
TOPEKA HOUSING AUTHORITY
5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

Topeka Housing Authority Five Year Plan Annual Plan

Agency Identification

PHA Name: Topeka Housing Authority (THA)

PHA Number: KS-002

PHA Fiscal Year Beginning: January 1, 1999

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

THA's administrative office, 2010 SE California, Topeka, KS, 66607
The Topeka Public Library, 1515 W. 10th Street, 66604

Display Locations For PHA Plans and Supporting Documents

THA's Plans (including attachments) are available for public inspection at:

THA's administrative office, 2010 SE California, Topeka, KS, 66607
The Topeka Public Library, 1515 W. 10th Street, 66604

THA Plan Supporting Documents are available for inspection at:

THA's administrative office, 2010 SE California, Topeka, KS, 66607

5-YEAR PLAN
FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

The mission of the Topeka Housing Authority (THA) is to provide quality, accessible, affordable housing for individuals, families, and neighborhoods. To accomplish this the THA Advisory Board of Commissioners has determined that:

- A) The primary mission of THA is to provide housing;
- B) THA will be a market competitive, efficient, effectively managed housing authority;
- C) THA will work to improve the health of neighborhoods in which THA properties are located;
- D) THA will be a housing authority with a sound, long-term financial future; and
- E) As a complement to its primary responsibility of providing housing THA will act as a conduit to help social service organizations meet the non-housing related needs of THA tenants.

B. Goals

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

THA Goal 1: Expand the supply of assisted housing

As is indicated, the intent of this Goal is to meet transition as opposed to permanent housing needs of Topeka residents and at the same time generate resources for THA.

THA will designate an unspecified but limited number of existing vacant units for this purpose. No current tenants will be displaced. A contract will be developed that allocates these units to a social service provider at an average monthly rental rate that exceeds THA's current average per unit rental and subsidy income. THA will lose the ACC subsidy for these units, but will realize increased per unit income through these provider payments. One of the key benefits is that the provider will be able to give the necessary supportive services that the THA cannot deliver. Unlike THA the provider will be able to immediately house persons in these units and provide the services necessary that will enhance the quality of life for family members.

This strategy does not increase the overall number of affordable housing units available but it does increase the number of transition units available for the population that requires supportive services. In addition, it is anticipated that it will increase THA vacancy rates as during a transition period at

least some of the persons in these housing units will apply for, be determined eligible, and be able to move directly from this transition housing to a regular THA unit.

Preliminary discussions with social service providers suggest that women with children who are temporarily displaced for any of a number of reasons including abuse will be the primary beneficiaries of this transition housing initiative.

Objective 1: Provide additional transitional housing

THA will contract with a partner or partners to make housing and supportive services available to households that are in a short-term transition from one housing arrangement to another. Necessary lease agreements and guidelines will be developed and utilized to make this partnership possible. (Note: For purposes of this part transitional housing is not shelter. THA assumes that shelter needs will continue to be met by other providers.)

THA's intent in doing so will be to:

- A) Assist families with children and special target populations that need transitional housing; and,
- B) Build a pool of THA discretionary funds.

Milestones

8	Units available for transitional housing first year
\$40k	First year THA revenue
16	Units available for transitional housing second year
\$80	Second year THA revenue
24	Units available for transitional housing third year
\$120k	Third year THA revenue

Tasks and Timetable

Tasks	Timetable
A. Design program and guidelines	12/00
B. Secure partners/sign agreements	02/01
C. Designate units as transition housing	03/01
D. HUD approval to remove units from rent roll	04/01
E. Prepare vacant units for occupancy	06/01
F. House first transitional tenants	07/01

Objective 2: Secure HOPE VI or similar funds to support the revitalization of a THA complex and its neighborhood

THA will play a lead role in securing HOPE VI or similar funds that make possible the revitalization of a THA complex and surrounding neighborhood.

THA's intent in doing so will be to:

- A) Improve the quality of a THA complex;
- B) Improve a neighborhood that contains a THA complex; and,
- C) Develop a successful neighborhood revitalization model.

Milestones

- \$20m In outside funding mobilized
- \$10m In local resources mobilized
- 200 New or substantially rehabilitated public housing units by 06/04
- 50 New or substantially rehabilitated private sector units by 06/04
- 40 New homeowners

Tasks and Timetable

Tasks	Timetable
A. Identify funding sources	01/01
B. Develop and submit funding requests	06/01
C. Secure funding	09/01
D. Initiate project	10/01

Objective 3: Mobilize resources

THA will make systematic efforts to secure additional public and private grant funds. All funds sought and secured will further THA's vision and operating principles.

THA's intent in mobilizing these funds will be to:

- A) Expand the scope and quality of its housing activities.

Milestones

- \$300k Funds mobilized in 2001
- \$500k Funds mobilized in 2002
- \$700k Funds mobilized in 2003-2005 (avg/yr)

Tasks and Timetable

Tasks	Timetable
A. Prepare and submit funding applications	
\$400k In five submissions	2001
\$700k In eight submissions	2002
\$1.1m In twelve submissions (avg/yr)	2003-2005
B. Make personal contacts with funding officials	
20 Contacts	2001
30 Contacts	2002
40 Contacts	2003-2005

THA Goal 2: Improve the quality of assisted housing

Objective 1: Prepare plans

THA will develop and utilize quality long and short range plans. These plans will be subject to on-going review and improvement by the Advisory Board of Commissioners and Mayor.

THA's intent in doing so will be to:

- A) Move THA from troubled status to the status of a high performing public housing agency.

Milestones

- 09/99 Long range plan complete
- 12/99 Annual plan complete

Tasks and Timetable

Tasks	Timetable
A. Prepare draft long range plan	09/00
B. Finalize long range plan	10/00
C. Prepare draft one year plan	10/00
D. Finalize one year plan	12/00

Objective 2: Remedy troubled agency status

THA will work with HUD officials to move THA from the status of a troubled agency to that of a standard performer.

THA's intent in doing so will be to:

- A) Meet HUD requirements for operating a public housing agency;
- B) Increase THA's overall efficiency and effectiveness.

Milestones

- 60% HUD performance on 01/01
- 80% HUD performance on 07/01
- 97% HUD performance on 01/02

Note: These scores will only reflect performance status on these dates. They will not be cumulative, and thus will not represent actual HUD performance scores based on a twelve month period.

Tasks and Timetables

Tasks	Timetable
A. Finalize TARC MOA	09/99
B. Implement MOA	Thru 01/01

Objective 3: Enhance THA's long-term future through changes in structure and governance

Having set out where THA is going in terms of its vision, program initiatives, and organizational development, the THA Advisory Board of Commissioners will lead the task of identifying how best to achieve these ends. This will involve an effort to explore and develop new, better ways to structure and govern THA.

THA's intent in doing so will be to:

- A) Increase THA's efficiency and effectiveness;
- B) Increase THA's entrepreneurial capacity;
- C) Make it easier to mobilize and generate resources to support THA operations and initiatives; and,
- D) Insure that THA can continue to meet the affordable housing needs of low income and very low income households.

Milestones

- 12/00 New structure and method of governance designed
- 01/01 New structure and method of governance in place

Tasks and Timetable

Tasks	Timetable
A. Identify options	10/00
B. Solicit public input regarding options	11/00
C. Select an option to pursue	12/00
D. Develop necessary proposals	02/01
E. Secure City Council approval for new structure	06/01
F. Prepare successor in interest documents	09/00
G. Complete transition	01/02

THA Goal 3: Increase assisted housing choices

Objective 1: Convert all or part of a complex to tenant ownership

THA will explore the conversion of all or a part of a complex to tenant ownership and will pursue this option if it proves feasible. THA's intent in doing so will be to:

- A) Increase the number of low and moderate income homeowners.

All or a portion of a complex may be sold to eligible residents or to a resident organization in order to promote home ownership. This strategy will involve efforts to mobilize both public and

private sector funds and it may involve contracts with a private developer and/or property management firm as well as the use of tax credits to reduce the net cost of homeownership.

Milestones

- 10 First time homebuyers by 06/03
- \$200k In private sector financing secured to finance homeownership

Tasks and Timetable

Tasks	Timetable
A. Complete a feasibility study	05/01
B. If feasible, complete a Homeownership Plan	09/01
C. Submit Homeownership Plan to HUD	10/01
D. Secure HUD approval	04/02
E. Begin sales of units	06/02
F. Complete sales of units	10/02

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

THA Goal 1: Provide an improved living environment

Objective 1: Create an elderly only complex

THA will designate one or more complexes as elderly only, provided that the results of an analysis of need and interest indicates that this is appropriate. THA's intent in doing so will be to:

- A) Improve the quality of housing and housing experiences available to elderly THA tenants;
- B) Increase the sense of security of elderly THA tenants;
- C) Increase the number of elderly persons served by THA; and,
- D) Maintain tenant income mix.

The decision to select a complex or complexes for designation as elderly only will be based on an analysis of interest and need and an assessment of the capacity of THA to arrange for necessary non-housing related services.

Milestones

- 1 Elderly only complex will be designated by 07/01
- 1 Elderly only complex will be occupied on 07/02

Tasks and Timetable

Tasks	Timetable
A. Conduct an analysis of need and interest	01-03/01

B. Develop a transition plan	11/00
C. Submit transition plan to HUD	01/01
D. Secure HUD approval	07/01
E. Begin tenant transition	08/01
F. Substantially complete transition	07/02

Annual Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

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.

The vision of the Topeka Housing Authority (THA) is to provide quality, accessible, affordable housing for individuals, families, and neighborhoods.

According to 1990 U.S. Census Bureau data the population of the City of Topeka is 119,883. Approximately 85% of these persons are White, 11% Black, and the remaining 4% are a mix of American Indians, Asians, and other races. Twelve percent of Topekans or 14,292 persons are living in poverty (1990 U.S. Census Bureau data), and the incidence of poverty is higher for a number of segments of the City’s population including Blacks, female heads of household, and children.

Approximately two-thirds of low and moderate income Topekans (22,015) have affordable housing and one-third (11,523) do not. Currently, THA provides affordable housing assistance to approximately 1,700 households annually. Various non-profit affordable housing providers in the City assist approximately 500 households in the 30% to 60% of median range, and about 2,000 households who have incomes in the 60% to 80% of median range reside in tax credit supported projects.

Forty-nine percent of THA public housing and Section 8 participants are Black, forty-seven percent White and 4 percent are of other races. The primary source of income for forty-one percent of these families is either Social Security or SSI.

