

# **City of Topeka, Kansas Consolidated Action Plan**

**for**

## **Housing and Community Development**



**Program Year 2007**

**Department of Housing &  
Neighborhood Development**

*Adopted August 22, 2006 by the Topeka City Council*

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# Second Program Year Action Plan

Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations.

## Narrative Responses

### GENERAL

#### **Executive Summary**

**The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.**

Program year 2 Action Plan Executive Summary:

The City of Topeka Department of Housing & Neighborhood Development (HND) will concentrate resources geographically to entice collaborative investment from the private sector. Assistance will be directed primarily to the low- to moderate-income areas of the City of Topeka. A major emphasis will be to promote identifiable impacts and enhanced neighborhood wealth. Where prior and ongoing financial investment is present, HND will invest to enhance current and future success.

The objectives of revitalization activities within low-income, distressed neighborhoods will be to:

- A). Enhance the Quality of Life for Targeted Topeka Neighborhoods & Residents;
- B). Increase Homeownership and Rental Housing Opportunities;
- C). Support Economic Development; and
- D). Enhance Local Resources to Maximize Impact of Federal Funds.

All programs to achieve these objectives will provide one of the following outcomes:

- A). New or Improved Availability / Accessibility;
- B). New or Improved Affordability;
- C). New or Improved Sustainability.

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In addition to these HUD proscribed performance measures, HND of Topeka will evaluate the performance of revitalization activities based upon such factors as crime statistics, real estate values, and the number of boarded or vacant houses.

### **Evaluation of Past Performance**

In 2002, the City began an effort to provide resources into major redevelopment within existing neighborhoods. This gave rise to the new process called Stages of Resource Targeting (SORT) where funds were targeted into smaller defined areas. Specifically, Tennessee Town, Monroe and East Topeka South NIA's were the sites selected.

Today, with the investment of targeted resources at these locations, crime statistics have plummeted, and the property values have increased to a level that exceeds other locations within Topeka. In the Monroe Neighborhood, for example, the housing in close proximity to the historic site has improved substantially and property values have increased dramatically as well. New infrastructure, furthermore, has provided a cleaner looking environment and improved the appeal of the three formerly targeted neighborhoods, which accommodates new and improved housing stock.

- 1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.**

Based on an annual review, assistance will be primarily directed to the low and moderate-income areas of the City of Topeka. The City's goal is to commit at least 50% of annual Consolidated Plan funding for neighborhood development activities into high priority intensive care or at-risk neighborhoods. Activities provided by the Emergency Rehabilitation program, the Accessibility program, as well as the TOTO Home program, however, are each available to any income eligible resident of the City of Topeka to the extent funding is available.

With minor exceptions, spending in low-income neighborhoods will be concentrated in multi-block areas (typically 3-5 blocks) that have been strategically identified through a neighborhood/area plan process for multi-faceted housing in-fill development and rehabilitation. The multi-block areas that will be targeted to receive the greatest assistance in the next year are limited sections of the following neighborhoods: Highland Crest (west of SE Adams Street), East Topeka North, Chesney Park and Old Town neighborhoods.

- 2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.**

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Based on the Neighborhood Health Model of intensive care, at risk, outpatient and healthy neighborhoods, treatment for neighborhoods are based on a "continuum of care" approach. Those neighborhoods that are most distressed (intensive care) require the most intervention and therefore, will require sizeable resources and attention. However, if all relevant resources are devoted to an intensive care area, an at-risk or unstable outpatient neighborhood may fall prey to blighting influences themselves.

Since the needs of distressed neighborhoods within the City exceed the resources to care for them, a four-pronged approach similar to a triage system should be employed to identify neighborhoods that will likely benefit the most from revitalization activities. The method of identifying these neighborhoods is described below:

**A).** High priority neighborhoods are areas that have poor health, or are rapidly declining but can be revitalized through moderately aggressive intervention over a short period of time due to substantial revitalization activity or potential. These are priority status neighborhoods that will be targeted the most aggressively.

**B).** Above Average priority neighborhoods are areas that actually have *the poorest health* and will require significant stimulus and major intervention over a longer period of time. Due to the magnitude of poor health conditions or the lack of substantial revitalization activity/potential, they should act as a secondary top priority.

**C).** Average priority areas are stable/rising at-risk neighborhoods or declining outpatient neighborhood areas of favorable health that will require either minor intervention or prevention measures to address a significant neighborhood need. Rising healthy neighborhoods may require some planning intervention to prevent incompatibilities. They should be treated on an as needed basis to ensure maintenance of their health.

**D).** Low priority neighborhoods are areas of favorable or optimal health conditions that are least in need of intervention. Public intervention in the form of funding subsidies is not expected except to respond to private market forces that compromise the quality of health.

The Topeka Planning Department developed a neighborhood health map in 2000 and was last updated in 2003. The neighborhood health map is used to determine priorities for planning and funding assistance based on the City's Comprehensive Plan and Consolidated Plan. For example, the Planning Department has worked with all "intensive care" neighborhoods since 2000 to develop individual neighborhood plans while Housing and Neighborhood Development has targeted their infill housing efforts to implement two of those plans each year. The map, therefore, is a composite "health" ranking for City neighborhood areas as measured by five vital signs:

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- Poverty
  - Public safety (type I crimes)
  - Residential property values
  - Single-family homeownership
  - Boarded houses

Each vital sign has four rating levels that are assigned points ranging from the most desirable condition (4 points) to the least desirable condition (1 point). The averaged combined score for each neighborhood area fell into one of the following classifications:

**Healthy** – optimal condition (3.3 – 4.0)

**Out Patient** – favorable condition (2.7 – 3.2)

**At-Risk** – emerging negative conditions (1.9 – 2.6)

**Intensive Care** – seriously distressed condition (1.0 – 1.8)

Neighborhood areas do not necessarily conform to defined neighborhood boundaries, but instead typically follow 2000 Census block group boundaries. Therefore, it should be noted that some neighborhoods are combined with other neighborhoods as part of Census block groups and will show a more generalized average than if broken down separately. The source of the data varies between vital signs. Poverty ratings are based on 2000 U.S. Census figures. Public Safety ratings are based on 2001-2002 type I crimes from the Topeka Police Department. Residential Property Values and Single Family Homeownership ratings are from the Shawnee County Appraisers Office in 2002. Lastly, Boarded House ratings are from the Code Compliance Services Division of Public Works in 2002.

The original maps and the updated maps can be viewed on the City’s website under the Planning Department’s web page (click on “Neighborhood and Area Plans”).

### **Stages Of Resource Targeting (SORT)**

Redevelopment areas and neighborhoods desiring to be a focus of targeting from the Department of Housing & Neighborhood Development (HND) will be considered within the following conceptual framework for allocation of resources:

#### **Phase I – Planning Stage**

This stage is where two (2) Neighborhood Revitalization Plans are initially developed, reviewed or updated to address current neighborhood needs. The emphasis of this stage will be to identify various housing, neighborhood, community, infrastructure and economic development needs and to match them with funding options for the next two following years. In addition, efforts will be made to identify non-City resources including, but not limited to, human, organizational and financial.

#### **Phase II – Activation Stage**

At this stage, the City will activate its existing resources, most of which will have little or no additional fiscal impact on City operations. Focusing existing activities such as Code Compliance, litigation regarding demolitions and crime reduction **activities will be a**

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major component of this stage. Existing programs administered by Housing and Neighborhood Development may also target areas in preparation for the Investment Stage. Also, CIP funds for the repair and expansion of infrastructure will receive priority. Developing public/private partnerships will be necessary during this stage to ensure a framework that is conducive to future leveraging in the next phase. Homeownership and rehabilitation of existing homes will be considered during this phase, while new construction will not. The acquisition of vacant land and dilapidated structures for demolition and rebuilding will be allowed whether by the City or a private entity.

### Phase III – Investment Stage

Investment of new capital will be the highlight of this phase. However, City funds will not be the only focus. Because the Activation Stage included the development of public/private partnerships, an area must be prepared to demonstrate it has the potential to lure private capital to its region before it can advance to this phase. Leveraging of City resources will be a major target during this phase. Other government capital resources as well as those from the private sector will be pursued during the Investment Stage. Only during this phase will the Department of Housing and Neighborhood Development consider new construction, homeownership opportunities.

HND will generally target a majority of its resources in no more than two redevelopment areas or neighborhoods per year. Each redevelopment area or neighborhood will first become a Planning Target Area. With this designation, they will spend the first year establishing or updating their existing Neighborhood Plan. This will also be the time when they identify a two to three block area that will become the Target Area for funding during the following two years. A Target Area will be identified based upon its ability to show measurable impacts with the most efficient use of resources. If a Target Area shows significant measurable impacts before the end of the two-year funding period, it may be removed from the top priority position. A major economic event that will have community-wide impacts could accelerate a redevelopment area or neighborhood through the stages of resource targeting. Every other calendar year, the Department of Housing and Neighborhood Development, with input from the Citizen Advisory Council, will prepare the list of rated and ranked redevelopment areas or neighborhoods for consideration by the City Council. The City Council will either identify new or ratify existing Planning Target Areas through its approval of the annual Consolidated Action Plan.

### **SORT Targeting Boundary Criteria**

- 1) Target Areas identified that are referenced in an adopted neighborhood plan will have a priority.
- 2) When a boundary is drawn it will encompass both sides of a street. Funding may be allocated to more than one NIA, NA or neighborhood if it is contiguous to the Target Area and the investment will enhance the overall Targeting effort.

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- 3) Each target Area should not exceed three to five square blocks including its “primary” and “secondary” areas.
  - 4) Primary access streets through a neighborhood will receive a priority in notification of funding or staging of efforts.
  - 5) When commercial or industrial property is included within a targeted area, only streetscape or public infrastructure may be addressed for that property.
  - 6) Each Target Area identified will be subdivided into a “primary” and “secondary” area. The “primary” area will be initial recipient of the major portion of its Target Area funds the initial funding year. The “secondary” area will receive funds only if:
    - a) There are savings from activities in the “primary” area.
    - b) There are no eligible properties left due to activity completed in the “primary” area.
    - c) There are regulatory and/or legal limitations that prevent further investment in the “primary” area.
    - d) Substantial progress has been made in the “primary” area and private investment is beginning to fund activities in the “primary” area at a rate similar to non-target areas that are slowing stable or rising property values.
  - 7) All neighborhood groups impacted by the proposed target boundaries will be asked for input.

Boundaries may change slightly between the first funding year and the second depending upon a review of the progress achieved by the NIA, Planning and HND.

See the Barriers to Affordability section in page 16.

**4. Identify the federal, state, and local resources expected to be available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.**

The Consolidated Plan regulations combine into a single submission the planning and application elements of the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships (HOME) programs, American Dream Down Payment Initiative (ADDI), and Housing Opportunities for Persons with AIDS (HOPWA). The reporting requirements for these programs are also consolidated into one performance report. In addition, City produces the Consolidated Plan in order to ensure its eligibility for Supportive Housing, Shelter Plus Care, and other federal housing funds. Furthermore, Neighborhood Infrastructure and CIP funds will be used to secure the goals of the Consolidated Plan.

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## **Managing the Process**

### **1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.**

The Department of Housing and Neighborhood Development in Topeka is the lead agency. Rental housing programs are administered by the Topeka Housing Authority, the private sector through the Low-Income Housing Tax Credit program, and Cornerstone. Homeownership programs are administered by the City of Topeka's Major Rehab and Emergency Repair program, the Topeka Opportunity to Own, Habitat for Humanity, and the East Topeka Action Program. Homeless facilities or programs are supervised by the Topeka Rescue Mission, YWCA Battered Women's Center, Kansas Legal Service, Cornerstone, and Shelter Plus Care. Other support services include Housing and Credit Counseling of Topeka, Doorstep, Community Action, Valeo, Topeka AIDS Project, Let's Help, The Salvation Army, and Family Service and Guidance Center of Topeka.

### **2. Identify the significant aspects of the process by which the plan was developed and the agencies, groups, organizations, and others who participated in the process.**

By incorporating input from both individual citizens of the City and through organizations such as the Citizen Advisory Council (CAC) and the Neighborhood Improvement Associations (NIA) that represent residents of low-income areas exclusively, HND of Topeka was able to identify the most pressing community needs within the City and address them in the Consolidated Plan. All residents of the City of Topeka, not just those residing in low-income areas, are encouraged to participate in the citizen participation process outlined in the next page. More information about the CAC is provided in page 12.

Two (2) Needs Assessment Meetings were conducted in order for residents of the City to share their housing, neighborhood, and community development needs with HND of Topeka. Comments received during the meetings were used in the development of the Consolidated Action Plan for 2007. Verbal and written citizen comments are summarized in page 10 of this document.

### **3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.**

The Shawnee County Homeless Task Force (HTF) is a group of community participants from both the public and private sector whose goal is to help individuals and families who are experiencing homelessness, or are at-risk of becoming homeless, have access to a continuum of appropriate emergency shelter, transitional housing, affordable and permanent housing and the support services necessary to maintain such housing. In the upcoming year, the HTF is placing additional effort to involve the private sector such as landlords and local business to a greater degree.

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## **Citizen Participation**

### **1. Provide a summary of the citizen participation process.**

Program year 2 Action Plan Citizen Participation response:

In order to comply with the objectives established for the City of Topeka's Citizen Participation Plan, the following policies will be implemented by the Housing and Neighborhood Development Department:

#### **Office Hours and Availability of Public Information:**

The offices of the Housing and Neighborhood Development of Topeka will be open from 8:00 AM to 5:00 PM Monday - Friday, except during legal holidays, in order to allow City of Topeka residents the opportunity to inspect public files and records related to the activities receiving CDBG, ESG and/or HOME program funding.

Housing & Neighborhood Development staff members will be available to furnish interested citizens with information concerning:

1. The total amount of CDBG, ESG and HOME funds expected to be available for use;
2. The range of activities that may be undertaken with those funds, and the percent of the CDBG, ESG and/or HOME funds proposed to be used for activities that will benefit low/moderate income persons;
3. Proposed CDBG, ESG and HOME activities may result in displacement, and the City of Topeka's plans for minimizing such displacement;
4. The types and levels of assistance the City of Topeka will make available to persons displaced by CDBG funded activities. (See Displacement Narrative available on request at the Housing and Neighborhood Development office.)

#### **Public Hearings:**

The City of Topeka will conduct at least two (2), usually three (3) public hearings annually for the CDBG, ESG and HOME programs. Meetings will be staffed for assisting non-English speaking persons and persons with impairments when necessary.

Public hearings will be advertised community-wide in the City of Topeka's official newspaper at least two (2) weeks in advance, in order to allow interested parties to express their views of needs or respond to proposals or questions related to the CDBG, ESG and HOME programs. In order to maximize exposure and public participation, public hearings are held during City Council meetings whenever possible.

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At least one public hearing will be conducted before the proposed Consolidated Plan is initially published for comment. This public hearing will provide an opportunity to obtain the views of citizens on housing and community development needs and to develop proposed activities for inclusion in the one-year action plan. A public hearing will be held after the thirty-day comment period has elapsed for the published draft of the Consolidated Plan. This hearing is to give residents an opportunity to comment on the proposed use of funds in the Plan.

At least fifteen calendar days prior to the submission of the annual performance report the City will announce the availability of the report at the Housing and Neighborhood Development office for citizen review and comment.

The City will consider all comments or views of citizens received in writing or orally at the public hearings and a summary of the comments or views will be attached to and submitted with all of the reports.

In the event that a number of non-English speaking residents and/or persons with disabilities needing assistance are expected to participate in a public hearing, the City of Topeka will provide an interpreter and other needed assistance, including using staff or contracting with individuals to provide needed services.

Applications for Community Development Block Grant, ESG and/or HOME Funds:

The application process for CDBG, ESG and HOME program funding will commence with the announcement of the RFP process for these programs. The availability of the RFP will be published in the City's official newspaper. Application announcements will be sent to all current and former applicants and grantees. Any interested agency, organization, business, or individual will be given thirty (30) days from the time of this announcement to submit proposals for CDBG, ESG and/or HOME funding.

HND staff will be available during the application period to provide technical assistance to any interested group, especially those representative of persons of low and moderate income, in the development of funding proposals.

### **Response to Complaints and Grievances:**

The City of Topeka, through the Housing and Neighborhood Development Department, will provide for a timely, written answer to complaints and grievances related to the CDBG, ESG and/or HOME programs within fifteen (15) days. Grievances should be sent to the Department of Housing and Neighborhood Development at the following address:

620 SE Madison, 1<sup>st</sup> Floor  
Topeka, Kansas 66607

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## **Publication of the Five-Year Consolidated Plan/Annual Action Plan:**

The City of Topeka will publish a community-wide summary of the Five Year Consolidated Plan and/or the one (1) year action plan in the City's official newspaper. The summary will include the content and purpose of the consolidated plan and will contain a list of the locations where copies of the entire plan may be examined. Copies of the Consolidated Plan will be available at the Topeka Shawnee County Public Library, the Department of Housing and Neighborhood Development and the Topeka City Clerks office, as to afford affected citizens an opportunity to examine the document's contents and to provide comments on the Five Year Consolidated Plan and/or the one (1) year action plan. A reasonable number of free copies of the plan will be available to citizens and groups that request it. A comment period of no less than thirty (30) calendar days after publication of the summary will be allowed for citizen input.

In accordance with established policy, the City of Topeka will respond to written comments on the Consolidated Plan within fifteen (15) working days.

The City of Topeka will prepare the Consolidated Plan and Development Programs. The City of Topeka will consider all comments or views received related to the Consolidated Plan. The City of Topeka will incorporate appropriate comments or views as modifications to the Consolidated Plan. Those comments not incorporated into the plan will be submitted as well, along with the reasons they were not accepted.

Consolidated Plan Amendment Criteria:

On January 6, 1995, the U.S. Department of Housing and Urban Development published in the Federal Register the Consolidated Submission for Community Planning and Development Programs Final Rule, which established new regulations related to the application for Community Development Block Grant (CDBG), ESG and HOME programs.

The Final Rule requires that grantees of the CDBG, ESG and HOME programs make public the criteria the jurisdiction will use for determining what changes in the planned or actual activities constitute a substantial amendment to the Consolidated Plan.

In compliance with these requirements, the City of Topeka hereby announces the following criteria under which amendment to its Consolidated Plan will be made:

- 1) The City of Topeka shall amend its Consolidated Plan whenever it decides to carry out an activity not previously described, or to substantially change the purpose, scope, location, or beneficiaries of an activity described in the Consolidated Plan.
- 2) For the purpose of this requirement, substantial amendment shall be defined as: a) an increase in the budgeted amount for an activity of 50% or more; and/or b) inclusion of any new activity not previously described.

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3) Upon the City's determination that an amendment to the Five Year Consolidated Plan and/or the One (1) Year Action Plan is necessary and consistent with the amendment criteria established herein, the City shall publish a community-wide summary of the proposed amendment in the City's official newspaper. The City will provide an opportunity for affected individuals, in writing, via e-mail, or by visiting the Housing and Neighborhood Development office, to comment on the proposed amendment for a period of not less than thirty (30) calendar days. A summary of incorporated comments, and a summary of comments not accepted and the reasons therefore, will be attached to the substantial amendment of the consolidated plan.

**CAC INVOLVEMENT:**

The CAC is one of the organizations through which residents of low-income areas can provide input into the Consolidated Plan process. The CAC is comprised of one representative from each Low-Moderate Income Area (LMA) Neighborhood Improvement Association (NIA) and three at-large members. One of the at-large members shall reside in a LMA not represented by a NIA or shall be a LMI citizen not residing in a NIA area, while the remaining two at-large members shall represent disciplines relevant to housing and neighborhood development.

**2. Provide a summary of citizen comments or views on the plan.**

**Summary of Citizen Comments:**

1. FY2007 Needs Assessment Meeting for Chesney Park NIA  
Held 3/22/06 at 620 SE Madison, Cyrus K. Holliday Building

8 individuals attended

Public Comments:

- Alley improvements are needed, especially from 17<sup>th</sup> to 21<sup>st</sup> St. between Washburn and Lane Streets;
- All sidewalks need improvements;
- Speed bumps such as the ones located in Quinton Heights are necessary for the narrow streets located within the Chesney Park neighborhood;
- Restrooms in Chesney Park;
- Street overlay;
- More playground equipment in the Park, along with water mist equipment;
- More street signs to help slow traffic;
- Handicapped curb cuts are needed;
- Crime is rampant in the College Hill area;
- Trees need to be trimmed;
- Brick streets need to be removed and replaced.

2. FY2007 Needs Assessment Hearing  
Held 4/20/06 at Hillcrest Community Center

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14 individuals attended

Public Comments:

- The Highland Crest neighborhood needs sidewalks and street curbs;
- Hi-Crest also needs sidewalks that are accessible for handicapped individuals;
- Drainage improvements are needed in Hi-Crest neighborhood;
- Sidewalk improvements needed on the west side of Girard Street near the park would improve pedestrian safety;
- Street lighting needs improvement;
- The intersection of 37<sup>th</sup> & Oak Parkway is dangerous and traffic in this area needs to be slowed;
- The southwest corner of 37<sup>th</sup> & Burlingame floods frequently, drainage needs to be improved;
- The Chesney Park 3-year plan as well as the Parks & Recreation Plan needs to be updated;
- Vacant lots in Chesney Park should be purchased for Infill Housing;
- Too many absentee owners in Chesney Park Neighborhood;
- More activities for children in Chesney Park are needed;
- Convert the tennis court into a skate park;
- Low-income residents need assistance to improve the sidewalks in front of their property;
  
- East Topeka South needs more street lights;
- Freedom Valley Park needs more trash cans;
- There are drainage problems from 14<sup>th</sup> & Washington to 19<sup>th</sup> and Kansas Ave.
  
- Vacant homes in the Old Town NIA need rehabilitation in order to convert to owner-occupied housing;
- Voluntary demolition program is needed;
- Something needs to be done about the number of boarded-up properties;

3.

4. Summary of Written Comments:

The City of Topeka 2007 draft Consolidated Action Plan was made available to the public for written comments on July 3, 2006. The comment period ended August 1, 2006. No written comments were received during the 30 day public comment period.

5. Final Public Hearing:

The 2007 Consolidated Action Plan final public hearing was held at the regularly scheduled City Of Topeka Council meeting August 8, 2006.

One individual offered a comment.

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Public comment:

- The Accessibility Rehabilitation Program should receive more funding.

**6. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.**

The City of Topeka encourages citizen input in the development, implementation and evaluation of this Consolidated Plan and will attempt to provide assistance as necessary in order to facilitate greater citizen involvement. If non-English speaking persons and/or persons with disabilities are in need of any assistance concerning this Consolidated Plan, they should contact the City's Department of Housing & Neighborhood Development. The City will take the most appropriate and necessary actions in an effort to meet their needs. These appropriate measures have included using staff or contracting with individuals to provide interpretation or other requested services. When practical and feasible, these requests should be submitted in writing to the HND Office five (5) business days prior to needing the requested service.

**7. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.**

Not Applicable.

## **Institutional Structure**

**1. Describe actions that will take place during the next year to develop institutional structure.**

Program year 2 Action Plan Institutional Structure response:

The Institutional Structure will remain the same for the next year. No action or changes are anticipated.

## **Monitoring**

**1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.**

Program year 2 Action Plan Monitoring response:

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The City of Topeka has monitoring procedures with regard to funds provided by HUD. The procedures were developed to address federal, state and City statutory and regulatory requirements in addition to providing City staff with a system of ensuring project compliance and accomplishments. The City reports annually on the progress made toward meeting the goals established for assisting families.

The City has three major monitoring tools: policies, contract requirements and on-site monitoring. All projects are evaluated to determine if they are eligible, consistent with local, state and federal regulations and viable.

Projects funded through CDBG, HOME, ADDI and ESGP will be managed directly through the Department of Housing and Neighborhood Development. All contracts contain the federal, state and local program requirements by which each sub-grantee must abide. Contracts are mailed to the agencies for their review before being executed. Construction projects that require compliance with federal wage standards are to be monitored by the City's Purchasing Department and its contract compliance officers.

During the project year, City staff schedules monitoring visits with selected sub-grantees. During the site visit the monitor reviews and records any evidence of performance in the administration of the program, benefit to low-income households, procurement procedures and record keeping. The City has standardized procedures that are submitted to a HUD cash and management information system.

During the affordability period, the units and related rental documents are subject to regular inspection and review to ensure the units remain affordable to qualified tenants, and that units are maintained in program acceptable condition.

## **Lead-based Paint**

- 1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.**

Program year 2 Action Plan Lead-based Paint response:

New federal lead-based paint regulations became effective in September 2000. These new regulations require additional care be taken and work performed in order to provide lead hazard reduction in rehabilitation projects funded with federal money. Rehabilitation projects will now require the use of formal paint testing, risk assessment, and planning. In addition, paint repair work will require the use of "trained workers." The City anticipates a substantial increase in the cost of rehabilitation projects when lead hazard reduction is included.

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It is estimated that approximately 27,000 pre-1970 units are occupied by low-moderate income households that could contain lead-based paint hazards. The Section 8 rental program will also be affected under the new regulations. A substantial portion of the City's eight hundred (800) subsidized units are built before 1978 and therefore are potentially under the new regulations, particularly those units with children under the age of six (6) residing. Landlords will now be faced with repair of failing paint using "safe work practices" with "trained workers" and most importantly obtaining "clearance" standard lead levels after the work is completed.

The Shawnee County Health Agency serves Topeka and Shawnee County as a federally qualified health center. The Health Agency administers a lead poisoning prevention program for children. The Department of Housing & Neighborhood Development (HND) will continue to coordinate information with the Health Agency on the incidence of children with elevated blood lead levels (EBLs) so that we can identify the homes which may be causing the lead poisoning and whether these units are under any federally funded programs.

The connection among old housing stock, lead paint, and lead poisoning has been clearly made on the national level for many years now. The challenge is to take reasonable actions that will result in lead hazard reduction. They are:

- Ensure meaningful notification of potential lead hazards is made to all persons using federally funded programs as required by regulation;
- Coordinate and share EBL information with the Health Agency to identify the source of lead poisoning;
- Apply the new lead paint regulations to federally funded rehab projects;
- Obtain staff training to have qualified Lead Inspectors and Risk Assessors available;
- Since there currently are few "trained workers" available locally to carry out any necessary lead hazard reduction or interim controls, the City must participate actively in a program to sufficiently train workers in a relatively short time;
- Provide aggressive and continuing information on lead paint poisoning to the public, particularly low-income homeowners and tenants, to landlords, and to contractors. Anecdotal evidence indicates that through a lack of awareness many families are exposing themselves to serious lead poisoning as they undertake privately funded rehab activities on older homes many times with their own labor;
- Provide assistance to landlords of older subsidized units to defray the cost of lead hazard reduction.

In connection with the SORT model of targeting, housing units receiving rehabilitation work will receive lead-based paint interim control, at no cost to the property owner.

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## HOUSING

### Specific Housing Objectives

**\*Please also refer to the Housing Needs Table in the Needs.xls workbook.**

- 1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.**
- 2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.**

Program year 2 Action Plan Specific Objectives response:

#### Objectives and Performance Measures

**Objective: Enhance Suitable Living Environment**

- Measure: Support Accessibility Modifications Program
- Measure: Provide LMI Area Sidewalks Funding
- Measure: Support the Voluntary Demolition Program
- Measure: Support Anti-blight Activities
- Measure: Provide LMI Area Park Funding
- Measure: Support LMI Area Neighborhood Services

**Objective: Enhance Homeownership and Rental Housing Opportunities**

- Measure: Invest in Single Family Home Construction
- Measure: Invest in Affordable Rental Housing
- Measure: Fund TBRA Deposits for S+C Clients
- Measure: Support Homeless Shelters and Transitional Housing
- Measure: Support Major Rehabilitation Project
- Measure: Support Homeownership Program
- Measure: Provide Subsistence Payment Support
- Measure: Maintain Emergency Rehabilitation Program
- Measure: Fund Rental Exterior Rehabilitation

**Objective: Create Economic Opportunities**

- Measure: Support Homeless Employment Training
- Measure: Fund Micro Business Activities
- Measure: Maintain Targeted Economic Development

**Objective: Enhance Local Resources to Maximize Impact of Federal Funds**

- Measure: Fund CIP Neighborhood Infrastructure
- Measure: Generate Debt Capital Investment
- Measure: Required HOME Match Provided
- Measure: Non-Paid Citizen Volunteers

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## **Needs of Public Housing**

- 1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.**

HND and the Topeka Housing Authority (THA) work cooperatively to encourage Public Housing residents to become involved in achieving the goal of homeownership. Public Housing residents are encouraged to become involved and to play leadership roles in Neighborhood Improvement Associations and neighborhood improvement activities supported and sponsored by HND. They are also encouraged to participate in Resident Organization activities supported and sponsored by THA. THA staff will routinely identify and refer participants in THA programs interested in homeownership to HND supported homeownership counseling and homeownership programs.

- 2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.**

THA's Public Housing and Section 8 Programs are designated as "High Performing" by HUD standards.

## **Barriers to Affordable Housing**

- 1. Describe the actions that will take place during the next year to remove barriers to affordable housing.**

**Zoning and Subdivision Regulations-** The City of Topeka's zoning regulations may hinder urban infill development by the application of restrictive suburban design principles to traditional neighborhood designs, in the core area of the City. Current requirements for lot widths, lot sizes, setbacks, parking, etc. increase the amount of land needed for housing which encourages a lower density, the expansion of infrastructure, and higher housing costs. These dimensional standards are inconsistent with the dimensional standards found in older traditional neighborhoods and often times prohibit new development. The Comprehensive Plan's Neighborhood Element recommends amending zoning and subdivision regulations to remove barriers to urban-infill housing development and promote traditional neighborhood design features. To that end, the Planning Department has modified the zoning regulations to allow administrative variances to minimum lot sizes and front setbacks under certain conditions that allow greater flexibility for urban infill housing. The Department is also embarking on a 2-year process to develop a Unified Development Code that will recognize traditional neighborhood standards for in-fill and greenfield developments.

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**Building Codes**—In previous years, rehabilitation of some existing housing was frustrated by stringent requirements for moving or renovating older homes that were built prior to modern building codes. The City of Topeka addressed this issue by adopting code changes in 2000 that allows a moved home to meet “minimum building standards” instead of having everything be brought up to today’s modern building code. In addition, the City adopted the Uniform Code for Building Conservation (UCBC) in 1997 to give greater code flexibility to older homes and buildings. City building review officials will utilize the UCBC more extensively, update as needed, and help educate the public not only on its effectiveness, but its mere presence.

**Property Tax Incentive Policies**—Property tax costs are another hurdle in developing and maintaining an affordable housing stock. Topeka’s Neighborhood Revitalization Program (NRP) has been in effect since 1995. It encourages new investment in the more distressed areas of central, north, east, and south Topeka by rebating 95% of the property tax on improvements over a 10-year period. The improvements must increase the value of the property by at least 5% for residential and 15% for commercial/ industrial. While the program has taken in \$88.5 million of property improvement applications, it lacks a genuine focus for the most needy areas. From 1997-2000, more applications for single-family residential improvements were approved for healthy and outpatient areas than at-risk or intensive care areas. Only 7 multi-family applications were approved. No incentives were tied to promoting mixed-income housing such as affordable units in the healthy areas and market rate units in the intensive care areas. The Comprehensive Plan’s Neighborhood Element recommends that taxing agencies adopt amendments to the NRP in 2001 that will provide more targeted incentives for intensive care/at risk areas thereby making housing more affordable. January 1, 2004 changes were made to the Topeka’s Neighborhood Revitalization Program which will be addressed in the 5 year 2006-2010 Consolidated Plan.

**Lending Practices and Qualified Applicants**—All groups involved in providing affordable homeownership opportunities state the biggest reason more affordable owner-occupied housing is not built or renovated is because of the lack of qualified applicants. Too often, a low-moderate income household has excessive credit problems that limit their ability to obtain private financing on the open market. Lack of a down payment is also a problem. Topeka’s only first-time homeowner program (TOTO) relies on the private market for the sale and financing of an applicant’s home and because of this, only a handful of neighborhoods benefit. Some neighborhoods in Central and North Topeka have little if any TOTO homes. These same neighborhoods are also receiving the lowest home loan approval rates. Strategies to improve financing of affordable housing projects include: encouraging private lenders to increase their capaCity for affordable housing lending, making in-roads to establish more lending at the CDC level where “character loans” and flexible underwriting can occur, and supporting both efforts by increasing the amount of assistance for homeownership counseling.

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**Lack of Adequate Tenant-Landlord Counseling Program**—Families living in affordable rental units are continually challenged with keeping their unit livable and expenses low. Knowing their legal rights and appropriate courses of action with a landlord helps to save them from the time and expense of moving. Likewise, landlords experience unruly tenants who damage property and make the cost of housing higher or less livable. Housing and Credit Counseling, Inc. provides counseling for tenants and landlords to help prevent or resolve conflicts that compromise the likelihood of a housing unit staying affordable for the family and the landlord. Funding to increase the number of counselors for this service is included in the funding recommendations of this plan.

