



AFFORDABLE HOUSING TRUST FUND **2026 NOTICE OF FUNDING OPPORTUNITY**

CONTENTS

INTRODUCTION..... 3

APPLICATION DEADLINE & SUBMISSION 3

 Submission Instructions: 3

 Application Guide:..... 4

 Application Checklist: 4

 Pre-Application Meetings: 4

 Applicant Presentations:..... 5

 Award Recommendations and Approval:..... 5

ELIGIBILITY..... 5

 Applicant Eligibility:..... 5

 Eligible Projects:..... 5

 Project or Service Area:..... 6

 Rentals affordability requirements:..... 6

 Homeownership affordability requirements: 6

 Fair and Equitable Treatment: 6

 Income Qualification Guideline Requirements:..... 6

 Fair Housing & Housing Nondiscrimination 6

 Sale or Transfer of Ownership 6

EVALUATION CRITERIA.....7

Application Scoring Matrix.....10

 Development Matrix.....10

 Accessibility Modifications & Home Repair Matrix15

 Housing Stabilization Matrix.....18

 Community Engagement Matrix21

Board Consideration of Applications:..... 23

Conflicts of Interest: 24

APPLICANT PERFORMANCE AGREEMENTS..... 24

2026 AFFORDABLE HOUSING TRUST FUND TIMELINE 24

DEFINITIONS 25

QUESTIONS..... 26

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.

The City of Lawrence anticipates awarding up to \$1.2 million in Affordable Housing Trust Funds in 2026.

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

- Acquisition (land & existing structures) for permanently affordable housing
- New construction of Affordable housing (30 year minimum affordability)
- Rehabilitation of blighted property for permanently affordable housing
- Accessibility modifications for low-to-moderate income households
- Housing vouchers for low-income households
- Affordable housing community engagement, outreach and education

APPLICATION DEADLINE & SUBMISSION

The application deadline is 5:00p.m. on Friday, September 01, 2025

Submission Instructions:

- Submit application and all supplemental materials via email by 5:00p.m. on Monday, September 1, 2025, to: Lea Roselyn, loroselyn@lawrenceks.gov
- Applications are accepted in either Word or a PDF saved directly from the Word application. *Scanned PDFs are not accepted* and will be returned to the applicant.
- The subject line of the email should include the *agency's name* and *project name*.

A complete 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.*

Application Guide:

Development & Rehab Application	Accessibility Modifications & Home Repair Application	Housing Stabilization Application	Community Engagement Application
<ul style="list-style-type: none">•Acquisition of land for Community Housing Land Trust•Acquisition of existing market rate dilapidated property for rehab and conversion to affordable housing•New construction of affordable housing	<ul style="list-style-type: none">•Accessibility modifications for low & moderate income people with disabilities and/or seniors•Home repair for low-income households	<ul style="list-style-type: none">•Housing Vouchers•Rental Assistance + Housing Support Services	<ul style="list-style-type: none">•Community Engagement, Outreach & Education on affordable housing

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 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 loroselyn@lawrenceks.gov

Applicant Presentations:

Applicants are asked to prepare a 10-minute presentation on the proposed project for the Affordable Housing Advisory Board, and answer questions from the Board. Every applicant will receive up to 15 minutes total allocated time for both the presentation and any questions.

Presentations will take place in the evening of October 09, 2025. Presentations may be delivered in person or via zoom. The Affordable Housing Administrator will contact each applicant with a presentation time and to confirm logistical details, no later than September 10, 2025.

Award Recommendations and Approval:

Applications will be reviewed by the Affordable Housing Advisory Board at their November 2025 meeting. 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 or Douglas County Departments

Individuals applying for their own Owner-Occupied units not eligible applicants for the Affordable Housing Trust Funds. Please contact [Lea Roselyn](#), Affordable Housing Administrator, for information on home rehab programs.

Eligible Projects:

- Acquisition (land & existing structures) for permanently affordable housing
- New construction of Affordable housing (30 year minimum affordability)
- Rehabilitation of blighted property for permanently affordable housing
- Accessibility modifications for households at or below 80%AMI
- Housing vouchers for households at or below 40%AMI
- Affordable housing community engagement, outreach and education

Project or Service Area:

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

Rentals affordability requirements:

Households at or below 80%AMI spending 30% or less of monthly gross income on housing (mortgage/rent plus taxes and utilities); and Rental housing units with monthly rent and utilities not exceeding 110% of the [HUD defined Fair Market Rent](#).