THA has identified five multi-year program initiatives and four multi-year organizational development initiatives. The program initiatives include: creating an elderly only complex; converting all or part of a complex to tenant ownership; selling a complex and using the proceeds

to develop new public housing; providing transitional housing; and, securing HOPE VI or similar funds to support complex and neighborhood revitalization. The organizational development initiatives include: preparing quality annual and long range plans; remedying THA's troubled agency status; and enhancing THA's long-term future through changes in THA's structure and governance.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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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
- [X] FY 2000 Capital Fund Program Annual Statement
- [X] Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- [X] PHA Management Organizational Chart (Attachment A)

- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan (Attachment B)
- 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Applicable & On Display	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Applicable & On Display	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Applicable & on Display	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
Applicable & On Display	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
Applicable & On Display	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Applicable & On Display	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
Applicable & On Display	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Will be on display in the near future	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration 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	Annual Plan: Eligibility, Selection, and Admissions Policies
NONE	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Applicable & On Display	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Applicable & On Display	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Applicable & On Display	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
Applicable & On Display	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Applicable & On Display	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Applicable & On Display	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
Applicable & On Display	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
Applicable & On Display	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
None	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
None	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Applicable & On Display	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Applicable & On Display	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Applicable & On Display	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Applicable & On Display	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
Applicable & On Display	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Applicable & On Display	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 903.7 9 (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	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	3,807	5	5	5	5	5	5
Income >30% but <=50% of AMI	2,701	4	4	4	4	4	4
Income >50% but <80% of AMI	4,249	3	3	3	3	3	3
Elderly	3,234	4	3	3	3	3	3
Families with Disabilities	1,762	4	4	4	5	4	4
Race/Ethnicity	15,904	2	2	2	2	1	1
Race/Ethnicity	2,758	4	4	4	4	2	2
Race/Ethnicity	265	4	4	4	4	2	2
Race/Ethnicity	616	4	4	4	4	2	2

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: **1999**
- 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 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	1262	100%	
Extremely low income <=30% AMI	568	45%	
Very low income (>30% but <=50% AMI)	442	35%	
Low income (>50% but <80% AMI)	252	20%	
Families with children	757	60%	
	# of families	% of total families	Annual Turnover
Elderly families	126	10%	
Families with Disabilities	379	30%	
Race/ethnicity	568/African American	45%	
Race/ethnicity	504/Caucasian	40%	
Race/ethnicity	126/Hispanic	10%	
Race/ethnicity	64/Native American	05%	

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
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:			
Waiting list total	# of families 97	% of total families 100%	Annual Turnover
Extremely low income <=30% AMI	73	75.3%	
Very low income (>30% but <=50% AMI)	15	15.5%	
Low income (>50% but <80% AMI)	9	9.3%	
Families with children	23	24%	
Elderly families	16	16%	
Families with Disabilities	58	60%	
Race/ethnicity	43/African American	44%	
Race/ethnicity	49/Caucasian	50.5%	
Race/ethnicity	03/Hispanic	03%	
Race/ethnicity	02/Native American	02%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	1%	
2 BR	55	57%	
3 BR	22	23%	
4 BR	16	16%	
5 BR	1	1%	
5+ BR	2	2%	
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			

C. Strategy for Addressing Needs

In the 2000 program year THA will work to meet the first year milestones set out in THA's Five Year Plan. That is, for those goals and objectives for which the Five Year Plan indicates that work will be done in 2000, the tasks included in the Five Year Plan that are associated with these goals and objectives will be carried out in the timeframes indicated. As the Five Year Plan specifies, part of this activity will consist of both program and organizational development initiatives.

This strategy has been chosen because it incorporates and furthers THA's mission as set out in the Five Year Plan; reflects the results of the needs assessment the Plan contains; and, provides for the organizational development necessary to achieve THA's program goals.

(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:

- A. Employ effective maintenance and management policies to minimize the number of public housing units off-line
- B. Reduce turnover time for vacated public housing units
- C. Reduce time to renovate public housing units
- D. Seek replacement of public housing units lost to the inventory through mixed finance development
- E. Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- F. Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- G. Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- H. Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

- A. Apply for additional section 8 units should they become available
- B. Leverage affordable housing resources in the community through the creation of mixed - finance housing
- C. Pursue housing resources other than public housing or Section 8 tenant-based assistance.

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

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

- A. Comply with HUD federal targeting requirements for families at or below 30% of AMI in public housing
- B. Comply with HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- C. Use Family Self Sufficiency Program rent policies that support and encourage work

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

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

- A. Use Family Self Sufficiency Program policies that support and encourage work

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- A. Seek designation of public housing for the elderly
- C. Apply for special-purpose vouchers targeted to the elderly, should they become available

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- A. Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- B. Affirmatively market to local non-profit agencies that assist families with disabilities
 - Topeka Independent Living Resource Center
 - Community Action
 - Let's Help
 - HOPE Connection
 - Breakthrough House
 - Cornerstone

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:

- A. Affirmatively market to races/ethnicities shown to have disproportionate housing needs.

Strategy 2: Conduct activities to affirmatively further fair housing

- A. Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- B. Market the section 8 program to owners outside of areas of poverty/minority Concentration

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

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,114,217	
b) Public Housing Capital Fund	1,199,592	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,815,547	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	189,000	
g) Resident Opportunity and Self-Sufficiency Grants	65,400	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP KS16P00270798	\$388,177	Capital Improvement Program
CGP KS16P00270899	\$857,368	
3. Public Housing Dwelling Rental Income	840,986	Public Housing Operation
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Non-Dwelling Rental Income	51,867	Public Housing Operation
4. Non-federal sources (list below)		
Program Inc. (CDBG)		
Total resources	8,384,846	

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: From the beginning. All at the same time.

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: ACOP

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

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

- e. No Yes : 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. No Yes: 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:

No Yes: 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. No Yes: 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.

1. 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 (continue to rank 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. No Yes: 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. No Yes: 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:

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

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

d. No Yes: 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 Certificates/Vouchers

A one (1) time, sixty (60) day extension of Certificates or Vouchers will be granted where mitigating circumstances have caused delays. All requests for extensions must be made in writing. Extensions may be granted for the following possible reasons:

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 sixty (60) 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 requested support services from the Section 8 office throughout the initial sixty (60) day period with regard to their inability to locate a unit.
(b) If a member of the family is a disabled 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 120 days.

(4) Admissions Preferences

a. Income targeting

No Yes: 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. No Yes: 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)

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.

1 Date and Time

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 subcomponent 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 subcomponent (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. No Yes: 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. No Yes: 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)
 95th 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 redeterminations:

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

5. Operations and Management

[24 CFR Part 903.7 9 (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)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning 1999	Expected Turnover
Public Housing	528	55%
Section 8 Vouchers	106	8%
Section 8 Certificates	501	8%
Section 8 Mod Rehab	n/a	n/a
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	n/a
Public Housing Drug Elimination Program (PHDEP)	528	n/a
Other Federal Programs(list individually)		
HOME	42	n/a
Shelter Plus Care	244	n/a

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

Administrative Plan

Program Approach and General Strategy

Plan for the Administration of Program Functions

Pest Control

THA sends letters to Tenants regarding Pest Control. Scheduled once a month for each site.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from subcomponent 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

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 903.7 9 (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 subcomponent 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.

-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 subcomponent 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 (state name HUD-528334)

-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.

- No Yes: 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

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

No Yes: 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:

No Yes: 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:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

1. No Yes: 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?

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.)

Demolition/Disposition Activity Description
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: <u>(DD/MM/YYYY)</u>
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)]

1. [X]Yes :

In the upcoming fiscal year THA will apply to designate a public housing complex for occupancy only by elderly families as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) provided that the results of an analysis of need and interest indicates that this is appropriate.

2. Activity Description

[X] No:

THA has not provided all required activity description information for this component in the **optional** Public Housing Asset Management Table. Some key decisions remain to be made in regard to the complex or complexes to be designated as elderly only. These decisions will be made only after a market analysis and a public hearing or hearings.

Designation of Public Housing Activity Description
1a. Development name: Unknown 1b. Development (project) number: Unknown
2. Designation type: Occupancy by only the elderly [<input type="checkbox"/>]

3. Application status (select one) <input checked="" type="checkbox"/> Planned application
3. Date this designation planned for submission: <u>01/07/01</u>
4. If approved, this designation will constitute a: <input checked="" type="checkbox"/> New Designation Plan
5. Number of units affected: Unknown
6. Coverage of action (select one) <input checked="" type="checkbox"/> One or possibly two of THA's seven complexes
7. Timeline for activity Projected start date of activity: <u>August, 2001</u> Projected end date of activity: <u>July, 2002</u>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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.

Conversion of Public Housing Activity Description
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 903.7 9 (k)]

A. Public Housing

1. No Yes: 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.)

Public Housing Homeownership Activity Description (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 [X] 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 (1)]

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? Monday, April 5, 1999

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 subcomponent 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>Education Opportunity Center</i>	8	<i>Specific Criteria</i>	All	Both
<i>Services For Employment Success</i>	7	<i>Specific Criteria</i>	All	Both
<i>Let's Help, Inc.</i>	3	<i>Specific Criteria</i>	All	Both
<i>Prevention and Recovery Services</i>	4	<i>Specific Criteria</i>	All	Public Housing
<i>YWCA</i>	1	<i>Specific Criteria</i>	All	Public Housing
<i>Faith Works of Kansas</i>	12	<i>Specific Criteria</i>	All	Both
<i>Office Training Assistance 712 S. Kansas Avenue</i>	20	<i>Specific Criteria</i>	All	Both
<i>Washburn University 1700 College</i>	5	<i>Specific Criteria</i>	All	Both
<i>Kaw Area Technical School 5724 SW Huntoon</i>	3	<i>Specific Criteria</i>	All	Both
Recipients	2	<i>Specific Criteria</i>	All	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	21 Participants 10/29/99

Section 8	25	27 Participants 10/29/99
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- 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 903.7 9 (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 subcomponent 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
- Other (describe below)
 - 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.

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)

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

Pine Ridge
Deer Creek
Western

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)

Pine Ridge
Deer Creek

Western

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 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 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: Attachment B The 1999 Public Housing Drug Elimination Grant)

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 17.)
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

Yes No 1. 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:

The plan was discussed and strongly endorsed at the Board's July 11, 2000 meeting. No changes were suggested.

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)

No changes were suggested.

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 subcomponent C.)

NOTE: At the time of this writing our City Attorney is discussing this issue with HUD's Legal Department.

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 subcomponent 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: City of Topeka, Kansas
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. Examples include efforts to:

- Secure additional funds for affordable housing
- Improve the quality of existing affordable housing stock
- Secure funds to improve a THA complex and the surrounding neighborhood

- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

The Topeka Housing Authority is a division of the City of Topeka's Department of Housing and Neighborhood Development (HND). Another Division of this Department prepares the CDBG Consolidated Plan and operates the CDBG Program. The Director of the Department also serves as the Director of the Topeka Housing Authority. A number of CDBG supported Department staff contribute to the day to day operation of the Housing Authority.

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

Attachments

PHA Management Organization Chart - Attachment A
Operating Budget, 1999 (Attachment D) (hard copy only)
Public Housing Drug Elimination Program - Attachment B

Supporting Documents

City of Topeka Consolidated Plan 1999
Impediments To Fair Housing Initiative
Topeka Housing Authority Administration Plan, Resolution 454
Methods of Administration, Resolution 205
Pet Policy, Resolution 5060
Memorandum of Agreement with the Troubled Agency Recovery Center
Comprehensive Annual Financial Report, December 31, 1998
Combined Administrative Plan for Section 8 Certificate & Housing Voucher Program HOPE VI Application
PHDEP Plan
Topeka Housing Authority Annual Statement 1997
Topeka Housing Authority Annual Statement, 1998
Topeka Housing Authority Annual Statement, 1999

Due to the voluminous amount of material all the above mentioned information is on display at the Topeka Housing Authority.

