

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan regulations combine into a single submission the planning and application elements of the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnerships (HOME) programs. The reporting requirements for these programs are also consolidated into one performance report. In addition, the City produces the Consolidated Plan in order to ensure its eligibility for Supportive Housing, Shelter Plus Care, and other federal housing funds. The City of Topeka's Consolidated Plan program year runs from January 1, 2020 through December 31, 2020.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Objective: Leveraging Federal Resources

Measure: Home required match provided; CIP neighborhood infrastructure; Debt capital investment generated; Additional Financial opportunities obtained; Non-paid citizen volunteer

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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

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

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

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

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

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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

Staff members will be available to furnish interested citizens with information concerning: The total amount of CDBG, ESG and HOME funds expected to be available for use; and the range of activities that may be undertaken with those funds.

The City of Topeka will publish the one (1) year action plan in the City's official newspaper. The summary will include the content and purpose of the consolidated plan and will contain a list of the locations where copies of the entire plan may be examined. A comment period of no less than thirty (30) calendar days after publication of the summary will be allowed for citizen input. In accordance with established policy, the City of Topeka will respond to written comments on the Consolidated Plan within fifteen (15) working days.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments received from citizens included:

- Remove money from demo, exterior and major rehab and move it into emergency and accessibility programs
- Don't change what you are currently doing
- Eliminate Exterior Rehab
- Reallocate money from Exterior Rehab to Emergency
- Quit paying for newsletters and encourage social media
- Create a weatherization program for rentals
- Increase funding for SORT
- Increase funding for NIA Support
- Increase funding for emergency and accessibility
- More money to CHDO's
- Build more homes

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were reviewed and some comments were rejected as they were outside the parameters for the CDBG and HOME program specifications and some comments were rejected as there were no funds available to increase grants or general fund resources for social services.

7. Summary

The City of Topeka's 1 year Action Plan for 2020 establishes a unified vision for community and economic development by integrating the issues in a comprehensive and coordinated fashion.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	TOPEKA	Department of Neighborhood Relations
HOME Administrator	TOPEKA	Department of Neighborhood Relations
ESG Administrator	TOPEKA	Department of Neighborhood Relations

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Obtaining the input of citizens, professionals, and other governmental entities is of the utmost importance during the draft of the Consolidated Action Plan. Effectively planning for a community would be difficult, if not impossible, without the support of its residents, especially low-income citizens directly affected by community development projects and programs. It is for these reasons that citizen participation is strongly encouraged throughout the processes of community revitalization planning.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Topeka coordinates services for housing with private and public assisted entities.

Health Services are provided by the Shawnee County Health Agency, Veterans Administration, Stormont Vail, Grace Med and Valeo Behavioral Health Care. The range of services provides access to youth up to the elderly. The collaboration is essential in providing health care to those in need to help maximize money and service the community. The child welfare agency is Kansas Department of Children and Families (DCF) and Kansas Children's Service League; they provide runaway youth programs and collaborate with the CoC in efforts to help alleviate homelessness. Additionally, the Shawnee County Health Agency is responsible for youth lead poisoning and gives the City of Topeka updates on the needs in our community.

Positive Connections provides HIV/AIDS services to the community. The collaboration with the City of Topeka continues as they are a part of the CoC.

The Topeka Housing Authority plays a key role in the coordination of services for housing needs in the community. The needs of the THA are key in development of services that the City of Topeka implements. Every effort has been made to reach out to all parties and get feedback on what they see as areas for growth.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Topeka serves as the lead agency for the Continuum of Care. The CoC serves to coordinate efforts of all community stakeholders and service providers. As the lead agency, the city has ongoing constant communication with other providers who serve the chronically homeless, families with children, veterans, and unaccompanied youth. Examples of these providers include: Kansas Service Children's League, Veterans Administration, Valeo Behavioral Health Care, Topeka Rescue Mission, etc. These agencies also address persons at risk to help alleviate future homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Topeka Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides information on housing needs, numbers of people affected, and strategies to alleviate the problem.
2	Agency/Group/Organization	YWCA
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides information on the needs of persons experiencing domestic violence and strategies to help woman and children.A research-based program utilizing comprehensive education to empower young people to make healthy responsible decisions to reduce risky adolescent sexual behavior that can result in pregnancy and sexually transmitted infections.Purpose of the Center for Safety and Empowerment Shelter expenses.Provide a confidential emergency shelter, a 24-hour hotline and services to victims of domestic violence. There is also response to after-hours referrals received from law enforcement and hospitals.
3	Agency/Group/Organization	Citizen's Advisory Council
	Agency/Group/Organization Type	Business and Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizen's Advisory Council is an integral part of the consolidated plan and provide essential input for the completion of the plan.

4	Agency/Group/Organization	Housing and Credit Counseling, Inc.
	Agency/Group/Organization Type	Housing Services-Education Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Housing and Credit Counseling provides fair housing information and statistics on people experiencing difficulties with their landlord or renter. Provide home ownership training for Topeka Opportunity to Own (TOTO) project clients. Provide services to council clients on their rights and responsibilities under the KS Residential Landlord and Tenant Act, City of Topeka Housing Code and Fair Housing Law. Also to utilize community social service resources to retain housing and avoid homelessness and to help resolve tenant landlord issues.
5	Agency/Group/Organization	CORNERSTONE OF TOPEKA, INC.
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-homeless

	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development Anti-poverty Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Cornerstone of Topeka is crucial for the development of the Con Plan. They are the affordable housing provider in Topeka that focuses on low/moderate income individuals and families. They provide low rents to make the homes affordable. Their work with the Con Plan is important as it relates to affordable housing strategies.</p>
6	<p>Agency/Group/Organization</p>	<p>Valeo Behavioral Health Care</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing Services - Housing Services-Children Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Services - Victims Publicly Funded Institution/System of Care</p>

