related challenges in the marketplace, including low supply of units across the affordability spectrum.

### **3. Evaluation of past performance**

The City of Manhattan has been an Entitlement Community since 2010 with an average allocation of \$575,000 in CDBG funds. The City has had no difficulty identifying eligible projects and activities and fully intends to spend the 2025 funding.

In the past, the City has used its annual allocation for public facility and infrastructure projects, housing rehabilitation, emergency and accessibility repairs, and supported public service agencies addressing mental health needs, housing and budget counseling needs, landlord/tenant counseling, civil legal service needs, homelessness prevention and case management, and services for abused children.

The City has been and will continue to be diligent in complying with CDBG's national goals and objectives in serving 100% of LMI persons and households.

### **4. Summary of Citizen Participation Process**

The City of Manhattan's Citizen Participation Plan (CPP) was approved by the City Commission in February 2025. The CPP outlined the public participation processes related to the development of the CP.

The CP was drafted using a dedicated webpage with an online feedback form, City public communication methods, two public hearings, and consultation with local and regional agencies. Additionally, the public could provide comments via email to City staff. In addition, the draft CP was available for review at the Manhattan Public Library and City Hall.

The AAP was developed to carry out the priority needs and goals identified in the CP. The City Commission authorized City staff to submit the AAP to HUD in May 2025. Per the CPP, there were two public hearings held to inform the CP and thus, the 2025 AAP PY. In 2025, these meetings were held in March and April. In future years, these public hearings will occur in November and March. Moving forward, public hearings for AAPs will occur in November, prior to drafting the AAP.

The City Commission approved the 2025-2029 Consolidated Plan at the May 6, 2025, meeting. City Commission meetings are noticed in advance, televised on the local cable channel, and live streamed on the City's website and Facebook. All City Commission meetings are recorded and posted on the City's website. Citizens had the opportunity to comment on this item during the meeting; however, no comments were made.

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

There were no comments received during the City Commission meeting.

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

There were no comments not accepted.

**7. Summary**

The City will continually strive to address the greatest needs of low- to moderate-income residents through targeted projects and continued consultation with key stakeholders, including local and regional agencies that serve this population.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

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

The following are the agencies/entities responsible for preparing the CP and those responsible for administration of each grant program and funding source.

Table of Lead & Responsible Agency

| <b>Agency Role</b> | <b>Agency Name</b>        | <b>Department/Agency/Entity</b>  |
|--------------------|---------------------------|----------------------------------|
| CDBG administrator | City of Manhattan, Kansas | Community Development Department |

**Narrative**

The City of Manhattan, Kansas, Community Development Department is the lead agency in developing the Consolidated Plan (CP) and administering all projects and programs included in each Annual Action Plan (AAP).

**Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

Identifying and planning to address needs is an ongoing collection of observations, requests, analysis, and opportunities. City staff continually consult with various local and regional agencies to determine community needs that could be addressed using CDBG funds. For the AAP, City staff held consultation meetings with local and regional agencies and participated in monthly group meetings.

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

City staff and agencies have the opportunity to communicate regularly through day-to-day messaging, project-related reviews and management, and/or coordinated meetings, including those by the Flint Hills Community Care Team (CCT), the Riley County Council on Social Services Agencies (RCSSA), and the Flint Hills Wellness Coalition (FHWC), to name a few. Representatives discuss community needs, provide feedback, and coordinate responses for greater efficiency and results.

The City funds agencies through local tax dollars to address issues related to the needs of LMI people, as directed by the City Commission on recommendations from the Community Support Funds Advisory Board (CSFAB). Agencies eligible to receive funding provide services to seniors, children, abused children and adults, domestic violence victims, the homeless, mentally ill, or provide other support or legal advice to LMI residents.

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

The City ties into the Kansas Balance of State (BoS) Continuum of Care (CoC) and coordinates with the Kansas Housing Resources Corporation (KHRC) to administer and monitor state-operated Emergency Solutions Grant (ESG) funds. In the previous CP, ESG funds were “passed through” the City to the Manhattan Emergency Shelter, Inc. (MESI), the Crisis Center, Inc. (CCI), and Pawnee Mental Health Services (PMHS).

MESI operates the Caroline Peine Transitional Shelter, which offers 47 beds of emergency shelter for homeless men, women, and families; offers placement in permanent supportive

housing; and homeless rental assistance either to decrease the current length of homelessness or to prevent a family from becoming homeless and entering shelter. MESI does not set aside specific beds in the shelter for the chronically homeless but houses them as needed. The Crisis Center provides domestic violence emergency shelter and case management services. CCI currently provides 35 beds for women and their children who are homeless due to abusive situations. PMHS operates a transitional shelter for homeless individuals who are exiting the Crisis Stabilization Unit.