Homeownership affordability requirements:

Homeownership housing units for those earning up [to 80% of Median Family Income, as established yearly by HUD](#) for the Lawrence, KS MSA spending 30% or less of monthly gross income on housing (mortgage/rent plus taxes and utilities).

Fair Treatment and Equal Opportunity:

All projects and programs must provide equal opportunity to a fair application process open to all income-qualified and eligible households. Affordable Housing Trust Fund applicants are required to make the application and selection criteria accessible to the public online.

Income Qualification Guideline Requirements:

Recipients are required to income qualify every household they serve with Affordable Housing Trust Funds. Tenant household income must be established prior to signing lease, and recertified annually thereafter. In the case where household income increases over the affordable housing eligible limit, the tenant household is eligible for one additional year, and a notice must be provided to the tenant addressing options at the end of the one year period, as outlined by HUD.

Fair Housing & Housing Nondiscrimination

Owner must comply with all local, state, and federal Fair Housing and Housing Nondiscrimination ordinances, including the [Fair Housing Act](#) and [City Code Chapter 10](#), Article 1, Section 108, which prohibits discrimination in housing access due to race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, gender identity, source of income, or immigration status, and protects any applicant for rental property, tenant, or lessee who has been subject to domestic violence, sexual assault, human trafficking, or stalking.

Sale or Transfer of Ownership

Recipients of development projects may not sell or transfer ownership of the project to another entity without the prior written consent of the City, during the period of affordability. An eligible Lawrence Community Housing Land Trust will be provided with Right of First Offer in the case of sale of the property, and any new property owners must comply with affordability requirements for any remainder of the mandated period of affordability.

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 2026 Affordable Housing Trust Fund awards.

1. Advance City Goals:

Projects will be prioritized by their ability to advance at least one of the following City goals, as outlined in the Affordable Housing Advisory Board (AHAB) goals, the objectives outlined in [A Place for Everyone: A Plan to End Chronic Homelessness, and Key Progress Indicators in the City of Lawrence Strategic Plan.](#)

a. Affordable Housing Advisory Board Goals:

- i. Increase supply of permanently affordable homeownership and rental units for those at or below 80% AMI
- ii. Increase affordable and accessible housing for persons with disabilities
- iii. Maintain current affordable housing units through improvements to affordable units in poor condition
- iv. Provide more permanent affordable and supportive housing options for residents in unstable housing situations through housing stabilization
- v. Increase community awareness and engagement and partnerships in affordable housing
- vi. Increase equal opportunity for housing access

b. City of Lawrence strategic plan housing goals:

- i. [Strong Welcoming Neighborhoods Goal 5:](#) Decrease the percent of households that are experiencing housing stress (spending more than 30% of their income on housing)
- ii. [Strong Welcoming Neighborhoods Goal 6:](#) Decrease point-in-time count of people experiencing homelessness
- iii. [Strong Welcoming Neighborhoods Goal 7:](#) Leverage Affordable Housing Sales Tax dollars invested by unit investments

2. Alignment with City of Lawrence [Strategic Plan, Consolidated Plan, Downtown Master Plan, and Plan 2040:](#)

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.

3. Affirmatively furthering fair housing:
Take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to equal opportunity based on protected characteristics, including: Race, Ethnicity, National Origin, Religion, Sex, Gender, Sexual Orientation, Familial status, and Disability.
4. Neighborhood Engagement and Community Outreach:
Provide meaningful and equitable opportunities for the neighborhood and community to provide input, feedback, and participate in program services.
5. 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
6. AMI Served:
All households must be income verified to ensure adherence to income eligibility guidelines for the following projects, as follows:
 - a. Rental developments must serve residents at or under 80%AMI. Projects serving households at 60%AMI or below and with rents under the area Fair Market Value will receive funding prioritization.
 - b. Home ownership developments must serve residents at or under 120%AMI. Projects serving households at 80%AMI or below will receive funding prioritization.
 - c. Accessibility modifications and home repair programs must serve residents at or under 80% AMI.
 - d. Vouchers and rental assistance must serve households with children, people with disabilities, or seniors that are at or under 60%AMI.

