

AFFORDABLE HOUSING TRUST FUND 2024 NOTICE OF FUNDING OPPORTUNITY (NOFO)

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INTRODUCTION

The Lawrence Affordable Housing Trust Fund is supported through a local sales tax with the purpose of providing and improving the quality, availability, and affordability of housing in Lawrence, acquiring land for future affordable housing, and investing in private/public partnerships for the provision of affordable housing.

The City of Lawrence Affordable Housing Advisory Board (AHAB), is currently accepting applications for the City's Affordable Housing Trust Fund. The mission of the Affordable Housing Advisory Board (AHAB) is to recommend to the City Commission ways everyone in Lawrence has access to safe, quality, affordable housing and supportive services necessary to maintain independent living with dignity.

Applications are accepted for projects within the City of Lawrence for:

- Affordable housing or land acquisition
- New affordable housing development
- Rehabilitation of affordable housing for preservation of existing affordable housing stock
- Accessibility modifications for low-to-moderate income households with accessibility needs to remain in affordable and accessible housing
- Housing vouchers for low-income households
- · Projects that increase community awareness on affordable housing
- Projects that advance racial equity in housing

APPLICATION DEADLINE & SUBMISSION

The application deadline is 5:00 p.m. on Friday, September 15, 2023

Applications are due in both electronic format and hard copy.

A complete electronic application is defined as all of the necessary documents completed in the Affordable Housing Trust Fund Application.

Late and/or incomplete applications will not be accepted.

Electronic Submission Instructions:

Submit electronic application by 5:00p.m. on Friday, September 15, 2023, to: Lea Roselyn, <u>lroselyn@lawrenceks.org</u>

The subject line of the email should include the *agency's name* and *project name*.

Hard Copy Submission Instructions:

Mail one paper copy of your signed application to: City of Lawrence ATTN: Lea Roselyn, Affordable Housing Administrator 1 Riverfront Plaza, Suite 320 Lawrence, KS 66044

Application Checklist:

- □ Affordable Housing Trust Fund application fully completed with budget and signatures
- □ Signed Disclosures
- □ Affidavit of Financial Interest
- Equal Opportunity Agreement
- □ Copy of the Application submitted to Kansas Housing Resources Corporation (if applicable)
- □ Copy of the Housing Needs Study submitted to Kansas Housing Resources Corporation (if applicable)
- □ Commitment Letters on Revenue Sources (if applicable)
- □ IRS Form 990 (nonprofits)
- □ Most Recent Financial Audit

□ Supporting Documents (may include Copy of the Application submitted to Kansas Housing Resources Corporation, site documents or blueprints, letters of support, client intake forms, and any other documentation that supports the strength of the project)

Pre-Application Meetings:

Applicants are welcome and encouraged to schedule a pre-application meeting with Lea Roselyn, Affordable Housing Administrator, prior to submitting applications to discuss the project and review the application. *New applicants to the Affordable Housing Trust Fund are highly encouraged* to participate in a pre-application meeting.

Meetings may be scheduled by emailing ling.com ling.com <a href="https://www.inseling.com"/www.inseling.com"/www.inseling.com"/www.inseling.com"/www.inseling.com"/www.inseling.com

Applicant Presentations:

Applicants are asked to prepare a 5-10 minute presentation on the proposed project for the Affordable Housing Advisory Board. Please also be prepared to answer questions.

Every applicant will receive up to 15 minutes total allocated time for both the presentation and any questions. Strict time boundaries will be adhered to, to provide equitable opportunity for all applicants.

The Board will meet on October 9, 2023 to receive presentations.

Award Recommendations and Approval:

Applications will be reviewed by the Affordable Housing Advisory Board at their meeting on **November 13, 2023**.

Following their review, the Advisory Board will make a recommendation for funding to the City Commission. The City Commission makes the final award approval.

Recommendations will be based on available resources, the ability of the project to meet stated goals of the Affordable Housing Trust Fund, the evaluation criteria, past performance by the agency in adhering to funding guidelines (as appropriate), and the ability to measure progress toward the project objectives.

