I. EXECUTIVE SUMMARY

Consolidated Plan

The Consolidated Plan is a planning and resource allocation document required by the U.S. Department of Housing and Urban Development (HUD) in order for units of government to receive certain federal grant funds. 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.

The 2014 Program Year is the fourth program year in the 5-year 2011 – 2015 Consolidated Plan. The Goals and Objectives for the Program Year 2014 Consolidated Action Plan were consistent with the 5-year 2011 – 2015 Consolidated Plan and driven by the Topeka-Shawnee County Metropolitan Comprehensive Plan – 2025 (Comp Plan 2025), and specifically the Neighborhood Element. The Topeka City Council and Shawnee County Commission adopted the Neighborhood Element in the spring of 2000. The PY2015 Consolidated Action Plan incorporated the primary policies, priorities and strategies found in the draft Comprehensive Plan 2025 Neighborhood Element.

II. ASSESSMENT OF GOALS AND OBJECTIVES

A. Create Decent Affordable Housing

Topeka's Five-Year Housing Strategy focuses on Low and Moderate-Income (LMI) households. In general, relatively more assistance is targeted toward relatively poorer households and attention is given to a broad range of target areas and target populations including owners, renters, homeless persons, and persons with special housing needs.

For the 2014 Program, Year Topeka identified the following objective:

Objective: Increase and Maintain Homeownership and Rental Housing Opportunities

Assessment
The City successfully addressed this priority.

The Topeka Opportunity To Own (TOTO) Program aided 9 first-time homebuyers close on their home in 2014. Homeownership Counseling for 180 households also contributed to persons becoming and remaining homeowners. In the PY2014, 111 potential homebuyers attended both pre- and post-homeownership education classes or series of classes.
2014 saw the completion and sale of 1 newly constructed affordable single-family home. In addition, ground was acquired for 2 affordable single-family homes, which are scheduled for construction in 2015.

Rehabilitation programs including Target Area Major Rehabilitation, TOTO Homebuyer, Emergency Repair, and Exterior Rehabilitation contributed to the restoration of the existing housing stock in our Topeka neighborhoods. A total of $641,089 was spent assisting single-family Low and Moderate-Income (LMI) occupants with the rehabilitation of their homes:

<table>
<thead>
<tr>
<th>Program</th>
<th>Homes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Program</td>
<td>53</td>
</tr>
<tr>
<td>Major Rehabilitation</td>
<td>5</td>
</tr>
<tr>
<td>Exterior Rehabilitation</td>
<td>0</td>
</tr>
</tbody>
</table>

In 2014, major rehabilitation funding was provided to 14 owner-occupied housing units. Exterior rehabilitation was provided to 8 housing units.

The Shelter Plus Care Program provided homes to 531 Topeka households which includes 160 children.

The City’s partnership with Cornerstone of Topeka, Inc., a Community Housing Development Organization (CHDO), served to increase the number of affordable rental properties. During the program year, funding was provided for 9 rental housing units of which 3 are existing units and 6 are new infill housing units. Of the 6 new housing units, 3 are complete and occupied and 3 are under construction.

The City, in partnership with the Kansas Department of Corrections, made the “Affordable Housing Project” female inmates housing rehabilitation program available to non-profit affordable housing providers. The Affordable Housing Project rehabilitated 4 affordable rental-housing units in the PY2014.

B. Enhance Suitable Living Environment

The City’s non-housing community development activities benefit low and very low-income households and/or aid in the prevention of slums and blight.

Topeka has identified the following non-housing community development objectives:

Objective: Enhance the Quality of Targeted Topeka Neighborhoods

Objective: Enhance the Linkage of Housing with Supportive Services

Assessment

The City successfully addressed this priority. Programs such as Neighborhood Improvement Association (NIA) Operation and Communication Grants and Neighborhood Empowerment Projects focus on the stabilization and improvement of neighborhoods. The Anti-Blight Neighborhood Initiative Programs assists with neighborhood clean-up. Youth and social service program agencies provide a variety of types of assistance to a broad range of target populations.
Topeka’s homeless programs provide shelter and service.

The City’s Youth and Social Service grant program, a partnership between CDBG funds ($140,000) and City General funds ($137,193), providing $277,193 to 16 social service organizations who provided 23 programs to Topeka residents during the PY2013. 22,808 Topeka residents (unduplicated count) received supportive services through the PY2013.

