

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

TOPEKA HOUSING AUTHORITY

5 Year Plan for Fiscal Years 2002 - 2006

Annual Plan for Fiscal Year 2002

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: KS002

PHA Fiscal Year Beginning: (mm/yyyy) 01/2002

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2002 - 2006
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal #1: Expand the supply of assisted housing
- Objective 1:
- Apply for additional rental vouchers and TBRA funds:
Milestones: 100 additional vouchers
\$300,000 TBRA
- | | |
|--|------------------|
| | <u>Timetable</u> |
| Tasks: A. Prepare voucher applications | 11/01 |
| B. Prepare/submit TBRA applications | 9/01 |
- Objective 2:
- Reduce public housing vacancies:
Milestones: 114 units add central air
- | | |
|-----------------------------|------------------|
| | <u>Timetable</u> |
| Tasks: A. Design Renovation | 8/01 |
| B. Start Renovation | 9/01 |
| C. Complete Renovation | 5/02 |

Objective 3.

- Leverage private or other public funds to create additional housing opportunities:
Milestones: \$600,000 leveraged
20 units built/rehabilitated

	<u>Timetable</u>
Tasks: A. 2 partners identified	10/01
B. 2 applications prepared	04/02
C. \$600,000 received	07/02
D. 4 units construction/renovation started	11/02
E. 20 construction/renovation completed	12/02

- Acquire or build units or developments
 Other (list below)

- PHA Goal #2: Improve the quality of assisted housing
Objective 1.

- Improve public housing management: (PHAS score)
Milestones: Reduce unit turnaround time by 50%

	<u>Timetable</u>
Tasks: A. Establish customer service committee	8/01
B. Establish improvements team	9/01
C. Train turnaround time reduction	10/01
D. Identify, make, test improvements	10/ – 12/01

- Improve voucher management: (SEMAP score)

Objective 2.

- Increase customer satisfaction:
Milestone: Increase overall customer satisfaction Rating from 80% to 87%

	<u>Timetable</u>
Tasks: A. Establish three improvement task forces	9/01
B. Train task forces	10/01
C. Design, implement, test improvements	10/ – 12/01

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

Objective 3.

- Renovate or modernize public housing units:
Milestones: Efficiencies (Polk) extensively rehab

	<u>Timetable</u>
Tasks: A. Design conversion	3/02
B. Bidding Process	4/02
C. Begin Rehab	6/02

D. Complete Rehab

12/02

- Demolish or dispose of obsolete public housing:

Objective 4.

- Provide replacement public housing:
Milestones: Three units constructed or 6 units rehabilitated

	<u>Timetable</u>
Tasks: A. Acquire property	9/04
B. Develop plans	9/04
C. Approved Plan	12/04
C. Start construction/rehab	04/05
D. Complete construction	09/05

- Provide replacement vouchers:

- Other: (list below)

- PHA Goal #3: Increase assisted housing choices

Objective 1.

- Provide voucher mobility counseling:
 Conduct outreach efforts to potential voucher landlords
Milestones: 400 person/hours of counseling for 50 households

	<u>Timetable</u>
Tasks: A. Train staff	01/02
B. Begin counseling	01/02
C. Recruit/support landlords	On-going

- Increase voucher payment standards

Objective 2.

- Implement voucher homeownership program:
Milestones: Ten persons become homeowners

	<u>Timetable</u>
Tasks: A. Design program	4/02
B. Recruit participants	10/02
C. Train/support participants	1/03

- Implement public housing or other homeownership programs:

- Implement public housing site-based waiting lists:

Objective 3.

- Convert public housing to vouchers:
Milestones: Complete voluntary conversion analysis and implement findings

	<u>Timetable</u>
Tasks: A. Complete analysis	10/01
B. Design plan as needed	01/01

C. Implement Plan

03/02

Other: (list below)

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

PHA Goal 1: Provide an improved living environment

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Objective 1:

Implement public housing security improvements:

Milestones: Add 700 feet of security fencing at Pine Ridge complex

Timetable

Tasks: A. Design project	6/02
B. Prepare and distribute bid materials	8/02
C. Select Contractor/monitor performance	12/02

Milestones: Add 4 outside lights at Western Plaza

Timetable

Tasks: A. Design project	11/01
B. Prepare/distribute bid materials	12/01
C. Installation complete	02/02

Objective 2.

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Timetable

Tasks: A. Preliminary Consultation	10/01
B. Draft Plan	10/01
C. Public Comment Period	10/01 – 12/01
D. Public Hearing	11/01
E. Draft 2 of Plan	11/01
F. Board Approval	12/01
G. Request Vouchers	12/01
H. Begin Transition	03/02

Other: (list below)

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

PHA Goal 1: Promote self-sufficiency and asset development of assisted households

Objective #1:

Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

Milestones: Have 40 tenants find employment/better employment annually.

Timetable

Tasks: A. Operate FSS program On-going

B. Provide assistance to 40 FSS families annually On-going

Objective #2:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Milestones: Assist 200 tenants in securing supportive services through partners

Timetable

Tasks: A. Develop partnerships 12/01

B. Start Construction/Rehab 04/02

C. Complete Construction 11/02

Other: (list below)

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

PHA Goal 1: Ensure equal opportunity and affirmatively further fair housing

Objective #1:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Milestones: Add 3 accessible units to inventory

Timetable

Tasks: A. Design renovations 12/01

B. Start Construction/Rehab 04/02

C. Complete Construction 11/02

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Objective #2:

Other: (list below)

Milestones: Complete/implement Diversity Plan

Timetable

Tasks: A. Development draft plan 01/02

- B. Solicit Input 01/ – 02/02
- C. Finalize/adopt plan 03/02
- D. Monitor progress/refine efforts as needed On-going

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
 [24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration *See Attachment A*
- FY 2000 Capital Fund Program Annual Statement *Attachment I (hard copy only)*
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) *Attachment F (hard copy only)*
- Members of the Tenant Executive Board *Attachment G*
- Implementation of Community Service Req. *Attachment J*

Optional Attachments:

- PHA Management Organizational Chart *Attachment B*
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan *Attachment C*
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) *Attachment N*
- Other (List below, providing each attachment name)
Voluntary Conversion Initial Assessment *Attachment H*

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:	5 Year and Annual Plans

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
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), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration 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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NONE	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NONE	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NONE	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NONE	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NONE	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NONE	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NONE	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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 (PHDEP) 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)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5,906	5	5	5	5	5	5
Income >30% but <=50% of AMI	5,845	4	4	4	4	4	4
Income >50% but <80% of AMI	10,132	3	3	3	3	3	3
Elderly	4,752	4	3	3	3	3	3
Families with Disabilities	1,762	4	4	4	5	4	4
Race/Ethnicity	18,567	2	2	2	2	1	1
Race/Ethnicity	3,001	4	4	4	4	2	2
Race/Ethnicity	315	4	4	4	4	2	2
Race/Ethnicity	972	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 - 2005
- 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	712		
Extremely low income <=30% AMI	512	72%	
Very low income (>30% but <=50% AMI)	164	23%	
Low income (>50% but <80% AMI)	36	5%	
Families with children	539	76%	
Elderly families	31	4%	
Families with Disabilities	54		
Race/ethnicity	271/Caucasian	38%	
Race/ethnicity	418/African American	58.6%	
Race/ethnicity	22/Native American	2.8%	
Race/ethnicity	42/Hispanic	5.8%	

Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	69		
Extremely low income <=30% AMI	61	88.4%	
Very low income (>30% but <=50% AMI)	8	11.6%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	47	68.1%	
Elderly families	1	1.4%	

Housing Needs of Families on the Waiting List			
Families with Disabilities	13	18.8%	
Race/ethnicity	43/Caucasian	62.3%	
Race/ethnicity	22/African American	31.9%	
Race/ethnicity	2/Native American	2.9%	
Race/ethnicity	13/Hispanic	18.8%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	27	39.1%	
2 BR	26	37.7%	
3 BR	14	20.3%	
4 BR	2	2.9%	
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)
Use Family Self-Sufficiency Program 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 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 2002 grants)		
a) Public Housing Operating Fund	1,394,640	
b) Public Housing Capital Fund	1,000,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,597,034	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	164,000	After school tutoring & recreation, security patrols, economic training & empowerment
g) Resident Opportunity and Self-Sufficiency Grants	33,325	Pays the salary for a Section 8 FSS Coordinator
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
KS16P00250100	931,296 ¹	Capital Improvement Program
KS16P00250101	1,223,978 ²	Capital Improvement Program
Public Housing Drug Elimination Program	78,130	After School Tutoring & Recreation
3. Public Housing Dwelling Rental Income	855,000	PH Operation
Non-Dwelling Rental Income	60,139	PH Operation
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	9,437,542	

Capital Fund	Replacement Housing Factor	Total
¹ 93,988	137,308	931,296
² 1,083,874	140,104	1,223,978

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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 (describe)

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

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

- 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.

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)

Rental History and Housekeeping

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.

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. *(See Attachment B)*
- 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 2001	Expected Turnover
Public Housing	578	300
Section 8 Vouchers	522	3%
Section 8 Certificates	228	N/A
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)	575	
Other Federal Programs(list individually)	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)

ACOP
Maintenance & Replacement

THA Resolution 2000-4
Repair Policies and Procedures

(2) Section 8 Management: (list below)

Section 8 Admin Plan

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 as Attachment

-or-

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

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to 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
(Not Capital Fund)**

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

Develop and/or acquire/rehab affordable housing while using
THA and private funds.

- 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: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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: (01/12/01)
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 type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: Pine Ridge Manor; Jackson Towers; Polk Plaza; Deer Creek; Western Plaza; Tyler Towers; Tennessee Town.
1b. Development (project) number: 001; 002; 003; 004a; 004b; 005; 008
2. What is the status of the required assessment? <input checked="" 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) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)

(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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
BWTF 225 SW 12 th Street	3	<i>Specific Criteria</i>	all	both
Catholic Charities				
Ring a Day Program	15	<i>Specific Criteria</i>	all	both
Let’s Help, Inc.	3	<i>Specific Criteria</i>	all	both
Back to school in Style Program	50	<i>Specific Criteria</i>	area Salons	both
U-Win Program	8	<i>Specific Criteria</i>	all	P.H.
Fire Safety program	30	<i>Specific Criteria</i>	all	P.H.

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 10/15/01)
Public Housing	0	4
Section 8	25	18

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

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA use 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 Manor
Deer Creek
Western Plaza

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 Manor
Deer Creek
Western Plaza

C. Coordination between PHA and the police

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

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

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

Pine Ridge Manor
Deer Creek
Western Plaza
Polk Plaza

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 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 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:
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:
Revised the Capital Fund 5 Year Action Plan. We added amenities.
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

Millii Curtis was selected as Resident for the Governing Board. Her term expires December 31, 2002.

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)
Selected and appointed by Mayor and confirmed by City Council.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Topeka)

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)
1. Secure additional funds for affordable housing.
 2. Improve the quality of affordable housing stock.
 3. Secure funds to improve THA complex and surrounding neighborhood
- Other: (list below)

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

- * Includes the THA's last year plan
- * Micro Business Venture Development for THA tenants
- * Supply technical assistance and consulting to Plan Implementation Efforts
- * Assist with potential rehabilitation of THA's Western Plaza and Tennessee Town complexes and Neighborhoods

D. Other Information Required by HUD

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

Attachments

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

ATTACHMENTS

1. Tenant Selection Assignment Plan, ACOP – Attachment A
2. PHA Management Organization Chart – Attachment B
3. Public Housing Drug Elimination Program – Attachment C
4. Pet Policies – Attachment D (Household, Companions & Service)
5. Topeka Housing Authority Board Members – Attachment E
6. Operating Budget (Hard Copy Only) – Attachment F
7. Members of the Tenant Executive Board – Attachment G
8. Voluntary Conversion Assessment – Attachment H
9. FY2000 Annual Statement – (Hard Copy Only) - Attachment I
10. Community Service Requirement – Attachment J
11. Progress Report – Attachment K
12. Section 8 Homeownership – Attachment L
13. RASS Follow Up Plan – Attachment M
14. Comments of Resident Advisory Board or Boards – Attachment N
15. Component 3, (6) Deconcentration and Income Mixing – Attachment O
16. Substantial Deviation – Attachment P

17. Resolution Pest Control Inspections – Attachment Q

SUPPORTING DOCUMENTS

City of Topeka Consolidated Plan
Pet Policy
Topeka Housing Authority Administration Plan
Methods of Administration
Combined Administrative Plan for Section 8 Certificate & Housing Voucher Program
PHDEP Plan

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 FFY of Grant Approval: (01/2002)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	200,000
3	1408 Management Improvements	23,000
4	1410 Administration	88,200
5	1411 Audit	2,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	15,359
8	1440 Site Acquisition	
9	1450 Site Improvement	13,272
10	1460 Dwelling Structures	582,669
11	1465.1 Dwelling Equipment-Nonexpendable	40,000
12	1470 Nondwelling Structures	9,500
13	1475 Nondwelling Equipment	26,000

14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)		1,000,000
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	200,000
	Management	1408	23,000
	Administration	1410	88,200
	Audit	1411	2,000
	Appliances	1465	40,000
	Maintenance Equipment	1475	5,000
	Vehicle Replacement	1475	21,000
KS16P002001 PINERIDGE	Fees & Costs	1430	10,000
	Sewer Line Replacement	1450	5,000
	Sewer Clean Out	1450	1,000
	Flooring	1460	10,000
	Plumbing Upgrade	1460	2,000
	Hot Water Heaters	1460	1,000
	Medicine Cabinets	1460	1,000
	Floor Vent Replacement	1460	1,000
	Smoke Detector Covers	1460	1,000
	Storm Door Replacement	1460	20,000
	Electrical Upgrade	1460	500
	Bathroom Sinks	1460	1,000
Guttering/Splashblocks	1460	1,000	
KS16P002002 JACKSON TOWERS	Fees & Costs	1430	75
	Concrete Replacement	1450	1,500
	Sewer/Drain	1450	2,500