**Lack of Redevelopment Agency**—Non-profit and private affordable housing providers are often frustrated in their effort to acquire land that ultimately drives up their costs when private landowners refuse to sell or only at an inflated price. Providers have to resort to donation of property or opportunistic purchases that limit their development to one parcel at a time. In order to facilitate larger developments that are more cost-effective, the Neighborhood Element is recommending creation of a redevelopment agency in part to reduce the cost of development for affordable housing.

**NIMBYism**—The “Not In My Back Yard” syndrome regarding placement of affordable housing is persistent in all communities today. The major obstacles to overcoming NIMBYism typically fall to the design and concentration of affordable units in a development. Many people in the community have poor images of low cost housing, whether it is a public housing project, a mobile home, or a “Levittown” house. The poor quality of design immediately stigmatizes the unit(s) and hence the area around it. Likewise, concentration of too many low-income units into one block or area only portends social ills and blight in the future as new market rate investment is discouraged. As is recommended in the Neighborhood Element, design standards for affordable in-fill housing developments must be implemented and mixed-income developments must be promoted to de-stigmatize affordable housing and help it obtain the necessary community support to blend back into our old neighborhoods and out into our new neighborhoods.

## **HOME/ American Dream Down payment Initiative (ADDI)**

### **1. Describe other forms of investment not described in § 92.205(b).**

Not Applicable.

### **2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.**

The City of Topeka uses mortgages to ensure that housing utilizing HOME funds remain affordable to low-income persons as required, and no longer uses deed restrictions.

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The homeownership program for existing houses (TOTO) uses a mortgage as the method to apply the Affordability period and the selected “Recapture” provisions (as opposed to “Resale” provisions) allowed by the HOME Program. Specifically selected is the following method of recapture for HOME funds: 1) The City initially forgives a portion of the HOME deferred loan that is equal to the amount the First Mortgage (private bank loan) and the Second Mortgage (HOME deferred loan) may exceed the “after rehab” appraised value of the property; 2) During the affordability period the City reduces the deferred loan on a pro-rata basis of approximately seven percent (7 %) per year for seven years; 3) In the event of a foreclosure the City has chosen to “share the net proceeds” available from the sale in the following manner: The TOTO homeowner may recover their \$500 down-payment first and all remaining net proceeds shall be recovered by the City.

The In-Fill Housing, new construction homeownership program also uses a mortgage as the method to apply the Affordability period and the selected “Recapture” (not “Resale”) provisions allowed by the HOME Program. Specifically selected is the following recapture method for HOME funds: 1) The City initially forgives a portion of the HOME deferred loan that is equal to the amount the First Mortgage (private bank loan) and the Second Mortgage (HOME deferred loan) may exceed the “after construction” appraised value, 2) During the affordability period the City reduces the deferred loan on a pro-rata basis of four percent (4%) per year for a period of twenty years, 3) In the event of a foreclosure the City has chosen to “share the net proceeds” available from the sale in the following manner: The homeowner may recover their \$500 down-payment first; all remaining net proceeds shall be recovered by the City.

The City of Topeka provides the local required match for HOME funds (25%) and HOME funded projects by allocating \$200,000 of capital improvement program (CIP) funds as shown in the budget. This CIP money will be used in addition to other match sources such as lender participation in the TOTO program and prisoner labor housing rehab program.

- 3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:**
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.**
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.**

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- c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

Not Applicable.

- 4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
  - a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Not Applicable.

## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

- 1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

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The City receives entitlement Emergency Shelter Grant funding, competitive Kansas Emergency Shelter Grant funding, and Shelter Plus Care funding. The Shawnee County Homeless Task Force is the City's network for identifying and aiding persons who are homeless. The HTF is made up of agencies that provide shelter and social services to homeless individuals and families in Topeka. Generally, HND of Topeka funds these agencies instead of providing homeless services directly. Various non-profit and CHDO agencies help low-income residents who are at risk of becoming homeless find affordable housing.

The Shawnee County Homeless Task Force is a group of community participants from both the public and private sector whose goal is to help individuals and families experiencing homelessness or at-risk of becoming homeless have access to a variety of safe, appropriate emergency shelter, transitional and affordable permanent housing, as well as the support services necessary to maintain such housing. This group is also responsible for writing the Continuum of Care grant for the jurisdiction. These McKinney-Vento funds are allocated to the homeless population in full. In the upcoming year, the Shelter Plus Care program will provide housing for households who are homeless with a disability, Housing and Credit Counseling will provide tenant and landlord counseling, Community Action will provide a supportive housing program, and Kansas Legal Services will provide job preparation for individuals and families who are homeless.

**2. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.**

The Emergency Rehabilitation Program run by the Department of Housing and Neighborhood Development rehabilitates owner-occupied homes in emergency situations, thereby reducing the likelihood of those residents becoming homeless. One significant barrier in transitioning a homeless person into rental housing is the requirement for significant utility deposits to secure gas, electric, telephone, water, sewer and other utilities. Very few providers are able to support homeless persons with this level of assistance.

Since HUD's definition of homelessness has changed this year, the Shelter Plus Care program will only consider a household homeless if they are living at the homeless shelter or in a place not meant for human habitation. This change will directly impact the referrals being made and many more referrals will be from an individual who is chronically homeless. The potential to serve more chronically homeless individuals in the next year will increase due to this change.

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**3. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.**

Three programs help deter individuals and families with children in imminent risk of becoming homeless from becoming homeless. First, the Emergency Rehabilitation Program run by the Department of Housing and Neighborhood Development rehabilitates owner-occupied homes in emergency situations. These situations include, but are not limited to broken furnaces, inadequate roofing, and/or broken sewer lines. Second, the Emergency Shelter Program funds those agencies that provide services to renters and owners at risk of becoming homeless. These situations include but are not limited to mortgage and/or utility payments. Finally, the Shelter Plus Care Program uses vouchers to place previously homeless individuals into housing. Furthermore, individuals housed through the Shelter Plus Care Program are monitored to lessen the possibility they return to homelessness.

**4. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.**

Housing and Urban Development (HUD) requires States and local communities applying for the McKinney-Vento Act Homeless Assistance Funds to ensure that a discharge policy for persons leaving publicly funded institutions or systems of care is being developed and implemented to prevent the discharge of persons to homelessness and requiring assistance from HUD homeless programs. A workgroup has been formed to review current policies/protocols that State Psychiatric Hospitals, Children’s Residential Treatment Centers and Community Mental Health Centers have in place and to identify barriers to accessing mainstream resources in order for persons not to be discharged into homelessness upon leaving the hospital. The ultimate goal of the workgroup will be to develop recommendations that SRS Central Office and the State Psychiatric Hospitals and Children’s Residential Treatment Centers may use to establish a policy/protocol that will prevent discharging into homelessness.

The first meeting will be held March 6, 2006 from 9am-12pm at the SRS Learning Center, 2600 SW East Circle Drive, South (2<sup>nd</sup> and MacVicar on the old State Hospital grounds) in room C.

**Emergency Shelter Grants (ESG)**

**(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.**

Program year 2 Action Plan ESG response:

Not Applicable.

## **Community Development**

**\*Please also refer to the Community Development Table in the Needs.xls workbook.**

- 1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.**

Economic development within low-income areas of the City will be the jurisdiction's primary non-housing community development activity. The strategies to create economic opportunities within low-income areas will be to provide homeless employee training, to fund micro-business activities, and to maintain comprehensive economic development within targeted areas.

- 2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.**

**\*Note:** Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program year 2 Action Plan Community Development response:

Program funds will support micro-business growth. Micro-business is defined as a business venture having five or fewer employees. In addition to loans, HND will provide a "traditional" micro-business support program through which owners and prospective owners of micro-businesses will receive business plan development, product and service design, market analysis, sales, records, and record keeping, and financing information and support.

The Neighborhood Empowerment Initiative funds will be used to support a variety of neighborhood designed and based public facility projects. Grants will be limited to \$50,000 and will encourage a match by the neighborhood organization or a match generated by the neighborhood organization in the form of volunteer labor. NIA's who contain 2006 Target Areas that receive 2006 funding may not be eligible for this program. The final allocations of these project funds are made by the City Council.

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## **Anti-Poverty Strategy**

### **1. Describe the actions that will take place during the next year to reduce the number of poverty level families.**

Program year 2 Action Plan Antipoverty Strategy response:

The Consolidated Plan strategies and priorities will be implemented by the City of Topeka in cooperation with neighborhood-based groups, local non-profits, other service providers and the private sector. The public institutions involved in this housing and community development strategy include the City and its various departments, the Topeka Housing Authority, the State of Kansas and HUD. The Topeka Housing Authority provides access to Section 8 housing improvement to public housing projects and a tenant based rental assistance program. HUD provides the majority of funding of all housing and community development assistance with the state and City making some contributions. The State of Kansas provides funding for our local community housing development organizations.

When THA's Millennium Plan implementation efforts (see appendices) complement those described in the Consolidated Plan, care will be taken to ensure that THA and CDBG resources are jointly utilized for maximum effect.

The City works closely with local non-profits. Non-profits implement a large portion of the consolidated plan. Examples are the CHDOs, East Topeka Action Program and Habitat for Humanity, Big Brother/Big Sister, Community Action, Florence Crittenton Service, YMCA, YWCA, Topeka Youth Project, Kansas Children's Service League, Housing and Credit Counseling, Inc. etc. The City of Topeka provides housing opportunities to create personal wealth and equity through homeownership programs.

The private sector is involved in the following areas:

- 1) Local financial institutions actively participate in the first-time homebuyer program by providing loans at reduced cost. One lending institution is providing acquisition funds to rental programs administered by CHDOs. Another lender provides funds to Cornerstone for their lease purchase program. To date, private lenders have provided 4.7 million dollars in mortgage financing for the first time homebuyer program.
- 2) The local Board of Realtors works with the first-time homebuyers and infill programs.
- 3) The private sector via the low-income housing tax-credit provides affordable rental units.

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4) The City issues multi-family housing revenue bonds to renovate rental units for low-income families.

5) The private sector also provides dollars and volunteers to clean up inner-City neighborhoods.

### **Government Coordination**

The coordination of efforts between the City of Topeka and assisted housing providers, social service agencies, neighborhoods, and the private sector is being accomplished through the Neighborhood Element process for the Comprehensive Plan. This will also be annually reviewed with the same groups to ensure goals, priorities, and actions are being achieved.

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## **NON-HOMELESS SPECIAL NEEDS HOUSING**

### **Non-homeless Special Needs (91.220 (c) and (e))**

**\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.**

- 1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.**
- 2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.**

Program year 2 Action Plan Specific Objectives response:

The primary supportive housing need exists in the elderly subpopulation. According to figures from the Topeka Shawnee County Health Agency, there are 700 frail elderly and 1,000 elderly persons needing supportive services and an additional 2,000 elderly in nursing homes. There are approximately 10 privately owned Section 8 or Section 202 housing projects in Topeka that provide approximately 1200 units to persons over age 55 who are capable of independent living.

A secondary supportive housing need identified is the frail elderly. In addition to the services already mentioned, a new program via SRS called Community Re-entry Program will assist nursing home residents who reside in nursing facilities and wish to return home.

Under the objective of enhancing the suitable living environment for targeted Topeka neighborhoods and residents, HND of Topeka will work to provide accessibility modifications to existing structures, provide services for people with special needs, and to support various agencies within the City that provide services to individuals with special needs.

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## **Housing Opportunities for People with AIDS**

- 1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.**
- 2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.**
- 3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.**
- 4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.**
- 5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.**
- 6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.**
- 7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.**
- 8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.**
- 9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.**

Program year 2 Action Plan HOPWA response:

Not Applicable.

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## **Specific HOPWA Objectives**

**Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.**

Program year 2 Specific HOPWA Objectives response:

Not Applicable.

## Other Narrative

**Include any Action Plan information that was not covered by a narrative in any other section.**

Not Applicable.

# APPENDIX

<b>SOURCES</b>	
<i><b>Federal</b></i>	
Community Development Block Grant Program Entitlement	\$2,050,000
Community Development Block Grant Program: Program Income	\$67,723
Community Development Block Grant Program: Reprogrammed Funds	\$100,000
HOME Investment Partnership Program Entitlement	\$698,913
HOME Program Income	\$81,087
Emergency Shelter Grant Program Entitlement	\$88,127
<b>Total Federal Resources</b>	<b>\$3,078,127</b>
<i><b>Local Resources</b></i>	
Community Improvement Program - Affordable Housing	\$200,000
Community Improvement Program – Shelter plus Care	\$20,000
Community Improvement Program – Neighborhood Infrastructure	\$1,400,000
City General Funds Youth and Social Service	\$280,029
<b>Total Other Resources</b>	<b>\$1,900,029</b>
<b>TOTAL CONSOLIDATED PLAN FUNDING AMOUNT</b>	<b>\$4,978,156</b>

## **USES (Major Activity and Subprogram Descriptions)**

The following section identifies Consolidated Plan funding and major activity/subprogram descriptions for Housing Development, Economic Development, Community Development, and Neighborhood Services categories.

The City’s approved neighborhood plans establish the general framework for which funding decisions are considered. To the extent possible, HND will concentrate resources geographically to entice collaborative investment from the private sector. A major emphasis will be to promote identifiable impacts and enhanced neighborhood wealth. Where prior and ongoing financial investment is present, HND will invest to enhance current and future success.

### ***Housing Development (\$2,068,000 activity; formatting continues below)***

Funding for this category is directed at housing improvements, including necessary infrastructure, primarily within high priority neighborhoods that are coordinated to maximize positive impact on the health of a neighborhood. The goal is to commit approximately 60% of the funding/results to high priority neighborhoods classified as intensive care or at-risk.

### ***Housing infill/subdivision development (\$20,000 subprogram):***

These funds will be used to facilitate and support housing development by providing infrastructure development, land acquisition, clearance, demolition, site development, housing construction, soft-second mortgages, closing cost assistance, and construction-related associated costs. New construction is CDBG eligible if undertaken by a Community Based Development Organization (CBDO) as defined by HUD. Additionally, re-construction of new housing is

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CDBG eligible, if a unit was in-place at the time of funding commitment. This would involve the demolition and reconstruction of a housing unit on the same lot. When possible, persons above LMI will be encouraged to invest in these areas and market rate housing will be provided without CDBG or HOME assistance. Therefore, efforts will be made to accommodate mixed-income housing. The project(s) will be market driven and will be of a size and scope necessary to attract private sector financing. Available City funds will be leveraged with funds from other public and private resources to accomplish program objectives. Preference will be given to high priority neighborhoods with City-adopted plans. Neighborhood perspectives will be solicited as part of the application review process. The CDBG funded revolving loan fund shall be utilized in order to assist in this re-development activity. This will eliminate construction interest charges and reduce the costs of each unit, thus reducing the cost to homebuyers. A Rental Conversion Program will also be used, where possible, to convert vacant rental properties into renovated homes in the \$40,000 to \$60,000 price range, which will then be offered to homeowner occupants. This pilot program will be initiated in the Chesney Park, Central Park, and Old Town neighborhoods as well as the targeted areas of Highland Crest and East Topeka North.

**Existing Housing/Rehabilitation (\$1,015,000 subprogram):**

Three primary programs shall be available for the general rehabilitation of existing rental properties and single-family housing (as defined by HUD). These programs shall be structured as much as practicable to support Infill Housing activities and areas, improvement of Intensive Care and At Risk areas of the City, and improving housing quality for very low-income owner-occupants and tenants.

**Major Rehabilitation (\$527,000):**

Primarily intended for owner-occupied properties in selected areas. However up to thirty percent (30%) may be set aside for the rehabilitation of rental properties subject to selection by an RFP process. Up to \$25,000.00 in assistance may be provided using the Department of Housing and Neighborhood Development's Minimum Property Rehabilitation Standards and Residential Rehabilitation Standards to prioritize the needed work. Up to \$7,500 of additional funds may be provided to assist with lead-paint controls and weatherproofing. Eligible families are those at 80% of Median income or less. Repayment of the assistance provided shall be by means of a deferred loan model.

**Exterior Rehabilitation (\$201,000):**

Intended for LMI owner-occupied housing units and rental units occupied by LMI occupants in designated areas who need significant exterior repairs of the existing structure. Maximum assistance shall be \$7,500. Up to \$5,000 of additional funds may be provided to assist with lead-paint controls. Also, local funds may be substituted to reduce Federal funds for the purpose of complying with lead-paint regulations. Repayment of the assistance provided shall be by means of a deferred loan model. The assistance may be available for properties, which have documented historic significance and are in need of exterior repairs.

**Emergency Repairs (\$267,000):**

Emergency home repair assistance (primarily repairs that are of an immediate health or safety nature) for owner-occupant within the City, whose incomes are at or below 60% of the Median. This assistance is intended for higher cost, major emergency repairs. Minor maintenance and repairs remain the primary responsibility of the homeowner. \$50,000.00 of this fund shall be kept available, at least through the month of October, as emergency repair assistance for a community wide natural disaster or the like. Maximum assistance available is \$ 12,500.00. Projects costing above \$1,500.00 shall

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repay the assistance by a deferred loan model. Assistance may include medically required air conditioning, although this entire cost shall be fully funded under a deferred loan even if less than \$1,500.00. Local funds may be substituted for Federal funds in order to comply with lead-paint regulations.

**Accessibility Modifications (\$10,000):**

This assistance is available to persons with disabilities throughout the City whose incomes are below 80% of median whether they are owner-occupants or tenants. This assistance is intended to provide access into and out of the home. To that end the priority is to build exterior ramps, widen doorways, provide thresh-holds; only then provide interior modifications such as grab bars and bathroom remodeling, if feasible, and in the case of a rental, if the landlord participates in the modifications. Maximum total assistance shall be \$4,000 for homeowners and \$2,500 for renters.

**Voluntary Demolition (\$10,000):**

These funds are intended to pay for the demolition of substantially deteriorated, vacant structures primarily located within the at-risk and intensive care areas. The intent is to remove those structures of a blighted nature that are beyond feasible repair. For those structures that are privately owned, the City may institute a method of repayment for the demolition services provided.

**Homeownership (\$388,000 subprogram):**

Encouraging home ownership among lower-income sectors, minority groups, and in specific areas of the City needing stabilization and improvement remains a primary objective. While TOTO-II remains the primary program to assist new home ownership the City may continue to experiment with other initiatives such as purchasing and converting vacant housing, moving houses, using the KDOC women prisoner rehab training program and the like to make homeownership more affordable. Homeownership counseling and home maintenance training continues to be an integral part of the success of the homeownership program. Each successful TOTO homebuyer places twenty-five dollars per month in escrow for five years, to be utilized for home maintenance and repairs. Lending institutions participate by managing the maintenance escrow.

**TOTO-II (\$300,000):**

Assistance is provided as a 2<sup>nd</sup> mortgage, deferred loan subsidizing the purchase cost and rehab (when applicable) of a home for families below 80% of Median income. While the program is available Citywide, it is structured, by means of a higher subsidy, to encourage home purchase in at-risk and intensive care areas. Affordability and recapture provisions for HOME funds are included in the deferred loan and mortgage used in this program. Ten hours of homeownership training are provided in addition to home maintenance training. Homeownership and debt counseling assistance are provided. A five-year maintenance escrow is established and on-going counseling assistance is available.

**Homeownership Counseling (\$88,000):**

These funds will support individual homeownership counseling in both English and Spanish. Pre-qualified buyers must attend a series of homeownership classes before a contract can be written on a home. The classes cover budgeting, hazard insurance, realtors, real estate contract, home inspections, neighborhood information, lenders and other pertinent information. A second series of required classes cover home maintenance and repair, landscaping, painting and decorating.

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**CHDO Non-Profit Rental Rehabilitation Set-Aside (\$145,000 *subprogram*):**

HOME set-aside assistance for viable CHDO organizations to provide increased, affordable, quality rental housing for low-income tenants. CHDO also provides for construction of new housing units. The funds may be used for purchase, rehab and management of rental housing for a required period meeting stipulated affordability requirements. Recapture of assistance may be by means of deferred loans. Priority will be given to projects located in “Intensive Care”/”At-Risk” designated areas.

**CHDO Non-Profit Operating Subsidy (\$35,000):**

HOME funds are available for CHDO organizations’ valid operational expenses.

**Utility Deposit Assistance (\$10,000 *subprogram*):**

Most of the participants in the City’s Shelter Plus Care program require assistance with utility deposits at the time of rental. The Shelter Plus Care grant does not allow for the payment of these costs. This program, funded from HOME dollars, allows the City to offer utility deposit assistance on a grant, loan, or forgivable loan basis to qualifying individuals. Assistance will not be provided to existing tenants.

**Housing Rehabilitation Program Delivery (\$490,000 *subprogram*):**

These funds support a broad range of housing program implementation activities including but not limited to the design of HND housing rehabilitation projects, bidding and oversight of housing rehabilitation work, periodic inspections of work performed, and final approval of work done under contract.

***Economic Development \$ 55,000 (activity, formatting continues below)***

Funding for this category is directed at economic development activities primarily within high priority neighborhoods that are coordinated to maximize positive impact on the health of a neighborhood.

**Comprehensive Development (\$5,000 *subprogram*):**

Comprehensive Development will facilitate new projects that have multiple impacts in or around the SORT targeted areas when feasible. Preferences will be given to developments that demonstrate innovative financing and/or innovative development techniques, and that provide multiple impacts to the targeted area. Mixed use and mixed income development will be considered. If no potential projects are identified by September 1<sup>st</sup>, other areas will be considered.

**Micro Business Loans (\$50,000 *revolving loan subprogram*):**

Program funds will support micro-business growth. Micro-business is defined as a business venture having five or fewer employees. In addition to loans, HND will provide a “traditional” micro-business support program through which owners and prospective owners of micro-businesses will receive business plan development, product and service design, market analysis, sales, records, and record keeping, and financing information and support.

Funds remaining in the Child Care Provider revolving loan project were transferred to the Micro Business Loan Program in the 2004 program year. Furthermore, all future funds returned to the City as repayment of the Economic Development loans made to the Highland Crest Mini-Warehouse project, the Eastborough Shopping Center and the Santa Fe Independent Living apartments shall be rolled into each respective year’s Micro Business Loan Program. These

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funds will be used to support the micro-business loan program or other economic development activities.

***Community Development \$237,000 (activity; formatting continues below)***

Funding for this category is directed at neighborhood projects, and the affordable housings program. This funding is not necessarily targeted for high priority neighborhoods.

***Neighborhood Empowerment Initiative (\$150,000 subprogram):***

These funds will be used to support a variety of neighborhood designed and based public facility projects. Grants will be limited to \$50,000 and will encourage a match by the neighborhood organization or a match generated by the neighborhood organization in the form of volunteer labor. NIA's who contain 2006 Target Areas that receive 2006 funding may not be eligible for this program. The final allocations of these project funds are made by the City Council.

***KDOC Affordable Housing (\$87,000 subprogram):***

A cooperative venture with the Kansas Department of Corrections in which the KDOC provides women inmates, tools and equipment to form two (2) non-traditional crews for the rehabilitation of housing. These funds provide the salaries for two foremen who supervise and train the women inmates in the construction trades. The City assigns these crews to affordable housing projects.

***Services for Neighborhood Residents \$693,806 (activity; formatting continues below)***

Funding for this category is directed for services to assist qualifying individuals with specific needs, such as neighborhood organization support, nuisance prevention, social and youth services and homeless needs.

***Neighborhood Improvement Association Support (\$50,000 public service subprogram):***

Low/Mod-Income area neighborhood organizations will use these funds for office materials and support, miscellaneous printing, the preparation and distribution of meeting notices, costs associated with record keeping or any other public service activity allowed under federal regulation.

***Anti-Blight Activities/Nuisance Prevention (\$85,000 public service subprogram):***

These funds are earmarked for the Anti-Blight/Dumpster program, the Anti-Blight Kansas Department of Corrections infrastructure program, and the Topeka Tool Library programs that will serve residents of Low/Mod-Income area neighborhoods. The Topeka Tool Library services will be available to all Low/Mod income households in Topeka. The Topeka Tool Library will be a high priority for receiving an additional \$7,500 should reprogrammed funds or program income in excess of what is needed to fund expenditures identified in the Consolidated Plan 2006 budget listed on page 60 become available. These funds will carry the same match requirement as the budgeted funds for the Topeka Tool Library. KDOC supervisor and women prisoners shall be provided access to the HND Neighborhood Action Team, trailer, and tools for neighborhood clean-up activities. The crews will clean rights-of-way, curbs and gutters, sidewalks, trim trees, brush, weeds and grass in LMI areas.

***Social and Youth Services (\$200,000 and \$280,029 of City GF public service subprogram):***

Grants are made to social and youth service provider agencies following a RFP process. These CDBG funds are leveraged with City General funds. These grants are classified as public service expenditures and are counted against the public services cap. The final allocation of funds to individual program is made by the City Council.

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**Emergency Shelter Grant Activities (\$83,777 subprogram):**

The Emergency Shelter Grant (ESG) Program serves homeless persons and families. Funds can only be used only for a limited range of HUD specified activities. Grants are made to provider agencies following a RFP process.

**Incentive Program**

This program is currently under development with the assistance from the Citizen Advisory Council (CAC). The intent of the program is to provide an incentive for persons residing in low and moderate-income (LMI) neighborhoods to participate to a greater degree in their respective neighborhood activities. By volunteering to assist others in their neighborhood, they will earn points toward the cost of funding minor rehabilitation of their principal residence not to exceed \$500. This program will anticipate revenues up to \$5,000 for each officially recognized Neighborhood Improvement Association (NIA). Sources of revenues will first include City general Funds. If not available other avenues will be pursued. As a last resort, CDBG funds will be considered if available through reprogrammed funds or program income in excess of that used to support other identified expenditures listed in the Consolidated Plan 2006 budget listed in page 35. This program will be dependent upon HUD program eligibility and funding as approved by the governing body.

**Administration \$524,350**

Funding for this category is used to pay staff salaries, rent, utilities, and related costs associated with administering the federal and local dollars used in these programs. Administration costs are limited to 20% of the CDBG entitlement plus program income, 10% of HOME entitlement and 5% of Emergency Shelter Grant entitlement.

These funds support a broad range of financial management, planning, monitoring and evaluation, and personnel recruitment and management activities.

**Neighborhood Infrastructure \$1,400,000**

If funded, Capital Improvement Program (CIP), Neighborhood Infrastructure funds shall be earmarked primarily for Targeted Redevelopment Areas or Neighborhoods and/or Intensive Care or At Risk Neighborhoods as defined by the 2003 Neighborhood Health Map and identified in this Consolidated Action Plan.

**TOTAL USES OF FUNDS AMOUNT \$4,978,156**

**Consolidated Action Plan 2007**

[\*] = Targeted Program Funds

Description	CDBG	HOME	ESG	CIP/GF	SUBTOTAL	TOTALS	%
<b>HOUSING DEVELOPMENT</b>						<b>\$2,068,000</b>	<b>42%</b>
In-Fill Housing Development (*)	\$10,000	\$10,000			\$20,000		0%
Existing Housing Rehabilitation							
Major Rehabilitation (*)	\$150,000	\$327,000		\$50,000	\$527,000		11%
Exterior Rehabilitation (*)	\$151,000			\$50,000	\$201,000		4%
Emergency Rehabilitation	\$250,000			\$17,000	\$267,000		5%
Accessibility Modifications	\$10,000				\$10,000		0%
Voluntary Demolition (*)	\$10,000				\$10,000		0%
Homeownership							
Homeownership -TOTO -(50%*)	\$40,000	\$210,000		\$50,000	\$300,000		6%
Homeownership Counseling (50%*)	\$55,000			\$33,000	\$88,000		2%
CHDO Set Aside					-		
Housing Rehabilitation		\$110,000			\$110,000		2%
Operating Subsidy		\$35,000			\$35,000		1%
Tenant Base Rental Assistance		\$10,000			\$10,000		0%
Rehabilitation Program Delivery (60%*)	\$490,000				\$490,000		10%
<b>ECONOMIC DEVELOPMENT</b>						<b>\$55,000</b>	<b>1%</b>
Comprehensive Development (*)	\$5,000				\$5,000		0%
Micro Business Development	\$50,000				\$50,000		1%
<b>COMMUNITY DEVELOPMENT</b>						<b>\$237,000</b>	<b>5%</b>
Empowerment - Public Facility Grants	\$150,000				\$150,000		3%
KDOC Affordable Housing (*)	\$87,000				\$87,000		2%
<b>HBORHOOD SERVICES</b>						<b>\$693,806</b>	<b>14%</b>
NIA Support	\$50,000				\$50,000		1%
Anti-Blight Activities (50%*)	\$65,000				\$65,000		1%
Tool Library	\$15,000				\$15,000		0%
Youth & Social Services	\$200,000			\$280,029	\$480,029		10%
Emergency Shelter Grants			\$83,777		\$82,650		2%
<b>ADMINISTRATION</b>	\$422,000	\$78,000	\$4,350	\$20,000	\$524,350	<b>\$524,350</b>	<b>11%</b>
<b>CIP Neighborhood Infrastructure [*]</b>				\$1,400,000		<b>\$1,400,000</b>	<b>28%</b>
					-		
<b>TOTALS</b>	<b>\$2,210,000</b>	<b>\$780,000</b>	<b>\$88,127</b>	<b>\$1,900,029</b>	<b>\$4,977,029</b>	<b>\$4,978,156</b>	<b>100%</b>
<b>Sources of Funds</b>							
Regular Programs (subject to Appropriations)	2,042,277	698,913	88,127	1,900,029	4,729,346		<b>95%</b>
Program Income	67,723	81,087			140,000		<b>3%</b>
Reprogrammed Funds - Prior Year	100,000				100,000		<b>2%</b>
<b>TOTAL</b>	<b>\$2,210,000</b>	<b>\$780,000</b>	<b>\$87,000</b>	<b>\$1,900,029</b>		<b>\$4,978,156</b>	<b>100%</b>

<b>Targeted Program Funds</b>		<b>\$2,770,500</b>	<b>56%</b>
<b>Non-targeted Program Funds</b>	CIP \$20,000 - Administration of Shelter Plus Care Program	<b>\$2,207,656</b>	<b>44%</b>

# List of Attachments

- Standard Form 424
- Certifications
- Topeka Housing authority Annual Plan
- Continuum of Care
- Program Details in 2020 Format
- Performance Measures

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## Standard Forms 424

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## Certifications

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# Topeka Housing Authority Annual Plan

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## Continuum of Care

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## **Program Details in 2020 Format**

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## Performance Measures

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## Standard Forms 424

**Application for Federal Assistance SF-424**

Version 02

<b>*1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>*2. Type of Application</b> * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>*Other (Specify)</b> _____
--	---	----------------------------------

<b>3. Date Received:</b>	<b>4. Applicant Identifier:</b> 203408
--------------------------	---

<b>5a. Federal Entity Identifier:</b> 203408	<b>*5b. Federal Award Identifier:</b> S07-MC-20-0003
---	---

**State Use Only:**

<b>6. Date Received by State:</b>	<b>7. State Application Identifier:</b>
-----------------------------------	---

**8. APPLICANT INFORMATION:**

**\*a. Legal Name:** City of Topeka, KS - Housing & Neighborhood Development

<b>*b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 48-6028701	<b>*c. Organizational DUNS:</b> 108604976
---	--

**d. Address:**

**\*Street 1:** 620 SE Madison, 1<sup>st</sup> Floor  
**Street 2:** \_\_\_\_\_  
**\*City:** Topeka  
**County:** Shawnee  
**\*State:** KS  
**Province:** \_\_\_\_\_  
**\*Country:** US  
**\*Zip / Postal Code:** 66607

**e. Organizational Unit:**

<b>Department Name:</b> Housing & Neighborhood Development	<b>Division Name:</b>
---	-----------------------

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** Mr.      **\*First Name:** Randy  
**Middle Name:** \_\_\_\_\_  
**\*Last Name:** Speaker  
**Suffix:** \_\_\_\_\_

**Title:** Director

**Organizational Affiliation:**  
City of Topeka, KS - Housing & Neighborhood Development

**\*Telephone Number:** 785-368-3711      **Fax Number:** 785-368-0110

**\*Email:** rspeaker@topeka.org

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-231

CFDA Title:

Emergency Shelter Grant

**\*12 Funding Opportunity Number:**

S07-MC-20-0003

\*Title:

Emergency Shelter Grant

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Topeka, KS

**\*15. Descriptive Title of Applicant's Project:**

2007 Consolidated Action Plan - Emergency Shelter Grant Projects

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: KS-002

\*b. Program/Project: KS-002

**17. Proposed Project:**

\*a. Start Date: 01-01-2007

\*b. End Date: 12-31-2007

**18. Estimated Funding (\$):**

*a. Federal	_____	87,000
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	87,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix: Mr                      \*First Name: Norton  
Middle Name: N.  
\*Last Name: Bonaparte  
Suffix: Jr.