ELIGIBILITY

Applicant Eligibility:

- Corporations and LLCs
- 501(c)3 Nonprofits
- Neighborhood and civic groups
- City of Lawrence and Douglas County Departments

All projects must be within the City of Lawrence and serve households residing within city limits.

Individuals applying for their own Owner-Occupied units not eligible applicants for the Affordable Housing Trust Funds. Please contact <u>Lea Roselyn</u>, Affordable Housing Administrator, for information on home rehab programs.

Eligible Projects:

- Affordable housing structure or land acquisition
- New affordable housing development
- Rehabilitation of affordable housing for preservation of existing affordable housing stock
- Accessibility modifications for low-to-moderate income households with accessibility needs
- Housing vouchers for low-income households
- Emergency rental assistance
- Projects that increase community awareness on affordable housing
- Projects that advance racial equity in housing

Projects must meet the following definition for housing affordability:

- Households spending 30% or less of monthly gross income on housing (mortgage/rent plus taxes and utilities);
- Rental housing units with monthly rent and utilities not exceeding 110% of the <u>HUD defined</u> <u>Fair Market Rent;</u>
- Homeownership housing units for those earning up to 80% of Median Family Income, as established yearly by HUD for the Lawrence, KS MSA.

Income Qualification Guideline Requirements:

Recipients are required to income qualify every household they serve with trust fund investment. The specific process for income qualification will vary by project type and will be outlined in the award agreement. At a minimum, recipients are required to collect and document receipt of income verification at time of enrollment.

Source of Income Discrimination Protection:

Properties supported by affordable housing trust fund investments are prohibited from discriminating against applicants for housing based on their sources of income. Applicants cannot be denied because of a Housing Choice Voucher, a third-party supporting payment of their rent or informal income sources.

Affirmatively Further Fair Housing Act:

Affirmatively further fair housing by proactively taking meaningful actions to overcome patterns of segregation, promote fair housing choice, eliminate disparities in opportunities, and foster inclusive communities free from discrimination.

Adhere to the Fair Housing Act which prohibits discrimination against any person because of race, color, religion, sex, disability, familial status, or national origin in:

- the sale or rental of housing or residential lots;
- advertising the sale or rental of housing;
- the financing of housing;
- the provision of real estate brokerage services; and
- the appraisal of housing.

EVALUATION CRITERIA

Any award of Affordable Housing Trust Funds will be based on an evaluation of the merits of the proposal and its furtherance of the City Commission's goal of providing access to affordable housing to all persons in the community.

Award Prioritization: All Projects:

The following criteria will be further utilized when determining and prioritizing 2024 Affordable Housing Trust Fund awards.

• Advance AHAB and City Goals:

Projects will be prioritized by their ability to advance at least one of the following AHAB and city goals.

AHAB Goals:

- a. Increase supply of permanently affordable homeownership units for those at 30-80% AMI
- b. Increase supply of permanently affordable rental units for those at 30-60% AMI

- c. Increase affordable and accessible housing for persons with disabilities
- d. Maintain current affordable housing units through improvements to affordable units in poor condition
- e. Provide more permanent affordable and supportive housing options for residents in unstable housing situations
- f. Increase racial equity in housing
- g. Increase community awareness and engagement and partnerships in affordable housing

City strategic plan housing goals:

- a. <u>Strong Welcoming Neighborhoods Goal 5</u>: Decrease the percent of households that are experiencing housing stress (spending more than 30% of their income on housing)
- b. <u>Strong Welcoming Neighborhoods Goal 6:</u> Decrease point-in-time count of people experiencing homelessness
- c. <u>Strong Welcoming Neighborhoods Goal 7</u>: Leverage Affordable Housing Sales Tax dollars invested by unit investments
- Alignment with City of Lawrence <u>Strategic Plan</u>, <u>Consolidated Plan</u>, <u>Downtown Master Plan</u>, and <u>Plan 2040</u>. Recipients of the Affordable Housing Trust Fund are expected to align with city plans and priorities, and to address how their project design aligns with city plans and priorities in the application and annual reporting process, as applicable.
- A strong commitment to racial equity and affirmatively furthering fair housing by taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and racial inequity and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics, including: Race, Ethnicity, National Origin, Religion, Sex, Gender, Sexual Orientation, Familial status, and Disability. Applicants should consider how racial equity will be advanced through the proposed project in order to provide housing access to populations experiencing disparities.
- Inclusion of priority populations that have been identified based on disparities in access to safe, affordable and accessible housing. Priority populations include Black, Indigenous, People of Color (BIPOC), Single female head of household, people with disabilities, individuals experiencing chronic homelessness, families with children under 18, low-income seniors, youth aging out of foster care, survivors of domestic violence, human trafficking, and/or stalking, immigrant households, individuals with English language learners, justice-involved/formerly incarcerated residents.
- **Neighborhood Engagement and Community Outreach** so that the neighborhood and community have meaningful opportunities to provide input, feedback, and have equitable opportunities to participate in program services.
- **Developer/Organizational Capacity**. To receive investment from the trust fund, the developer/organization must demonstrate the feasibility of the project, their experience and capacity to execute the project, financial stability and strength. The developer/organization will be asked to provide the following:

