

TOPEKA HOUSING AUTHORITY

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

2010 SE CALIFORNIA
TOPEKA, KS 66607

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Topeka Housing Authority

PHA Number: KS-002

PHA Fiscal Year Beginning: January 1, 2001

Public Access to Information

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

THA's Administrative Office, 2010 SE California, Topeka, KS 66607

The Topeka Public Library, 1515 W. 10th Street, 66604

City's Web Site www.topeka.org

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

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

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is:

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 Governing Board 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

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

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

PHA Goal 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	6/01
B. Secure partners/sign agreements	8/01
C. Designate units as transition housing	9/01
D. HUD approval to remove units from rent roll	10/01
E. Prepare vacant units for occupancy	11/01
F. House first transitional tenants	12/02

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

<u>Tasks</u>	<u>Timetable</u>
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

<u>Tasks</u>	<u>Timetable</u>
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 Governing Board.

THA's intent in doing so will be to:

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

Milestones

- 10/00 Long range plan completed
- 11/00 Annual plan completed

Tasks and Timetable

Tasks	Timetable
A. Prepare draft long range plan update	09/00
B. Finalize long range plan update	10/00
C. Prepare draft one year plan update	10/00
D. Finalize one year plan update	11/00

Objective 2: Move from standard performer

THA will work with HUD officials to move THA from standard performer to that of a high performing public housing agency.

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

- scores at "standard" level on 7/01
- scores at "high performance" level on 7/02

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
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Total compliance of MOA by 6/00

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 Governing Board 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

- 10/00 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	10/00
C. Select an option to pursue	10/00
D. Develop necessary documents	10/00
E. Secure City Council approval for new structure	11/00
F. Prepare successor in interest documents	11/00
G. Complete transition	01/01/01

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

<u>Tasks</u>	<u>Timetable</u>
A. Conduct an analysis of need and interest	06/01
B. Develop a transition plan	01/01
C. Submit transition plan to HUD	03/01
D. Secure HUD approval	09/01
E. Begin tenant transition	10/01
F. Substantially complete transition	07/02

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Streamlined Plan:** **High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**
- Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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 2,000 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-eight percent of THA public housing and Section 8 participants are Black, forty-eight percent White and 4.5 percent are of other races. The primary source of income for forty-five 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; 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)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled at risk of being designated troubled ONLY)
- Implementation of Public Housing Resident Community Service Requirements.
- Pet Policy
- 5 Year Mission and Goals Progress Report

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration 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
NONE	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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy (revised)	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NONE	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NONE	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NONE	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
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	Annual Plan: Homeownership

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the Section 8 Administrative Plan	
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NONE	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 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	Accessibility	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: 2001
- 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	1123		
Extremely low income <=30% AMI	578	51.5%	
Very low income (>30% but <=50% AMI)	420	37.4%	
Low income (>50% but <80% AMI)	125	11.1%	
Families with children	806	71.89%	
Elderly families	15	1.3%	
Families with Disabilities	120	10.7%	
Race/ethnicity	473/African American	42%	
Race/ethnicity	505/Caucasian	45%	
Race/ethnicity	112/Hispanic	10%	
Race/ethnicity	33/Native American	3%	

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

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

Waiting list total	# of families 123	% of total families 100%	Annual Turnover
Extremely low income <=30% AMI	73	78%	
Very low income (>30% but <=50% AMI)	15	17%	
Low income (>50% but <80% AMI)	9	5%	
Families with children	65	52.8%	
Elderly families	5	4.1%	
Families with Disabilities	26	21.1%	
Race/ethnicity	54/African American	43.9%	
Race/ethnicity	36/Caucasian	29.3%	
Race/ethnicity	18/Hispanic	14.6%	
Race/ethnicity	11/Asian	8.9%	
Race/ethnicity	4/Native American	3.3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	60	48.8%	
2 BR	26	21.1%	
3 BR	32	26%	
4 BR	3	2.4%	
5 BR	2	1.6%	
5+ BR	0	0%	

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

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

No Yes

C. Strategy for Addressing Needs

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

In the 2001 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 2001, 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:

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
Use Family Self-Sufficiency Program rent policies that support and encourage work.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
Topeka Independent Living Resource Center
Community Action
Let's Help
HOPE Connection

Breakthrough House
Cornerstone

Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	1,188,526	
b) Public Housing Capital Fund	1,083,874	
c) Replacement Housing	140,104	
d) HOPE VI Revitalization	0	
e) HOPE VI Demolition	0	
f) Annual Contributions for Section 8 Tenant-Based Assistance	4,038,925	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)	156,260	-After school tutoring & recreation - Security patrols - Economic training & Empowerment
h) Resident Opportunity and Self-Sufficiency Grants	66,371	Pays the salaries of Section 8 & Public Housing Family Self Sufficiency Coordinator
2. Prior Year Federal Grants (unobligated funds only) (list below)		
KS16P00250100	1,199,592 ¹	Capital Improvement Program
Public Housing Drug Elimination Program	145,327	After School Tutoring & Recreation
3. Public Housing Dwelling Rental Income		
	855,000	Public Housing Operation
4. Other income (list below)		
Non-Dwelling Rental Income	60,139	Public Housing Operation
4. Non-federal sources (list below)		
Total resources	8,934,118	

¹ Capital Fund	1,062,284
Replacement Housing Factor	<u>137,308</u>
	<u>1,199,592</u>

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

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

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

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
 Sub-jurisdictional lists
 Site-based waiting lists
 Other (describe)

b. Where may interested persons apply for admission to public housing?

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

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)

c. Preferences

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

Occupancy

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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 (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Extensions and Suspensions of 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

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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 (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads

- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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 re-determinations:

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

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

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - The PHA has chosen to serve additional families by lowering the payment standard
 - Reflects market or submarket
 - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 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 2000	Expected Turnover
Public Housing	568	102/June 35%
Section 8 Vouchers	286	8%
Section 8 Certificates	489	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)	568	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.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

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.

Written Policy & Procedures

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

Pine Ridge ----- The Topeka Housing Authority will again seek HOPE VI funds in 2001. This application will be very similar in nature to the unsuccessful one submitted in June of 1999 that proposed a reduction in the number of units at Pine Ridge, rehabilitation of the remaining units, construction of some single family homes, and both new construction and substantial rehabilitation of houses in the surrounding neighborhood.

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

Additional leasing in East Topeka

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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/YY)</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)]

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

1. Yes No: 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

Yes 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:	
1b. Development (project) number:	
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	

Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(01/07/01)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: Unknown 7. Coverage of action (select one) <input checked="" type="checkbox"/> One or possibly two of THA's seven complexes <input type="checkbox"/> Total development 8. Timeline for activity Projected start date of activity: August 2001 Projected end date of activity: July 2002

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act?