\*Title: City Manager

\*Telephone Number: 785-368-3725

Fax Number: 785-368-3909

\* Email: nbonaparte@topeka.org

\*Signature of Authorized Representative: \_\_\_\_\_

\*Date Signed: 11.16.06

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

ATTEST:

*David Walker*  
CITY CLERK



NOV 14 2006

**Application for Federal Assistance SF-424**

Version 02

**\*1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\*2. Type of Application**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s)**

**\*Other (Specify)**  
\_\_\_\_\_

**3. Date Received:**

**4. Applicant Identifier:**

203408

**5a. Federal Entity Identifier:**

203408

**\*5b. Federal Award Identifier:**

M07-MC-200203

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\*a. Legal Name:** City of Topeka, KS - Housing & Neighborhood Development

**\*b. Employer/Taxpayer Identification Number (EIN/TIN):**

48-6028701

**\*c. Organizational DUNS:**

108604976

**d. Address:**

**\*Street 1:** 620 SE Madison, 1<sup>st</sup> Floor

Street 2: \_\_\_\_\_

**\*City:** Topeka

County: Shawnee

**\*State:** KS

Province: \_\_\_\_\_

**\*Country:** US

**\*Zip / Postal Code** 66607

**e. Organizational Unit:**

**Department Name:**

Housing & Neighborhood Development

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. **\*First Name:** Randy

Middle Name: \_\_\_\_\_

**\*Last Name:** Speaker

Suffix: \_\_\_\_\_

Title: Director

**Organizational Affiliation:**

City of Topeka, KS - Housing & Neighborhood Development

**\*Telephone Number:** 785-368-3711

**Fax Number:** 785-368-0110

**\*Email:** rspeaker@topeka.org

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-239 \_\_\_\_\_

CFDA Title:

HOME Investment Partnership \_\_\_\_\_

**\*12 Funding Opportunity Number:**

M07-MC-200203 \_\_\_\_\_

\*Title:

HOME Investment Partnership Entitlement Grant \_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Topeka, KS

**\*15. Descriptive Title of Applicant's Project:**

2007 Consolidated Action Plan - HOME Investment Partnership Grant Projects

## Application for Federal Assistance SF-424

Version 02

## 16. Congressional Districts Of:

\*a. Applicant: KS-002

\*b. Program/Project: KS-002

## 17. Proposed Project:

\*a. Start Date: 01-01-2007

\*b. End Date: 12-31-2007

## 18. Estimated Funding (\$):

*a. Federal	_____	700,000
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	80,000
*g. TOTAL	_____	780,000

## \*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

## \*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes       No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

## Authorized Representative:

Prefix: Mr      \*First Name: Norton

Middle Name: N.

\*Last Name: Bonaparte

Suffix: Jr.

\*Title: City Manager

\*Telephone Number: 785-368-3725

Fax Number: 785-368-3909

\* Email: nbonaparte@topeka.org

\*Signature of Authorized Representative: \_\_\_\_\_

\*Date Signed: 11-16-06

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Prescribed by OMB Circular A-102

ATTEST:

Chris Walker  
CITY CLERK



NOV 14 2006

**Application for Federal Assistance SF-424**

Version 02

**\*1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\*2. Type of Application**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify) \_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

203408

5a. Federal Entity Identifier:

203408

\*5b. Federal Award Identifier:

B07-MC-20-0003

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: City of Topeka, KS - Housing & Neighborhood Development

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

48-6028701

\*c. Organizational DUNS:

108604976

**d. Address:**

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Street 2: \_\_\_\_\_

\*City: Topeka

County: Shawnee

\*State: KS

Province: \_\_\_\_\_

\*Country: US

\*Zip / Postal Code 66607

**e. Organizational Unit:**

Department Name:

Housing & Neighborhood Development

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. \*First Name: Randy

Middle Name: \_\_\_\_\_

\*Last Name: Speaker

Suffix: \_\_\_\_\_

Title: Director

Organizational Affiliation:

City of Topeka, KS - Housing & Neighborhood Development

\*Telephone Number: 785-368-3711

Fax Number: 785-368-0110

\*Email: rspeaker@topeka.org

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grant

**\*12 Funding Opportunity Number:**

B07-MC-20-0003

\*Title:

CDBG Entitlement

**13. Competition Identification Number:**

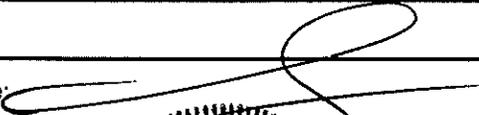
Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Topeka, KS

**\*15. Descriptive Title of Applicant's Project:**

2007 Consolidated Action Plan - Community Development Block Grant Projects

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: KS-002	*b. Program/Project: KS-002	
<b>17. Proposed Project:</b>		
*a. Start Date: 01-01-2007	*b. End Date: 12-31-2007	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	2,050,000	
*b. Applicant		
*c. State		
*d. Local		
*e. Other	100,000	
*f. Program Income	60,000	
*g. TOTAL	2,210,000	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: Mr _____	*First Name: Norton _____	
Middle Name: N. _____		
*Last Name: Bonaparte _____		
Suffix: Jr. _____		
*Title: City Manager		
*Telephone Number: 785-368-3725		Fax Number: 785-368-3909
* Email: nbonaparte@topeka.org		
*Signature of Authorized Representative: 		*Date Signed: 11-16-06

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)

Prescribed by OMB Circular A-102

ATTEST:

  
CITY CLERK



NOV 14 2006

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## Certifications

**Applicant Assurances  
and Certifications**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2501-0017  
(expires 01/31/2008)

**Instructions for the HUD-424-B Assurances and Certifications**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual must provide the following assurances and certifications. By submitting this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.

X 

As the duly authorized representative of the applicant, I certify that the applicant [Insert below the Name and title of the Authorized Representative, name of Organization and the date of signature]:

Name: Norton N. Bonaparte, Jr., Title: City Manager  
Organization: City of Topeka, Kansas, Date: 11-16-06

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the applicant to act in connection with the application and to provide any additional information as may be required.
2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR Part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).
3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR Part 8, and the Age Discrimination Act of 1975 (42 U.S.C. 8101-07), as amended, and implementing regulations at 24 CFR Part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.
4. Will comply with the Fair Housing Act (42 U.S.C. 3801-19), as amended, and the implementing regulations at 24 CFR Part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR Part 24 and 24 CFR 42, Subpart A.
6. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et seq.) and related Federal authorities prior to the commitment or expenditure of funds for property acquisition and physical development activities subject to implementing regulations at 24 CFR parts 50 or 58.
7. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all sub awards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.  
These certifications and assurances are material representations of the fact upon which HUD can rely when awarding a grant. If it is later determined that, I the applicant, knowingly made an erroneous certification or assurance, I may be subject to criminal prosecution. HUD may also terminate the grant and take other available remedies.

NOV 14 2006

form HUD-424-B (02/2004)

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

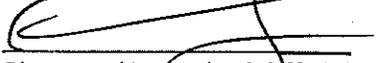
**Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:**

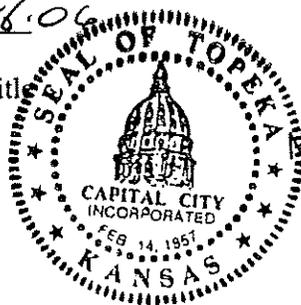
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction --** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan --** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

 11-16-06  
 Signature/Authorized Official      Date  
 Norton N. Bonaparte, Jr., City Manager      Title



NOV 14 2006

ATTEST:  
  
 CITY CLERK

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s)   N/A   (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

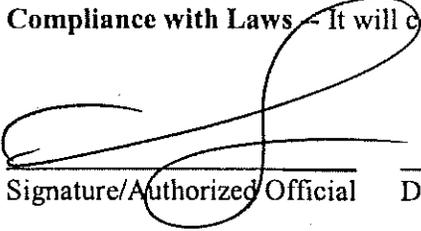
**Excessive Force --** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws --** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

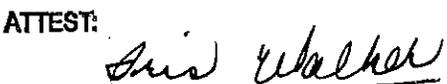
**Lead-Based Paint --** Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

**Compliance with Laws --** It will comply with applicable laws.

  
Signature/Authorized Official      11.16.06  
Date

Norton N. Bonaparte, Jr., City Manager  
Title

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ATTEST:  
  
CITY CLERK



**Specific HOME Certifications**

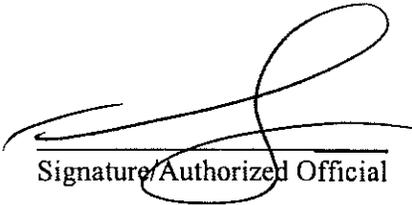
The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

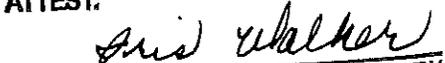
**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

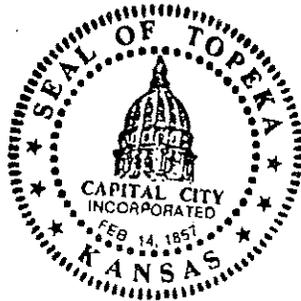
**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
Signature/Authorized Official      11-16-06      Date

Norton N. Bonaparte, Jr., City Manager  
Title

NOV 14 2006

ATTEST:  
  
CITY CLERK



**ESG Certifications**

The Emergency Shelter Grantee certifies that:

**Major rehabilitation/conversion** -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

**Essential Services** -- It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

**Renovation** -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

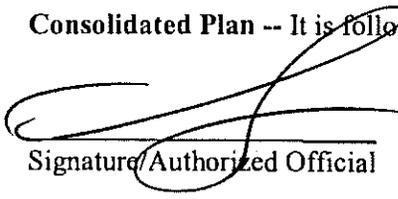
**Supportive Services** -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

**Matching Funds** -- It will obtain matching amounts required under §576.71 of this title.

**Confidentiality** -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

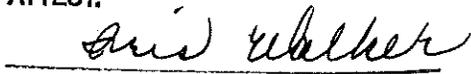
**Consolidated Plan** -- It is following a current HUD-approved Consolidated Plan or CHAS.

  
Signature/Authorized Official      11.16.06  
Date

Norton N. Bonaparte, Jr., City Manager  
Title

NOV 14 2006

ATTEST:

  
CITY CLERK



DOCUMENT 2A

**LOCAL GOVERNMENT GRANTEE****FY 2007 EMERGENCY SHELTER GRANTS PROGRAM****CERTIFICATIONS BY THE CHIEF EXECUTIVE OFFICER**

I, Norton N. Bonaparte, Jr., City Manager, Chief Executive Officer of City of Topeka, Kansas, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

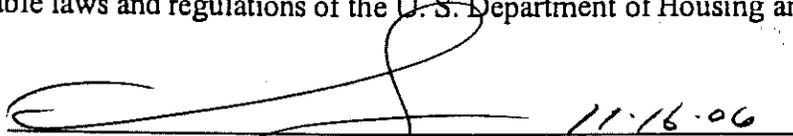
I further certify that the local government will comply with:

- (1) The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
- (2) The building standards requirement of 24 *CFR* 576.55.
- (3) The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
- (4) The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
- (5) The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- (6) The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
- (7) The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
- (8) The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.

- (9) The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
- (10) The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.
- (11) The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
- (12) The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
- (13) HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

By:

  
Signature of Chief Executive Officer and Date

Norton N. Bonaparte, Jr., City Manager  
Typed Name of Signatory

City Of Topeka, KS, City Manager  
Title

NOV 14 2006

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

620 SE Madiakon, 1<sup>st</sup> Floor  
Topeka, Shawnee County  
Kansas, 66607

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Check  if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# Topeka Housing Authority Plans

5 Year Plan for Fiscal Years 2007 – 2011

Annual Plan for Fiscal Year 2007

**PHA Plan  
Agency Identification**

**PHA Name:** Topeka Housing Authority

**PHA Number:** KS002

**PHA Fiscal Year Beginning:** (01/2007)

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2007 - 2011**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)  
To successfully provide accessible affordable housing.  
Success will be defined as:
- Putting applicants, tenants and participants first
  - Market competitiveness
  - Fiscal strengths
  - Integrity

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - Implement voucher homeownership program:
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - Implement public housing security improvements:
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families:
    - Provide or attract supportive services to improve assistance recipients' employability:
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
    - Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
  - Objectives:
    - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
    - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
    - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2007**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2006 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NONE	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NONE	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NONE	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NONE	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NONE	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NONE	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

### 1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

#### A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	4,660	5	5	5	5	5	5
Income >30% but <=50% of AMI	2,862	4	3	4	4	4	4
Income >50% but <80% of AMI	4,520	3	2	3	3	3	3
Elderly	1,478	4	2	3	3	3	3
Families with Disabilities	5,335	4	3	3	5	3	3
Race/Ethnicity	8,629	3	2	3	4	3	3
Race/Ethnicity	2,448	4	3	3	4	3	4
Race/Ethnicity	260	4	3	3	4	3	4
Race/Ethnicity	627	4	3	3	4	3	4

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:

- Other housing market study  
 Indicate year:  
 Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	131		
Extremely low income <=30% AMI	117	89.3%	
Very low income (>30% but <=50% AMI)	13	9.9%	
Low income (>50% but <80% AMI)	1	.8%	
Families with children	71	54.2%	
Elderly families	9	6.9%	
Families with Disabilities	20	15.3%	
Race/ethnicity	90/Caucasian	68.7%	
Race/ethnicity	39/African American	29.8%	
Race/ethnicity	2/Indian/Alaskan	1.5%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	87	66.4%	
2 BR	26	19.8%	
3 BR	14	10.7%	
4 BR	4	3.1%	
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1115		
Extremely low income <=30% AMI	922	82.7%	
Very low income (>30% but <=50% AMI)	179	16.1%	
Low income (>50% but <80% AMI)	14	1.2%	
Families with children	794	71.2%	
Elderly families	36	32.2%	
Families with Disabilities	91	6.2%	
Race/ethnicity	671/Caucasian	60.2%	
Race/ethnicity	409/African American	36.7%	
Race/ethnicity	15/Indian	1.3%	
Race/ethnicity	3/Pac Islander	.3%	
Race/ethnicity	17/Mixed	1.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	87	66.4%	
2 BR	26	19.8%	
3 BR	14	10.7%	
4 BR	4	3.1%	
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

#### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

##### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

##### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

##### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. Federal Grants (FY 2005 grants)	1,339,332	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) Public Housing Operating Fund	861,147	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,936,717	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	160,000	Elderly/Disabled Network grant
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
KS16R00250100	137,308	
KS16R00250101	140,104	
KS16R00250102	132,613	
KS16R00250103	102,958	
KS16R00250104	120,480	
KS16P00250105	456,567	
<b>3. Public Housing Dwelling Rental Income</b>	900,000	PH Operations
<b>4. Other income (list below)</b>		
Other resident charges	130,000	PH Operations
Laundry comm., misc.		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>8,417,226</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? For Sexual Offender
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
- PHA development site management office
- Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) **Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
  2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
  3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
  4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?  
 PHA main administrative office

- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

## 2 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## (5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts  
 List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts  
 List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?  
(select all that apply)

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions and Suspensions of Vouchers  
Pursuant to our current Administrative Plan, 120 days of search time is granted when the voucher is issued.

1. Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 120 day period. Verification of such circumstances is required.
2. (a) The family has demonstrated that they have made a consistent effort to locate a unit and request support services from the Section 8 office throughout the initial 120 day period with regard to their inability to locate a unit. (b) If a member of the family is a disable person, and the family needs an extension because of the disability, the Housing Authority will consider the grant of an extension as a reasonable accommodation.  
The initial term plus any granted extensions may not exceed 150 days.

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

## 2 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices  
 Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.  
(select one)



If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template OR, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at *Attachment A - Annual Statements*

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834.

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (Attachment A)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Kensington Park

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

Site acquisition and development with Housing Replacement Funds

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If

“yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Tyler Towers
1b. Development (project) number:	002
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(05/04/2002)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

### **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

#### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	

<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.79 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 05/07/01

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
  
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Kansas Legal Services</i>		<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Voc. Rehab Services</i>		<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Topeka Transit</i>		<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Housing &amp; Credit Counseling</i>		<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Educational Opportunity Center</i>		<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Topeka Area SRS</i>		<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	09/27/2006
Section 8	17	6

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8  
 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

Polk Plaza and Deer Creek

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

Polk Plaza, Pine Ridge, Deer Creek and Western Plaza

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

Pine Ridge, Deer Creek, Western Plaza and Polk Plaza

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component I7.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)  
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
 Representatives of all PHA resident and assisted family organizations  
 Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

1. Annual Statements ----Attachment A
2. Substantial Deviation ---- Attachment B
3. Pet Policy ----- Attachment C
4. Community Service ---- Attachment D
5. Progress Report ----- Attachment E
6. TEB Roster ----- Attachment F
7. Board Roster-----Attachment G
8. Organizational Chart ----- Attachment H

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (01/2007)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	199,000
3	1408 Management Improvements	29,000
4	1410 Administration	99,000
5	1411 Audit	2,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	75
8	1440 Site Acquisition	
9	1450 Site Improvement	35,083
10	1460 Dwelling Structures	510,842
11	1465.1 Dwelling Equipment-Nonexpendable	57,000
12	1470 Nondwelling Structures	30,000
13	1475 Nondwelling Equipment	38,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>1,000,000</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<b>KS16P002001</b> <b>Pineridge</b>	Concrete Replacement	1450	2,000
	Playground Resurface	1450	2,000
	Asphalt Repair/Replacement	1450	2,000
	Landscaping	1450	4,000
	Sewer Line Replacement	1450	5,000
	Sewer Clean Out	1450	1,000
	Wood Trash Bins	1450	1,000
	Water Line	1450	100
	Plumbing Upgrade	1460	1,000
	Window Replacment	1460	75,000
	Replace Outside Dividers	1460	10,000
	Replace Kit Sinks, Countertops, Cabinets	1460	30,000
	Mudjack Units	1460	5,000
	Electrical Upgrade	1460	2,500
	Facia Repair/Replace & Paint	1460	5,000
	Central A/C	1460	75,000
	Bathroom Sinks	1460	500
	Roof	1460	10,000
	Dwelling Brick Repair	1460	20,000
	Dryer Venting	1460	500
	Door Replacement	1460	500
	HVAC Vent Cleaning	1460	5,000
	Weatherization	1460	1,000
	Remodel Units	1460	500
Fencing	1470	15,000	
Guttering/Splashblocks	1470	1,000	
<b>KS16P002002</b> <b>Jackson Towers</b>	Fees & Costs	1430	75
	Concrete Replacement	1450	1,500
	Asphalt Resurfacing	1450	3,000
	Sewer/Drain	1450	2,500
	Exterior Bldg Refurbish	1460	10,000
	Plumbing Upgrade	1460	1,000
	HVAC	1460	50,000
	Electrical/Lighting Upgrade	1460	1,000
	Replace Kit Sinks, Countertops, cabinets	1460	30,000
	Unit Blinds	1460	3,000
	Flooring	1460	20,000
	Rebuild Domestic Hot Water Mixing Val	1460	1,500
	Boiler Upgrade	1460	10,000
	Lobby/Floors Furnishings	1460	5,000
	Emergency System	1460	2,000
	Brick Repair	1460	20,000
Fencing	1470	2,000	
Balcony Furnishings	1475	1,000	
	<b>Table Library</b>	form HUD 50075 (03/2003)	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<b>KS16P002003</b> <b>Polk Plaza</b>	Concrete Work	1450	2,000
	Landscaping	1450	2,000
	Window Treatment	1460	5,000
	Plumbing	1460	1,000
	HVAC	1460	1,000
	Electrical Upgrade	1460	1,000
<b>KS16P002004a</b> <b>Deer Creek</b>	Sewer/Clean Out	1450	1,500
	Landscaping	1450	2,733
	Flooring	1460	5,000
	Showers	1460	19,000
	Plumbing	1460	1,000
	Replace Sinks, Countertops, Cabinets	1460	30,000
	Guttering/Splashblocks	1470	1,000
<b>KS16P002004B</b> <b>Western Plaza</b>	Sewer/Clean Out	1450	750
	Landscaping	1450	1,000
	Flooring	1460	2,000
	Showers	1460	3,000
	Replace Sinks, Countertops, cabinets	1460	9,000
	Replace Water heaters	1460	1,000
	Guttering/Splashblocks	1460	300
	Plumbing	1460	300
	Electrical	1460	300
<b>KS16O002005</b> <b>Tyler Towers</b>	Heating/Cooling Control Switch	1460	4,500
	Plumbing	1460	3,500
	Electrical Upgrade	1460	1,000
	Public Safety/Security Upgrade	1460	20,000
<b>KS16P002008</b> <b>Tennessee Town</b>	Concrete	1450	500
	Sewer/Clean Out	1450	500
	Flooring	1460	1,000
	Plumbing	1460	500
	Electrical Upgrade	1460	250
	Replae Sinks, Countertops, Cabinets	1460	3,192
<b>2010 SE California</b> <b>Admin Building</b>	Safety & Security	1470	5,000
	Remodel (Includes Bathrooms)	1470	5,000
	Flooring	1470	3,000

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<b>PHA WIDE</b>	Operations	1406	199,000
	Management	1408	24,000
	Training	1408	5,000
	Administration	1410	99,000
	Audit	1411	2,000
	Flooring	1465	20,000
	Water heaters	1465	2,000
	Appliances	1465	35,000
	Maintenance Equipment	1475	15,000
	Vehicle Replacement	1475	22,000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
	Within 2 years from date funds received	Within 4 years from date Funds received

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KS16P002001	PINERIDGE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Concrete Replacement		10,000	2008
Landscaping		30,000	
Sewer Line Replace		5,000	
Sewer Clean Out		1,000	
Flooring		10,000	
Plumbing Upgrade		2,000	
Replc Kit Sinks, Countertops, Cabinets		30,000	
Window Replace		100,000	
Mudjack Units		10,000	
Electrical Upgrade		2,500	
Central A/C		150,000	
Bathroom Sinks		1,000	
Guttering/Splashblocks		1,000	
Roof		10,000	
Dryer Venting		3,000	
Door Replacement		3,000	
Fencing		10,000	
Concrete Replacement		10,000	2009
Landscaping		30,000	
Sewer Line Replace		5,000	
Sewer Clean Out		1,000	
Fencing		10,000	
Flooring		10,000	
Plumbing Upgrade		2,000	
Window Replacemnt		100,000	
Replc kit sinks, cntrtops,		30,000	
Mudjack Units		10,000	
Electrical upgrade		2,500	
Central A/C		150,000	
Bathroom sinks		1,000	
Guttering/splashblocks		1,000	
Roof		10,000	
Dryer Venting		3,000	
Door Replacement		3,000	
Concrete Replacement		10,000	2010
Landscaping		30,000	
Sewer Line Replace		5,000	
Sewer Clean Out		1,000	
Fencing		10,000	
Flooring		10,000	
Plumbing Upgrade		2,000	
Window Replacement		100,000	
Rplice kit sinks, cntrtops,		30,000	

form HUD 50075 (03/2003)

Mudjack Units	10,000	
Electrical upgrade	2,500	
Central A/C	150,000	
Bathroom sinks	1,000	
Guttering/splashblocks	1,000	
Roof	10,000	
Dryer Venting	3,000	
Door Replacement	3,000	
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Concrete Replacement	10,000	
Landscaping	30,000	2011
Sewer Line Replace	5,000	
Sewer Clean Out	1,000	
Fencing	10,000	
Flooring	10,000	
Plumbing Upgrade	2,000	
Window Replacement	100,000	
Rplce kit sinks, cntrtops,	30,000	
Mudjack Units	10,000	
Electrical upgrade	2,500	
Central A/C	150,000	
Bathroom sinks	1,000	
Guttering/splashblocks	1,000	
Roof	10,000	
Dryer Venting	3,000	
Door Replacement	3,000	
<b>Total estimated cost over next 5 years</b>	<b>1,514,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	# Vacant Units	% Vacancies in Development
KS16P002002	JACKSON TOWERS		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Fees & Costs		75	2008
Concrete Replacemt		1,500	
Sewer/Drain		2,500	
Plumbing Upgrade		1,000	
Electrical Upgrade		1,000	
Reple Kit Sinks, Cntrtops,		51,000	
Roof Repair/Replac		50,000	
Flooring		20,000	
Brick Repair		30,000	
Rebld hot water val		1,500	
Boiler Upgrade		15,000	
Fencing		2,000	
Fees & Costs		75	2009
Concrete Replacement		1,500	
Sewer/Drain		2,500	
Fencing		2,000	
Plumbing Upgrade		1,000	
Reple kit sinks, cntrtops		30,000	
Electrical Upgrade		1,000	
Flooring		30,000	
Rebld hot water val		1,500	
Boiler Upgrade		15,000	
Brick Repair		30,000	

Fees & Costs	75	2010
Concrete Replacemnt	1,500	
Sewer/Drain	2,500	
Fencing	2,000	
Plumbing Upgrade	1,000	
Replc kit sinks, cntrtops	30,000	
Electrical Upgrade	1,000	
Flooring	30,000	
Reblid hot water val	1,500	
Boiler Upgrade	15,000	
Brick Repair	30,000	
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Fees & Costs	75	2011
Concrete Replacemnt	1,500	
Sewer/Drain	2,500	
Fencing	2,000	
Plumbing Upgrade	1,000	
Replc kit sinks, cntrtops	30,000	
Electrical Upgrade	1,000	
Flooring	30,000	
Reblid hot water val	1,500	
Boiler Upgrade	15,000	
Brick Repair	30,000	
<b>Total estimated cost over next 5 years</b>	<b>458,300</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	# Vacant Units	% Vacancies in Development
KS16P002003	POLK PLAZA		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscaping		1,000	2008
Flooring		15,000	
Plumbing		1,000	
Roof Repair/replacement		500	
Electrical Upgrade		1,000	
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Landscaping		1,000	2009
Flooring		15,000	
Plumbing		1,000	
Roof Repair/replce		500	
Electrical Upgrade		1,000	
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Landscaping		1,000	2010
Flooring		15,000	
Plumbing		1,000	
Roof Repair/replce		500	
Electrical Upgrade		1,000	
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Landscaping		1,000	2011
Flooring		15,000	
Plumbing		1,000	
Roof Repair/replce		500	
Electrical Upgrade		1,000	
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<b>Total estimated cost over next 5 years</b>		<b>74,000</b>	
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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KS16P002004a	DEER CREEK		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Sewer/Clean Out		1,500	2008
Flooring		5,000	
Plumbing		1,000	
Guttering/splashblocks		1,000	
Electrical Upgrade		1,000	
Replace sinks, countertops, cabinets		30,000	
Sewer/Clean Out		1,500	2009
Flooring		5,000	
Plumbing		1,000	
Reple sinks, countertops, cabinets		30,000	
Electrical Upgrade		1,000	
Guttering/splashblocks		1,000	
Sewer/Clean Out		1,500	2010
Flooring		5,000	
Plumbing		1,000	
Reple sinks, countertops, cabinets		30,000	
Electrical Upgrade		1,000	
Guttering/splashblocks		1,000	
Sewer/Clean Out		1,500	2011
Flooring		5,000	
Plumbing		1,000	
Reple sinks, countertops, cabinets		30,000	
Electrical Upgrade		1,000	
Guttering/splashblocks		1,000	
<b>Total estimated cost over next 5 years</b>		<b>158,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
KS16P002004b	WESTERN PLAZA			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Sewer/Clean Out			750	2008
Landscaping			1,000	
replace sinks, countertops, cabinets			9,000	
Flooring			2,000	
Replace Waterheaters			500	
Guttering/splashblocks			300	
Plumbing			300	
Electrical			300	
Fencing			20,000	
Sewer/Clean Out			750	2009
Landscaping			1,000	
Fencing			20,000	
Flooring			2,000	
Replc sinks, countertops, cabinets			9,000	
Replace Waterheaters			500	
Guttering/splashblocks			300	
Plumbing			300	
Electrical			300	
Sewer/Clean Out			750	2010
Landscaping			1,000	
Fencing			20,000	
Flooring			2,000	
Replc sinks, countertops, cabinets			9,000	
Replace Waterheaters			500	
Guttering/splashblocks			300	
Plumbing			300	
Electrical			300	
Sewer/Clean Out			750	2011
Landscaping			1,000	
Fencing			20,000	
Flooring			2,000	
Replc sinks, countertops, cabinets			9,000	
Replace Waterheaters			500	
Guttering/splashblocks			300	
Plumbing			300	
Electrical			300	
<b>Total estimated cost over next 5 years</b>			<b>136,600</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	# Vacant Units	% Vacancies in Development	
KS16P002005	TYLER TOWERS			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Plumbing			1,000	2008
Electrical Upgrade			1,000	
Trash Compactor			5,000	
Plumbing			1,000	2009
Electrical Upgrade			1,000	
Trash Compactor			5,000	
Plumbing			1,000	2010
Electrical Upgrade			1,000	
Trash Compactor			5,000	
Plumbing			1,000	2011
Electrical Upgrade			1,000	
Trash Compactor			5,000	
<b>Total estimated cost over next 5 years</b>			<b>26,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	# Vacant Units	% Vacancies in Development	
KS16P002008	TENNESSEE TOWN			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Fees & Costs			3,025	2008
Concrete			500	
Sewer/Clean Out			500	
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
Fees & Costs			3,025	2009
Concrete			500	
Sewer/Clean Out			500	
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
Fees & Costs			3,025	2010
Concrete			500	
Sewer/Clean Out			500	
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
Fees & Costs			3,025	2011
Concrete			500	
Sewer/Clean Out			500	
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
<b>Total estimated cost over next 5 years</b>			<b>23,100</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	# Vacant Units	% Vacancies in Development
	PHA WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations		200,000	2008
Management		24,000	
Administration		99,000	
Audit		2,000	
Appliances		50,000	
Maintenance Equipment		5,000	
Vehicle replacement		22,000	
Operations		200,000	2009
Management		24,000	
Administration		99,000	
Audit		2,000	
Appliances		50,000	
Maintenance Equip		5,000	
Vehicle replacement		22,000	
Operations		200,000	2010
Management		24,000	
Administration		99,000	
Appliances		50,000	
Maintenance Equip		5,000	
Vehicle replacement		22,000	
Operations		200,000	
Management		24,000	
Administration		99,000	
Appliances		50,000	
Maintenance Equip		5,000	
Vehicle replacement		22,000	
<b>Total estimated cost over next 5 years</b>		<b>1,604,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	# Vacant Units	% Vacancies in Development
	2010 SE California		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
			2008
			2009
			2010
			2011
<b>Total estimated cost over next 5 years</b>			



ATTACHMENT A  
ANNUAL STATEMENTS



# Attachment A

12. Capital Fund Program & Capital Fund Prgrm Replacement Housing Factor Annual Statement/Performance & Evaluation Rpt									
Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary									
PHA Name: Topeka Housing Authority					Federal FY of Grant: 2004				
Grant Type and Number					Capital Fund Program Grant No: KS16R002501-04				
Replacement Housing Factor Grant No:					Replacement Housing Factor Grant No:				
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/06 <input checked="" type="checkbox"/> Revised Annual Statement and Evaluation Report									
Line	Summary by Development Account	Original	Revised	Obligated	Expended				
		Total Estimated Cost		Total Actual Cost					
1	Total non-CFP Funds								
2	1406 Operations	186,812.00	186,812.00	186,812.00	186,812.00				
3	1408 Management Improvements	51,650.00	7,938.94	7,938.94	7,938.94				
4	1410 Administration	93,411.00	139,213.03	139,213.03	139,213.03				
5	1411 Audit	3,000.00	0	0	0				
6	1415 Liquidated Damages	0	0	0	0				
7	1430 Fees and Costs	11,912.00	2,108.00	2,108.00	2,108.00				
8	1440 Site Acquisition	0	0	0	0				
9	1450 Site Improvement	42,228.00	76,762.56	76,762.56	76,762.56				
10	1460 Dwelling Structures	310,310.00	384,895.71	384,895.71	384,895.71				
11	1465.1 Dwelling Equipment—Nonexpendable	56,000.00	71,435.27	71,435.27	71,435.27				
12	1470 Nondwelling Structures	113,389.00	11,057.21	11,057.21	11,057.21				
13	1475 Nondwelling Equipment	41,200.00	29,689.28	29,689.28	29,689.28				
14	1485 Demolition	24,200.00	24,200.00	24,200.00	24,200.00				
15	1490 Replacement Reserve								
16	1492 Moving to Work Demonstration								
17	1495.1 Relocation Costs								
18	1499 Development Activities								
19	1501 Collateralization or Debt Service								
20	1502 Contingency								
21	Amount of Annual Grant: (sum of lines 2 - 20)	934,112.00	934,112.00	934,112.00	934,112.00				
22	Amount of line 21 Related to LBP Activities								
23	Amount of line 21 Related to Section 504 compliance								
24	Amount of line 21 Related to Security - Soft Costs								
25	Amount of Line 21 Related to Security - Hard Costs								
26	Amount of line 21 Related to Energy Conservation Measures								