AWARD PRIORITIZATION: DEVELOPMENT PROJECTS

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

1. Expanding affordable housing to all Lawrence neighborhoods and all areas of the City, so that affordable is scattered and indistinguishable from market rate housing.
2. Long-term Affordability, ensuring the investment increases long-term affordable housing stock. Depending on project specifics, housing may be placed in 99 year 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.* All projects are required to maintain affordability for a minimum of 30 years.
3. Sustainability Commitment. 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.
4. Community Need. The project responds to housing needs of the community, including housing size, type, and target population, as identified in the [A Place for Everyone plan](#).
5. Accessibility. All new construction and rehabilitation on housing developments are required to design and construct 5% of the dwelling units, or at least one unit, whichever is greater, to be fully accessible for persons with mobility disabilities. These units must be constructed in accordance with the [Uniform Federal Accessibility Standards](#) (UFAS) or a standard that is equivalent or stricter. *All units must have one accessible entrance and bathroom.*
6. Family Units. Projects that include at least 25% of 3 or more bedroom units will receive prioritization.
7. The additional following factors will additionally be used to score applications:
 - 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
 - j) The percentage of ADA units
 - k) Years of affordability
 - l) Percentage of units that are affordable for households at 30% or below of AMI
 - m) Family units with 3 or more bedrooms

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.

DEVELOPMENT MATRIX

200 total points possible

Review & Ranking Categories	Possible Score	Scoring
Project Information: The project or program is clearly described and aligns with and furthers Affordable Housing Trust Fund goals.	5	<ul style="list-style-type: none">Project is clearly and thoroughly described, including project type, target populations, timeline, expected outputs and outcomes, and meets at least one goal for Affordable Housing Trust Funds. = 5 points
AMI served: The project will provide housing that is affordable for community members at % AMI	15	<ul style="list-style-type: none">Less than 35% of units will be affordable rentals for 30% AMI or below or affordable homeownership for 60% AMI or below = 0 points36-49% of units will be affordable rentals for 30% AMI or below or affordable homeownership for 60% AMI or below = 5 points50-74% of units will be affordable rentals for 30% AMI or below or affordable homeownership for 60% AMI or below = 10 pointsMore than 75% of units will be affordable rentals for 30% AMI or below or affordable homeownership for 60% AMI or below = 15 points

Populations Served: The project responds to local community need by providing affordable housing to populations that experience disparities in housing insecurity and access to affordable housing.	15	<ul style="list-style-type: none"> ▪ The project serves populations that experience disparities in accessing affordable housing = up to 15 points
Neighborhood & Community Engagement: Project timeline includes plans for community and neighborhood engagement, providing meaningful opportunities for community feedback	5	<ul style="list-style-type: none"> ▪ No neighborhood or community engagement planned = 0 points ▪ Neighborhood and community engagement plan that seeks neighborhood input and feedback = 5 points
Financial Information: Application shows complete and accurate project budget, with positive operational cash flow and positive net worth	5	<ul style="list-style-type: none"> ▪ Complete project budget with financial viability = 5 points
Leverage: Affordable Housing Trust Funds are leveraged with braided funding sources.	5	<ul style="list-style-type: none"> ▪ AHTF is more than 10% of budget = 0 points ▪ AHTF is less than 10% of budget = 5 points
Developer Fee: Affordable Housing Trust Fund request for developer fees	5	<ul style="list-style-type: none"> ▪ Developer fee is greater than 7% of AHTF request = 0 points ▪ Developer fee is less than 7% of AHTF request = 5 points
Fair Market Rents: Rents are set at 100% or below of Fair Market Rent	5	<ul style="list-style-type: none"> ▪ Rents are greater than 100% of Fair Market Rent = 0 points ▪ Rents are at or less than 100% Fair Market Rent = 5 points