(If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
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.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

2. Activity Description

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

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 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)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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? 01/01/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Education Opportunity center</i>	8	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Services for Employment Success</i>	7	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Let's Help, Inc.</i>	3	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Prevention and Recovery Services</i>	4	<i>Specific Criteria</i>	<i>All</i>	Public Housing
<i>YWCA</i>	1	<i>Specific Criteria</i>	<i>All</i>	Public Housing
<i>Faith Works of Kansas</i>	12	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Office Training Assistance 712 S. Kansas Avenue</i>	20	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Washburn University 1700 College</i>	5	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Kaw Area Technical School 5724 SW Huntoon</i>	3	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>
<i>Recipients</i>	2	<i>Specific Criteria</i>	<i>All</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	29 participants 9/26/00
Section 8	25	25 participants

- 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. (In the process of setting up).
- 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

12. 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 sub-component D.

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports

- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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 J))

14. RESERVED FOR PET POLICY Attached

[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

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

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

- Attached at Attachment (File name)
- Provided below:

The comments were regarding the Capital Fund. Monies for Deer Creek. Explanation was given by Shirley Thornwall and Linda Clark.

Comments were received on November 14, 2000 at the Tenant Executive Board meeting. PHA Plan was passed unanimously.

Presented the Plan to the Tenant Executive Board again on February 13, 2001. Received full approval after walking through the changes.

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:

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

Mayor appointed.

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)

Mayor appointed.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

Secured 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)

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

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

PHA Management Organization Chart - **Attachment A**

Pet Ownership Policy - **Attachment B**

Implementation of Public Housing Resident Community Services Requirement - **Attachment C**

Deconcentration Policy - **Attachment D**

Operating Budget - **Attachment E (Hard copy only)**

Pet Policy Service Animals - **Attachment F**

Topeka Housing Authority Board Members - **Attachment G**

Resident Board Roster - **Attachment H**

Transition to Quasi-Public Status - **Attachment I**

Public Housing Drug Elimination Program – **Attachment J**

Resident Membership of the PHA Governing Body – **Attachment K**

Progress Assessment Report – **Attachment L**

SUPPORTING DOCUMENTS

City of Topeka Consolidated Plan 2001

Impediments to Fair Housing Initiative

Topeka Housing Authority Administration Plan, Resolution 454

Methods of Administration, Resolution 205

Pet Policy

Comprehensive Annual Financial Report, December 31, 1998

Combined Administrative Plan for Section 8 Certificate & Housing Voucher Program

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 Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number KS16P00250201 FFY of Grant Approval: (2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	216,774
3	1408 Management Improvements	24,000
4	1410 Administration	32,000
5	1411 Audit	2,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	15,000
8	1440 Site Acquisition	
9	1450 Site Improvement	93,000
10	1460 Dwelling Structures	621,000
11	1465.1 Dwelling Equipment-Nonexpendable	7,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	5,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	68,100
20	Amount of Annual Grant (Sum of lines 2-19)	1,083,874
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA WIDE	Operations	1406	216,774
	Professional Development/training	1408	1,000
	Travel	1408	1,000
	Maintenance Salaries	1408	22,000
	Salaries to Administer CFP	1410	31,000
	Sundry Administrative Costs	1410	1,000
	Audit	1411	2,000
	Misc Maintenance Equipment	1475	5,000
	A/E Consulting Services	1430	15,000
	Contingency	1502	68,100
KS16P002001 PINERIDGE	Window Replacement	1460	200,000
KS16P002003 POLK PLAZA	Resurface parking/drive area	1450	20,000
	Sewer Lines	1450	10,000
	Install ramp & pad for dumpsters	1450	2,000
	Elevator replacement	1460	350,000
	Lighting upgrade	1460	11,500
	Window Treatment	1460	20,000
	Lens Replacement	1460	2,000
KSP002004b WESTERN	Asphalt Resurfacing	1450	6,000
	Fencing	1450	30,000
KS16P002005 TYLER TOWERS	Sewer Lines	1450	10,000
	Resurface parking/drive area	1450	15,000
	Plumbing	1460	5,000
	Window Treatments	1460	20,000
	Trash Compactor	1465.1	5,000
KS16P002008 TENNESSEE TOWN	Flooring Replacement	1460	10,000
	Door lock/handle replacement	1460	1,500
	Perform minor plumbing improvements	1460	1,000
	Bench Repair/Upgrade	1465.1	2,000

	TOTAL		1,083,874
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Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
	Within 2 years from date funds received	Within 3 years from date funds received

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002001	Pine Ridge	23	11.0620
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Window replacement		350,000	2002
Plumbing Upgrade		20,000	
Replace medicine cabinets		21,000	
Furnace Replacement		200,000	
Thermostat Replacement		5,000	
Floor Vent Replacement		2,000	
Window Replacement		150,000	2003
Plumbing Lines & Fixtures		10,000	
Water Heater Replacement		50,000	
Replace Medicine Cabinets		21,000	
Replace Kitchen Sinks Countertops & Cabinets		300,000	2004
Storm Door Replacement		30,000	
Sewer Line Replacements		50,000	
Install Sewer Clean Outs		10,000	
Mudjack Units		10,000	2005
Replace Kitchen Sinks, Countertops & Cabinets		300,000	
GFI Install/Electrical Upgrade		5,000	
Landscaping		4,000	
Total Estimated Cost for Fiscal Years 2002-2005:		1,538,000	

**Capitol Fund Program (CFP) 5-Year
Action Plan**

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002002	Jackson Towers	5	4.9090
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Asphalt Resurfacing		12,000	2002
Replace Automatic Doors		5,000	
Lighting Upgrade		20,000	2004
Replace Sinks, Countertops & Cabinets		100,000	
Fire alarm system upgrade		55,000	2005
Roof Repair		5,000	
GFI Install/Wiring Upgrade		5,000	
Landscaping		4,000	
Total Estimated Cost for Fiscal Years 2002-2005:		206,000	

Capitol Fund Program (CFP) 5-Year Action Plan

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002003	Polk Plaza	4	3.6790
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace Divider Fences		1,500	2002
Minor Plumbing Improvements		1,000	
ADA Rear Entry Doors		2,000	
Replace Sinks, Countertops & Cabinets		100,000 10,000	2004
Roof Repair		5,000	2005
GFI in Bathrooms		5,000	
Repair Outdoor Seating		1,400	
Landscaping		4,000	
Total Estimated Cost for Fiscal Years 2002-		129,900	

2005:

Capitol Fund Program (CFP) 5-Year Action Plan			
Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002004a	Deer Creek	17	18.68
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Plumbing lines & fixtures		3,000	2003
Replace sinks, countertops & cabinets		276,000	
Install showers		92,000	
Ceramic tile/tub surround		55,500	
Replace water heaters		16,000	
Storm Door Replacement		18,000	2004
Roof Replacement		130,000	2005
Landscaping		4,000	
Total Estimated Cost for Fiscal Years 2002-2005:		594,500	