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

Table of Participating Agencies/Groups/Organizations

| Name                                   | Type  | CP section of consultation   | Consultation format       | Anticipated outcome of the consultation or areas for improved coordination |
|--|---|--|---------------------------|--|
| Be Able Community Center               | Services–Housing; Services–Persons with Disabilities; Services–Homeless | Homelessness Strategy; Homeless Needs–Chronically homeless, Families with children, Veterans, Unaccompanied youth; Market Analysis; Anti-Poverty Strategy; Homelessness Prevention | Survey, one-on-one, email | Continued communication  |
| Flint Hills Area Transportation Agency | Regional organization Services-Transportation                           | Homelessness Strategy; Non-Homeless Special Needs; Transportation Needs  | Survey, email             | Continued collaborative partnership  |
| Flint Hills Breadbasket                | Food Bank; Services-Children; Services-homeless                         | Housing Need Assessment; Homeless Needs–Chronically homeless; Homeless Needs–Families with children;   | Survey, one-on-one, email | Continued communication  |

|   |   |   |   |   |
|---|---|---|---|---|
|   |   | Non-Homeless<br>Special Needs; Market<br>Analysis   |   |   |
| Habitat for<br>Humanity of the<br>Northern Flint<br>Hills | Housing<br>Regional<br>organization;<br>Services;<br>Services-Persons<br>with Disabilities  | Housing Need<br>Assessment;<br>Market Analysis;<br>Low Income Housing<br>Development  | Survey, one-on-<br>one, email                     | Continued<br>collaborative<br>partnership |
| Housing and<br>Credit<br>Counseling, Inc.                 | Housing<br>Services; Housing<br>Services-<br>Education;<br>Services-Fair<br>Housing; Regional<br>organization;<br>Consumer Credit<br>Counseling       | Housing Need<br>Assessment<br>Homelessness<br>Strategy<br>Anti-poverty Strategy<br>HUD Certified Housing<br>Counseling  | Survey, one-on-<br>one, email, PS<br>RFP response | Continued<br>collaborative<br>partnership |
| Kansas Legal<br>Services, Inc.                            | Regional<br>organization;<br>Services-<br>Housing;<br>Services-<br>Children;<br>Services-Elderly<br>Persons;<br>Services-Persons<br>with Disabilities | Housing Need<br>Assessment<br>Non-Homeless<br>Special Needs<br>Anti-Poverty Strategy  | Survey, one-on-<br>one, email, PS<br>RFP response | Continued<br>collaborative<br>partnership |
| Manhattan Area<br>Chamber of<br>Commerce                  | Needs<br>Assessment;<br>Services-<br>Employment   | Housing Need<br>Assessment;<br>Economic<br>Development; Market<br>Analysis  | Survey, email                                     | Continued<br>communication                |
| Manhattan<br>Emergency<br>Shelter                         | Services-<br>Housing;<br>Services-Persons<br>with Disabilities;<br>Services-<br>Homeless  | Homelessness<br>Strategy;<br>Homeless Needs-<br>Chronically homeless,<br>Families with<br>children, Veterans,<br>Market Analysis;<br>Anti-Poverty Strategy;<br>Homelessness<br>Prevention | Survey, one-on-<br>one, email, PS<br>RFP response | Continued<br>collaborative<br>partnership |

|  |  |  |                                |                                     |
|--|--|--|--------------------------------|-------------------------------------|
| Manhattan Housing Authority                    | Housing PHA; Services–Housing; Services-Fair Housing   | Housing Need Assessment; Public Housing Needs Homelessness Needs–Veterans; Market Analysis   | Survey, one-on-one, email      | Continued collaborative partnership |
| North Central-Flint Hills Area Agency on Aging | Regional organization; Services–Housing; Services-Elderly Persons; Services-Persons with Disabilities              | Housing Need Assessment; Public Housing Needs Homelessness Needs–Veterans  | Survey, one-on-one, email      | Continued communication             |
| Pawnee Mental Health Services, Inc.            | Regional organization; Services-Health; Services–Victims Health Agency; Publicly Funded Institution/System of Care | Homelessness Strategy; Non-Homeless Special Needs;   | Survey, email, PS RFP response | Continued collaborative partnership |
| Sunflower Children’s Collective                | Services-Children; Services–Victims  | Needs Assessment   | Survey, email, PS RFP response | Continued collaborative partnership |
| The Center for Hope Ministry                   | Services–Housing; Services–Persons with Disabilities; Services–Homeless  | Needs Assessment   | Survey, one-one-one, email     | Continued communication             |
| The Crisis Center, Inc.                        | Services-Victims of Domestic Violence; Services-Homeless   | Homelessness Strategy; Homeless Needs–Chronically homeless, Families with children, Veterans, Unaccompanied youth; Market Analysis; Anti-Poverty Strategy; Homelessness Prevention |                                | Continued collaborative partnership |

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

All agencies relevant in informing and/or implementing the CP and AAP were contacted and given the opportunity to provide input during the process.

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

Table of Other Local/Regional/Federal Planning Efforts

| <b>Plan Name</b>  | <b>Lead Organization</b>             | <b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>   |
|---|--------------------------------------|---|
| Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan | City of Manhattan                    | Informed the CP and Strategic Goals   |
| Continuum of Care   | Kansas Statewide Homeless Coalition  | Informed the CP and Strategic Goals   |
| Housing Market Analysis   | City of Manhattan                    | Informed the CP and Strategy Goals  |
| HUD-50075 Five-Year Plan  | Manhattan Housing Authority          | Provided data and informed the CP and Strategic Goals   |
| Kansas Statewide Housing Assessment, North Central Region section         | Kansas Housing Resources Corporation | Informed the CP and Strategy Goals  |
| Manhattan Urban Area Comprehensive Plan and amendments                    | City of Manhattan                    | The Comprehensive Plan (2015) guides land use and informs growth management and development in the Manhattan urban area. It and its amendments informed the CP and Strategic Goals. |

**Narrative (optional)**

The City coordinates with the Kansas Housing Resources Corporation on the state-sponsored Emergency Solutions Grant (ESG) Program for MESI and the Crisis Center. On an ongoing basis, the City collaborates as needed locally with the Manhattan Housing Authority (MHA), MESI, the Riley County Council of Social Service Agencies (RCCSSA), the Flint Hills Wellness Coalition (FHWC), and state and federal agencies to identify the greatest needs and achieve the broadest goals in each AAP. Other City departments assist in identifying public facility and improvement needs in LMI neighborhoods. The City coordinates with various Riley County and Pottawatomie County departments, as needed, on planning, development, resources, policy, and emergency management issues.