	Plumbing Upgrade	1460	925
	Automatic Entrance Doors	1460	5,000
	Electrical Upgrade	1460	1,000
	Rebuild Domestic Hot Water Mixing Val	1460	1,500
KS16P002003 POLK PLAZA	Fees & Costs	1430	548
	Concrete Work	1450	1,022
	Flooring	1460	1,000
	Lighting Upgrade	1460	1,000
	Elevator Replacement	1460	350,000
	Plumbing	1460	1,000
	Replace Sinks, Countertops, Cabinets	1460	10,000
	Electrical Upgrade	1460	1,000
	Reconfigure/Remodel Units	1460	10,952
	Fencing	1470	4,000
KS16P002004a DEER CREEK	Fees & Costs	1430	2,881
	Flooring	1460	5,000
	Furnace Replacement/AC Install	1460	32,625
	Showers	1460	20,000
	Plumbing	1460	1,000
	Replace Sinks, Countertops, Cabinets	1460	15,000
	Storm Door Replacement	1460	20,000
	Convert 1bedroom Units to ADA	1460	5,000
	Electrical Upgrade	1460	1,000
	Screen Replacement	1460	5,410
	Guttering/Splashblocks	1460	1,000
KS16P002004b WESTERN PLAZA	Fees & Costs	1430	855
	Sewer/Clean Out	1450	750
	Concrete/Asphalt	1450	500
	Flooring	1460	2,000
	Showers	1460	17,107
	Replace sinks, countertops, cabinets	1460	4,500
	Replace Water heaters	1460	500
	Guttering/Splashblocks	1460	300
	Plumbing	1460	300
	Electrical	1460	300
KS16P002005 TYLER TOWERS	Fees & Costs	1430	1,000
	Concrete	1450	500
	Flooring (Halls & Units)	1460	10,000
	Window Treatment	1460	10,000
	Plumbing	1460	1,000
	Electrical Upgrade	1460	1,000
	Trash Compactor	1465	2,500
KS16P002008 TENNESSEE TOWN	Sewer/Clean Out	1450	500
	Countertops	1460	2,000
	Flooring	1460	1,000
	Door Lock/Handle Replace	1460	1,500
	Plumbing	1460	500

	Electrical Upgrade	1460	250
2010 SE California	Heater (Garage)	1470	500
	Window Treatment	1470	5,000
	TOTAL		1,000,000

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
KS16P002001	Pine Ridge			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	
			Planned Start Date (HA Fiscal Year)	
Fees & Costs			10,000	2003
Sewer line replacement			5,000	
Sewer Clean Out			1,000	
Flooring			10,000	
Plumbing Upgrade			2,000	
Hot Water Heaters			1,000	
Window Replacement			100,000	
Medicine Cabinets			1,000	
Storm Door Replace			42,000	
Electrical Upgrade			500	
Bathroom Sinks			1,000	
Guttering/Splashblocks			1,000	
Fees & Costs			2,857	2004
Landscaping			10,000	
Sewer Line Replace			5,000	
Sewer Clean Out			1,000	
Flooring			10,000	
Plumbing Upgrade			2,000	
Hot Water Heaters			1,000	
Window Replacement			57,143	
Electrical Upgrade			500	
Bathroom Sinks			1,000	
Guttering/Splashblocks			1,000	

Sewer Line Replace	5,000	2005
Sewer Clean Out	1,000	
Flooring	10,000	
Plumbing Upgrade	2,000	
Window Replacement	100,000	
Replace Kitchen Sinks, Countertops, Cabinets	30,000	
Electrical Upgrade	2,500	
Central A/C	100,000	
Bathroom Sinks	1,000	
<u>Guttering/Splashblocks</u>	<u>1,000</u>	
Sewer Line Replacement	5,000	2006
Sewer Clean Out	1,000	
Flooring	10,000	
Plumbing Upgrade	2,000	
Window Replacement	100,000	
Replace Kitchen Sinks, Countertops, Cabinets	30,000	
Mudjack Units	10,000	
Electrical Upgrade	2,500	
Central A/C	100,000	
Bathroom Sinks	1,000	
Guttering/Splashblocks	1,000	
<u>Roof</u>	<u>10,000</u>	
Total estimated cost over next 5 years	791,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
KS16P002002	Jackson Towers			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Fees & Costs			75	2003
Sewer/Drain			2,000	
Plumbing Upgrade			1,000	
Electrical Upgrade			1,000	
Roof Repair/Replacement			5,000	
Rebuild Domestic Hot Water Mixing Val			<u>1,500</u>	
Fees & Costs			75	2004
Sewer/Drain			500	
Plumbing Upgrade			1,000	
Electrical Upgrade			1,000	
Replace Kitchen Sinks, Countertops, Cab			26,000	
Ceiling Tile Replace			1,500	
Rebuild Domestic Hot Water Mixing Val			<u>1,500</u>	
Fees & Costs			75	2005
Landscaping			4,000	
Plumbing Upgrade			1,000	
Electrical Upgrade			1,000	
Replace Kitchen Sinks, Countertops, Cab			51,000	
Rebuild Domestic Hot Water Mixing Val			<u>1,500</u>	
Fees & Cost			75	2006
Concrete Replacement			1,500	
Sewer/Drain			2,500	
Plumbing Upgrade			1,000	
Electrical Upgrade			1,000	
Replace Kitchen Sinks, Countertops, Cab			51,000	
Roof Repair/Replacement			50,000	
Flooring			20,000	
Rebuild Domestic Hot Water Mixing Val			1,500	
Boiler Upgrade			15,000	

Fencing	2,000	
Total estimated cost over next 5 years	246,300	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KS16P002003	Polk Plaza		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Fees & Costs		750	2003
Concrete Work		978	
Flooring		1,000	
Window Treatment		20,000	
Plumbing		1,000	
Replace Sinks, Countertops, Cabinets		15,000	
Electrical Upgrade		1,000	
Reconfigure/remodel Units		<u>15,000</u>	
Sewer/Clean Out/Drain		2,000	2004
Flooring		1,000	
Plumbing		1,000	
Replace Sinks, Countertops, Cabinets		10,000	
Roof Repair/Replacement		49,150	
Electrical Upgrade		1,000	
<u>A/C</u>		<u>298,735</u>	
Flooring		1,000	2005
Plumbing		1,000	
Electrical Upgrade		1,000	
Handrails		4,000	
<u>Domestic Hot Water Tank Upgrade</u>		<u>10,000</u>	
Landscaping		4,000	2006
Flooring		25,000	
Plumbing		1,000	

Electrical Upgrade		1,000	
Total estimated cost over next 5 years		465,613	
Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KS16P002004a	Deer Creek		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Fees & Costs		3,700	2003
Sewer/Clean Out		1,500	
Flooring		5,000	
Showers		20,000	
Plumbing		1,000	
Replace Sinks, Countertops, Cabinets		30,000	
Replace Water Heaters		16,000	
Storm Door Replacement		36,800	
Roof Replacement		130,000	
Electrical Upgrade		1,000	
Guttering/Splashblocks		1,000	
Sewer/Clean Out		1,500	2004
Flooring		5,000	
Showers		20,000	
Plumbing		1,000	
Replace Sinks, Countertops, Cabinets		15,000	
Electrical Upgrade		1,000	
Guttering/Splashblocks		1,000	
Sewer/Clean Out		1,500	2005
Asphalt Resurfacing		8,000	
Landscaping		6,000	
Flooring		5,000	
Showers		20,000	
Plumbing		1,000	
Replace Sinks, Countertops, Cabinets		30,000	
Electrical Upgrade		1,000	
Guttering/Splashblocks		1,000	

Sewer/Clean Out	1,500	2006
Flooring	5,000	
Showers	20,000	
Plumbing	1,000	
Replace Sinks, Countertops, Cabinets	30,000	
Electrical Upgrade	1,000	
Guttering/Splashblocks	1,000	
Total estimated cost over next 5 years	423,500	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KS16P002004b	WESTERN PLAZA		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Fees & Costs		2,387	2003
Sewer/Clean Out		750	
Flooring		2,000	
Showers		17,750	
Replace Sinks, Countertops, Cabinets		9,000	
Replace Water Heaters		1,000	
Guttering/Splashblocks		300	
Storm Door Replacement		8,800	
Screen Replacement		5,000	
Plumbing		300	
Electrical		300	
Sewer/Clean Out		750	2004
Flooring		2,000	
Replace Sinks, Countertops, Cabinets		9,000	
Replace Water Heaters		1,000	
Guttering/Splashblocks		300	
Plumbing		300	
Electrical		300	

Sewer/Clean Out	750	2005
Flooring	2,000	
Replace Sinks, Countertops, Cabinets	9,000	
Replace Water Heaters	1,000	
Roof Replacement	30,000	
Guttering/Splashblocks	300	
Plumbing	300	
Electrical	<u>300</u>	
Sewer/Clean Out	750	2006
Landscaping	4,000	
Flooring	2,000	
Replace Sinks, Countertops, Cabinets	9,000	
Replace Water Heaters	1,000	
Guttering/Splashblocks	300	
Plumbing	300	
Electrical	<u>300</u>	
Total estimated cost over next 5 years	122,537	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KS16P002005	Tyler Towers		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Flooring (Halls & Units) Window Treatment Plumbing Replace Metal Folding Closet Doors Lighting Replace Sinks, Countertops, Cabinets Electrical Upgrade		10,000 10,000 1,000 15,000 5,000 33,350 1,000	2003
Concrete Flooring (Halls & Units) Plumbing Replace Wood Rails on Balcony Replace Sinks, Countertops, Cabinets Electrical Upgrade		500 10,000 1,000 15,000 15,000 1,000	2004
Landscaping Heating/Cooling Control Switch Plumbing Replace Shower Doors Lighting Replace Sinks, Countertops, Cabinets Install Spring Door Hinges Electrical Upgrade		4,000 5,000 1,000 15,000 5,000 33,350 5,000 1,000	2005
Plumbing Electrical Upgrade		1,000 1,000	2006

Total estimated cost over next 5 years	189,200
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Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
KS16P002008	TENNESSEE TOWN			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Concrete			6,000	2003
Sewer/Clean Out			500	
Countertops			2,000	
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
<u>Replace Sinks, Countertops, Cabinets</u>			<u>8,400</u>	
Concrete			500	2004
Sewer/Clean Out			500	
Countertops			2,000	
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
<u>Replace Sinks, Countertops, Cabinets</u>			<u>8,400</u>	
Sewer/Clean Out			500	2005
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
Replace Sinks, Countertops, Cabinets			8,400	
<u>Siding</u>			<u>94,775</u>	
Fees & Costs			3,192	2006
Concrete			500	
Sewer/Clean Out			500	
Flooring			1,000	
Plumbing			500	
Electrical Upgrade			250	
<u>Furnace & A/C</u>			<u>63,833</u>	

Total estimated cost over next 5 years	207,000	

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA WIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Operations		200,000	2003
Management		23,000	
Administration		92,610	
Audit		2,000	
Appliances		50,000	
Maintenance Equipment		5,000	
Operations		200,000	2004
Management		24,000	
Administration		97,240	
Audit		2,000	
Appliances		50,000	
Maintenance Equipment		5,000	
Vehicle Replacement		22,000	
Operations		200,000	2005
Management		24,000	
Administration		99,000	
Audit		2,000	
Appliances		50,000	
Maintenance Equipment		5,000	
Operations		200,000	2006
Management		24,000	
Administration		99,000	
Audit		2,000	
Appliances		50,000	

Maintenance Equipment	5,000	
Vehicle Replacement	22,000	
Total estimated cost over next 5 years	1,554,850	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

ATTACHMENT A

CHAPTER 9 TENANT SELECTION AND ASSIGNMENT PLAN

A. OVERVIEW

All persons have an equal opportunity to apply for Public Housing Program assistance. All persons who apply are treated in a fair and equitable manner. Persons may start the application process by completing and returning an application form during regular business hours. Application forms are made available in an accessible format on request and are mailed to interested persons on request.

A Waiting list is used to manage the flow of applications received [24 CFR 5.4-5.6, 960.201-215]. Applicants are placed on and removed from the waiting list using the policies and procedures included in this Chapter. The Public Housing waiting lists include each applicant's name, the number of bedrooms for which the applicant family qualifies, the date and time of application, and other relevant information.

B. SPECIAL ADMISSIONS

From time to time HUD may provide special Program funds for named families. In these instances admission occurs without regard to existing application policies or reference to a waiting list.

C. APPLICATIONS

The application process has two phases. In the first phase Program staff members receive applications and place the names of applicants on a waiting list in the order in which applications are received. In the second phase staff interview applicants, collect eligibility documentation, determine eligibility, and enroll applicants.

Submission of a completed application only establishes placement on the Program waiting list. Information submitted by the applicant is not verified and eligibility is not determined until the applicant is near the top of the waiting list.

D. WAITING LIST MANAGEMENT

Applicants are placed on the Public Housing waiting list in order of the date and time of application. The waiting list is always open. On request applicants are provided a rough estimate of the time it may take them to reach the top of a waiting list. However, progress to the top of a waiting list is dependent on factors outside the control of Program staff. Any such estimate is speculative and in no way binding on the Program.

Placement on the waiting list is based on the date and time an application is received. Notation is made regarding the type and size of unit the applicant family requires and prefers. (For example, such a notation may indicate that the family needs an accessible unit with three bedrooms, that the family would prefer to live in a Mixed Population as opposed to General Occupancy complex, etc.)

Applicants on the waiting list must inform Program staff in writing of any change of address or of any change in family status that may affect the timing of their selection from the waiting list.

Applicants must respond within fourteen days to a request for information regarding their application including information regarding their continued interest in Program participation. Failure to respond to a request for information is cause for removal from the waiting list.

E. INCOME TARGETING

Under the terms of the Quality Housing and Work Responsibility Act of 1998, at least 75% of new admissions to the Section 8 Program must be applicant households whose incomes do not exceed 30 percent of the area median income (characterized by HUD as Extremely Low-Income or ELI households). A minimum 40% of new admissions to the Public Housing Program must be ELI households, except that Public Housing ELI admissions can be less than 40% to the extent that admission of ELI households to the Section 8 Program exceeds 75% of Program admissions.

In general, applicants are selected from the Public Housing Program waiting list based on date and time of application and the availability of a suitable unit. However, Program staff members depart from this policy to meet ELI participation requirements. A running record is kept of the ELI percentage of new Section 8 and Public Housing Program admissions. If the Section 8 Program ELI percentage drops

below 75% at the same time that ELI admissions to the Public Housing Program are at or below 40% only ELI applicants are admitted to the Section 8 Program until the 75% threshold is again reached.