Capitol Fund Program (CFP) 5-Year Action Pla

Development Number	Development Name	Number Vacant Units	Percent Vacancies
KS16P002004b	Western Plaza	1	4.55%
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Replace medicine cabinets		2,000	2002
Install Showers		22,000	
Ceramic tile/tub surround		13,500	
Lock Replacement		750	
Replace sinks, countertops, & cabinets		50,000	
Replace sinks, countertops, & Cabinets		25,000	2003
Replace Door locks		2,000	
Replace water heaters		7,500	
Roof replacement		30,000	2005
Storm door replacement		3,500	
Landscaping		4,000	
Total Estimated Cost for Fiscal Years 2002-2005:		160,250	

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)
DEMOLISHED			
Total Estimated Cost for Fiscal Years 2002-2005:		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)
Lighting improvements, outside		2,500	2002
Replace sinks, countertops, & cabinets		25,000	2004
GFI Install		3,000	2005
Siding repair/replacement		5,000	
Landscaping		4,000	
Total Estimated Cost for Fiscal Years 2002-2005:		39,500	

Capitol Fund Program (CFP) 5-Year Action Plan			
Development #	Development Name	# vacant units	% Vacancies
PHA-Wide			
Description of Needed Physical and Management Improvements		Estimated Cost	Planned Start Date (PHA Fiscal Year)
Operations		212,400	2002
Salary expenses to administer CFP		41,200	
Publications and sundry expenses		1,000	
Audit expense		2,000	
Maintenance Salaries		23,000	
A/E consulting services		30,000	
Professional development/training		1,000	
Travel		1,000	
Maintenance equipment		5,000	
Contingency		35,150	
Operations		212,400	2003
Salary expenses to administer CFP		42,436	
Publications and sundry expenses		1,000	
Audit expense		2,000	
Maintenance Salaries		24,000	
A/E consulting services		35,000	
Professional development/training		1,000	
Travel		1,000	
Maintenance equipment		5,000	
Contingency		30,164	
Operations		212,400	2004
Salary expenses to administer CFP		43,709	
Publications and sundry expenses		1,000	
Audit expense		2,000	
Maintenance Salaries		25,000	
A/E consulting services		35,000	
Professional development/training		1,000	
Travel		1,000	
Maintenance equipment		5,000	
Contingency		7,891	
Operations		212,400	2005
Salary expense to administer CFP		45,021	
Publications and Sundry expenses		1,000	
Audit expense		2,000	
Maintenance Salaries		26,000	
A/E consulting services		35,000	
Professional development training		1,000	

Travel	1,000	
Maintenance equipment	5,000	
Contingency	27,679	
Total Estimated Cost for Fiscal Years 2001-2002	1,395,850	

Replacement Housing Factor (RHF)		
Part I: Summary		
Capitol Fund Grant Number: KS16R00250101		
FFY of Grant Approval: 2001		
Line No.	Summary by Development Number	Total Estimated Cost
1	Total Non-CFP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	13,600
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	6,200
8	1140 Site Acquisition	8,500
9	1450 Site Improvement	1,900
10	1460 Dwelling Structures	9,504
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod used for Development	
19	1502 Contingency	14,000
20	Amount of Annual Grant (Sum of lines 2-19)	140,104
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	

Replacement Housing Factor

Part II: Supporting Table

Capitol Fund Grant Number: KS16R00250101

FFY of Grant Approval: 2001

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-wide	Salaries to administer RHF	1410	13,600
3-Plex	We propose to begin the improvement of an area which has an existing housing project by the construction of a 3-plex	1430	6,200
		1450	1,900
		1460	9,504
		Total	31,204

Replacement Housing Factor

Part III: Implementation Schedule

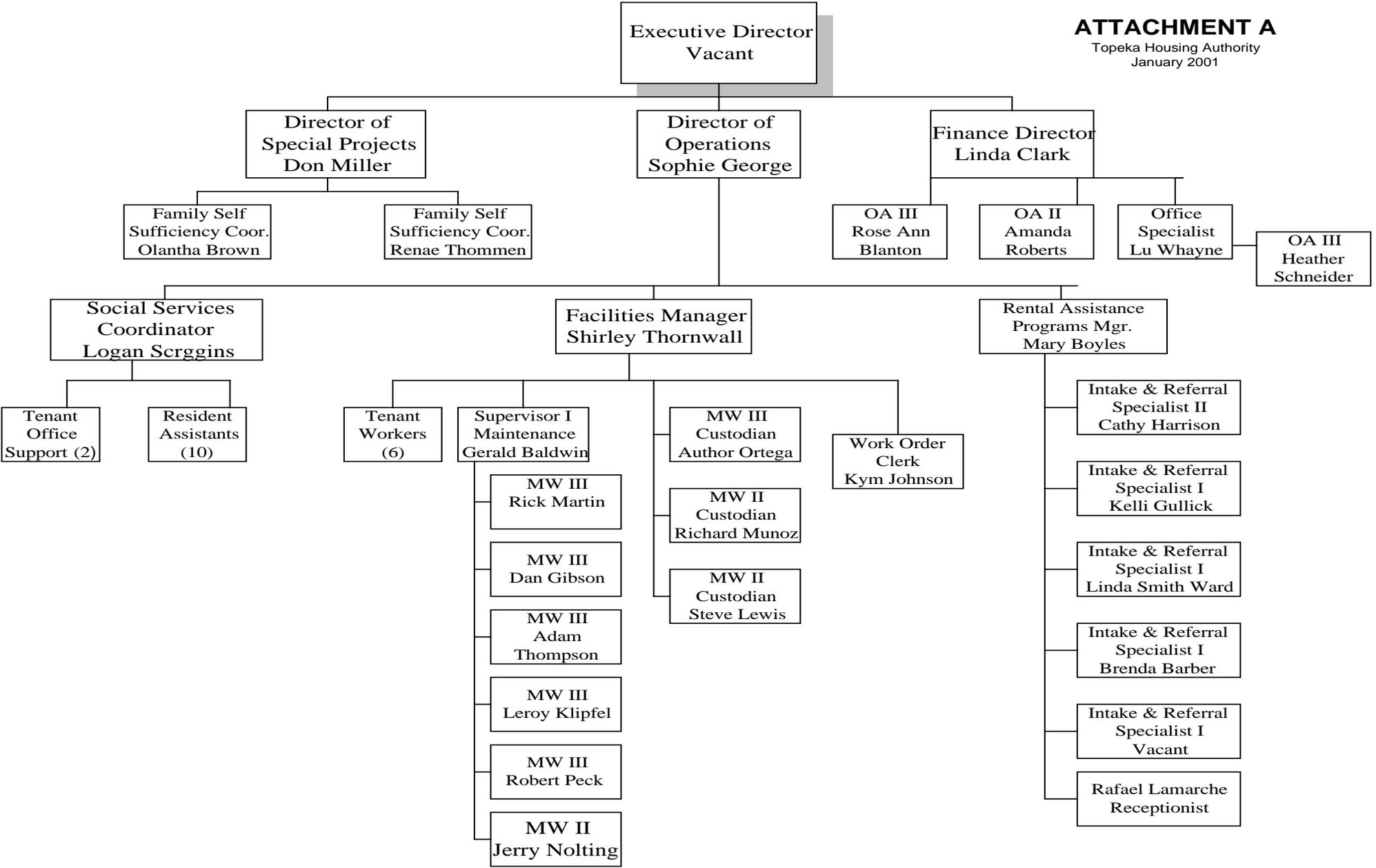
Capitol Fund Grant Number: KS16R00250101