Organizational Capacity & Experience: Organization has successfully completed projects similar in scope and complexity to the project being proposed.	5	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Fully ADA Units: Units are fully accessible for people with physical disabilities	10	<ul style="list-style-type: none"> 0-5% ADA units = 0 points 6%-50% of units are ADA accessible = 5 points More than 50% of units are fully ADA accessible = 10 points
Universal Design Units: Feature must be included in 100% of new residential units	10	<p>1 point for each of the following elements, for up to 10 points:</p> <ul style="list-style-type: none"> One or more no-step, accessible entrance to the dwelling on an accessible route that has a minimum width of 36 inches Min. 36" interior and exterior doors Min. 42" hallways Min. 67"-72" turning space Min. 32" x 54" clear space in front of appliances, switches, plumbing elements, etc. Bedroom, bathroom & kitchen on main floor (for multistory units) Strategically avoid curbs at vehicular drop off areas. Pedestrian walkways are 4'-0" minimum in width Automatic door opener on primary building entrance Hard surface flooring material rather than carpet Textured, non-slip surfaces on bathroom floors & in bathtubs/showers Accessible showers

		<ul style="list-style-type: none"> ▪ Handheld shower head with controls operable from a seated position ▪ Lever door handles and lever or blade faucets throughout dwelling unit ▪ Appliances have high-contrast buttons and dials that are logical and direct, rather than touch pads and screens ▪ Architectural features distinguish all primary entrances and exits from other entrances and exits (e.g., prominent signs, graphics, architectural features, landmarks, etc.) (for multifamily)
<p>Location:</p> <p>Project will bring affordable units to West of Iowa or in middle-or-upper income census tracts in Lawrence</p>	10	<ul style="list-style-type: none"> ▪ Project is located within the zip code 66044 or 66046 = 0 points ▪ Project is located within the zip codes 66045, 66047, 66049 = 10 points
<p>Infill:</p> <p>Project provides infill development for greater density</p>	5	<ul style="list-style-type: none"> ▪ Project will provide infill development = 5 points
<p>Distance to Amenities:</p> <p>Proximity to green space, transit, healthy food provider or school.</p>	20	<p>5 points for each of the following amenities within 1/2 mile, for a max of 20 points:</p> <ul style="list-style-type: none"> ▪ green space = 5 points ▪ transit = 5 points ▪ healthy food provider = 5 points ▪ school = 5 points
<p>Feasibility and Site Control:</p> <p>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.</p>	5	<p>1 point for each of the following:</p> <ul style="list-style-type: none"> ▪ zoned for proposed use ▪ site control ▪ deed in hand ▪ site plans ▪ design plans with number of units
<p>Length of Affordability:</p> <p>Long-term housing affordability</p>	40	<ul style="list-style-type: none"> ▪ Affordable is fewer than 30 years= 0 points ▪ Affordability for 30-49 years = 10 points ▪ Affordability 50-98 years = 30 points ▪ 99+ years of Affordability = 40 points

Sustainability: Includes green and/or sustainable building and design components.	5	1 point will be awarded for incorporating each of the following elements, for up to 5 points. <ul style="list-style-type: none"> ▪ cool roof = 1 point ▪ green insulation = 1 point ▪ biodegradable materials = 1 point ▪ solar power = 1 point ▪ smart appliances = 1 point
Cost per bedroom: AHTF dollars investment per bedroom	10	<ul style="list-style-type: none"> ▪ 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
Family Units The project will include 3 or more bedroom units	15	<ul style="list-style-type: none"> ▪ 0-10% of units will contain 3 or more bedrooms = 0 points ▪ 10%-25% of units will contain 3 or more bedrooms = 10 points ▪ 25% or more of units will contain 3 or more bedrooms = 15 points