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Valeo Behavioral Health Care is the community mental health center. They work with the Con Plan to improve coordination for the homeless in the community. Their input assisted with the development of social service funds being provided in the community. Social Detoxification Program, Valeo provides a safe, non-medical, therapeutic environment for clients with acute withdrawal from substance abuse.
8	Agency/Group/Organization	Homeless Task Force
	Agency/Group/Organization Type	Services-Education Planning organization Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Homeless Task Force is the governing body of the CoC. The CoC and its members are important to the Con Plan process to help the City address homelessness in the community.
9	Agency/Group/Organization	Stormont Vail Health Care
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims Publicly Funded Institution/System of Care Business Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stormont Vail Health Care was consulted about the Con Plan to bring in health care aspects of low-income individuals. The Con Plan addresses these issues with social service funds and other anti-poverty strategies.
10	Agency/Group/Organization	Shawnee County Department of Corrections
	Agency/Group/Organization Type	Housing Publicly Funded Institution/System of Care Other government - State Regional organization

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Shawnee County Department of Corrections was consulted to assess the re-entry process. This is ongoing communication since they currently are releasing into homelessness. Ongoing communication will ensure better coordination of people being released from corrections.
12	Agency/Group/Organization	Catholic Charities Of NEKS
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rapid Re-Housing (primarily for rental and or utility deposits and or first months rent. Provide rental and utility assistance to establish housing or keep from becoming homeless.

13	Agency/Group/Organization	COMMUNITY ACTION
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Child Welfare Agency Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provide a youth development program that uses an evidence based curriculum, based within the game of gold to instill life and character building skills to children ages 7 through 18.Homeless Prevention (primarily for rental arrears, utility disconnects and staff salaries)Rapid Re-Housing (primarily for rental deposit and or first months rent).

14	Agency/Group/Organization	DOORSTEP INC
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provide prescription/dental assistance and transportation costs for families or individuals in need. Provide rent and utility assistance for families or individuals facing eviction or disconnection of utility services; Rental arrears and rental deposit and/or first month's rent.

16	Agency/Group/Organization	Jayhawk Area on Aging
	Agency/Group/Organization Type	Services-Elderly Persons Services-Health Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provide unbiased education and assistance to new Medicare recipients informing them of the variety of supplemental insurance policies available to them.
17	Agency/Group/Organization	LET'S HELP INC.
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provide rental and utility assistance to establish housing or keep from becoming homeless. Homeless Prevention (primarily for rental arrears, utility disconnects). Rapid Re-Housing (primarily for rental deposit and or first months rent).
18	Agency/Group/Organization	THE SALVATION ARMY
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provide rental and utility assistance to establish housing or keep from becoming homeless.
19	Agency/Group/Organization	Shawnee County District Court
	Agency/Group/Organization Type	Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A program that combines problem-solving court sessions, community supervision and treatment into a public health approach towards helping substance-using offenders.
20	Agency/Group/Organization	Shawnee Medical Society
	Agency/Group/Organization Type	Services - Housing Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides for assistance for low-income uninsured residents of Shawnee County in finding medical homes/preventative primary care with access to donated specialty care, hospital services and medication.
21	Agency/Group/Organization	Shawnee Regional Prevention & Recovery
	Agency/Group/Organization Type	Services-Health Services-Education Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Conduct activities to prevent crime and substance use through citizen empowerment and mobilization by educating and empowering the community through presentations, trainings and meetings.

22	Agency/Group/Organization	City of Topeka Development Services
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Development Services Department for the City of Topeka is instrumental in providing data on housing needs, numbers of people affected, and strategies to alleviate the problem.

23	Agency/Group/Organization	Department of Children and Families
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Child Welfare Agency Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides information on housing needs, numbers of people affected, and strategies to alleviate the problem.

24	Agency/Group/Organization	Strengthening Equipping Neighborhoods Together
	Agency/Group/Organization Type	Services-Children Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides information on housing needs, numbers of people affected, and strategies to alleviate the problem.
25	Agency/Group/Organization	USD 501
	Agency/Group/Organization Type	Services-Children Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides information on housing needs, numbers of people affected, and strategies to alleviate the problem.

27	Agency/Group/Organization	City of Topeka Planning Department
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Planning Department for the City of Topeka is instrumental in providing data on housing needs, numbers of people affected, and strategies to alleviate the problem.

28	Agency/Group/Organization	Habitat for Humanity
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity helps in the development of the Con Plan. They are the affordable housing provider in Topeka that focuses on low/moderate income individuals and families. They provide low rents to make the homes affordable. Their work with the Con Plan is important as it relates to affordable housing strategies.

29	Agency/Group/Organization	City of Topeka Emergency Management
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Emergency Management Department for the City of Topeka is instrumental in providing data on housing needs, numbers of people affected, and strategies to alleviate the problem.
31	Agency/Group/Organization	Shawnee County Parks and Rec
	Agency/Group/Organization Type	Housing Services - Housing Publicly Funded Institution/System of Care

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides information on housing needs, numbers of people affected, and strategies to alleviate the problem.
32	Agency/Group/Organization	City of Topeka Utilities
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Utilities Department for the City of Topeka is instrumental in providing data on housing needs, numbers of people affected, and strategies to alleviate the problem.

35	Agency/Group/Organization	Shawnee County Community Developmental Disability Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provides information on housing needs, numbers of people affected, and strategies to alleviate the problem.

Identify any Agency Types not consulted and provide rationale for not consulting

None

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Topeka, Kansas	The Continuum of Care plan is part of the strategic plan. The CoC partners have identified permanent supportive housing as a need and the city is aware of this need in the community. If grant opportunities present themselves, the City will make every effort to leverage more resources.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

All of our community partners are important in the process of obtaining citizen input.