FFY of Grant Approval: 2001

Activity	Projected Completion Date
Site acquisition and preparation Funds	06/01/01
Project Design (2-plex) (utilities)	08/01/01
Groundbreaking	09/01/01
Project Completion	03/01/02
100% Rent Up	04/01/02

ATTACHMENT A

Topeka Housing Authority
January 2001



**DRAFT DRAFT DRAFT DRAFT DRAFT
OCTOBER 4, 2000**

Resolution No. _____
Policies Relating to Common Household Pets

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

A. General

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

THA will offer housing to pet owners and/or to tenants who acquire pets under the terms and conditions described below.

Note: These policies do not apply to animals that assist persons with disabilities. THA policies regarding service animals are included in a separate resolution.

B. THA Obligations

- a. THA will issue and enforce rules relating to tenant ownership and care of pets.
- b. THA will designate and post pet exercise areas at each complex.
- c. THA will provide containers for the deposit of pet waste.
- d. THA will not register a pet if (a) it is not a common household pet, (b) keeping the pet will violate any THA pet rule, (c) the pet owner fails to provide and/or update complete pet registration information, (d) THA reasonably determines that a pet owner will be unable to comply with THA pet rules and related lease obligations.

C. Tenant Obligations

- a. Pet owners are liable for any and all damages resulting from pet ownership including bodily harm to individuals and damages to housing authority buildings and property.
- b. Pet owners must pay an additional security deposit for pets as specified in the standard THA/Tenant lease. (Note: This security deposit requirement does not apply in the case of tenants who utilize service animals.)
- c. Pet owners exercising pets on THA property must do so only in areas designated by THA for this purpose.
- d. Pet owners must promptly remove and properly dispose of all removable pet waste. Pet owners will be charged \$5.00 per occurrence when THA staff remove pet waste from THA premises.
- e. In the case of cats and other pets using litter boxes pet owners must change the litter at least once a week. Pet waste and used litter will be sealed in plastic and promptly deposited outside in designated containers.
- f. Pet owners will restrain their pets and have them under effective control at all times in common areas of THA buildings and on THA property outside THA buildings.
- g. Pets will be allowed in the common areas of THA high rises only in transition to and from the outside.
- h. Pet owners must register pets with THA before the animal is brought onto THA premises and at least annually thereafter. As part of initiating this pet policy all existing pets owned by THA tenants must be registered by January 1, 2001. As part of this registration process pet owners must provide (a) a

certificate signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law, (b) information sufficient to identify the pet and to demonstrate that it is a common household pet, and, (c) the name, address, and telephone number of one or more responsible persons who will take care of the pet if the owner dies, is incapacitated, or is otherwise unable to care for the pet.

- i. Pet owners will sign a statement indicating that they have read and will abide by THA's pet rules.
- j. If a pet disturbs other residents by barking scratching, whining or other unusual noises or engages in any form of threatening behavior THA will act to terminate registration for the pet.
- k. Pets will be kept free from fleas, ticks and other vermin.
- l. The pets of visitors are not allowed in THA units or on THA premises.
- m. Pet owners will not in any way alter a unit or areas outside a unit to accommodate a pet.

B. Limitations on the Number and Size of Pets

- a. No more than one warm blooded, four legged pet may be kept in any THA housing unit.
- b. Warm blooded, four legged pets cannot weigh more than sixteen pounds or be more than 16 inches in length, excluding tail.
- c. Birds may not be more than 12 inches tall.
- d. Reptiles may not be more than 3 feet in length.

This resolution was ADOPTED AND APPROVED by the THA Board of Commissioners on _____ . This resolution is effective _____ .

Robert E. Tuck Duncan III, Chair

John Johnston, Executive Director

**CITY OF TOPEKA
PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS**

IMPLEMENTATION OUTLINE

BACKGROUND

Community service requirements for public housing authority tenants were published by HUD in the Federal Register, March 29, 2000 as part of HUD's final rule relating to "Changes and Occupancy Requirements in the Public Housing and Section 8 Assistance Programs" (C24CFR Part 960, Subpart F).

This rule requires that adult residents of public housing must participate in eight hours of community service and/or economic self-sufficiency activities per month unless they meet requirements for exemption.

IMPLEMENTATION

THA will implement the new HUD community service requirements under the following timeline.

	Timetable	Person(s) Responsible
A. Policy Statement THA's Board of Commissioners will issue policies relating to Community Service	10/18/00	Board
B. Program Design Staff will design THA's community services program. This design will address eligibility determination, proposed service sites and opportunities, documentation procedures, linkage and partnership arrangements, and sanctions for non-compliance	10/25/00	S. George
C. Tenant Notification and Comment THA tenants will be given the opportunity To comment on the draft program design	10/25/00 to 11/25/00	L. Scroggins
C. Partnership Development Develop and sign memoranda of Understanding (MOU's) with partner Agencies and organizations	By 12/01/00	S. George
D. Eligibility Determination THA staff will determine eligibility for all current THA tenants and develop a mechanism to screen new tenants	By 12/15/00	M. Boyles
E. Program Implementation	01//01/00	S. George

**DRAFT DRAFT DRAFT DRAFT DRAFT
OCTOBER 4, 2000**

Resolution No. _____
Policies Relating to Deconcentration

BE IT RESOLVED by the Governing Board of the Topeka Housing Authority (THA) that the following deconcentration policy is established for all THA complexes and units. This policy supercedes all previous THA policies relating to this subject.

A. General

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 contains deconcentration language that is designed to roughly equalize the proportion of poverty level and higher income families across public housing authority complexes.

B. Deconcentration Policy

In accordance with HUD requirements no less than 40% of all THA households will have incomes at or below 30% of the area median income. Further, no THA complex will have more than 60% of its units occupied by families whose household income exceeds 30% of the area median income.

C. Deconcentration Policy Implementation

The household income of tenants of THA complexes will be monitored on a monthly basis. If monitoring indicates that THA is nearing concentration limits THA's tenant selection and complex assignment process will be modified temporarily in a manner that insures that these limits are not exceeded. Typically, this will involve skipping eligible households to serve households further down the waiting list.

This resolution was ADOPTED AND APPROVED by the THA Board of Commissioners on _____ . This resolution is effective _____ .