During the program year five homeless service organizations provided shelter and essential services to 250 Topeka residents (See V. ESG Funds Narrative). 111 Topeka households received homeless prevention assistance through the City’s Emergency Shelter Grants.

The City, in partnership with the Kansas Department of Corrections female inmates’ sidewalk team repaired and/or replaced 2 sidewalks in 1 Low and Moderate-Income neighborhood.

The City provided 20 Neighborhood Improvement Associations with operation and communication funding to carry out neighborhood development activities.

The Accessibility Modification Program provided adaptation improvements to the houses of 36 Low and Moderate-Income (LMI) households.

The City demolished 2 substantially deteriorated vacant housing units in the PY2014.

During the program year 8 CDBG Empowerment Grant funded public facility improvements were completed. The projects were:

During the program year 8 CDBG Empowerment Grant funded public facility improvements were completed. The projects were:

Hi-Crest NIA – Installation of 5 picnic tables and 7 park benches at Betty Phillips Park located at 3300 SE Irvingham. This project provides more seating for family picnics in the park.

Highland Acres NIA – Construction of ramp & curb and gutter improvements on SE 35th between Burr Avenue and Highland Avenue. This project provides better pedestrian travel and safety along with being ADA compliant for the disabled.

Historic North Topeka East NIA – Landscape of 40 trees in Garfield Park and along the walking trail. This project provides beautification in the park and will provide shade for those walkers on the trail once the trees mature.

North Topeka West NIA – Curb and gutter improvement project both sidewalks of NW Morse Street from Tyler to Eugene. This project improves the aesthetics in the neighborhood and will be a benefit to the community.

North Topeka West NIA – Construct a new curb and gutter on the east side of NW Tyler Street between NW Morse Street and NW Gordon Street. This project will improve the aesthetics in the neighborhood and will be a benefit to the community.
Oakland NIA – Installation of 20"x20" open-air shelter with concrete walks, 2 benches and 6 trees. This project adds more amenities to Santa Fe Park for those who visit and play at the park.

Ward Meade NIA – Installation of five enhanced crosswalks in the SW Washburn Avenue and SW 5th Street area. This project benefits pedestrian accessibility in the area and will be a positive enhancement to the neighborhood.

Ward Meade NIA – Installation of a bike rack for Old Prairie Town, 124 NW Clay. This project allows patrons of Old Prairie Town at Ward Meade Park to safely lock up their bicycles while they enjoy all of the amenities of Ward Meade Park.

The City facilitated two “Takeover-Makeover” Low and Moderate-Income neighborhood clean-up weekends. The clean-up weekends provide an opportunity for coordination of efforts between the Department of Housing and Neighborhood Development, Public Works, City staff, and Shawnee County Refuse Department.

C. **Create Economic Opportunities**

Social Service and Homeless organizations provide employee training to the unemployed and daycare to the working Very Low –Income Topeka households.

For the 2014 Program, Year Topeka identified the following objective:

**Objective:** Support Economic Development

**Assessment**

The City successfully addressed this priority.

Topeka Youth Project “Job for Young Adults” prepared 164 young adults to enter the job market.

Topeka Day Care provided child care to 94 Low and Moderate-Income households, enabling them to maintain employment.

Kansas Legal Service “T-Map” program assisted 56 homeless households for a total of 79 individuals with Essential Services and Homeless Prevention activities – rent and utility assistance. The participants also learned social and job skills to acquire and keep employment.

Doorstep provided rental assistance for 55 households totaling 171 individuals to help them remain in their homes, avoiding homelessness.

D. **Homelessness Priorities/Activities**

The Homeless Task Force (HTF) is a collaboration of organizations, businesses and community individuals dedicated to ending chronic homelessness and the various problems associated with homelessness. The Continuum of Care, written by the HTF, aids the City and community service providers in their collective efforts to provide emergency shelter, renovate
existing facilities, expand permanent housing options, provide essential services, finance shelter maintenance and operating costs, and sponsor homeless prevention initiatives.

A point-in-time survey of homeless individuals was conducted in January of 2014 to determine this population’s needs and identify services to help them become self-sufficient.

The Homeless Task Force has established a ten year plan to end homeless and move families and individuals to permanent housing. This local initiative involves creating new permanent housing beds, increasing the number of homeless persons remaining housed longer than six months, increasing the number of homeless persons becoming employed and maintaining a functional database to track the homeless problem in Topeka.