The percentage of ELI applicants selected from the Public Housing waiting list and admitted to Public Housing may drop below 40% to the extent that the percentage of ELI households in the Section 8 Program exceeds 75% of Program admissions.

Applicants whose place on the waiting list is altered as a result of income targeting adjustments remain on the waiting list in the order they applied and are selected for removal from the list as rapidly as threshold limitations allow.

F. UPDATING THE WAITING LIST

The Public Housing Program waiting list is updated at least once annually through a mailing to every applicant. This mailing asks applicants to provide a current address and to confirm their continued interest in Program participation.

If a waiting list mailing is returned by the Post Office without a forwarding address, the applicant is removed from the waiting list without further notice. Applicants that receive mailings have 14 days to respond. Failure to respond results in removal from the waiting list. On request, applicants with a disability are given an additional 14 days to respond as a reasonable accommodation.

G. APPLICANT INTERVIEWS

As Public Housing units are available the names of applicants are taken from the Public Housing Program waiting list in the order of application subject to the income targeting requirements outlined in Section E, above. Applicants are sent a letter at their current address inviting them to an interview. This letter provides the date, time and location of the interview and describes the materials and documentation the applicant must bring with them. If a letter is returned as undeliverable the applicant is removed from the waiting list. Failure to respond to a first applicant interview mailing results in a second mailing. Failure to respond to a second mailing results in removal from the waiting list. On request, applicants with a disability are given an additional 14 days to respond as a reasonable accommodation.

If the applicant misses the interview appointment a second interview is scheduled. If the applicant contacts Program staff before the second interview an effort is made to identify a mutually convenient time. If not, staff members schedule the second interview and send notice to the applicant. If the applicant misses the second scheduled interview the applicant is removed from the application process and waiting list.

The head of household or spouse must attend the interview. If the head of household cannot attend the interview, the spouse may attend to complete the application for the family. However, the head of household must attend an interview within five days to review the information and to certify that the information provided is complete and accurate.

On request, reasonable physical accommodation is made for applicants who have a disability. Advocates or designees are welcome to participate in the interview process with the permission of the applicant.

The interview is used to clarify information provided by the applicant and to insure that the application is complete and accurate. If additional information or documentation is required, staff members request this documentation or information in writing. The applicant has 10 days to provide this information. Failure to meet this deadline results in removal from the application process and waiting list. The interview is also an opportunity for staff to provide information about the application and eligibility determination process, as well as to advise the applicant family of other services or programs that may be available.

H. TENANT SELECTION

Screening of Program applicants is done for two purposes. Program staff members assess eligibility using the six eligibility criteria included in Part 1, Chapter 1. They also make a judgment as to the suitability of applicants as Public Housing tenants.

In screening applicants as prospective tenants the following factors are considered.

- Capacity to pay rent and utility bills

- Capacity to care for a unit and its premises
- Capacity to respect the rights of other residents in regard to the peaceful enjoyment of their housing
- Involvement in drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others

Staff members use the interview and follow-up contacts to verify family composition, income, allowances and deductions, assets, student status, and other information required to determine eligibility and to calculate rent. Similarly, they use information available from a variety of sources to assess the capacity of applicants to pay rent and utility bills, care for a unit and its premises, respect the rights and privileges of other tenants, and refrain from drug-related activity.

Program staff members provide applicants who feel they have been denied tenancy for reasons other than those listed above information regarding strategies and agencies available to address their concerns in this regard.

An applicant who is determined to be eligible is notified in writing and invited to a briefing. (Section I, below.) Applicants who are determined to be ineligible are notified in writing (in an accessible format upon request as a reasonable accommodation). They are provided the reason or reasons for ineligibility. And, they are given information about the Program’s informal review and informal hearing processes (Part 1, Chapter 8). Failure to request a review or hearing within ten days results in removal from the application process and waiting list. Ineligible applicants may exercise other rights if they believe that they have been discriminated against on the basis of race, color, religion, sex, handicap, familial status or national origin.

I. PUBLIC HOUSING BRIEFINGS

Individual briefings are used to provide applicants information about the Public Housing Program, and to give applicants a chance to view available units and to ask any questions they have about Program participation. Applicants receive written notice of the date, place and time of briefings. The head of household must attend the briefing to be considered for Public Housing tenancy. An applicant who misses a briefing for any reason must contact Program staff within seven days of the briefing date to reschedule. If the applicant does not do so or does so but misses the scheduled make-up briefing the applicant is removed from the application process and waiting list.

J. UNIT ASSIGNMENT

This Section sets out the policies used to determine the bedroom size of rental units assigned to families in the Public Housing Program. It also describes the policies used and the actions taken when family size or composition changes.

Program staff members do not decide who shares bedrooms in rental units, but they do decide how many bedrooms a family requires. This decision is reflected in the bedroom size of units offered for rent to Public Housing Program participants.

- Guidelines

The following guidelines are the starting point for determining the number of bedrooms allocated to families.

	Persons in Household	
	Minimum Number	Maximum Number
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10

- Other factors

To insure that families occupy appropriate housing, the following additional factors are taken into account in assigning units.

One bedroom is generally allotted for each two family members, but Program staff members consider factors such as sex, age, and relationships between family members in making this determination. Consideration is also given to medical factors and to the presence of live-in aides. Persons of different generations, persons of the opposite sex (other than spouses and children under 5 years of age), and unrelated adults are allocated a separate bedroom. Foster children are included in determining unit size if they will be in the unit for more than 6 months. Live-in aides are generally provided a separate bedroom, but no additional bedrooms are provided for an aide's family. Determination is made on a case by case basis to provide bedrooms for children away at school but who lives with the family during school breaks. Other than a spouse, space is not provided for a family member who is absent most of the time, such as a member who is in the military. Single person families are allocated one bedroom.

- **Exceptions**

Program staff members make exceptions to Program guidelines when this is justified. Requests for exceptions to the Program guidelines must be made in writing, and must state why an exception is justified. Documentation verifying the need for a larger number of bedrooms is required.

Bedroom size decisions are made after the interview but before the briefing. If an error is made in regard to a bedroom size determination, this error is corrected before a lease is signed, if possible. If a lease has been signed the error is corrected as soon as possible, but no later than the expiration date of the lease. This can require a participant to relocate to a unit of appropriate size.

Program staff members do not assign a family a larger bedroom size unit due to additions of family members other than by birth, adoption, marriage, or court-awarded custody. If after signing a lease a family requires a change in the number of available bedrooms Program staff work with the family to design a solution that meets the needs of both parties.

The names of all family members residing in a Public Housing unit appear on the lease. A participating family must obtain approval to add a family member to the lease before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform Program staff of the change within 30 days. If changes in family composition are such that an occupied unit no longer meets space requirement standards a different unit of the appropriate size is identified and assigned.

K. TENANT SELECTION

The policies and procedures set out below are used to select Public Housing tenants from among eligible families on the waiting list and to insure that the assignment of tenants to dwelling units meets Program objectives and applicable requirements.

- **Order of Selection**

Applicants are assigned to units based on the date and time they applied for Program assistance subject to the following restrictions. [24 CFR 5.410(d)]

- ◆ The type of complex available (Mixed Population, Designated, or General Occupancy) and the availability of the bedroom size and accessibility features required
- ◆ Income targeting objectives and requirements
- ◆ Deconcentration objectives and requirements

These factors are tracked on a monthly basis by complex. Necessary adjustments are made in the way families are selected from the waiting list and housed in order to meet the objectives identified below. Applicants whose selection from the waiting list is delayed remain on the waiting list in the order they applied and are admitted to the Program as rapidly as possible.

- ? **Target population priorities**

Elderly families, families with a member with a disability and families displaced by government action receive equal priority for admission to Mixed Population Complexes (formerly known as elderly complexes). These three categories of persons are admitted to Mixed Population Complexes before

single persons who are not elderly, disabled, or displaced, but are not admitted to General Occupancy Complexes before other single persons.

Elderly persons aged 62 or over have priority for assignment to a unit designated as elderly only followed in priority by near elderly persons 50 to 62 years of age .

- **Income Targeting**

Income targeting considerations supersede the selection of applicants based on date and time of application.

Forty percent of new admissions are reserved for ELI households (households whose incomes do not exceed thirty percent of the area median income). At the same time, care is taken in making dwelling unit assignments to insure that this does not result in concentrations of ELI households in any single housing complex in excess of deconcentration objectives.

- **Deconcentration**

Deconcentration considerations supersede the selection of applicants based on date and time of application.

Program entry and dwelling unit assignments insure that no less than 40% of all tenants have incomes at or below 30% of the area median income, and no more than 60% of the tenants in any one complex have incomes exceeding 30% of the area median income.

- **Applicant choice**

An applicant can reject two offers of housing before being moved to the point on the waiting list represented by the date and time of the second refusal. Program staff members provide written confirmation of this new waiting list assignment. An applicant who rejects two additional offers of housing at a later date is removed from the waiting list.

L. THE BRIEFING PROCESS

The briefing process is as follows.

- ? **Briefings**

Individual briefings are conducted for applicant families that are eligible for assistance. Generally, these briefings are conducted in English, but arrangements are made as necessary to accommodate non-English speaking applicants. In addition, Program staff members meet individually with families that need additional or specialized assistance.

Program staff use applicant briefings to explain the Program in detail and to review the documents in the briefing packet. Packet materials are designed to help participants utilize the Program to full advantage, and to work effectively and cooperatively with Program staff and other Public Housing tenants.

Units are assigned only to families who attend briefings. Applicants who fail to attend two scheduled briefings, without prior notice, are denied admission to the Program. On request, briefings are conducted for families with disabilities at a site of their choosing as a reasonable accommodation.

- **Briefing packets**

The materials in briefing packets comply with HUD requirements. Packets also include materials of local interest and use. Packets contain the following information topics.

- Calculation of rent and utilities

- Services for tenants and tenant obligations

- ◆ HUD required forms and information
- ? Policies Program staff follow in providing information about tenants to outside parties
- ? The "One-Strike" Initiative
- ? Fair housing choice and equal opportunity laws and regulations including copies of complaint forms and related materials
- ◆ Program obligations of participating families
- ? The grounds on which leases are terminated
- ? Informal review and hearing procedures
- ? The Program's Family Self Sufficiency component

On request, as a reasonable accommodation Program staff members make whatever arrangements are necessary to insure that Program information is communicated effectively to families that include a person with a disability.

M. SECURITY DEPOSITS

Program staff collect security deposits from tenants and, if applicable, pet deposits using established policies and procedures. When a tenant vacates a unit the security deposit is used to reimburse the Program for unpaid rent or damages to the extent allowed by State and local laws and regulations. The tenant is provided a written list of items charged against the security deposit and any unused balance is promptly refunded.

N. SPLIT HOUSEHOLDS

From time to time an applicant or participating family splits into two or more otherwise eligible families as a result of divorce, legal separation, or other reasons and more than one of the new families seeks to continue Program participation. The following factors are considered in assigning a Public Housing unit or in assigning the Public Housing lease absent determination by a court.

- Previous and current head of household status

- ? The number of members in the newly created family units

- ? The composition of the new family units, particularly in regard to children, elderly members and members with a disability

- ? The role, if any, domestic violence played in the breakup

Documentation of these factors is the responsibility of the requesting family or families. If documentation is not provided, assistance is terminated.

O. REMAINING MEMBERS OF FAMILIES

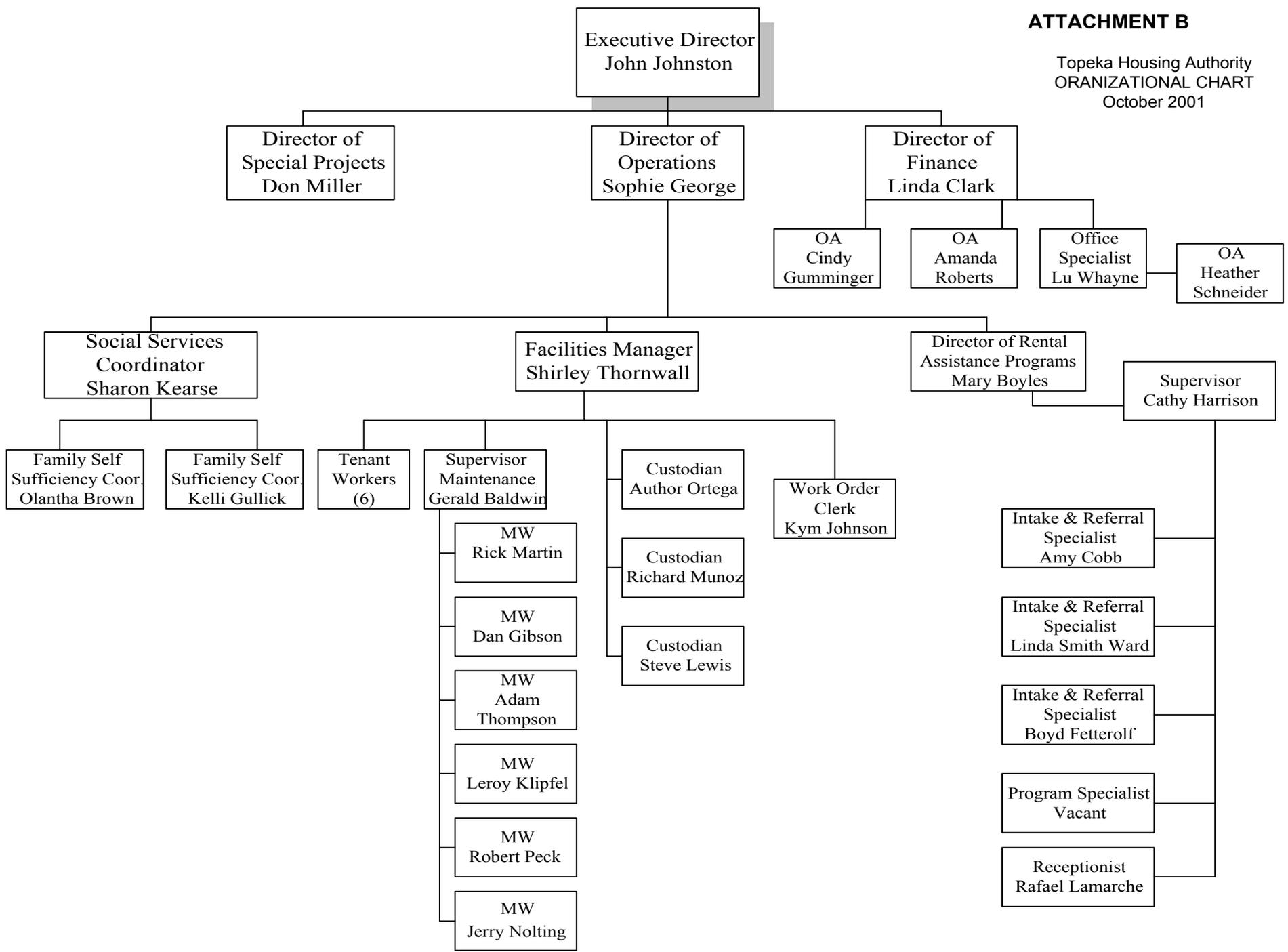
In the event of the death of a family member or members or the break up of a family remaining members can continue to receive Program benefits with some exceptions. To be considered a remaining family member a person must have been previously acknowledged to be a family member. In most instances then, live-in attendants do not qualify. A minor child with or without younger siblings is considered a remaining member under the following circumstances.

