

TOPEKA

**CITYWIDE HOUSING MARKET STUDY
AND STRATEGY**

IMPLEMENTATION PLAN
APPENDIX ²⁰²²

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IMPLEMENTATION PLAN 2021

TIER A

Affordable Housing Trust Fund

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Amend AHTF ordinance (update DNR references, add Study), appoint Review Committee members, and transfer City of Topeka funds.	Governing Body / City Mgr / COT	2020 Q4 2021 Q1	\$241K (infill) \$77K (weatherization)
REPORT:			
Accomplished ordinance and AHRC members in Q1. Transfer of internal NR funds (\$241K) will be accomplished on 1/1/22			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Convene AHTF Review Committee, establish application criteria and set housing targets rehab and new (Priority: "gap filler")	Review Comm/CoT Planning	2021 Q1	
REPORT:			
Accomplished. Convened AHRC in Q1 and met three times. Set program criteria for three subprograms of HTF (developer assistance, landlord/renter assistance, homeowner assistance) and developed full application scoring criteria for two by Q2.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Create factsheet and marketing materials	Review Comm/CoT Planning	2021 Q2	
REPORT:			
Accomplished in Q3. Fact sheet for Housing Study and marketing materials for the three HTF programs published. New webpage and donation link established at www.topeka.org/htf			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Confirm champion(s)	GTP	2021 Q2-3	
REPORT:			
No one champion has emerged			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Engage donors and capitalize fund for potential AHTF projects/programs	Champion/GTP	2021 Q2-3	
REPORT:			

The fund has commitments totaling \$750,000 including \$259,000 in private dollars. A little over \$491,000 of public funds were approved by the Governing Body for transfer into the HTF. The sources came from 2020 budget surplus (\$250k) and Neighborhood Revitalization Fund (\$241k). Of that, \$250,000 was approved contingent on a 1:1 match of private dollars.

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Prepare RFP and/or open up application process	Review Comm/CoT/ Non-profit	2021 Q4	

REPORT:

Defer to 2022 Q1-2 to meet \$1,000,000 fundraising goal.

ADDITIONAL INFORMATION:

PROPOSED 2022 ACTIONS / STEPS

Recommend that this tactic be carried over into 2022 so fundraising and RFP goals are met. Secondly, consider steps to approve a recurring source of funds such as a 1/10 sales tax which could raise \$2-2.5 million on an annual basis.

WEATHERIZATION

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Devote some HUD funds to weatherization and use to leverage non-HUD funds into AHTF	CoT Housing	2021 Q1	\$ 20 homes assisted
REPORT: No money leveraged. More prudent to put funds into community now instead of waiting for HTF to capitalize. Suggest removing for 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Create and implement a DIY Weatherization 101 class for recipients of funding	Habitat / Community Action	2021 Q1	# of people trained and reduced utility costs
REPORT: 20 individuals received specific training to learn about weatherization, as well as a series of tips on the KTWU show "Inspire!". THFH funds were used for this endeavor only. None to date for CA. Habitat has this program up and running, suggest removing for 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Provide DIY kits to low income households taking class	Habitat / Community Action	2021 Q1	# of homes w/ reduction in utility use (yr avg)
REPORT: 500 kits were given out with DIY sheets and links to video. Habitat funds, supported by KHRC, were used to support this endeavor only. None to date for Community Action. Federal Weatherization regulations do not allow for this except if a qualified household has been waitlisted, and we will not be able to complete the work before the end of the winter months. Habitat has this program up and running, suggest removing for 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Agree to MOU creating unified data sharing system to track homes assisted	Community Action / Habitat / CoT Housing	2021 Q2	
REPORT: Community Action shared its weatherization application with COT, which was approved. When a CAI customer is referred to COT, we are providing the application to share the information. CA and the City			

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TIER A

are sharing application form for weatherization. Database was never created and confidentiality is a concern, suggest removing for 2022.

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Create and implement a Certified Energy Efficient Rental Unit program (all landlords should be the goal)	Community Action / CoT Housing	2021 Q3	# of homes assisted # of energy audits

REPORT:

No action to date.

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Combine emergency repair assistance and other funding (e.g. AHTF) to fill local programmatic gaps including minor and major weatherization needs	Community Action / Habitat / CoT Housing	2021 Q4	# of homes assisted # of energy audits

REPORT:

Habitat could really use additional funds to support our efforts. We have already replaced 5 HVAC units and/or hot water heaters since the first of November with our own funds.

1 household has been assisted using both Community Action’s weatherization funds and the City of Topeka’s weatherization funds.

2 households are in-progress using both Community Action’s weatherization funds and the City of Topeka’s weatherization funds. Suggest keeping this initiative as it is in the development stage. Goal to increase number of units assisted.