Robert E. Tuck Duncan III, Chair
Topeka HOUSING Authority

John Johnston, Executive Director

**DRAFT DRAFT DRAFT DRAFT DRAFT
OCTOBER 4, 2000**

Resolution No. _____
Policies Relating to Service Animals

BE IT RESOLVED by the Governing Board of the Topeka Housing Authority (THA) that the following service animal policy is established for all THA complexes and units. This policy supercedes all previous THA policies relating to this subject.

A. General

Service animals are not pets. They are welcome in all THA individual units and in all THA common areas and grounds.

THA welcomes service animals that assist persons with disabilities under the terms and conditions described below.

B. THA Obligations

- a. THA will issue and enforce rules relating to tenant ownership and care of service animals.
- b. THA will register service animals (a) if a tenant or prospective tenant certifies in writing that the tenant or a member of his/her family is a person with a disability, (b) the animal has been trained to assist persons with that specific disability, (c) the animal actually assists the person with a disability.

C. Tenant Obligations

- a. THA recognizes that it may not be possible for tenants utilizing service animals to fully meet the standards incorporated in THA's policies regarding the exercise, care and hygiene of common household pets. However, to the extent possible, persons utilizing service animals will be expected to address the exercise, care, and hygiene needs of their animals in ways that meet the reasonable public health concerns of other THA tenants and THA staff.
- b. Owners must register service animals with THA before the animal is brought onto THA premises and at least annually thereafter. As part of initiating this service animal policy all existing service animals owned by THA tenants must be registered by January 1, 2001. As part of this registration process service owners must provide (a) a certificate signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law, (b) information sufficient to identify the animal and to demonstrate that it is a service animal, and, (c) the name, address, and telephone number of one or more responsible persons who will take care of the animal if the owner dies, is incapacitated, or is otherwise unable to care for the animal.
- c. Service animal owners will sign a statement indicating that they have read and will abide by THA's service animal rules.

This resolution was ADOPTED AND APPROVED by the THA Board of Commissioners on _____ . This resolution is effective _____ .

Robert E. Tuck Duncan III, Chair
Topeka Housing Authority

John Johnston, Executive Director

Attachment G

TOPEKA HOUSING AUTHORITY BOARD MEMBERS

Tuck Duncan, Chair
214 SW 7th Street
Topeka, KS 66603
(W) (785) 233-2265
Fax (785) 233-5659

Gary Yager, Vice Chair
701 SW Kansas Avenue
Topeka, Ks 66602
(W) (785) 233-2926
Fax (785) 233-2913

Joe E. Marshall Sr.
1910 SW Sage
Topeka, KS 66605
(H) (785) 234-8005

Don Perkins
1515 SW Western
Topeka, KS 66604
(H) (785) 233-8397

Millie Curtis, Resident
Tyler Towers
600 W. 14th # 704
Topeka, Kansas 66607

Attachment H

TENANT EXECUTIVE BOARD

Louise Jefferson, President
1194 C SW Lincoln
Topeka, KS 66604
235-9783

Mary Jones, Secretary
1312 Polk #304
Topeka, KS 66612
354-9318

Carmen Brooks
1100 Gilmore
Topeka, KS 66607
233-8733

Laura Wennshimer
1312 Polk #302
Topeka, KS 66612
357-6211

Jimmie Booze, Treasurer
1122 Jackson Apt. 403
Topeka, KS 66612
232-4051

Clara White, Sargent at Arms
2845 Wear
Topeka, KS 66607
233-1810

Angela Waters
2472 SE Colonial
Topeka, KS 66605
266-2883

Selena Lane
1220 B SW 12th
Topeka, KS 66604
354-8505

ATTACHMENT I

TOPEKA HOUSING AUTHORITY TRANSITION TO QUASI-PUBLIC STATUS

STEPS and TASKS

NEW STRUCTURE

	<u>WHO</u>	<u>WHEN</u>
A. Prepare draft statement of powers for a quasi-public housing authority	THA & Legal Staff	10/11
B. Provide draft statement of powers to Council	Mayor	10/24
C. Authorize quasi-public housing authority as per Kansas Municipal Housing Law (Pass resolution that creates quasi-public housing authority and sets out its powers.)	Council	11/14
D. Appoint Board	Mayor	12/01
E. Orient Board	THA & HUD staff	12/15

KEY POLICY DOCUMENTS

A. Review “status quo” 2001 THA budget for recommendation to Council (Note: This budget will necessarily reflect the cost of operating THA as is (that is, inside City government)) in 2001 as no action to the contrary will have been taken before this is submitted to HUD. Submission of this budget will allow HUD to issue a letter of intent to fund THA in 2001.	Current THA Board of Commissioners	10/04
B. Approve for submission a “status quo” 2001 THA budget (see above)	Council	10/24
C. Prepare necessary successor in interest agreement(s).	Legal & THA staff	12/10
D. Prepare draft bylaws for Board operations	THA staff	11/20
E. Prepare draft personnel policies/procedures	THA & HR staff	11/20
F. Adopt core policy documents	Board	12/15
G. Distribute current 5 and 1 Year Plans to Board	THA staff	12/01
H. Review/refine current 5 and 1 Year Plans	Board	12/15

STAFFING

A. Recruit Executive Director	CAO	Start 11/15; Board completes process
B. Design benefits package that is fully comparable to the City’s that preserves existing benefits (accrued leave, KPERS, etc.)	THA staff HR & Legal staff	11/20
C. Offer current employees opportunity to transfer to new organization	Mayor	11/20
D. Adopt benefits package that is fully comparable to the City’s that preserves existing benefits (accrued leave, KPERS, etc.)	Board	12/15
E. Address union issues	CAO & HR staff	Start on 11/15

STEPS and TASKS (CON'T)

FINANCIAL MANAGEMENT

	<u>WHO</u>	<u>WHEN</u>
A. Arrange for year end audit of financial records and transactions	Finance; THA staff	12/01
B. Conduct physical inventory of buildings, equipment, and supplies	Finance; THA staff	12/15

BUILDINGS/EQUIPMENT/SUPPLIES

A. Arrange for transfer of real property to new organization	THA & Legal Staff	12/15
B. Arrange for transfer of equipment and supplies to new organization	THA Staff and others as indicated	12/15
- Office furniture and equipment		12/15
- Telephones	I.T. Staff	12/15
- Computers/Software/Systems	I.T. Staff	12/15
- Vehicles	Fleet Staff	12/15
- Maintenance Supplies		12/15
- Office Supplies		12/15

PROGRAMS

A. Adopt 2001 outcome based actions plans for programs/contracts (Public Housing, Section 8, Shelter Plus Care, Capital Grant, (Drug Elimination Grant, etc.)	Board	12/15
B. Adopt 2001 budgets for programs/contracts (Public Housing, Section 8, Shelter Plus Care, Capital Grant, Drug Elimination Grant, etc.)	Board	12/15

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 2001
- 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

Complete the following table

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: Pine Ridge Manor, Deer Creek Village, Western Plaza	325	661
Secondary: other 4 THA sites	298	312

F. Duration of Program

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

G. PHDEP Program History

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions of Waivers	Anticipated Completion Date
FY 1996					
FY 1997					
FY 1998	\$189,600	KS16DEP0020197			12/12/00
FY 1999	\$139,442	KS16DEP0020199			12/16/00
FY 2000	\$145,327	KS16DEP0020100			9/30/01

Section 2: PHDEP Plan Goals and Budget**A. PHDEP Plan Summary**

We have a plan for youth and another for adults. The Coordinator of Special Projects, who is funded with FY2001 funds, will oversee both, using in-house and part-time staff build, program and respond to specific individual and program needs in a timely manner.