The HTF maintained representation on both the public and private sector. Key members of the Homeless Task Force include:

- City of Topeka – Shelter Plus Care Program
- Cornerstone of Topeka – Transitional and Affordable Housing
- Community Action, Inc.
- Community Resource Council – Homeless Management Information System
- Kansas Legal Service – Topeka Moving Ahead Program
- Housing and Credit Counseling
- Valeo Behavioral Health Care – Adults with Mental Illness
- Kansas Department of Corrections
- Breakthrough House – Adults with Mental Illness
- Topeka AIDS Project
- Topeka Housing Authority
- Topeka Rescue Mission – Homeless Shelter
- Veterans Administration
- SRS – State Welfare
- Family Service & Guidance Center

The Homeless Task Force has brought substantial revenue to this community. In 2014, the HTF received $1,795,632 from Housing and Urban Development.

E. Other Priorities

Ad valorem tax rebates proposed through the Neighborhood Revitalization Act (NRA) support job retention and expansion, as well as encourage businesses to locate in the community development target areas.

Assessment

The NRA encourages investment in the target areas. The City’s Planning Department administers this program and has made positive efforts to improve the effectiveness of this program.
F. Analysis of Impediments to Fair Housing Choice

In 2012, the City of Topeka completed an update to the Analysis of the Impediments of Fair Housing Choice. This analysis revealed the following major impediments to fair housing choice:

- Generally poor condition of area housing
- Discriminatory actions by landlords
- Real estate rental policies and practices

The following strategies were identified as the most effective in overcoming identified impediments to fair housing choices:

- Public education
- Landlord training
- Increase accessible housing units

In May 2010, the City of Topeka’s Housing & Neighborhood Development Department conducted a community needs survey mailed in each water bill, part of which pertains to “Impediments to Fair Housing”. The survey results were used to assess future areas of need for education and enforcement, as part of the AI update.

Actions taken to address impediments to fair housing include the following:

- The City’s on-going Pre-purchase Homeownership (counseling, monitoring, and educational classes) are provided by Housing and Credit Counseling, Inc. (HCCI). HCCI provided home ownership counseling and home buying classes to both LMI and City-wide households. In PY2014, there were a total of 913 homeownership inquiries, short-term counsels, cases opened and 166 education participants. In 2014, 7 became homeowners with an additional 1 potential homebuyer under contract and 3 potential homebuyers looking for homes. 4 potential homebuyers had cases open at the ending of PY2014.

- The City’s on-going Landlord-Tenant Services (counseling, monitoring and education) are provided by HCCI. Fair Housing is addressed with a full chapter in the Kansas Tenants Handbook and the Kansas Landlords Handbook, as well as the Fair Housing Application and Screening Booklet. These handbooks are available in print and on HCCI’s web site at www.hcci-ks.org. In addition, the Kansas Tenant Handbook is also available in Braille. HCCI staff includes a bilingual English and Spanish speaking counselor.

- In PY2014, 2,179 persons utilized these Landlord-Tenant Services with 1,218 tenants and landlords in Topeka alone. 22,056 people visited the Tenant/Landlord section of HCCI’s website.

- In addition, 257 Topeka residents attended 16 Rental and Fair Housing Seminars hosted by HCCI held at strategic locations within the City of Topeka. Locations include Safe Streets – Safe Property Management, Family Service and Guidance Center, Shawnee County Department of Corrections, Topeka Moving Ahead Program, Hope House for Veterans, Let’s

- HCCI was requested to conduct Fair Housing information booths and/or trainings at the Kansas Housing Resource Corporation (KHRC) State Housing Conference, the National Association of Housing and Redevelopment (NAHRO) Kansas Conferences, Rural Rental Housing Association of Kansas (RRHAK) Conference and other statewide locations with a total of 114 in attendance.

- HCCI publishes a “Stop Sign” Fair Housing poster in English and Spanish which was distributed at the statewide conferences to professionals, property managers, landlords and targeted social service agencies for public posting.

- HCCI regularly attends the Shawnee County Landlord Association and Topeka Apartment Council meetings and responds to questions about Fair Housing and rental rights and responsibilities.