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The City of Topeka holds public meetings and public hearings to encourage citizen participation. Newspaper ads are created to announce meetings, hearings and public comment periods. In addition, E-mails are sent to Neighborhood leaders in the community as well as to NIA's.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Citizens Advisory Council	Non-targeted/broad community	Con Plan presented at Citizen's Advisory Council held on April 3, 2019.	Increase funding for SORT areas, increase funding for NIA support, increase demolition	Without more federal funds many of the funding changes were not possible.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-targeted/broad community	Public Meetings held on April 25th, May 2nd, May 8th 2019	Eliminate NIA support and get rid of newsletters, Increase funding for emergency and accessibility. Use citizens to help with housing improvements instead of inmates. More money for major rehab, eliminate exterior rehab.	Without more federal funds many of the funding changes were not possible.	
3	Homeless Task Force Meeting	Non-targeted/broad community	Con Plan presented at Homeless Task Force Meeting held on April 10, 2019	Increase funds for social services	Without more federal funds many of the funding changes were not possible.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Email Blast	Non-targeted/broad community	Emails sent to neighborhood leaders in the community.	Increase the number of SORT areas and increase SORT funding.	After discussion with others in the community the department received equal number of requests to increase funds with no way to do so. If the money is available we will increase funding in these areas.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

For 42 years the Department of Neighborhood Relations (DNR) has administered a variety of federally funded housing and neighborhood programs that have widespread economic impacts. Four of the primary funding sources are from the U.S. Department of Housing and Urban Development (HUD). They include: 1) Community Development Block Grant, 2) HOME Investment Partnership Grant, 3) Shelter Plus Care, and 4) Emergency Shelter Grants. These programs are identified and administered through the City’s approved 2016-2020 Consolidated Plan, the annual Consolidated Action Plans, and the Continuum of Care. In addition to the federal funds, DNR receives matching funds for the HOME Program as well as funds for Youth & Social Services from the City General Fund. In addition, CIP funds are also allocated to identified Target Areas.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,846,476	0	0	1,846,476	1,846,476	CDBG funds will be used for administration, housing activities, public improvements, and public services.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	552,626	0	0	552,626	552,626	HOME funds will be used for homebuyer assistance, homeowner rehabilitation, new construction and tenant based rental assistance.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	155,147	0	0	155,147	155,147	ESG will be used for rapid re-housing, homeless prevention and shelter activity.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Housing TBRA	1,692,717	0	0	1,692,717	1,692,717	Shelter Plus Care is a program designed to provide rental assistance to homeless persons with disabilities, (primarily those with serious mental illness, chronic problems with alcohol and/or drugs, or diagnosed with AIDS or a related disease) as a bridge to self- sufficiency. Participants may choose their residence from units where the landlord agrees to accept the established housing subsidy and abide by the Shelter Plus Care program guidelines. This rental assistance will provide the ongoing financial support needed to maintain the chosen residence as the participant works toward establishing greater financial stability and self-sufficiency. Individuals and families pay approximately 30% of their monthly-adjusted income toward the rent. If TBRA assistance was more readily available it would benefit the city's large percentage of low income individuals.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - local	Economic Development Public Improvements	1,924,566	0	0	1,924,566	1,924,566	Capital Improvement program dollars for infrastructure, rehabilitation and replacement in LMI neighborhoods. General Fund for Social Services. The remainder is match for the HOME program.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The department’s Stages of Resource Targeting program leverages \$330,000 in federal housing funds to acquire \$1.4 million investment from the city’s capital improvement funds. The combination of these funds is used to target housing and infrastructure needs in the city’s most blighted and lowest income neighborhoods.

The Continuum of Care grant provides \$1.6 million of in-kind match for Shelter Plus Care program. The City also provides \$100,000 of HOME fund matching funds for the HOME HUD grant. The City has been awarded \$750,000 from FHL Bank and will use this money in combination with their current Rehab programs to address fixing existing Code Violations.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

City owned land is often converted to assist the department with infill housing for low to moderate income households. The land is also used for empowerment projects to build on, or create parks and sidewalks for neighborhoods.

Land is also used to help partner with service providers with the same mission to help provide affordable housing opportunities.

Discussion

The City is leveraging federal, state, and local funds to enhance affordable housing opportunities in Topeka. In addition, we are using our partnerships with affordable housing and social service providers, as well as other community stakeholders and residents. These collaborations enable the City's Department of Neighborhood Relations to maximize the HUD objectives.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infill Housing	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Increase Homeownership and Rental Housing	CDBG: \$21,865 HOME: \$72,746	Homeowner Housing Added: 1 Household Housing Unit
2	Major Rehabilitation	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$66,163 HOME: \$109,764 General Fund: \$33,500	Homeowner Housing Rehabilitated: 9 Household Housing Unit
3	Exterior Rehabilitation	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$77,800 General Fund: \$33,500	Rental units rehabilitated: 7 Household Housing Unit
4	Emergency Rehabilitation	2016	2020	Affordable Housing Homeless	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$263,146	Homeowner Housing Rehabilitated: 70 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Accessibility Modifications	2016	2020	Affordable Housing Homeless	Intensive Care Areas At-Risk Areas	Increase Homeownership and Rental Housing	CDBG: \$113,120	Rental units rehabilitated: 20 Household Housing Unit Homeowner Housing Rehabilitated: 25 Household Housing Unit
6	Voluntary Demolition	2016	2020	Non-Housing Community Development	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$86,522	Buildings Demolished: 4 Buildings
7	Homeownership	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Increase Homeownership and Rental Housing	CDBG: \$30,676 HOME: \$177,589	Homeowner Housing Added: 9 Household Housing Unit
8	Homeownership Counseling	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Increase Homeownership and Rental Housing	CDBG: \$42,890 General Fund: \$33,000	Other: 220 Other
9	CHDO Housing Development	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Increase Homeownership and Rental Housing	HOME: \$90,248	Rental units rehabilitated: 1 Household Housing Unit
10	CHDO Operating Subsidy	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Increase Homeownership and Rental Housing	HOME: \$20,590	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	Tenant Based Rental Assistance	2016	2020	Homeless	Intensive Care Areas At-Risk Areas	Increase Homeownership and Rental Housing	HOME: \$26,428	Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted
12	Inmate Program	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$120,524	Public service activities for Low/Moderate Income Housing Benefit: 2000 Households Assisted
13	Program Delivery	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$394,321	Other: 1 Other
14	Empowerment Projects	2016	2020	Non-Housing Community Development	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$137,890	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2447 Persons Assisted
15	NIA Support	2016	2020	Non-Housing Community Development	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$65,000	Public service activities for Low/Moderate Income Housing Benefit: 17816 Households Assisted
16	Anti-Blight Activities	2016	2020	Non-Housing Community Development	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$60,000	Public service activities for Low/Moderate Income Housing Benefit: 17816 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
17	Social Service Grants	2016	2020	Affordable Housing	At-Risk Areas	Enhance Linkage of Housing with Support Services	CDBG: \$67,000 General Fund: \$424,566	Public service activities for Low/Moderate Income Housing Benefit: 1000 Households Assisted
18	Emergency Solutions Grant	2016	2020	Homeless	Intensive Care Areas At-Risk Areas	Enhance Linkage of Housing with Support Services	ESG: \$155,147	Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted Homelessness Prevention: 100 Persons Assisted
19	Shelter Plus Care	2016	2020	Homeless	Intensive Care Areas At-Risk Areas	Enhance Linkage of Housing with Support Services	Competitive McKinney-Vento Homeless Assistance Act: \$1,572,744 General Fund: \$20,000	Housing for Homeless added: 541 Household Housing Unit
20	Administration for CDBG	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	CDBG: \$299,559	Other: 1 Other
21	HOME Administration	2016	2020	Affordable Housing	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	HOME: \$55,262	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
22	SORT Infrastructure	2016	2020	Infrastructure Activities	Intensive Care Areas At-Risk Areas	Enhance Quality of Targeted Neighborhoods	General Fund: \$1,400,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 2000 Households Assisted
23	Administration for Shelter Plus Care	2016	2020	Homeless	Intensive Care Areas At-Risk Areas	Enhance Linkage of Housing with Support Services	Competitive McKinney-Vento Homeless Assistance Act: \$119,973	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Infill Housing
	Goal Description	The CDBG and HOME Grants provide infill housing opportunities in both at-risk and intensive care areas. These funds will be used to increase homeownership and rental housing in these areas for low-moderate income individuals in the community.
2	Goal Name	Major Rehabilitation
	Goal Description	The CDBG, HOME Grants and City of Topeka's General Fund provide opportunities for Major Rehabilitation of existing homes in both at-risk and intensive care areas. These funds will be used for Major Rehabilitation projects for low-moderate income individuals in the community. Major Rehabilitation provides up to \$30,000 in grant funding for home rehabilitation for owner occupied housing. After 7 years living in the home, 50% of the loan is forgiven.