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 primarily for resident youth but some living in the immediate neighborhood may attend. We will continue to partner with various social services organizations (such as Boy Scouts, Girl Scouts, Campfire Boys and Girls) for additional values based programs and activities. A small youth summer jobs program may be implemented in partnership with the City of Topeka.

The adult plan is tied to 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 residents being able to move from public assisted housing. Put another way, residency in public housing would become a matter of choice rather than economic necessity. This plan includes an educational component (GED and other adult education), a support component (transportation, stipends) and a Jobs/Ventures initiative (technical assistance, consulting, marketing, venture financing). In addition, we will work to strengthen and empower tenant-based organizations. Through them or separately, we will develop a series of activities and programs at each of the sites that are social, cultural or educational in nature, with the goal that they become monthly events.

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	144,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	0
TOTAL PHDEP FUNDING	145,500

9140 Tenant Patrols:	
Equipment/support/training	\$ 1,500

9160	
Pine Ridge after-school program	\$20,000
Deer Creek after-school staff	\$ 25,000
Cool Summers -	\$ 4,000
Empowerment Center equipment/supplies	\$ 4,000
Boy/Girl Scouts	\$ 1,000
Campfire B/G Club	\$ 2,000
Resident Stipend	\$15,000
Transportation	\$ 5,000
OA II Ass. Prog. Manager 50% (9 mo)	\$11,000
Program Manager 40%	\$54,000
Training/travel	<u>\$ 3,000</u>

TOTAL BUDGET: \$145,500

C. PHDEP Plan Goals and Activities

9140 - Voluntary Tenant Patrols \$1,500

We will continue to work with the Pine Ridge and Deer Creek tenant patrol teams and expand and support new ones at the other sites, as we train them and help them begin. The funds will be used for equipment, resources and training.

9160 - Drug Prevention Programs \$122,850

- "It Takes a Village" is an after school program that was started in partnership with the Brown Foundation. We will continue to provide a drop-in facility for elementary school children. The program will provide homework assistance and tutoring, a reading and library program, regular programs of drug prevention, pregnancy prevention, and values based behavior. We are hoping to expand the program to provide activities for middle school and high school activities or provide transportation to the Deer Creek public housing site's drop-in center. The Deer Creek site is a much larger facility and able to handle larger numbers of youth. Number to be served 25 - 35 children and youth. Success will be based on having the program open 10 months during the year and reaching 80% of our goal. \$20,000.
- THA will continue the after school drop-in program at the Deer Creek Community Center. The program will provide homework assistance and tutoring, a reading and library program, regular programs of drug prevention, pregnancy prevention, and values based behavior. Number to be served: 35 - 45 children and youth. Staff salaries of \$25,000 and programming expenses (fees, equipment replacement, supplies) of \$4,000. Success will be based on having the program open 10 months during the year and reaching 80% of our goal.
- THA has partnered with the City of Topeka's Parks and Recreation Department to run a "Cool Summers" programs at Pine Ridge and Deer Creek. We will provide funds to supplement their program, or if necessary, run a similar program independent of them. Number to be served: 45 youth at Pine Ridge and 50 youth at Deer Creek. \$4,000. Success will be based on whether we are able to run such a program and reach 80% of our goal.
- Boy Scouts and Girl Scouts will continue to provide scouting activities for boys and girls at all three family sites. We will provide limited support for their ongoing efforts. \$1,000. Number to be served: 7 - 10 youth in each troop. Success will be based on whether troops meet regularly and have a troop enrollment of 10 or more.
- Campfire Boys and Girls will assist in the summer programming run through Parks and Recreation or in partnership with THA. Target - all youth of campfire age at Pine Ridge and Deer Creek public housing sites. \$2,000. Numbers to be served: 15 - 20 youth at each site. Success will be based on establishing a partnership and completing eight weeks of activities during the summer months.
- Resident Stipends will be used to draw residents into the FSS program and support them as they develop specific job skills. 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. \$20,000. Performance will be measured on 1) whether 20% of those

participating in the FSS programs increase their income during the first 6 months of the program; and 2) if 50% of those participating in FSS program are actively work toward their individual program goals.

7. Transportation will be provided for a wide variety of programs and activities, organized and/or coordinated by the Special Projects Division of THA. 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. \$5,000. Whether this resource is used.
8. An Office Assistant II, assigned to the Special Projects Division will have 50% of his/her wages and benefits taken from the PHDEP. This person will spend a minimum of 50% of his/her time assisting to accomplish the goals of the program. Target - all program participants. \$11,000. The success of the program will be based on whether PHDEP programs and activities are accomplished and tracked in a timely manor and whether funds are drawn down and reports completed in timely manor.
9. The Coordinator of Special Projects will be assigned to work full time with the PHDEP strategy. His responsibility will be to assist in developing, planning, implement, oversee and supervising the staff and programming. # served - all THA residents. \$54,000. The success of the program will be whether programs and activities are implemented in a timely manor, whether the start and completion dates are met, whether funds are drawn down in a timely manor and whether the performance indicators are met.
10. 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 travel/training fund will provide for the registration, travel and per diem expenses associated with this training. Target - THA staff and leaders of tenant patrols. \$3,000

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 and around 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, discussion of cases and focusing on crimes in and around public housing is having an impact, but 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 development of staff that can serve as mentors and positive role models for youth and parents alike, the steady increase in organized program activities for THA residents is beginning to lessen the influence of less desirable on residents of public housing.

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 made it easier for those involved in drug-related crimes and activities to gain and maintain a foothold in the area. There has been an increase in organized drug activities by individuals and groups with its roots in Mexico.

Topeka Housing Authority youth are extremely susceptible to the influence of those involved in drugs and drug-related crime, 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 support through the influx of positive activities and programs at or near THA sites. Ventures 2001 is a program that helps THA residents begin their own businesses through training in how to start a small business, how to manage the finances and accounting in a small business, as well as specific training in small business enterprise that is or can be utilized by THA. Public housing residents have been recruited and are being trained in the unit readiness business and in the building of accessibility ramp business. THA will not only allow, but also encourage those who complete the training to bid on unit readiness projects at THA. Staff will also assist graduates in developing a business plan to also get business in the commercial apartment rental market. Likewise, Housing and Neighborhood Development, which contracts for the installation of accessibility ramps in the low income segment of Topeka, will invite those who complete the training to bid on their work. The pool of funds available for this has recently been doubled, which will allow even more work. Those who complete the ramp building training will also be able to build decks ramps. THA staff will assist them in developing marketing plans in this field.