**AP-12 Participation – 91.105, 91.200(c)**

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

Per HUD requirements, the City Commission approved the CPP, summarizing how the City will provide for participation during the process. Feedback was captured and provided perspective during the CP goal-setting process. Legal notices in the local newspaper, City social media channels, the City e-newsletter (“The Insider”), website communication and a feedback form, public comment period, and two public hearings allowed the City to:

- Provide for and encourage citizen participation, with particular emphasis on participation by LMI, including non-English speaking residents.
- Provide citizens with reasonable and timely access to local hearings (meetings), information, and records.
- Provide technical assistance to the LMI agency representatives.
- Provide timely responses to questions, comments, or submissions regarding the CP.

Outreach specifically targeting broader participation by traditional underrepresented groups, such as LMI households and English as Second Language (ESL) populations, included disseminating messages to regional and local agencies that serve these demographics and placement of posters in civic and commercial spaces frequented by these demographics.

For future AAPs, developed outside of the CP process, two public hearings will be held in November and March prior to the start of the program year.

## Citizen Participation Outreach

Table of Citizen Participation Outreach Efforts

| <b>Mode of Outreach</b>       | <b>Target of Outreach</b>      | <b>Summary of Response / attendance</b> | <b>Summary of comments received</b>                 | <b>Summary of comments not accepted and reasons</b> | <b>URL (If applicable)</b>  |
|-------------------------------|--------------------------------|---|---|---|---|
| Public hearings (2)           | Broad community, LMI residents | 13                                      | See section ES-05 Executive Summary, number 5 above | No outstanding comments                             | n/a   |
| Legal notice                  | Broad community                | n/a                                     | n/a   | n/a   | n/a   |
| Webpage and feedback form     | Broad community                | None                                    | n/a   | n/a   | <a href="#">Community Development Block Grant (CDBG) Program   Manhattan, KS - Official Website</a> |
| Poster                        | LMI residents, ESL             | None                                    | n/a   | n/a   | n/a   |
| Social media and e-newsletter | Broad community                | None                                    | n/a   | n/a   | <a href="#">Manhattan, KS - Official Website   Official Website</a>                                 |

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

2025 CDBG PY, 2025-2029 CP, and 2025 AAP will start on July 1, 2025. The official HUD allocation is \$546,884.00 per AAP.

Table of Anticipated Resources

| Program | Source of Funds  | Uses of Funds   | Expected Amount Available Year 1 |                 |                       |             | Expected Amount Available Remainder of CP | Narrative Description   |
|---------|------------------|---|----------------------------------|-----------------|-----------------------|-------------|---|---|
|         |                  |   | Annual Allocation                | Program Income: | Prior Year Resources: | Total:      |   |   |
| CDBG    | public - federal | Grant Program Administration Costs, Planning and Capacity Building, Fair Housing activities, Public Services, and Public Facilities and Infrastructure Improvements | \$546,884                        | \$0             | \$ 775,000            | \$1,321,884 | \$2,187,536                               | The AAP amount allocated will be used for projects – planned, under design, or alternates   |
| CDBG    | Local            | Support housing developments aimed at HHIs between 61-120% of AMI   | \$100,00                         | \$0             | \$0                   | \$100,000   | \$400,000                                 | The City of Manhattan has a Workforce Housing Sales Tax (WHST) collected over a 10-year period aimed at supporting projects for households earning 61-120% of AMI |

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

The City does not require matching funds. However, if opportunities to leverage funds occur, the City closely monitors and oversees projects with multiple funding sources.

Public Services will combine CDBG funds with other sources to meet the needs of LMI clients. In the past, all Public Service agencies funded to date have provided a match in some amount.

The City targets CDBG funds in LMI areas and in conjunction with federal and state grant dollars when available to improve public facilities and infrastructure, including neighborhood connectivity and accessibility, ADA accessibility, and/or renovate sidewalks and connect gaps in the mobility network. CDBG may be used on projects improving community centers or other public facilities directly serving LMI populations. The City often contributes local dollars to projects funded with CDBG. The City will continue to work with the local transit agency on opportunities to leverage CDBG and federal transit dollars for public infrastructure project.

Finally, CDBG funds may be used for Planning and Capacity Building activities, informing actions to improve the quality of life of LMI residents, physical improvements in an LMI area, or advancing services benefiting LMI neighborhoods. The City may engage in this activity on its own or in conjunction with other parties, to perform studies, create plans, or educate the community on how to implement a plan. In these instances, the City will investigate any matching funding source opportunities available to use in conjunction with CDBG money.

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

Although the City has no current plan for publicly owned assets, activities under Planning and Capacity Building may identify instances in which these assets may be able to address some of the identified community needs. In the past, the City has repurposed buildings or made space available to Public Services agencies, such as the Flint Hills Breadbasket and the Manhattan Senior Center, which are City-owned buildings leased at no charge to the local groups.