- A court has given the child emancipated minor status

- A State department, agency, or court official has arranged for an adult to be brought into the assisted unit to care for the emancipated minor or minors.

ATTACHMENT B

Topeka Housing Authority
ORANIZATIONAL CHART
October 2001



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 \$164,000
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X
- C. FFY in which funding is requested 2002
- D. Executive Summary of Annual PHDEP Plan

The THA PHDEP 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 various community partners, Tenant Associations and various 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 resident 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 continue the research and tracking of crime and crime patterns in public housing to address emerging problems before they are fully developed; **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. We hope to initiate a youth component of this.

- 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	326	718
Secondary: other 4 THA sites	307	301
TOTAL:	633	1019

- 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			9/1/01
FY 1999	\$139,442	KS16DEP0020199			10/1/01
FY 2000	\$145,327	KS16DEP0020100			9/1/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

While we continue with our primary focus of addressing changes, building self-worth and empowering our children (ages 6 - 12), we will be strengthening our efforts with youth (12 - 18) and expanding our efforts with adults. The Coordinator of Special Projects (which PHDEP funds) and the Director of Tenant Services will oversee, using both full-time and part-time staff, will develop and implement the program and respond to specific individual and program needs in a timely manner.

The children plan will continue and improve the site-based programs currently in place. Our community centers will be open for after school and summer programs and activities. Programs and activities will focus on children who live in our three family complexes. We will continue to partner with various social services organizations (such as Arts Council of Topeka, Girl Scouts, Campfire Boys and Girls) for additional values based programs and activities. The "Summer Fun - 2002" will replace the previous summer program run in partnership with the City of Topeka, including the expanding of hours if funds are available.

The youth plan focuses primarily on youth ages 12 - 18. This program, called the "Success Academy," will be funded primarily from sources other than PHDEP, but the program will be implemented in coordination with the children's plan and will share space with the children's programs at the community centers. It will provide structured arts, community service, social, sports and recreation activities, study hall and tutoring, and micro-business opportunities for older youth.

The adult plan has two areas of focus. One is to work with individual resident councils and the Tenant Executive Council to build strong tenant organizations. As these organizations become stronger, they will both have more capacity to advocate for residents and more capacity to address issues of crime and violence in their particular site. The second focus 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. 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). When TTHA separated from the City of Topeka in early 2001, the city withdrew the funding for the Jobs/Ventures component. Efforts are underway to re-institute this program using other funding.

B. PHDEP Budget Summary

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

FY 2001 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	136,760
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	18,000
TOTAL PHDEP FUNDING	160,000

Budget Summary:	PHDEP 2001	PHDEP 2002
9140 Tenant Patrols:		
Equipment/support/training	\$ 1,500	\$ 2,000
9160 - Drug Prevention		
Pine Ridge after-school program	\$20,000	\$24,000
Deer Creek after-school program	\$25,000	\$24,000
Cool Summers -	\$10,000	\$ 4,000
Community Center equipment/supplies	\$ 4,000	\$ 4,000
Girl Scouts	\$ 2,000	\$ 1,000
Campfire B/G Club	\$ 2,000	\$ 2,000
Arts Council	\$ 0	\$ 1,000
Resident Stipend	\$15,000	\$14,000
Transportation	\$ 6,672	\$10,000
Program Manager	\$49,088	\$54,000
Training/travel	<u>\$ 3,000</u>	<u>\$ 3,000</u>
Total of 9160	\$136,760	\$141,000
9190 - Other Administrative Costs		
Office Management Expenses	\$ 1,545	\$ 2,338
Exec. Director 5%	\$ 4,451	\$ 4,694
Dir. of Operations 15%	\$ 8,153	\$ 9,464
Fiscal Officer 5%	\$ 2,729	\$ 3,168
Receptionist 5%	<u>\$ 1,122</u>	<u>\$ 1,336</u>
Total of 9190	\$18,000	\$21,000
TOTAL BUDGET:	\$156,260	\$164,000

C. PHDEP Plan Goals and Activities

<u>9140 - Voluntary Tenant Patrols</u>	<u>\$2,000</u>
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We will continue to work with all of the Tenant Councils and the Tenant Executive Committee to implement safety and security strategies at all sites and to support ongoing training of residents. The funds will be used for equipment, resources and training.

9160 - Drug Prevention Programs

\$141,000

1. TTHA will change its after-school and summer program model at Pine Ridge and Deer Creek. These programs will focus specifically on children who live in public housing. We will develop collaborative partnerships (separate from the City) with a variety of community organizations: Campfire Boys and Girls with their "Count On Me Kids" program, the Arts Council of Topeka will provide art classes and lessons, and others in the community to provide such things as swim lessons, tennis lessons, rhythm instrument lessons and choral singing. Some of our activities will be content based. We will develop a "Reading Is Fun" program, a computer lab and instruction at each site, computer games that will support reading, math and problem solving skills, drug-awareness activities and safety and security training in partnership with our Two Public Housing Police Officers, fire safety in conjunction with the Topeka Fire Department. The program will have a major emphasis on recreation. We will staff it with people who are high energy and activities oriented. They will assist the children with the development of hand-eye coordination, specific recreation skills, teamwork and cooperation. Recreation will also be used to develop self-esteem. There will be an emphasis on diversity training and acceptance, as well as a focus on caring and supporting others. These concepts will be incorporated in all the above activities. The children in the program will have an opportunity to do one major service project that will affirm diversity, acceptance and caring for others. We will have field trips each month to such destinations as: a concert, library, historical site or municipal building and monthly inter-generational family event for each site.

Through these activities we anticipate the following objectives will be realized:

- Children and youth, ages 5 to 12 will be encouraged, through group instruction and one-to-one support, to discover their artistic abilities;
 - Children and youth will be taught that spending time developing their abilities has positive and not negative results;
 - Children will receive assistance in school homework;
 - Children will develop skills to assist them in resisting participating in negative gang-related activities and future criminal involvement;
 - Children will have their self-esteem and self-awareness raised, as a preventative measure to combat negative peer pressure, and
 - Children will be able to spend after school and summer time in a safe, air condition, crime and drug free environment.
 - The design of this Program is based on the following assumptions:
 - Crime, poverty and school dropout rates are interrelated; addressing one affects others.
 - Building self-worth and esteem in children living in public housing will impact their ability to resist peer pressure to get involved in delinquent activities.
 - Values such as affirming diversity, acceptance and care for others are good and worthy to develop in our children.
 - Recreation activities are a valuable vehicle for addressing the above when designed for that specific purpose.
 -
 - Funding for these two programs will be \$24,000 each. We have \$4,000 in the budget for the replacement of equipment and the purchase of additional equipment and supplies.
1. TTHA recognizes that the previous "Cool Summers" programs, that it has operated at Pine Ridge and Deer Creek in partnership with the City of Topeka's Parks and Recreation Department, has not been as effective as it wished. The strategy described in number one above will be expanded for the summer program, along with expanded hours. We are developing new funding partners to both operate and fund this program. We anticipate using \$4,000 of PHDEP funds as TTHA's contribution to this program. During the summer of 2001, we only had 10 public housing youth out of 66 enrolled participating at Pine Ridge and 19 out of 86 in the Deer Creek program. We anticipate doubling the number of public housing children participating in 2002. Success will be based on whether we meet goal.
 2. The Girl Scouts program will continue to provide activities year-round for children at Pine Ridge and Deer Creek. We will support their ongoing efforts with \$1,000. They will serve 7 - 10 youth in each site's troop. Success will be based on the troops meet regularly and have a troop enrollment of 7 or more.

3. Campfire Boys and Girls will provide the values based "Count On Me, Kids" program on a weekly basis during the school year and at least two times a week during the summer. All youth of campfire age at Pine Ridge and Deer Creek public housing sites will participate. We will provide \$2,000 to support this program. This program will serve 20 - 30 children. Success will be based on establishing the partnership and completing the school year and summer programs.
4. Resident Stipends will be used to support residents who provide leadership in other programs funded by PHDEP and/or who are actively participating in TTHA's FSS program. We will use \$14,000 to support this effort. We will measure success by 1) whether 20% of program participants increase their income during the first 6 months of the program; and 2) if 50% of program participants are actively work toward their individual program goals.
5. We will provide transportation for a wide variety of programs and activities (including youth activities, drug education events, quality of life activities, and job training activities), organized and/or coordinated by the Special Projects and Tenant Services Departments. Some of the FSS program participants will be drivers. These funds will pay expenses for the current van, lease payments on an additional van, and bus rental. Target - all seven sites. \$10,000.
6. The Director of Special Projects will be assigned to work full time with the PHDEP strategy. His responsibility will be to develop, plan, implement, oversee and supervise all staff and programming. Target - all TTHA residents. \$54,000. The success of the program will be based on 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.
7. We will provide training for TTHA staff that works with the programs funded by PHDEP and others who lead and implement the various PHDEP programs and activities. This travel/training fund will provide for both on-site consultation and the registration, travel and per diem expenses associated with off-site training. Target - full and part-time TTHA staff and tenant association leaders. \$3,000.

9190 Other Program Costs \$18,000

Other administrative staff will spend a portion of their time overseeing and supporting the PHDEP programs. An equal portion of their salaries and benefits will be charged to this grant in the following ways: 5% of the Executive Director's time and salary, 15% of the Director of Operation's time and salary, 5% of the Fiscal Officer's time and salary and 5% of the Receptionist time and salary. Additionally there will be some telephone, printing, supplies, etc. that will also be charged to this line. Target - all program participants. \$21,000. 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.

The 2002 Public Housing Drug Elimination Grant

Our Vision

To Successfully provide affordable and accessible housing.

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

The population of Topeka is 123,993. The median family income of the 49,839 households in Topeka is \$50,800. Comparing the incomes of Topeka residents and the residents of The Topeka Housing Authority's family units, the average income of the 288 households living in TTHA family units is \$5,548 or 11% of median family income for the city. The maximum TTHA household income is \$25,652 and 46 households report having no income. There are 219 (76%) females heading the 288 TTHA family unit households with children. No resident of TTHA family units have income that exceed 50 % of median income compared to 23% of Topeka's population.

There is a total of 101,550 (84.7%) white persons among Topeka's residents; 12,761 (10.6%) are Black; 1,538 (1.3% are American Indian, Eskimo and Aleut; 948 (0.8%) are Asian and Pacific Islander; and 3,066 (2.6%) are of other races. Hispanics total 6,930 or 5.8% of Topeka residents. In contrast, the race/ethnicity composition of the tenants of TTHA's 288 occupied family units is as follows:

White	37%	Non- Hispanic	79%
Black	53%	Hispanic	21%
American Indian/Alaskan native	3%		
Asian/Pacific Islander/Other	7%		

Comparing the race/ethnicity of Topeka residents and the residents of TTHA's family units, these TTHA households are roughly five times more likely to be Black (10.6% compared to 53%), four times more likely to be Hispanic (5.8% compared to 21%) and less than half as likely to be White (37% compared to 84.7%). The number of tenants in TTHA's occupied family units who have income and the sources of that income are listed in the following chart:

	Some Income	Primary Source of Income
Asset income	12	0
Own a business	0	0
Child support	12	10
TANF	78	56
Federal wage	0	0
General assistance	8	8
Non-wage	3	3
Pensions	4	2
SSI	75	56
Social Security	51	34
Unemployment benefits	1	1
Other wage	59	59
No/other income	56	56

Crime in Topeka is an ongoing concern. At a recent Crime Summit hosted by Washburn University and the City of Topeka it was reported that Topeka was rated 5th in the nation in 1999 in violent and drug related crime and that it rated 8th in the nation in 2000 in those areas. The Topeka Housing Authority's public housing sites are located in those areas of the City of Topeka where crime is the highest. And it was no surprise USD 501 staff reported that those students who drop out of school before completion, live in these same high-crime neighborhoods.

Research by the National Crime Prevention Council confirms what many know intuitively:

- School dropout rates, poverty and crime are interrelated.
- Neighborhoods with the highest dropout rates also have the highest rates of crime, poverty and enrollment in public assistance programs.
- Children and youth who live in disadvantaged and crime-plagued communities find it more difficult to resist peer pressure to get involved in delinquent activities.
- There is a correlation between drop out rates, poverty and crime and single parent households, especially households with women as head of household.

The three TTHA family units are located in neighborhoods that are identified as among the lowest income, highest crime and the highest rate of student dropouts.

- Pine Ridge Manor is located between 10th Street on the North, I-70 on the South, Golden on the West and Deer Creek Parkway on the East.
- Deer Creek Village is located on SE 25th Street east and across the street from Highland Park High School.
- Western Manor is located in Central Topeka in the 1300 block of Western.

The same research by the National Crime Prevention Council (mentioned earlier) and additional research by the National Parks and Recreation Association show significant success in addressing these and other issues by using neighborhood recreation programs in a focused way to address these issues.