- The City's housing programs address housing conditions of LMI homeowners with various programs. The City completed 53 Emergency Rehabilitation projects for low-income homeowner-occupants facing safety and health issues, such as heat, electrical, plumbing and sewer failures. This program allows very poor homeowners to stay in their homes and the houses to remain habitable. The Major Rehabilitation projects did 5 substantial renovations on LMI owner-occupied homes in City targeted areas. With the assistance of the Kansas Department of Corrections Female Inmates Affordable Housing Program, 5 vacant properties were rehabilitated for a non-profit agency, which will provide affordable housing for homeless families. The Topeka Opportunity To Own (TOTO) Program enabled 9 LMI households to purchase homes in the PY2014.

G. Affordable Housing

During the period January 1, 2014, through December 31, 2014, the Department of Housing and Neighborhood Development and the community as a whole, addressed affordable housing challenges and opportunities. Examples of these activities follow:

- Identification of housing needs
- Identification of resources to meet these needs
- Designed programs to match needs and resources
- Identified and organized needed partners and partnerships
- Developed staff initiatives and performance measures
- Provided staff training as needed
- Developed and implemented a marketing strategy for programs
- Implemented new programs and expand existing programs

Assessment

The City feels the Affordable Housing Program has been stabilized. The City faced the unique challenge of redirecting its focus to improve accountability, stability and professionalism
during the program year. Because of the focus redirection, more innovation will take place enhancing leveraging and developing noticeable impacts on Low and Moderate-Income neighborhoods.

H. Continuum of Care

SEE the Homelessness Priorities/Activities section above and Attachment 1.

I. Leveraging Resources

The City of Topeka allocated $100,000 in local Capital Improvement Program (CIP) Funds to supplement and match the funds received from HUD. In 2014, the TOTO Homebuyer Program was awarded a $139,500 grant from the Federal Home Loan Bank to pay closing cost for program participants. In addition, local lending institutions provide conventional loans that make possible the Infill Housing project and the Topeka Opportunity To Own (TOTO) first time homebuyer program. (SEE the Match Report in the Annual Performance Reports for the HOME and Emergency Shelter Grant Programs for a more detailed account of how match requirements were met.)

PY2014 was the ninth year of an annual allocation of $1,400,000 in Public Works City CIP Funds for Neighborhood Infrastructure improvements to address the needs of Low and Moderate-Income Target Areas. These City infrastructure improvement funds are the backbone of the Stages Of Resource Targeting (SORT) program, which was finalized and implemented in PY2005. A combination of alleys, sidewalks, curb and gutter, mill and overlay, driveway approaches and/or park improvements were furnished to four City of Topeka past (PY2013) and present (PY2014) SORT areas.

Assessment

The City generates substantially more HOME match dollars than required. The City has set the goal to “position itself to partner with the private sector to better leverage resources.”

J. Citizen comments

The Metro Planning Department used a citizen-based committee and conducted focus group meetings as part of its on-going effort to develop the Neighborhood Element of the City’s Comprehensive Plan.

The City published public notices in the Topeka Metro News and the Topeka Capital Journal; held two needs assessments and public comment hearings during the preparation of the City’s annual Consolidated Action Plan. Additionally, the City meets and solicits input from the Citizens Advisory Council to discuss the Consolidated Action Plan and budget prior to City Council Public Hearing and budget approval process.

A public notice regarding the City of Topeka’s 2014 Consolidated Action Plan was published
in the *Topeka Metro News*, the City’s official newspaper and the *Topeka Capital Journal*.

A public notice regarding the City of Topeka’s 2014 Consolidated Annual Performance and Evaluation Report was published in the *Topeka Metro News*, the City’s official newspaper.

**Assessment**

No comments were received.

**K. Certification Assessment**

The City of Topeka completed all required steps and actions relating to the development of its 2011-2015 Consolidated Plan and the 2014 Consolidated Action Plan for Housing and Community Development.

**Assessment**

The City has sought to mobilize a broad range of non-federal resources and has actively supported funding applications of other agencies and organizations, where applicable, as indicated in the Plan. The City of Topeka is using all reasonable means to complete planned activities.

**L. Change of Program Objectives**

HND amended the 2013 Consolidated Action Plan by allocating $150,000 of uncommitted Community Development Block Grant funds to be spent on a demolition program for properties ordered demolished through the Code Enforcement division. In 2014, there were no uncommitted funds available to use for demolition activities. In 2015, HND plans to commit any unexpended funds towards demolitions activities.