3	Goal Name	Exterior Rehabilitation
	Goal Description	The CDBG Grant and The City of Topeka's General Funds provide opportunities for Exterior Rehabilitation of existing rental units and homes in both at-risk and intensive care areas. These funds will be used for Exterior Rehabilitation projects for low-moderate income individuals in the community. Exterior Rehab provides up to \$15,000 in grant funding to rehabilitate rental units occupied by low-income individuals and families. A 10% match is required. After 7 years living in the home, 60% of the loan is forgiven.
4	Goal Name	Emergency Rehabilitation
	Goal Description	The CDBG Grant provides opportunities for Emergency Rehabilitation of existing homes in both at-risk and intensive care areas. These funds will be used for Emergency Rehabilitation projects for low-moderate income individuals in the community. Emergency Rehabilitation provides repair for major life-safety concerns, like repairs and replacements for the roof, furnace and sewer and water lines, in low-income, owner-occupied housing.
5	Goal Name	Accessibility Modifications
	Goal Description	The CDBG Grant provides opportunities for Accessibility Modifications of existing rental units and homes in both at-risk and intensive care areas. These funds will be used for Accessibility projects for low-moderate income individuals in the community. The Accessibility Program funds modifications, like installing ramps and widening doors, to homes and rental units occupied by low-income individuals.
6	Goal Name	Voluntary Demolition
	Goal Description	The CDBG Grant provides opportunities for Voluntary Demolition of blighted structures as part of the voluntary demolition program. These funds will be used for Demolition of existing buildings within the At-risk and Intensive Care Areas.

7	Goal Name	Homeownership
	Goal Description	The Topeka Opportunity to Own (TOTO) Homeownership Program is intended to help first time homebuyers purchase a home of up to the value of \$65,000. The homeowner will pay a \$500 down payment and receive homebuyer counseling from Housing and Credit Counseling, prior to purchasing their home. The homeowner finds the home they want to purchase and then the City inspects the home with the intention to make improvements to bring the appraisal value of the home up at closing. With the rehabilitation, that will be completed after closing, the home is appraised at a higher value and the home is then affordable to the homeowner. The rehabilitation is done after closing but the after rehab value is used to make the home affordable to the homeowner. The closing of the home is done simultaneously with the bank, whom the City works closely. Topeka Opportunity to Own (TOTO) Home Ownership Program provides up to \$30,000 for low-income home buyers for rehabilitation of their newly acquired property. After 7 years of living in the home, 50% of the loan is forgiven.
8	Goal Name	Homeownership Counseling
	Goal Description	The CDBG Grant and the City of Topeka's General Fund provides the opportunity for The City of Topeka to partner with Housing and Credit Counseling to provide homeownership and credit counseling to low-income buyers in the TOTO program, and to provide fair housing information and statistics on people experiencing difficulties with their landlord or renter; provide home ownership training for Topeka Opportunity to Own (TOTO) project clients and to provide services to council clients on their rights and responsibilities under the KS Residential Landlord and Tenant Act, City of Topeka Housing Code and Fair Housing Law. These funds also utilize community social service resources to retain housing and avoid homelessness and to help resolve tenant landlord issues.
9	Goal Name	CHDO Housing Deveopment
	Goal Description	The HOME grant allows the City of Topeka to partner with Community Housing Development Organizations like Cornerstone and Habitat for Humanity to purchase and rehabilitate housing to make it more affordable and to develop new rental units. They are the affordable housing providers in Topeka that focus on low/moderate income individuals and families. They provide low rents to make homes affordable in the At Risk and Intensive Care areas.