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPP/CFPRHF)  
Part II: Supporting Pages**

PHA Name: Topeka Housing Authority

Grant Type and Number  
Capital Fund Program Grant No: KS16R002501-04  
Replacement Housing Factor Grant No:

Federal FY of Grant: 2004

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PHA WIDE</b>								
	Operations	1406		186,822	186,812	186,812	186,812	
	Management	1408		23,000	7,938.94	7,938.94	7,938.94	
	Background Checks	1408		18,000	0	0	0	
	Computer Services	1408		500	0	0	0	
	Internet Access	1408		150	0	0	0	
	Training	1408		10,000	0	0	0	
	Administration	1410		93,411	139,213.03	139,213.03	139,213.03	
	Audit	1411		3,000	0	0	0	
	Surveying	1460		0	340.00	340.00	340.00	
	Flooring	1465		24,000	0	0	0	
	Water Heaters	1465		2,000	0	0	0	
	Appliances	1465		30,000	90,812.17	90,812.17	90,812.17	
	Maintenance Equipment	1475		14,000	2,129.14	2,129.14	2,129.14	
	Vehicle Replacement	1475		25,000	17,313.14	17,313.14	17,313.14	
	Demolition	1485		24,200	0	0	0	
<b>001 PINERIDGE</b>	Fees & Costs	1430		5,000	0	0	0	
	Concrete Replacement	1450		2,500	0	0	0	
	Asphalt Repair/Replacement	1450		5,000	0	0	0	
	Landscaping	1450		0	26,983.38	26,983.38	26,983.38	
	Sewer Line Replacement	1450		2,500	0	0	0	
	Sewer Clean Out	1450		1,000	0	0	0	
	Playground Resurface	1450		0	0	0	0	
	Domestic Water	1460		500	1,884.28	1,884.28	1,884.28	
	Plumbing Upgrade	1460		500	0	0	0	
	Furnace/Therm Replacement	1460		10,000	0	0	0	

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages		PHA Name: Topeka Housing Authority		Capital Fund Program Grant No: KS16R002501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004			
Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended		
	Window Replacement	1460		47,974	57,862.58	57,862.58	57,862.58		
	Storm Door Replacement	1460		12,500	14,508.63	14,508.63	14,508.63		
	Electrical Upgrade	1460		15,000	220.66	220.66	220.66		
	Unit Renovation	1460		0	96,326.13	96,326.13	96,326.13		
	Central A/C	1460		35,000	0	0	0		
	Protective Fencing around A/C unit	1460		0	0	0	0		
	Bathroom Sinks	1460		500	0	0	0		
	Guttering/Splashblocks	1460		1,000	0	0	0		
	Dwelling Brick Repair	1460		500	0	0	0		
	Dryer Venting	1460		500	0	0	0		
	Door Replacement	1460		2,000	0	0	0		
	HVAC	1460		6,000	39,940.00	39,940.00	39,940.00		
	Non-Dwelling Structures	1470		0	6,382.50	6,382.50	6,382.50		
	Fees & Costs	1430		75	2,108.00	2,108.00	2,108.00		
	Concrete replacement	1450		1,500	0	0	0		
	Asphalt Resurfacing	1450		5,000	0	0	0		
	Sewer/Drain	1450		2,000	927.50	927.50	927.50		
	Outdoor lighting upgrade	1450		0	0	0	0		
	Landscaping	1450		0	14,759.82	14,759.82	14,759.82		
	Plumbing Upgrade	1460		250	0	0	0		
	HVAC	1460		10,000	4,454.55	4,454.55	4,454.55		
	Handrails	1460		1,000	0	0	0		
	Electrical Upgrade	1460		500	8,252.00	8,252.00	8,252.00		
	Replace Kit sinks, countertops, cabinets	1460		500	0	0	0		
	Ceiling Tile Replacement	1460		500	0	0	0		
	Rebuild Domestic hotwater mix val	1460		1,500	0	0	0		
	Boiler Upgrade	1460		1,500	0	0	0		

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report		Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)		Federal FY of Grant: 2004	
Part II: Supporting Pages		PHA Name: Topeka Housing Authority		Capital Fund Program Grant No: KS16R002501-04	
Development #		Grant Type and Number		Total Estimated Cost	
Name/HA-Wide Activities		Replacement Housing Factor Grant No:		Revised	
General Description of Major Work Categories		Dev. Acct No.		Original	
		Quantity		Funds Obligated	
		Funds Expended		Funds Expended	
		Status of Work			
003 POLK PLAZA	Lobby/Floors furnishings	1460	8,000	0	0
	Enterphon	1460	20,000	17,226.28	17,226.28
	Fire Protection Systems	1460	1,000	0	0
	Safety and Security	1460	12,449	13,388.25	13,388.25
	Fees & Costs	1430	750	0	0
	Concrete Work	1450	978	0	0
	Asphalt Resurfacing	1450	10,000	16,935.00	16,935.00
	Landscaping	1450	0	618.74	618.74
	Plumbing	1460	500	0	0
	HVAC	1460	500	820	820
	Replace sinks, countertops,cabs	1460	15,000	0	0
	Electrical Upgrade	1460	1,000	165.55	165.55
	Common Area Improvement	1460	2,000	0	0
	Enterphon	1460	20,000	0	0
	Lobby/Floors Furnishings	1460	8,000	0	0
	Fire Protection Systems	1460	1,000	0	0
	Remodel Units	1460	15,000	56,050.52	56,050.52
	Outdoor seating	1475	2,200	0	0
04a DEER CREEK	Fees & Costs	1450	3,700	0	0
	Sewer/Clean Out	1450	1,500	258.02	258.02
	Grounds	1450	0	10,248.30	10,248.30
	Plumbing	1460	500	0	0
	Replace Sinks, Countertops, cabint	1460	10,000	3,218.36	3,218.36
	Electrical Upgrade	1460	6,250	0	0
	Guttering/Splashblocks	1460	1,000	0	0

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages

PHA Name: Topeka Housing Authority  
 Grant Type and Number  
 Capital Fund Program Grant No: KS16R002501-04  
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2004

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>04b WESTERN</b>	Fees & Costs	1430		2,387	0	0	0	
	Sewer/Clean Out	1450		750	0	0	0	
	Lighting	1460		1,000	0	0	0	
	Replac Sinks, Countertops, cabinets	1460		9,000	710.33	710.33	710.33	
	Guttering/Splashblocks	1460		300	0	0	0	
	Screen Replacement	1460		5,000	0	0	0	
	Plumbing	1460		300	0	0	0	
Electrical	1460		300	0	0	0		
<b>005 TYLER TOWERS</b>	Resurface Parking/Drive Area	1450		6,000	5,900.00	5,900.00	5,900.00	
	Window Treatment	1460		10,000	0	0	0	
	Plumbing	1460		1,000	4,869	4,869	4,869	
	Lighting	1460		5,000	0	0	0	
	Replac sinks, countertops, cabinets	1460		3,000	9,718.22	9,718.22	9,718.22	
	Electrical Upgrade	1460		1,000	0	0	0	
	Lobby/Floor Furnishings	1460		8,000	666.95	666.95	666.95	
<b>008 TENNESSEE Town</b>	Concrete	1450		1,000	0	0	0	
	Sewer/Clean Out	1450		500	0	0	0	
	Landscaping	1450		1,500	389.82	389.82	389.82	
	Unit Renovation	1460		1,000	3,840.00	3,840.00	3,840.00	
	Plumbing	1460		500	2,721.75	2,721.75	2,721.75	
	Electrical Upgrade	1460		250	0	0	0	
	Outside Benches	1460		6,186	0	0	0	
<b>NORTHLAND</b>	Demolition	1485		24,200	24,200	24,200	24,200	

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**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages

PHA Name: Topeka Housing Authority

Development # Name/HA-Wide Activities	General Description of Major Work Categories	Grant Type and Number		Total Estimated Cost			Total Actual Cost		Status of Work
		Capital Fund Program Grant No: KS16R002501-04	Replacement Housing Factor Grant No:	Original	Revised	Funds Obligated	Funds Expended		
		Dev. Acct No.	Quantity						
2010 CALIFORNIA	Fees & Costs	1430		0	0	0	0		
	Asphalt Repair	1450		1,500	0	0	0		
	HVAC	1470		2,000	0	0	0		
	Garage Bldg	1470		80,000	0	0	0		
	Fire Protection Systems	1470		5,000	0	0	0		
	Roof Replacement/Repair	1470		24,389	37,850.00	37,850.00	37,850.00		
	Building Upgrade	1470		1,000	5,406.48	5,406.48	5,406.48		
	Electrical (includes lighting)	1470		1,000	0	0	0		

Federal FY of Grant: 2004

**12. Capital Fund Prgm & Capital Fund Prgrm Replacement Housing Factor Annual Statement/Performance & Evaluation Report**

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPP/CFPRHF) Part I: Summary

PHA Name: Topeka Housing Authority

Grant Type and Number

Capital Fund Program Grant No: KSI16R002501-05

Federal FY of Grant: 2005

Replacement Housing Factor Grant No:

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no : 1 )  
 Performance and Evaluation Report for Period Ending: 6/30/06  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	191,313.00	191,313.00	191,313.00	191,313.00	
3	1408 Management Improvements	29,000	29,000	1,340.08	1,340.08	
4	1410 Administration	95,489	95,489	22,329.43	22,329.43	
5	1411 Audit	2,000	2,000	1,000	1,000	
6	1415 Liquidated Damages	0	0	0	0	
7	1430 Fees and Costs	2,932	2,932	2,260	2,260	
8	1440 Site Acquisition	0	0	0	0	
9	1450 Site Improvement	48,250	8,250	5,275	5,275	
10	1460 Dwelling Structures	474,041	474,041	200,946.75	200,946.75	
11	1465.1 Dwelling Equipment Nonexpendable	54,000	30,000	16,293.25	16,293.25	
12	1470 Nondwelling Structures	22,342	47,334	39,400.76	39,400.76	
13	1475 Nondwelling Equipment	37,200	76,608	41,408	41,408	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant@sum of lines 2-20)	956,567	956,567	521,566.27	521,566.27	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of Line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages PHA Name: Topeka Housing Authority											
Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Grant Type and Number Capital Fund Program Grant No: KS16P00250105 Replacement Housing Factor Grant No:	Dev. Acct No.	Quantity	Total Estimated Cost			Total Actual Cost			Status of Work
					Original	Revised	Funds Obligated	Funds Expended	Funds Expended		
<b>PHA WIDE</b>	Operations		1406		0	191,313	191,313	191,313	191,313		
	Management		1408		24,000	24,000	1,340.08	1,340.08	1,340.08		
	Training		1408		5,000	5,000	0	0	0		
	Administration		1410		92,489	92,489	22,329.43	22,329.43	22,329.43		
	Audit		1411		2,000	2,000	1,000	1,000	1,000		
	Flooring		1460		24,000	24,000	6,350	6,350	6,350		
	Appliances		1465		30,000	30,000	16,293.25	16,293.25	16,293.25		
	Maintenance Equipment		1475		15,000	15,000	0	0	0		
	Vehicle Replacement		1475		22,000	61,408	41,408	41,408	41,408		
	Fees & Costs		1430		2,857	0	0	0	0		
	Landscaping		1450		10,000	2,515	2,515	2,515	2,515		
	Sewer Line Replacement		1450		5,000	1,860	1,860	1,860	1,860		
	Sewer Clean Out		1450		1,000	100	0	0	0		
	Plumbing Upgrade		1460		2,000	2,894	2,893.35	2,893.35	2,893.35		
	Hot Water Heaters		1460		1,000	500	0	0	0		
	Window Replacement		1460		57,143	40,000	23,980.43	23,980.43	23,980.43		
	Flooring		1460		0	870	870	870	870		
	Storm door replacement		1460		42,600	44,695	44,695	44,695	44,695		
	Electrical Upgrade		1460		500	100	0	0	0		
	Protective Fencing around A/C units		1460		5,000	5,000	3,589.47	3,589.47	3,589.47		
	Central A/C, HVAC		1460		50,000	100,000	72,871	72,871	72,871		
	Bathroom Sinks		1460		500	50	0	0	0		
	Guttering/Splashblocks		1460		1,000	500	0	0	0		
	Door Replacement		1460		2,000	1,000	0	0	0		
	HVAC Vent Cleaning		1460		6,000	4,000	0	0	0		
	Weatherization		1460		250	250	125	125	125		

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**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation**

**Report**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Topeka Housing Authority

Grant Type and Number  
Capital Fund Program Grant No: KS16P00250105

Replacement Housing Factor Grant No:

Federal FY of Grant: 2005

Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Act No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
002 JACKSON TOWERS	Fencing	1470		0	13,200	13,200	13,200	
	Fees & Costs	1430		75	672	0	0	
	Sewer/Drain	1450		500	2,719	2,718.81	2,718.81	
	Outdoor Lighting Upgrade	1450		10,000	50	0	0	
	Plumbing Upgrade	1460		500	1,700	1,603.81	1,603.81	
	Exterior Bldg Refurbish	1460		25,000	25,000	0	0	
	Elevator cab/door remodel	1460		10,000	10,000	0	0	
	Electrical Upgrade	1460		1,000	500	0	0	
	HVAC	1460		0	50,000	27,176.40	27,176.40	
	Roof Repair/Replacement	1460		3,000	100	0	0	
003 POLK PLAZA	Entry Door/Fire Door Replacement	1460		500	100	0	0	
	Public Safety/Security Upgrade	1460		20,000	20,000	0	0	
	Unit Blinds	1460		3,000	3,000	0	0	
	Ceiling Tile Replacement	1460		500	500	0	0	
	Rebuild Domestic Hotwater Mixing	1460		1,500	1,500	0	0	
	Replace kitchen sinks, countertops,cabi	1460		23,000	1,000	0	0	
	Balcony Furnishings	1475		100	100	0	0	
	Sewer/Clean Out Drain	1450		2,000	50	0	0	
	Outdoor Lighting Upgrade/Grounds	1450		10,000	125	125	125	
	Office/Common Area	1460		0	5,000	552.66	552.66	
003 POLK PLAZA	Plumbing	1460		1,000	3,000	2,615.85	2,615.85	
	Replace Sinks, countertops, cabinets	1460		10,000	10,000	0	0	
	Electrical Upgrade	1460		1,000	500	0	0	
	Enterphon	1460		20,000	20,000	0	0	
	HVAC	1460		10,235	5,000	0	0	
	Remodel Units	1460		15,000	10,000	5,066.12	5,066.12	

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**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages

PHA Name: Topeka Housing Authority  
 Grant Type and Number  
 Capital Fund Program Grant No: KS16P00250105  
 Replacement Housing Factor Grant No:

Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>04a DEER CREEK</b>	Balcony Furnishings	1475		100	100	0	0	
	Sewer Clean Out	1450		1,500	50	0	0	
	Grounds	1450		4,000	500	500	500	
	Energy Improvements	1460		0	100	50	50	
	Showers	1460		1,000	1,000	0	0	
	Plumbing	1460		1,000	1,000	0	0	
	Replace sinks, countertops, cabinets	1460		15,000	15,000	0	0	
	Electrical Upgrade	1460		1,000	1,000	0	0	
	Screen Replacement	1460		20,000	10,000	0	0	
	Guttering/Splashblocks	1460		1,000	1,000	0	0	
	Interior door/door frame replacement	1460		500	500	0	0	
	Unit Renovation	1460		0	600	600	600	
<b>04b WESTERN</b>	Fencing	1470		0	540	540	540	
	Sewer/Clean Out	1450		750	50	0	0	
	Grounds	1450		0	150	150	150	
	Showers	1460		1,000	1,000	0	0	
	Replace sinks, countertops, cabinets	1460		9,000	125	125	125	
	Replace Waterheaters	1460		1,000	500	0	0	
	Guttering/Splashblocks	1460		300	300	0	0	
	Screen Replacement	1460		5,000	5,000	0	0	
	Plumbing	1460		300	300	0	0	
	Electrical	1460		9,100	500	0	0	
	Fencing	1470		0	415	415	415	
	<b>005 TYLER TOWERS</b>	Concrete/Grounds	1450		500	125	125	125
Outdoor lighting upgrade		1450		2,000	50	0	0	
Flooring (Halls & units)		1460		0	0	0	0	
Plumbing		1460		1,000	1,000	0	0	
Replace Metal Folding Closet Doors		1460		15,000	925	925	925	

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**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages

PHA Name: Topeka Housing Authority

Grant Type and Number  
 Capital Fund Program Grant No: KS16P00250105  
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2005

Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replace Wood Rails on Balcony	1460		5,000	5,000	0	0	
	Replace Sinks, Countertops, Cabinets	1460		15,000	3,000	1,006.34	1,006.34	
	Fire Protection Upgrade	1460		1,550	1,550	0	0	
	Electrical Upgrade	1460		1,000	500	0	0	
	Public Safety/Security Upgrade	1460		19,663	20,000	0	0	
	Elevator Cab/Door Remodel	1460		20,000	16,132	0	0	
	Window Coverings	1460		3,000	19,000	0	0	
	Common Area	1460		0	100	64.72	64.72	
	Fees and Costs	1430		0	2,260	2,260	2,260	
<b>008 TENNESSEE TOWN</b>								
	Sewer/Clean Out	1450		500	6	0	0	
	Concrete	1450		500	0	0	0	
	Countertops	1460		2,000	2,000	0	0	
	Flooring	1460		1,000	1,000	0	0	
	Plumbing	1460		500	500	0	0	
	Electrical Upgrade	1460		250	250	0	0	
	Replace Sinks, Countertops, cabinets	1460		8,400	400	0	0	
	Landscaping	1460		1,500	1,500	0	0	
	Storm Door Replacement	1460		0	9,950	0	0	
	Flooring	1470		22,000	0	0	0	
<b>2010 SE California</b>								
	Bldg Upgrade	1470		342	25,246	25,245.76	25,245.76	
	Roof Replacement/Repairs	1470		0	7,533	0	0	

**12. Capital Fund Prog & Capital Fund Prog Replacement Housing Factor Annual Statement/Performance & Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary  
 PHA Name: Topeka Housing Authority  
 Grant Type and Number  
 Capital Fund Program Grant No: KS16R002501-06  
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2006

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no : )  
 Performance and Evaluation Report for Period Ending: 6/30/06  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	172,229		0	0	0
3	1408 Management Improvements	34,000		0	0	0
4	1410 Administration	86,114		0	0	0
5	1411 Audit	2,000		0	0	0
6	1415 Liquidated Damages	0		0	0	0
7	1430 Fees and Costs	5,175		0	0	0
8	1440 Site Acquisition	0		0	0	0
9	1450 Site Improvement	54,400		0	0	0
10	1460 Dwelling Structures	341,729		0	0	0
11	1465.1 Dwelling Equipment Nonexpendable	50,000		0	0	0
12	1470 Nondwelling Structures	76,500		0	0	0
13	1475 Nondwelling Equipment	39,000		0	0	0
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant@sum of lines 2-20)	861,147				
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages PHA Name: Topeka Housing Authority									
Develop # Name/HA- Wide Activities	General Description of Major Work Categories	Grant Type and Number Capital Fund Program Grant No: KS16P00250106 Replacement Housing Factor Grant No:		Total Estimated Cost		Federal FY of Grant: 2006		Status of Work	
		Dev. Acct No.	Quantity	Original	Revised	Funds Obligated	Funds Expended		
<b>PHA WIDE</b>	Operations	1406		172,229		0	0		
	Management	1408		24,000		0	0		
	Training	1408		10,000		0	0		
	Administration	1410		86,114		0	0		
	Audit	1411		2,000		0	0		
	Flooring	1465		20,000		0	0		
	Appliances	1465		30,000		0	0		
	Maintenance Equipment	1475		15,000		0	0		
	Vehicle Replacement	1475		24,000		0	0		
<b>001 – PINERIDGE</b>	Fees & Costs	1430		100		0	0		
	Landscaping	1450		1,000		0	0		
	Sewer Line Replacement	1450		2,500		0	0		
	Sewer Clean Out	1450		1,000		0	0		
	Playground Resurface	1450		100		0	0		
	Waterline	1450		100		0	0		
	Concrete/Asphalt Replacement	1450		100		0	0		
	Plumbing Upgrade	1460		2,000		0	0		
	Hot Water Heaters	1460		50		0	0		
	Window Replacement	1460		25,000		0	0		
	Flooring	1460		0		0	0		
	Replace Kitchen sinks, countertops, cab	1460		5,000		0	0		
	Dwelling Brick Repair	1460		100		0	0		
	Electrical Upgrade	1460		2,500		0	0		
	Protective Fencing around A/C units	1460		13,200		0	0		
	Central A/C	1460		25,000		0	0		
	Bathroom Sinks	1460		100		0	0		
	Guttering/Splashblocks	1460		1,000		0	0		
	Door Replacement	1460		500		0	0		

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation**

**Report**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Topeka Housing Authority

Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	HVAC Vent Cleaning	1460		3,000		0	0	
	Weatherization	1460		1,000		0	0	
	Fees & Costs	1430		75		0	0	
<b>002 Jackson Towers</b>	Sewer/Drain	1450		0		0	0	
	Fencing	1450		1,000		0	0	
	Landscaping	1450		2,000		0	0	
	Lobby/Floors Furnishing	1460		5,000		0	0	
	Plumbing Upgrade	1460		1,000		0	0	
	Exterior Bldg Refurbish	1460		0		0	0	
	Elevator cab/door remodel	1460		0		0	0	
	Electrical Upgrade	1460		1,000		0	0	
	Flooring	1460		0		0	0	
	Entry Door/Fire Door Replacement	1460		0		0	0	
	Public Safety/Security Upgrade	1460		0		0	0	
	Unit Blinds	1460		0		0	0	
	Ceiling Tile Replacement	1460		0		0	0	
	Rebuild Domestic Hotwater Mixing	1460		1,500		0	0	
	Replace kitchen sinks, countertops, cabi	1460		5,000		0	0	
	Brick	1460		1,000		0	0	
	Balcony Furnishings	1475		0		0	0	
	Sewer/Clean Out Drain	1450		0		0	0	
<b>003 POLK PLAZA</b>	Outdoor Lighting Upgrade	1450		5,000		0	0	
	Flooring	1460		1,000		0	0	
	Plumbing	1460		1,000		0	0	
	Replace Sinks, countertops, cabinets	1460		0		0	0	
	Electrical Upgrade	1460		1,000		0	0	
	Enterphon	1460		0		0	0	
	HVAC	1460		4,775		0	0	

Federal FY of Grant: 2006

Grant Type and Number  
Capital Fund Program Grant No: KS16P00250106  
Replacement Housing Factor Grant No:

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages										
PHA Name: Topeka Housing Authority										
Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Grant Type and Number Capital Fund Program Grant No: KS16P00250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
						Original	Revised	Funds Obligated	Funds Expended	
	Remodel Units	1460				0		0	0	
	Handrails	1460				500		0	0	
	Domestic H/W Tank Upgrade	1460				500		0	0	
	Common Area Improvements	1460				5,000		0	0	
	Balcony Furnishings	1475				100		0	0	
<b>04a DEER CREEK</b>	Sewer Clean Out	1450				1,500		0	0	
	Fencing	1450				500		0	0	
	Concrete/Asphalt Replacement	1450				1,000		0	0	
	Landscaping	1450				1,000		0	0	
	Flooring	1460				0		0	0	
	Showers	1460				10,000		0	0	
	Plumbing	1460				100		0	0	
	Replace sinks, countertops, cabinets	1460				2,000		0	0	
	Electrical Upgrade	1460				100		0	0	
	Screen Replacement	1460				100		0	0	
	Guttering/Splashblocks	1460				1,000		0	0	
	Interior door/door frame replacement	1460				100		0	0	
	Stair Tread Replacement	1460				500		0	0	
	Rehab Damaged Unit	1460				200		0	0	
<b>04b WESTERN</b>	Sewer/Clean Out	1450				750		0	0	
	Flooring	1460				0		0	0	
	Showers	1460				5,000		0	0	
	Replace sinks, countertops, cabinets	1460				5,054		0	0	
	Replace Waterheaters	1460				1,000		0	0	
	Guttering/Splashblocks	1460				300		0	0	
	Screen Replacement	1460				1,000		0	0	
	Plumbing	1460				300		0	0	
	Electrical	1460				100		0	0	

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Topeka Housing Authority

Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Grant Type and Number		Total Estimated Cost		Total Actual Cost		Status of Work
		Dev. Acct No.	Quantity	Original	Revised	Funds Obligated	Funds Expended	
005 TYLER TOWERS	Roof Replacement	1460		0		0	0	
	Fencing	1470		500		0	0	
	Concrete	1450		100		0	0	
	Outdoor lighting upgrade	1450		500		0	0	
	Resurface Parking/Drive Area	1450		500		0	0	
	Landscaping	1450		500		0	0	
	Flooring (Halls & units)	1460		0		0	0	
	Plumbing	1460		1,000		0	0	
	Replace Metal Folding Closet Doors	1460		0		0	0	
	Replace Wood Rails on Balcony	1460		100		0	0	
008 Tennessee Town	Replace Sinks, Countertops, Cabinets	1460		1,000		0	0	
	Fire Protection Upgrade	1460		1,550		0	0	
	Electrical Upgrade	1460		1,000		0	0	
	Public Safety/Security Upgrade	1460		500		0	0	
	Elevator Cab/Door Remodel	1460		0		0	0	
	Window Coverings	1460		5,000		0	0	
	Heating & Cooling Switch	1460		0		0	0	
	Replace Shower Doors	1460		1,000		0	0	
	Lighting	1460		500		0	0	
	Install Spring Door Hinge	1460		500		0	0	
008 Tennessee Town	HVAC	1460		500		0	0	
	Lobby/Floor Furnishings	1460		5,000		0	0	
	Sewer/Clean Out	1450		500		0	0	
	Concrete	1450		500		0	0	
	Storm Door Replacement	1460		500		0	0	
	Flooring	1460		0		0	0	
	Plumbing	1460		500		0	0	
	Electrical Upgrade	1460		250		0	0	

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages										
PHA Name: Topeka Housing Authority										
Develop # Name/HA-Wide Activities	General Description of Major Work Categories	Grant Type and Number Capital Fund Program Grant No: KS16P00250106 Replacement Housing Factor Grant No:	Dev. Acct No.	Quantity	Total Estimated Cost		Federal FY of Grant: 2006			Status of Work
					Original	Revised	Funds Obligated	Funds Expended	Funds Expended	
	Replace Sinks, Countertops, cabinets		1460		2,000		0		0	
	Landscaping		1460		500		0		0	
<b>009 Marshall Square</b>	Concrete		1450		13,000					
	Asphalt		1450		8,000					
	Landscaping		1450		5,000					
	Sewer/Clean Outs		1450		2,000					
	Fencing		1450		6,000					
	Plumbing Upgrade		1460		25,000					
	Window replacement		1460		40,000					
	Electrical Upgrade		1460		25,000					
	Entrance Door Replacement		1460		12,000					
	Storm Door Replacement		1460		10,000					
	Replace Sinks, Countertops, cabinets		1460		25,000					
	HVAC Replacement		1460		10,000					
	Guttering/Splashblocks		1460		2,000					
	Remodel Units		1460		19,300					
	Mudjacking		1460		10,000					
	Flooring		1460		50					
	Appliances		1460		50					
<b>2010 SE California</b>	Fees & Costs		1430		5,000		0		0	
	Parking Lot Asphalt/Repair		1450		10,000		0		0	
	HVAC		1470		3,000		0		0	
	Garage Bldg		1470		65,000		0		0	
	Garage Bldg Elect.		1470		5,000		0		0	
	Fire Protection System		1470		2,000		0		0	
	Flooring		1470		0		0		0	
	Bldg Upgrade		1470		1,000		0		0	

**12. Capital Fund Prgm & Capital Fund Prgrm Replacement Housing Factor Annual Statement/Performance & Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary  
 PHA Name: Topeka Housing Authority  
 Grant Type and Number  
 Capital Fund Program Grant No: KS16R002501-00  
 Replacement Housing Factor Grant No: KS16R002501-00  
 Federal FY of Grant: 2000

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration	13,400.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition	8,500.00	137,308.00	137,308.00	0	
9	1450 Site Improvement					
10	1460 Dwelling Structures	1,000.00				
11	1465.1 Dwelling Equipment Nonexpendable	114,408.00				
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant:(sum of lines 2-20)	137,308.00	137,308.00	137,308.00	0	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of Line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					



Annual Statement/Performance and Evaluation Report  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
 Part II: Supporting Pages

PHA Name: Topeka Housing Authority  
 Grant Type and Number  
 Capital Fund Program Grant No: KS16R00250101  
 Federal FY of Grant: 2001

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Topeka Housing Authority  
 Grant Type and Number  
 Capital Fund Program Grant No: KS16R002501-01  
 Federal FY of Grant: 2001

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration	13,600.00				
5	1411 Audit					
6	1415 Liquidated Damages	6,200.00				
7	1430 Fees and Costs	8,500.00	140,104.00	140,104.00	0	
8	1440 Site Acquisition	1,900.00				
9	1450 Site Improvement	98,904.00				
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency	11,000.00				
21	Amount of Annual Grant: (sum of lines 2 - 20)	140,104.00	140,104.00	140,104.00	0	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of Line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

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**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: TOPEKA HOUSING AUTHORITY  
 Grant Type and Number: Capital Fund Program Grant No: KS16R002501-02  
 Replacement Housing Factor Grant No: KS16R002501-02  
 Federal FY of Grant: 2002

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration	13,200.00	0			
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	6,373.00	0			
8	1440 Site Acquisition	15,000.00	132,613.00	132,613.00	0	
9	1450 Site Improvement	4,000.00	0			
10	1460 Dwelling Structures	83,440.00	0			
11	1465.1 Dwelling Equipment--Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency	10,600.00	0			
21	Amount of Annual Grant: (sum of lines 2 - 20)	132,613.00	132,613.00	132,613.00	0	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of Line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

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**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: **TOPEKA HOUSING AUTHORITY**  
 Grant Type and Number: **Capital Fund Program Grant No: KS16R002501-03**  
 Federal FY of Grant: **2003**

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost
		Original	Revised	Obligated	
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	10,248.00	0		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,948.00	0		
8	1440 Site Acquisition	11,646.00	36,475.00	36,475.00	0
9	1450 Site Improvement	3,105.00	14,000.00	14,000.00	0
10	1460 Dwelling Structures	64,781.00	52,483.00	52,483.00	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	8,230.00	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	102,958.00	102,958.00	102,958.00	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary  
 PHA Name: TOPEKA HOUSING AUTHORITY  
 Grant Type and Number: Capital Fund Program Grant No: KS16R002501-04  
 Federal FY of Grant: 2004

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures		120,480.00	120,480.00		
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	120,480.00				
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	120,480.00	120,480.00	120,480.00	0	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					



ATTACHMENT B  
SUBSTANTIAL DEVIATION

## **ATTACHMENT B**

### **Substantial Deviation**

Definition for Substantial Deviation for the Topeka Housing Authority for 2007 Annual and Five-Year Plan

The Topeka Housing Authority will consider the following to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items or change in use of replacement reserve funds under the Capital Fund in excess of \$10,000 cumulative over any twelve-month period.
- And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.  
Any change to a DEG grant that requires a budget revision in excess of \$2,000.

ATTACHMENT C

PET POLICY

## ATTACHMENT C

RESOLUTION NO. \_\_\_\_\_  
Policies Relating to Common Household Pets

BE IT RESOLVED by the Board of Commissioners of the Topeka Housing Authority (THA) that the following common household pet policy is established for all THA complexes and units. This policy replaces all previous THA policies relating to this subject.

### A. General

A common household pet is defined as a dog, cat, bird, reptile, rodent, fish or turtle.

THA will offer housing to pet owners and/or to tenants who acquire pets under the terms and conditions described below.

Note: These policies do not apply to animals that assist persons with disabilities. THA policies regarding service animals are included in a separate resolution.

### B. THA Obligations

1. THA will issue and enforce rules relating to tenant ownership and the care of pets.
2. THA will designate and post pet exercise areas at each complex.
3. THA will provide containers for the deposit of pet waste.
4. THA will not register a pet if (a) it is not a common household pet, (b) keeping the pet will violate any THA pet rule, (c) the pet owner fails to provide and/or update complete pet registration information, (d) THA reasonably determines that a pet owner will be unable to comply with THA pet rules and related lease obligations.