- Neighborhood recreation programs for children and youth make significant contributions to reducing the incidence of crime committed by and against children and youth.
- It has been determined by the U.S. Department of Justice's Office of Juvenile Justice and Justice Prevention, that children and youth who participate in meaningful creative activities, such as neighborhood recreation programs offer, are less at risk to become involved in crime or become victims of criminal activity.
- Neighborhood recreation programs help connect children and youth to needed prevention services.
- Neighborhood after-school and summer recreational activities help fill the free time of children and youth with positive and safe activities, provide an oasis of safety and help model out alternative life choices.
- Neighborhood recreation programs provide a home for a variety of health and prevention services and a natural way for children and youth to make the necessary connections with them.
- Recreation programs provide a place for positive youth-police contact and a place where youth-police partnership projects can happen.
- Neighborhood recreations programs enable children of low-income families, who have limited or no exposure to non-school creative activities (such as dance, music, art and theater) to participate at an increased level.

The Topeka Housing Authority currently operates two after-school drop-in programs at the Pine Ridge Community Center and the Deer Creek Community Center. During the school year there are between 25 and 60 youth at each site on any given day. The programs are intended to level the playing field for children and youth who are poor and minority and living in public housing with their more affluent counterparts across the city. TTHA has developed partnerships with other organizations, agencies and individuals in the community to assist in the effort.

But summer-time activities are a different thing. In the past TTHA has partnered with the City of Topeka's Parks and Recreation Department to operate "Cool Summers" programs for children ages 6 - 12 from these two family sites. During the past two years a concerted effort has been made to use many of the same personnel that staff the after-school programs to work in the summer programs. The goal has been to provide continuity of leadership.

However, the success of "Cool Summers" as a citywide program has made it less successful for children in public housing. The City's "Cool Summers" program is marketed citywide and draws participants from across the community. While the "Cool Summers" programs are located in at-risk neighborhoods, there are no registration fees or cost for participating. They therefore attract children from throughout the community.

This has led to some less than positive results for the programs at TTHA sites. The number of children participating often exceeds the capacity of the facilities and the staff. This has resulted in fewer and fewer public housing families sending their children to the programs. During the "Cool Summers - 2001" which has just ended, of the 66 children participating in the program at the Pine Ridge Community Center, only 10 of them lived in the Pine Ridge Village public housing community. The rest came from outside public housing and the majority came from outside the neighborhood being transported by their parents from other, often more affluent areas of the city.

Our intent is to develop and implement programs that address these concerns.

Public Housing Drug Elimination Program Action Plan

The Topeka Housing Authority will continue to develop partnerships with various government and social service agencies, community organizations, and businesses for the common purpose of decreasing crime, violence and drug-related activities in the seven public housing sites. As outlined in this 2002 PHDEP Action Plan, over the next five years, TTHA will continue to focus on after school and summer programs for children and youth. It will also continue its efforts to strengthen public housing resident councils and to support family self-sufficiency efforts.

TTHA will also search for additional funding sources are developed these and other programs, including expanding youth plan to include an after-school and summer program called the "Success Academy." The "Success Academy" will provide structured arts, community service, social, sports and recreation activities, study hall and tutoring, and micro-business opportunities. The adult plan will have two focuses: 1) building stronger tenant organizations and 2) help residents increase their economic power and inner-personal assets.

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 continue to expand the use of 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, has 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 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 our public housing communities and its citizens and building on them, residents will be empowered to invest themselves and their resources in their communities. We will continue our neighborhood watch groups, our FSS and other jobs programs to increase family income and through a wide variety of self-esteem activities. Once this happens, the dependence on outside help will slowly dwindle, allowing communities to become more self-sufficient and more empowered. Neighborhoods will then mobilize more effectively to respond to at-risk youth and families and other emerging neighborhood issues
- 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 identify strategies to address them. 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. It will continually be evaluated, revised and expanded to address evolving law enforcement concerns. The "One Strike" Task Force will continue to invite new partners and help diminish criminal activities and elements in public housing sites
- 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, supportive counseling, budget and financial counseling, economic development ventures, and home ownership readiness. These services will address and overcome various barriers to self-sufficiency and help increase economic power and assets.

Year One

Objective 1: Social Development Strategy

1. We will revise the focus of our after-school and summer programs for children to provide a stronger emphasis on recreation, tutoring, resource partners and cultural activities.
2. We will seek additional funding to develop an expanded after-school and summer youth program called the "Success Academy." The "Success Academy" will provide structured arts, community service, social, sports and recreation activities, study hall and tutoring, and micro-business opportunities.
3. The adult plan will have two focuses: a) continue our efforts to build stronger tenant organizations and b) help residents increase their economic power and inner-personal assets.

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 resident councils and other residents to identify specific safety and security concerns.
2. We will work with our resident councils and the Tenant Advisory Board train residents on how to address safety and security issues.
3. We will partner with New Approach/Anti Drug grant and develop other grant partners to continue to address physical improvements such as installing additional fencing, surveillance cameras, and increased lighting at our seven sites.
4. We will utilize the CPTED program to improve the physical environment for safety and security at our THA sites.
5. We will develop a program for engraving and video taping personal property, for both identification and insurance purposes.
6. 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. The assignment of two Community Policing Officers to the Topeka public housing sites will continue.
3. We will continue to partner with The Topeka Police Department and Shawnee County Sheriff Department to operate a Community Policing Sub-Station at Deer Creek.
4. 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 search for funding to replace the "Ventures 2001" micro-business program that was dis-continued by the City of Topeka. This program will 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 identify possible community banking partners and work to create new models for banking and investing on public housing sites or in public housing neighborhoods.

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, and Campfire Boys and Girls, and others.
2. Explore ways to increase access to 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 are 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 and for pre-employment age youth who need experience and training in employment.

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 and throughout the year.
4. We will partner with public housing residents and Alcoholics Anonymous, Narcotics Anonymous and other 12-step groups to implement programs at two of the seven sites.

Objective Three: Safety and Security Strategy

1. We will continue to strengthen the programs that address safety and security issues at 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.

Objective Four: Law Enforcement Strategy

1. The One Strike Program will continue to be refined and improved.
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.

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 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 continue to work with community lending institutions to create partnerships for affordable housing.
6. A strategy to provide internet e-mail addresses and mailboxes for public housing residents and their neighbors will be explored.

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 previously established 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 previously established 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 previously established 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 previously established 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 previously established 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.

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.

Objective Three: Safety and Security Strategy

1. We will work to expand the NA/AD program to 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 previously established will be evaluated, modified and continued as needed or discontinued. New ones will also be implemented.

Objective Four: Law Enforcement Strategy

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

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 and expand partnership with community lending institutions.*
5. *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

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. Continue to promote clearly established and understood expectations regarding drug use and crime in public housing complexes.
4. Continue to explore opportunities for involvement in the community.
5. Continue to expand the opportunities to learn social and cognitive skills.

Objective Two: Neighborhood Empowerment and Mobilization Strategy

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

Objective Three: Safety and Security Strategy

Ongoing recruiting and training of Neighborhood Security Patrols will continue at all public housing sites.

Objective Four: Law Enforcement Strategy

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

Objective Five: Economic Empowerment Strategy

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

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.

Objective Two: Neighborhood Empowerment and Mobilization Strategy

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

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.

Objective Four: Law Enforcement Strategy

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

Objective Five: Economic Empowerment Strategy

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

ATTACHMENT D

RESOLUTION NO. _____
Policies Relating to Common Household Pets

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

A. General

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

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

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

B. THA Obligations

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

B. Tenant Obligations

1. Pet owners must comply with all City and THA rules and regulations relating to the ownership and care of pets.
2. Pet owners are liable for any and all damages resulting from pet ownership including bodily harm to individuals and damages to housing authority buildings and property.
3. Pet owners must pay an additional security deposit for pets as specified in the standard THA/Tenant lease. This pet security deposit will be equal to one-half of the regular security deposit for the unit. (Note: this security deposit requirement does not apply in the case of tenants who utilize service animals.)
4. Pet owners must restrain their pets and have them under effective control inside units, in common areas of THA buildings and on THA property outside THA buildings.
5. Pet owners must register pets with THA before the animal is brought onto THA premises and on or before August 1 of each year thereafter. Persons who have unregistered pets must register them within 30 days of the date of the adoption of this resolution and then on or before August 1 of each year thereafter.
6. As part of the registration process pet owners must provide (a) a certificate signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law and that it is spayed or neutered if it is a cat or dog, (b) information or a photograph sufficient to demonstrate that the animal is a common household pet, (c) proof that the animal is properly licensed, and, (d) the name, address, and telephone number of one or more responsible persons who will take care of the pet if the owner dies, is incapacitated, or is otherwise unable to care for the pet.
7. Pet owners must sign a statement indicating that they have read and will abide by the terms of this Resolution and THA's pet rules.

B. Rules

The following rules apply to pet ownership by THA tenants.

1. Type, number and size

The number of pets by type that a tenant can have is limited as follows:

- 1 dog; or,
- 1 cat; or,
- 2 rodents; or,
- 2 reptiles; or,
- 2 birds; or,
- 2 turtles; or,
- 1 20 gallon aquarium of fish.

Dogs and cats cannot weigh more than 16 pounds. Birds may not be more than 12 inches tall. Reptiles may not be more than 3 feet in length.

2. Care of animals

All pets must be kept free from fleas, ticks, vermin and disease.

Pet owners exercising pets on THA property must do so only in areas designated by THA for this purpose. Pet owners must promptly remove and properly dispose of all removable pet waste. Pet owners will be charged \$5.00 for the first occurrence and \$10 per occurrence thereafter when THA staff must remove pet waste from THA premises.

In the case of cats and other pets using litter boxes pet owners must change the litter at least once a week or more often if necessary. Pet waste and used litter must be sealed in plastic and promptly deposited outside in designated containers. Bird cages must be cleaned at least once a week and more often if necessary, and loose seed must be cleaned up promptly.

Authorities will be notified if a pet is left unattended for 24 hours or more, and the pet may be removed from THA premises.

Pets may not be tied, chained or otherwise confined outside anywhere on THA property.

3. Courtesy to other tenants and to THA staff

Pets are allowed in the halls, elevators and common areas of THA high rises only in transition to and from the outside.

THA will terminate the registration for any pet that disturbs other residents or THA staff by barking scratching, whining or by making other unusual noises or engages in any form of threatening behavior.

No pets of visitors are allowed in THA units or on THA premises.

Pet owners may not in any way alter an apartment unit or the area outside a unit to accommodate a pet.

C. Non-Compliance

In the case of any animal owned by a tenant in violation of these policies and rules as of the date of their adoption, the tenant and THA will develop and sign a written agreement within 30 days of adoption of this resolution that specifies how and when the tenant will come into compliance. Thereafter, unregistered pets must be removed from THA property within 24 hours.

Failure to comply with THA pet policies and rules will result in THA serving a written notice of violation on the tenant. This written statement will:

- A) Contain a brief statement of how and what respects a rule has been violated;
- B) *State that the owner has 10 days from the date of service to correct the violation including, if appropriate, removal of the animal or to make a written request for a meeting;*
- C) *State that the owner is entitled to be accompanied by a person of his/her choice at the meeting;*
- D) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the owner's tenancy.

If after meeting the owner and THA fail to resolve a problem or problems relating to compliance with THA's pet policies THA will send the owner a written notice that summarizes the rule or rules violated, indicates that the owner must remove the animal within 10 days, and provide notice that failure to remove the animal will result in action to terminate the owner's tenancy.

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

Robert E. Duncan II, Chair

John Johnston, Executive Director

Be it resolved by the Board of Commissioners of The Topeka Housing Authority (TTHA) that the following policy and acknowledgement form is established for all TTHA complexes and units. This policy replaces all previous THA policies relating to this subject.

A. General

Service animals are not pets. They are permitted in all TTHA individual units and in all TTHA common areas and grounds.

TTHA welcomes service animals that assist persons of all ages with disabilities.

TTHA acknowledges that qualified individuals with a disability as defined by state and federal civil rights laws, have the right to request "Reasonable Accommodations," in order to live in a unit with the assistance of service animals.

B. TTHA Obligations

TTHA will honor reasonable accommodation requests regarding service animals from persons with disabilities, upon receiving the following written requests: a) a letter from the individual requesting the reasonable accommodation, and b) certification by the owner that the tenant or a member of his or her family is a person with a disability, that the animal has been trained to assist persons with that specific disability and that the animal actually assists the person with the disability. (24 CFR 5.303)

For the protection of the owner and service animal, owners must provide: a) a certification signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law, b) information or a photograph sufficient to identify the animal, c) the name, address and telephone number of one or more responsible persons who will take care of the animal if the owner dies, is incapacitated or is otherwise unable to care for the animal.

TTHA will require annually during the re-certification of tenants updated documentation on the above, a), b), and c) issues, if any changes have occurred.

TTHA allows owners of service animals to have other household "pets" as permitted by TTHA pet policies.

C. Tenant Obligations

Persons utilizing service animals will be expected to address the exercise, care and hygiene needs of their animals in ways that meet reasonable public health concerns.

a. Care of service animals

- + All service animals must be kept free from fleas, ticks, vermin and disease.
- + Persons with disabilities shall not leave their service animals unattended for more than 24 hours, and they must remain closely associated with the animal when outside on TTHA's property.
- + Service animals may not be tied, chained or otherwise confined outside anywhere on TTHA property.

- + Service animal owners may not alter an apartment unit or the area outside a unit to accommodate a service animal without prior approval of TTHA.

- a. Courtesy to other tenants and TTHA staff

Service animals shall not be permitted to engage in any form of threatening behavior, at any time to anyone on TTHA property. If an animal engages in threatening behavior towards anyone, it will be considered a violation of the lease and a notice will be issued.

Current owners of service animals shall be given 30 days in which to read and/or understand these procedures. If after 30 days, or anytime thereafter, there is non-compliance with any provision under this tenant obligation section, it will be considered a lease violation and an appropriate notice will be issued setting forth Tenant's rights and potential consequences.

This Resolution was adopted by the Topeka Housing Authority Board of Commissioners on October 3, 2001. It is effective on adoption.

For the Topeka Housing Authority

Robert E. Duncan, II, Chair

John C. Johnston, Director

Policy Regarding Companion Animals

Be it resolved by the Board of Commissioners of The Topeka Housing Authority (TTHA) that the following policy and acknowledgement form is established for all TTHA complexes and units. This policy replaces all previous THA policies related to this subject.