PHA Plan
 Component 7
 Capitol Fund Program Annual Statement
 Parts I, II and III

Capitol Fund Program (CFP) Annual Statement Part I: Summary Capitol Fund Grant Number: KS16P00250100 FFY of Grant Approval: 2000		
Line No.	Summary by Development Number	Total Estimated Cost
1	Total Non-CFP Funds	
2	1406 Operations	212,456
3	1408 Management Improvements	27,000
4	1410 Administration	31,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1140 Site Acquisition	
9	1450 Site Improvement	11,000
10	1460 Dwelling Structures	708,000
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	58,613
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	14,215
20	Amount of Annual Grant (Sum of lines 2-19)	1,062,284
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	

Capitol Fund Program (CFP) Annual Statement

Part II: Supporting Table

Capitol Fund Grant Number: KS16P00250100

FFY of Grant Approval: 2000

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-wide	Operations	1406	212,456
	Professional development	1408	1,000
	Travel	1408	1,000
	Maintenance salaries	1408	25,000
	Salaries to administer CFP	1410	30,000
	Sundry administrative costs	1410	1,000
	Office equipment and furnishings	1475	5,000
	Misc maintenance equipment	1475	8,613
	Vehicle replacement	1475	50,000
KS16P002001 (Pine Ridge)	Install air conditioning (all)	1460	53,000
	Perform landscaping	1450	10,000
	Replace windows (all)	1460	210,000
KS16P002002 (Jackson Towers)	Replace floor tile (selected units)	1460	25,000
	Repair brick walls	1450	1,000
KS16P002003 (Polk Plaza)	Perform minor plumbing repairs	1460	1,000
	Replace outdoor seating	1450	500
	Replace concrete	1450	500
KS16P002004a (Deer Creek)	Replace hallway lighting	1450	17,000
	Install central air conditioning (all)	1460	110,000
KS16P002004b (Western)	Install showers (all)	1460	92,000
	Replace furnaces and install central air conditioning (all)	1460	49,000
	Replace floor tile	1460	5,000
KS16P002005 (Tyler Towers)	Replace medicine cabinets (all)		2,000
	Replace hallway carpet	1460	15,000
	Replace carpeting in units	1460	70,000

KS16P002008 (Tennessee Town)	Replace curtains in lobby/hallways	1460	5,000
	Perform minor plumbing repairs	1460	1,000
	Replace damaged countertops	1460	2,000
	Repair termite-damaged exterior wood	1460	5,000
	Replace carports		40,000
Contingency			14,215
		Total	1,062,284

Capitol Fund Program (CFP) Annual Statement

Part III: Implementation Schedule

Capitol Fund Grant Number: KS16P00250100

FFY of Grant Approval: 2000

Development Number/Name	Date All Funds Obligated (Quarter Ending Date)	Date All Funds Expended (Quarter Ending Date)
All	9-30-02	9-30-03

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002001	Pine Ridge	36	17.31%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace windows (1,000 windows)		150,000	2001
Replace plumbing lines and fixtures		10,000	
Replace medicine cabinets		21,000	
Replace kitchen sinks, countertops and cabinets		420,000	2002

Total Estimated Cost for Fiscal Years 2001-2004:	601,000
--	---------

Capitol Fund Program (CFP) 5-Year Action Plan			
Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002002	Jackson Towers	2	1.96%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace privacy fences		1,000	2001
Upgrade hallway lighting		60,000	2002
Replace kitchen sinks, countertops and cabinets		102,000	2003
Update fire alarm system		60,000	
Resurface asphalt parking lot		12,000	
Replace automatic doors		5,000	2004

Total Estimated Cost for Fiscal Years 2001-2004:

240,000

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002003	Polk Plaza	10	9.17%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Upgrade hallway lighting		1,000	2001
Replace window mini-blinds and curtains		3,000	
Replace ceiling tiles and light lenses		1,000	
Install pad and ramp for dumpster		1,000	
Replace garage door		1,000	
Replace divider fences (cottages)		1,000	
Resurface parking area		3,000	
Perform minor plumbing improvements		1,000	
Replace sinks, countertops and cabinets		107,000	2003
Modify showers		6,000	
Upgrade elevators		80,000	
Replace flooring		90,000	2004
Replace entry doors		22,000	
Replace elevators (2)		600,000	
Total Estimated Cost for Fiscal Years 2001-2004:		917,000	

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002004a	Deer Creek	11	12.09%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace sinks, countertops and cabinets		184,000	2001
Upgrade electrical system		28,000	2003
Replace water heaters		23,000	
Total Estimated Cost for Fiscal Years 2001-2004:		235,000	

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002004b	Western Plaza	0	0.00%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace sinks, countertops and cabinets		44,000	2001
Replace door locks		4,000	
Resurface asphalt parking lots		5,000	
Replace water heaters		6,000	2003
Install showers		33,000	
Total Estimated Cost for Fiscal Years 2001-2004:		92,000	

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002005	Tyler Towers	0	0.00%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace metal folding closet doors		23,000	2001
Replace shower doors		15,000	
Replace wood rails on balcony		2,000	
Resurface parking lot		5,000	
Replace sinks, countertops and cabinets		150,000	2002
Upgrade lighting		48,000	2003
Total Estimated Cost for Fiscal Years 2001-2004:		243,000	

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002006	Northland Manor		
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Total Estimated Cost for Fiscal Years 2001-2004:		0	

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002008	Tennessee Town	1	4.00%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace door locks Repair outdoor seating Purchase curtains for community room Replace water fountain in community room		5,000 1,000 500 500	2001
Total Estimated Cost for Fiscal Years 2001-2004:		7,000	

Capitol Fund Program (CFP) 5-Year Action Plan			
Development Number	Development Name	Number Vacant Units	Percent Vacancies
PHA-Wide			
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
	Operations	164,000	2001
	Salary expenses to administer CFP	40,000	
	Publications and sundry expenses	1,000	
	Audit expense	2,000	
	A/E consulting services provided by City of Topeka	50,000	
	A/E consulting services provided under contract	20,000	
	Professional development/training	1,000	
	Travel	1,000	
	Maintenance equipment	5,000	
	Contingency	55,613	
	Operations	164,000	2002
	Salary expenses to administer CFP	40,000	
	Publications and sundry expenses	1,000	
	Audit expense	2,000	
	A/E consulting services provided by City of Topeka	50,000	
	A/E consulting services provided under contract	20,000	
	Professional development/training	1,000	
	Travel	1,000	
	Maintenance equipment	5,000	
	Contingency	58,613	
	Operations	164,000	2003
	Salary expenses to administer CFP	40,000	
	Publications and sundry expenses	1,000	
	Audit expense	2,000	
	A/E consulting services provided by City of Topeka	50,000	
	A/E consulting services provided under contract	20,000	
	Professional development/training	1,000	
	Travel	1,000	
	Maintenance equipment	5,000	
	Contingency	50,613	
	Reserve	160,000	2004
	Operations	206,250	
	Salary expense to administer CFP	40,000	
	Publications and Sundry expenses	1,000	
	Audit expense	2,000	

A/E consulting services provided by City of Topeka	50,000	
A/E consulting services provided under contract	20,000	
Professional development training	1,000	
Travel	1,000	
Maintenance equipment	5,000	
Contingency	100,000	
Total Estimated Cost for Fiscal Years 2001-2002	1,603,089	

Public Housing Drug Elimination Program Plan

Note: THIS PHIDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

- General Information/History
- PHDEP Plan Goals/Budget
- Milestones
- Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 145,327
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X _____
- C. FFY in which funding is requested 2000
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the **total number** of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Primary: Pineridge Manor, Deer Creek Village, Western Plaza		
Secondary: other 4 THA sites		

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PI-IDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

- 6 Months _____
- 12 Months X
- 18 Months _____
- 24 Months _____
- Other _____

PHDEP 2000

Section 1. D. **Executive Summary of Annual PHDEP Plan:** The THA PHDP plan is to use the following five strategies - focusing primarily on children and youth in our three family sites, but also including adult residents of all seven THA sites: **1) Social Development** - We will implement programs that help prevent negative behavior before they become established, rather than reacting to established negative behavior; **2) Neighborhood Empowerment and Mobilization** - We will work with Topeka Weed and Seed and other social service providers to build the neighborhood assets and capacities of our public housing residents; **3) Safety and Security Strategy** - We will organize new and strengthen existing safety committees to help them address both the perceived and actual safety and security issues and we will mobilize, train and empower our committees to implement a community plan; **4) Law Enforcement** - We will continue our current efforts (including two Community Police Officers and the "One Strike" policy) and we will also begin to do more research and tracking of crime and crime patterns in public housing; **5) Economic Empowerment** - We will help residents identify barriers to self-sufficiency and develop a variety of supportive services (including, education, job training, micro-business development, stipends, budget and finance counseling) to increase economic power and assets and to assist families, when feasible and appropriate, to move from public housing.

E. Target Areas

<i>Primary Focus:</i>	<u># of units</u>	<u>total population</u>
- Pine Ridge Manor	210	368
- Deer Creek/Western Plaza	114	278

Secondary Focus: Other four adult sites.

- Jackson Towers	100	103
- Polk Plaza	107	106
- Tyler Towers	75	75
- Tennessee Town	25	26

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions of Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998	\$189,600	KS16DEP0020197			12/12/00
FY 1999	\$139,442	KS16DEP0020199			12/16/00

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	1,500
9150 - Physical Improvements	
9160 - Drug Prevention	122,850
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	20,977
TOTAL PHDEP FUNDING	145,327

Section 2 PHDEP Plan Goals and Budget

A: **PHDEP Plan summary:** We have one plan for youth and another for adults. Our new Social Services Coordinator, funded in part with FY2000 PHDEP funds, will oversee both.

The youth plan will continue the site-based programs initiated last year. Our community centers will be open for after school and summer programs and activities. Programs and activities are geared for both resident youth and those living in the immediate neighborhood. We may move from contracting services to hiring staff to run the basic program while continuing to partner with various social service organizations (such as Boy Scouts, Girl Scouts, Campfire Boys and Girls) for additional values based programs and activities.

The adult plan continues the Family Self Sufficiency strategy to help adult residents develop and implement a plan for increasing their economic power and inner-personal assets, with a goal of helping residents be able to move from public assisted housing. This plan includes an educational component (GED, job training), and a support component (transportation, stipends, case management).

The use of more in-house staff (like the Social Service Coordinator) enables us to be more responsive to specific individual and program needs.

B. Budget Summary: PHDEP 2000

This is based on the following assumptions; Current PHDEP budgets will cover Deer Creek, Brown, and staff expenses through Dec. 12, 2000 Expenses are thus figured on an 8 month budget for staff salaries and on a reduced program budget.