### B. Tenant Obligations

1. Pet owners must comply with all City and THA rules and regulations relating to the ownership and care of pets.
2. Pet owners are liable for any and all damages resulting from pet ownership including bodily harm to individuals and damages to housing authority buildings and property.
3. Pet owners must pay an additional security deposit for pets as specified in the standard THA/Tenant lease. This pet security deposit will be equal to one-half of the regular security deposit for the unit. (Note: this security deposit requirement does not apply in the case of tenants who utilize service animals.)
4. Pet owners must restrain their pets and have them under effective control inside units, in common areas of THA buildings and on THA property outside THA buildings.
5. Pet owners must register pets with THA before the animal is brought onto THA premises and on or before August 1 of each year thereafter. Persons who have unregistered pets must register them within 30 days of the date of the adoption of this resolution and then on or before August 1 of each year thereafter.
6. As part of the registration process pet owners must provide (a) a certificate signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law and that it is spayed or neutered if it is a cat or dog, (b) information or a photograph sufficient to demonstrate that the animal is a common household pet, (c) proof that the animal is properly licensed, and, (d) the name, address, and telephone number of one or more responsible persons who will take care of the pet if the owner dies, is incapacitated, or is otherwise unable to care for the pet.
7. Pet owners must sign a statement indicating that they have read and will abide by the terms of this Resolution and THA's pet rules.

### B. Rules

The following rules apply to pet ownership by THA tenants.

#### 1. Type, number and size

The number of pets by type that a tenant can have is limited as follows:

1 dog; or,

- 1 cat; or,
- 2 rodents; or,
- 2 reptiles; or,
- 2 birds; or,
- 2 turtles; or,
- 1 20 gallon aquarium of fish.

Dogs and cats cannot weigh more than 16 pounds. Birds may not be more than 12 inches tall. Reptiles may not be more than 3 feet in length.

2. Care of animals

All pets must be kept free from fleas, ticks, vermin and disease.

Pet owners exercising pets on THA property must do so only in areas designated by THA for this purpose. Pet owners must promptly remove and properly dispose of all removable pet waste. Pet owners will be charged \$5.00 for the first occurrence and \$10 per occurrence thereafter when THA staff must remove pet waste from THA premises.

In the case of cats and other pets using litter boxes pet owners must change the litter at least once a week or more often if necessary. Pet waste and used litter must be sealed in plastic and promptly deposited outside in designated containers. Bird cages must be cleaned at least once a week and more often if necessary, and loose seed must be cleaned up promptly.

Authorities will be notified if a pet is left unattended for 24 hours or more, and the pet may be removed from THA premises.

Pets may not be tied, chained or otherwise confined outside anywhere on THA property.

3. Courtesy to other tenants and to THA staff

Pets are allowed in the halls, elevators and common areas of THA high rises only in transition to and from the outside.

THA will terminate the registration for any pet that disturbs other residents or THA staff by barking scratching, whining or by making other unusual noises or engages in any form of threatening behavior.

No pets of visitors are allowed in THA units or on THA premises.

Pet owners may not in any way alter an apartment unit or the area outside a unit to accommodate a pet.

C. Non-Compliance

In the case of any animal owned by a tenant in violation of these policies and rules as of the date of their adoption, the tenant and THA will develop and sign a written agreement within 30 days of adoption of this resolution that specifies how and when the tenant will come into compliance. Thereafter, unregistered pets must be removed from THA property within 24 hours.

Failure to comply with THA pet policies and rules will result in THA serving a written notice of violation on the tenant. This written statement will:

- A) Contain a brief statement of how and what respects a rule has been violated;
- B) State that the owner has 10 days from the date of service to correct the violation including, if appropriate, removal of the animal or to make a written request for a meeting;
- C) *State that the owner is entitled to be accompanied by a person of his/her choice at the meeting;*
- D) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the owner's tenancy.

If after meeting the owner and THA fail to resolve a problem or problems relating to compliance with THA's pet policies THA will send the owner a written notice that summarizes the rule or rules violated, indicates that the owner must remove the animal within 10 days, and provide notice that failure to remove the animal will result in action to terminate the owner's tenancy.

This resolution was ADOPTED AND APPROVED by the THA Board of Commissioners on \_\_\_\_\_ . This resolution is effective \_\_\_\_\_ .

\_\_\_\_\_  
Robert E. Duncan II, Chair

\_\_\_\_\_  
John Johnston, Executive Director  
**The Topeka Housing Authority**  
**Resolution No. 2001-14**  
**Policy Regarding Service Animals**

Be it resolved by the Board of Commissioners of The Topeka Housing Authority (TTHA) that the following policy and acknowledgement form is established for all TTHA complexes and units. This policy replaces all previous THA policies relating to this subject.

#### A. General

Service animals are not pets. They are permitted in all TTHA individual units and in all TTHA common areas and grounds.

TTHA welcomes service animals that assist persons of all ages with disabilities.

TTHA acknowledges that qualified individuals with a disability as defined by state and federal civil rights laws, have the right to request "Reasonable Accommodations," in order to live in a unit with the assistance of service animals.

#### B. TTHA Obligations

TTHA will honor reasonable accommodation requests regarding service animals from persons with disabilities, upon receiving the following written requests: a) a letter from the individual requesting the reasonable accommodation, and b) certification by the owner that the tenant or a member of his or her family is a person with a disability, that the animal has been trained to assist persons with that specific disability and that the animal actually assists the person with the disability. (24 CFR 5.303)

For the protection of the owner and service animal, owners must provide: a) a certification signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law, b) information or a photograph sufficient to identify the animal, c) the name, address and telephone number of one or more responsible persons who will take care of the animal if the owner dies, is incapacitated or is otherwise unable to care for the animal.

TTHA will require annually during the re-certification of tenants updated documentation on the above, a), b), and c) issues, if any changes have occurred.

TTHA allows owners of service animals to have other household "pets" as permitted by TTHA pet policies.

#### C. Tenant Obligations

Persons utilizing service animals will be expected to address the exercise, care and hygiene needs of their animals in ways that meet reasonable public health concerns.

##### a. Care of service animals

+ All service animals must be kept free from fleas, ticks, vermin and disease.

- + Persons with disabilities shall not leave their service animals unattended for more than 24 hours, and they must remain closely associated with the animal when outside on TTHA's property.
- + Service animals may not be tied, chained or otherwise confined outside anywhere on TTHA property.
- + Service animal owners may not alter an apartment unit or the area outside a unit to accommodate a service animal without prior approval of TTHA.

a. Courtesy to other tenants and TTHA staff

Service animals shall not be permitted to engage in any form of threatening behavior, at any time to anyone on TTHA property. If an animal engages in threatening behavior towards anyone, it will be considered a violation of the lease and a notice will be issued.

Current owners of service animals shall be given 30 days in which to read and/or understand these procedures. If after 30 days, or anytime thereafter, there is non-compliance with any provision under this tenant obligation section, it will be considered a lease violation and an appropriate notice will be issued setting forth Tenant's rights and potential consequences.

This Resolution was adopted by the Topeka Housing Authority Board of Commissioners on October 3, 2001. It is effective on adoption.

For the Topeka Housing Authority

\_\_\_\_\_  
Robert E. Duncan, II, Chair

\_\_\_\_\_  
John C. Johnston, Director

**The Topeka Housing Authority**  
*Resolution No. \_\_\_\_*  
**Policy Regarding Companion Animals**

Be it resolved by the Board of Commissioners of The Topeka Housing Authority (TTHA) that the following policy and acknowledgement form is established for all TTHA complexes and units. This policy replaces all previous THA policies related to this subject.

A. General

Companion animals are not pets. They are permitted in all TTHA individual units and in all TTHA common areas and grounds.

TTHA welcomes companion animals that assist persons of all ages with disabilities.

TTHA acknowledges that qualified individuals with a disability as defined by state and federal civil rights laws, have the right to request "Reasonable Accommodations," in order to live in a unit with the assistance of companion animals.

B. TTHA Obligations

TTHA will honor reasonable accommodation requests regarding companion animals from persons with disabilities, upon receiving the following written requests: a) a letter from the individual requesting the reasonable accommodation, and b) from a medical or social service

form HUD 50075 (03/2003)

professional, with the knowledge necessary to make such a determination that: 1) the tenant or member of his/her family is a qualified individual with a disability, 2) and that the use of a companion animal is consistent with the individual's need associated with his/her disability.

For the protection of the owner and companion animal, owners must provide: a) a certification signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law, b) information or a photograph sufficient to identify the animal, c) the name, address and telephone number of one or more responsible persons who will take care of the animal if the owner dies, or is incapacitated or is otherwise unable to care for the animal.

TTHA will require annually during the re-certification of tenants updated documentation on the above, a), b), and c) issues, if any changes have occurred.

TTHA allows owners of companion animals to have other household "pets" as permitted by TTHA pet policies.

#### C. Tenant Obligations

Persons utilizing companion animals will be expected to address the exercise, care and hygiene needs of their animals in ways that meet reasonable public health concerns.

##### b. Care of companion animals

- + All companion animals must be kept free from fleas, ticks, vermin and disease.
- + Persons with disabilities shall not leave their companion animals unattended for more than 24 hours, and they must remain closely associated with the animal when outside on TTHA's property.
- + Companion animals may not be tied, chained or otherwise confined outside anywhere on TTHA property.
- + Companion animal owners may not alter an apartment unit or the area outside a unit to accommodate a companion animal without prior approval of TTHA.

##### a. Courtesy to other tenants and TTHA staff

Companion animals shall not be permitted to engage in any form of threatening behavior, at any time to anyone on TTHA property. If an animal engages in threatening behavior towards anyone, it will be considered a violation of the lease and a notice will be issued.

Current owners of companion animals shall be given 30 days in which to read and/or understand these procedures. If after 30 days, or anytime thereafter, there is non-compliance with any provision under this tenant obligation section, it will be considered a lease violation and an appropriate notice will be issued setting forth Tenant's rights and potential consequences.

This Resolution was adopted by the Topeka Housing Authority Board of Commissioners on \_\_\_\_\_ . It is effective on adoption.

For the Topeka Housing Authority

\_\_\_\_\_  
Robert E. Duncan, II, Chair

\_\_\_\_\_  
John C. Johnston, Director

ATTACHMENT D  
COMMUNITY SERVICE

## ATTACHMENT D

# TOPEKA HOUSING AUTHORITY HUD COMMUNITY SERVICE PROGRAM

## I. BASIC INFORMATION

### A. INTRODUCTION

These policies and procedures relate to the operation of the HUD Community Service Program sponsored by the Topeka Housing Authority (THA).

### B. PARTICIPATION GUIDELINES

With the exceptions listed below, all adult residents of a THA Public Housing complex must contribute at least 8 hours of volunteer community service per month, or participate in a self-sufficiency program for at least 8 hours per month. Residents are exempt from this HUD community service requirement if they are:

- 62 years of age or older;
- Blind or have a disability, and because of this cannot comply with the service provisions of this Program;
- Serve as an aide for a blind or disabled person;
- Engaged in work or preparation for work activities;
- Participating in a State welfare to work program; and/or,
- Receiving state assistance under Title IV of the Social Security Act.

### C. WHAT IS WORK OR PREPARATION FOR WORK

Persons who are working and/or are engaged in preparation for work 40 hours or more per month meet the work/preparation for work requirement.

Work and/or preparation for work includes any of the following in any combination.

1. Unsubsidized employment;
2. Subsidized private-sector employment;
3. Subsidized public-sector employment;
4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
5. On-the-job-training;
6. Job-search and job-readiness assistance;
7. Community service programs;
8. Vocational educational training (not to exceed 12 months with respect to any individual);
9. Job-skills training directly related to employment;
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. **Satisfactory attendance at secondary school or course of study leading to a certificate of general equivalence, in the case of a recipient which has not completed secondary school or received such a certificate; and;**
12. The provision of childcare services to an individual who is participating in a community service program.

### D. WHAT IS "COMMUNITY SERVICE"

According to HUD:

“Community service is the performance of voluntary work or duties that are of public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.”

#### E. WHAT IS NOT “COMMUNITY SERVICE”

Working on or in any way improving the quality or appearance of one's own apartment or the apartment of an immediate family is not community service. Community service is not being paid to provide a service, and it is not religious or political activities.

#### F. TIMELINESS

Eligible residents must contribute at least 8 hours of community service work each month, participate in a self-sufficiency program for at least 8 hours each month, or have a combination of the two that equals at least 8 hours each month. Hours cannot be carried over from one month to the next. (If a resident volunteers 9 hours one month he or she must still volunteer 8 hours the next month. The “extra” hour from the previous month cannot be carried over.) Eligible residents must complete at least 96 community service and/or self-sufficiency hours in any twelve month lease period.

#### G. COMPLIANCE

THA will verify compliance with HUD community service requirements as a part of a household's annual recertification. Compliance will be defined as having contributed at least 8 community service and/or self-sufficiency hours for every full month since a previous certification or recertification, regardless of the length of time involved.

For example, a household that is certified on November 15, 2003 and recertified on October 20, 2004 will need to have contributed at least 8 hours of community service and/or engaged in 8 hours of self-sufficiency activities in each of the 10 months of the period from December 1, 2002 through September 31, 2003. Similarly, a household certified on November 15, 2003 and recertified on December 5, 2004 will need to have contributed at least 8 hours of community service and/or engaged in 8 hours of self-sufficiency activities in each of the 11 months from December 1, 2003 through November 30, 2003.

Eligible residents not in compliance with HUD community service requirements at recertification will be offered the opportunity to enter into a written agreement to cure non-compliance. Leases will be renewed for a 12 month period in any situation in which successful completion of such an agreement will cure non-compliance. Failure to make up required volunteer hours in the 12 month term of the new lease will result in non-renewal of the lease.

Failure to comply with HUD community service requirements is grounds for non-renewal of the lease. Any resident who wants to contest a non-renewal of lease decision may do so using THA's grievance process and/or may seek any available judicial remedy.

## II. THA COMMUNITY SERVICE OPPORTUNITIES

#### A. ELIGIBLE ACTIVITIES

All programs and activities sponsored by THA Resident Organizations are eligible community service opportunities.

#### **B. PROCEDURES FOR THA RESIDENT ORGANIZATIONS AND VOLUNTEERS**

To receive credit for volunteer hours contributed to a Resident Organization program or activity, volunteers and Resident Organizations must do the following:

**Volunteers must sign a hold harmless agreement (Form 1).**

**Volunteers must submit documentation for volunteer time worked to the Resident Organization for approval (Form 2).**

3. A Resident Organization official must verify the volunteer hours worked (Form 2).  
(Note: No official of a Resident Organization may verify his/her volunteer hours worked and/or volunteer hours worked by members of his/her immediate family.)
1. The volunteer must report the total number of his/her approved volunteer hours to THA no less than monthly.

### C. APPEALS

An attempt will first be made to resolve any dispute within the Resident Organization in which it arises. A dispute that cannot be resolved at this level will be brought to the THA Director or his/her designee for a decision. Any decision will be final. Matters subject to THA's grievance procedure will be handled through that process.

## III. OTHER COMMUNITY SERVICE OPPORTUNITIES

### A. ELIGIBLE ACTIVITIES

Programs and activities sponsored by local groups and organizations may represent volunteer community service opportunities.

### B. PROCEDURES FOR OTHER ORGANIZATIONS

To receive credit for volunteer hours contributed to a group or organization, individual volunteers and the group of organization must do the following.

1. **Agree to use a formal procedure to track volunteer time.**
2. **Volunteers must submit documentation for volunteer time earned to the organization for approval.**
3. An Organization official must verify the volunteer hours worked.  
(Note: No official may verify his/her volunteer hours worked and/or volunteer hours worked by members of his/her immediate family.)
4. The volunteer must report the total number of his/her approved volunteer hours to THA no less than monthly.

### C. APPEALS

An attempt will be made to resolve any dispute within an organization in which it arises. A dispute that cannot be resolved at this level will be brought to the THA Director or his/her designee for a decision. Any decision will be final. Matters subject to THA's grievance procedure will be handled through that process.

## IV. SELF-SUFFICIENCY PROGRAMS

### A. ELIGIBLE ACTIVITIES

Residents may meet HUD community service volunteer requirements by participating in a self-sufficiency program sponsored by the State Department of Social and Rehabilitation Services (SRS), THA, or, another agency or organization.

### B. PROCEDURES FOR PARTICIPANTS

To receive credit for volunteer participation in a self-sufficiency program a resident and a self-sufficiency program official must do the following.

1. **The volunteer must complete the self-sufficiency program application process.**
2. **The volunteer must submit documentation for self-sufficiency time spent to a designated case worker.**
3. **The case worker must verify the volunteer hours worked.**
4. **The volunteer must report the total number of his/her approved volunteer hours to THA no less than monthly.**

### C. PROGRAM MANAGEMENT

THA staff will provide self-sufficiency program opportunities, and approve economic self-sufficiency program opportunities provided by SRS and other agencies and organizations. Residents may meet the volunteer community service requirement by enrolling in a self-sufficiency program for which they qualify. The program operator must agree to provide THA documentation of participation.

### D. APPEALS

An attempt will first be made to resolve any dispute at the level it arises. A dispute that cannot be resolved at this level will be brought to the THA Director or his/her designee for a decision. Any decision will be final. Matters subject to THA's grievance procedure will be handled through that process.



**THE TOPEKA HOUSING AUTHORITY**  
2010 S.E. CALIFORNIA AVENUE  
TOPEKA, KANSAS 66607  
Phone (785) 357-8842 FAX (785) 357-2648

**HUD VOLUNTEER COMMUNITY SERVICES PROGRAM**

**HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_, (typed or printed name) hereby agree that when I am doing volunteer work on Topeka Housing Authority (THA) property as part of the HUD Community Services Program I will:

1. *Use any materials, equipment or tools provided by THA or a Resident Organization for intended purposes and in a safe manner; and,*
2. Save, indemnify, and hold harmless THA and its agents, contractors and volunteers from any and all liability that may arise in connection with my participation in this Program.

I have read and agree with the above terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attest:

THA Staff Member \_\_\_\_\_ Date \_\_\_\_\_



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**HUD VOLUNTEER COMMUNITY SERVICES PROGRAM**

**RESIDENT INFORMATION:**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ UNIT NUMBER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER RECORD:**

Program/Activity	Dates Worked	Hours Worked
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CERTIFICATION:**

I certify that the person named above worked the hours indicated on the dates indicated.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature \_\_\_\_\_



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**HUD VOLUNTEER COMMUNITY SERVICES PROGRAM**

**RESIDENT INFORMATION:**

NAME \_\_\_\_\_ UNIT NUMBER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THA SELF-SUFFICIENCY PROGRAM PARTICIPATION:**

Dates	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**CERTIFICATION:**

I certify that the person named above participated in this Program for the hours indicated on the dates indicated.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature \_\_\_\_\_



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**HUD COMMUNITY SERVICE REQUIREMENT**

By federal law, with some exceptions, Public Housing residents must participate in eight hours of community service or economic self-sufficiency activities every month.

I do not have to participate in the HUD Community Services Program for the following reason or reasons: (Check all that apply.)

I am 62 years of age or older;  
 I am blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(8)(1); 1382c) and certify that because of this disability I am unable to comply with the service provisions;

I serve as a primary caretaker for a blind or disabled person;  
 I spend at least 40 hours per month engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below: (Circle what applies.)

1. Unsubsidized employment;
2. Subsidized private-sector employment;
3. Subsidized public-sector employment;
4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
5. On-the-job-training;
6. Job-search and job-readiness assistance;
7. Community service programs;
8. Vocational educational training (not to exceed 12 months with respect to any individual);
9. Job-skills training directly related to employment;
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient which has not completed secondary school or received such a certificate; and
  12. The provision of childcare services to an individual who is participating in a community service program.

I am participating in a State welfare to work program; and or  
 I am receiving assistance under a State program funded under Title IV of the Social Security Act.

**APPLICANT CERTIFICATION**

I certify that the information provided herein to the Topeka Housing Authority is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are punishable under Federal law. I also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
 Housing Specialist

\_\_\_\_\_  
 Dat



**THE TOPEKA HOUSING AUTHORITY**

2010 S.E. CALIFORNIA AVENUE

TOPEKA, KANSAS 66607

Phone (785) 357-8842 FAX (785) 357-2648

**HUD COMMUNITY SERVICE REQUIREMENT**

By federal law, with some exceptions, Public Housing residents must participate in eight hours of community service or economic self-sufficiency activities every month.

I do have to participate in the HUD Community Services Program because I do not meet any of the following criteria:

- I am not 62 years of age or older;
- I am not blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(8)(1); 1382c) and certify that because of this disability I am unable to comply with the service provisions;
- I do not serve as a primary caretaker for a blind or disabled person;
- I do not spend at least 40 hours per month engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below:
  1. Unsubsidized employment;
  2. Subsidized private-sector employment;
  3. Subsidized public-sector employment;
  4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  5. On-the-job-training;
  6. Job-search and job-readiness assistance;
  7. Community service programs;
  8. Vocational educational training (not to exceed 12 months with respect to any individual);
  9. Job-skills training directly related to employment;
  10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient which has not completed secondary school or received such a certificate; and
  12. The provision of childcare services to an individual who is participating in a community service program.
- I do not participate in a State welfare to work program; and/or
- I am not receiving assistance under a State program funded under Title IV of the Social Security Act.

I understand that I have to participate by contributing at least 8 hours of volunteer community service each month. If I do not participate, I understand that THA has the option of not renewing my lease.

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Housing Specialist \_\_\_\_\_

Date \_\_\_\_\_



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 2010 S.E. CALIFORNIA AVENUE  
 TOPEKA, KANSAS 66607  
 Phone (785) 357-8842 FAX (785) 357-2648

**HUD COMMUNITY SERVICE REQUIREMENT**

By federal law, with some exceptions, Public Housing residents must participate in eight hours of community service or economic self-sufficiency activities every month.

Residents are exempt from this community service requirement if they are:

62 years of age or older;

Blind or have a disability;

Serve as an aide for a blind or disabled person;

Employed;

Participating in a State welfare to work program; and or

Receiving assistance under a State program funded under Title IV of the Social Security Act.

I have a disability and, therefore, I have to make the decision if I qualify for the exemption from this requirement.

If you think you cannot meet the requirement to do eight (8) hours of volunteer work every month because of your disability, check the "NO" box below.

If you think you can meet the requirement of this Program to do eight (8) hours of volunteer work every month, check the "YES" box below.

NO. I cannot do eight (8) hours of volunteer work every month as the Program requires.

YES. I can do eight (8) hours of volunteer work every month as the Program requires.

**APPLICANT CERTIFICATION**

I certify that the information provided herein to the Topeka Housing Authority is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are punishable under Federal law. I also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Housing Specialist**

\_\_\_\_\_  
**Date**

Agency	Address	City	State	Zip	Phone	POC
Cornerstone of Topeka, Inc.	807 SW Western	Topeka	KS	66606	785-232-1650	
Doorstep, Inc	1119 SW 10th Ave	Topeka	KS	66604	785-357-5341	Lisa Lucas
Antioch Family Life Center	1921 SE Indiana	Topeka	KS	66607	232-1937	Delores Anderson
Rescue Mission	600 N. Kansas Ave	Topeka	KS	66608	357-1744	Rebecca Feaker
Breakthrough House	815 SW 5th	Topeka	KS	66603	232-6807	Patricia Vega
Salvation Army	1320 SE 6th	Topeka	KS	66607	233-9648	Volunteer Coordinator Pending
Let's Help Inc	302 Van Buren	Topeka	KS		234-6208x 212/226	John Roberts/Renee
American Red Cross	1221 SW 17th	Topeka	KS	66604	234-0568	Gina
Topeka Aids Project	708 SW 6 <sup>th</sup>	Topeka	KS	66603	232-3100	Angie Marks

**Note: Volunteer applicants may have to complete an application, interviewing and training process with some agencies**

ATTACHMENT E  
PROGRESS REPORT

**PROGRESS REPORT  
NARRATIVE  
OCTOBER 1, 2005 THROUGH JUNE 30, 2006**

**Need: Shortage of affordable housing**

Strategy 1: Maximize the use of current THA resources

THA's Public Housing operating expenditures are \$42,338 below budget for the first five months of 2006. The Public Housing vacancy rate averaged 9.4% from January through May of 2006.

THA provided housing to an average of 1,472 Public Housing and Section 8 Program households per month through May of 2006. This represents a combined average use of 87% of available housing assistance. Since April of 2006 the Public Housing vacancy rate has been dropping and Section 8 usage has been increasing.

THA continues to use a screening process that disqualifies persons from participation in the Public Housing and Section 8 Programs who have criminal histories involving drug and violent crime.

**Need: Assistance for families at or below 30% of median**

Strategy 1: Target assistance to families at or below 30% of median

HUD requires that at least 40% of all Public Housing and 75% of all Section 8 households have incomes at or below 30% of median (\$12,450 for one person, \$14,200 for a family of two, \$16,000 for a family of three). Well over 75% of all THA Public Housing and Section 8 households have incomes at or below 30% of median. As of the end of May, 2006 the average income for all THA Public Housing households was \$7,593 and the average income for all Section 8 households was \$9,875.

**Need: Assistance for families at or below 50% of median**

Strategy 1: Target assistance to families at or below 50% of median

(See above: Assistance for families at or below 30% of median)

THA employs one person to provide self-sufficiency support to Public Housing and Section 8 Program households. This staff member helps 20 households annually increase their incomes.

**Need: Assistance for special family types**

Strategy 1: Target assistance to elderly households

In April of 2002 THA received permission from HUD to designate Tyler Towers as elderly only. Progress in this regard is limited as HUD did not make available Section 8 vouchers that would speed this transition. As of May 31, 2006 persons 55 and older make up 78% of the residents in this complex.

**PROGRESS REPORT  
NARRATIVE  
OCTOBER 1, 2005 THROUGH JUNE 30, 2006**

Strategy 2: Target assistance to other special households

The race/ethnicity of residents of THA's Public Housing units by percent is as follows.

White	66%	Non-Hispanic	90%
Black	32%	Hispanic	10%
American Indian/Alaska native	2%		
Asian/Pacific Islander/Other	2%		

The race/ethnicity of participants in THA's Section 8 Program by percent is as follows.

White	55%	Non-Hispanic	92%
Black	41%	Hispanic	8%
American Indian/Alaska native,	2%		
Asian/Pacific Islander/Other	2%		

2000 U.S. Census Bureau data relating to the race/ethnicity of poverty households in Topeka by percent are as follows.

White	63%	Non-Hispanic	92%
Black	32%	Hispanic	08%
American Indian/Alaska native	2%		
Asian/Pacific Islander/Other	3%		

City-wide, 62% of all poverty households are headed by females and 38% by males. In contrast, 75% of all THA households are headed by females and 25% by males.

**Strategy 3: Affirmatively further fair housing**

THA distributes a Section 8 newsletter to landlords and THA staff members participate regularly in meetings of the Shawnee County Landlords Association. A THA staff person helps persons with Section 8 vouchers find quality rental housing across the City. One objective of these activities is to increase rental opportunities outside areas of minority/poverty concentration.

THA plans to use Replacement Housing Funds to acquire an additional 26 units of Public Housing that are outside areas of minority/poverty concentration.

ATTACHMENT F  
TENANT EXECUTIVE BOARD

Association	President	Vice President	Secretary	Treasurer	Sgt. Of Arms	Meeting Date/Time	TEB Member	TEB Host	THA Staff Assigned
Polk Plaza	Barbara Glenn 1312 SW Polk #210 Topeka, KS 66612 (785) 235-1932	Delores Winters 1312 Polk #811 Topeka, KS 66612	Marta Herron 1312 Polk #104 Topeka, KS 66612 (785) 233-3351	Michael Nolting 1312 Polk #301 Topeka, KS 66612 (785) 233-3411	Anthony Russell 1312 Polk #212 Topeka, KS 66612 (785) 608-2692	Every 3rd Tues 2:00 pm	Michael Nolting Anthony Russell (Alt)	January August	Kelli Gullick
Tyler Towers	Betty Chambers 500 SW 14th #608 Topeka, KS 66612	Linda Ball 500 SW 14th #403 Topeka, KS 66612		Zelma Groves 500 SW 14th #601 Topeka, KS 66612 (785) 354-8223	Billy Price 500 SW 14th #707 Topeka, KS 66612	Every 3rd Tues 4:00 pm	Linda Ball Zelma Groves	June	Kelli Gullick
Pine Ridge			<i>Kathleen Moody</i> 2953 SE Highland Topeka, KS 66607		LeRoy Webb 3041 SE 11 <sup>th</sup> Ct. Topeka, KS 66607 233-9927	Every 2nd Tues 10:00 am	<i>Kathleen Moody</i> LeRoy Webb	February September	Lee McClinton
Tennessee Town	Betty Jones 1179C SW Buchanan Topeka, KS 66604			<i>Colleen Leach</i> 1220C SW 12th St Topeka, KS 66604 (785) 354-9938		Every 3rd Mon 10:00 am		April November	Kelli Gullick
Deer Creek /Western	Marie Rojas 2523 SE Burr Topeka, KS 66605 (785) 266-2562	Jacqueline Doucette		<i>Sheila Castellon</i> 2521 SE Burr Topeka, KS 66605	Anita Fisher 2464A SE Colonial Dr Topeka, KS 66605 (785)2674574	Every 1st Wed 5:30 pm	Marie Rojas	March (DC) July (W@Polk)	Lee McClinton
Jackson Towers	Bob VanAble 1122 Jackson 813 Topeka, KS 66612 (785) 221-0294	Tina Flowers 1122 Jackson 313 Topeka, KS 66612 (785) 221-5887	Linda Rath 1122 Jackson 613 Topeka, KS 66612 (785) 367-0618	Tammy Elms 1122 Jackson 112 Topeka, KS 66612 (785) 215-6358		Every 3rd Wed 4:00pm Exec. Board every 2nd Wed 4 pm	Bob VanAble Tina Flowers Linda Rath	May December	Lee McClinton
Tenant Executive Board	Michael Nolting (Polk Plaza)	Bob VanAble (Jackson Towers)	Tina Flowers (Jackson Towers)	Zelma Groves (Tyler Towers)	Linda Ball (Tyler Towers)	Every 2 <sup>nd</sup> Tues 2:00 am (see TEB Host)			

ATTACHMENT G

BOARD ROSTER

## Attachment G

### Board of Commissioners

Joseph E Marshall - Chairman  
1910 SE Sage  
Topeka KS 66607  
Home: 785-234-8005  
Email: joemarsh@juno.com

Gary Yager  
3521 SW Lincolnshire Rd  
Topeka KS 66614  
Home: 785-273-1179  
Email: GaryEYager@hotmail.com

Frank Ybarra - Vice Chairman  
2616 SW Bingham Ct  
Topeka KS 66614  
Home: 785-478-4192  
Email: oumex10@aol.com

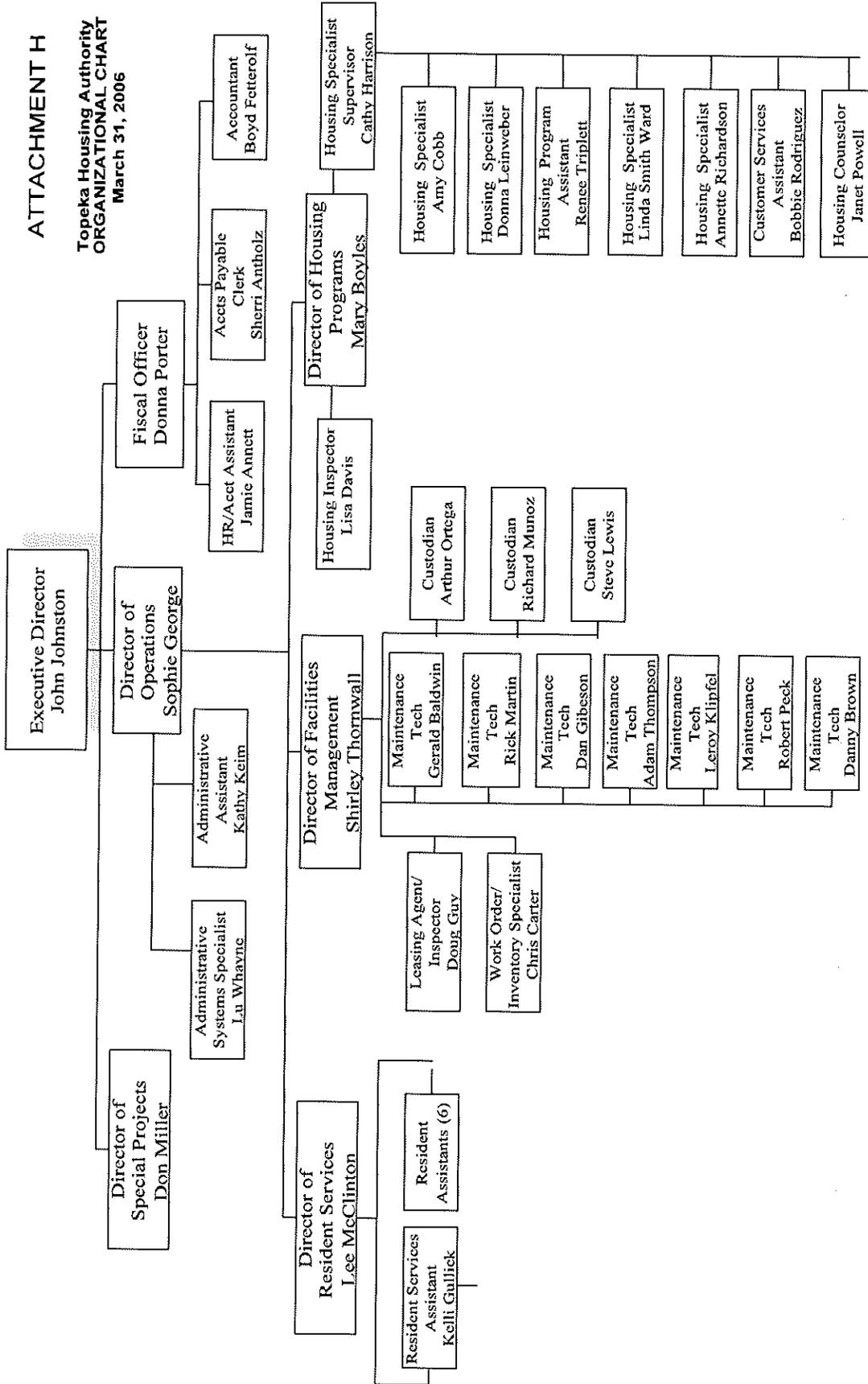
Nancy Artzer-May  
1301 SW Fillmore #17  
Topeka KS 66604  
Home: 785-232-2411  
Email: [nartzermay@cjnetworks.com](mailto:nartzermay@cjnetworks.com)

Beth Quigley  
3501 SW Wesparke Lane  
Topeka, KS 66614  
Email: lizziebethel@aol.com

ATTACHMENT H  
ORGANIZATIONAL CHART

ATTACHMENT H

Topeka Housing Authority  
ORGANIZATIONAL CHART  
March 31, 2006



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## Continuum of Care

## Part I: CoC Organizational Structure

<b>HUD-defined CoC Name:*</b>	<b>CoC Number*</b>
Topeka/Shawnee County CoC	KS-503
*HUD-defined CoC names and numbers are available at: <a href="http://www.hud.gov/offices/adm/grants/fundsavail.cfm">www.hud.gov/offices/adm/grants/fundsavail.cfm</a> . If you do not have a HUD-defined CoC name and number, enter the name of your CoC and HUD will assign you a number.	