ACCESSIBILITY MODIFICATIONS & HOME REPAIR MATRIX

150 total points possible

Review & Ranking Categories	Possible Score	Scoring
Organizational Capacity: Organization has successfully completed projects/programs similar in scope and complexity to the project being proposed	5	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Project Information: The project or program is clearly described and aligns with and furthers Affordable Housing Trust Fund goals	10	<ul style="list-style-type: none"> Program is clearly and thoroughly described, including project type, target populations, timeline, expected outputs and outcomes, and meets at least one goal for Affordable Housing Trust Funds. = 10 points
Average cost per household: AHTF dollars investment per household	10	<ul style="list-style-type: none"> Greater than \$10,000 = 0 points \$10,000-\$8,000 = 3 points \$8,000-\$5,000 = 5 points \$5,000-\$3,000 = 8 points \$3,000 or less = 10 points
Preserving Affordable Housing: Policies and procedures are in place to ensure repair and modifications benefit low and moderate income households.	15	<ul style="list-style-type: none"> Program does not have policies or agreements in place with property owners = 0 points Program has policies and agreements in place with property owners to ensure the repair and modifications benefit eligible populations for 5 or fewer years = 5 points Program has policies and agreement in place with property owners to ensure the repair and modifications benefit eligible populations for 5-9 years = 10 points Program has policies and agreements in place with property owners to ensure the repair and modifications benefit eligible

		populations for 10 or more years = 15 points
Unit Types: The program equitably serves all unit types without discrimination.	10	<ul style="list-style-type: none"> ▪ The program only serves traditional detached single family housing units = 0 ▪ The program serves all housing unit types = 10 points
Income Eligibility The program prioritizes lower income households	10	<ul style="list-style-type: none"> ▪ Program serves up to 120% AMI = 0 points ▪ Program serves up to 80% AMI = 5 points ▪ Program serves up to 60% AMI 10 points
Income Verification	5	<ul style="list-style-type: none"> ▪ Program requires 3 or more forms of income verification or does not income verify households = 0 points ▪ Program requires no more than 2 forms of income verification = 5 points
Populations Served: The project responds to local community need by providing affordable housing to populations that experience disparities in housing insecurity and access to affordable housing.	20	<ul style="list-style-type: none"> ▪ The project serves populations that experience disparities in accessing affordable housing = up to 20 points
Collaboration: Organization is an active collaborative partner in the home repair collaborative.	5	<ul style="list-style-type: none"> ▪ Organization is not an active collaborative partner = 0 points ▪ Organization is active collaborative partner = 5 points
Equal Opportunity: Eligible households have equal opportunity to program participation	5	<ul style="list-style-type: none"> ▪ Program does not have policies, procedures, and/or plans in place to ensure equal opportunity to participation among all eligible households = 0 points ▪ Program has policies, procedures, and/or plans in place to ensure equal opportunity to participation among all eligible households = 5 points

Trauma Informed Services: The program design incorporates the four principles of trauma informed housing	10	<ul style="list-style-type: none"> ▪ The organization does not have programmatic or organizational trauma informed practices or policies = 0 points ▪ The organization does have programmatic or organizational trauma informed practices or training = up to 10 points
Community Need: Program responds to community need, as identified in 2018 Lawrence Housing Market Report.	5	<ul style="list-style-type: none"> ▪ Program responds to community need, as identified in 2018 Lawrence Housing Market Report. = up to 5 points
Support Services: Additional support services are available to provide support for housing independence, stabilization, and/or safety.	5	<ul style="list-style-type: none"> ▪ Support services not provided = 0 points ▪ Additional support services are offered via referrals to other agencies = 2 points ▪ Additional support services are provided by servicing organization = 5 points
Timeline: Process is in place for timeliness of selecting clients and completing work.	5	<ul style="list-style-type: none"> ▪ Program has process in place for timely selection and completion of repairs or modifications = up to 5 points
Outreach: Program provides outreach, marketing and engagement.	5	<ul style="list-style-type: none"> ▪ Community engagement, outreach and marketing is included in the program plan = up to 5 points
Leverage: Affordable Housing Trust Funds are leveraged with braided funding sources.	10	<ul style="list-style-type: none"> ▪ AHTF is higher than 50% of budget = 0 points ▪ AHTF is 11-49% of budget = 5 points ▪ AHTF is less than 10% of budget = 10 points
Financial Information: Budget is complete and accurate	5	<ul style="list-style-type: none"> ▪ Application shows complete and accurate project budget, with positive operational cash flow and positive net worth
Admin Fee: Affordable Housing Trust Fund request for admin fees	5	<ul style="list-style-type: none"> ▪ Admin fee is greater than 20% of AHTF request = 0 points ▪ Admin fee is less than 20% of AHTF request = 5 points