10	Goal Name	CHDO Operating Subsidy
	Goal Description	The HOME Grant funds the CHDO Operating Subsidy to increase home ownership and rental housing through Community Housing Development Organizations. The City of Topeka has partnered with Cornerstone and Habitat for Humanity for this purpose.
11	Goal Name	Tenant Based Rental Assistance
	Goal Description	The HOME grant provides funds for the Tenant Based Rental Assistance Program for deposit assistance for low income households.
12	Goal Name	Inmate Program
	Goal Description	The Inmate Program utilizes CDBG funds to provide approximately 8,000 hours of service by two inmate crews. The Inmate Program also utilizes the City of Topeka's General Funds to fund five inmate crews, Neighborhood Action Team A & B, Concrete, Affordable Housing and Code inmate crews, as well as the Neighborhood Relations Inmate Coordinator. These five crews provide approximately 29,194 hours of services.
13	Goal Name	Program Delivery
	Goal Description	CDBG Grant funds are utilized for program delivery for all CDBG programs, Infill, Major Rehab, Exterior Rehab, Emergency Repair, Accessibility, Voluntary Demolition, Homeownership and Homeownership Counseling, KDOC Affordable Housing, NIA Support, Empowerment Activities, and Anti-blight Activities.
14	Goal Name	Empowerment Projects
	Goal Description	The CDBG grant funds the Empowerment Grant program. This program will improve public facilities (primarily sidewalks and parks) in approximately 12 Neighborhood Improvement Associations.
15	Goal Name	NIA Support
	Goal Description	NIA – Neighborhood Improvement Association – entities created by the City and tied to our HUD funding and Consolidated Action Plan – must be formed by residents in areas with at least 51% low-moderate income residents (based on census data). The CDBG Grant funds Neighborhood Improvement Associations (NIA) support. NIA support will provide assistance to 21 NIAs in the form of newsletters and operational support.

16	Goal Name	Anti-Blight Activities
	Goal Description	The CDBG Grant funds the Anti-Blight Program. Anti-Blight will assist the clean-ups of the 21 NIAs and remove approximately 15,000 bags of trash and debris.
17	Goal Name	Social Service Grants
	Goal Description	The City of Topeka utilizes their general funds and some CDBG funds for social service grants to fund agencies to provide contractual services to assist an estimated 25,000 individuals. Social Service programs are provided by YWCA, Valeo Behavioral Health Care, CASA, Catholic Charities, Community Action, Doorstep, East Topeka Council on Aging, Jayhawk Area on Aging, Let's Help, the Salvation Army, Shawnee County District Court, Shawnee County Medical Society and Shawnee County Regional Prevention and Recovery.
18	Goal Name	Emergency Solutions Grant
	Goal Description	The ESG Grant provides shelter and essential services to households who are or may be at-risk of homelessness. In addition, the ESG Grant provides rental deposit assistance and supportive services to low income households.
19	Goal Name	Shelter Plus Care
	Goal Description	Continuum of Care: Dedicated to rent assistance for low income individuals who have been diagnosed with chronic mental illness or substance abuse. The City of Topeka serves as the lead agency for the Continuum of Care to provide affordable housing through the Shelter Plus Care Program. The Shelter Plus Care Program offers rental and utility assistance to Extremely low income households. The CoC serves to coordinate efforts of all community stakeholders and service providers. As the lead agency, the city has ongoing constant communication with other providers who serve the chronically homeless, families with children, veterans, and unaccompanied youth. Examples of these providers include: Kansas Service Childrens League, Veterans Administration, Valeo Behavioral Health Care, Topeka Rescue Mission, etc. These agencies also address persons at risk to help alleviate future homelessness.
20	Goal Name	Administration for CDBG
	Goal Description	The CDBG Grant funds Administration costs for personnel salary, benefits and expenses to administer all CDBG programs.

21	Goal Name	HOME Administration
	Goal Description	The HOME Grant funds Administration costs for personnel salary, benefits and expenses to administer all HOME programs.
22	Goal Name	SORT Infrastructure
	Goal Description	The City of Topeka's General Funds provide Capital Improvement program dollars for infrastructure, rehabilitation and replacement in LMI neighborhoods. Stages of Resource Targeting (SORT): Provides housing rehabilitation funds over two years in targeted neighborhoods.
23	Goal Name	Administration for Shelter Plus Care
	Goal Description	The Shelter Plus Care Grant funds Administration costs for personnel salary, benefits and expenses to administer the Shelter Plus Care program.

Projects

AP-35 Projects – 91.220(d)

Introduction

2020 Projects

Projects

#	Project Name
1	2020 In-Fill Housing & Development
2	2020 Major Rehabilitation Program
3	2020 Exterior Rehabilitation
4	2020 Emergency Rehabilitation
5	2020 Accessibility Modifications
6	2020 Voluntary Demolition
7	2020 Homeownership
8	2020 Homeownership Counseling
9	2020 CHDO Non-Project Set-Aside and Rental Rehabilitation
10	2020 CHDO Operating Subsidy
11	2020 Tenant-Based Rental Assistance
12	2020 KDOC Affordable Housing
13	2020 Rehabilitation Program Delivery
14	2020 Empowerment Project
15	2020 NIA Support
16	2020 Anti-Blight Activities
17	2020 Social Services
18	2020 HESG
19	2020 Shelter Plus Care
20	2020 Home Administration
21	2020 CDBG Administration
22	2020 SORT Infrastructure
23	2020 Shelter Plus Care Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities are given to rehabilitation of homes in target areas with emergency and accessibility programs to supplement efforts.