### A: CoC Lead Organization Chart

<b>CoC Lead Organization: Topeka/Shawnee County Homeless Task Force</b>		
<b>CoC Contact Person: Kelly Matthews, Homeless Task Force Chairperson</b>		
<b>Contact Person's Organization Name: Cornerstone of Topeka, Inc.</b>		
<b>Street Address: 1195 SW Buchanan</b>		
<b>City: Topeka</b>	<b>State: KS</b>	<b>Zip: 66604</b>
<b>Phone Number: 785/232-1650</b>	<b>Fax Number: 785/232-3255</b>	
<b>Email Address: <a href="mailto:kelly@corner1.org">kelly@corner1.org</a></b>		

CoC-A

### B: CoC Geography Chart

Geographic Area Name	6-digit Code
Topeka, Kansas	203408
Shawnee County, Kansas	209177

Geographic Area Name	6-digit Code

CoC-B

# CoC Structure and Decision-Making Processes

## C: CoC Groups and Meetings Chart

CoC-Related Planning Groups		Meeting Frequency (check only one column)				Enter the number of organizations/entities that are members of each CoC planning group listed on this chart.
		Monthly or More	Quarterly	Biannually	Annually	
<b>Example: CoC Primary Decision-Making Group</b>						
<b>Name:</b>	River County Continuum of Care Executive Committee	X				5
<b>Role:</b>	This group meets to address current issues, set agendas for full CoC meetings, and determine project priorities.					
<b>CO C Primary Decision-Making Group (list only one group)</b>						
<b>Name:</b>	Topeka Shawnee County Homeless Task Force	X				30
<b>Role:</b>	Primary decision-making group for the CoC					
<b>Other CoC Committees, Sub-Committees, Workgroups, etc.</b>						
<b>Name:</b>	HTF Executive Committee & Select HTF Members	X				12
<b>Role:</b>	CoC Planning Committee/CoC Application Development					
<b>Name:</b>	Landlord/Housing Specialist Committee	X				7
<b>Role:</b>	Promote affordable housing availability to homeless households.					
<b>Name:</b>	HTF Monitoring/Review Committee		X			3
<b>Role:</b>	On-site monitoring of HUD/CoC projects; setting CoC funding priorities.					
<b>Name:</b>	Homeless Mentally Ill Advisory Committee		X			23
<b>Role:</b>	Clearinghouse for collecting/assessing data and strategizing responses regarding needs of mentally ill homeless persons.					
<b>Name:</b>	Emergency Food and Shelter Local Board		X			6
<b>Role:</b>	Dispense \$110,000 for food, rent and utilities to prevent homelessness.					
<b>Name:</b>	Emergency Aid Council	X				30
<b>Role:</b>	Maintain HMIS, research and publicize issues and findings related to homelessness in Topeka and Shawnee County.					
<b>Name:</b>	Governor's Sub-Committee on Housing and Homelessness		X			5
<b>Role:</b>	Research and propose public policy to address homelessness.					

## D: CoC Planning Process Organizations Chart

C S	STATE GOVERNMENT AGENCIES			
	Specific Names of All CoC Organizations	Geographic Area Represented	Subpopulations Represented, if any* (no more than 2)	
<b>PUBLIC SECTOR</b>	<b>STATE GOVERNMENT AGENCIES</b>			
	SRS	TOPEKA/SHAWNEE		
	Kansas Department of Corrections	TOPEKA/SHAWNEE		
	<b>LOCAL GOVERNMENT AGENCIES</b>			
	City Housing and Neighborhood Development	TOPEKA		
	Shawnee County Reentry Program	SHAWNEE COUNTY		
	<b>PUBLIC HOUSING AGENCIES</b>			
	Topeka Housing Authority	TOPEKA		
	<b>SCHOOL SYSTEMS / UNIVERSITIES</b>			
	Kansas University School of Social Welfare	TOPEKA/SHAWNEE		
	<b>LAW ENFORCEMENT / CORRECTIONS</b>			
	Topeka Police Department	TOPEKA		
	Shawnee County Sheriff's Department	SHAWNEE COUNTY		
	Topeka Parole Office	TOPEKA		
<b>LOCAL WORKFORCE INVESTMENT ACT (WIA) BOARDS</b>				
<b>OTHER</b>				
<b>PRIVATE SECTOR</b>	<b>NON-PROFIT ORGANIZATIONS</b>			
	Cornerstone of Topeka	TOPEKA/SHAWNEE	SMI	VETS
	Community Action, Inc.	TOPEKA/SHAWNEE		
	Valeo Behavioral Health Care	TOPEKA/SHAWNEE	SMI	SA
	Community Resources Council	TOPEKA/SHAWNEE		
	Kansas Legal Services	TOPEKA/SHAWNEE	SMI	SA
	Topeka AIDS Project	TOPEKA/SHAWNEE	HIV	
	Sheltered Living	TOPEKA/SHAWNEE	SMI	
	Housing and Credit Counseling	TOPEKA/SHAWNEE		
	Success for Life/Gatekeepers	TOPEKA/SHAWNEE		
	United Way of Greater Topeka	TOPEKA/SHAWNEE		
	Disability Rights Center	TOPEKA/SHAWNEE		
	The Villages	TOPEKA/SHAWNEE	Y	
	Topeka Association of Retarded Citizens (TARC)	TOPEKA/SHAWNEE	Y	
	Breakthrough House	TOPEKA/SHAWNEE	DV	
Battered Women's Shelter	TOPEKA/SHAWNEE	DV		

	<b>FAITH-BASED ORGANIZATIONS</b>			
	Topeka Rescue Mission	TOPEKA/SHAWNEE	DV	
	<b>FUNDERS / ADVOCACY GROUPS</b>			
	Homeless Come Home	TOPEKA		
	City of Topeka	TOPEKA		
	<b>BUSINESSES (BANKS, DEVELOPERS, BUSINESS ASSOCIATIONS, ETC.)</b>			
	Trinity Properties	TOPEKA/SHAWNEE		
	Kansas Gas Service	TOPEKA/SHAWNEE		
	Heartland Community Developers	TOPEKA/SHAWNEE		
	<b>HOSPITALS / MEDICAL REPRESENTATIVES</b>			
	COLMERY-O'NEIL VETERAN'S HOSPITAL	TOPEKA/SHAWNEE	VETS	
	<b>HOMELESS PERSONS</b>			
	Teresa H.	TOPEKA		
	Evelyn P.	TOPEKA		
	Tamara M.	TOPEKA		
	Shirley G.	TOPEKA		
	<b>OTHER</b>			
	Forbes Juvenile Center	SHAWNEE COUNTY	Y	
	The Pitch Newspaper	SHAWNEE COUNTY		

\*Subpopulations Key: Seriously Mentally Ill (SMI), Substance Abuse (SA), Veterans (VET), HIV/AIDS (HIV), Domestic Violence (DV), and Youth (Y).

CoC-D

## E: CoC Governing Process Chart

	Yes	No
1. Does the CoC have a separate planning and decision-making body/entity that is broadly representative of the public and private homeless service sectors, including homeless client/consumer interests? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Is the primary decision-making entity composed of at least 65 percent representation by the private sector (including consumer interests)? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is the primary decision-making entity membership selected in an open and democratic process by the CoC membership? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is there a Chair and Co-Chair representing both the private and public sector at the same time, with staggered 2-year terms and the Chair position rotating between the private and public sectors? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Has the CoC developed a Code of Conduct for the CoC decision-making entity and its Chair and Co-chair? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. The Chair and Co-Chair and all members of the CoC decision-making entity may not participate in decisions concerning awards of grants or provision of financial benefits to such member or the organization that such member represents. Have they recused themselves from considering projects in which they have an interest? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Does the CoC have a fiscal agent designated to receive funds from HUD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. If your Continuum has not yet complied with <i>any</i> of the above broad standards for the CoC planning and decision-making process, please describe the extent to which your CoC will meet each guideline by the 2007 competition.	N/A	

CoC-E

## F: CoC Project Review and Selection Chart

Check all that apply:

1. Open Solicitation	
a. Newspapers	<input type="checkbox"/>
b. Letters to CoC Membership	<input type="checkbox"/>
c. Responsive to Public Inquiries	<input checked="" type="checkbox"/>
d. Email CoC Membership/Listserv	<input checked="" type="checkbox"/>
e. Outreach to Faith-Based Groups	<input type="checkbox"/>
f. Announcements at CoC Meetings	<input checked="" type="checkbox"/>
g. Announcements at Other Meetings	<input checked="" type="checkbox"/>
2. Objective Rating Measures and Performance Assessment	
a. CoC Rating & Review Committee Exists	<input checked="" type="checkbox"/>
b. Review CoC Monitoring Findings	<input checked="" type="checkbox"/>
c. Review HUD Monitoring Findings	<input checked="" type="checkbox"/>
d. Review Independent Audit	<input checked="" type="checkbox"/>
e. Review HUD APR	<input checked="" type="checkbox"/>
f. Review Unexecuted Grants	<input type="checkbox"/>
g. Site Visit(s)	<input checked="" type="checkbox"/>
h. Survey Clients	<input checked="" type="checkbox"/>
i. Evaluate Project Readiness	<input checked="" type="checkbox"/>
j. Assess Spending (fast or slow)	<input checked="" type="checkbox"/>
k. Assess Cost Effectiveness	<input checked="" type="checkbox"/>
l. Assess Provider Organization Experience	<input checked="" type="checkbox"/>
m. Assess Provider Organization Capacity	<input type="checkbox"/>
n. Evaluate Project Presentation	<input checked="" type="checkbox"/>
o. Review CoC Membership Involvement	<input checked="" type="checkbox"/>
p. Review Match	<input checked="" type="checkbox"/>
q. Review Leveraging	<input checked="" type="checkbox"/>
3. Voting/Decision System	
a. Unbiased Panel/ Review Committee	<input checked="" type="checkbox"/>
b. Consumer Representative Has a Vote	<input checked="" type="checkbox"/>
c. CoC Membership Required to Vote	<input checked="" type="checkbox"/>
d. One Vote per Organization	<input checked="" type="checkbox"/>
e. All CoC Present Can Vote	<input type="checkbox"/>
f. Consensus	<input checked="" type="checkbox"/>
g. Abstain if conflict of interest	<input checked="" type="checkbox"/>

CoC-F

## G: CoC Written Complaints Chart

Were there any written complaints received by the CoC regarding any CoC matter in the last 12 months?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, briefly describe the complaints and how they were resolved.	

CoC-G

## Part II: CoC Housing and Service Needs

### H: CoC Services Inventory Chart

(1)  <b>Provider Organizations</b>	(2) <b>Prevention</b>					(3) <b>Outreach</b>			(4) <b>Supportive Services</b>									
	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
Breakthrough House		X	X	X						X								X
Community Action, Inc.		X	X	X					X	X					X	X	X	X
Let's Help	X	x	x	x											X	X	X	X
Doorstep	X	X	X	X														X
Salvation Army	X	X	X	X													X	
Kansas Legal Services T-MAP	X	X		X	X					X					X	X		
Family Resource Center		X	X	X					X	X								
Valeo Behavioral Health Care				X		X			X	X	X	X				X		
American Red Cross		X	X							X								X
Housing and Credit Counseling				X	X				X	X					X			
Veterans Administration				X		X			X	X	X	X	X		X			
Topeka AIDS Project		X		X	X				X	X				X				
Battered Women's Task Force				X					X	X							X	X
Shawnee County Health Agency				X				X					X	X				
Social Security Administration				X														
Washburn University					X		X			X					X			
Gatekeepers		X		X						X					X			
Catholic Charities				X					X	X		X						X
Topeka Rescue Mission		X		X					X	X								X
Sheltered Living				X					X	X								X
Women's Recovery Center				X					X	X	X						X	X
Mirror, Inc.				X					X	X								X
PARS				X					X	X	X							
Family Service and Guidance				X					X	X		X					X	X
Kaw Area Technical School										X					X			



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## **CoC Housing Inventory and Unmet Needs**

### **I: CoC Housing Inventory Charts**

The Housing Inventory Charts for Emergency Shelter, Transitional Housing and Permanent Housing follow this page.

## J: CoC Housing Inventory Data Sources and Methods Chart

<b>(1) Indicate date on which Housing Inventory count was completed:</b> <u>1/24/07</u> (mm/dd/yyyy)	
<b>(2) Identify the <i>primary</i> method used to complete the Housing Inventory Chart (check one):</b>	
<input checked="" type="checkbox"/>	<b>Housing inventory survey to providers</b> – CoC distributed a housing inventory survey (via mail, fax, or e-mail) to homeless programs/providers to update current bed inventories, target populations for programs, beds under development, etc.
<input type="checkbox"/>	<b>On-site or telephone housing inventory survey</b> – CoC conducted a housing inventory survey (via phone or in-person) of homeless programs/providers to update current bed inventories, target populations for programs, beds under development, etc.
<input type="checkbox"/>	<b>HMIS</b> – Used HMIS data to complete the Housing Inventory Chart
<b>(3) Indicate the percentage of providers completing the housing inventory survey:</b>	
100%	Emergency shelter providers
100%	Transitional housing providers
100%	Permanent Supportive Housing providers
<b>(4) Indicate steps to ensure data accuracy for 2006 Housing Inventory Chart (check all that apply):</b>	
<input checked="" type="checkbox"/>	<b>Instructions</b> – Provided written instructions for completing the housing inventory survey.
<input type="checkbox"/>	<b>Training</b> – Trained providers on completing the housing inventory survey.
<input type="checkbox"/>	<b>Updated prior housing inventory information</b> – Providers submitted updated 2005 housing inventory to reflect 2006 inventory.
<input checked="" type="checkbox"/>	<b>Follow-up</b> – CoC followed-up with providers to ensure the maximum possible response rate and accuracy of the housing inventory survey.
<input checked="" type="checkbox"/>	<b>Confirmation</b> – Providers or other independent entity reviewed and confirmed information in 2006 Housing Inventory Chart after it was completed.
<input type="checkbox"/>	<b>HMIS</b> – Used HMIS to verify data collected from providers for Housing Inventory Chart.
<input type="checkbox"/>	<b>Other</b> – specify:
<b>Unmet Need:</b>	
<b>(5) Indicate type of data that was used to determine unmet need (check all that apply):</b>	
<input checked="" type="checkbox"/>	Sheltered count (point-in-time)
<input checked="" type="checkbox"/>	Unsheltered count (point-in-time)
<input type="checkbox"/>	Housing inventory (number of beds available)
<input type="checkbox"/>	Local studies or data sources – specify:
<input type="checkbox"/>	National studies or data sources – specify:
<input checked="" type="checkbox"/>	Provider opinion through discussions or survey forms
<input type="checkbox"/>	Other – specify:
<b>(6) Indicate the <i>primary</i> method used to calculate or determine unmet need (check one):</b>	
<input type="checkbox"/>	<b>Stakeholder Discussion</b> – CoC stakeholders met and reviewed data to determine CoC's unmet need
<input type="checkbox"/>	<b>Calculation</b> – Used local point-in-time (PIT) count data and housing inv. to calculate unmet need
<input type="checkbox"/>	<b>Applied statistics</b> – Used local PIT enumeration data and applied national or other local statistics
<input checked="" type="checkbox"/>	<b>HUD unmet need formula</b> – Used HUD's unmet need formula*
<input type="checkbox"/>	<b>Other</b> – specify:
<b>(7) If your CoC made adjustments to calculated unmet need, please explain how and why.</b>	

# CoC Homeless Population and Subpopulations

## K: CoC Point-in-Time Homeless Population and Subpopulations Chart

Indicate date of last point-in-time count: 4/26/06 (mm/dd/yyyy)

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households):	20	10	2	32
1. Number of Persons in Families with Children:	72	63	4	139
2. Number of Single Individuals and Persons in Households without Children:	214	108	15	337
<b>(Add Lines Numbered 1 &amp; 2) Total Persons:</b>	286	171	19	476

Part 2: Homeless Subpopulations	Sheltered	Unsheltered	Total
a. Chronically Homeless (For sheltered, list persons in emergency shelter <i>only</i> )	110	11	121
b. Severely Mentally Ill	158	*	158
c. Chronic Substance Abuse	174	*	174
d. Veterans	85	*	85
e. Persons with HIV/AIDS	4	*	4
f. Victims of Domestic Violence	72	*	72
g. Unaccompanied Youth (Under 18)	0	*	0

If applicable, complete the following section to the extent that the information is available. Be sure to indicate the source of the information by checking the appropriate box:

Data Source:  Point-in-time count OR  Estimate

Part 3: Hurricane Katrina Evacuees	Sheltered	Unsheltered	Total
Total number of Katrina evacuees	81	0	81
Of this total, enter the number of evacuees homeless prior to Katrina	0	0	0

\*Optional for Unsheltered

CoC-K

# L: CoC Homeless Population and Subpopulations Data Sources & Methods Chart

## L-1: Sheltered Homeless Population and Subpopulations

<b>(1) Check the <i>primary</i> method used to enumerate sheltered homeless persons in the CoC (check one):</b>	
<input checked="" type="checkbox"/>	<b>Point-in-Time (PIT) <u>no interview</u></b> – Providers did not interview sheltered clients during the point-in-time count
<input type="checkbox"/>	<b>PIT <u>with interviews</u></b> – Providers interviewed each sheltered individual or household during the point-in-time count
<input type="checkbox"/>	<b>PIT <u>plus sample of interviews</u></b> – Providers conducted a point-in-time count and interviewed a random sample of sheltered persons or households (for example, every 5th or 10th person)
<input type="checkbox"/>	<b>PIT <u>plus extrapolation</u></b> – Information gathered from a sample of interviews with sheltered persons or households is extrapolated to the total sheltered population
<input type="checkbox"/>	<b>Administrative Data</b> – Providers used administrative data (case files, staff expertise) to complete client population and subpopulation data for sheltered homeless persons
<input type="checkbox"/>	<b>HMIS</b> – CoC used HMIS to complete the point-in-time sheltered count and subpopulation information
<input type="checkbox"/>	<b>Other</b> – please specify:
<b>(2) Indicate steps taken to ensure data quality of the sheltered homeless enumeration (check all that apply):</b>	
<input checked="" type="checkbox"/>	<b>Instructions</b> – Provided written instructions to providers for completing the sheltered point-in-time count
<input type="checkbox"/>	<b>Training</b> – Trained providers on completing the sheltered point-in-time count
<input checked="" type="checkbox"/>	<b>Remind and Follow-up</b> – Reminded providers about the count and followed up with providers to ensure the maximum possible response rate and accuracy
<input type="checkbox"/>	<b>HMIS</b> – Used HMIS to verify data collected from providers for the sheltered point-in-time count
<input type="checkbox"/>	<b>Other</b> – please specify:
<b>(3) How often will sheltered counts of sheltered homeless people take place in the future?</b>	
<input type="checkbox"/>	Biennial (every two years)
<input checked="" type="checkbox"/>	Annual
<input type="checkbox"/>	Semi-annual
<input type="checkbox"/>	Other – please specify:
<b>(4) Month and Year when next count of sheltered homeless persons will occur: _____</b>	
<b>(5) Indicate the percentage of providers completing the populations and subpopulations survey:</b>	
100%	Emergency shelter providers
100%	Transitional housing providers
100%	Permanent Supportive Housing providers

CoC-L-1

## L-2: Unsheltered Homeless Population and Subpopulations\*

<b>(1) Check the primary method used to enumerate unsheltered homeless persons in the CoC:</b>	
<input type="checkbox"/>	<b>Public places count</b> – CoC conducted a point-in-time count <u>without</u> client interviews
<input type="checkbox"/>	<b>Public places count with interviews</b> – CoC conducted a point-in-time count and interviewed every unsheltered homeless person encountered during the public places count
<input type="checkbox"/>	<b>Sample of interviews</b> – CoC conducted a point-in-time count and interviewed a random sample of unsheltered persons
<input type="checkbox"/>	<b>Extrapolation</b> – CoC conducted a point-in-time count and the information gathered from a sample of interviews was extrapolated to total population of unsheltered homeless people counted
<input type="checkbox"/>	<b>Public places count using probability sampling</b> – High and low probabilities assigned to designated geographic areas based on the number of homeless people expected to be found in each area. The CoC selected a statistically valid sample of each type of area to enumerate on the night of the count and extrapolated results to estimate the entire homeless population.
<input type="checkbox"/>	<b>Service-based count</b> – Interviewed people using non-shelter services, such as soup kitchens and drop-in centers, and counted those that self-identified as unsheltered homeless persons
<input type="checkbox"/>	<b>HMIS</b> – Used HMIS to complete the enumeration of unsheltered homeless people
<input checked="" type="checkbox"/>	<b>Other</b> – please specify: Point In Time Survey with Housing and Service Providers
<b>(2) Indicate the level of coverage of the point-in-time count of unsheltered homeless people:</b>	
<input type="checkbox"/>	<b>Complete coverage</b> – The CoC counted every block of the jurisdiction
<input type="checkbox"/>	<b>Known locations</b> – The CoC counted areas where unsheltered homeless people are known to congregate or live

<input type="checkbox"/>	Combination – CoC counted central areas using complete coverage and also visited known locations
<input checked="" type="checkbox"/>	Used service-based or probability sampling (coverage is not applicable)
<b>(3) Indicate community partners involved in point-in-time unsheltered count (check all that apply):</b>	
<input type="checkbox"/>	Outreach teams
<input type="checkbox"/>	Law Enforcement
<input checked="" type="checkbox"/>	Service Providers
<input type="checkbox"/>	Community volunteers
<input type="checkbox"/>	Other – please specify:
<b>(4) Indicate steps taken to ensure the data quality of the unsheltered homeless count (check all that apply):</b>	
<input type="checkbox"/>	Training – Conducted a training for point-in-time enumerators
<input type="checkbox"/>	HMIS – Used HMIS to check for duplicate information
<input checked="" type="checkbox"/>	Other – specify: Instructions given to Service Providers with survey.
<b>(5) How often will counts of unsheltered homeless people take place in the future?</b>	
<input type="checkbox"/>	Biennial (every two years)
<input checked="" type="checkbox"/>	Annual
<input type="checkbox"/>	Semi-annual
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Other – please specify:
<b>(6) Month and Year when next count of unsheltered homeless persons will occur: January 2007</b>	

# CoC Homeless Management Information System (HMIS)

## M: CoC HMIS Charts

### M-1: HMIS Lead Organization Information

Organization Name: Community Resources Council	Contact Person: James Olson
Phone: 785/233-1365	Email: crcexec@crcnet.org
Organization Type: State/local government <input type="checkbox"/> Non-profit/homeless provider <input checked="" type="checkbox"/> Other <input type="checkbox"/>	

CoC-M-1

### M-2: List HUD-defined CoC Name(s) and Number(s) for every CoC included in HMIS

#### Implementation:

HUD-Defined CoC Name*	CoC #	HUD-Defined CoC Name*	CoC #
Topeka/Shawnee County	KS-503		

CoC-M-2

### M-3: HMIS Implementation Status

HMIS Data Entry Start Date for your CoC (mm/yyyy)	or	Anticipated Data Entry Start Date for your CoC (mm/yyyy)	If no current or anticipated data entry date, indicate reason: <input type="checkbox"/> New CoC in 2006 <input type="checkbox"/> Still in planning/software selection process <input type="checkbox"/> Still in initial implementation process
01/2005			

CoC-M-3

### M-4: Client Records\*\*

Calendar Year	Total Client Records Entered in HMIS / Analytical Database (Duplicated)	Total Unduplicated Client Records Entered in HMIS / Analytical Database
2004	N/A	N/A
2005	3389	3389

CoC-M-4

### M-5: HMIS Participation\*\*

a) HMIS participation by program type and funding source (please review instructions)			
Program Type	Total number of agencies	Number of agencies participating in HMIS receiving HUD McKinney-Vento funds	Number of agencies participating in HMIS <u>not</u> receiving HUD McKinney-Vento funds
Street Outreach	1	0	1
Emergency Shelter	0	0	0
Transitional Housing	1	1	0
Permanent Supportive Housing	2	2	0
<b>TOTALS:</b>	4	3	1

b) Definition of bed coverage in HMIS (please review instructions)	
Program Type	Date achieved or anticipate achieving 75% bed coverage (mm/yyyy)
Emergency Shelter (all beds)	01/2007 (unduplicated count)
Transitional Housing (all beds)	12/2010
Permanent Supportive Housing (McKinney-Vento funded beds only)	12/2006

Challenges and Barriers: Briefly describe any significant challenges/barriers the CoC has experienced in:	
1. HMIS implementation	Need to integrate data with non-HUD funded emergency shelter for unduplicated count.
2. HMIS Data and Technical Standards Final Notice requirements.	Compliance monitoring begins October 2006.

CoC-M-5

### M-6: Training, Data Quality and Implementation of HMIS Data & Technical Standards

	YES	NO
<b>1. Training Provided (check all that apply)</b>		
Basic computer training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HMIS software training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Privacy / Ethics training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
System Administrator training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2. CoC Process/Role</b>		
Is there a plan for aggregating all data to a central location, at least annually?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a plan to monitor compliance with HMIS Data & Technical Standards Final Notice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>3. Data Collection Entered into the HMIS</b>		
Do all participating agencies submit universal data elements for all homeless persons served?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do all agencies required to complete a HUD APR, except agencies meeting the definition of domestic violence provider, submit program level data elements to HMIS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4. Security: Participating agencies have:</b>		
Unique username and password access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secure location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Locking screen savers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Virus protection with auto update?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individual or network firewalls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restricted access for HMIS accessed via public forums (e.g. PKI digital certificates or IP filtering)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5. Security: Agency responsible for centralized HMIS data collection and storage has:</b>		
Procedures for off-site storage of HMIS data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disaster recovery plan that has been tested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6. Privacy Requirements</b>		
Have additional State confidentiality provisions been implemented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a "Purpose for data collection" sign at each intake desk for all participating agencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does each participating agency have a written privacy policy, including the uses and disclosures of information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does each participating agency have a privacy policy posted on its website (if applicable)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7. Data Quality: CoC has protocols for:</b>		
Client level data quality (i.e. missing birth dates etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Program level data quality (i.e. data not entered by agency in over 14 days)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assessing CoC bed coverage (i.e. % of beds)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8. Unduplication of Client Records: CoC process:</b>		
Uses data in the HMIS exclusively to generate unduplicated count?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses data integration or data warehouse to generate unduplicated count?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Part III: CoC Strategic Planning

### N: CoC 10-Year Plan, Objectives, and Action Steps Chart

Objectives to End Chronic Homelessness and Move Families and Individuals to Permanent Housing	Local Action Steps (How are you going to do it? List action steps to be completed within the next 12 months.)	Measurable Achievement in 12 months	Measurable Achievement in 5 years	Measurable Achievement in 10 years	Lead Person (Who is responsible for accomplishing CoC Objectives?)
1. Create new PH beds for chronically homeless persons.	<p>1.1 Make available 10 housing units previously unavailable in the community through outreach and placement, 3 units for chronically homeless.</p> <p>1.2 Apply for 15 new S+C vouchers for chronically homeless persons.</p>	<p>1.1 10 / 3</p> <p>1.2 0 beds</p>	<p>1.1 50 / 15</p> <p>1.2 15 beds</p>	<p>1.1 100 / 30</p> <p>1.2 15 beds</p>	<p>1.1 Louise Kirkpatrick, HCCI Housing Resource Center</p> <p>1.2 Corrie Wright, Topeka Housing and Neighborhood Development</p>
2. Increase percentage of homeless persons staying in PH over 6 months to 71%.	<p>2.1 Provide education and personal counseling to 120 homeless individuals increasing their skills in understanding and managing household finances and equipping them to maintain independent housing through proper actions as a Tenant. Of the 120, 70 will complete the program, 40 will participate in follow-up interviews, 10 will obtain independent housing, and 5 will remain in independent housing for at least 6 months.</p> <p>2.2 T-MAP will assist homeless program participants find, apply for and obtain permanent housing. Any barriers to prevent entry and success in housing are addressed. 71% of homeless participants will stay in PH over 6 months.</p> <p>2.3 Formerly homeless residents residing at Tanglewood Supportive Housing shall successfully maintain tenancy over 6 months.</p>	<p>2.1 120 80 40 10 5</p> <p>2.2 75%</p> <p>2.3 75%</p>	<p>2.1 600 400 200 50 25</p> <p>2.2 80%</p> <p>2.3 80%</p>	<p>2.1 1200 800 400 100 50</p> <p>2.2 85%</p> <p>2.3 85%</p>	<p>2.1 Louise Kirkpatrick, HCCI Housing and Resource Center</p> <p>2.2 Mary Bradshaw, Director, T-MAP</p> <p>2.3 Susan Wheatley, Community Action</p>

	<b>2.4</b> Shelter Plus Care program staff will increase landlord communication to help prevent eviction. Measurement indicates number of contacts.	<b>2.4</b> 200	<b>2.4</b> 300	<b>2.4</b> 400	<b>2.4</b> Corrie Wright, Topeka Housing and Neighborhood Development
3. Increase percentage of homeless persons moving from TH to PH to 61%.	<b>3.1</b> T-MAP assists participants in overcoming barriers that may exist in transition from temporary to permanent housing.	<b>3.1</b> 61%	<b>3.1</b> 61%	<b>3.1</b> 61%	<b>3.1</b> Mary Bradshaw, Director, T-MAP
4. Increase percentage of homeless persons becoming employed by 11%.	<b>4.1</b> T-MAP offers a comprehensive thirteen-week program, 5 days per week/6 hours per day. 75% of the participants will obtain employment within two-months of graduation from the program.	<b>4.1</b> 75%	<b>4.1</b> 80%	<b>4.1</b> 85%	<b>4.1</b> Mary Bradshaw, Director, T-MAP
	<b>4.2</b> Tanglewood Supportive Housing Program will assist 28% of the tenants to obtain part-time employment.	<b>4.2</b> 28%	<b>4.2</b> 28%	<b>4.2</b> 28%	<b>4.2</b> Susan Wheatley, Community Action, Inc.
5. Ensure that the CoC has a functional HMIS system.	<b>5.1</b> Develop data merge agreement and procedure to create unduplicated count by merging HMIS and data from non-HUD funded shelter by January 2007.	<b>5.1</b> Merge By Jan. 2007	<b>5.1</b> 90% users	<b>5.1</b> 75% TH beds in HMIS	<b>5.1</b> Jim Olson, Community Resources Council
	<b>5.2</b> Add Service Only Projects to the HMIS system.	<b>5.2</b> TMAP  HCCI	----	----	<b>5.2</b> Mary Bradford, T-MAP  Louise Kirkpatrick, HCCI
	<b>5.3</b> Monitor user compliance in logging mainstream resources. Expand participation of transitional housing provider to 75%	<b>5.3</b> Jan. 2007	<b>5.3</b> 90% users	<b>5.3</b> 75% TH beds in HMIS	<b>5.3</b> Jim Olson, Community Resources Council

<b>Other CoC Objectives in 2006</b>					
1. Increase input and active participation by homeless persons in the process of determining housing needs and providing feedback on renewal programs in our CoC.	1. The Homeless Task Force will hold quarterly meetings during evening hours in a location that is readily accessible to individuals staying in the Topeka Rescue Mission. The meeting will also welcome public and private sector individuals.	1. 4 mtgs.	1. 20 mtgs.	1. 40 mtgs.	1. Kelly Matthews, Chair, Homeless Task Force
2.					
3.					