**M. Self-Evaluation**

Throughout the entire PY2014, the City of Topeka developed an informal customer service evaluation of its community development programs.

**Assessment**

The City, working with ICF in PY2005, has initiated procedural changes for more efficient program delivery. The procedures link budget performance measure to individual job descriptions. These processes were also refined through a survey, requesting input on procedures, to the City’s sub-recipients. Newer Federal regulations and inter-agency agreements, such as Lead Paint and historic preservation, are also being implemented. This increases the amount of time necessary for staff to accomplish the same results.

During the PY2014, the following actions were continued to help increase efficiency and effectiveness:
• The continued enhancement of the inspection process with the implementation of a housing specification and estimating writing software is on-going
• The RFP process continues to minimize ineligible use of funds
• A tracking system for programmatic inquiries was maintained
• The environmental review process that was established continues to be used
• Managerial and operational technical assistance recommendations were implemented
• Survey was developed to assess customer satisfaction

The approval of the 2011-2015 Consolidated Plan represented a major accomplishment that highlights the coordination of local development efforts. The plan also provided accomplishment goals that can be tracked for performance.

III. CDBG ENTITLEMENT FUNDS NARRATIVE

A. Community Development Block Grant (CDBG) Program Activities

The CDBG Program was used as the primary resource to meet the goals set out in the Consolidated Plan. **92.00%** of CDBG funds were spent to benefit Low and Moderate-Income persons and substantial CDBG resources were directed toward households with incomes at or below 80% of the area median. (This includes funds used to support Major Rehab, Emergency Repair, Exterior Rehabilitation, and Accessibility Improvement Programs).

**Assessment**

CDBG funds were used to carry out the priorities, needs, goals, and specific objectives identified in the Consolidated Plan. Funds were distributed among the different categories of housing needs as identified in the Consolidated Plan.

The City of Topeka was prudent and responsible in fulfilling its Consolidated Plan related management obligations. The City sought and mobilized other resources. The City supported all requests for letters of support for state and federal funding submitted by local groups and organizations. The City provided requested certifications of consistency with HUD program objectives in a fair and impartial manner, approving all such requests for certification. The City did not hinder implementation of the PY2014 Consolidated Plan by action or willful inaction.

Funds were used exclusively for two of the three national objectives and the City complied with the overall benefit certification.

No activities were undertaken that involved demolition of occupied dwellings. No displacement occurred from any activities involving the rehabilitation of occupied dwellings. SEE the City’s Displacement Narrative in Attachment 2.

No activities were undertaken during the program year that served HUD designated “presumed limited clientele low and moderate-income benefit” categories.

The City properly accounted for and spent the program income generated through loan
repayments.

The City does not have a HUD approved neighborhood revitalization strategy. The City has established a Comprehensive Neighborhood Strategy.

IV. HOME FUNDS NARRATIVE

A. Activities

HOME funds were distributed among the different categories of housing needs as identified in the Consolidated Plan. The City used HOME funds for rental housing (Cornerstone), Major Rehabilitation of vacant housing unit to be rented by Low and Moderate-Income City residents, Major Rehabilitation of owner occupied housing units, Infill new construction of affordable housing units, first-time homebuyers (TOTO Program), and Tenant Based Rental Assistance (Shelter Plus Care Program). The City did not receive ADDI funds for the PY2014.

HOME funds in PY2014 were responsible for 1 CHDO assisted rental housing units undergoing rehabilitation, 6 CHDO new construction rental housing units, 10 first-time homebuyer units, 1 infill housing units, 7 major rehabilitation homeowner units, and deposits for tenant based rental assistance units.

The City’s Program Year is January 1st through December 31st. The HOME Match Report is based upon the Federal Fiscal year of November 1st through October 31st (Attachment 3).

See Part III of HUD Form-4107 for contracts with Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) (Attachment 4).

HND continued the implementation of the inspection schedule of the HOME funded rental portfolio. Rental Properties slated for site review were inspected and tenant income monitoring was completed. SEE the City’s Home Monitoring Report in Attachment 5.

Assessment

The City used the IDIS system’s Status of HOME Activities Report (CO4PR22) and the Drawdown Report by Voucher Number (CO4PR07) to determine the amount committed to HOME activities and total HOME funds disbursed from January 1 through December 31, 2014.