HOUSING STABILIZATION MATRIX

150 total points possible

Review & Ranking Categories	Possible Score	Scoring
Organizational Capacity: Organization has successfully completed projects/programs similar in scope and complexity to the project being proposed.	5	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Project Information: The project or program is clearly described and aligns with and furthers Affordable Housing Trust Fund goals.	10	<ul style="list-style-type: none"> Program is clearly and thoroughly described, including project type, target populations, timeline, expected outputs and outcomes, and meets at least one goal for Affordable Housing Trust Funds. = 10 points
Average cost per household: AHTF dollars investment per household	10	<ul style="list-style-type: none"> Greater than \$10,000 = 0 points \$10,000-\$8,000 = 3 points \$8,000-\$5,000 = 5 points \$5,000-\$3,000 = 8 points \$3,000 or less = 10 points
Long Term Stabilization: Support provides long term housing stabilization.	25	<ul style="list-style-type: none"> The project or service will provide 6 months or less of housing stabilization = 0 points The project or service will provide up to one year of housing stabilization = 10 points The project or service will provide up to 24 months of housing stabilization = 15 points The project or service will provide two or more years of housing stabilization = 25 points

Income Eligibility The program prioritizes lower income households	10	<ul style="list-style-type: none"> Program serves up to 80% AMI = 0 points Program serves up to 60% AMI = 5 points Program serves up to 40% AMI = 10 points
Income Verification	5	<ul style="list-style-type: none"> Program requires 3 or more forms of income verification or does not income verify households = 0 points Program requires no more than 2 forms of income verification = 5 points
Prioritized Populations: The project responds to local community need by providing affordable housing to populations that experience disparities in housing insecurity and access to affordable housing.	20	<ul style="list-style-type: none"> The project serves populations that experience disparities in accessing affordable housing = up to 20 points
Collaboration: Organization is an active collaborative partner in the housing stabilization collaborative.	5	<ul style="list-style-type: none"> Organization is not an active collaborative partner = 0 points Organization is active collaborative partner = 5 points
Equal Opportunity: Eligible households have equal opportunity to program participation	5	<ul style="list-style-type: none"> Program does not have policies, procedures, and/or plans in place to ensure have equal opportunity to participation among all eligible households = 0 points Program has policies, procedures, and/or plans in place to ensure equal opportunity to participation among all eligible households = 5 points
Trauma Informed Services: The program design incorporates the four principles of trauma informed housing	10	<ul style="list-style-type: none"> The organization does not have programmatic or organizational trauma informed practices or policies = 0 points The organization does have programmatic or organizational trauma informed practices or training = up to 10 points
Community Need: Program responds to community need, as identified in 2018 Lawrence Housing Market Report.	5	<ul style="list-style-type: none"> Program responds to community need, as identified in 2018 Lawrence Housing Market Report. = up to 5 points

Support Services: Additional support services are available to provide support for housing independence, stabilization, and/or safety.	10	<ul style="list-style-type: none"> ▪ Support services not provided = 0 points ▪ Additional support services are offered via referrals to other agencies = 5 points ▪ Additional support services are provided by servicing organization = 10 points
Outreach: Program provides outreach, marketing and engagement.	5	<ul style="list-style-type: none"> ▪ Community engagement, outreach and marketing is included in the program plan = up to 5 points
Leverage: Affordable Housing Trust Funds are leveraged with braided funding sources.	10	<ul style="list-style-type: none"> ▪ AHTF is higher than 50% of budget = 0 points ▪ AHTF is 11-49% of budget = 5 points ▪ AHTF is less than 10% of budget = 10 points
Financial Information: Budget is complete and accurate	5	<ul style="list-style-type: none"> ▪ Application shows complete and accurate project budget, with positive operational cash flow and positive net worth
Admin Fee: Affordable Housing Trust Fund request for admin fees	5	<ul style="list-style-type: none"> ▪ Admin fee is greater than 20% of AHTF request = 0 points ▪ Admin fee is less than 20% of AHTF request = 5 points