AP-38 Project Summary
Project Summary Information

1	Project Name	2020 In-Fill Housing & Development
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Infill Housing
	Needs Addressed	Increase Homeownership and Rental Housing
	Funding	CDBG: \$21,865 HOME: \$72,745
	Description	Construction of new housing
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The City will partner with Habitat for Humanity to construct a new home. The City will do the foundation and Habitat will place a home on it.
2	Project Name	2020 Major Rehabilitation Program
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Major Rehabilitation
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$66,163 HOME: \$109,764 General Fund: \$33,500
	Description	Rehabilitation on homes that are owner-occupied in target areas.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Owner-occupied homes will be rehabbed in target areas.
3	Project Name	2020 Exterior Rehabilitation

	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Exterior Rehabilitation
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$77,800 General Fund: \$33,500
	Description	Rental properties will be rehabbed in target areas.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Rental properties will be rehabbed in target areas.
4	Project Name	2020 Emergency Rehabilitation
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Emergency Rehabilitation
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$263,146
	Description	Owner-occupied homes will be rehabbed that have concerns of immediate health and safety.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
5	Project Name	2020 Accessibility Modifications
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Accessibility Modifications
	Needs Addressed	Enhance Quality of Targeted Neighborhoods

	Funding	CDBG: \$113,120
	Description	Homes will be rehabbed to help families gain access to their home or modifications to their bathroom.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
6	Project Name	2020 Voluntary Demolition
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Voluntary Demolition
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$86,522
	Description	Blighted structures will be demolished.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Homes will be demolished to remove blight from the neighborhoods.
7	Project Name	2020 Homeownership
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Homeownership
	Needs Addressed	Increase Homeownership and Rental Housing
	Funding	CDBG: \$30,676 HOME: \$177,589
	Description	Low income families will be assisted with rehabilitation on their newly purchased home.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
8	Project Name	2020 Homeownership Counseling
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Homeownership Counseling
	Needs Addressed	Increase Homeownership and Rental Housing
	Funding	CDBG: \$42,890 General Fund: \$33,000
	Description	Counseling will be provided in regards to homeownership.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Project will support the Homeownership project and assist LMI households with pre-ownership and post-ownership training in English and Spanish.
9	Project Name	2020 CHDO Non-Project Set-Aside and Rental Rehabilitation
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	CHDO Housing Development
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	HOME: \$90,248
	Description	Project provides funds for the CHDO.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	
10	Project Name	2020 CHDO Operating Subsidy
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	CHDO Operating Subsidy
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	HOME: \$20,590
	Description	Project will help support CHDO in housing development.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Project will assist the CHDO with operational costs.
11	Project Name	2020 Tenant-Based Rental Assistance
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Tenant Based Rental Assistance
	Needs Addressed	Increase Homeownership and Rental Housing
	Funding	HOME: \$26,428
	Description	Deposit assistance to LMI families.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
12	Project Name	2020 KDOC Affordable Housing
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Inmate Program
	Needs Addressed	Enhance Quality of Targeted Neighborhoods

	Funding	CDBG: \$120,524
	Description	Provide funds to support Inmate Crews to rehab homes.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Project will provide two crews minimum security women prisoners for the rehabilitation of affordable housing units and rehab sidewalks.
13	Project Name	2020 Rehabilitation Program Delivery
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Program Delivery
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$394,321
	Description	Provide funds for administering the CDBG programs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
Planned Activities		
14	Project Name	2020 Empowerment Project
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Empowerment Projects
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$137,890
	Description	Public Facility grants.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Public facility grants will be issued to neighborhoods to do small infrastructure projects.
15	Project Name	2020 NIA Support
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	NIA Support
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$65,000
	Description	Support for neighborhood groups to improve capacity.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	This fund will assist in the operations of NIA's for newsletter mailings and other qualified activities.
16	Project Name	2020 Anti-Blight Activities
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Anti-Blight Activities
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$60,000
	Description	Project will help support the clean up of LMI areas.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Project will clean up all LMI areas by providing dumpsters for LMI clean-ups and KDOC crews for public right-of-way.
17	Project Name	2020 Social Services
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Social Service Grants
	Needs Addressed	Enhance Linkage of Housing with Support Services
	Funding	CDBG: \$67,000 General Fund: \$424,566
	Description	Project will fund agencies to help with youth, seniors, mentally ill, victims of domestic violence and other social services.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Social Service grants will be issued to agencies to help LMI families with supportive services based on their needs.
18	Project Name	2020 HESG
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Emergency Solutions Grant
	Needs Addressed	Enhance Linkage of Housing with Support Services
	Funding	ESG: \$155,147
	Description	Project will help agencies provide emergency services.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	LMI families will be assisted with rent and/or deposit assistance to prevent homelessness.

19	Project Name	2020 Shelter Plus Care
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Shelter Plus Care
	Needs Addressed	Enhance Linkage of Housing with Support Services
	Funding	Competitive McKinney-Vento Homeless Assistance Act: \$1,572,744
	Description	Rent subsidy to homeless individuals.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Rent and utility assistance is provided to homeless families who have a disability.
20	Project Name	2020 Home Administration
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	HOME Administration
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	HOME: \$55,262
	Description	HOME Administration to administer all HOME projects.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
21	Project Name	2020 CDBG Administration
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Administration for CDBG

	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	CDBG: \$299,559
	Description	Assist with Administration for all CDBG Projects.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration will assist with all CDBG projects.
22	Project Name	2020 SORT Infrastructure
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	SORT Infrastructure
	Needs Addressed	Enhance Quality of Targeted Neighborhoods
	Funding	General Fund: \$1,400,000
	Description	CIP Infrastructure
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
23	Project Name	2020 Shelter Plus Care Administration
	Target Area	Intensive Care Areas At-Risk Areas
	Goals Supported	Administration for Shelter Plus Care
	Needs Addressed	Enhance Linkage of Housing with Support Services
	Funding	Competitive McKinney-Vento Homeless Assistance Act: \$119,973
	Description	Administration to support SPC Grant.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration support to help with Shelter Plus Care grant.

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

As adopted by the Neighborhood Element of the Comprehensive Plan, the City's goal is to commit up to 60% of annual Consolidated Plan funding for neighborhood development activities into high priority *intensive care* or *at risk* neighborhoods or areas. Neighborhood development is defined as any combination of housing, economic, or capital investment that substantially leverages outside resources to advance the long-term revitalization of a neighborhood or portion thereof. Five-year funding targets are established to implement adopted neighborhood revitalization plans for each planning area. At a minimum, the total funds spent for housing development in high priority areas will be as indicated during the five-year period of this plan. With minor exceptions, spending in these areas will be concentrated in multi-block areas that have been strategically identified through a neighborhood/area plan process for multi-faceted housing in-fill development and rehabilitation. Efforts will also be made to substantially accelerate housing activities in one or more high priority neighborhoods in 2020 by drawing on unspent funds.