Neighborhood Marketing

The success of homeownership program activities is dependent on the strength of communication within neighborhood networks. Since most affordable housing units are located in CDBG targeted areas and potential limited income buyers are also most likely to reside in these neighborhoods, the neighborhood is the focal point for connecting buyers with homes. Strong leadership by neighborhood-based organizations is essential as are efforts to develop neighborhood pride. Fostering person-to-person communication within the neighborhood is a key element in identifying potential buyers as well as "bargain" houses available for purchase. A significant portion of CDBG funds was committed to neighborhood improvement activities and projects.
Realtor Networking

While the primary marketing was done through neighborhood-based organizations, local realtors also contributed to this effort using standard multiple list tools and marketing tactics. All or most TOTO Program homes were purchased through local real estate professionals. Through an RFP process, a local real estate firm was awarded a contract to market the entire City's In-Fill project newly constructed homes.

City Advertisement

The City utilized its government access cable TV channel, water bill inserts and internal and external e-mail to market HND housing programs and to promote fair housing and equal opportunity principles. The Mayor or Public Affairs have used his weekly press conference or provided public information for this purpose, ads were placed in local newspapers, and news releases were issued when necessary.

Outreach to Minority and Women Owned Businesses.

It is the responsibility of the Interim Director of the Department of Housing and Neighborhood Development (HND) to monitor, encourage, and support activities that ensure MBE and WBE contracting and subcontracting. This included the following efforts:

- The City advertised in the "Topeka Capital Journal", Employment Opportunities Section, and also the minority owned newspaper "Kansas City Globe", Topeka Section, for construction contractors.
- In conjunction with the City’s Contract and Procurement Division, HND updated and used a directory of bona fide MBE and WBE bidders.
- HND maintained data regarding MBE and WBE participation in their contracts and subcontracts.

Affirmative marketing efforts were directed toward persons least likely to apply for financing for "affordable" single-family homes. In addition to utilizing conventional media for advertising, neighborhood associations and non-profit organizations were contacted and asked to provide marketing assistance. These organizations included, but were not limited to, the following:

- Community Housing Resource Board of Topeka, Inc.
- Housing and Credit Counseling, Inc.
- Topeka Board of Realtors
- The Topeka Housing Authority
- Neighborhood Improvement Associations, which include:
  - Central Highland Park
  - East Topeka North
  - Jefferson Square
  - North Topeka East
  - Monroe
  - Historic Holliday Park
  - Valley Park
  - Chesney Park
  - East Topeka South
  - Oakland
  - North Topeka West
  - Tennessee Town
  - Quinton Heights-Steele
  - Highland Acres
  - East End
  - Hi-Crest
  - Historic Old Town
  - Ward-Meade
  - Likins-Foster
  - Central Park

The City encourages the participation of MBE and WBE in all federally funded contracts and requires all contractors and sub-contractors receiving federal funds comply with Section 3 requirements.
The purpose is to take affirmative steps to assure that small and minority businesses and women's business enterprises are utilized whenever possible as a source of supplies, equipment, construction, and services. These affirmative steps will include the following:

- The inclusion of qualified small and minority businesses and women's business enterprises on solicitation lists, solicitation of bidding for professional service or rehabilitation contracts.
- Assurances that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.

If any subcontracts are to be let, the prime contractor is required to take the affirmative steps noted above.

The City requires all recipients/subrecipients with construction/rehabilitation projects to provide documentation of their efforts taken to hire minorities or women owned businesses. The City has a marketing and application process for all contractors interested in working with the rehabilitation programs. This process resulted in a list which includes women and minority based businesses. Homeowners are given the option of selecting a contractor from the list or selecting their own contractor.

HND co-sponsored Lead Base-Paint Training for contractors this past July in an effort to get new HND contractors, including Minority and Women Owned Businesses. Also during the past year, HND met with KDHE approved contractors to discuss those contractors working for Topeka/HND, one of which is minority owned business, who has applied to be on HND’s contractor list.

V. HOPWA FUNDS NARRATIVE

The City of Topeka did not receive HOPWA funds.