- a) documentation evidencing sufficient grants, donations or financing to fund the project beyond the request from the Affordable Housing Trust Fund
- b) most current organizational financial statements and auditor statement of exceptions.
- c) a list of the last three previously successfully completed projects of similar scale and complexity
- d) names and qualifications of the three primary team members that will be managing the project
- AMI Served: Non-ownership projects that primarily serve residents at lower AMI will be prioritized -30-60% AMI will receive prioritization for rentals and up to 80% AMI will receive prioritization for homeownership units.

Award Prioritization: Development Projects

Affordable housing development projects will be further prioritized based on the following criteria:

- **Expanding affordable housing to all Lawrence neighborhoods** and all areas of the City, so that affordable is scattered and indistinguishable from market rate housing.
- Affordability remains in perpetuity, ensuring the investment permanently increases affordable housing stock. Depending on project specifics, housing may be placed in permanent affordability through a deed restriction, land trust, ground lease or other method acceptable to the City. All remaining equal, projects with longer term affordability will be prioritized over projects with shorter term affordability of 30 or fewer years.
- **Sustainability Commitment**. The City of Lawrence Strategic Plan includes several goals aimed at increasing environmental sustainability and reducing Lawrence's contribution to climate change and preparing for the effects of climate change. The Affordable Housing Trust Fund is committed to ensuring its funding supports green and sustainable design components, including native landscaping and strong energy efficiency measures that are above code, solar ready homes, and deconstruction over demolition, and encourages recipients to implement these measures in funded projects.
- **Community Need**. The project responds to housing needs of the community, including housing size, type, and target population, as identified in the <u>2018 Lawrence Housing Market Analysis</u>.
- The additional following factors will additionally be used to prioritize awards:
 - a) Infill development
 - b) Cost per person or bedroom
 - c) Number of units created
 - d) Leveraging Affordable Housing Trust Fund dollars
 - e) Developer fee percentage
 - f) Distance to transit
 - g) Distance to green space and recreational amenities
 - h) Distance to school
 - i) Distance to nearest grocery store

Application Scoring Matrix

The following matrixes will be used to score Affordable Housing Trust Fund applications. Scoring helps identify the level to which a project meets the objectives and goals adopted by the Affordable Housing Advisory Board and City. All Affordable Housing Advisory Board members will utilize the matrix to score individual applications, which assists in award prioritization. The average scores for each application will be provided to the Lawrence City Commission for award approval, and are made publicly available.

The City does not make awards based on scores alone. Additional factors are taken into consideration including, but not limited to, timeliness, significance of funding gaps, comprehensive plan guidance, community need, and emerging developer status.

Acquisition and Development Matrix

200 total points possible

Review & Ranking Categories	Possible Score	Scoring
Goal Alignment: The project or program aligns with and furthers Affordable Housing Trust Fund goals and City of Lawrence Strategic Plan outcomes.	15	 Meeting 1 goal = 10 points Meeting 2 or more goals = 15 points
Racial Equity & Inclusion: Project prioritizes racial equity and inclusion, and takes meaningful actions to decrease disparities in homelessness and affordable housing by race & ethnicity.	10	 Following fair housing practices = 5 points Affirmatively furthering fair housing by taking meaningful actions to decrease racial disparities in housing access = 10 points
Populations Served: The project responds to local community need by providing affordable housing to prioritized populations identified in Housing and Homelessness Community Strategic Plan	20	 4 points for each of the following priority populations served through project design: BIPOC individuals/households experiencing or at risk for homelessness = 4 points Single-parent female-head of household or families with minor children = 4 points Low-income seniors = 4 points Low-income individuals with disabilities (physical disability, severe or persistent mental illness, or intellectual and developmental disability) = 4 points Formerly incarcerated individuals = 4 points