CoC-N

## O: CoC Discharge Planning Policy Chart

Publicly Funded Institution(s) or System(s) of Care in CoC Geographic Area	Initial Discussion	Protocol in Development	Formal Protocol Finalized*	Formal Protocol Implemented*
Foster Care	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Health Care	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Mental Health	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Corrections	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

### Foster Care:

Youth who leave the foster care system because they have attained 18 years of age are eligible to participate in Independent Living Services through the Chafee Foster Care Independence Program. This is a voluntary program and youth may choose not to participate. Prior to discharge/release at 18 years of age, youth receive information concerning transitional planning which includes information on housing, employment and educational services available to them through the Independent Living Program. Transition plans do not include direct discharge to homeless shelters.

### Health Care:

Kansas Department on Aging is reviewing its policies and regulations for Nursing Facilities which includes Nursing Facilities for Mental Health. Kansas Hospital Association has been contacted and informed of this directive from HUD.

### Mental Health:

SRS-MH has drafted a policy that would prevent discharging homeless individuals from publicly funded institutions or systems of care into homelessness or into HUD funded programs for the homeless. The policy is under SRS Leadership review at the time of filing the 2006 Continuum of Care Application. The policy is expected to be implemented by September 2006 but finalization of the protocol is expected to be complete by July 2007.

### Corrections:

In April 2006 the Kansas Department of Corrections formally implemented a comprehensive policy regarding release planning; this policy, called IMPP 11-117, provides for release planning to begin with high-risk offenders 14 months prior to release; as part of the release planning process, residence/housing plans are prepared. Since 52.5% of the offenders admitted to KDOC serve 14 months or less, release planning is occurring with these individuals on a shorter-term basis, with as much done as possible to avoid homelessness upon release. In addition to this policy, the KDOC is engaged in a multi-year effort to enhance risk-reduction-based case management and case planning, including reentry and release planning. Since one of the key risk areas for offenders returning to the community – that increase their likelihood of re-offending or otherwise being unsuccessful in reintegration – is housing, this overall planning includes addressing the housing needs of offenders as they release from prison. Information tracked by the KDOC suggests that at least one in three offenders leaving Kansas prisons lack access to safe and affordable housing, so housing is a critical piece of the work being done by the KDOC. The goal of the KDOC is to prepare offenders for release so they are able to avoid releasing to homeless to the maximum extent practicable, given the resources available and the barriers that exist for offenders to access safe and affordable housing.

## P: CoC Coordination Chart

<b>Consolidated Plan Coordination</b>		<b>YES</b>	<b>NO</b>
a.	Do Con Plan planners, authors and other Con Plan stakeholders participate in CoC general planning meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Do CoC members participate in Con Plan planning meetings, focus groups, or public forums?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Were CoC strategic plan goals addressing homelessness and chronic homelessness used in the development of the Con Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Jurisdictional 10-year Plan Coordination</b>			
a.	Are there separate formal jurisdictional 10-year Plan(s) being developed and/or being implemented within your CoC geography? (If No, you may skip to the next section of this chart.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b.	Do 10-year Plan conveners, authors and other stakeholders participate in CoC general planning meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Have 10-year Plan participants taken steps to align their planning process with the local CoC plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d.	Were CoC strategic plan goals used in the development of the 10-year Plan(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e.	Provide the number of jurisdictions within your CoC geography that have formally implemented a 10-year plan(s).	0	
<b>Policy Academy* Coordination</b>		<b>YES</b>	<b>NO</b>
a.	Do CoC members participate in State Policy Academy meetings, focus groups, public forums, or listservs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	Were CoC strategic plan goals adopted by the CoC as a result of communication/coordination with the State Policy Academy Team?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c.	Has the CoC or any of its projects received state funding as a result of its coordination with the State Policy Academy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d.			
<b>Public Housing Agency Coordination</b>			
a.	Do CoC members meet with CoC area PHAs to improve coordination with and access to mainstream housing resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Coordination with State Education Agencies</b>			
a.	Did the CoC provide the state education agency with a list of emergency and transitional housing facilities located within the CoC boundaries that serve families with school-age children or school-age unaccompanied youth under the age of 18?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# CoC 2006 Funding Priorities

## Q: CoC Project Priorities Chart

HUD-defined CoC Name: Topeka/Shawnee County CoC						CoC #: KS-503			
(1) SF-424 Applicant Name	(2) Project Sponsor Name	(3) Project Name	(4) Priority	(5) Requested Project Amount ***	(6) Term	(7) Program and Component Type**			
						SHP New	SHP Renewal	S+C New	SRO New
Community Action, Inc.	Community Action, Inc.	Tanglewood Supportive Housing	1	\$343,101	2 yrs.		PH		
Kansas Legal Services	Kansas Legal Services	Topeka Moving Ahead Project	2	\$190,608	1 yr.		SSO		
Housing and Credit Counseling, Inc.	Housing and Credit Counseling, Inc.	Housing Resource Center	3	\$129,150	2 yrs.		SSO		
<b>(8) Subtotal: Requested Amount for CoC Competitive Projects:***</b>				<b>\$662,859</b>					
<b>(9) Shelter Plus Care Renewals:****</b>						<b>S+C Component Type**</b>			
City of Topeka Housing and Neighborhood Development Dept.	City of Topeka Housing and Neighborhood Development Dept.	Shelter Plus Care	4	\$1,189,632	1	TRA			
<b>(10) Subtotal: Requested Amount for S+C Renewal Projects:</b>				<b>\$1,189,632</b>					
<b>(11) Total CoC Requested Amount:</b>				<b>\$1,852,491</b>					

CoC-Q

**R: CoC Pro Rata Need (PRN) Reallocation Chart**  
 (Only for Eligible Hold Harmless CoCs)

1. Will your CoC be using the PRN reallocation process?  Yes  No

CoC-R

**S: CoC Project Leveraging Summary Chart**

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Continuum	Total Value of Written Commitment
Topeka/Shawnee County CoC	\$1,622,303

CoC-S

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**T: CoC Current Funding and Renewal Projections Chart**

**Current Funding and Renewal Projections Chart is on the following page.**

## CoC Performance

### U: CoC Achievements Chart

Goals	Action Steps	Measurable Achievements
<b>Chronic Homelessness Goals</b>		
<p><b>1. Prioritize services and housing programs to address the needs of and reduce numbers of chronically homeless persons.</b></p>	<p><b>1.A</b> Provide a supportive services program to 53 chronically homeless individuals including employment and job-readiness skills, housing acquisition skills, housing referrals and coordination and follow-up services resulting in 37 chronic homeless obtaining housing.</p> <p><b>1.B</b> Provide 10 regular opportunities each year to service providers to share updates on services and resources for homeless persons.</p>	<p><b>1.A</b> In its most recent APR, T-MAP staff reported that they provided a supportive services program for 51 chronically homeless individuals, and 36 individuals obtained housing within three months of graduating. By July, 2007, T-MAP will provide supportive services for 53 chronically homeless persons and 37 individuals will obtain housing.</p> <p><b>1.B</b> Inservice sessions were held. CRC-staffed Emergency Aid Council provided in-service education to providers on independent living services for disabled (Jun 05); free school supplies and backpacks, free dental services, free work clothes (July 05); access to federal childcare subsidies, "Benefit Bank" software to determine eligibility for mainstream programs (Aug 05); standardized emergency aid policies across agencies, local response to Hurricane Katrina evacuees (Sep 05); local flood victims response, ongoing Katrina evacuee response (Oct 05); Cold Weather no-shut off rule, ongoing Katrina evacuee update (Nov 05); Winter LIHEAP benefit access, Katrina resource update (Dec 05); Katrina response update, Winter LIHEAP promotion, charitable utility aid availability (Jan 06); Winter LIHEAP update, charitable utility aid availability (Feb 06); Earned Income Tax Credit and free tax preparation programs, LIHEAP update, charitable utility aid available (Mar 06); Hospital foundation assistance with</p>

	<p><b>1.C</b> Request the City of Topeka prioritize HUD HOME funds for affordable rental projects in order to prioritize projects serving chronically homeless individuals through the development of one-bedroom units.</p> <p><b>1.D</b> Update, refine and distribute the Resource Checklist developed and used by emergency assistance agencies to prevent and reduce homelessness by utilization of mainstream resources.</p> <p><b>1.E</b> Joint education efforts with Shawnee County Regional Prevention Center, Valeo Behavioral Health Services and Housing and Credit Counseling to provide education on housing opportunities for chronically homeless. The education efforts will be focused on service providers, especially those working with the chronically homeless who have a severe and persistent mental illness, addiction/dependency and/or a dual diagnosis.</p>	<p>medical care, transportation, prescriptions, extension of LIHEAP application deadline; utility cut-off policies (Apr 06); Corrections Re-Entry program, LIHEAP update (May 06)</p> <p><b>1.C</b> Discussions and planning between not-for-profit agencies, the Homeless Task Force, and others continue to be a priority. Cornerstone of Topeka and Breakthrough House has one-bedroom new construction projects underway at this time funded by HUD HOME funds. Chronically homeless persons are encouraged to apply for this affordable housing.</p> <p><b>1.D</b> Mainstream Resource Checklist updated in June 05, November 05, March 06.</p> <p><b>1.E</b> HCCI Summer Institute – A 2-day Train-the-Trainer/Service Provider seminar (CEUs available), scheduled July 27-28, 2006 in Topeka. Education sessions in areas of: Rental Housing in Kansas, Fair Housing, Homeownership in Topeka, Credit Building, and Money Management. Attendees will include Service Providers whose clients have severe and persistent mental illness, addiction/dependency, and/or a dual diagnosis.</p>
<p><b>2. Increase the availability of</b></p>	<p><b>2.A</b> Develop, through new construction or rehabilitation</p>	<p><b>2.A</b> Community Action is applying in July for tax credits and HOME</p>

<p><b>affordable housing opportunities for households at or below 30% of the area median income.</b></p>	<p>more rental housing at or below the FMR.</p> <p><b>2.B</b> Work with low income households to resolve credit issues and other barriers to obtaining affordable housing.</p> <p><b>2.C</b> Implement a program of outreach to landlords to promote housing availability to homeless households.</p>	<p>funding to develop a 12-unit affordable housing complex in Meriden, Kansas. Meriden has recently been added to the Topeka MSA.</p> <p><b>2.B</b></p> <ul style="list-style-type: none"> <li>• Money Smart/Strategies for Success participants – education regarding financing a mortgage. A Homebuyer Counselor is available to present homeowner opportunities in Topeka. Class participants encouraged to request Credit Report, Certified Consumer Credit Counselor available to explain/discuss report, provide possible steps to address potentially negative entries, steps to correct erroneous entries.</li> <li>• Consumer Credit Counselors provide Financial Literacy education to individuals/organizations upon request.</li> <li>• Drop-In Fridays Program – counselors pull Credit Reports for individuals when requested.</li> <li>• Consumer Credit Counseling services are offered upon request, fee is waived if client cannot afford to pay.</li> </ul> <p><b>2.C</b></p> <ul style="list-style-type: none"> <li>• Housing Specialist Group (HSG), coalition of persons who serve as Housing Specialists for respective organizations, share information about all member programs when meeting with Landlords in community. Distribute packet of information listing HSG members, program descriptions, and contact information.</li> <li>• Housing Success Agreements, informal contract</li> </ul>
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	<p><b>2.D</b> Advocate for the City of Topeka to develop more rent subsidy options for low income individuals and families impacted by disabilities through the application for additional Shelter Plus Care coupons</p> <p><b>2.E</b> Ensure that supportive housing and housing affordable to the lowest income citizens is a top priority in the City of Topeka Consolidated Plan.</p>	<p>developed/designed to bring all parties with direct interest in tenancy together, signed form provides agreement for listed parties to contact other parties if question/problem during tenancy. Goal to provide assurance to Landlord, support to tenancy, encouragement for early intervention if needed.</p> <ul style="list-style-type: none"> <li>• Joint effort with Shawnee County Reentry Program, Housing Specialist housed at HCCI, grant personnel share outreach efforts, increase public education and awareness, more efficient and effective use of time and grant dollars.</li> </ul> <p><b>2.D</b> The City of Topeka supported developing additional Shelter Plus Care coupons for chronically homeless in the 2005 CoC. Although the community did not receive funding for additional coupons the City remains committed to this cause and will support any effort to increase S+C. The Topeka Housing Authority has made 20 Mainstream vouchers available to persons with disabilities which will benefit the target population of S+C.</p> <p><b>2.E</b> Supportive housing and housing for the lowest income persons is a top priority, which is shown by the support of the City and Homeless Task Force renewal applications for housing and support of additional Section 8 vouchers for disabled and homeless persons.</p>
<p><b>3. Mainstream services will be provided to chronically homeless individuals.</b></p>	<p><b>3.A</b> Client HMIS data will be reviewed by the Homeless Task Force to ascertain baseline use of mainline resources by the chronically homeless to monitor</p>	<p><b>3.A</b> Meetings/Trainings are scheduled and will begin in August 06 to be sure that use of mainstream resources is being logged in the system.</p>



	<p><b>4.C</b> Encourage city officials to play a more active role in the elimination of chronic homelessness, including the activities of the Homeless Task Force.</p> <p><b>4.D</b> Advocate for using CoC, HOME, CDBG, ESG and other federal and private funds to develop permanent supportive housing and affordable housing for very low-income households, particularly one-bedroom units.</p>	<p><b>4.C</b> The Homeless Task Force is actively recruiting city officials to attend and participate in HTF meetings. This task force has been widely accepted. By attending HTF meetings, officials have the opportunity to learn more about the programs that are being funded in our community and also have input regarding outcomes and goals.</p> <p><b>4.D</b> This goal has been accomplished with new construction projects through Cornerstone of Topeka and Breakthrough House. Both agencies are using HOME funds and the units will be extremely affordable. These projects will provide 4 permanent housing beds and will be completed in July 2006. The effort will continue to provide more units.</p>
<p><b>5. Access to existing mainstream services will be strengthened and new services will be designed to include the needs of the chronically homeless.</b></p>	<p><b>5.A</b> The enrollment of the chronically homeless in mainstream programs will be enhanced via case management to ensure the completion of the enrollment process. Client HMIS data will be reviewed by the Homeless Task Force to ascertain baseline use of mainline resources to monitor utilization of existing services.</p>	<p><b>5.A</b> Meetings/Trainings are scheduled and will begin in August 06 to be sure that use of mainstream resources is being logged in the system.</p>
<p><b>Other Homelessness Goals</b></p>		
<p><b>1.Low-income citizens will have access to safe, affordable rental housing in Shawnee County.</b></p>	<p><b>1.A</b> The Homeless Task Force will continue to look for funding to incorporate transitional and rental housing into their goals.</p>	<p><b>1.A</b> Several local agencies have working partnerships with the goal of working cooperatively to secure funding for housing allowing this community to provide more quality units of transitional housing and</p>

	<p><b>1.B</b> Request the City of Topeka prioritize HUD HOME funds for affordable rental projects in order to serve low-income citizens.</p> <p><b>1.C</b> Update, refine and distribute the Resource Checklist developed and used by emergency assistance agencies to prevent and reduce homelessness by utilization of mainstream resources.</p>	<p>permanent rental housing at affordable rents. Partnerships at this time include but are not limited to Valeo, Cornerstone of Topeka, Breakthrough House, Community Action – all of the agencies mentioned are active members of the Homeless Task Force.</p> <p><b>1.B</b> HUD HOME funds are currently being used to build permanent housing units for low-income individuals. The Executive Committee of the Homeless Task Force will continue to pursue the City of Topeka regarding prioritizing units using HOME funds for affordable housing projects.</p> <p><b>1.C</b> The Resource Checklist has been updated three times from June 2006 to the present.</p>
<p><b>2. Citizens will have the option for safe, affordable home ownership.</b></p>	<p><b>2.A</b> Homeownership will be listed as a goal in all Housing Resource Center classes and counseling sessions.</p> <p><b>2.B</b> Educate homeless service providers in the areas of budgeting, credit-building and other homebuyer preparation and support.</p>	<p><b>2.A</b></p> <ul style="list-style-type: none"> <li>• Homebuyer counselor is guest presenter to Money Smart and Strategies for Success participants in introduce self, program, provide contact information.</li> <li>• Consumer Credit Counselors available to assist in preparation for homeownership via public education presentations and individual counseling services.</li> </ul> <p><b>2.B</b></p> <ul style="list-style-type: none"> <li>• HCCI Summer Institute – 2-day Train-the-Trainer/Service Provider seminar, scheduled July 27-28, 2006 in Topeka. Education sessions planned from areas of rental housing in Kansas, homeownership in Topeka, and money management.</li> </ul>

	<p><b>2.C</b> Serve as a guest speaker for any client group of chronic homeless or other homeless individuals and families on possibilities of achieving home ownership.</p>	<ul style="list-style-type: none"> <li>• Represent CoC/HCCI and SCRIP as member of/attendee at Shawnee County Landlord Association monthly meeting, special education programs, and face-to-face interaction.</li> </ul> <p><b>2.C</b></p> <ul style="list-style-type: none"> <li>• Guest presenter for Money Smart and Strategies for Success groups at Topeka Rescue Mission, available for TMAP participants and for individual appointments.</li> <li>• Guest speaker to community organizations requesting information, available for personal counsel with persons who make appointments to come to HCCI.</li> </ul>
<p><b>3. A coordinated support services system will be available to help citizens maintain their housing.</b></p>	<p><b>3.A</b> Maintain a self-sufficiency support system for those who have successfully moved through the Continuum of Care system from homelessness to self-sufficiency.</p>	<p><b>3.A</b> T-MAP maintains an ongoing self-sufficiency support system for all participants and graduates of its program through its alumni program, a service that will continue to July, 2007 and beyond.</p>

## V: CoC Chronic Homeless (CH) Progress Chart

Year	(1) Number of CH Persons	(2) Number of PH beds for the CH	(3) New PH beds for the CH between Feb. 1, 2005 – Jan. 31, 2006	(4) Identify the cost of the <u>new</u> CH beds from each funding source			
				Public			Private
				Federal	State	Local	
2004	<i>Example:</i> 90	45					
2005	<i>Example:</i> 82	50					
2006	<i>Example:</i> 75	60	10	\$15,480	\$31,420	\$40,350	\$12,750
2004	25	125					
2005	48	132					
2006	121	174	0	\$ 0	\$ 0	\$ 0	\$ 0
<p>(5) Briefly describe the reason(s) for any changes in the total number of the chronically homeless between 2005 and 2006 (use less than one-half page).</p> <p>The Topeka/Shawnee County service providers are doing a better job of documenting data and numbers on the chronically homeless in our community.</p>							

CoC-V

## W: CoC Housing Performance Chart

1. Participants in Permanent Housing		
<input type="checkbox"/>	No applicable PH renewals are on the CoC Project Priorities Chart	APR Data
<input checked="" type="checkbox"/>	All PH renewal projects with APRs submitted are included in calculating the responses below	
a.	Number of participants who <b>exited</b> PH project(s)—APR Question 12(a)	120
b.	Number of participants who did <b>not leave</b> the project(s)—APR Question 12(b)	237
c.	Number who <b>exited</b> after staying 7 months or longer in PH—APR Question 12(a)	104
d.	Number who did <b>not leave</b> after staying 7 months or longer in PH—APR question 12(b)	165
e.	Percentage of all participants in PH projects staying 7 months or longer (c. + d. divided by a. + b. multiplied by 100 = e.)	75%
2. Participants in Transitional Housing (TH)		
<input checked="" type="checkbox"/>	No applicable TH renewals are on the CoC Project Priorities Chart	APR Data
<input type="checkbox"/>	All TH renewal projects with APRs submitted are included in calculating the responses below	
a.	Number of participants who exited TH project(s)—including unknown destination	
b.	Number of participants who moved to PH	
c.	Percent of participants in TH projects who moved to PH (b. divided by a. multiplied by 100 = c.)	%

CoC-W

## X: Mainstream Programs and Employment Project Performance Chart

<input type="checkbox"/>	No applicable renewal projects for the Mainstream Programs and Employment Chart included in the CoC Priorities Chart.
<input checked="" type="checkbox"/>	All non-HMIS renewal projects on the CoC Priorities Chart that submitted an APR are included in calculating the responses below.

(1) Number of Adults Who Left (Use same number in each cell)	(2) Income Source	(3) Number of Exiting Adults with Each Source of Income	(4) Percent with Income at Exit (Col 3÷Col 1 x 100)
<i>Example:</i> 105	a. SSI	40	38.1%
<i>Example:</i> 105	b. SSDI	35	33.3%
273	a. SSI	32	18%
273	b. SSDI	15	5%
273	c. Social Security	13	5%
273	d. General Public Assistance	52	19%
273	e. TANF	14	5%
273	f. SCHIP	0	0
273	g. Veterans Benefits	5	2%
273	<b>h. Employment Income</b>	32	12%
273	i. Unemployment Benefits	2	1%
273	j. Veterans Health Care	0	0
273	k. Medicaid	16	6%
273	l. Food Stamps	75	27%
273	m. Other (please specify)*	9	3%
273	n. No Financial Resources	26	9%

CoC-X

\* Child support, spousal support, parents support

## Y: Enrollment and Participation in Mainstream Programs Chart

Check those activities implemented by a majority of your CoC's homeless assistance providers (check all that apply):	
<input checked="" type="checkbox"/>	A majority of homeless assistance providers have case managers systematically assist clients in completing applications for mainstream benefit programs.
<input checked="" type="checkbox"/>	The CoC systematically analyzes its projects' APRs to assess and improve access to mainstream programs.
<input type="checkbox"/>	The CoC contains a specific planning committee to improve CoC-wide participation in mainstream programs.
<input checked="" type="checkbox"/>	A majority of homeless assistance providers use a single application form for four or more of the above mainstream programs.
<input checked="" type="checkbox"/>	The CoC systematically provides outreach and intake staff specific, ongoing training on how to identify eligibility and program changes for mainstream programs.
<input checked="" type="checkbox"/>	The CoC has specialized staff whose only responsibility is to identify, enroll, and follow-up with homeless persons on participation in mainstream programs.
<input checked="" type="checkbox"/>	A majority of homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments.
<input checked="" type="checkbox"/>	A majority of homeless assistance providers have staff systematically follow-up to ensure that mainstream benefits are received.
<input checked="" type="checkbox"/>	The CoC coordinates with the State Interagency Council(s) on Homelessness to reduce or remove barriers to accessing mainstream services.

CoC-Y

## Z: Unexecuted Grants Awarded Prior to the 2005 CoC Competition Chart

Project Number	Applicant Name	Project Name	Grant Amount
<b>No Unexecuted Grants</b>			
		<b>Total:</b>	

CoC-Z

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**AA: CoC Participation in Energy Star Chart**

HUD promotes energy-efficient housing. All McKinney-Vento funded projects are encouraged to promote energy efficiency, and are specifically encouraged to purchase and use Energy Star labeled products. For information on the Energy Star initiative go to: <http://www.energystar.gov>.

Have you notified CoC members of the Energy Star initiative?  Yes  No

Percentage of CoC projects on CoC Priority Chart using Energy Star appliances: 100%

CoC-AA

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**AB: Section 3 Employment Policy Chart**

	YES	NO
1. Is any project in your CoC requesting HUD funds for housing rehabilitation or new construction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CoC-AB

**T: CoC Current Funding and Renewal Projections**

**Supportive Housing Program (SHP) Projects:**

Type of Housing	All SHP Funds Requested (Current Year)		Renewal Projections				
	2006	2007	2008	2009	2010	2011	
Transitional Housing (TH)							
Safe Havens-TH							
Permanent Housing (PH) - TW	343,101		514,652			514,656	
Safe Havens-PH							
SSO - T-MAP	190,608	571,824			571,824		
HCCI	129,150		193,725			193,725	
HMIS							
<b>Totals</b>	<b>662,859</b>	<b>571,824</b>	<b>708,377</b>		<b>571,824</b>	<b>708,377</b>	

**Shelter Plus Care (S+C) Projects:**

Number of Bedrooms	All S+C Funds Requested (Current Year)		Renewal Projections							
	2006	2007	2008		2009		2010		2011	
	Units	\$	Units	\$	Units	\$	Units	\$	Units	\$
0	5	25,260	5	25,560	5	25,560	5	25,560	5	25,560
1	104	570,336	104	579,072	104	579,072	104	579,072	104	579,072
2	36	242,352	36	245,376	36	245,376	36	245,376	36	245,376
3	33	286,308	33	285,120	33	285,120	33	285,120	33	285,120
4	6	56,952	6	54,504	6	54,504	6	54,504	6	54,504
5	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>184</b>	<b>1,181,208</b>	<b>184</b>	<b>1,189,632</b>	<b>184</b>	<b>1,189,632</b>	<b>184</b>	<b>1,189,632</b>	<b>184</b>	<b>1,189,632</b>

# I: CoC Housing Inventory Charts

Emergency Shelter: Fundamental Components in CoC System – Housing Inventory Chart													
Provider Name	Facility Name	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code	Target Pop		Year-Round			Total Year-Round Beds	Other Beds	
			Ind.	Fam.		A	B	Fam. Units	Fam. Beds	Indiv. Beds		Seasonal	Overflow & Voucher
<b>Current Inventory</b>													
Topeka Rescue Mission	Topeka Rescue Mission	4	0	0	203408	M	-	0	204	94	298	0	30
YWCA Battered Women's Task Force Shelter	BWTF Shelter	N	0	0	203408	M	DV	4	16	0	16	0	0
<b>SUBTOTALS:</b>			0	0	<b>SUBTOT. CURRENT INVENTORY:</b>		4	220	94	314	0	30	
<b>New Inventory in Place in 2005 (Feb. 1, 2005 – Jan. 31, 2006)</b>													
None	None	None	0	0	None	0	0	0	0	0	0	0	0
<b>SUBTOTALS:</b>					<b>SUBTOTAL NEW INVENTORY:</b>								
<b>Inventory Under Development</b>													
None	None	None	Anticipated Occupancy Date		None	0	0	0	0	0	0	0	0
<b>SUBTOTAL INVENTORY UNDER DEVELOPMENT:</b>			<b>UNMET NEED TOTALS:</b>		0	193	48	241	0	0			
<b>Unmet Need</b>													
1. Total Year-Round Individual ES Beds:			94	4. Total Year-Round Family Beds:			220						
2. Year-Round Individual ES Beds in HMIS:			0	5. Year-Round Family ES Beds in HMIS:			0						
3. HMIS Coverage Individual ES Beds:			0%	6. HMIS Coverage Family ES Beds:			0%						
Divide line 2 by line 1 and multiply by 100. Round to a whole number.													

**I: CoC Housing Inventory Charts**

**Transitional Housing: Fundamental Components in CoC System – Housing Inventory Chart**

Provider Name	Facility Name	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code	Target Pop		Year-Round			Total Year-Round Beds	
			Ind.	Fam.		A	B	Family Units	Family Beds	Individ. Beds		
<b>Current Inventory</b>												
Cornerstone of Topeka	Cornerstone THEP	1	2	63	203408	FC	---	10	63	2	65	
Valeo Behavioral Health Care	Valeo THP	N	0	0	203408	M	---	3	3	41	44	
Breakthrough House	Breakthrough Hsg.	N	0	0	203408	SMF	---	0	0	28	28	
Veterans Administration	VA Housing	N	0	0	203408	SMF VET		0	0	20	20	
<b>SUBTOTALS:</b>			2	63	<b>SUBTOT. CURRENT INVENTORY:</b>			13	66	91	157	
<b>New Inventory in Place in 2005 (Feb. 1, 2005 – Jan. 31, 2006)</b>												
Valeo Behavioral Health Care	Valeo THP	N	0	0	203408	SMF	---	0	0	16	16	
<b>SUBTOTALS:</b>			0	0	<b>SUBTOTAL NEW INVENTORY:</b>			0	0	16	16	
<b>Inventory Under Development</b>												
None	None	None	Anticipated Occupancy Date									
<b>SUBTOTAL INVENTORY UNDER DEVELOPMENT:</b>												
<b>Unmet Need</b>												
<b>UNMET NEED TOTALS:</b>												
1. Total Year-Round Individual TH Beds:			117	4. Total Year-Round Family Beds:							66	
2. Year-Round Individual TH Beds in HMIS:			2	5. Year-Round Family TH Beds in HMIS:							63	
3. HMIS Coverage Individual TH Beds:			2%	6. HMIS Coverage Family TH Beds:							95%	
Divide line 2 by line 1 and multiply by 100. Round to a whole number.												
Divide line 5 by line 4 and multiply by 100. Round to a whole number.												

### I: CoC Housing Inventory Charts

#### Permanent Supportive Housing\*: Fundamental Components in CoC System – Housing Inventory Chart

Provider Name	Facility Name	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code	Target Population		Year-Round			Total Year-Round Beds
			Ind.	Fam.		A	B	Family Units	Family Beds	Individual/C H Beds	
<b>Current Inventory</b>											
City of Topeka HND	Shelter Plus Care	8	160	285	203408	M	---	112	285	160	445
Community Action, Inc.	Tanglewood Apt.s	5	14	0	203408	SMF	---	0	0	14	14
Breakthrough House	Breakthrough	N	0	0	203408	SMF	---	0	0	26	26
<b>SUBTOTALS:</b>			174	285	<b>SUBTOT. CURRENT INVENTORY:</b>			112	285	200	485
<b>New Inventory in Place in 2005 (Feb. 1, 2005 – Jan. 31, 2006)</b>											
None	None	None	0	0	None	None	None	0	0	0	0
<b>SUBTOTALS:</b>			0	0	<b>SUBTOTAL NEW INVENTORY:</b>			0	0	0	0
<b>Inventory Under Development</b>											
Cornerstone	Cornerstone	October, 2006	Anticipated Occupancy Date		203408	SMF	---	0	0	4	4
Breakthrough House	Breakthrough Housing	October, 2006			203408	SMF	---	0	0	2	2
<b>SUBTOTAL INVENTORY UNDER DEVELOPMENT:</b>					<b>SUBTOTAL INVENTORY UNDER DEVELOPMENT:</b>			0	0	6	6
<b>Unmet Need</b>					<b>Unmet Need Totals:</b>			0	26	85	111
1. Total Year-Round Individual PH Beds:			201		4. Total Year-Round Family Beds:				285		
2. Year-Round Individual PH Beds in HMIS:			174		5. Year-Round Family PH Beds in HMIS:				285		
3. HMIS Coverage Individual PH Beds: (Divide line 2 by line 1 and multiply by 100. Round to a whole number.)			87%		6. HMIS Coverage Family PH Beds: (Divide line 5 by line 4 and multiply by 100. Round to a whole number.)				100%		

\*Permanent Supportive Housing is: S+C, Section 8 SRO and SHP-Permanent Housing component. It also includes any permanent housing projects, such as public housing units, that have been dedicated exclusively to serving homeless persons.