Geographic Distribution

Target Area	Percentage of Funds
Intensive Care Areas	30
At-Risk Areas	30

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Based on the Strategic Plan, the City allocates its non-administrative CDBG and HOME to projects and activities that benefit low to moderate income people.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Topeka develops annual goals for rehabilitating homes through major rehab, exterior rehab, emergency repair and accessibility modifications, demolishing blighted structures as part of the voluntary demolition program and assisting first-time homebuyers through Topeka's homebuyer program and providing homebuyer counseling. Rental Assistance goals include deposit assistance, providing shelter and essential services to households who are or may be at-risk of homelessness, providing rental assistance and supportive services, providing contractual services to three organizations through Community Development Block Grant (CDBG), and providing contractual services to 24 organizations through City general funds. In addition, approximately 8,000 hours of services are provided by two inmate crews.

One Year Goals for the Number of Households to be Supported	
Homeless	330
Non-Homeless	15
Special-Needs	35
Total	380

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	330
The Production of New Units	2
Rehab of Existing Units	35
Acquisition of Existing Units	0
Total	367

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City of Topeka has recognized the need of homeless services based on information gathered from the Topeka/Shawnee County Homeless Task Force (HTF) and census data. The HTF involves agencies who are subrecipients of ESG funds and others who are funded by the Continuum of Care. There has always been a level of assistance provided to address homelessness in the community.

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AP-60 Public Housing – 91.220(h)

Introduction

The Topeka Housing Authority's mission is to successfully provide accessible, affordable housing. Success is defined as: Putting applicants, tenants and participants first; market competitiveness; and fiscal strength and integrity.

In general, THA is well respected in the Topeka community by elected officials, staff and provider agencies. In the past 5 years the stock of THA owned/supported housing has increased from 1,739 units to 2,079 units or 19.6%.

Actions planned during the next year to address the needs to public housing

Over the next year the Topeka Housing Authority hopes to increase the total number of Section 8 vouchers. Additionally, the THA hopes to increase their landlord base so participants have a better chance of finding affordable housing.

Another goal of the THA is to increase the number of employed adults by 5%, while taking affirmative measures to insure fair and equal access to affordable housing.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Topeka Housing Authority just received a grant from the Kansas Health Foundation which requires a resident lead initiative. This will be a new goal for the THA and one that will increase participation from the public housing residents.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Topeka Housing Authority is not designated as troubled.

Discussion

Currently THA has 744 public housing units divided among 9 sites in Topeka. The oldest development was built between 1959-1963 and the newest developments were constructed in 2011. THA maintains our properties to the best of their ability with the funding that is available. Some of the older designed units are in need of being redeveloped and we are exploring and competing for different funding options to rehabilitate or reconstruct the older units. All THA units are part of a PHA plan.

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Topeka has implemented many successful strategies to prevent homelessness, encourage individuals living on the street to moving to housing, and provide services to those living in emergency shelters with the goal of successful permanent housing placements.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Topeka has a partnership with the Topeka Rescue Mission (TRM), which is the homeless shelter. The TRM has an outreach team that goes out every day to find and assess homelessness in the community. Once individuals have been identified as homeless an assessment of their needs is completed and appropriate referrals and guidance are provided. The City has routine contact with this outreach team and participates in the referral process when possible.

Outreach efforts are also recognized at the monthly Homeless Task Force meeting, in which the City plays a large role. This meeting is attended by all service providers who directly work with people who are homeless or near homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Topeka utilizes ESG funds for rapid re-housing. In addition, the City offers social service agencies approximately \$430,000 in funding, of which 25% is spent on emergency services. These emergency services help to fund additional rapid re-housing activities. The transitional housing agencies in our community are very aware of these funds to help individuals transition into permanent housing. The goal of all our transitional housing agencies is to transition all individuals immediately into

permanent housing. Our CoC and ESG funded agencies give priority to chronic homeless individuals. Veterans are referred to the HUD VASH program, which has been able to successfully house all the homeless Veterans. Families with children are given extra services at the mission so they can successfully transition to permanent housing and not return to homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Topeka uses both ESG funds and general fund money for Homeless Prevention. An RFP process goes out and local agencies can apply for prevention funding. Each agency is required to income qualify and enter each applicant in the HMIS. Homeless Prevention assistance is geared towards helping those from becoming homeless. The agencies work with the institutions to help people move into permanent housing and prevent them from entering into homelessness. The Emergency Aid meeting meets monthly to discuss who has available funding to help with prevention. The network of providers frequently discusses issues related to prevention and best practices for reaching other mainstream resources.

Discussion

The City of Topeka continues to monitor its goal to end homelessness in our community. It is well understood that this is a community effort and everyone must work together to maximize resources and to offer the best possible services.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The Barriers To Affordable Housing are as follows:

Public policies affect the low to moderate income households more dramatically. An increase in the sales tax rate has a much more negative impact on low income households. This is due to a greater proportion of their income going to consumables and sales taxable items.

Demographics of the Community - The City of Topeka has a large majority of low to moderate income individuals. 18.3% of household are living in poverty.

Quality Housing Stock- Homes of quality sell and rent at higher rates that are not affordable to our low to moderate income constituents.

Lending Practices and Qualified Applicants - All groups involved in providing affordable homeownership opportunities state the biggest reason more affordable owner-occupied housing is not built or renovated is because of the lack of qualified applicants. Too often, a low-moderate income household has excessive credit problems that limit their ability to obtain private financing on the open market.

Lack of a down payment is also a problem.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Despite new challenges associated with local and state economic conditions, the major Obstacles to comprehensively meeting the needs of a primarily low-income population are continuing

underinvestment, and lack of job center locations.

The City of Topeka recognizes the need for more economic growth. Its collaboration with the Chamber of Commerce in getting new companies to locate in Topeka could help our low income constituents obtain and maintain employment. This effort will continue this year in an effort to lower the unemployment rate.