AMI served: The project will provide housing that is affordable for community members at % AMI	15	 Less than 25% of units will be affordable rentals for 30-60% AMI or affordable homeownership for 40-80% AMI = 0 points 25-50% of units will be affordable for 30-60% AMI or affordable homeownership for 40-80% AMI = 5 points 50-75% of units will be affordable for 30-60% AMI or affordable homeownership for 40-80% AMI = 10 points More than 75% of units will be affordable for of units will be affordable for 30-60% AMI or affordable for 30-60% AMI = 10 points More than 75% of units will be affordable for of units will be affordable for 30-60% AMI or affordable for 50-75% of units will be affordab
Neighborhood & Community Engagement: Project timeline includes plans for community and neighborhood engagement, providing meaningful opportunities for community feedback	10	 No neighborhood or community engagement planned = 0 points Neighborhood or community engagement focus is to inform = 5 points Neighborhood or community engagement focus is to consult or involve = 10 points
Financial Information: Application shows complete and accurate project budget, with positive operational cash flow and positive net worth	10	 5 points for each of the following: Complete & accurate budget = 5 points Project financial viability = 5 points
Leverage: Affordable Housing Trust Funds are leveraged with braided funding sources.	20	 AHTF is higher than 50% of budget = 0 points AHTF is 40-50% of budget = 4 points AHTF is 30-40% of budget = 8 points AHTF is 20-30% of budget = 12 points AHTF is 10-20% of budget = 16 points AHTF is less than 10% of budget =20 points
Developer Fee: Affordable Housing Trust Fund request for developer fees	5	 Developer fee is greater than 7% of AHTF request = 0 points Developer fee is less than 7% of AHTF request = 5 points
Organizational Capacity & Experience: Organization has successfully completed projects similar in scope and complexity to the project being proposed.	5	 Organization has not completed similar projects 0 points Organization has completed 1-2 similar projects 3 points Organization has completed 3 or more similar projects = 5 points
Staff Experience: Lead project staff team listed on application have sufficient expertise and experience successfully executing similar projects	5	 Development team has less than 5 years of experience = 0 points Development team has 5-10 years of experience = 3 points Development team has more than 10 years of experience = 5 points

Universal Design Units: The project utilizes universal design principles for accessibility access	5	 Less than 20% of units utilizes universal design = 0 points 20-50% of units utilize universal design = 3 points More than 50% of units utilize universal design = 5 points
Fully ADA Units: Units are fully accessible for people with physical disabilities	10	 No ADA units = 0 points 1%-10% of units are fully accessible for people with disabilities = 5 points More than 10% of units are fully accessible for people with disabilities= 10 points
Location: Project will bring affordable units to West of Iowa or in middle-or-upper income census tracts in Lawrence	5	 Project is in located within the zip code 66044 = 0 points Project is located within the zip codes 66045, 66046, 66047, 66049 = 5 points
Infill: Project provides infill development for greater density	5	 Project will provide infill development = 5 points
Distance to Amenities: Proximity to green space, transit, healthy food provider or school.	20	 5 points for each of the following amenities within 1/2 mile, for a max of 20 points: green space = 5 points transit = 5 points healthy food provider = 5 points school = 5 points
Feasibility and Site Control: Applicant has site control, deed in hand, and lot is currently zoned for proposed use. Applicant has site plans, and documentation on number of units.	10	 2 points for each of the following: zoned for proposed use = 2 points site control = 2 points deed in hand = 2 points site plans = 2 points design plans with number of units = 2 points
Length of Affordability: Housing affordable in perpetuity (maximum points) or long-term affordability.	15	 Affordable is 15 or fewer years = 0 points Affordability for 15-30 years = 5 points Affordability 30-99 years = 10 points Affordability in perpetuity = 15 points
Sustainability: Includes green and/or sustainable building and design components.	5	 The full 5 points will be awarded for incorporating any of the following elements: cool roof green insulation biodegradable materials solar power smart appliances
Cost per bedroom: AHTF dollars investment per bedroom	10	 Greater than \$15,000 = 0 points \$12,000-\$15,000 = 3 points \$9,000-\$12,000 = 5 points \$5,000-\$9,000 = 8 points \$5,000 or less = 10 points