**Discussion**

The City continually searches for matching funding opportunities to deliver improvements to LMI neighborhoods and service providers, and not solely rely on CDBG funding to accommodate needs.

# Annual Goals and Objectives

## AP-20 Annual Goals and Objectives

### Goals Summary Information

Table of Goal Summaries

| Goal Name  | Start Year | End Year | Category   | Geographic Area              | Needs Addressed  | Funding            | Goal Outcome Indicator |
|--|------------|----------|--|------------------------------|--|--------------------|------------------------|
| Strategic Goal 1. To further understand, plan for, and react to the needs and opportunities in low- to – moderate-income neighborhoods, especially regarding housing, public works, and publicly-owned assets. | 2025       | 2026     | Program Administration Costs, Planning and Capacity Building, and Fair Housing activities; non-housing community development | City of Manhattan, LMI areas | Understand challenges and opportunities, especially in LMI concentrated areas, plan for and allocate resources, and provide Fair Housing information | CDBG: \$109,376.80 | Other: 0 Other         |

| <b>Goal Name</b>  | <b>Start Year</b> | <b>End Year</b> | <b>Category</b>  | <b>Geographic Area</b>       | <b>Needs Addressed</b>  | <b>Funding</b>     | <b>Goal Outcome Indicator</b>  |
|---|-------------------|-----------------|--|------------------------------|---|--------------------|--|
| Strategic Goal 2. Using information from the planning and capacity building category to inform how to improve the safety and quality-of-life in LMI concentrations through public facility and infrastructure improvement activities, including completing ADA compliance projects. | 2025              | 2026            | Public Facilities and Improvements; non-housing community development, special needs | City of Manhattan, LMI areas | Public facilities, public safety, bike and pedestrian safety, quality of life, infrastructure investments, ADA compliance, especially in LMI concentrated areas | CDBG: \$355,474.60 | Public Facilities and Improvements other than LMI Housing: 8,000 Persons |

| <b>Goal Name</b>   | <b>Start Year</b> | <b>End Year</b> | <b>Category</b>  | <b>Geographic Area</b> | <b>Needs Addressed</b>  | <b>Funding</b>     | <b>Goal Outcome Indicator</b>   |
|--|-------------------|-----------------|--|------------------------|---|--------------------|---|
| Strategic Goal 3. To continue to support public service activities via local and regional non-profits monitoring and serving the needs of LMI concentrations. Maintaining effective working relationships between these agencies and the City will facilitate further understanding of building capacity while meeting HUD restrictions. | 2025              | 2026            | Public Services; homeless, non-homeless special needs, non-housing community development | City of Manhattan      | Public service needs, including health, wellness, housing, homelessness, legal and homeownership education, child support, etc. of LMI and those in need assumed to be included in LMI concentrations | CDBG: \$82,032,600 | Housing Counseling Services = 40; Legal Services = 30; Services for Abused and Neglected Children = 140; Subsistence Payments = 60; Substance Abuse Services = 58 |

| <b>Goal Name</b>   | <b>Start Year</b> | <b>End Year</b> | <b>Category</b>   | <b>Geographic Area</b>       | <b>Needs Addressed</b>                | <b>Funding</b>                    | <b>Goal Outcome Indicator</b>                                    |
|--|-------------------|-----------------|---|------------------------------|---------------------------------------|-----------------------------------|--|
| Strategic Goal 4. To leverage local funding sources to address housing-related challenges in the marketplace, including low supply of units across the affordability spectrum. | 2025              | 2029            | Rehabilitation, Construction of Housing, Homeownership Assistance | City of Manhattan, LMI areas | Housing, homelessness, LMI households | Total: \$500,00; Annual \$100,000 | Housing projects aimed at HHIs between 60-120% of AMI: 100 units |

Table of Goal Descriptions

| Goal Name  | Goal Description   |
|--|--|
| Strategic Goal 1. To further understand, plan for, and react to the needs and opportunities in low-to-moderate-income neighborhoods, especially regarding housing, public works, and publicly-owned assets.  | This goal involves management of all of the projects and their activities, including monitoring, compliance, reporting, and closeout. It will also include activities to further understand current conditions and future opportunities, as well as Fair Housing activities.   |
| Strategic Goal 2. Using information from the planning and capacity building category to inform how to improve the safety and quality-of-life in LMI concentrations through public facility and infrastructure improvement activities, including completing ADA compliance projects.  | Public Services activities include any service that benefits or is perceived to benefit LMI populations to prevent homelessness, increase self-sufficiency, and provide counseling. This could also include mental health services, legal services, consumer credit counseling, as well as landlord/tenant counseling, and services for abused children and their non-offending caregivers.  |
| Strategic Goal 3. To continue to support public service activities via local and regional non-profits monitoring and serving the needs of LMI concentrations. Maintaining effective working relationships between these agencies and the City will facilitate further understanding of building capacity while meeting HUD restrictions. | Public Facilities and Infrastructure Improvements include all facility or infrastructure improvement projects, including Capital Improvements, ADA compliance, accessibility, and other maintenance or investments that serve an LMI area. Activities may include filling sidewalk gaps, making transportation improvements, installing street crossings or other neighborhood street improvements, and any ADA or other accessibility or connectivity improvements. Public Infrastructure Improvements enhance access, connectivity, and livability for LMI areas or LMI populations, and improve safety, connectivity, and accessibility to services, facilities, and areas of interest. |
| Strategic Goal 4. To leverage local funding sources to address housing-related challenges in the marketplace, including low supply of units across the affordability spectrum.   | Local funding source to aid in LMI or workforce housing related projects serving household incomes falling in the range of 61-120% of AMI.   |

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

No individuals will be provided with affordable housing. The City does not own any public housing or affordable housing units, does not plan to, and does not receive HOME Entitlement funds. However, over the 5-year period of this Consolidated Plan, the city expects to service somewhere between 7,000-10,000 extremely low-income, low-income, and moderate-income units.