9140	Tenant Patrols:	
	equipment/support/training	\$ 1,500
9160		
	Brown - Pine Ridge	\$10,000
	Deer Creek after-school staff	\$ 9,000
	Cool Summers -	\$ 6,000
	Empowerment Center equipment/supplies	\$ 4,000
	Social Services Coordinator 50%	\$17,000
	Boy/Girl Scouts	\$ 2,000
	Campfire B/G Club	\$ 2,000
	Let's Help GED	\$ 3,000
	Resident Stipend	\$20,000
	Micro-business start-up grants	\$ 2,000
	Staff - tracking crime & related prob.	\$ 8,000
	Transportation	\$10,000

OA II Ass. Prog. Manager 50% (9 mo)	\$ 6,000
Program Manager 40%	\$13,500
Training/travel	\$ 3,000
Youth summer jobs	<u>\$12,000</u>
	\$127,500

9190	
Annual Resident Survey	\$ 5,000
Exec. Dir. 15%	\$ 6,100
Dir. Of Operations 15%	\$ 3,700
Office management expenses	<u>\$ 1,527</u>
	\$16,327

TOTAL BUDGET: \$145,327

C. PHDEP Plan Goals and Activities

9140 - Voluntary Tenant Patrols \$1,500

Strengthen the Pine Ridge Safety and Security Committee through additional training and support Starting 9/00 (or when approved) and completed 9/01. Funding of \$650 for equipment, resources and training. (# of persons served is total population of Pine Ridge)

Initiate a new Deer Creek Safety and Security Committee. Starting 1/01 and completed 9/01. Funding of \$650 for equipment, resources and training. (# of persons served is total population of Deer Creek)

Initiate a new Western Plaza Safety and Security Committee. Starting 3/01 and completed 9/01. Funding of \$200 for equipment, resources and training. (# of persons served is total population of Western Plaza)

9160 - Drug Prevention Programs \$127,500

1. "It Takes a Village" after school program, run by Brown Foundation, will provide tutoring, reading and library program, regular programs of drug prevention, pregnancy prevention, and values based behavior. 35 youth served. Pine Ridge residents. 9/00 - 5/01. \$10,000. # of youth served.
2. THA will continue the after school program (hiring its own staff) at the Deer Creek Empowerment Center, and will provide tutoring, reading and library program, regular programs of drug prevention, pregnancy prevention, and values based behavior. 45 youth served. Deer Creek residents. 9/00 - 5/01. Staff salaries of \$9,000. Performance: # number of youth served, positive changes in behavior of youth.
3. THA will continue to provide sites for the Parks and Recreation "Cool Summers" programs at Pine Ridge and Deer Creek (a summer drop-in program for community youth). They will provide continuity by supplementing the salaries

- of after school staff who work in the program. June 1, 2001 - July 31, 2001. # served - 45 youth at Pine Ridge and 50 youth at Deer Creek. \$6,000. Performance: # of youth enrolled.
4. Additional equipment and supplies will be needed for the various programs (youth and adult) of the Deer Creek Empowerment Center. # served - 45 youth and 20 adults. 9/00 - 8/01. \$4,000. Performance: # of youth and adults enrolled.
 5. A Social Services Coordinator will be hired to coordinate a wide variety of social services activities at all 7 family sites. Coordinator will work with FSS staff, Site Managers and Special Projects Coordinator to implement a wide range of programs based on the PHDEP 5-year plan. # served - residents of 50% of the units will participate in programs initiated or overseen by SSC. All 7 sites. 10/00 - 8/01. PHDEP will fund 50% - \$17,000 and THA will fund remainder. Whether the # served goal is met.
 6. Boy Scouts and Girl Scouts will continue to provide scouting activities for boys and girls at all three family sites. All youth of scouting age in target sites. 9/00 - 8/01. \$2,000. Whether troops meet regularly and have a troop enrollment of 10 or more.
 7. Campfire Boys and Girls will continue to provide a variety of activities at all three family sites. Target - all youth of campfire age in target sites. 9/00 - 8/01. \$2,000. Whether activities are provided to the sites on a regular basis.
 8. Let's Help, Inc. will provide GED and other education and training programs at the Deer Creek Site and Pine Ridge sites. # - A minimum of 10 residents will participate. 9/00 - 8/01. \$3,000. 30% will take GED test, 20% will pass.
 9. Resident Stipends will be used to draw residents into the FSS program. An individual plan will be developed for each individual, with close supervision for first 3 months, and quarterly evaluations of progress thereafter. All adult residents of THA sites. 9/00 - 8/01. \$20,000. Performance. 20% of those participating in the FSS programs will increase their income during the first 6 months of the program. 50% of those participating in FSS program will actively work toward their established individual program goals.
 10. Micro-business start-up grants/loans. # - up to 10 individuals. Those participating in FSS who desire to begin a micro-business. 9/00 - 8/01. \$2,000. Those receiving a grant or loan will be actively pursuing their business or an alternative one 6 months after receiving loan/grant. 50% of those receiving a loan/grant will have increased their income.
 11. We will partner with Topeka Police Department to have a part-time clerical person to track crime and safety issues, patterns and problems in the seven public housing sites. # served - all THA residents. All 7 THA sites. 12/00 - 8/01. \$8,000. Performance: Whether crime patterns stabilize or decrease in the 7 THA sites.
 12. Transportation will be provided for a wide variety of programs and activities, organized and/or coordinated by the SS Coordinator. This will include youth activities, drug education events, quality of life activities, and job training activities. Some of the drivers will be in the FSS program. target - all seven sites. 12/00 - 8/01. \$10,000. Whether this resource is used.
 13. An Assistant to the Program manager will be hired 50% time to assist in the tracking, coordinating and reporting of the programs of the PHDEP. Target - all program participants. 12/00 - 8/01. \$6,000. 50% funded by Housing and Neighborhood Development. Whether programs and activities are tracked in a timely manor and whether reports are completed in timely manor.
 14. A Program Manager for the PHDEP will be hired at 40% time to assist in the developing, planning, implement, oversee and supervision of staff and programming. # served - all THA residents. 12/00 - 8/01. \$13,500. 60% funded by Housing and Neighborhood Development. Whether programs and activities are implemented in a timely manor, whether the start and completion dates are met and whether the performance indicators are met.
 15. Training will be provided for staff of THA and others who participate in the leadership and implementation of the various PHDEP programs and activities. This will provide for the registration, travel and per diem expenses associated with this training. Target - THA staff. 9/00 - 8/01. \$3,000. Additional funding will be provided by Housing and Neighborhood Development and Topeka Housing Authority.

16. Funds will be made available for supporting a youth summer jobs training program for youth in the three public housing sites. This program may be run by THA, other city departments or independent contractors. 10 - 20 youth. 6/01 - 7/01. \$12,000. Additional funds (\$12,000 minimum) provided by THA, HND, other city departments, other program partners or other funding sources. Whether a minimum of 10 public housing youth participate in a city summer jobs training program in 2001.

9190 - Other \$16,327

1. An Annual Resident Survey will be conducted which will reflect, among other things, how safe and secure residents of the seven public housing sites feel. A consultant will be hired to oversee the completion and evaluation of the survey. All residents of public housing will be served. 7/01 - 8/01. \$5,000. Whether survey is completed in a timely manor and the evaluation completed in a timely manor.
2. The Executive Director will use approximate 15% of his time overseeing the work and activities of the PHDEP program. all residents served. All 7 THA sites. 9/00 - 8/01. \$6,100 Whether above performance indicators or met in a timely manor.
3. Director of Operations will use approximately 15% of her time overseeing the work and activities of the PHDEP program. all residents served. All 7 THA sites. 9/00 - 8/01. \$3,700. Whether above performance indicators are met in a timely manor.
4. Office Management expenses. # all THA residents. All THA residents. 9/00 - 8/01. \$1,527. None.

The 1999 Public Housing Drug Elimination Grant
Topeka Housing Authority
City of Topeka

Our Vision

Because we know that neighborhoods are the core of our community, the vision of the Topeka Housing Authority (a Division of Housing and Neighborhood Development) is to create neighborhoods that are energized, hospitable, healthy, self-reliant and empowered places to live, work and serve.

Our Mission

Our mission is to decrease the amount of drug related and violent crimes and activities in public housing facilities, and to increase individual and family power, self-worth and assets so that residents can safely live, work and raise their families in healthy, energized, hospitable, self-reliant and empowered neighborhoods.

Statement of Need

Demographics

- All seven of our public housing sites lie in areas that are noted for high crime, low income, disproportionate ratio of renters to homeowners, disproportionate number of dilapidated and deteriorating housing stock and disproportionate concentrations of minorities.

A survey of Part I and II crimes in the City of Topeka reveals that all seven of the public housing sites in the City of Topeka are located in areas where these crimes are among the highest. Five of the seven sites lie within the four target

areas for the Topeka Weed and Seed Initiative, a U. S. Department of Justice program which used high crime rates as a primary identifying criteria. The other two sites are within one half mile of a Weed and Seed Target Area.

Previous Public Housing Drug Elimination Program (PHDEP) grants and the Safe Neighborhood Grant Program have resulted in a number of strategies that are improving the situation. A Community Policing Sub-Station at Deer Creek Village and the assigning of two Community Policing Officers permanently to the Topeka Housing Authority has assisted in keeping crime and violence from continuing to rise. Arrest reports indicate that drug usage and drug related crimes remain high in the three public housing sites that are family based. The Topeka Housing Authority's "One Strike and You're Out" policy, includes a special task force made up of representatives of the Inspector General's Office, Topeka Police Department, Shawnee County Sheriff's Department, the City Attorney's Office and staff at Topeka Housing Authority. The sharing of information and discussion of cases has slowed the rapid increase of crimes in this area. However, it has not yet lead to a significant drop.

Economic as well as social factors contribute to the poverty of many public housing residents. The result is that families have turned to public housing as a means of survival. THA residents often exhibit low self-esteem, which often makes them increasingly vulnerable to influences that lead to drug abuse and crime in order to acquire some semblance of power and wealth. The lack of mentors and positive role models, the lack of organized program activities for THA youth allow gangs to provide the social structure that many youth desire and need.

Both Pine Ridge Manor and Deer Creek Village are located within two minutes of I- 70, a key drug corridor that runs from the West Coast to the East Coast, and from I-35, a key drug corridor than runs south to north, from Mexico to Canada. This has resulted in ongoing gang and drug related crimes and activities in the area. The Topeka Police Department's Street Crime Action Team (SCAT) reports that confidential sources have proved that gang members from Kansas City, Denver, St. Louis and Chicago have become active in Topeka with the main priority of establishing drug markets and increasing their number and territorial authority. A new gang, which has its roots in Mexico, has recently appeared.

Topeka Housing Authority youth are extremely susceptible to gang influence because of peer pressure, low self-esteem, economic poverty and dysfunctional family life.

Nearly three-fourths of the housing units in Pine Ridge Manor, Deer Creek Village and Western Plaza have young, single mothers between the ages of 18 – 25 years of age, as the head of household. These mothers have less than half the financial and emotional resources of a two-parent family at their disposal. THA units are located in areas that are less accessible to employment and community resources and public transportation. These heads of household, youth, and singles in public housing sites, all need a dependable influx of positive activities at or near THA sites to help prevent gang and drug elements from defining their lifestyles. THA residents should be offered alternatives that focus on developing healthy, achievable and positive goals. The proposed strategies and partnership of the PHDEP 1999 and our five-year plan builds on previous programs and activities that promote self-esteem and self-confidence. The difference is that it moves programs and activities closer to the center of THA family life so that all members can participate inter-generationally.