Housing Support Services, Rehabilitation and Accessibility Modification Matrix

150 total points possible

Review & Ranking Categories	Possible Score	Scoring
Goal Alignment: The project or program aligns with and furthers Affordable Housing Trust Fund goals and City of Lawrence Strategic Plan outcomes.	15	 Meeting 1 goal = 10 points Meeting 2 or more goals = 15
Racial Equity & Inclusion: Project prioritizes racial equity and inclusion, and takes meaningful actions to decrease disparities in homelessness and affordable housing by race & ethnicity.	20	 Maintaining and following antidiscrimination policies 5 points Policies, procedures, and organizational practice of racial equity and inclusion for clients, staff and leadership = 20 points
Community Need: The project responds to local community need by providing services to prioritized populations identified in Housing and Homelessness Community Strategic Plan	25	 5 points for each of the following priority populations served through project design: BIPOC individuals/households experiencing or at risk for homelessness = 5 points Single-parent female-head of household = 5 points Low-income seniors= 5 points Low-income individuals with disabilities (physical disability, severe or persistent mental illness, or intellectual and developmental disability) = 5 points Formerly incarcerated individuals = 5 points
AMI served: The project will provide services for members at % AMI	20	 Above 80% AMI = 0 points 60-80% = 5 points 40-60% = 10 points 30%-40% = 15 points 0-30% = 20 points
Community Engagement: Program provides meaningful opportunities for the community and program recipients to provide feedback and input on program design and delivery	15	 No community engagement planned = 0 points Community engagement focus is to inform 5 points Community engagement efforts involve the community in program design 10 points Community engagement efforts include program participants in program design 15 points
Financial Information: Application shows complete and accurate project budget, with positive operational cash flow and positive net worth	10	 5 points for each of the following: Complete & accurate budget = 5 points Project financial viability = 5 points
Leverage: Affordable Housing Trust Funds are leveraged with braided funding sources.	10	 AHTF is higher than 50% of budget = 0 points AHTF is 40-50% of budget = 2 points AHTF is 30-40% of budget = 4 points AHTF is 20-30% of budget = 6 points AHTF is 10-20% of budget = 8 points AHTF is less than 10% of budget = 10 points

Admin Fee: Affordable Housing Trust Fund request for admin fees	10	 Admin fee is greater than 20% of AHTF request = 0 points Admin fee is 10-20% of AHTF request = 5 points Admin fee is less than 10% of AHTF request = 10 points
Organizational Capacity: Organization has successfully completed projects/programs similar in scope and complexity to the project being proposed.	5	 Organization has not completed similar projects = 0 points Organization has completed 1-2 similar projects = 3 points Organization has completed 3 or more similar projects = 5 points
Staff Experience: Lead project staff have sufficient expertise and experience successfully executing similar projects	5	 Project team has less than 5 years of experience = 0 points Project team has 5-10 years of experience = 3 points Development team has more than 10 years of experience = 5 points
Trauma Informed Services: The program design incorporates trauma informed care service design, in which participants are empowered with safety and choice, and policies intentionally resist traumatization in services.	10	 The organization does not have programmatic or organizational trauma informed practices or training = 0 points The organization does have programmatic or organizational trauma informed practices or training = up to 10 points
Low-barrier services: Services are provided with low-barriers to access, in which housing is provided as a fundamental human right and need not dependent on factors such as recovery or compliance.	10	 The organization does not provide a low-barrier service model= 0 points The organization utilizes a low-barrier service model = 10 points
Long-Term Stabilization: The project provides long-term housing stabilization	20	 The project or service will provide 6 months or less of housing stabilization = 0 points The project or service will provide 6-11 months of housing stabilization = 5 points The project or service will provide one year of housing stabilization = 10 points The project or service will provide 13-24 months or more of housing stabilization = 15 points The project or service will provide 25 months or more of housing stabilization = 20 points
Collaboration: Organization is an active collaborative partner in community housing coalitions and committees, and participates in housing collective impact initiatives.	10	 Organization is not an active collaborative partner = 0 points Organization is active collaborative partner = 10 points
Average cost per household: AHTF dollars investment per household	15	 Greater than \$10,000 = 0 points \$10,000-\$8,000 = 3 points \$8,000-\$5,000 = 7 points \$5,000-\$3,000 = 10 points \$3,000 or less = 15 points