Additionally, the City of Topeka will continue conversations with the Topeka Metro, the transportation agency, in helping low income individuals receive low fair pricing to ride the bus. Conversation is continuing and the city recognizes that a larger transportation route could be beneficial to the low income constituents.

Discussion:

Although lending practices and qualified applicants are one of the toughest barriers to overcome, the City of Topeka will continue its efforts to help first time homebuyers with homeownership assistance.

AP-85 Other Actions – 91.220(k)

Introduction:

To help remove obstacles to meeting underserved needs and improve service delivery, the City of Topeka will facilitate the existing relationships with social service organizations, disseminate news and information, eliminate duplication of effort, and spearhead community-wide solutions to local needs.

The City of Topeka will continue to support the use of HMIS technology by all homeless service providers as a way to link the various categories of services provided in the community and has taken on the administration of HMIS from the CRC. Finally, DNR will work with its various departments and divisions to find opportunities for collaboration between programs to leverage resources.

Actions planned to address obstacles to meeting underserved needs

The major obstacle to meeting the identified needs is the lack of funding resources. Significant funding cuts in previous years have had an impact on all programming. The City of Topeka will continue to maintain existing, ongoing efforts to meet the underserved needs of the community

Actions planned to foster and maintain affordable housing

The City of Topeka will continue to support our CHDO and nonprofits, such as Habitat for Humanity, and Cornerstone. These organizations provide affordable housing to the constituents. The City will provide funding for owner occupied and renter occupied rehabilitation to assist low income families with maintaining their homes.

Actions planned to reduce lead-based paint hazards

Rehabilitation projects require the use of formal paint testing, risk assessment and planning. Additionally, the paint repair work requires the use of “trained workers”. Since the city has a very large amount of homes that were built before 1970. It is imperative that we combat the issue of lead based paint within the scope of our work. The City collaborates with the state that has a grant for lead

remediation. The city will continue this collaboration and explore other options.

Actions planned to reduce the number of poverty-level families

The City of Topeka will continue to combat the number of poverty-level families by supporting incentives to attract, retain, and expand businesses. Additionally, the city will support organizations and programs that provide job training, education, and placement services.

Actions planned to develop institutional structure

The City of Topeka staff will continue to coordinate with various social service agencies, government departments, and businesses, to find opportunities to better serve the citizens within the city. These relationships are integral in streamlining the implementation of our CDBG and HOME projects in a time of limited funding. Communication will continue to be the key in the success of the programs. The City of Topeka will continue to foster these relationships to improve the success rate of our programs.

Actions planned to enhance coordination between public and private housing and social service agencies

Although the City of Topeka does not own or operate any public housing development, it collaborates with the Topeka Housing Authority on housing issues. Additionally, the City contributes general fund money to support the social service agencies to meet the needs of the community.

Discussion:

The City of Topeka will continue to coordinate with social service partners and consultant agencies and organizations to better serve client constituents.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City will adhere to all referenced regulations.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Not Applicable

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The resale provisions for a regulatory period in accordance with the "HOME Affordability Period" table are included in all funding contracts for homebuyer activities. These require that any resale of the property during the regulatory period must be affordable to a reasonable range of low income homebuyers who meet HOME income requirements and who will use the property as their principal residence. If this restriction is not met, recapture of the entire amount of the HOME investment is triggered. The resale provision is designed to assure that resale of property within the period of affordability be made only to income eligible households.

The recapture provision happens if the housing does not continue to be the principle residence of the buyer for the duration of the HOME period of affordability then the HOME investment amount shall be recaptured on a prorated basis for the time the homeowner has owned and occupied the housing, following project completion, measured against the required affordability period. For the homebuyer program the mortgage is a deferred loan, payable upon resale according to the following conditions. The Borrower hereby agrees to repay the principal under the following method:

*This Second Mortgage shall be partially forgiven by **Five thousand No/100 dollars (\$5,000.00)**, upon the conclusion of the first year of ownership, This Second Mortgage, less the amount from A. above, shall also be partially forgiven by fifty-percent (50%) upon the conclusion of the homeowner's seventh year of ownership, with the balance due and payable upon resale. The annual reduction on a percentage basis shall be implemented as 7% per year up until 50% has been forgiven.*

If all or any part of the property or interest is sold or transferred by Borrower, payment shall be made in the original amount of the note less a credit for the forgivable portion of the loan as indicated above. The amount subject to recapture is the direct subsidy received by the homebuyer. Funds will only be recaptured from net proceeds available from the sale of the property.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The homeowners must meet income guidelines and not pay more than 30% of their income towards housing costs.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not Applicable

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The City of Topeka has many standards in regards to ESG assistance. Homeless Prevention is provided to individuals who are not yet homeless but are near homelessness. Rapid Re-Housing assistance is provided to those who are already homeless. ESG funds are given to multiple agencies and they disperse funds based on the required qualifications and on a first-come basis at each agency.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The HMIS is administered by the City of Topeka, Department of Neighborhood Relations. DNR uses ESG funds for administration to enter services into the system. The City of Topeka has policies and procedures for use of the system that each agency must adhere to. The City of Topeka is monitored by the Homeless Task Force and any administrative procedures are created at this meeting. The City of Topeka currently is using the HMIS to make referrals to other agencies and to assess individual's needs.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

A request for proposal is sent out to the public to apply for ESG funds. The applications are reviewed by a committee and scored. Once the scores are established a recommendation is made to the Homeless Task Force (HTF), the governing body of the CoC. The HTF members vote on whether or not to fund the ESG agencies. Once approved by the HTF, the recommendation is made to the full city council for approval.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Topeka is governed by an elected body; it is not possible to provide for the participation of a homeless individual or formerly homeless individual. However, the City of Topeka is the lead agency of the Topeka/Shawnee County Homeless Task Force which is the governing body of the CoC. The HTF is responsible for all aspects of the CoC including the ESG policies and procedures. This body has several formerly homeless individuals in attendance and they have the opportunity to vote on matters.

5. Describe performance standards for evaluating ESG.

The City of Topeka has a designated staff person to make sure the Department of Neighborhood Relations is following all the federal and local regulations.

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