ADDITIONAL INFORMATION:

PROPOSED 2022 ACTIONS / STEPS

“Take 2” Tenancy

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Develop training needs assessment - Get stakeholder input; ID need & best delivery method for training, determine desired outcomes	HCCI / Community Action / SCLA	2021 Q1	# of stakeholders Pilot questions
REPORT:			
Develop Second Chance Certification process - required classes, demonstration of capacity, income eligibility, etc.	HCCI with input from subgroup members	2021 Q1 & 2	Written, approved process
REPORT:			
Establish landlord incentives to accept Second Chance Certified pilot graduates (AHTF?, CF?, 3rd party co-signer?)	HCCI / Community Action / SCLA Community Foundation (CF)	2021 Q1	# of landlord-approved incentives
REPORT:			
Recruit up to 5 area landlords to accept tenants who have completed Second Chance Certification	HCCI/SCLA	2021 Q2	# of landlords
REPORT:			
Recruit up to 10 candidates for Second Chance Certification. Launch pilot, targeting certification graduation by October 2021	HCCI / Community Action HCCI	2021 Q2 2021 Q3	# of eligible candidates % of candidates certified
REPORT:			
Steps / Actions	Lead/Support:	When (Q)	Metrics:

Successfully house certified graduates	HCCI / Community Action / SCLA	2021 Q4	#housed
REPORT:			
ADDITIONAL INFORMATION:			
No progress was made due to staffing issues at the respective organizations			
PROPOSED 2022 ACTIONS / STEPS			
Recommend carrying over as a Tier A tactic			

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TIER A

Aging In Place

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Implement AARP Home Maintenance Class for Seniors and caregivers (new)	Habitat	2021 Q1	# of stakeholder Pilot questions identified
REPORT:			
Due to the COVID 19 pandemic this class was not held in-person, yet still served 40 individuals over the age of 55 during 2021. Habitat funds were used to support this endeavor only. Continue this endeavor to increase number of people assisted in 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Complete resource database and make it virtual specifically for seniors	JAAA	JAAA	
REPORT:			
Resource database has been completed and made available on Jayhawk Area Agency on Aging’s website. It can be found directly at this address, http://referrals.jhawkaaa.org/Search.aspx , or from the resources page of the www.jhawkaaa.org website. Throughout the time period of 1/1/2021 through 10/31/2021 this data base has had 358 visitors. This data base has a wide range of services and supports that older adults and adults with disabilities may need as they strive to stay in their own homes in the community. Remove this initiative in 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Create virtual presentations on long term planning for seniors	JAAA/ CoT Communications/ Habitat/KLS	2021 Q2	# of views
REPORT:			
JAAA has not put together these presentations as JAAA has not had the capacity to do so at this time. JAAA has been short staffed in the Community Services Navigation Department, the department that would be responsible for this activity. This department has been working to meet customer needs in a timely manner with regard to request for information and referrals and has not had the time to take on additional projects outside the day-to-day operations. JAAA hopes to have the department fully staffed by the first quarter of 2022. Continue this step in 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Create income-based maintenance free senior housing (AHTF)	Habitat / Cornerstone	2021 Q4	# of units

REPORT:			
None to date.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Expand Habitat Homeowner Rehab for seniors (AHTF)	Habitat	2021 Q4	# of units
REPORT:			
Habitat would take funds to expand this at any time. Our Aging in Place program is consistently busy with an average of 25-40 households served quarterly. Continue this in 2022.			
ADDITIONAL INFORMATION:			
PROPOSED 2022 ACTIONS / STEPS			

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IMPLEMENTATION PLAN 2021

TIER A

REHAB ASSISTANCE (SELF HELP)

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Activate Community Maintenance Classroom (hands on)	Habitat	2021 Q1	# of people trained
REPORT:			
The Topeka Habitat Home Maintenance Classroom is open and is available to anyone during hours of ReStore operations, or when a class is scheduled. Topeka Habitat taught 11 classes over the course of the year, including all of the classes that HCCI was scheduled to present in partnership with the City. 43 households were trained. Remove this step in 2022 as it is implemented.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Increase participation in maintenance classes	Habitat / HCCI / CoT Housing	2021 Q1	# of people trained
REPORT:			
Has been difficult with COVID, but willing to expand within the next year. Continue in 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Increase accessibility to interior/exterior paint and bulk materials (e.g. activate Brush w/ Kindness)	Habitat/CoT Housing	2021 Q2	# of houses painted and materials used
REPORT:			
Our Brush with Kindness program has been operating since 2017. Unfortunately due to the supply chain demand, we are nearly out of the donated paint. However, we have been able to paint 17 homes this year with just Habitat staff and volunteers. Continue in 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Develop DIY maintenance video	CoT Communications / Habitat / Mary?	2021 Q2	# of views
REPORT:			
We filmed a number of videos for the KTWU series, "Inspire!" and we can continue to work together to make these videos more accessible. A number of videos can be found on the Topeka Habitat YouTube page. We have over 47,000 views total. Remove in 2022, as this is implemented.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Explore "enhancement" type program to reward volunteer hours with rehab assistance (non-CDBG)	Citizens Advisory Council (CAC)	2021	
REPORT:			
SORT is being reframed and their will be a component of "enhancement" like program. Remove in 2022.			
ADDITIONAL INFORMATION:			