- 1. Applications will be generally reviewed by the AHAB over the course of two meetings.
- 2. The first review of the applications will be held during an AHAB meeting at which applicants will be provided an opportunity to present their application and answer questions from the Board and City staff. If an AHAB member misses the first application review meeting, the member will be required to review the video recording of the meeting in order to participate in scoring and deliberations of recommendations.
- 3. The second review of the applications will be held during a subsequent AHAB meeting scheduled closely behind the first meeting. At the second meeting, the AHAB will review tabulated application scoring from AHAB members and discuss a recommendation for the City Commission. Should additional time be necessary, an additional meeting(s) may be scheduled as determined by the AHAB.
- 4. Staff will complete a key project elements chart to help the Board review the requests side by side. The key project elements chart will not be scored but will provide additional information for the Board to consider when deliberations occur.
- 5. Between the first and the second meeting, AHAB members who wish to participate in the final recommendations on the applications will be required to complete scoring for each application submitted. This will enable consideration in the scoring of the applicant presentation and answers to questions at the first meeting. Members who do not submit scoring by the due date will be unable to participate in the recommendation discussion and vote.
- 6. Score sheets will be initialed by each board member and will be open to the public to review. A Board member will indicate that they have read the proposal, and participated in or watched the video recording of the first meeting at which applicants made presentations.
- 7. Score sheets will be compiled by City staff and presented to the AHAB for the second meeting. An overall average score will calculated. Best efforts will be made to post this information with the AHAB meeting materials at least 24 hours in advance of the AHAB meeting at which application recommendations will be discussed.
- 8. The AHAB's deliberation and recommendations regarding the application will provide a clear rationale for its recommendations for funding to the City Commission. The scoring will be considered in conjunction with other variables and may not be the determining factor when a recommendation is made to the City Commission.
- 9. Application recommendations from AHAB will be forwarded to the City Commission and scheduled for the next available City Commission meeting for final consideration.

Conflicts of Interest:

AHAB members shall not participate in the discussions or voting regarding any applications if they have a conflict on one of the applications. The procedures outlined in the <u>AHAB bylaws</u> shall be followed if a conflict of interest exists.

APPLICANT PERFORMANCE AGREEMENTS

Once an application is approved by the City Commission, staff will work with the applicant on a performance agreement. The performance agreement will set forth the requirements of the project which must be met, terms under which funding will be distributed and final reporting requirements. Other terms may be included as determined necessary.

Performance agreements will be approved by the City Commission and posted on the AHAB website once executed, along with application materials and final report materials.

2024 AFFORDABLE HOUSING TRUST FUND TIMELINE

Activity	Date
NOFO Publicly Released	July, 2023
AHTF Applicant Orientation/Meetings with staff	July-August, 2023
Applications Due	September 15, 2023
Staff Prepares Assistance Documents	September/October
Applicant Presentations to AHAB & AHAB Discussion on projects	October 9, 2023
Special Meeting to discuss projects	October TBD 2023
AHAB Scores due to staff	October 30, 2023
AHAB Funding Recommendations	November 13, 2023
City Commission Approval	December 5, 2023
Funding Begins	January 2024

QUESTIONS



Applicants may contact Lea Roselyn, Affordable Housing Administrator, at <u>lroselyn@lawrenceks.org</u> for questions and answers on the NOFO and application process.

Applicants may access additional information regarding the AHAB, the Affordable Housing Trust Fund goals and progress, and housing assessment at: <u>https://lawrenceks.org/pds/affordable-housing</u>