A. General

Companion animals are not pets. They are permitted in all TTHA individual units and in all TTHA common areas and grounds.

TTHA welcomes companion animals that assist persons of all ages with disabilities.

TTHA acknowledges that qualified individuals with a disability as defined by state and federal civil rights laws, have the right to request "Reasonable Accommodations," in order to live in a unit with the assistance of companion animals.

B. TTHA Obligations

TTHA will honor reasonable accommodation requests regarding companion animals from persons with disabilities, upon receiving the following written requests: a) a letter from the individual requesting the reasonable accommodation, and b) from a medical or social service professional, with the knowledge necessary to make such a determination that: 1) the tenant or member of his/her family is a qualified individual with a disability, 2) and that the use of a companion animal is consistent with the individual's need associated with his/her disability.

For the protection of the owner and companion animal, owners must provide: a) a certification signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law, b) information or a photograph sufficient to identify the animal, c) the name, address and telephone number of one or more responsible persons who will take care of the animal if the owner dies, or is incapacitated or is otherwise unable to care for the animal.

TTHA will require annually during the re-certification of tenants updated documentation on the above, a), b), and c) issues, if any changes have occurred.

TTHA allows owners of companion animals to have other household "pets" as permitted by TTHA pet policies.

C. Tenant Obligations

Persons utilizing companion animals will be expected to address the exercise, care and hygiene needs of their animals in ways that meet reasonable public health concerns.

b. Care of companion animals

- + All companion animals must be kept free from fleas, ticks, vermin and disease.
- + Persons with disabilities shall not leave their companion animals unattended for more than 24 hours, and they must remain closely associated with the animal when outside on TTHA's property.

- + Companion animals may not be tied, chained or otherwise confined outside anywhere on TTHA property.
- + Companion animal owners may not alter an apartment unit or the area outside a unit to accommodate a companion animal without prior approval of TTHA.

a. Courtesy to other tenants and TTHA staff

Companion animals shall not be permitted to engage in any form of threatening behavior, at any time to anyone on TTHA property. If an animal engages in threatening behavior towards anyone, it will be considered a violation of the lease and a notice will be issued.

Current owners of companion animals shall be given 30 days in which to read and/or understand these procedures. If after 30 days, or anytime thereafter, there is non-compliance with any provision under this tenant obligation section, it will be considered a lease violation and an appropriate notice will be issued setting forth Tenant's rights and potential consequences.

This Resolution was adopted by the Topeka Housing Authority Board of Commissioners on _____. It is effective on adoption.

For the Topeka Housing Authority

Robert E. Duncan, II, Chair

John C. Johnston, Director

ATTACHMENT E

TOPEKA HOUSING AUTHORITY BOARD MEMBERS

Tuck Duncan, Chair
720 Jackson, Suite 310
Topeka, KS 66603
(W) (785) 233-2265
Fax (785) 233-5659
e-mail: tuckduncan@aol.com

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Topeka, KS 66604
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e-mail: Dperk39@aol.com

Millii Curtis, Resident
Tyler Towers
600 W. 14th #104
Topeka, KS 66612

ATTACHMENT G

TENANT EXECUTIVE BOARD TOPEKA HOUSING AUTHORITY

CLARA WHITE
2845 SE WEAR CR
TOPEKA KS 66607

MALTONA WHITE
2731 SE 10th Street
TOPEKA KS 66607

ORA LEE SIMPSON
2751 SE Gilmore Court
TOPEKA KS 66607

LOUISE JEFFERSON
1194 SW LINCOLN C
TOPEKA KS 66604

SELENA LANE
1220 SW 12TH B
TOPEKA KS 66604

AMY VASQUEZ
1311 SW WESTERN - A
TOPEKA, KS 66612

RICHARD DRURY
1312 SW POLK #602
TOPEKA KS 66612

SHIRLEY MAPLES
600 SW 14TH ST. #501
TOPEKA, KS 66612

ZELMA GROVES
600 SW 14TH #601
TOPEKA KS 66612

NANCY BURKE
1122 SW JACKSON #505
TOPEKA KS 66612

JO MALLERY
1122 SW JACKSON #602
TOPEKA KS 66612

MILLII CURTIS
600 SW 14TH STREET #104
TOPEKA, KS 66612

ATTACHMENT H

TOPEKA HOUSING AUTHORITY VOLUNTARY CONVERSION ASSESSMENT OCTOBER 10, 2001

INTRODUCTION

The Topeka Housing Authority (THA) has seven complexes, three of which are designated family (general occupancy) complexes and thus potentially subject to voluntary conversion. These complexes and the number of units they contain by bedroom size are as follows.

	Bedroom Size					Total Units
	1	2	3	4	5	
Deer Creek	10	44	34	2	2	92
Pine Ridge	70	80	48	12	0	210
Western		12	8	1	1	22

VOLUNTARY CONVERSION ASSESSMENT CONSIDERATIONS

A) Useful Life

THA's Pine Ridge complex was built in 1963. Deer Creek and Western were both built in 1970. These complexes are currently serviceable, but they are approaching the age at which they will either need to be redesigned and rebuilt or converted to other uses.

B) Maintenance Costs

All three complexes have been adequately maintained over the years, and they are not in disrepair. However, none of them have undergone substantial rehabilitation. As a result, their electrical, plumbing, heating and cooling systems are inefficient, outdated, and units are expensive to maintain. And, all three have extensive grounds that require maintenance.

C) Market Competitiveness

The units in these three complexes are not market competitive. Their rooms are small, the units are noisy, energy inefficient, and they lack showers, disposals, washers and dryers.

ASSESSMENT

	Complexes		
	Deer Creek	Pine Ridge	Western
Conversion would not be more expensive than continued operation	x	x	x
Conversion would benefit residents of the complexes to be converted	x	x	x
Conversion would not adversely affect the availability of affordable housing	x	x	x

TOPEKA HOUSING AUTHORITY
VOLUNTARY CONVERSION ASSESSMENT
OCTOBER 10, 2001

In accordance with 24 CFR 972.200(b) the Topeka Housing Authority has reviewed the operations of the developments listed above as public housing. THA has considered the implications of converting these three complexes to tenant based assistance. THA has concluded that conversion of these developments may be appropriate because removal of the developments would meet the necessary conditions for voluntary conversion described in 24 CFR 972.200(c).

I certify that this voluntary conversion assessment is accurate and complete.

A handwritten signature in black ink, appearing to read "John C. Johnston", written over a horizontal line.

John C. Johnston, Executive Director Date

ATTACHMENT J

TOPEKA HOUSING AUTHORITY COMMUNITY SERVICE INITIATIVE OCTOBER 10, 2001

The Topeka Housing Authority (THA) developed two key Community Service Program products in 2001---a detailed, five-page policy and program operations statement and a notice to tenants that includes a program implementation timetable (attached). All current THA leases include language relating to community service that is consistent with HUD requirements.

IMPORTANT NOTICE NEW COMMUNITY SERVICE REQUIREMENTS

NEW LAW

There is a new federal law (the Quality Housing and Work Responsibility Act) that includes community service requirements for THA tenants.

REQUIREMENTS

Eligible tenants must participate in eight hours of community service or economic self-sufficiency activities every month.

EXCEPTIONS

These requirements do not apply to tenants who are: a) working; b) in a State welfare to work program; c) 62 years of age or older; d) receiving Social Security or SSI; e) blind or have a disability; and/or, are a live-in aid.

PARTICIPANTS

This new law applies to about 200 THA tenants. THA will notify you if you must participate. Failure to do so is a lease violation that can result in eviction.

COMMUNITY SERVICE OPPORTUNITIES

THA tenants can earn community service hours by working in projects sponsored by THA, THA Tenant organizations, and organizations that provide services to THA tenants.

TIMETABLE

- A) Meetings with all interested tenants (At Western's playground and the community rooms or centers at other complexes)
July 9, 2001, 6:00 PM Western
July 14, 2001, 10:00 AM, Pine Ridge, Jackson, Polk
July 14, 2001, 11:30 AM, Tyler, Tennessee Town, Deer Creek
- B) July 27, 2001 THA sends letters sent to eligible tenants
- C) Meetings with eligible tenants (At Western's playground and the community rooms or centers at other complexes)
August 4, 2001, 10:00 AM, Pine Ridge, Jackson, Polk
August 4, 2001, 11:30 AM, Tyler, Tennessee Town, Deer Creek
August 4, 2001, 12:30 PM, Western
- D) Program Starts
September 1, 2001

FOR MORE INFORMATION

Please call Sophie George at 357-8842 (x 450) or stop by the THA office at 2010 SE California.

TOPEKA HOUSING AUTHORITY COMMUNITY SERVICE PROGRAM

GENERAL INFORMATION

INTRODUCTION

These policies and procedures relate to the operation of the Community Service Program sponsored by the Topeka Housing Authority (THA).

PROGRAM PURPOSE

This Program has three objectives. It will improve the appearance of THA complexes. It will expand the number of tenants engaged in THA volunteer projects and activities. And, it will increase the self-sufficiency of THA tenants.

PARTICIPATION GUIDELINES

With the exceptions listed below, all adult residents of a public housing must contribute 8 hours per month of community service in or near a THA complex, or participate in an economic self-sufficiency program for 8 hours per month.

Residents are exempt from this community service requirement if they are:

- 62 years of age or older;
- Blind or have a disability;
- Serve as an aide for a blind or disabled person;
- Are employed;
- Are participating in a State welfare to work program; and/or,
- Are receiving assistance under a State program funded under Title IV of the Social Security Act.

EXCEPTIONS

Working on or in any way improving the quality or appearance of one's own apartment unit is not considered volunteer work nor is work on the apartment unit of one's immediate family. No hours can be earned when the participant is being paid to provide a service. No more than 20% of the credits participants earn can be earned by attending meetings.

TIMELINESS

Eligible residents must contribute 8 hours per month of community service work in or near a THA complex, or participate in an economic self-sufficiency program for 8 hours per month. Hours need not be earned in any given month and hours can be carried over from month to month as follows. Eligible residents must be current within 24 hours in terms of community service contributions. That is, they can go no more than three months without engaging in a community service activity. There is no limit to the community service hours a resident can contribute in any month. That is, a person could contribute a years worth of community service time in one month by working 96 hours that month (12 months times 8 hours per month).

NON-COMPLIANCE

Failure to comply with THA Community Service Program requirements without cause will be considered a lease violation. Serious failure to comply (defined as falling 32 hours or more behind in terms of community service volunteer time) without cause may result in eviction.

COMMUNITY SERVICE OPPORTUNITIES

A. TENANT ORGANIZATIONS

ELIGIBLE ACTIVITIES

All programs and projects sponsored by tenant organizations are eligible volunteer community service opportunities. Other improvement programs and projects for which volunteers hours are earned must be approved in advance by THA.

PROCEDURES FOR TENANT ORGANIZATIONS AND VOLUNTEERS

To document and receive credit for volunteer hours for a tenant organization program or project, the organization and its volunteers must do the following.

1. The tenant organization must register its program or project with THA and agree to use established THA volunteer hour tracking and recording procedures (Form 2).
2. Volunteers will complete a volunteer application form (Form 2, Sections I, II and III) and sign a hold harmless agreement (Form 3).
3. Volunteers will submit documentation for volunteer time earned to the tenant organization for approval (Form 2, Sections I, II and III).
4. The tenant organization must verify the number of volunteer hours (Form 2, Section III). No officer or member of a tenant organization may verify volunteer hours on his/her behalf or in behalf of his/her immediate family.
5. The tenant organization will report the number of approved, accumulated hours for each volunteer to THA no less than monthly (Form 2, Section III).

PROGRAM MANAGEMENT

Participating tenant organizations must establish a program committee of at least three members to operate and manage the program, and at least two must sign any forms requiring signatures. Tenant organizations that sponsor improvement programs and projects must maintain and make available for inspection by THA or federal officials such reports, minutes of meetings, and other pertinent records necessary to demonstrate that these guidelines were followed. Records will be filed quarterly with THA.

APPEALS

An attempt will first be made to resolve any program related dispute within the tenant organization in which it arises. Any dispute that cannot be resolved at this level will be brought to the THA Director for a decision. Any decision made by the THA Director will be final.

COMMUNITY SERVICE OPPORTUNITIES

B. OTHER ORGANIZATIONS

ELIGIBLE ACTIVITIES

Programs and projects sponsored by non-THA organizations that operate in or near THA complexes may provide volunteer community service opportunities if this is approved in advance by THA.

PROCEDURES FOR OTHER ORGANIZATIONS

To document and receive credit for volunteer hours for a non-THA organization program or project, the organization and its volunteers must do the following.

1. The organization must register its program or project with THA and agree to use established THA volunteer hour tracking and recording procedures (Form 2).
2. Volunteers will complete a volunteer application form (Form 2, Sections I, II and III) and sign a hold harmless agreement (Form 3).
3. Volunteers will submit documentation for volunteer time earned to the organization for approval (Form 2, Sections I, II and III).
4. The organization must verify the number of volunteer hours (Form 2, Section III). No officer or member of an organization may verify volunteer hours on his/her behalf or in behalf of his/her immediate family.
5. The tenant organization will report the number of approved, accumulated hours for each volunteer to THA no less than monthly (Form 2, Section III).

PROGRAM MANAGEMENT

Participating organizations must designate a person to operate and manage the program, and to sign any forms requiring a signature. Organizations that sponsor improvement programs and projects must maintain and make available for inspection by THA or federal officials such reports, minutes of meetings, and other pertinent records necessary to demonstrate that these guidelines were followed. Records will be filed quarterly with THA.

APPEALS

An attempt will first be made to resolve any program related dispute within the organization in which it arises. Any dispute that cannot be resolved at this level will be brought to the THA Director for a decision. Any decision made by the THA Director will be final.

COMMUNITY SERVICE OPPORTUNITIES

C. THA PROGRAMS AND PROJECTS

ELIGIBLE ACTIVITIES

THA will provide a variety of community service opportunities for tenants. Some will be designed by THA and others will be designed by tenants.

PROCEDURES FOR VOLUNTEERS

To receive credit for volunteer hours for a THA program or project a volunteer must do the following.