VI. HESG FUNDS NARRATIVE OF 2014 ACTIVITY

**PY2014 HESG Program Funding Allocation Process**

Rachelle Vega-Retana, HND Accounting Specialist II, began the process with a Request for Proposal. The five applications were reviewed and assessed against the desired program criteria and eligible activities for PY2014 funds. All agencies who received funding have demonstrated success with ongoing homeless assistance programs in previous years.

Three eligible HESG categories of services in the City of Topeka 2014 Consolidated Plan were provided by five agencies in PY2014. The three eligible categories of services provided by these agencies are summarized as follows.

Funding levels, expenditures, match and match source are summarized in Table 3 for PY2014.
## Table 3

<table>
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<tr>
<th>Agency</th>
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<th>Funds Spent</th>
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<td>CDBG Funds *</td>
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## PY2014contracts

### Homeless Prevention (HP)
- Catholic Charities: $13,495 will be used to assist family’s rental arrears and utility disconnects to prevent them from becoming homeless.
- Community Action: $18,905 will be used for salaries of staff who assist individuals and families to obtain permanent housing, employment counseling, and to obtain other financial assistance and resources. Also, HP assistance will be used for rental evictions and utility disconnects.
- Doorstep: $20,905 will be used to assist families with children and adult couples with rental arrears that prevents them from becoming homeless.

### Shelter
- YWCA-Center for Safety and Empowerment: $42,000 will be used for shelter utilities, telephone, supplies, maintenance items and repairs, internet service, and prescriptions and medical supplies for those clients residing in the shelter.

### Rapid Rehousing
- Catholic Charities: $13,334 will be used to assist families who are experiencing homelessness with rental and utility deposits and 1st month’s.
- Community Action: $9,333 will be used for relocation – short term rental and utility assistance for families living in shelters or in places not meant for human habitation.
- Doorstep: $7,333 will be used for short-term rental assistance for families living in shelters or
in places not meant for human habitation.

**Administration**
- City of Topeka: $10,160 was used for staff salary to administer the HESG projects.

**Assessment**
All HESG sub-recipients were monitored by day to day contact with agencies by phone and e-mail. All financial and demographic reports were pulled from HMIS – MAACLink for evaluation of the program for PY2014.

All programs are monitored using the assessment tool developed by the Monitoring and Compliance Committee under the Continuum of Care.

**Program Results –HESG**
Funding levels, expenditures, match and match source are summarized in Table 3 for PY2013.

<table>
<thead>
<tr>
<th>Agency</th>
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<td>CDBG Funds *</td>
</tr>
</tbody>
</table>

**PY2013CONTRACTS**

**Homeless Prevention**
- Community Action: $25,250 - was and will be used for salaries of staff that assist clients to obtain other financial assistance and resources and for rent, utility deposits, evictions, and utility disconnects.
- Doorstep: $25,250 - was used to assist single and two parent families with children with rent and/or deposits and places clients in a home or prevents them from becoming homeless.

**Rapid Rehousing**
- Community Action: $11,992 was and will be used for relocation – short term rental and utility assistance for families living in shelters or in places not meant for human habitation.
- Doorstep: $5,508 will be used for short-term rental assistance for families living in shelters or in places not meant for human habitation.

**Shelter**
- YWCA-Center for Safety and Empowerment: $24,274.23 will be used for shelter utilities, telephone, supplies and maintenance items or repairs, internet service and staff salaries.

**Administration**
- City of Topeka: $8,796 was used for staff salary to administer the HESG projects.

**Assessment** All Hearth Emergency Solutions Grant subrecipients were monitored by day to day contact with agencies by phone and e-mail. Financial and demographic reports were submitted quarterly for evaluation of the program for PY2013.

**Program Results – HESG**
Funding levels, expenditures, match and match source are summarized in Table 3 for PY2012

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount Awarded</th>
<th>Funds Spent</th>
<th>Match Generated</th>
<th>Match Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Action</td>
<td>$38,667</td>
<td>38,667</td>
<td>38,667</td>
<td>CSBG, Shawnee Co Service for Elderly, United Way</td>
</tr>
<tr>
<td>Doorstep</td>
<td>$38,667</td>
<td>38,667</td>
<td>38,667</td>
<td>Conkling-Hussey Charitable Trust</td>
</tr>
<tr>
<td>Kansas Legal Service</td>
<td>$30,046</td>
<td>30,046</td>
<td>30,046</td>
<td>Independence Charitable Trust</td>
</tr>
<tr>
<td>The Salvation Army</td>
<td>$12,000</td>
<td>7623,38</td>
<td>7623,38</td>
<td>United Way, Emergency Food &amp; Shelter Grant</td>
</tr>
<tr>
<td>YWCA – Center for Safety and Empowerment</td>
<td>$25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>United Way funds</td>
</tr>
<tr>
<td>Administration</td>
<td>$11,707</td>
<td>11,707</td>
<td>11.707</td>
<td>CDBG Funds *</td>
</tr>
</tbody>
</table>