The future work of Topeka Housing Authority and its partners in the Drug Elimination Grant 1999, will be unlike anything done in the past. It is more than "communicating" with each other about our mutual strategies. It is more than "cooperating" in the planning of programs. It is more than even a "collaboration" (a word that currently is woefully overused) in seeing that our five-year plan is successfully put into place. We intend to form a "*Partnership*" where we

will bring our most significant and available gifts and assets to our mutual vision, mission and understanding of need in the THA public housing sites.

The “UpStream” Partnership

At the core of the Department of Housing and Community Development’s new way of doing business is an effort to move beyond the “communication, cooperation, collaboration” strategy to the development of a partnership which involves many different programs and agencies. This shift from the *old* way of doing business is fundamentally more promising!

The current Safe Neighborhood Grant and the new one applied for will continue to help improve the safety of the Deer Creek site. The Eastern Weed and Seed Neighborhood Committee and The Brown Foundation are developing a partnership that will strengthen programs for Pine Ridge Manor residents through a wide variety of programs and activities run from their two Safe Havens. The Topeka Police Department will continue to operate a Community Policing Sub-Station at the Deer Creek site. Safe Streets has partnered in a variety of ways and will continue to partner in new ways to provide block by block mobilization in many of the THA sites.

During the grant period these partnerships of resources, programs and activities that add power and assets to public housing communities, will continue. We bring to this new partnership, a wide variety of programs and activities that are currently operating in a different context as well as new and innovative programs and activities. Other grant driven consortiums that will be involved in this partnership include: Safe Neighborhood Grant Steering Committee, Public Housing Drug Elimination Grant Steering Committee, the UpStream Committee, the Topeka Weed and Seed Steering Committee, Safe Streets, and programs offered by the staff of the Topeka Housing Authority and the City of Topeka’s Housing and Community Development.

This new partnership transcends specific programs, strategies and grants, to include new partners that are addressing similar issues and concerns, and who see a new way to share our mutual vision. Together we intend to create and develop new and more innovative programming as we address our mutual concerns as the newly formed “UpStream” Committee. This committee is made up of all participating partners and will include all future partners. We intend to be creative and forceful in finding new ways to improve our communities and flexible as we determine the specific ways that we expend the funds designated for this purpose.

Housing and Neighborhood Development will assume responsibility for establishing contracts and for managing fiscal details. Deer Creek Community Center and Pine Ridge Community Center will be the primary focus of on-site activities. Parks and Recreation will also partner to more creatively draw the Western Plaza residents to the Central Park Community Center. Other partners, identified in this and future five-year plans, will be invited to run specific programs from these sites. These partners are listed in the Five Year Plan.

The "UpStream" committee, through its partnership with THA and HUD, will contract with Dr. Timothy Buzzell, Associate Professor in the Department of Sociology at Baker University in Baldwin, Kansas (or some other qualified organization) to establish and implement the evaluation piece. Our mutual goals are to: design a survey to determine the level of improvements in safety and security in the eyes of the residents; assess what the needs of the residents are; and identify and inventory individual and community strengths based on the Community Capacity Building Model. This survey will assist the UpStream Committee in establishing attainable and measurable goals, not only for PHDEP-funded

activities, but all its activities that address the overall reduction in violent crime and drug use in the target areas, and increase the target site's ability to increase social and economic capacity.

Public Housing Drug Elimination Program Action Plan

The City of Topeka Housing Authority is developing a partnership with a number of government and social service agencies, community organizations, businesses and residents. Over the next five years THA will implement this recently developed comprehensive plan for the elimination of drug related and violent crime in the Topeka Housing Authority's public housing sites. The 1999 PHDEP Action Plan will again focus on the seven THA public housing sites. While the primary focus will continue to be on the children and youth which live in Pine Ridge Manor, Deer Creek Village and Western Plaza (the sites with families and children), all residents of the seven THA public housing sites are included in the Action Plan.

There will be a shift from the strategy of transporting THA residents to the sites of various partner programs and activities, to a new strategy of bringing partner programs and activities to the various THA campuses when possible and appropriate. This shift will increase the efficiency of the programs, build community among those who live in and around THA housing sites, and increase the participation of THA residents in the various programs in the PHDEP 1999 Action Plan.

Our modified strategy will bring our partners to the Pine Ridge and Deer Creek sites. We will utilize the Community Centers at these two sites to implement programs for children, youth and adults that enable those participating to choose the extent and level of their participation.

The leadership team will use a flexible model to design and modify programs and activities which can rapidly respond to emerging trends and problems and will use them in a collaborative way to respond in an innovative and timely manner.

This association is made up of a variety of partners, each bringing to the table a multiplicity of skills, capacities and resources and each sharing in the decisions regarding how to shape and design the various programs and activities and when and how to modify and redirect strategies.

Data collected from individual interviews, various public hearings, resident council meets and an annual survey of some of the key neighborhoods will assist in the allocation of various resources. The primary mission is to move "upstream" from the law enforcement task to partner with and empower the community to address core issues that lead to crime and violence. In an effort to move from crime, violence and lawlessness to a place of safety, security and economic and social health, we will create new, innovative and timely programs and opportunities.

The Partnership's focus is on the following strategies:

- A *Social Development Strategy* that is based on the idea of being proactive, will put into place programs that help prevent negative behaviors before they have become established rather than reacting after negative behaviors has been established. Our knowledge of risk factors that are associated with negative behavior helps us devise protective factors to help us shield our children from these negative risks. Healthy behaviors are developed when
 - children make attachments to positive role models,
 - are given clear expectations regarding appropriate behaviors,
 - are provided opportunities to be of service to others,
 - are provided with competent mentoring for cognitive and social skills,

- are celebrated in recognition of skillful performances, and
- have their progress toward healthy behaviors identified and acknowledged.

- A Neighborhood Empowerment and Mobilization Strategy that focuses on neighborhood assets and capacities and those of the citizens in the community. By focusing on the strengths of a community and its citizens and building on them, local people will be empowered to invest themselves and their resources in their communities. Once this happens, the need for outside help will slowly dwindle, allowing communities to become more self-sufficient and more empowered. Neighborhoods can then mobilize more effectively to respond to at-risk youth and families and other emerging neighborhood issues. “Instead of counting up the deficiencies of our neighborhoods, we need to identify the assets that already exist in our communities that can help us solve our problems.”- John Kretzmann.

- A Safety and Security Strategy that addresses both the perceived and actual safety and security issues. We will mobilize, train and empower public housing authority residents to partner with others in policing their various communities. While public housing sites are not as safe as many other neighborhoods, the perceptions of a lack of safety are often inflated. Residents will be assisted to identify actual safety and security issues, and to debunk some of the common myths. Programs will be implemented that assist public housing residents in addressing various methods of protecting persons and property. In addition, public housing residents will be educated to understand that all citizens share the responsibility for policing the laws and values of one’s community and neighborhood. Safety socials will become regular events, neighborhood watches will be organized and strategies will be put in place where residents can share information about potentially dangerous or illegal activities in a safe and anonymous manor.

- A Law Enforcement Strategy is currently in place and will be evaluated, revised and expanded to address evolving law enforcement concerns. The task force that works with Topeka Housing Authority on the “One Strike and You’re Out” policy, will continue to invite new partners and collaborators to join the effort, with the goal of diminishing criminal activities and elements in public housing sites. Law enforcement personnel will join the UpStream Committee partnership to help curb crime and violence before it becomes a major activity in the lives of individual residents. Additional surveillance equipment will be purchased to supplement the efforts of this task force.

- An Economic Empowerment Strategy will assist families in identifying barriers to self-sufficiency and buttress them with a variety of supportive services. These include providing continuing education, job training, micro-business development, faith-based counseling, supportive counseling, budget and financial counseling, economic development ventures, and home ownership readiness. These services will address and overcome these barriers to self-sufficiency, help increase economic power and assets, and assist families, when feasible and appropriate, to moving from public housing.

Year One of the Public Housing Drug Elimination Program Grant

Objective One: Social Development Strategy

Objective Two: Neighborhood Empowerment and Mobilization Strategy

Objective Three: Safety and Security Strategy

Objective Four: Law Enforcement Strategy

Objective Five: Economic Empowerment Strategy

Objective 1: Social Development Strategy

1. Develop Strong Interpersonal Attachments Between Our Residents and Those Who Wish to Serve Them, by creating and strengthening attachments with positive role models and in other ways.
 - a. During year one we will work with a consultant to develop a plan for intergenerational activities at all seven of our THA sites.
 - b. The Girl Scouts of America will continue to support one troop at the Pine Ridge Center, and before the year is out, an additional troop at the Western Plaza Office. A stipend program will be used to assist in recruiting adequate site-based leadership for the GSA programs.
 - c. The Boy Scouts of America will expand their Urban Scouting efforts by developing troops at the Pine Ridge Community Center and the Deer Creek Community Center. A stipend program will be used to assist in recruiting adequate site-based leadership for the BSA programs.
 - d. The THA Family Self-Sufficiency Coordinator will assist in identifying youth and children who reside in the THA public housing sites and link them to partner programs within the community. A process will be put in place to link residents with the programs of the PHDEP partners through the public housing intake process. A newsletter will also be used for the same purpose.
 - e. The Mayor's Summer Jobs Training Program will continue its partnership with the Parks and Recreation by providing one adult team leader and three youth to each of the PHDEP sites.
 - f. Eastern Weed and Seed has identified Pine Ridge Community Center as the site of one of its Safe Havens. A program will be designed and funded in partnership with the Eastern Weed and Seed Committee, The Brown Foundation, and THA.
2. Establish a Level of Community Health Care for Prevention, Intervention and Treatment of Drug and Other Health Related Concerns
 - a. The social service partners of the UpStream Committee will create a resource that identifies all of the existing community health care services that address prevention, intervention and treatment of drug and other health related concerns.
 - b. The Topeka Shawnee County Health Department will do a study on what needs they are currently meeting and what needs are currently going unmet in all residents of our facilities, from families of one to extended families.
3. Establish Clear Expectations Regarding Drug Use and Crime In Our Public Housing Complexes
 - a. Anti-Drug/Anti-Crime Programs
 1. Girl Scouts of America—see above
 2. Boy Scouts of America—see above
 3. Partnership of Eastern Weed and Seed, The Brown Foundation and THA and Boys and Girls Club to work at Pine Ridge—see above
 4. The Central Topeka Weed and Seed has identified the Central Park Community Center as one of its Safe Haven and will partner the Topeka Parks and Recreation to provide funds for additional staff and/or programming and with the UpStream Committee to develop additional partnerships.
 5. Partner with New Approach Anti-Drug Program to transfer some of their Deer Creek Village strategies to Pine Ridge and Central Topeka communities.
 - b. Conflict Resolution and Diversity Tolerance
 1. Center for Peace and Justice, Rites of Passage, and others will provide such programs and activities as peace camps, diversity training and other programs and workshops in these areas.