1. Agree to use established THA volunteer hour tracking and recording procedures (Form 2).
2. Complete a volunteer application form (Form 2, Sections I, II and III) and sign a hold harmless agreement (Form 3).
3. Submit documentation for volunteer time earned to THA for approval (Form 2, Sections I, II and III).
4. Have a THA staff member or designated volunteer verify the number of volunteer hours (Form 2, Section III).
5. THA will provide volunteers a monthly summary of volunteer hours worked (Form 2, Section III).

PROGRAM MANAGEMENT

THA staff will identify and post on-going and one-time volunteer opportunities. These postings will identify the location, nature of the work involved, approximate time involved, and the designated THA staff person or volunteer responsible for tracking volunteer time for each volunteer opportunity. Residents will sign up to work on a first come, first served basis. Volunteers will check with the designated coordinator before starting and after completing work. The coordinator will verify and record the time worked.

Tenants may also design their own community service opportunities by suggesting to THA staff the location, nature of work, and approximate time involved. THA must approve any such opportunity in advance. Volunteers will check with the designated opportunity coordinator before starting and after completing work. The coordinator will verify and record the time worked.

APPEALS

An attempt will first be made to resolve any program related dispute at the level it arises. Any dispute that cannot be resolved at this level will be brought to the THA Director for a decision. Any decision made by the THA Director will be final.

COMMUNITY SERVICE OPPORTUNITIES

D. ECONOMIC SELF-SUFFICIENCY PROGRAMS

ELIGIBLE ACTIVITIES

Instead of community service work eligible residents may participate in an economic self-sufficiency program sponsored by the State Department of Social and Rehabilitation Services (SRS), by THA, or, with the approval of THA, by another agency or organization.

PROCEDURES FOR PARTICIPANTS

To receive credit for participation in an economic self-sufficiency program a tenant must do the following.

1. Complete the appropriate application form and sign a program participation agreement.
2. Submit documentation for economic self-sufficiency time spent to a designated case manager.
3. The designated case manager must provide THA verification of hours devoted to economic self-sufficiency activities.
4. THA will provide self-sufficiency program participants a monthly summary of hours spent on self-sufficiency activities.

PROGRAM MANAGEMENT

THA staff will provide economic self-sufficiency program opportunities and approve economic self-sufficiency program opportunities provided by SRS and other agencies and organizations. Residents may meet a community service requirement by enrolling in an economic self-sufficiency program that has openings and for which they qualify with two conditions. THA must approve the program and the program operator must agree to provide THA documentation of participation.

APPEALS

An attempt will first be made to resolve any program related dispute at the level it arises. Any dispute that cannot be resolved at this level will be brought to the THA Director for a decision. Any decision made by the THA Director will be final.

**PROGRESS REPORT
NARRATIVE
JANUARY 1, 2001 THROUGH OCTOBER 10, 2001**

Need: Shortage of affordable housing

Strategy 1: Maximize the use of current THA resources

In the past year THA has reduced maintenance related expenditures (staff, materials, contract costs) from \$75,000 per month to less than \$53,000 per month by increasing staff productivity and reducing costs. The turnaround time for vacant units has been reduced from 88 days to 50 days. Three THA staff members received training in mixed finance housing development.

The number of households participating in the Section 8 Program increased from 755 (80% usage) to 919 (97% usage). THA instituted a screening process that disqualifies persons from participation in the Section 8 Program who have criminal histories involving drug and violent crimes.

Strategy 2: Increase the number of affordable housing units

On January 1, 2002 THA's allocation of Section 8 Program vouchers will increase from 944 to 998. THA will have at least 998 households (100% usage) participating in the Program on this date.

THA has a request for \$300,000 in State Tenant Based Rental Assistance (TBRA) funds pending. A decision on this grant application is expected by November 1, 2001.

Need: Assistance for families at or below 30% of median

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

HUD requires that at least 40% of all Public Housing and 75% of all Section 8 households have incomes at or below 30% of median (\$12,200 for one person, \$13,950 for a family of two, \$15,700 for a family of three). Over 80% of all THA Public Housing and Section 8 households have incomes at or below 30% of median. The average income for THA's Public Housing households is \$7,229 and the average income for Section 8 households is \$9,482.

Need: Assistance for families at or below 50% of median

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

(See above: Assistance for families at or below 30% of median)

THA employs two persons to provide self-sufficiency support to Public Housing and Section 8 Program households. These staff members help 40 households annually increase their incomes.

Need: Assistance for special family types

Strategy 1: Target assistance to elderly households

THA has begun efforts to assess the feasibility of designating a THA complex as elderly only. If this is determined to be an appropriate course of action the timetable for this initiative calls for a plan to be submitted to HUD on December 7, 2001.

Beyond this, THA has begin exploring the feasibility of converting all or part of an elderly only complex to an assisted living facility. This would address the affordable housing needs of frail, low-income elderly persons.

Strategy 2: Target assistance to other special households

The race/ethnicity of residents of THA's Public Housing units by percent is as follows.

White	57%	Non-Hispanic	78%
Black	37%	Hispanic	22%
American Indian/Alaska native			3%
Asian/Pacific Islander/Other	3%		

The race/ethnicity of participants in THA's Section 8 Program by percent is as follows.

White	40%	Non-Hispanic	94%
Black	57%	Hispanic	6%
American Indian/Alaska native			2%
Asian/Pacific Islander/Other	1%		

The race/ethnicity of poverty households in Topeka by percent is as follows.

White	61%	Non-Hispanic	92%
Black	32%	Hispanic	08%
American Indian/Alaska native			2%
Asian/Pacific Islander/Other	1%		

City-wide, 62% of all poverty households are headed by females and 38% by males. In contrast, 63% of all THA households are headed by females and 37% by males.

It appears that THA is doing an adequate job of serving minority and female headed families. However, new Census information will be available in 2002. This data will be analyzed to insure that THA is meeting its objectives in this regard.

Strategy 3: Affirmatively further fair housing

THA is now distributing a Section 8 newsletter to landlords and THA staff are participating in meetings of the Landlords Association. A THA staff person is also helping persons with Section 8 vouchers find quality rental housing. One objective of these activities is to increase rental opportunities outside areas of minority/poverty concentration.

**TOPEKA HOUSING AUTHORITY
SECTION 8 HOMEOWNERSHIP**

OCTOBER 10, 2001

PROGRAM ELIGIBILITY

Participants in THA's Section 8 Homeownership must meet all HUD and THA requirements. The average income of THA Section 8 households is \$9,482, so more than half of THA Section 8 households do not meet minimum federal income requirements.

The number of eligible households is further reduced by THA requirements that all participating households must make a down-payment equal to 3% of the sales price and that at least 1% of this down-payment (or a minimum of \$500, whichever is greater) must come from the family's resources.

**TOPEKA HOUSING AUTHORITY
RESIDENT SURVEY FOLLOW-UP PLAN
OCTOBER 10, 2001**

INTRODUCTION

The Resident Survey Follow-Up Plan developed by the Topeka Housing Authority (THA) follows. This Plan addresses three topics: Communication; Safety; and, Neighborhood Appearance.

COMMUNICATION

A) Board of Commissioners

The THA Board of Commissioners will facilitate tenant involvement in its work in the following ways.

1) Meeting Locations

The Board meets twice a month. Every other meeting will be held at THA's administrative office. When not meeting at the administrative office the Board will rotate its meetings from complex to complex. This will allow all tenants to attend a Board meeting at least once a year without leaving their complex.

2) Meeting Agendas

The Board will set aside time at the beginning of each meeting for "Community Input." Tenants will be encouraged to comment on any aspect of THA's operations of concern to them.

3) Input Priority

When taking public comment on matters before it the Board will take comments from tenants first. This will send the message that what tenants have to say is of higher priority than comments from other sources.

4) Resident Advisory Council Meetings

At least one Board member will attend regularly scheduled meetings of THA's various complex based Resident Advisory Councils.

5) Transportation

THA staff will provide free transportation to Board meetings on request.

B) THA Staff

THA staff will facilitate tenant involvement in the programs and activities of THA in the following ways.

1) Telephone Contact

The names and extension numbers of all THA staff will be published regularly in THA's newsletter. Inquiries will be encouraged and responses will be prompt.

2) Tenant Executive Board Meetings

A staff member will be assigned to support and encourage the work of the Tenant Executive Board, and at least one staff member will attend regularly scheduled meetings of this body.

3) Tenant Advisory Council Meetings

A staff member will be assigned to support and encourage the work of each Tenant

Advisory Council, and at least one staff member will attend regularly scheduled meetings of these groups.

4) Resident Council Funds

THA staff are supporting an effort by each THA Resident Council to develop and implement an action plan to utilize Resident Council funds. Plans will be in place by January 1, 2002 for activities in the 2002 calendar year. Staff will support scheduled activities throughout the year.

5) Newsletter/Notices

THA will publish and distribute a newsletter to all tenants ten times a year. Staff will prepare and distribute special notices as necessary.

6) Annual Meeting

THA will host an Annual Meeting in April that will involve rewards and recognition for staff, Board members, and tenants.

7) Bi-Lingual Assistance

THA offers Spanish language interpretation and translates materials into Spanish as necessary.

SAFETY

A) Accomplishments

In the past two years THA has done the following to address safety and security issues.

Installed fencing to reduce foot traffic through THA complexes.

Installed bullet resistant lighting on light poles in parking lots and other common outdoor gathering areas.

Installed security cameras in offices, recreation and common areas.

Reconfigured a main road, reducing traffic through a THA complex.

Started after school drop-in centers at two family complexes.

Secured funding for intensive after-school programs for 10-17 year olds at two family complexes.

Redesigned and staffed a Family Self Sufficiency program.

Operated drop-in summer programs at two complexes that included raising over \$10,000 in private program funds.

Partnered with the Weed and Seed Program to run a Youth Summer Jobs Program for THA youth.

Installed new play-ground equipment at three family complexes.

Partnered with the Weed and Seed Program to operate a Safe Haven at a THA community center.

Partnered with the Brown Foundation to open a children's library and reading program at a THA community center site.

Partnered with a variety of organizations to open a Computer Training Safe Haven that provides an introduction to computers and introduction to the internet, provide GED training, and offer a variety of family development programs and assistance.

Developed a special stipend program for residents that are assisting in the safety and security initiatives in public housing.

Developed a job training component for residents.

Developed a micro-grant program to assist public housing residents in starting their own business (either as a full or part-time venture).

Purchased attachments for Police Officers assigned to THA so they can make telephone calls through their radios.

Provided transportation for tenants and helped tenants access other forms of transportation thereby increasing their involvement in activities and cultural experiences.

Organized tenant security patrols.

Partnered with a wide variety of agencies to bring additional programs and activities to THA complexes.

Partnered with Weed and Seed to support special law enforcement operations in several of the public housing neighborhoods.

Purchased special surveillance equipment for Police Officers to use in and near THA complexes.

B) 2002-2006 Activities

As is evident in the above, THA has engaged in a broad range of safety and security related projects and activities. This has included high priority physical improvements and the development of a variety of useful partnerships.

In the next five years emphasis will be given to safety and security initiatives that focus on tenants and tenant organizations---tenant screening, training for individuals and for tenant organizations, efforts to strengthen and expand resident councils, tenant safety patrols, support for 10-17 year old youth, and related initiatives.

NEIGHBORHOOD APPEARANCE

Efforts to improve the appearance of THA complexes in 2002-2006 will focus on organizing and supporting tenant efforts in this regard. Both individual tenants and tenant organizations will be encouraged to keep complexes clean and to maintain common areas, grounds, parking areas, and recreation areas.

Priority will be given to helping tenant organizations develop and enforce rules that promote and improve neighborhood appearance. Efforts will also be made to help tenant groups organize and carry out neighborhood clean-up campaigns.

THA has set aside \$30,000 in its current Capital Plan for landscaping and other site improvements. These funds will be used to plant trees and to carry out a variety of other grounds and exterior improvement projects.

THA will also support the development of tenant owned and operated micro-businesses that engage in complex clean-up/fix-up activities under contract with THA.

TTHA Tenant Executive Committee Retreat
September 15, 2001

The retreat began with Don Miller leading a brief reflective meditation following the tragic collapse of the World Trade Center towers in New York City.

The following agenda was set: 1) Address the Annual and Five-Year Plans; 2) Guns, drugs and violence at Western and other sites, 3) Resident Participation Funds; 4) Resident Assistants and Stipend Workers, 5) Other program issues. This is a large agenda. The group agreed at the beginning to adjourn by noon and to address unfinished items at another retreat.

Participants introduced themselves. Those present were Gary Cahill, Clara White, Vancil White, Louise Jefferson, Sophie George, Amy Vazquez, John Johnston, Richard Drury, Thomas Smith, Don Miller and Joe Marshall. President Jefferson asked Don to take notes of the retreat.

John Johnston walked participants through a questionnaire based on a HUD form that is a required part of the Annual and Five-Year Plan. There were six goals and seven strategies. Each strategy had from one to nine HUD identified action plans for addressing the strategy. Each of these action plans were explained and then participants had an opportunity to vote on a continuum of 1 (not needed) to 4 (much needed).

Several times through the process, members of the Executive Committee had the opportunity to talk about particular problems and concerns as they related to the issue at hand. At the end of the exercise the survey was collected. **Participants requested that it be revised to make it simpler to understand and then they would re-distribute it to residents in the housing development.** Eight surveys were returned. (A copy of initial survey with results is attached.)

Don Miller walked participants through a second survey instrument. This one was based on the Annual and Five-Year Plan's Capital Improvements budget. Smaller item recurring costs were pulled out and grouped together. It was explained that some amount needed to be budgeted for each of these to keep TTHA from having to request HUD modify the budget to cover any unanticipated expense. Participants had the opportunity to walk through the other capital improvements for each site and to vote on a continuum from 1 to 4 to reflect how important they felt the improvements were. They also added additional suggestions. **Participants requested that an expanded survey that include their suggestions and room for additional ones be produced and resident council officers would distribute them to the residents of their individual developments.** Six surveys were returned. One of them voted by marking an x by those he/she supported. It was not included in the results. (A copy of the initial survey with results is attached.)

Those present evaluated our time together and felt that we should plan another extended block of time within the next month, to continue to work through these and other important items. It was agreed that copies of the revised surveys would be made available by mid-week to the officers of the various resident councils and they would oversee the distribution and collection. Meeting adjourned at Noon.