The City's involvement comes via support to the MHA, Manhattan Area Housing Partnership (MAHP), and Habitat for Humanity of the Northern Flint Hills (HFHNFH), including project assistance or incentive programs.

In addition, the City continuously reviews and modifies local regulations to encourage and streamline production of housing units, as well as create incentive programs assisting developers in delivering housing units at a variety of sell price/rent ranges.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

2025 AAP projects could potentially benefit approximately 4,000-5,000 residents. Projects were selected because of their conjunction with HUD National Objectives, CDBG eligible activities, CPP input, and City priorities.

Grant administration and planning and capacity building will fund oversight of all aspects of the CDBG in the program year, engage in planning efforts, and continue education of Fair Housing practices.

Funding public services will benefit agencies serving LMI residents. Among others, programs will address child abuse, homelessness and prevention, civil legal aid counseling, consumer credit counseling and tenant landlord counseling, and mental health services.

Public facilities and improvements will fund projects within LMI areas, including but not limited to sidewalk installation or repair, ADA compliance improvements, and trail connections. These projects enhance connectivity, improve livability, safety, and access to services, facilities, and areas of interest.

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

Review of incomplete projects, pending needs, community input, consultation sessions, and review of guiding documents serve as the basis of priorities. The activities included in the AAP meet the Strategic Plan. This AAP provides a summary of the projects, activities, and actions that will take place in the planned year.

## AP-38 Project Summary

Table of Project Summary Information

|   |  |
|---|--|
| <b>Project:</b>   | Grant Administration Costs, Planning and Capacity Building, including Fair Housing education   |
| <b>Target area:</b>   | City of Manhattan  |
| <b>Goals supported:</b>   | Goals 1, 2, and 3  |
| <b>Needs addressed:</b>   | Understand challenges and opportunities, especially in LMI concentrated areas, plan for and allocate resources, and provide Fair Housing information   |
| <b>Funding:</b>   | No more than 20% of CDBG allocation  |
| <b>Description:</b>   | Management of all the projects and their activities, including monitoring, compliance, reporting, and closeout. Planning studies and capacity building will examine current conditions and future opportunities. This will also include Fair Housing-related activities. |
| <b>Target completion date:</b>  | 6/30/2026  |
| <b>Estimate the number and type of families that will benefit from the proposed activities:</b> | This Project is for delivering programs and has no estimated direct beneficiaries.   |
| <b>Location description:</b>  | CDBG is administered by City Hall for activities within the City of Manhattan  |
| <b>Planned activities:</b>  | Administration costs, planning and capacity building activities, and Fair Housing activities.  |

|   |  |
|---|--|
| <b>Project:</b>   | Public Facilities and Improvements   |
| <b>Target area:</b>   | LMI designated area  |
| <b>Goals supported:</b>   | Goals 1, 2, and 3  |
| <b>Needs addressed:</b>   | Public facilities, public safety, bike and pedestrian safety, quality of life, infrastructure investments, ADA compliance, especially in LMI concentrated areas  |
| <b>Funding:</b>   | 60% of CDBG allocation   |
| <b>Description:</b>   | All potential facility or infrastructure improvement projects, including but not limited to parks/sites, buildings, structures, filling sidewalks gaps, transportation improvements, installation of neighborhood street improvements, and any ADA or other accessibility compliance or connectivity improvements. |
| <b>Target completion date:</b>  | 12/30/2026   |
| <b>Estimate the number and type of families that will benefit from the proposed activities:</b> | Approximately 3,000-3,500 LMI residents.   |
| <b>Location description:</b>  | Jurisdiction, especially focused in/on LMI identified areas  |
| <b>Planned activities:</b>  | The planned activities under design include pedestrian and public system improvements, accessibility and connectivity improvements, and ADA compliance projects.   |

|   |  |
|---|--|
| <b>Project:</b>   | Public Services  |
| <b>Target area:</b>   | City of Manhattan  |
| <b>Goals supported:</b>   | Goals 1, 2, and 3  |
| <b>Needs addressed:</b>   | Public service needs, including health, wellness, housing, homelessness, legal and homeownership education, child support, etc. of LMI and those in need assumed to be included in LMI concentrations  |
| <b>Funding:</b>   | No more than 15% of CDBG allocation  |
| <b>Description:</b>   | Activities include service benefiting or presumed to benefit LMI populations to prevent and address homelessness, increase self-sufficiency, provide counseling on legal services, tenant/landlord counseling, and housing and consumer credit counseling, among other activities. |
| <b>Target completion date:</b>  | 6/30/2026  |
| <b>Estimate the number and type of families that will benefit from the proposed activities:</b> | Approximately 200-300 individuals in 90-100 households.  |
| <b>Location description:</b>  | Jurisdiction, especially focused in/on LMI identified areas  |
| <b>Planned activities:</b>  | Support for operations providing consumer credit and housing counseling, tenant/landlord counseling, services for abused children, rapid rehousing services for people at risk of homelessness, services persons with a mental illness, and services for civil legal issues.       |

**AP-50 Geographic Distribution – 91.220(f)**

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

All projects and activities will occur within the City limits and more specifically in LMI areas or areas presumed to serve LMI populations as identified by Census Tracts and/or Block Groups.