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## Program Details in 2020 Format

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0001	In-Fill Housing Development	12 Construction of Housing	CDBG \$ 10,000
6257-3478	Housing	570.204	ESG \$ 0 HOME \$ 10,000 HOPWA \$ 0
	Project will facilitate and support new housing and subdivision development. These funds may undertake demolition / re-construction of affordable housing units.	2 Housing Units	TOTAL \$ 20,000
			Total Other Funding \$ 0
	Help the Homeless?	No	Start Date: 01/01/07
	Help those with HIV or AIDS?	No	Completion Date: 12/31/07
	Eligibility:	570.208(a)(3) - Low / Mod Housing	
	Subrecipient:	Local Government	
	Location(s):	CT & BG's	
	CT: 004000 BG: 3 County: 20177		CT: 002900 BG: 1 County: 20177
	CT: 004000 BG: 4 County: 20177		CT: 002900 BG: 2 County: 20177
	CT: 000400 BG: 1 County: 20177		CT: 002900 BG: 4 County: 20177
	CT: 000400 BG: 4 County: 20177		
	CT: 000500 BG: 3 County: 20177		
	CT: 001100 BG: 1 County: 20177		
	CT: 001100 BG: 2 County: 20177		
	CT: 001100 BG: 3 County: 20177		
	CT: 001200 BG: 1 County: 20177		
	CT: 001200 BG: 4 County: 20177		

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0002	Major Rehabilitation Program	14A Rehab; Single-Unit Residential	CDBG \$ 90,000 ESG \$ 0
6221-3445	Housing	570.202	HOME \$ 327,000 HOPWA \$ 0
	Project will rehabilitate owner-occupied housing units in selected areas. Up to 30% may be set aside for the rehabilitation of rental properties. An additional \$50,000 of City funds have been allocated, for a total of \$527,000.	13 Housing Units	Prior Funding \$ 60,000 CDBG PI \$ 477,000 TOTAL
	Help the Homeless?	No	Other Funding \$ 50,000
	Help those with HIV or AIDS?	No	Local Funds \$ 50,000 Total Other Funding
	Eligibility:	570.208(a)(3) - Low / Mod Housing	
	Subrecipient:	Local Government	
	Location(s):	CT & BG's	
	CT: 004000 BG: 3 County: 20177	CT: 002900 BG: 1 County: 20177	
	CT: 004000 BG: 4 County: 20177	CT: 002900 BG: 2 County: 20177	
	CT: 000400 BG: 1 County: 20177	CT: 002900 BG: 4 County: 20177	
	CT: 000400 BG: 4 County: 20177		
	CT: 000500 BG: 3 County: 20177		
	CT: 001100 BG: 1 County: 20177		
	CT: 001100 BG: 2 County: 20177		
	CT: 001100 BG: 3 County: 20177		
	CT: 001200 BG: 1 County: 20177		
	CT: 001200 BG: 4 County: 20177		

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

<b>Project ID/ Local ID</b>	<b>Project Title/Priority/ Objective/Description</b>	<b>HUD Matrix Code/Title/ Citation/Accomplishments</b>	<b>Funding Sources</b>
0003	Exterior Rehabilitation Program	14A Rehab; Single-Unit Residential	CDBG \$ 101,000 ESG \$ 0 HOME \$ 0 HOPWA \$ 0
6224-3408	Housing	570.202	
	Project will rehabilitate existing owner-occupied housing units and existing LMI occupied rental units in designated areas that are in need of significant exterior repairs. In addition, \$50,000 of City funds have been allocated, for a project total of \$201,000.	20 Housing Units	Prior Funding \$ 50,000 CDBG 2006 Prior Yr Funds \$ 151,000 TOTAL
	Help the Homeless?	No	Other Funding \$ 50,000
	Help those with HIV or AIDS?	No	Local Funds \$ 50,000 Total Other Funding
	Eligibility:	570.208(a)(3) - Low / Mod Housing	
	Subrecipient:	Local Government	
	Location(s):	CT & BG's	
	CT: 004000 BG: 3 County: 20177	CT: 002900 BG: 1 County: 20177	
	CT: 004000 BG: 4 County: 20177	CT: 002900 BG: 2 County: 20177	
	CT: 000400 BG: 1 County: 20177	CT: 002900 BG: 4 County: 20177	
	CT: 000400 BG: 4 County: 20177		
	CT: 000500 BG: 3 County: 20177		
	CT: 001100 BG: 1 County: 20177		
	CT: 001100 BG: 2 County: 20177		
	CT: 001100 BG: 3 County: 20177		
	CT: 001200 BG: 1 County: 20177		
	CT: 001200 BG: 4 County: 20177		

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

<b>Project ID/ Local ID</b>	<b>Project Title/Priority/ Objective/Description</b>	<b>HUD Matrix Code/Title/ Citation/Accomplishments</b>	<b>Funding Sources</b>
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0004	Emergency Rehabilitation	14A Rehab; Single-Unit Residential	CDBG \$ 200,000 ESG \$ 0
6223-3407	Housing	570.202	HOME \$ 0 HOPWA \$ 0

60 Housing Units

Project will assist LMI owner-occupants with emergency housing rehabilitation that pose a health and safety hazard. Assistance may be in the form of grants or deferred loans. An additional \$17,000 of City funds have been allocated, for a total of \$267,000.

Prior Funding  
CDBG 2006 Prior Yr Funds \$ 50,000  
TOTAL \$ 250,000

Help the Homeless? No Start Date: 01/01/07  
Help those with HIV or AIDS? No Completion Date: 12/31/07

Other Funding  
City Funds \$ 17,000  
Total Other Funding \$ 17,000

Eligibility: 570.208(a)(3) - Low / Mod Housing  
Subrecipient: Local Government  
Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0005	Accessibility Modifications	14A Rehab; Single-Unit Residential	CDBG \$ 10,000
6222-3406	Housing	570.202	ESG \$ 0
	Project will provide disability modifications to single family housing units. (Primarily ramps, door widening, and thresholds.)	5 Housing Units	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 10,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(3) - Low / Mod Housing  
 Subrecipient: Local Government  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0006	Voluntary Demolition	04 Clearance and Demolition	CDBG \$ 10,000 ESG \$ 0
6212-3404	Housing	570.201(d) 2 Housing Units	HOME \$ 0 HOPWA \$ 0
	Project will demolish substantially deteriorated, vacant structures primarily located within the at-risk and intensive care neighborhoods.		TOTAL \$ 10,000 Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(b)(2) - Slums / Blight Spot  
 Subrecipient: Local Government  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0007	Homeownership	14A Rehab; Single-Unit Residential	CDBG \$ 40,000 ESG \$ 0
6257-3471	Housing	570.202	HOME \$ 130,000 HOPWA \$ 0
	Project will assist with homeownership by providing deferred 2nd mortgages to subsidize the purchase cost and the rehabilitation of homes for LMI households. Pre- and post-homeownership training continues to be an integral part of the program. An additional \$50,000 of City funds has been allocated for a project total of \$300,000.	12 Housing Units	Prior Funding \$ 80,000 HOME PI
			TOTAL \$ 250,000
			Other Funding \$ 50,000 City Funds \$ 50,000 Total Other Funding
Help the Homeless?	No	Start Date: 01/01/07	
Help those with HIV or AIDS?	No	Completion Date: 12/31/07	
Eligibility:	570.208(a)(3) - Low / Mod Housing		
Subrecipient:	Local Government		
Location(s):	Community Wide		

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0008	Homeownership Counseling	13 Direct Homeownership Assistance	CDBG \$ 55,000 ESG \$ 0
6257-3471	Housing	570.201(n)	HOME \$ 0 HOPWA \$ 0
	Project will support the delivery of project #7 (Homeownership) and assist LMI households with pre-ownership and post-ownership training, provided in both Spanish and English. Accomplishment data will be reported in project #7. An additional \$33,000 of City Funds will be provided for this project, for total funding of \$88,000.	20 Households (General)	TOTAL \$ 55,000 Other Funding \$ 33,000 City Funds \$ 33,000 Total Other Funding \$ 33,000

Help the Homeless? No Start Date: 01/01/07

Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(3) - Low / Mod Housing

Subrecipient: Local Government

Location(s): Community Wide

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0009	CHDO Rental Housing Set Aside	14A Rehab; Single-Unit Residential	CDBG \$ 0
6565-3440	Housing	570.202	ESG \$ 0 HOME \$ 110,000 HOPWA \$ 0
	Project will assist CHDO's to provide affordable quality rental housing units for LMI households.	2 Housing Units	TOTAL \$ 110,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: CHDO - 92.2  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0010	CHDO Operating Subsidy (5% of HOME)	211 HOME CHDO Operating Expenses (subject to 5% cap)	CDBG \$ 0 ESG \$ 0
6565-3500	Housing		HOME \$ 35,000 HOPWA \$ 0
	Project provides 5% HOME funds for CHDO operating expenses.	3 Organizations	TOTAL \$ 35,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: CHDO - 92.2  
 Location(s): N/A

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0011	Security and Utility Deposit Assistance	05Q Subistence Payments	CDBG \$ 0
6565-2890	Homeless & HIV/AIDS	570.204	ESG \$ 0 HOME \$ 10,000 HOPWA \$ 0
	Project provides Shelter Plus Care participants, and possibly others, assistance with security and utility deposits.	25 People (General)	TOTAL \$ 10,000
			Total Other Funding \$ 0

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: Local Government  
 Location(s): Community Wide

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<b>Project ID/ Local ID</b>	<b>Project Title/Priority/ Objective/Description</b>	<b>HUD Matrix Code/Title/ Citation/Accomplishments</b>	<b>Funding Sources</b>
0012	Housing Rehabilitation Program Delivery	14H Rehabilitation Administration	CDBG \$ 490,000
6229	Housing	570.202	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project provides funds for costs directly associated with administering the CDBG programs that rehabilitate residential housing units.	1 Organizations	TOTAL \$ 490,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: Local Government  
 Location(s): N/A

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0013	Comprehensive Development	18A ED Direct Financial Assistance to For-Profits	CDBG \$ 5,000 ESG \$ 0
6259-3499	Economic Development	570.203(b)	HOME \$ 0 HOPWA \$ 0
	Project will support economic development activities that will have multiple impact on LMI area neighborhoods.	1 Jobs	TOTAL \$ 5,000
			Total Other Funding \$ 0
	Help the Homeless?	No	Start Date: 01/01/07
	Help those with HIV or AIDS?	No	Completion Date: 12/31/07
	Eligibility:	570.208(a)(4) - Low / Mod Jobs	
	Subrecipient:	Local Government	
	Location(s):	CT & BG's	
		CT: 002900 BG: 1 County: 20177	
		CT: 002900 BG: 2 County: 20177	
		CT: 002900 BG: 4 County: 20177	
		CT: 000400 BG: 3 County: 20177	
		CT: 000400 BG: 4 County: 20177	
		CT: 000500 BG: 3 County: 20177	
		CT: 001100 BG: 1 County: 20177	
		CT: 001100 BG: 2 County: 20177	
		CT: 001100 BG: 3 County: 20177	
		CT: 001200 BG: 1 County: 20177	
		CT: 001200 BG: 4 County: 20177	

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0014	Micro Business Loan - Revolving Loan	18C Micro-Enterprise Assistance	CDBG \$ 50,000
6259-3485	Economic Development	570.201(o)	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project will facilitate and support micro-business growth by providing prospective business owners training, mentoring, and loans. Prior years Micro-business revolving loan funds will roll forward into the current year.	3 Businesses	TOTAL \$ 50,000 Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07

Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(4) - Low / Mod Jobs  
Subrecipient: Subrecipient Private 570.500(c)  
Location(s): Community Wide

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0015	Little Oakland Park	03F Parks, Recreational Facilities	CDBG \$ 42,000
6241-3905	Public Facilities	570.201(c)	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project will remove old sidewalks and install a central walkway that ties all of the park elements together. Project also will provide 2 shelter tables.	1 Public Facilities	TOTAL \$ 42,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): CT & BG's

CT: 000900 BG: 2 County: 20177

**U.S. Department of Housing & Urban Development  
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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0016	McKinley Park	03F Parks, Recreational Facilities	CDBG \$ 14,100
6241-3925	Public Facilities	570.201(c)	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project will construct a small shelter over a picnic table, provide several spring-toy play equipment items, repair the restroom's plumbing and place a segment of fence on the west side of the park.	1 Public Facilities	TOTAL \$ 14,100
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07

Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): CT & BG's

CT: 000700 BG: 1 County: 20177

**U.S. Department of Housing & Urban Development  
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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0017	Central Park - Parking and Sidewalks	03F Parks, Recreational Facilities	CDBG \$ 10,000 ESG \$ 0
6241-3936	Public Facilities	570.201(c)	HOME \$ 0 HOPWA \$ 0
	Project will provide the park a small seven car parking lot with one space to be handicap assessable and a sidewalk connecting the parking lot to the existing walkway to the open-air shelter.	1 Public Facilities	TOTAL \$ 10,000 Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): CT & BG's

CT: 000400 BG: 3 County: 20177

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0018	North Topeka West - Sidewalks	03L Sidewalks	CDBG \$ 62,630
6242-3925	Public Facilities	570.201(c)	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project will provide sidewalks at these locations: North side of NW Morse St, between NW Tyler St and NW Eugene St; North side of NW Gordon St, between NW Polk St and NW Western Ave; North side of NW Gordon St, between Topeka Blvd and NW Tyler St.	2930 People (General)	TOTAL \$ 62,630
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): CT & BG's

CT: 000700 BG: 1 County: 20177  
 CT: 000700 BG: 2 County: 20177

**U.S. Department of Housing & Urban Development  
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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0019	Oakland Community Center - Marquee	03F Parks, Recreational Facilities	CDBG \$ 6,000
6245-3905	Public Facilities	570.201(c)	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project will construct a dispaaly marquee at the Oakland Community Center, so all residents of this LMI area will be aware of available activities.	1 Public Facilities	TOTAL \$ 6,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): CT & BG's

- CT: 000900 BG: 1 County: 20177
- CT: 000900 BG: 2 County: 20177
- CT: 000900 BG: 3 County: 20177
- CT: 001000 BG: 1 County: 20177
- CT: 001000 BG: 2 County: 20177
- CT: 001000 BG: 3 County: 20177
- CT: 001000 BG: 4 County: 20177

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0020	Historic Free State Capitol	16B Non-Residential Historic Preservation	CDBG \$ 9,300 ESG \$ 0
6245-3990	Public Facilities	570.202(d)	HOME \$ 0 HOPWA \$ 0
	Project will provide for the removal of construction debris and exterior security lighting to insure project safety.	1 Organizations	TOTAL \$ 9,300
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(b)(2) - Slums / Blight Spot  
 Subrecipient: Local Government  
 Location(s): Addresses

427-429 S Kansas, Topeka, KS 66603

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0021	Wayside Park	03F Parks, Recreational Facilities	CDBG \$ 5,970
6245-3999	Public Facilities	570.201(c)	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project will clear the vacant lot at 15th and Quincy St to create a LMA neighborhood park. Project will regrade and add turf, trees & shrubs; install sidewalks, brick pavers and benches.	1 Public Facilities	TOTAL \$ 5,970
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): Addresses

15th and Quincy Streets, Topeka, KS 66612

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0022	KS Dept of Corrections-Affordable Housing	14A Rehab; Single-Unit Residential	CDBG \$ 87,000
6257-3425	Housing	570.202	ESG \$ 0
		5 Housing Units	HOME \$ 0
	Project will provide two crews of five to seven minimum security women prisoners for the rehabilitation of affordable housing units and/or the rehab of sidewalks. Funds will be used for supervisors salaries, as well as materials and supplies needed for projects.		HOPWA \$ 0
			TOTAL \$ 87,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(3) - Low / Mod Housing  
 Subrecipient: Local Government  
 Location(s): Community Wide

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0023	Neighborhood Services-NIA Support (PS)	05 Public Services (General)	CDBG \$ 50,000
6238-3420	Public Services	570.201(e)	ESG \$ 0
	Project will support neighborhood groups and organizations to improve their capacity to carry out LMI area development activities.	44363 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 50,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): N/A

**U.S. Department of Housing & Urban Development  
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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0024	Anti Blight / Nuisance Prevention (PS)	05 Public Services (General)	CDBG \$ 80,000 ESG \$ 0
6233-3412	Public Services	570.201(e)	HOME \$ 0 HOPWA \$ 0
	Project will support the clean-up of low/mod areas by providing: 1) dumpsters for LMI area clean ups, 2) KDOC crew for public right-of-way clean-ups in LMI areas and 3) provide tool to households residing in LMI areas for minor home maintenance & repairs.	53304 People (General)	TOTAL \$ 80,000 Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(1) - Low / Mod Area  
 Subrecipient: Local Government  
 Location(s): N/A

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0025	Breakthrough House-Living Program (PS)	05B Handicapped Services	CDBG \$ 27,186 ESG \$ 0
6271-3815	Special Needs/Non-Homeless	570.201(e)	HOME \$ 0 HOPWA \$ 0
	Project will provide individuals with severe and persistent mental illness with face to face interventions to help promote living independently.	80 People (General)	TOTAL \$ 27,186
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Addresses

603 SW Topeka Blvd, Topeka, KS 66603

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0026	Breakthrough House-Freedom House (PS)	05B Handicapped Services	CDBG \$ 8,664
6271-3816	Special Needs/Non-Homeless	570.201(e)	ESG \$ 0
	Project provides a clubhouse to LMI adults with severe and persistent mental illness, including those who are homeless, providing transitional support, prevocational activities, employment and peer support in a pleasant and meaningful environment.	318 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 8,664
			Total Other Funding \$ 0

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Addresses

815 SW 5th Street, Topeka, KS 66603

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0027	Breakthrough House-Emergency Aid (PS)	05Q Subistence Payments	CDBG \$ 15,438
6271-3817	Special Needs/Non-Homeless	570.204	ESG \$ 0
	Project provides emergency services to persons at risk of becoming homeless or are homeless. Services such as rent & utility assistance, medication vouchers, and bus tickets for doctor and work activities are provided.	1996 Persons at Risk of Homelessness	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 15,438
			Total Other Funding \$ 0

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Community Wide

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<b>Project ID/ Local ID</b>	<b>Project Title/Priority/ Objective/Description</b>	<b>HUD Matrix Code/Title/ Citation/Accomplishments</b>	<b>Funding Sources</b>
0028	Doorstep, Inc. - Emergency Services (PS)	05Q Subistence Payments	CDBG \$ 24,386
6271-3824	Public Services	570.204	ESG \$ 0
	Project provides emergency services in the form of rent & utility assistance, prescription & transportation vouchers and clothing.	3287 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 24,386
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Community Wide

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0029	Cornerstone - Transitional Housing (PS)	05 Public Services (General)	CDBG \$ 8,474
6271-3827	Homeless & HIV/AIDS	570.201(e)	ESG \$ 0
	Project provides transitional housing to homeless families. Program includes education, case management, and other services to help break the cycle of homelessness.	134 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 8,474
			Total Other Funding \$ 0

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Suppressed

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0030	Let's Help - Comprehensive Emergency (PS)	05Q Subistence Payments	CDBG \$ 22,310
6271-3855	Special Needs/Non-Homeless	570.204	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project provides short-term emergency services to homeless, disabled or elderly persons living in poverty. Services include rent/mortgage and utility payments.	3244 People (General)	TOTAL \$ 22,310
			Total Other Funding \$ 0

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Community Wide

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<b>Project ID/ Local ID</b>	<b>Project Title/Priority/ Objective/Description</b>	<b>HUD Matrix Code/Title/ Citation/Accomplishments</b>	<b>Funding Sources</b>
0031	Community Action - Family Development (PS)	05 Public Services (General)	CDBG \$ 18,831
6271-3860	Public Services	570.201(e)	ESG \$ 0
	Project promotes family self-sufficiency, reducing dependency on public assistance. LMI families are provided opportunities for English as a second language, employment, business and social skill training.	895 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 18,831
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Community Wide

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0032	Meals on Wheels-Home Delivery (PS)	05 Public Services (General)	CDBG \$ 7,000
6271-3960	Public Services	570.201(e)	ESG \$ 0
	Project provides home delivered meals to homebound, frail, elderly and disabled residents of the City. An additional \$23,000 of City funds make a project total of \$30,000.	1200 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 7,000
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Community Wide

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0033	Big Brothers Big Sisters - Youth Mentoring (PS)	05D Youth Services	CDBG \$ 6,006
6274-3810	Youth Programs	570.201(e)	ESG \$ 0
	Project provides mentoring, training and social/recreational activities to youth from single parent LMI households. An additional \$10,000 in City funds will be provided for this project.	303 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 6,006
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Community Wide

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0034	Lake Shore Learning - School Age Program (PS)	05L Child Care Services	CDBG \$ 4,062 ESG \$ 0
6274-3847	Youth Programs	570.201(e)	HOME \$ 0 HOPWA \$ 0
	Project provides before and after school care/programming, holiday and full-day summer camp for children ages 5-13, including transportation to 3 area schools. Mentoring for homework, sports, games, art, computer classes and field trips are some of the program activities. An additional \$3,000 in City funds will also be provided.	32 People (General)	TOTAL \$ 4,062 Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Addresses

2630 SE California Ave, Topeka, KS 66605

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Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0035	Community Action - Project Attention (PS)	05D Youth Services	CDBG \$ 29,659
6274-3860	Youth Programs	570.201(e)	ESG \$ 0
	Project provides free school supplies, eye exams and glasses, head lice treatments, clothes and shoes to youth of LMI households.	9942 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 29,659
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0036	TDC - Parent/Child Learning Center (PS)	05L Child Care Services	CDBG \$ 7,627
6274-3885	Youth Programs	570.201(e)	ESG \$ 0
	Project provides quality child care for infants & toddlers of LMI teen mothers who are completing their education.	23 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 7,627
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Addresses

2424 SE California Ave, Topeka, KS 66607

**U.S. Department of Housing & Urban Development  
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 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0037	TDC - Project Mend (PS)	05N Abused and Neglected Children	CDBG \$ 8,474
6274-3886	Youth Programs	570.201(e)	ESG \$ 0
	Project serves abused, neglected and at-risk children and their families by providing parent education, home visits, support groups, formal parenting education and transportation as needed.	18 People (General)	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 8,474
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Suppressed

**U.S. Department of Housing & Urban Development  
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 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0038	TDC - Full Day Care (PS)	05L Child Care Services	CDBG \$ 11,883
6274-3887	Youth Programs	570.201(e)	ESG \$ 0 HOME \$ 0 HOPWA \$ 0
	Project provides quality affordable full day care and early education for children of very-LMI working households. An additional \$6,948 of City funds will be provided for this project.	132 People (General)	TOTAL \$ 11,883
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Addresses

2200 SW Gage Blvd., Bldg 61, Topeka, KS 66604  
 2245 SW Eveningside Dr., Topeka, KS 66614

**U.S. Department of Housing & Urban Development  
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 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0039	Breakthrough House - ESG	03C Homeless Facilities (not operating costs)	CDBG \$ 0 ESG \$ 3,500
6566-3815	Homeless & HIV/AIDS	570.201(c)	HOME \$ 0 HOPWA \$ 0
	Project provides: 1) Essential Services (\$1,500) to homeless persons in the form of medical vouchers and limited dental services and 2) Homeless Prevention (\$2,000) for rent & utility assistance.	84 People (General)	TOTAL \$ 3,500
			Other Funding \$ 3,500 Match - Cash \$ 3,500 Total Other Funding \$ 3,500

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Suppressed

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0040	Doorstep - ESG	03C Homeless Facilities (not operating costs)	CDBG ESG \$ 0 \$ 7,000
6566-3816	Homeless & HIV/AIDS	570.201(c)	HOME HOPWA \$ 0 \$ 0
	Project provides Homeless Prevention (\$7,000) in the form of rent and utility assistance.	14 People (General)	TOTAL \$ 7,000
			Other Funding Match-Cash Donations Total Other Funding \$ 7,000 \$ 7,000

Help the Homeless? Yes  
 Help those with HIV or AIDS? No  
 Start Date: 01/01/07  
 Completion Date: 12/31/07

Eligibility:  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Suppressed

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
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0041	Cornerstone - ESG	03C Homeless Facilities (not operating costs)	CDBG ESG \$ 32,950
6566-3828	Homeless & HIV/AIDS	570.201(c)	HOME HOPWA \$ 0 \$ 0
	Project provides: 1) Shelter Operation (\$31,450) and 2) Essential Services (\$1,500) in the form of health services, school supplies, transportation and childcare.	96 People (General)	TOTAL \$ 32,950
			Other Funding Match-Volunteer Hours Total Other Funding \$ 32,950 \$ 32,950

Help the Homeless? Yes Start Date: 01/01/07

Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:

Subrecipient:

Location(s):

Subrecipient Public 570.500(c)

Suppressed

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
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0042	YWCA-Battered Women Task Force - ESG	03C Homeless Facilities (not operating costs)	CDBG ESG \$ 11,200
6566-3838	Homeless & HIV/AIDS	570.201(c)	HOME HOPWA \$ 0 \$ 0
	Project provides: 1) Shelter Operations (\$10,200) and 2) Essential Services (\$1,000) for medical, dental and eyeware assistance.	200 People (General)	TOTAL \$ 11,200
			Other Funding Match-Cash United Way \$ 11,200 Total Other Funding \$ 11,200

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Suppressed

**U.S. Department of Housing & Urban Development  
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 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0043	Community Action - ESG	03C Homeless Facilities (not operating costs)	CDBG ESG \$ 13,000
6566-3860	Homeless & HIV/AIDS	570.201(c)	HOME HOPWA \$ 0 \$ 0
	Project provides: 1) Essential Services (\$7,000) for employment counseling and staff assistance in obtaining other government assistance and permanent housing and 2) Homeless Prevention (\$6,000) for rent & utility assistance.	110 People (General)	TOTAL \$ 13,000
			Other Funding Match-CSBG \$ 13,000
			Total Other Funding \$ 13,000

Help the Homeless? Yes Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: Subrecipient Public 570.500(c)  
 Location(s): Suppressed

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0044	Kansas Legal Services - ESG	03C Homeless Facilities (not operating costs)	CDBG \$ 0 ESG \$ 15,000
6566-3897	Homeless & HIV/AIDS	570.201(c)	HOME \$ 0 HOPWA \$ 0
	Project will provide Essential Services in the form of rent & utility deposits for chronically homeless clients and emergency medical & dental needs.	75 People (General)	TOTAL \$ 15,000 Other Funding Match-Cash Donation \$ 15,000 Total Other Funding \$ 15,000

Help the Homeless? Yes Start Date: 01/01/07

Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:

Subrecipient: Subrecipient Public 570.500(c)

Location(s): Suppressed

**U.S. Department of Housing & Urban Development  
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 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
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0045	Administration	21A General Program Administration	CDBG \$ 422,000
	Planning & Administration	570.206	ESG \$ 4,350
		0 N/A	HOME \$ 78,000
			HOPWA \$ 0
			TOTAL \$ 504,350
			Total Other Funding \$ 0

Project supports a broad range of financial planning, monitoring, evaluation, general management, coordination and oversight activities. CDBG administration is 20% of grant plus program income. HOME administration is 10% of grant plus program income.

Help the Homeless? No Start Date: 01/01/07  
 Help those with HIV or AIDS? No Completion Date: 12/31/07

Eligibility:  
 Subrecipient: Local Government  
 Location(s): N/A

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## Performance Measures

		2007 Project #	Title	TOTAL Budget (All Sources)	Projected # Units	Unit Type	Projected # Beneficiaries
<b>Enhance Suitable Living Environment</b>	<b>Improved or New - Availability/Accessibility</b>	#0025	Breakthrough House - Living Program (PS)	\$27,186-CDBG	80	People with Special Needs	80 Low/Mod Clientele
		#0022	Breakthrough House - Freedom House (PS)	\$8,664-CDBG	318	People with Special Needs	318 Low/Mod Clientele
		#0029	Cornerstone - Transitional Housing (PS)	\$8,474-CDBG	134	Homeless Persons	134 Homeless Persons
		#0032	Meals on Wheels - Home Delivery (PS)	\$7,000-CDBG	1,200	People	1,200 Low/Mod Clientele
		#0033	Big Brother & Big Sisters Youth Mentoring (PS)	\$6,006-CDBG	303	Youth	303 Low/Mod Clientele
		#0035	Community Action-Project Attention (PS)	\$29,659-CDBG	9,942	Youth	9,942 Low/Mod Clientele
		#0037	TDC - Project Mend (PS)	\$8,474-CDBG	18	Youth	18 Low/Mod Clientele
		#0035	Breakthrough House - ESG	\$3,500-ESG	84	Homeless Persons	90 Low/Mod Clientele
		#0041	Cornerstone - ESG - Transitional Homeless Shelter	\$32,950-ESG	96	Homeless Persons	96 Homeless Persons
		#0042	Battered Women - ESG - Homeless Shelter	\$11,200-ESG	200	Homeless Persons	200 Homeless Persons
	<b>Improved or New Affordability</b>						
<b>Enhance Suitable Living Environment</b>	<b>Improved or New Sustainability</b>	#0003	Exterior Rehabilitation	\$151,000-CDBG \$50,000-Local	20	Housing Units	20 Low/Mod Households
		#0006	Voluntary Demolition	\$10,000-CDBG	2	Housing Units	2 Slum/Blight Spot
		#0015	Little Oakland Park Improvements	\$42,000-CDBG	1	Public Facility	1,097 People
		#0016	McKinley Park Improvements	\$14,100-CDBG	1	Public Facility	1,261 People
		#0017	Central Park Improvements	\$10,000-CDBG	1	Public Facility	1,147 People
		#0018	North Topeka West Sidewalks	\$62,630-CDBG	1	Public Facility	2,930 People
		#0019	Oakland Community Center Improvements	\$6,000-CDBG	1	Public Facility	6,009 People
		#0020	Historic Free State Capitol Improvements	\$9,300-CDBG	1	Non-Residential Historic Preservation	1 Organization
		#0021	Wayside Park Improvements	\$5,9700-CDBG	1	Public Facility	808 People
		#0023	Neighborhood Services (PS)	\$50,000-CDBG	18	Low/Mod Neighborhood Area	44,363 People
		#0020	Anti-Blight / Nuisance Prevention (PS)	\$80,000-CDBG	52	Low/Mod CT/BG	50,553 People

2007 Project #	Title	TOTAL Budget (All Sources)	Projected # Units	Unit Type	Projected # Beneficiaries
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<b>Create Decent Housing</b>	<b>Improved or New Available/ Accessibility</b>	#0002	Major Rehabilitation	\$90,000-CDBG \$327,000-HOME \$50,000-Local	13	Housing Units	13 Low/Mod Households
		#0004	Emergency Rehabilitation	250000-CDBG \$17,000-Local	60	Housing Units	60 Low/Mod Households
		#0005	Accessibility Modifications	\$10,000-CDBG	5	Housing Units	5 Low/Mod Households
	<b>Improved or New Affordability</b>	#0001	Infill Housing	\$10,000 HOME \$10,000 CDBG	2	Housing Units	2 Low/Mod Households
		#0009 # 0010	CHDO Rental Housing	\$145,000-HOME	2	Housing Units	2 Low/Mod Households
		#0007	Homeownership	\$40,000-CDBG \$210,000-HOME \$50,000-Local	12	Housing Units	12 Low/Mod Households
		#0011	Tenant Base Rental Assistance	\$10,000-HOME	25	Subsistence Payments	25 Homeless Persons
		#0022	KDOC Affordable Housing	\$87,000-CDBG	5	Housing Units	5 Low/Mod Households
		#0027	Breakthrough House - Emergency Aid (PS)	\$15,438-CDBG	1,996	Subsistence Payments	1,996 People at Risk of Homelessness
		#0028	Doorstep - Emergency (PS)	\$24,386-CDBG	3,287	Subsistence Payments	3,287 People at Risk of Homelessness
		#0030	Let's Help - Emergency Services (PS)	\$22,310-CDBG	3,244	Subsistence Payments	3,244 People at Risk of Homelessness
		#0037	Doorstep - ESG - Homeless Prevention	\$7,000-ESG	14	Subsistence Payments	14 People at Risk of Homelessness
	<b>Improved or New Sustainability</b>	#0008	Homeownership Counseling	\$55,000-CDBG \$33,000-Local	12	Housing Units	12 Low/Mod Households

2007 Project #	Title	TOTAL Budget (All Sources)	Projected # Units	Unit Type	Projected # Beneficiaries
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<b>Provide Economic Opportunity</b>	<b>Improved or New Availability</b>	#0027	Community Action-Family Development (PS)	\$18,831-CDBG	895	People	895 Low/Mod Clientele
		#0040	Community Action Employment Counseling -ESG-	\$13,000-ESG	110	Homeless Persons	110 Homeless Persons
		#0041	Ks Legal Services T-Map -ESG-	\$15,000-ESG	75	Homeless Persons	75 Homeless Persons
	<b>Improved or New Affordability</b>	#0014	Micro Business	\$50,000-CDBG	3	Businesses	3 Low/Mod Clientele
	<b>Improved or New Sustainability</b>	#0013	Comprehensive Development	\$5,000-CDBG	1	LMI Jobs	1 Job
		#0030	Lakeshore Learning-School Age (PS)	\$4,062-CDBG	32	Youth	32 Low/Mod Clientele
		#0036	TDC - Parent/Child Learning (PS)	\$7,627-CDBG	23	Youth	23 Low/Mod Clientele
		#0038	TDC - Full Day Care (PS)	\$11,883-CDBG	132	Youth	132 Low/Mod Clientele