4. Provide Opportunities for Meaningful Involvement in the Community

a. Outreach and Service Opportunities

1. The Mayor's Summer Jobs Training Program will continue its partnership with the Parks and Recreation by providing one adult team leader and three youth to each of these sites. Eligible youth will be contacted and encouraged to be part of the early enrollment process.
2. A new program will be developed in partnership with HND and THA that will target the at-risk 12 and 13 year old population.
3. A new program will be developed to partner with other businesses to work with both youth and adults from THA complexes.

5. Provide Opportunities for Learning Social and Cognitive Skills

a. Education

1. The Brown Foundation and Parks and the Recreation Department will partner with THA and PHDEP to open satellite sites at Pine Ridge Community Center and Deer Creek Community Center. The primary, but not exclusive focus will be on youth programs and activities which are dedicated to providing a safe haven and promoting health, social, educational, vocational, and character development. They will serve as the anchor for many PHDEP programs and activities, most especially the education programs. Their professional, trained staff and volunteers will help children and youth take control of their lives, envision productive futures and reach individual goals. Additional components of these well-rounded programs include tutoring, study hall, mentoring and recreational activities.
2. The Eastern Topeka Weed and Seed Committee will expand its newly opened Computer Safe Haven at East Side Church of God in Christ. (across 10th Street from the Pine Ridge Office) to provide after school computer training and remedial reading and math classes for youth and children of the neighborhood. They will also be partnering with Let's Help, Inc. and/or others to provide GED classes.
3. The Brown Foundation and the Parks and Recreation Department will also work with the Housing and Neighborhood Development's Special Projects Coordinator and the Family Self-Sufficiency Coordinator to weave the programs and activities of various partners into a well-organized, yet diverse, tapestry.

4. The Central Weed and Seed Committee is partnering with the Central Congregational Church Computer Center, which currently provides computer access to adults and pre-schoolers, to expand their offerings to include grade school children, youth and young adults. They are also partnering with Asbury-Mt. Olive United Methodist Church to provide an after school drop-in program that will include children and youth from the Western Plaza complex.

5. The Brown Foundation will continue the partnership with "Cool Summers" by providing memberships and access to their children's library for children and youth participating at the Deer Creek Community Center site and the Central Park Community Center site. This will be done by either transporting the children to the library or bringing the library's resources to the various "Cool Summers" sites.

b. Job Skills

1. The Mayor's Summer Jobs Training Program (MSJTP) will continue its partnership with the Parks and Recreation Department by providing one adult team leader and

three youth to each of these sites. The Heartland Works SDA II Private Industry Council will also collaborate by placing youth in their summer jobs programs at one or more of the three community centers in the PHDEP program.

2. The Eastern Topeka Weed and Seed Computer Safe Haven at East Side Church will expand the program offerings at its computer lab to include daytime and evening programs for adults and make the site Internet accessible.
 3. New partnerships will be explored with businesses, public schools, not-for-profits and faith based organizations that focus on job training opportunities.
- c. Mentoring Programs
1. A partnership of Eastern Weed and Seed, The Brown Foundation and THA will develop and implement the program at Pine Ridge Community Center.
 2. “Rites of Passage” will provide a mentoring program that focuses on black heritage.

6. Receive Recognition

- a. Achievement awards
 1. Girl Scouts of America will use its program of advancement to provide achievement awards for participating youth.
 2. Boy Scouts of America will use its program of advancement to provide achievement awards for participating youth.
 3. Mayor’s Summer Jobs Training Program will use a system of Assistant Team Leaders, salary raises to reflect milestones and its end of the summer Recognition Picnic to provide opportunities for youth to be recognized for their successes and achievement in the program.
 4. The Parks and Recreation Department, The Brown Foundation and THA will develop a process for recognizing individual achievement during its first year of operation at Pine Ridge Manor, Deer Creek Village and Western Plaza.
- b. Continued Job Placement
 1. The Mayor’s Summer Jobs Training Program will expand to:
 - a. create after school jobs and weekend employment opportunities,
 - b. job partnership programs that share the cost of employing youth by for-profit and not-for-profit businesses
 - c. develop business co-ops and partnerships with teams of youth
 - d. develop opportunities for those 13 and younger to get pre-employment training that includes non-income incentives
 - e. partnership with businesses to assist in the placement of youth who have worked in the MSJTP.
 2. Provide letters of Reference for those who successfully complete the MSJTP.
 3. Host an annual Jobs Fair, developed with others who work with youth in the field of employment readiness.
 4. Develop strategies to create partnerships with private business to subsidize job placement during the initial months of employment.
 5. The Mayor’s Summer Jobs Training Program will continue its partnership with the Parks and Recreation Department by providing one adult team leader and three youth to the Pine Ridge Manor and Deer Creek Village sites and to expand to Central Park and other sites when possible.

Objective 2: Neighborhood Empowerment and Mobilization Strategy

1. Build and strengthen the community by enlisting the collaboration of all pertinent service organizations available.
 - a) Topeka Housing Authority will work with The Brown Foundation, the Parks and Recreation Department and other partners identified in this five year plan, to run satellite programs from both the Pine Ridge and Deer Creek Centers. This is a shift from moving people from their residential neighborhoods into programs throughout the community, to moving programs in the larger community into the target public housing sites.
 - b) The PHDEG 1999 Advisory Committee will invite THA's UpStream Committee, the Seed Committee of the Topeka Weed and Seed Strategy and other advisory committees that str addressing similar agendas in the same geographic areas, to explore ways to work together to plan and implement mutual strategies and to administer goals for community empowerment.
 - c) The PHDEG 1999 Advisory Committee will work with Topeka Housing Authority and other partners to create a neighborhood database, a neighborhood asset building strategy, assist those in our target neighborhoods to develop home based business opportunities. They will also help develop a neighborhood based resource catalogue and a site linked to the Topeka Home Page, to promote neighborhood based small businesses.
 - d) The Advisory Committee will work with Safe Streets to develop and expand block by block neighborhood mobilization strategy at all Topeka Housing Sites in the community, including the high rise units.
 - e) Work with the New Approaches Anti-Drug (NAAD) Program, Safe Streets, and Weed and Seed Neighborhood Committees to develop and implement Neighborhood Watch programs at all campus sites and to create block parties and neighborhood socials at all THA complexes.
 - f) Develop expanded volunteer recruitment efforts at all THA complexes that encourage resident ownership and participation in neighborhood based programs and activities.

2. Support at-risk youths and families in public housing and direct services to them.
 - a. Utilize the Parks and Recreation Department's "Cool Summers" program and other programs to keep children and youth involved and in a healthy, trouble-free environment during summer months.
 1. The Topeka Parks and Recreation Department will continue to run the "Cool Summers" program from Pine Ridge Manor, Deer Creek Village and Central Park.
 2. The partnership will create additional programs and activities during August, and shifting others (like the Peace Camps) to August, when many summer programs drop off, thus avoiding a gap in services and activities, before fall school programs begin.
 3. An effort will be made to identify and develop additional programs and activities during September through April to cover the non-summer needs of youth, and to fill the gaps in existing programs and activities.
 - b. Utilize the Social Development Strategies for preventive measures against unhealthy behaviors.
 1. We will work with Shawnee Regional Prevention and Recovery, Washburn University, area social workers and others to more fully understand, and utilize "social development strategy" as a tool for preventing unhealthy behavior.
 2. We will develop a comprehensive package of social development strategies that are appropriate to implement within the Topeka Housing Authority's target areas during the coming years.

- c. We will partner with existing service providers to utilize intervention strategies for unhealthy behaviors that are already in place in the community, and to identify gaps in services and to create partnerships to help fill them.
 - 1. We will identify persons that are in need of interventions (ie. positive role models, anti-drug strategies and crime programs, education and job skill services, mentoring programs, etc.
 - 2. We will then refer them to partner agencies that have appropriate intervention strategies in place.
 - 3. We will create a weighted applications system to give preference for jobs and program activities to at-risk youth and adults in families at-risk.
 - 4. We will work with Alcoholics Anonymous and Narcotics Anonymous to create 12 step programs at either Pine Ridge Manor Community Center or Deer Creek Village Community Center during the coming year.
- d. Utilize the Economic Empowerment Strategy to build and strengthen target area families' sense of self esteem and self-worth.

Objective 3: Safety and Security Strategy

- 1. Programs to address safety and security issues
 - a. Protection of persons and property
 - 1. Neighborhood Patrols, developed in Deer Creek Village as a part of the 1998 Safe Neighborhood Grant in the Deer Creek Village neighborhood, will be expanded through additional recruiting and training efforts of current patrols members and expanded to include new recruits.
 - 2. Neighborhood Patrols will be developed and implemented at both Pine Ridge Manor and Western Plaza.
 - 3. The effort begun in the 1998 Safe Neighborhood Grant to make Deer Creek Village public housing complex and the two adjacent multiple housing complexes safer through the installation of fencing, surveillance cameras, and increased lighting that is bullet resistant, will be completed if the 1999 New Approaches Anti Drug-Grant is approved.
 - b. The CPTED program (Crime Prevention Through Environmental Design), which uses the physical environment to increase safety and security, will be utilized with both residents and staff of public housing complexes.
 - 1. Training opportunities will be instituted for both staff and residents to better understand CPTED concepts.
 - 2. Opportunities will be provided for residents and staff of public housing complexes to work together to create strategy building opportunities.
 - c. A program for engraving and video taping personal property, for both identification and insurance purposes, will be developed and promoted.
 - d. A policy will be instituted by Topeka Housing Authority that requires application and display of parking permits on all vehicles owned by and registered in the name of THA residents' vehicles. Non-resident owned vehicles that are parked at THA complexes on more than an occasional basis, will be required to have a special permit before being given the privilege of parking on campus on a regular basis.
- 2. Safety Socials
 - a. The Topeka Housing Authority will work with the Police and Fire Departments, MADD, SADD, Topeka Aids Project, Safe Streets and others to promote annual safety socials.
- 3. Neighborhood watch programs will be developed at all THA campus sites.

Objective 4: Law Enforcement Strategy

1. One Strike and You're Out. The One Strike and You're Out Policy has been adopted by Topeka Housing Authority and will continue.
 - a. A special sub-committee will be appointed to explore with the City Attorney's Office the concept of a "Community Housing authority Prosecutor." This is a new and emerging program that uses a special prosecutor to work with the One Strike committee in both the public housing complexes and with Section 8.
2. Upstream Committee Partnership with Law Enforcement Community
 - a. The partnership between the City of Topeka Police Department, OIG, and other law enforcement agencies, will continue to focus on reducing crime in public housing sites, eliminating the presence of criminal elements at public housing sites and criminal activities in adjacent neighborhoods.
 - b. The assignment of two Community Policing Officers to the Topeka public housing sites will continue and the Community Policing Sub-Station at Deer Creek will be continued.
 - c. A Hot Line will be created for reporting possible criminal activities in THA sites.

3. Equipment Purchased for Law Enforcement

- a. Additional surveillance equipment, and/or other equipment identified with law enforcement partners, will be added to that which has already been purchased for this effort through the Safe Neighborhood Grant.