Table of Geographic Distribution

| Target Area                               | Percentage of Funds |
|---|---------------------|
| City of Manhattan, LMI area concentration | 100%                |

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

Projects are allocated geographically as required by HUD regulations to benefit identified LMI areas, neighborhoods, and/or persons.

**Discussion**

Public services must serve LMI clients residing within Manhattan. For Public facilities and infrastructure, all projects will be located within LMI neighborhoods in Manhattan city limits.

**Affordable Housing**

**AP-55 Affordable Housing – 91.220(g)**

**Introduction**

The Housing Market Analysis (HMA) that the city adopted into the MUACP provided new insights into the housing needs for Manhattan. It also repeated themes heard from other reporting including those identified in the 2020-2024 CP, specifically the struggle to provide housing availability in all Area Median Income brackets, regardless of if they were labeled “affordable”, “attainable”, “workforce”, “first-time homebuyers”, “beginner homes” and others.

Within the spectrum of availability at low-and moderate-incomes, a 2020 ballot measure approved by voters dedicated 10% of the Economic Recovery & Relief sales tax towards, “workforce housing initiatives”. The volunteer-appointed Workforce Housing Steering Committee spent a year discussing recommendations on how to appropriately allocate the tax revenue to the City Commission. The Commission directed staff to develop incentives

utilizing the sales tax to motivate developers to build a wide variety of housing types at a variety of sale/rent ranges.

The City has no plans to acquire or build housing units but will continue collaboration with the MHA on public housing efforts, as well as local and regional agencies.

Table of One Year Goals for the Number of Households to be Supported

|                       |    |
|-----------------------|----|
| <b>Homeless:</b>      | 0  |
| <b>Non-Homeless:</b>  | 10 |
| <b>Special-Needs:</b> | 20 |
| <b>Total:</b>         | 30 |

Table of One Year Goals for Affordable Housing by Support Type

|                                      |    |
|--------------------------------------|----|
| <b>Rental assistance:</b>            | 10 |
| <b>Production of new units:</b>      | 0  |
| <b>Rehab of existing units:</b>      | 0  |
| <b>Acquisition of existing units</b> | 0  |
| <b>Total:</b>                        | 10 |

## Discussion

In the table above, the City is asked to estimate the one-year goal for the number of households to be supported for the “Homeless” category. The City follows the definition of homeless as “someone who is living in a place not fit for human habitation” and leaves this as 0 as the City itself does not provide homeless services, more specifically a homeless shelter.

The major housing issue in Manhattan is the lack of supply of units across the entire demand spectrum. The HMA revealed this lack of supply and the downward pressure it places on the market, especially for affordable units LMI person can obtain. This factor is compounded by limited space for outward growth, high cost of new construction and renovation, and increasing housing costs burdened on more households.

The City continues to review regulations and policies for negative effects on the housing market and address them when possible. In addition, the City continues to research and pioneer incentives to promote the development of more housing units by the private sector.

The City will focus CDBG programming on large impact projects in LMI designated areas to directly address issues and indirectly support or incentivize the private sector and private/public non-profit sector in their attempts to service the needs of the LMI population and the community as a whole.

### **AP-60 Public Housing – 91.220(h)**

## **Introduction**

The City of Manhattan does not own or operate public housing units but supports the MHA in its efforts to improve existing facilities and explore opportunities. The MHA administers federal, state, and local housing programs, owns and operates public housing, and manages a mixed finance LIHTC/Public Housing property of units located throughout the City. The MHA also administers a Housing Choice Voucher program consisting of Housing Choice Vouchers (HCV), HUD-VASH (Veterans) vouchers, and Family Unification Program (FUP) Vouchers assisting young people who have aged out of foster care.

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

The City will evaluate and review projects when proposed by MHA.

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

The MHA promotes involvement in management and encourages residents to participate in homeownership through First Time homebuyer training with Housing & Credit Counseling, Inc. and refers residents to Habitat for Humanity for potential homeownership.

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

The MHA has continued to provide maximum assistance to the Manhattan community and is working to rebuild its capital reserve funds and reposition its assets, while under the “Troubled” designation.

## **Discussion**

Since 2013, MHA has managed 232 1–4-bedroom units in six public housing communities and managed an additional 30 units in a tax-credit housing community. In December of 2018, HUD designated the MHA as a "Troubled Performer" in the Public Housing Program, due to the depletion of its capital reserve fund caused by the completion of the repairs and renovations to the Apartment Towers building.

The MHA is also responsible for the disbursement of 232 Section 8 Housing Choice Vouchers, 63 VASH vouchers and 25 Family Unification Program vouchers. Due to funding limitations, MHA has been unable to utilize the full allocation of vouchers but has exhausted the budget authority.

The MHA follows the procedure set forth in its Tenant Selection and Waiting List Management Plans, pursuant to the requirements for Public Housing [24 CFR 960.202.] and for Section 8 [24 CFR 982.202]. In filling an actual or expected vacancy, the MHA offers

the voucher unit to an applicant in the appropriate sequence, with the goal of accomplishing de-concentration of poverty, and income-mixing objectives.