COMMUNITY ENGAGEMENT

150 total points possible

Review & Ranking Categories	Possible Score	Scoring
Project Information	10	Project is clearly and thoroughly described, including project type, target populations, timeline, expected outputs and outcomes, and meets at least one goal for Affordable Housing Trust Funds. = 10 points possible
Project Purpose	20	The project purpose is clearly outlined with goals and objectives that align with and advance policy and community engagement objectives outlined in A Place for Everyone plan. = 20 points possible
Indicators & Benchmarks	10	Success indicators and progress benchmarks are clearly outlined and reasonable to monitor and analyze for success. = 10 points possible
Documentation & Evaluation	10	The project includes processes and procedures for documentation and evaluation of progress and success. = 10 points possible
Cause Analysis	5	The applicant has a deep and nuanced understanding, as articulated in the application, of the root causes and factors producing racial, gender, class, and other inequities. The proposed project is designed to address root causes. = 5points possible.
Prioritized Populations	20	4 points for each of the priority populations listed in the A Place for Everyone Plan that are being specifically centered in this project design. = 20 points possible
Impacted Communities	10	Applicant provides clear analysis on communities most impacted by proposed project. = 10points possible.
Stakeholder Groups	5	Stakeholder groups and level of engagement is clearly outlined. = 5 points possible.
Stakeholder Engagement	5	Stakeholder groups have been meaningfully informed and authentically represented in the development of the project. = 5 points possible.

Viability & Sustainability	15	Project has sustainability plan that outlines how ongoing, adequate funding will be secured, and how financial and other data will be collected and reported = 15 points possible.
Community Need	15	The project serves populations that experience disparities in accessing affordable housing = up to 15 points
Admin Fee	10	<ul style="list-style-type: none"> 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:	10	<ul style="list-style-type: none"> Organization has not completed similar projects = 0 points Organization has completed 1-2 similar projects = 5 points Organization has completed 3 or more similar projects = 10 points
Staff Experience:	5	<ul style="list-style-type: none"> 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

Board Consideration of Applications:

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 be 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 [AHAB bylaws](#) 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.

2026 AFFORDABLE HOUSING TRUST FUND TIMELINE

Activity	Date
NOFO Publicly Released	June 2025
AHTF Applicant Orientation/Meetings with staff	July & August 2025
Applications Due	September 1, 2025
Applicant Presentations to AHAB	October 9, 2025
AHAB Scores due to staff	November 3, 2025
AHAB Funding Recommendations	November 13, 2025
City Commission Approval	December, 2025
Funding Begins	January 2026

DEFINITIONS

AMI is the Area Median Income for Lawrence, KS, MSA as established annually by Department of Housing and Urban Development

Senior Housing means housing for households with at least one individual who is at least 55 years of age at the time of initial occupancy.

Fully accessible unit means housing units that meet the design standards and accessibility requirements outlined in the HUD [Fair Housing Act Design Manual: A Manual to Assist Designers and Builders in Meeting the Accessibility Requirements of the Fair Housing Act.](#)

Affordable unit means (a) the rent or mortgage, plus insurance and utilities, is no more than 30% of household annual income; (b) the housing units shall not exceed the maximum Fair Market Rent (FMR) as established annually by the Lawrence Douglas County Housing Authority (LDCHA); and (c) a household qualifies as eligible for occupying an affordable housing unit based on the AMI as established annually for the Lawrence, KS MSA by HUD.

Dwelling unit means a building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons, but not including a tent, trailer or recreational vehicle.

Period of Affordability means the time period that the units must be held for exclusive use of affordable housing for households at 80% AMI or below, and is secured through either a Land Use Restriction Agreement or partnership agreement with the Community Land Trust.

HUD means the U.S. Department of Housing and Urban Development

Just Cause Eviction means that tenant may not be evicted arbitrarily, discriminatorily, or without valid reason, which includes accrual of rental arrears, violence or destruction of property perpetrated by the tenant, violation of the lease agreement, or no longer meeting income criteria for affordable housing.

QUESTIONS



Applicants may contact Lea Roselyn, Affordable Housing Administrator, at lroselyn@lawrenceks.gov 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: <https://lawrenceks.org/pds/affordable-housing>