The Topeka Housing Authority is in the process of separating from the City of Topeka. This shift will free THA to try models and programs that haven't fit within the normal structure of municipal government. The programs developed through PHDEP will be reflected in this shift.

THA will continue its partnerships with Topeka Police Department to operate a Community Policing Sub-Station at the Deer Creek site. Plans are currently being discussed to allow law enforcement officers access to the Pine Ridge Community Center at times when it is not normally open. THA will also partner with the New Approach/Anti Drug grant committee (the successor to the Safe Neighborhood Grant) which will move the primary focus from the Deer Creek site to Pine Ridge. THA will continue to partnership with the Eastern Weed and Seed Neighborhood Committee and The Brown Foundation to develop and run programs for Pine Ridge Manor residents from their two Safe Havens.

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: New Approach/Anti-Drug Grant, Public Housing Drug Elimination Grant, the Topeka Weed and Seed Grant, 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. 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.

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 2001 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 that live in Pine Ridge Manor, Deer Creek Village and Western Plaza, all residents of the seven THA public housing sites are included in the Action Plan.

We will provide a wide variety of activities for youth and adults that are at our public housing sites, but we will also develop new partnerships that provide cultural opportunities off-site for public housing residents. We will more fully utilize the Pine Ridge and Deer Creek Community Centers 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.

Data collected from individual interviews, various public hearings, resident council meets and an annual survey of some of the key neighborhoods will assist in determining whether we are succeeding in helping our residents feel safer and more secure. It will also help us identify future needs and concerns for 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. We will do this through our neighborhood watch groups, our training and jobs programs to increase family income and through a wide variety of self-esteem activities. 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 work with us 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.
2. Establish a Level of Community Health Care for Prevention, Intervention and Treatment of Drug and Other Health Related Concerns
3. Establish Clear Expectations Regarding Drug Use and Crime In Our Public Housing Complexes
4. Provide Opportunities for Meaningful Involvement in the Community.
5. Provide Opportunities for Learning Social and Cognitive Skills

The following activities will support these efforts:

- a. Develop and plan a series of intergenerational activities at all seven of our THA sites.
- b. Continue to support the after school drop-in program at the Deer Creek Center.
- c. Continue to support the after school drop-in program at the Pine Ridge Center.
- d. Support Girl Scouts and their various troops and activities at family sites.
- e. Support Boy Scouts and their various troops and activities at our family sites.
- f. Establish a program of organized sports activities at Pine Ridge and Deer Creek.
- g. The THA Family Self-Sufficiency Coordinators will work with families to identify youth and children in public housing and link them to partner programs within the community.
- h. The process of linking new residents with the programs of the PHDEP partners, at the time of intake, will be continued.
- i. Work with YWCA's Teen Pregnancy Coalition and others to do pregnancy prevention education.
- j. A newsletter will also be used for the same purpose.
- k. Partner with other businesses and city departments to develop a modest on-site youth jobs training program.
- l. Continue to support the programs and activities of Eastern Topeka Weed and Seed's Safe Havens.
- m. Schedule drug education and prevention training activities on a monthly basis on family sites and on a quarterly basis on adult sites.
- n. Upgrade the computer labs at Pine Ridge and Deer Creek and partner with others to provide access to computers for residents of all our sites.
- o. Provide space for self-help drug and alcohol support groups.

- p. Continue to support the transportation program to get public housing residents to a variety of personal growth and empowerment events and training.
- q. Continue our annual series on family values and parenting training events and support THA parents in attending community events and training.
- r. Provide space on public housing sites for drug-alcohol counseling and provide support to get residents to counseling at other sites.

Objective 2: Neighborhood Empowerment and Mobilization Strategy

1. Build and strengthen the community by enlisting the collaboration of all pertinent service organizations available.
2. Support at-risk youths and families in public housing and direct services to them.
3. Work with Neighborhood groups and organizations to strengthen their individual capacities to provide community leadership.

Objective 3: Safety and Security Strategy

1. We will work with our Neighborhood Patrols to develop programs to address safety and security issues.
2. We will partner with New Approach/Anti Drug grant to install additional fencing, surveillance cameras, and increased lighting.
3. We will utilize the CPTED program to improve the physical environment for safety and security at our THA sites.
4. We will develop a program for engraving and video taping personal property, for both identification and insurance purposes.
5. We will have at least annual safety socials on our family sites and make an effort to expand them to all seven sites.

Objective 4: Law Enforcement Strategy

1. The One Strike and You're Out Policy that has been adopted by Topeka Housing Authority and will continue.
2. We will work with the newly appointed Community Prosecutor in the Central Topeka area to improve the safety of our sites in police patrol area 444.
3. We will explore with a variety of partners the concept of a Drug Court and if feasible develop a strategy for funding and implementing it.
4. 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.
5. We will explore whether a Hot Line, as a buffer between residents and police is necessary, and if so help create one for reporting possible criminal activities in THA sites.

Objective 5: Economic Empowerment Strategy

1. We will work with our Family Self Sufficiency Coordinators to identify barriers to increased income for public housing residents and develop strategies to tear down those we can.
2. We will continue the Ventures 2001 model by continuing to identify residents who want to be self-employed and where possible and feasible, support them in the training and launching of their businesses.
3. We will work with HUD, financial institution, foundations and other partners to establish a capitalization fund to provide assistance to residents of public housing who are starting a business.
4. We will work with residents who want to develop part-time home based business ventures.
5. 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.
6. 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 sites or in public housing neighborhoods.
7. We will work with others 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.

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 through the use of THA and Center staff, Girl Scouts, Boy Scouts, Campfire Boys and Girls, and others.
2. Explore whether we need to improve the level of community health care for prevention, intervention and treatment of drug and other health related concerns, including on-site counseling, the presence of a public health nurse at THA sites, the providing of office space for case management staff of various organizations.
3. Recognizing that anti drug and crime efforts in and around public housing is an ongoing process, we will partner with others in the community to submit future grant requests for New Approach/Anti-Drug grant to HUD and submit other grant and funding requests to other government entities and private foundations.
4. We will work with community partners and other to provide opportunities for outreach and service in the community for both adults in public housing who are required to perform public service hours and for pre-employment age youth who need experience and training in employment.

Year Two, Objective Two: Neighborhood Empowerment and Mobilization Strategy

1. Building and strengthening the public housing community by enlisting the collaboration of all pertinent service organizations available to support the efforts of making public housing safer and more secure for residents and those who work in and visit public housing.
2. We will work with staff and residents to bring the planning for empowerment and mobilization of public housing residents to as close to the residents in need of the support and services as possible.
3. We will partner with residents to create programs and provide volunteer staff for a variety of programs that focuses 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.
4. We will partner with public housing residents and Alcoholics Anonymous and Narcotics Anonymous to implement 12-step groups at two of the seven sites.