PROPOSED 2022 ACTIONS / STEPS

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TIER B

LANDBANK

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Research models (KCMO, KCK, Pittsburg, Hutch, etc.); including funding mechanism, use of tax sale/foreclosures, staffing, etc.	Realtors / County Counselor / CoT Housing	2021 Q1	# of unit types per \$ spent
REPORT: In progress. Nearly all work has been completed by the work group and city staff in Q2 2021. Additional work needed on the metric. For the metric – change to “Land bank budget information”. Will update by end of Q4 2021.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Review Topeka draft ordinance vs other cities	CoT Planning / Legal	2021 Q1	
REPORT: Completed by work group and city staff in Q1 2021.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Identify/confirm partnerships - County, realtor groups, GTP, City, housing providers, etc.	Cornerstone	2021 Q2	
REPORT: In progress. Additional work on this step needed. Anticipate completion in Q1 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Draft goals and program details; align with partners	Sub Group	2021 Q2	
REPORT: In progress. Progress to date completed in Q3 2021. Anticipate completion in Q1-2 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Community outreach and transparency	Habitat / CoT Planning	2021 Q3	2-3 public meetings
REPORT: Delayed. Plan to complete this closer to potential start date for the land bank. Anticipate completion in Q1 2022.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:

Draft Ordinance/Resolution	CoT Legal / Sub Group	2021 Q4	
Adopt Ordinance	Gov Body		

REPORT:

Draft ordinance completed in Q2 2021. Anticipate adoption in Q1-2 2022.

ADDITIONAL INFORMATION:

PROPOSED 2022 ACTIONS / STEPS

Administration of Land Bank. Program to include selected acquisition of vacant lots for infill new units and acquisition of vacant homes for rehabilitation/sale to new owners. Properties for consideration would be citywide. Resulting effects would “clean” title, taxes, and liens. Recommend using home sale proceeds as revolving fund for land bank. City staff will administer (Housing Division/Planning Division). City Manager has requested \$500,000 in CoT ARPA funds to seed pilot program for 5-7 properties. Anticipated start in Q3 2022.

DOWNTOWN AREA HOUSING

Steps / Actions	Lead/Support:	When (Q)	Metrics:
Activate new downtown marketing webpage. Develop housing page ("open for living")	DTI / GTP / TIP / GTP / CoT Planning	2020 Q4 2021 Q1	
REPORT: Under construction and scheduled for completion in 2022			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Start JEDO discussion to determine if housing should be included as part of economic development incentives	GTP	2021 Q1	
REPORT: Not completed			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Adopt Downtown Master Plan; set 10-year target of 1,000 units	Gov Body / CoT Planning / DTI	2021 Q2	
REPORT: Completed. Adopted in May, 2021			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Form "work group" to guide action plan; create developer list	GTP/DTI	2021 Q2	
REPORT: Developer list to be created in 2022 as part of DTI goals. "Work group" need to be reviewed at that time.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:
Create package of pitch-ready properties and incentive info Pitch to potential developers	DTI / CoT Planning / work group DTI / GTP	2021 Q2 2021 Q3	# of projects / units started
REPORT: Prior to having pitch-ready properties, DTI and CoT attracted interest from a national housing developer for Downtown Topeka. We've been focused on identifying property for a significant market-rate housing development (Project View). Related to this, the Governing Body approved additional incentives under the NRP for a 20-year tax rebate on any housing investment over \$10 million to help close the gap.			
Steps / Actions	Lead/Support:	When (Q)	Metrics:

<p>Seek RFP authority to advertise new catalytic housing/mixed use construction site</p>	<p>JEDO / GoTopeka / CoT</p>	<p>2021 Q4</p>	
<p>REPORT: Recommend holding off as an action in 2022 until sufficient property is under control</p>			
<p>ADDITIONAL INFORMATION:</p>			
<p>As a result of the Downtown Master Plan, CoT Planning is implementing expansion of “D” mixed-use zoning which will open up 206 more properties for residential uses.</p>			
<p>PROPOSED 2022 ACTIONS / STEPS</p>			
<p>Recommend to graduate to Tier A and activate with Project View being the focus of action steps</p>			