Currently, there are 701 applicants on the public housing waiting list, 346 of which are waiting for a one-bedroom unit. There are currently 994 applicants on the Section 8 Housing Choice Voucher (tenant-based) waiting list.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City will continue to serve the special population needs through collaboration and/or support of local and regional agencies, including management of CDBG and ESG funding programs.

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

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

The Flint Hills Community Care Team (FHCCT) is a collaborative effort of nearly two dozen entities to identify persons who are chronic users of emergency resources. Local agencies who are part of the FHCCT and provide outreach support to the homeless specifically include MESI, Be Able Community Center, and the Crisis Center, Inc.

In addition to outreach, these agencies report, consult, and refer individuals and families suffering adversity to create connections, cultivate skills, and open doors to opportunities that help break the cycle of poverty and homelessness.

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

MESI's Homeless Prevention and Rapid Re-Housing activities including operating a 47-bed facility providing a place for people to stay while they secure housing and deliver services through programs funded by donations, state-operated ESG funds, and CDBG funds. There are five affordable housing developments in Manhattan that set aside apartments specifically for housing homeless persons as they stabilize their situations. Through rent and utility support funding, CDBG funds will assist MESI with homeless prevention for an estimated 20 households.

The Crisis Center also receives state-administered ESG funds to provide housing for victims who are homeless due to fleeing domestic violence in their 35-bed facility, which is less than three years old.

Be Able operates a day center for those in need, including the homeless, who do not want to or cannot access agencies to hygiene services, interpersonal consultation, and skill-building programs.

In extreme weather emergencies, the Ministry of Hope non-profit agency operates a shelter for homeless populations.

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

The City is within the Flint Hills Region (9) of the Kansas BoS CoC, which passes through state-provided ESG funds to the Crisis Center and MESI for CoC programs assisting homeless persons and families in emergencies and transition to permanent housing. The local network encompasses other non-profits, non-governmental organizations, and government agencies. Homeless persons are identified through several sources including self-identification at the local hospital, school district, law enforcement, Pawnee Mental Health Services, the Flint Hills Breadbasket, MESI and other agencies.

The Director of MESI is also the Riley County regional coordinator and co- hosts monthly CoC Region 9 meetings. MESI is not able to house any minor children without a parent or guardian. The Shelter staff must call authorities to report the child is without a parent/guardian and is seeking shelter for unaccompanied youth under the age of 18. If the unaccompanied youth are between ages 18- 24, MESI will house them and create a case plan for permanent housing. The MESI's programs and case management are designed to help chronically homeless individuals become stably housed and maintain independent living. MESI also uses Rapid Rehousing funds to shorten the time clients are homeless or in transition to stable housing.

The Crisis Center shelters victims and families fleeing domestic violence situations and certifies the situation. They provide emergency shelter only for those who are in danger and cannot remain in their own homes. In addition to shelter, the Crisis Center provides counseling, services, and coordination of permanent housing for their clients.

The Riley County Health Department and the Flint Hills Community Clinic address the health needs for the homeless and uninsured. Other regional non-profits such as Konza Prairie Community Health are optional resources for various medical needs.

The Flint Hills ATA Bus provides reduced-fare transportation to individuals needing transportation to agencies that assist the homeless.

Big Lakes Developmental Center, Inc., provides job and life skills training, build self-sufficient, and secure housing for intellectually disadvantaged individuals.

The MHA collaborates with the HUD VASH representative who solely aids veterans and their families through the “Housing First” principle to access the services needed for transition to permanent housing.

USD 383 identifies unaccompanied youth as children living on their own or with an adult who is not their legal guardian, and children in homeless families. The School District’s Families in Transition (FIT) program tracks families and unaccompanied youth and assists them through a variety of means to ensure educational opportunities continue, as well as address urgent needs involving nutrition, health care, basic necessities, and housing.

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

Agencies in Manhattan are very effective in communicating with each other regarding the needs of their clients and coordinating a response.

Persons who are being discharged from a publicly funded institution or system are not to be discharged into homelessness. Government-funded institutions are not allowed to use the MESI as a “discharge plan” 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. MESI works with the institutions and refers them to other housing options in the community or surrounding area. It is the responsibility of each institution’s discharge plan to find its clients suitable housing and not discharge someone into homelessness.

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. 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 and/or eviction.

Locally, MESI operates a Homelessness Prevention program which provides counseling and rent and utility arrears or rapid re-housing services for individuals and families in need of shelter. The Crisis Center specifically provides housing for victims of domestic violence and their children who need a safe place to stay. Shepherd's Crossing provides counseling and grants for emergency issues. Pawnee Mental Health Services (PMHS) coordinates with MESI, MHA, and MAHP, Inc. to secure housing for individuals with mental illness. The Sunflower CASA Project, Inc, Family/Victim Advocate connects non-offending caregivers of abused children with housing resources listed above when a perpetrator lives in the home or is on the lease, and the caregiver must find a safe place for the family member(s).

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.

## **Discussion**

The local governments and agencies are very efficient at working together to meet the needs of residents across the spectrum. The City supports these agencies through locally raised funds and state and federal program management to support essential public services, and capital improvement needs when possible.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

There are no known negative effects of City policy as relates to affordable housing and residential investment. The Manhattan Urban Area Comprehensive Plan (Comp Plan) contains elements which promote neighborhoods containing a mixture of land uses and diversified housing options to serve the population, including housing that is affordable, neighborhoods that incorporate multi-modal connectivity, neighborhood commercial areas, schools, and parks and open space.