**PY2012 CONTRACTS**

**Homeless Prevention**
- Community Action: $38,677 was used for salaries of staff that assist clients to obtain other financial assistance and resources and for rent, utility deposits, evictions, and utility disconnects.
• Kansas Legal Services: $10,046 was used for emergency medical and dental care and medications, IDs, birth certificates, licenses and work-related expenses for clients involved with the T-Map Program.
• Doorstep: $38,677 was used to assist single and two parent families with children with rent and/or deposits and places clients in a home or prevents them from becoming homeless.
• The Salvation Army: $12,000 was used for rent and utility deposits, evictions, and utility disconnects.

Shelter
• YWCA-Center for Safety and Empowerment: $25,000 was used for shelter utilities, telephone, supplies and maintenance items or repairs, internet service and staff salaries.
• Kansas Legal Services: $20,000 was used for transportation, medical and dental care and prescriptions, IDs, birth certificates, licenses and work-related clothing and shoes for clients involved with the T-Map Program.

Administration
• City of Topeka: $11,707 was used for staff salary to administer the HESG projects.

Assessment
All Hearth Emergency Solutions Grant subrecipients were monitored by day to day contact with agencies by phone and e-mail. Financial and demographic reports were submitted quarterly for evaluation of the program for PY2012.

VII. PUBLIC PARTICIPATION

A. Activities

The City of Topeka followed applicable public participation requirements.

Assessment
The City receives regular and reasonable public input for its planning and program design efforts. Because the City has addressed accountability, stability, and professionalism, the public input has been better focused on addressing neighborhood challenges. Public comments were utilized to finalize the 2014 Consolidated Action Plan. Program delivery details were modified to improve efficiency with direct input from the public through public meetings and surveys. Technical assistance, provided to neighborhood organizations, is an example of the City’s response to public input.

VIII. GENERAL REQUIREMENTS, OTHER ACTIONS

A. Address Obstacle to Meeting Underserved Needs
The City of Topeka offers a variety of policies and programs to address the needs of low and extremely-low income households, including persons with disabilities. Such programs include housing rehabilitation, emergency repairs, accessibility improvements, affordable rental development, zoning to maintain the fabric of our neighborhoods, emergency shelters and homeless assistance; all for historically underserved populations and/or areas.

B. Public Housing and Resident Initiatives
The Topeka Housing Authority (THA) manages all public housing within the City limits. The City continues to support the efforts of THA by working with the housing authority on any projects of joint concern. The City and THA continue to look for ways to partner. Additionally, the City has been very supportive of the new THA development, ECHO Ridge, which created 64 new public housing units, incorporating substantial “green” features.

C. Lead Based Paint Reduction Strategy
The City continues to work to reduce the number of lead hazard homes in the City by complying with the HUD lead-based paint regulations implementing Title X of the Housing and Community Development Act of 1992. The requirements identify the appropriate type of activity to control lead paint hazards, regardless of funding source. The $25,000 abatement threshold in Title X has not been adjusted since it was established, while construction/rehabilitation costs have escalated. This precludes a number of homes from being rehabilitated because abatement costs make it financially infeasible. The City is also assisting the Kansas Department of Health & Environment with the promotion of its grant program to address lead hazards.

D. Anti-Poverty Strategy
The City continues to support the efforts of existing agencies to prevent poverty, such as Breakthrough House, Community Action, Cornerstone, Doorstep, and Big Brothers/Big Sisters, as well as the various other social service agencies funded through City General Funds. The City is also an active member of the Topeka/Shawnee County Homeless Coalition and provides funding to support the efforts of our homeless assistance providers to end homelessness.

Additionally, the City continues to offer programs to Topeka’s Stages of Resource Targeting and other affordable housing and housing preservation activities, for very low to moderate income households. One of the key cornerstones in our efforts is to enhance individual wealth as well as community wealth.