Objective 5: Economic Empowerment Strategy

1. Identify Barriers to Self Sufficiency
 - a. One of the greatest barriers to moving to self-sufficiency is understanding what it is that holds on back from successfully becoming self-sufficient. Partner agencies and others will work with residents of public housing by providing a broad range of programs and activities designed to help people identify, understand and claim their personal barriers to self-sufficiency. These same partners will develop individualized strategies to assist people in addressing these barriers.
2. Economic Development Ventures - We can create a wide variety of strategies for economic empowerment, but to be affective, we must help residents of public housing increase their personal bottom line, in terms of amount of dollars and resources coming into their households. Poor people aren't more or less efficient than anyone else in society. They simply have a smaller margin for error. The more dollars one has, the more room for error one has when it comes to economic ventures.
 - a. We will work with our PHDEP partners to address the above reality.
 - b. We will educate residents of public housing that home based businesses are both acceptable and encouraged.
 - c. We will create opportunities for people to promote the economic ventures that they already have through the development of bulletin boards, opportunities for publicity, publishing a neighborhood assets and resources guides, and a link to the Topeka Home Page.
 - d. We will create partnerships with others to assist public housing residents in developing strategies, business plans and action models for developing economic ventures that will supplement their income.
 - e. We will identify sources of funding (loans, grants, gifts) that can be used to support public housing residents in initiating economic development ventures that will supplement their income.

- f. We will develop a set of resources and partners to help people learn how to run a small business as they are implementing one.
 - g. We will work with the City of Topeka, partner agencies and others in the community to create core contracts that can help fledgling economic ventures get launched.
 - h. We will work the City of Topeka Credit Union and other community banking partners to create new models for banking and investing on public housing sights or in public housing neighborhoods.
3. We will develop and provide a wide variety of create supportive services such as the following:
- a. Continued Education
 - b. Job Training
 - c. Micro-Business Development
 - d. Faith Based Counseling
 - e. Supportive Counseling
 - f. Budget and Financial Counseling
 - g. Home ownership Readiness
 - h. Interview Classes
 - i. Resume Building Skills
4. We will work with our Partners to develop a strategy and training program on “Rebuilding My Work History” for people who have experienced major problems or made significant mistakes in their past that may limit or prevent employment.
5. Assist residents moving from Public Housing (when feasible and appropriate).

Year Two of the Public Housing Drug Elimination Program Grant

Objective One: Social Development Strategy

Objective Two: Neighborhood Empowerment and Mobilization Strategy

Objective Three: Safety and Security Strategy

Objective Four: Law Enforcement Strategy

Objective Five: Economic Empowerment Strategy

Year Two, Objective One: Social Development Strategy

1. Form and strengthen attachments with positive role models.
 - a) The partners and others will implement the strategy for using intergenerational activities and programs developed during year one.
 - b) The Girl Scouts of America will continue to expand the sites for their troops to include a troop operated out of the Western Plaza Office, for girl at Western Plaza and in the neighborhood. They will also work to strengthen the resident leadership of the troops, modifying the stipend program as necessary.
 - c) The Boy Scouts of America will continue to expand their troops to include Central Park Community Center, which will accommodate the children at Western Plaza. They will also work to strengthen the resident leadership of the troops modifying the stipend program as necessary.
 - d) The North Topeka Weed and Seed Committee and the North Topeka YMCA will begin to explore how they might partner with THA to develop and provide programming and family support for new residents of Shorey Estates, currently under construction.

- e) THA will move their Family Self Sufficiency Coordinator to Deer Creek Village and explore how to expand the funding of the Family Self Sufficiency program.
- f) The THA will partner with Weed and Seed and others to explore and implement new models for jobs training for at risk youth in our mutual target areas including entrepreneur ventures with at-risk adults and youth from public housing and partnerships with community businesses.
- g) THA will work with the PHDEP partners and the UpStream Committee to expand programming, increase neighborhood participants and a multi-funding base in an effort to move funding away from PHDEP dependence.
- h) All other programs will continue and be updated and modified as needed.

2. Establish a level of community health care for prevention, intervention and treatment of drug and other health related concerns.

- a) The results of the research done by the social service partners of the UpStream committee regarding the current levels of support of public housing residents in prevention, intervention and treatment will be examined, the gaps identified, and strategies developed for addressing needs.
- b) The results of the research done by the Topeka-Shawnee County Health Department regarding their current level of support of public housing residents will be examined, and a strategy developed for implementing and funding a Public Health Nurse dedicated to THA resident complexes. Set a goal of funding a one-fourth time public health nurse to staff one or two of our sites to deliver services not already being delivered as determined in the year one survey.
- c) We will develop a coalition with the agencies that do case management at various THA sites to explore how and if we might create a future partnership that is more effective and efficient in the delivery of these services.

3. Establish clear expectations regarding drug use and crime in our public housing complexes.

- a) The UpStream partners will work to create a seamless campaign, (using slogans, posters, and other media) to put the expectations regarding drug use and crime before all residents of THA complexes and their neighborhoods.
- b) We will partner to submit a grant request with New Approach Anti-Drug Program (NAAD) to implement some of the prevention strategies that have succeeded at other public housing sites around the country, at Pine Ridge Manor, Western Plaza and Deer Creek Village.
- c) We will continue to work with Center for Peace and Justice, Rites of Passages and others to evaluate and modify successful programs, discontinue unsuccessful one, discover and implement new ones, and identify and add new partners.
- d) Anti-Drug/Anti-Crime Programs implemented in year one will be reviewed and evaluated, and then continued, modified as needed or discontinued as appropriate.

4. Provide opportunities for involvement in the community

- a) We will work with community partners to implement opportunities for outreach and service for those of pre-employment age. Included in the program will be a system of incentives and rewards for participation and improvement in jobs readiness skills.
- b) Work will continue with community partners and businesses to implement resident based and micro-business opportunities for both current and previous adults and youth of THA complexes.

- c) Work will continue in the development of a credit union, banking branches and sources of funding for resident based and micro-business opportunities for public housing residents and those living in public housing neighborhoods.
- d) All programs established in Year One will be evaluated, modified and continue as needed or discontinued when appropriate.

5. Provide opportunities for learning cognitive and social skills

a. Education

- 1. In collaboration with The Brown Foundation, a library will be opened at the Deer Creek Community Center for the children and youth from both the housing development site and other children in the neighborhood. A strategy will also be put into place to bring other youth to these library sites and to bring the library's resources to other sites.
- 2. The Brown Foundation will partner with the Topeka Parks and Recreation Department to expand to a third library site at Central Park Community Center.
- 3. A partnership will be created to support and expand the programs run out of Deer Creek Community Center, Central Park Community Center, and Pine Ridge Community Center.
- 4. The collaborative partners will work to find additional ways to combine various programs and resources, and to expand the educational and training opportunities for residents of all seven public housing sites.

b. Job Skills

- 1. We will expand efforts to attract 14 and 15 year olds into the Mayor's Summer Jobs Training Program.
- 2. We will develop a pre-employment program that is volunteer based, but with premiums for certain milestones.
- 3. All programs established in Year One will be evaluated, modified and continue as needed or discontinued.

c. Mentoring Programs

- 1. All programs established in Year One will be evaluated, modified and continue as needed or discontinued.

6. Receive recognition

- a. The use of Recognition and Achievement Awards will be evaluated and expanded.
- b. New and continued Job Placement strategies will be utilized to enable those who have participated successfully in the various training program to successfully move toward their desired level of work.

Year Two, Objective Two: Neighborhood Empowerment and Mobilization Strategy

1. Building and strengthening the community by enlisting the collaboration of all pertinent service organizations available.

- a) THA, Safe Streets, Weed and Seed and others will work with existing resident groups and neighborhood groups and new ones, (both individually and collectively when there is a desire) to solve neighborhood problems and to help identify and implement the agenda in each of our seven public housing neighborhoods.

- b) We will formalize the new and expanded “UpStream Committee,” claiming and expanding our primary goal: to move upstream from the current problems of crime and criminal activities to develop and implement strategies that would slow or decrease criminal behavior in our mutual target areas and among our mutual constituencies.
- c) The newly developed neighborhood database will be used to identify strengths and assets from which to build future programs and activities for the target complexes.
- d) Our partnership with The Brown Foundation and the Parks and Recreation Department will be evaluated, based on our commitment to bring strong, consistent and innovative social, educational and recreational programs to the three family complexes of Topeka Housing Authority.
- e) We will develop and promote the concept that our three high-rise sites are self-contained neighborhoods, followed by the development and implementation of more internal neighborhood style of programs and activities while at the same time encouraging expanded participation in a broad range of neighborhood associations and activities.
- f) All programs established in Year One will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

2. Address at-risk youth and families and direct services to them.

- a) We will expand, when needed, the existing programs and partnerships that focus on keeping youth and children occupied and in healthy, trouble-free environments during the summer months (when school is not in session) and throughout the year.
- b) We will utilize the information in our database and annual resident survey to identify gaps in existing programs and new programs that residents desire to implement.
- c) We will partner with Alcoholics Anonymous and Narcotics Anonymous to implement 12-step groups at two of the seven sites.
- d) We will continue to study Social Development Strategies for preventing unhealthy behaviors and begin to put in place an appropriate Social Development Strategy for the seven Topeka Housing Authority complexes.
- e) We will continue to expand the opportunities and potential for addressing unhealthy behaviors of residents.
- f) We will continue to expand our Economic Empowerment Strategy through the use of social capital and enterprises and profit-making strategies.
- g) All programs established in Year One will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

Year Two, Objective Three: Safety and Security Strategy

- 1. We will expand the programs that address safety and security issues at Deer Creek Village (the former Safe Neighborhood Grant) to Pine Ridge Manor and Western Plaza. Where appropriate, fencing will be installed for control of pedestrian traffic, lighting will be increased to enhance safety, and surveillance equipment will be installed as a preventative measure. Neighborhood Watch Patrols will continue in Deer Creek Village and Pine Ridge Manor, and a new one will be organized at Western Plaza.

Year Two, Objective Four: Law Enforcement Strategy

1. The One Strike Program will continue to be refined and improved. If consensus is reached to have a Community Housing Authority Prosecutor, funding sources and options will be explored.
2. Plans will be developed to place some form of Community Policing Sub-Station at Pine Ridge Manor, which will be used by the two Community Policing Officers assigned to Topeka Housing Authority and others in our law enforcement partnerships.
3. A sub-group of the UpStream Committee will work with Judge Roach to study the concept of having a Community Court at one of the public housing complexes.
4. The law enforcement partnership will continue to focus on reducing crime in the public housing sites. Law enforcement equipment purchased by THA through various grants, will be inventoried, and when feasible and appropriate, made available to all law enforcement partners.

Year Two, Objective Five: Economic Empowerment Strategy

1. We will continue with previous programs and activities and expand them as needed and as opportunity dictates.
2. We will expand, as able, the “self sufficiency” staff at THA.
3. We will provide, on an annual basis, Micro-business Development seminars for THA residents and neighbors of THA complexes and work with them to develop strategies for implementing home-based micro-businesses.
4. Social Enterprise strategies for public housing residents will be explored and implement when and where appropriate.
5. We will explore with City of Topeka Credit Union and other lending agencies to create THA community-based financial institutions.
6. We will explore with other City Departments and other community businesses how to access surplus property and equipment to assist in the development of economic empowerment strategies (such as tools for a neighborhood garage and a neighborhood truck). We will target certain seasonal work, such as mowing, to negotiate contracts for start-up businesses based from public housing complexes.
7. Bulletin boards will be installed at all public housing properties and a link to the Topeka Home Page, where residents can advertise services and personal property for sale.
8. A partnership will be established with Central and Eastern Weed and Seed Neighborhood Committees to provide computer skills training and internet access in an effort to expand job readiness skills and access to job availability information.
9. A strategy to provide internet e-mail addresses and mailboxes for public housing residents and their neighbors will be explored.