**The Topeka Housing Authority
Annual and Five-Year Plan FY 2002**

HUD Goal 1

Increase affordable housing opportunities for all eligible populations.

Strategy 1. Use current resources to increase the number of THA units available to rent.

	<i>Should THA do this in 2002?</i>				
	<i>1/Not needed to 4/Yes, Much needed</i>				
	<i>(Circle one number)</i>				
<i>Use maintenance and management policies to minimize the units off-line</i>	1	2 ///	3 //	4 ///	avg. 3
<i>Reduce turnover time for vacated units</i>	1	2 /	3 /	4 /////	avg. 3.6
<i>Reduce time to renovate public housing units</i>	1	2	3 ///	4 ///	avg. 3.5
<i>Replace units with mixed finance development</i>	1	2 /	3 ///	4 ///	avg. 3.3
<i>Increase Section 8 use by paying rents at levels that will let families rent anywhere in the city</i>	1	2	3 //	4 /////	avg. 3.7
<i>Insure access to affordable housing regardless of unit size required</i>	1	2	3 //	4 /////	avg. 3.8
<i>Market the Section 8 Program to landlords, particularly those outside of low-income areas</i>	1	2 //	3	4 /////	avg. 3.4
<i>Screening Section 8 applicants to increase landlord 1 acceptance of program</i>	2	3	4 /////		avg. 4
<i>Participate in the City's Consolidated Plan planning process to insure coordination</i>	1	2 /	3 ///	4 /	avg. 3

Strategy 2. Increase the number of affordable housing units

	<i>Should THA do this in 2002?</i>				
	<i>1/Not needed to 4/Yes, Much needed</i>				
	<i>(Circle one number)</i>				
<i>Apply for additional Section 8 vouchers</i>	1	2 /	3 /	4 /////	avg. 3.6
<i>Leverage affordable housing resources to create mixed-finance housing</i>	1	2 //	3 //	4 ///	avg. 3.3
<i>Pursue housing resources other than Public Housing or Section 8</i>	1	2	3 ///	4 ///	avg. 3.5

HUD Goal 2 Serve families at or below 30% of median

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

Should THA do this in 2002?
1/Not needed to 4/Yes, Much needed
(Circle one number)

Exceed targeting requirements for families at or below 30% of median in Public Housing	1	2	3 ///	4 //	avg.3.3
Exceed targeting requirements for families at or below 30% of median in Section 8	1	2	3 ///	4 ///	avg. 3.4
Use Family Self-Sufficiency Program policies that support and encourage work	1	2	3 //	4 /////	avg. 3.8
Give admission preference to families with economic hardships	1 /	2	3 //	4 /////	avg. 3.4
Give admission preference to families with persons who work	1 /	2 ///	3 //	4 //	avg. 2.6

HUD Goal 3 Serve families below 50% of median

Strategy 1. Target families at or below 50% of median

*Should THA do this in 2002?
1/Not needed to 4/Yes, Much needed
(Circle one number)*

Use Family Self-Sufficiency Program policies that support and encourage work.	1	2	3 //	4 /////	avg. 3.8
Give admission preference to families with persons who work	1 /	2 //	3 ///	4 /	avg. 2.6
Adopt admission policies that support and encourage work	1 /	2 /	3 /	4 /////	avg. 3.3

HUD Goal 4 Serve elderly persons

Strategy 1. Target available assistance to the elderly

*Should THA do this in 2002?
1/Not needed to 4/Yes, Much needed
(Circle one number)*

<i>Designate a complex as elderly only</i>	1 /	2	3 /	4 /////	avg. 3.5
<i>Apply for special-purpose vouchers for the elderly, if they become available</i>	1	2	3 ///	4 ///	avg. 3.5
Create an affordable assisted living facility	1	2 /	3 //	4 /////	avg. 3.5

HUD Goal 5 Serve families with disabilities:

Strategy 1. Target available assistance to families with disabilities:

*Should THA do this in 2002?
1/Not needed to 4/Yes, Much needed
(Circle one number)*

<i>Increase the number of handicapped accessible Public Housing units</i>	1 /	2 /	3 //	4 ///	avg. 3.1
<i>Apply for special-purpose vouchers for families with disabilities, if they become available</i>	1	2	3 //	4 /////	avg. 3.8
<i>Affirmatively market to local non-profit agencies</i>	1	2	3 ///	4 ///	avg. 3.6

that assist families with disabilities:

Designate a complex for persons with disabilities 1 / 2 / 3 4 //// avg. 3.2
only

HUD Goal 6 Serve races or ethnicities with disproportionate housing needs:

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

Should THA do this in 2002?

1/Not needed to 4/Yes, Much needed

(Circle one number)

***Affirmatively market to races/ethnicities
that have disproportionate housing needs***

1 2 / 3 //// 4 /// avg.3.3

Strategy 2. Conduct activities to affirmatively further fair housing

Should THA do this in 2002?

1/Not needed to 4/Yes, Much needed

(Circle one number)

Help Section 8 applicants find units outside
areas of poverty/minority concentration

1 / 2 3 /// 4 //// avg. 3.3

Market the Section 8 Program to landlords
outside areas of poverty/minority concentrations

1 / 2 3 / 4 ///// avg. 3.5

PINE RIDGE MANOR

The Topeka Housing Authority gets nearly \$1,000,000 each year to make long-term improvements at our seven housing complexes. What do you think this money should be spent on in the next five years?

Should TTHA do the following in 2002?

1 = Not needed to 4 = much needed

(Circle one number)

Landscaping	1 /	2 /	3	4 //	avg. 2.8
Flooring	1	2 /	3 /	4 //	avg. 3.3
Window Replace	1	2 /	3 /	4 //	avg. 3.3
Kit Sinks, Countertops, Cabinets	1	2	3 //	4 //	avg. 3.5
Storm Door Replace	1	2 //	3	4 /	avg. 2.7
Central A/C	1 /	2 /	3 /	4	avg. 2.0
Fencing	1	2	3 /	4 ////	avg. 3.8
*Stove exhaust fans	1	2	3	4 //	avg. 4.0
*Driveways	1	2	3	4 //	avg. 4.0
*Improve playground landscaping	1	2	3	4 //	avg. 4.0
Other suggestions:					
_____	1	2	3	4	
_____	1	2	3	4	
_____	1	2	3	4	

(* added by Tenant Executive Committee)

Jackson Towers

The Topeka Housing Authority gets nearly \$1,000,000 each year to make long-term improvements at our seven housing complexes. What do you think this money should be spent on in the next five years?

Should TTHA do the following in 2002?

1 = Not needed to 4 = much needed

(Circle one number)

Landscaping	1	2 //	3 /	4 /	avg. 2.8
Automatic Entrance Doors	1	2 /	3 //	4 /	avg. 3
Kit. Sink, Countertop, Cabinet	1	2 //	3 /	4 /	avg. 2.8
Roof Repair/Replacement	1	2 /	3 /	4 //	avg. 3.3
Ceiling Tile Replace	1	2 /	3 /	4	avg. 2.5
Flooring	1	2 /	3 //	4 /	avg. 3
Boiler Upgrade	1 /	2 //	3 /	4	avg. 2
Fencing	1	2 /	3 /	4 //	avg. 3.3
*Intercom/entrance buzzer	1	2	3	4 /	avg. 4
*security upgrade	1 /	2	3	4	avg. 1
Other suggestions:					
_____	1	2	3	4	
_____	1	2	3	4	
_____	1	2	3	4	

(* added by Tenant Executive Committee)

Deer Creek Village

The Topeka Housing Authority gets nearly \$1,000,000 each year to make long-term improvements at our seven housing complexes. What do you think this money should be spent on in the next five years?

Should TTHA do the following in 2002?

1 = Not needed to 4 = much needed

(Circle one number)

Landscaping/trees	1	2 /	3 /	4	avg. 2.5
Flooring	1	2 /	3 /	4	avg. 2.5
Furnace Replacement/Install AC	1 /	2	3 /	4	avg. 2.0
Showers	1	2	3 //	4 //	avg. 3.5
Sinks, Counter tops, Cabinets	1	2 /	3 /	4 //	avg. 3.3
Replace Water Heaters	1	2 /	3	4	avg. 2.0
Storm Door replacement	1	2 /	3 /	4 /	avg. 3.0
Roof Replacement	1	2 /	3 /	4	avg. 2.5

Other suggestions:

_____	1	2	3	4
_____	1	2	3	4
_____	1	2	3	4

WESTERN PLAZA

The Topeka Housing Authority gets nearly \$1,000,000 each year to make long-term improvements at our seven housing complexes. What do you think this money should be spent on in the next five years?

Should TTHA do the following in 2002?
 1 = Not needed to 4 = much needed
 (Circle one number)

Landscaping	1	2	3 ///	4 /	avg. 3.3
Flooring	1 /	2 /	3 /	4	avg. 2.0
Showers	1	2	3 //	4 //	avg. 3.5
Sinks/Countertops/Cabinets	1	2	3 //	4 /	avg. 3.3
Replace Water Heaters	1	2	3 //	4 /	avg. 3.3
Roof Replacement	1	2	3 //	4 /	avg. 3.3
Replace Storm Door	1	2	3 /	4 //	avg. 3.7
*Stove hood/vents	1	2	3	4 /	avg. 4.0
*Blinds/curtain rods	1	2	3	4	
*Security upgrade	1	2	3	4 ///	avg. 4.0
*Carpet	1	2	3	4	
*Ceiling fans	1	2	3	4	
Other suggestions:					
_____	1	2	3	4	
_____	1	2	3	4	
_____	1	2	3	4	

(* added by Tenant Executive Committee)

TYLER TOWERS

The Topeka Housing Authority gets nearly \$1,000,000 each year to make long-term improvements at our seven housing complexes. What do you think this money should be spent on in the next five years?

Should TTHA do the following in 2002?

1 = Not needed to 4 = much needed

(Circle one number)

Landscaping	1	2 //	3 /	4 /	avg. 2.8
Heat/Cool Control Switch	1	2 /	3 /	4	avg. 2.5
Flooring	1	2 /	3 //	4 /	avg. 3.0
Window Treatment	1	2	3	4	
Replace folding closet doors	1	2	3	4	
Replace Shower Doors	1	2	3	4	
Replace Wood balcony railing	1	2	3	4	
Lighting	1	2	3	4	
Sinks, countertops, Cabinets	1	2 ///	3 /	4 /	avg. 2.6
Install Spring Door hinges	1	2	3	4	
Trash compactor	1	2	3	4	
*Intercom/entrance buzzer	1	2	3	4 /	avg. 4.0
*Security upgrade	1 /	2 /	3	4 /	avg. 2.3
Other suggestions:					
_____	1	2	3	4	
_____	1	2	3	4	
_____	1	2	3	4	

(* added by Tenant Executive Committee)

TENNESSEE TOWN

The Topeka Housing Authority gets nearly \$1,000,000 each year to make long-term improvements at our seven housing complexes. What do you think this money should be spent on in the next five years?

Should TTHA do the following in 2002?

1 = Not needed to 4 = much needed

(Circle one number)

Concrete	1 /	2 /	3 /	4	avg. 2.0
Countertops	1 /	2 /	3 /	4	avg. 2.0
Flooring	1	2 /	3 /	4 //	avg. 3.3
Replace Door locks, handles	1	2	3 ///	4 /	avg. 3.3
Replace Sinks, Cabinets	1	2 /	3 //	4	avg. 2.7
Replace siding	1 //	2	3 /	4	avg. 1.7
Furnaces/AC	1	2 //	3	4 /	avg. 2.7
*Landscaping	1	2	3	4 //	avg. 4.0
*Security Upgrade	1	2	3	4 /	avg. 4.0
*Carpeting		1	2	3	4
Other suggestions:					
___Fencing_____	1	2	3	4 /	avg. 4.0
_____	1	2	3	4	
_____	1	2	3	4	

(* added by Tenant Executive Committee)

POLK PLAZA

The Topeka Housing Authority gets nearly \$1,000,000 each year to make long-term improvements at our seven housing complexes. What do you think this money should be spent on in the next five years?

Should TTHA do the following in 2002?

1 = Not needed to 4 = much needed

(Circle one number)

Landscaping	1	2	3 //	4 //	avg. 3.5
Flooring	1	2	3 //	4 //	avg. 3.5
Lighting upgrade	1 //	2	3	4 /	avg. 2.0
Replace Elevator	1	2	3 //	4	avg. 3.0
Window Treatments	1	2	3 //	4 ///	avg. 3.2
Replace Sink/Countertop/Cabinet	1	2 //	3 /	4 //	avg. 3.0
Roof Replacement	1	2 /	3 /	4 ///	avg. 3.4
Balcony Handrails	1 /	2	3 /	4 /	avg. 2.7
Hot Water Tank upgrade	1	2 //	3	4 /	avg. 2.7
Air Conditioning	1	2	3 /	4 ///	avg. 3.3
Fencing	1	2	3	4 ///	avg. 4.0
*Intercom/entrance buzzer	1	2	3	4 /	avg. 4.0
*Back-up Generator	1	2	3	4	
*Security Upgrade	1	2	3	4 ///	avg. 4.0
Other suggestions:					
___Resident Asst._____	1	2	3	4 /	avg. 4.0
___Auto Door Entrance_____	1	2	3	4 /	avg. 4.0
_____	1	2	3	4	

(* added by Tenant Executive Committee)

ATTACHMENT O

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

ATTACHMENT P

Definition for Substantial Deviation for the Topeka Housing Authority for 2002 Annual and Five-Year Plan

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

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

Attachment Q

TOPEKA HOUSING AUTHORITY
Resolution No. 2001-16

This resolution establishes the policy of the Topeka Housing Authority regarding the pest control inspections. The Housing Authority provides pest control measures on a monthly basis by:

1. Contracting with a reputable company to conduct monthly treatments at all seven public housing developments.
2. Inspecting our units monthly for various pests and yearly for termite control.
3. Enforcing and promoting good housekeeping to maintain our properties in a more safe and sanitary manner.

This resolution was ADOPTED AND APPROVED by the THA Board of Commissioners on 12/19/01. This resolution is effective 12/19/01



Robert E. Duncan II, Chair



John Johnston, Executive Director