Housing and neighborhood goals include maintaining the quality and character of established neighborhoods throughout the community and ensuring that infill and redevelopment is compatible with existing neighborhoods and is appropriate in size, scale,

design, and use, while addressing needs of all citizens. New neighborhoods will be located where residents of all ages, abilities, and financial means will have access to the full range of infrastructure, facilities, and services to lead active, healthy lifestyles. The City bases the provision of healthy, livable neighborhoods that offer a variety of lifestyle options on the following guiding principles:

- Expanded housing options to meet the needs of a changing community
- Revitalization of established and core area neighborhoods; and
- Access to amenities that encourage active and healthy lifestyles

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City will continue to review ordinances, regulations, policies, programs, and processes over the next five years to ensure its actions are not directly contributing to barriers of affordable housing. The City does not impose rent controls, rental inspections, or impact fees.

**Discussion:**

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

**AP-85 Other Actions – 91.220(k)**

**Introduction:**

The greatest obstacle to meeting any identified need in Manhattan is the lack of consistent, predictable, and sustainable funding. The City will continue collaboration with local and regional agencies to address needs, including those affecting LMI persons.

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

The City will continue to support the Community Services Fund Advisory Board (CSFAB) which recommends to the City Commission the financial support requested by public service agencies for their efforts addressing underserved persons.

In early 2023, the MHA in cooperation with the University For Man (UFM) applied for a YouthBuild Grant, which is a “Community Engaged Construction” program that trains youth

aging out of foster care in construction practices, including for housing, which may contribute to the meeting the needs of the community and potentially affordable housing needs as identified in the HMA recommendations.

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

The City's Workforce Housing Sales Tax continues to grow as incentive programs are identified and recommended to the City Commission, including a pending local renovation and rehabilitation grant program to be utilized by the HFHNFH.

The City has also introduced four new housing incentive policies to motivate the private sector to explore and develop different housing structure types and a wider range of sale/rent prices.

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

The City is not pursuing home rehabilitation or renovation programs with CDBG funding during this upcoming five-year cycle, so there are no lead-based hazards initiatives planned.

The City tests for LBP in homes that were built in or before 1978. When it is found, the City requires contractors to be LBP-certified and use lead- safe work practices. Persons living in homes where lead-based paint is found are temporarily relocated during the completion of work to address lead-based paint hazards.

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

The Comp Plan contains goals, policies, and guiding principles promoting neighborhoods that contain a mixture of land uses and diversified housing options, including affordable housing, to serve all income levels and changing demographics.

The Public Service goals are to reduce the number of persons in poverty through counseling and essential direct aid such as case management and activities addressing the root causes of poverty by assisting people in becoming self-sufficient in the long term. Examples of programs that directly influence people's ability to escape poverty include civil legal services, tenant and landlord counseling, household budgeting training, resource location and case management for special populations, and homeless prevention.

Public Facilities and Improvement projects indirectly affect poverty through increased access, addressing ADA compliance, or by providing assets that are not present or no longer substandard to LMI areas. Only projects that directly benefit or assumed to serve LMI neighborhoods are funded with CDBG, and the City often contributes to the cost of projects.

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

The Comp Plan promotes housing and neighborhood development that could increase affordability and multi-modal connectivity between adjacent neighborhoods, commercial areas, parks, and open space. Housing and neighborhood goals include maintaining the quality and character of established neighborhoods throughout the Manhattan Urban Area and encouraging positive infill and redevelopment. New neighborhoods will be located where residents of all ages, abilities, and financial means will have access to the full range of infrastructure, facilities, and services.

Staff continuously review and recommend changes to regulations and propose new initiatives to strengthen the institutional structure addressing community issues.

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

The City will continue to work closely with the local and regional agencies it frequently does through normal business and the CDBG program. The City will both collaborate and encourage collaboration between non-profits, financial institutions, housing providers, the private sector, and investors to provide options for community, including LMI populations.

The Flint Hills Community Care Team. Among other entities, City departments and agencies will continue to bring together to identify and assist individuals who are repeat users of emergency assistance for non-emergency issues.

The Manhattan Fire Department's Risk Reduction Division will continue to offer free inspections to tenants who request it and actively coordinate services for residents who need it.

### **Discussion:**

The City, public housing organizations, and social service agencies have long delivered the necessary services to Manhattan's population and are committed to maintaining this diligence to deliver a high quality of life for all residents, including LMI persons.

## Program Specific Requirements

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

#### Introduction:

The City of Manhattan does not expect to receive any program income in the 2025 AAP Program Year. The City does not have any Urban Renewal Settlements and has returned no grant funds to the line of credit.

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

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

Projects planned with all CDBG funds expected to be available during the year were identified in the previous Projects section.

##### Table of Program Income Available for Use

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

#### Other CDBG Requirements

The City estimates CDBG funds currently used for activities benefiting LMI persons will exceed 70% based on the proposed activities and the estimated beneficiaries for PY 2025.

|  |     |
|--|-----|
| The amount of urgent need activities:  | 0   |
| The estimated percentage of CDBG funds to be used for activities that benefit LMI persons: | 71% |

Overall Benefit - A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit LMI persons.