Year Three of the Public Housing Drug Elimination Program Grant

Objective One: Social Development Strategy

Objective Two: Neighborhood Empowerment and Mobilization Strategy

Objective Three: Safety and Security Strategy

Objective Four: Law Enforcement Strategy

Objective Five: Economic Empowerment Strategy

Year Three, Objective One: Social Development Strategy

1. We will continue to help form and strengthen attachments of public housing residents with positive role models. All programs established in Years One and Two will be evaluated, modified and continue as needed or discontinued.
2. We will continue to work with the social service agencies that do case management at public housing sites, to enable them to create partnerships and coalitions to more effectively do their work by sharing staff and assigning “lead” roles at each of the public housing sites.
3. We will continue and expand the level of Community Health Care for prevention, intervention and treatment of drug and other health related concerns. All programs established in Year Two will be evaluated, modified and continue as needed or discontinued.
4. We will continue to promote clearly established and articulated expectations regarding drug use and crime in public housing complexes. All programs established in Years One and Two will be evaluated, modified and continue as needed or discontinued.
5. We will continue to expand opportunities for public housing resident involvement in the community. All programs established in Year One and Two will be evaluated, modified and continue as needed or discontinued. New ones will also be implemented.
6. We will continue the opportunities to learn social and cognitive skills. All programs established in Years One and Two will be evaluated, modified and continue as needed or discontinued. New ones will also be implemented.
7. The use of Recognition and Achievement Awards will continue to be evaluated and expanded. New and continued job placement strategies will be utilized to enable those who have participated in the various training programs to successfully move toward their desired level of work.

Year Three, Objective Two: Neighborhood Empowerment and Mobilization Strategy

1. Continue to expand the membership and upgrade the work of the collaborative partners.

- a) We will continue to identify social service agencies, government entities, law enforcement agencies and not-for-profit agencies that might benefit by our mutual work together.
 - b) We will continue to identify others who are working on grants in our target area, with our constituency, and in the field of increasing safety and security and empowering neighborhoods and individuals.
 - c) All programs established in Years One and Two will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.
2. Continue to identify the needs for at-risk youth and families and create strategies to provide adequate service.
 - a) We will continue to utilize the feedback of residents and our data base to expand the opportunities for the needs of at risk youth to be addressed, economic empowerment strategies expanded.
 - b) All programs established in Year One and Two will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

Year Three, Objective Three: Safety and Security Strategy

1. We will continue the focus of the New Approaches/Anti-Drug Program (NAAD) at Pine Ridge Manor and Deer Creek Village, in an effort to complete the fencing, lighting, and other strategies. We will begin to develop a concept for a NAAD grant in partnership with the Tyler Tower/Polk Plaza complex and the Tennessee Town site.
2. Ongoing recruiting and training of Neighborhood Security Patrols will continue at Deer Creek Village and Pine Ridge Manor, and an effort will be made to involve the residents of the other public housing sites in neighborhood patrols in the Central Topeka area.
3. All programs established in Years One and Two will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

Year Three, Objective Four: Law Enforcement Strategy

We will continue with previous programs and activities and expand them as needs, priorities and opportunity dictates.

Year Three, Objective Five: Economic Empowerment Strategy

We will continue with previous programs and activities and expand them as needed and as opportunity dictates.

1. We will expand, as able, the “self sufficiency” staff at THA.
2. We will partner with Washburn University and others to provide, on an annual basis, micro-business development seminars for public housing residents and neighbors of public housing complexes and work with them to develop strategies for implementing home-based micro-businesses.
3. We will explore social enterprise strategies for THA and implement when and where appropriate.

4. We will continue to explore with City of Topeka Credit Union and other lending agencies to create THA community-based financial institutions.
5. We will continue our efforts with other City Departments and other community businesses to transfer surplus property and equipment, to be used to assist in the development of economic empowerment strategies. We will also work to provide such things as a neighborhood garage, neighborhood truck, and the targeting of certain seasonal work, such as mowing, for contracts with start-up businesses based from THA complexes.
6. We will create bulletin boards at all public housing properties which residents can use to advertise micro-business services and personal property for sale. We will create a page on the Topeka Home Page to promote these micro-businesses on a broader basis.
7. A partnership will be established with Central and Eastern Weed and Seed Neighborhood Committees to provide computer skills training and internet access for public housing residents, in an effort to expand job readiness skills and access to job availability information. A strategy to provide internet e-mail addresses and mailboxes for public housing residents and their neighbors will be explored and if feasible, implemented.

Year Four of the Public Housing Drug Elimination Program Grant

Objective One: Social Development Strategy

Objective Two: Neighborhood Empowerment and Mobilization Strategy

Objective Three: Safety and Security Strategy

Objective Four: Law Enforcement Strategy

Objective Five: Economic Empowerment Strategy

Year Four, Objective One: Social Development Strategy

1. Form and strengthen attachments with positive role models.
 - a. All programs established in Years One through Three will be evaluated, modified and continued as needed and discontinued.
 - b. The Girl Scouts of America and the Boy Scouts of America will move towards a strong leadership base that is not stipend driven. This will be accomplished through a strenuous effort of parent involvement at the sites and a recruiting effort for leaders who do not live at the THA sites (including those that have moved out of public housing).
2. We will continue to work with social service organizations that do case management at public housing sites to enable them to create partnerships and coalitions to more effectively do their work through shared staff and by assigning "lead" roles at each of the public housing sites.
3. We will continue and expand community health care for prevention, intervention and treatment of drug and other health related concerns. If additional support and funding is located, expand the public health nurse position to three-fourths time and expand the deliver services to five or six sites.

4. We will continue to promote clearly established and understood expectations regarding drug use and crime in public housing complexes. All programs established in Years One through Three will be evaluated, modified and continued as needed or discontinued.

5. We will continue to explore opportunities for involvement in the community. All programs established in Years One through Three will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

6. We will continue to expand the opportunities to learn social and cognitive skills. All programs established in Years One through Three will be evaluated, modified and continued as needed, or discontinued. New ones will also be implemented.

7. The use of Recognition and Achievement Awards will continue to be evaluated and expanded. New and continued Job Placement strategies will be utilized to enable those who have participated successfully in various training programs to successfully move toward their desired level of work.

Year Four, Objective Two: *Neighborhood Empowerment and Mobilization Strategy*

We will continue with previous programs and activities and expand them as needed and as opportunity dictates.

Year Four, Objective Three: Safety and Security Strategy

Ongoing recruiting and training of Neighborhood Security Patrols will continue at Deer Creek, Pine Ridge and Central Topeka. All other programs established in Years One through Three will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

Year Four, Objective Four: Law Enforcement Strategy

We will continue with previous programs and activities and expand them as needs, priorities and opportunity dictates.

Year Four, Objective Five: Economic Empowerment Strategy

We will continue with previous programs and activities and expand them as needed and as opportunity dictates.

1. We will expand, as able, the “self sufficiency” staff at THA.
2. We will provide, on an annual basis, micro-business development seminars for public housing residents and neighbors of public housing complexes and work with them to develop strategies for implementing home-based micro-businesses.
3. We will continue to explore social enterprise strategies for THA and implement when and where appropriate.
4. We will continue working with City of Topeka Credit Union and other lending agencies to create THA community-based financial institutions.
5. We will continue to explore with other City Departments and other community businesses, the transferring of surplus property and equipment to assist in the development of economic empowerment and

the targeting of certain seasonal work, such as mowing, for contracts with start-up businesses based from THA complexes.

6. We will continue to maintain the bulletin boards at all THA properties which residents can use to advertise services and personal property for sale. We will also keep current a page on the City Home Page dedicated to small business enterprise of THA residents.
7. The partnership will continue with Central and Eastern Weed and Seed Neighborhood Committees to provide computer skills training and internet access in an effort to expand job readiness skills and access to job availability information. A strategy to provide internet e-mail addresses and mailboxes for THA residents and their neighbors.

Year Five of the Public Housing Drug Elimination Program Grant

Objective One: Social Development Strategy

Objective Two: Neighborhood Empowerment and Mobilization Strategy

Objective Three: Safety and Security Strategy

Objective Four: Law Enforcement Strategy

Objective Five: Economic Empowerment Strategy

Year Five, Objective One: Social Development Strategy

1. Form and strengthen attachments with positive role models. All programs established in Years One through Four will be evaluated, modified and continued as needed or discontinued.
2. The partnership will continue to work with social service organizations that do case management at THA sites to enable them to create partnerships and coalitions to more effectively shared staff, assigning “lead” roles at each of the public housing sites.
3. As funding is available, we will continue and expand the level of community health care for prevention, intervention and treatment of drug and other health related concerns, including the expansion of the public health nurse to a full time position and with delivery of services to all public housing sites.
4. We will continue with clearly delineate expectations regarding the unacceptability of drug use and crime in public housing complexes. All programs established in Years One through Four will be evaluated, modified and continued as needed or discontinued.
5. We will continue opportunities for involvement in the community. All programs established in Years One through Four will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

Year Five, Objective Two: Neighborhood Empowerment and Mobilization Strategy

We will continue with previous programs and activities and expand them as needed and as opportunity dictates.

Year Five, Objective Three: Safety and Security Strategy

Ongoing recruiting and training of Neighborhood Security Patrols will continue at Deer Creek, Pine Ridge and Central Topeka. All other programs established in Years One through Four will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

Year Five, Objective Four: Law Enforcement Strategy

We will continue with previous programs and activities and expand them as needs, priorities and opportunity dictates.

Year five, Objective Five: Economic Empowerment Strategy

We will continue with previous programs and activities and expand them as needed and as opportunity dictates.

1. We will expand, as able, the “self sufficiency” staff at THA.
2. On an annual basis, we will provide Micro-business Development seminars for public housing residents and neighbors of THA complexes and work with them to develop strategies for implementing home-based micro-businesses.
3. We will explore Social Enterprise strategies for THA and implement when and where appropriate.
4. We will continue to explore with City of Topeka Credit Union and other lending agencies to create THA community-based financial institutions.
5. We will work with City Departments and community businesses, to acquire surplus property and equipment. It will assist in the development of economic empowerment strategies such as providing a neighborhood garage, neighborhood truck, and the targeting of certain seasonal work, such as mowing, for contracts with start-up businesses based from THA complexes.
6. We will continue to create bulletin boards, including electronic ones, at key locations on public housing properties and elsewhere, which residents can use to advertise services and personal property for sale.

The partnership will continue with Central and Eastern Weed and Seed Neighborhood Committees to provide computer skills training and internet access in an effort to expand job readiness skills and access to job availability information. A strategy to provide Internet e-mail addresses and mailboxes for THA residents and their neighbors.