Year Two, Objective Three: Safety and Security Strategy

1. We will expand the programs that address safety and security issues at Deer Creek Village (using the New Approach/Anti-Drug grant and other funding sources) to all our public housing sites. We will continue to address the physical needs (like fencing, lighting, and surveillance equipment) to continue to improve safety and security in public housing.

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 Drug Court, funding sources and options will be explored.
2. We will continue to have a Community Policing sub-station at Deer Creek and also provide more law enforcement presence at our other sites.
3. The law enforcement partnership will continue to focus on reducing crime in the public housing sites. This will include additional grants for law enforcement equipment, the continuing assignment of Community Policing Officers and the continuation of the One Strike policy.

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. 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.
7. 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.
2. Continue to identify the needs for at-risk youth and families and create strategies to provide adequate service.

Year Three, Objective Three: Safety and Security Strategy

1. We will continue to focus on the NA/AD program at all public housing sites in an effort to make our sites safer and more secure.

2. We will continue a program of ongoing recruiting and training of Neighborhood Security Patrols at all our public housing sites (working to initiate them or revitalize them when necessary).
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 with the bulletin boards at all public housing properties and links on the THA Home page to advertise micro-business services and personal property for sale.
6. We will continue to partnership will others to provide computer skills training, internet and e-mail access for public housing residents, in an effort to expand job readiness skills and access to job availability information.

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.
2. 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. Expand community health care for prevention, intervention and treatment of drug and other health related concerns.
4. Continue to promote clearly established and understood expectations regarding drug use and crime in public housing complexes.
5. Continue to explore opportunities for involvement in the community.
6. Continue to expand the opportunities to learn social and cognitive skills.

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 all public housing sites.

Year Four, Objective Four: Law Enforcement Strategy

We will continue with previous programs and activities and expand them as needs, priorities and opportunities dictate.

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. 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.
2. We will continue to explore social enterprise strategies for THA and implement when and where appropriate.
3. We will continue working with City of Topeka Credit Union and other lending agencies to create THA community-based financial institutions.
4. 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.

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.

ATTACHMENT K

“Resident Membership of the PHA Governing Body”

The Topeka Housing Authority has five Commissioners. The initial members of the Board of Commissioners shall begin service on November 22, 2000. Members shall serve staggered terms as follows:

Robert E. Duncan II, Chair	Four Years
Gary Yager, Vice-Chair	Four Years
Don Perkins	Three Years
Mildred Curtis, Resident	Two Years
Joe Marshall	One Year

Millii Curtis is our Resident on the Board and she was appointed by Joan Wagon, Mayor of the City of Topeka and all members were confirmed by the City Council.

Attachment L

TOPEKA HOUSING AUTHORITY PROGRESS ASSESSMENT

JANUARY, 2001

HUD STRATEGIC GOAL: INCREASE THE AVAILABILITY OF DECENT, SAFE, AND AFFORDABLE HOUSING

THA Goal 1: Expand the Supply of Assisted Housing

Objective 1: Provide additional transition housing

Targets		Results
8	Units available first year	N/A
\$40k	First year THA revenue	N/A
16	Units available second year	N/A
\$80	Second year THA revenue	N/A
24	Units available for third year	N/A
\$120k	Third year THA revenue	N/A

Tasks	Timetable	Actual
A. Design program and guidelines	06/01	N/A
B. Secure partners/sign agreements	08/01	N/A
C. Designate units as transition housing	09/01	N/A
D. HUD approval	10/01	N/A
E. Vacate units/prepare for occupancy	11/01	N/A
F. House first transitional tenants	12/01	N/A

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

Targets		Results
\$20m	In outside funding mobilized	N/A
\$10m	In local resources mobilized	N/A
200	New/rehab'd THA units by 06/04	N/A
50	New/rehab'd private units by 06/04	N/A
40	New homeowners	

Tasks	Timetable	Actual
A. Identify funding sources	01/01	Complete
B. Develop and submit funding requests	06/01	N/A

C. Secure funding	09/01	N/A
D. Initiate project	10/01	N/A

PROGRESS ASSESSMENT

Objective 3: Mobilize resources

Targets		Results
\$300k	Funds mobilized in 2000	\$65k
\$500k	Funds mobilized in 2001	N/A
\$700k	Funds mobilized in 2002-2004 (avg/yr)	N/A

Tasks		Timetable	Actual
A. Submit funding applications			
	\$400k In 5 submissions	2000	\$65K---2
	\$700k In 8 submissions	2001	N/A
	\$1.1m In 12 submissions (avg/yr)	2002-2004	N/A
B. Personal contacts with funding officials			
	20 Contacts	2000	10
	30 Contacts	2001	N/A
	40 Contacts	2002-4	N/A

THA Goal 2: Improve the quality of assisted housing

Objective 1: Prepare Plans

Targets	Results
09/99 Long range plan complete	Complete
10/99 Annual plan complete	Complete
Added	
2000 LR and Annual Plan update	Complete

Tasks	Timetable	Actual
A. Prepare draft long range plan	09/99	09/99
B. Finalize long range plan	10/99	10/99
C. Prepare draft one year plan	09/99	09/99
D. Finalize one year plan	10/99	10/99
Added		
E. Long range plan updated	10/00	10/00
F. One year plan updated	11/00	11/00

Objective 2: Move from standard performer

Targets	Results
60% HUD performance on 01/00	30% of MOA
80% HUD performance on 07/00	65% of MOA
97% HUD performance on 01/01	90% of MOA

Added

Scores at "standard" level on 07/01	N/A
Scores at "high performer" level on 07/02	N/A

PROGRESS ASSESSMENT

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

Targets	Results
12/99 New structure/governance designed	Complete
01/01 New structure/governance in place	Complete

Tasks	Timetable	Actual
A. Identify options	10/99	10/99
B. Solicit public input regarding options	11/99	Thru '00
C. Select an option to pursue	12/99	06/00
D. Develop necessary proposals	02/00	08/00
E. City Council approval	06/00	11/00
F. Prepare successor in interest documents	09/00	11/00
G. Complete transition	01/01	01/01

THA Goal 3: Increase assisted housing choices

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

Targets	Results
10 First time homebuyers by 06/03	N/A
\$200k Private sector financing secured	N/A

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

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

Targets	Results
1 Elderly only complex designated by 07/01	N/A

1 Elderly only complex occupied on 07/02 N/A

Tasks	Timetable	Actual
A. Conduct an analysis of need	06/00	Not complete
B. Develop a transition plan	01/01	Not complete
C. Submit transition plan to HUD	03/01	N/A
D. Secure HUD approval	09/01	N/A
E. Begin tenant transition	10/01	N/A
F. Substantially complete transition	07/02	N/A