City of Topeka
Department of Neigbhrohood Relations
Consolidated Annual Performance Report (CAPER) – 2016

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

City of Topeka

2016 Consolidated Annual Performance Report

Executive Summary

The City of Topeka's Department of Neighborhood Relations is responsible for administering the Community Development Block Grant, HOME Investment Partnership Grant and the Emergency Solutions Grant. This involves facilitating program implementation, monitoring project activities and outcomes, and ensuring compliance with the Department of Housing and Urban Development (HUD) requirements as well as, fair housing, affirmative action, Davis-Bacon and environmental reviews regulations.

The Consolidated Annual Performance and Evaluation Report (CAPER) is a report mandated for all communities that receive entitlement funds from HUD. The CAPER covers the period from January 1, 2016 – December 31, 2016 and reports on the City's success in using funds to meet the housing goals. The CAPER evaluates the City's overall progress in carrying out priorities of assistance identified in the 2016-2020 Consolidated Action Plan and 2016 Annual Action Plan.

The City of Topeka is accepting comments on the draft FY2016 Consolidated Annual Performance and Evaluation Report.

The draft report is available for comment beginning on Monday, March 13, 2017 through Tuesday, March 28, 2017. You may access the CAPER on the City website at www.topeka.org or viewed at the City of Topeka, Department of Neighborhood Relations, 620 SE Madison, 1st Floor, Topeka, Kansas.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)
This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Community Development Block Grant, HOME Investment Partnership, Continuum of Care and Emergency Solutions Grant funds are the only federal funding sources the City receives to accomplish the goals and objectives outlined in the Consolidated Action Plan. CDBG funding is tailored to meet the highest need priorities and general funds money is leveraged for match and to fill the gaps.

Overall the City remains on target for meeting the goals and objectives of the Consolidated Action Plan. The City utilizes its program income to further enhance us reaching our goals.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)
Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Accessibility Modifications	Affordable Housing Homeless	CDBG: $	Rental units rehabilitated	Household Housing Unit	80	13	16.25%	16	13	81.25%
Accessibility Modifications	Affordable Housing Homeless	CDBG: $	Homeowner Housing Rehabilitated	Household Housing Unit	80	24	30.00%	16	24	150.00%

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

Accessibility Modifications	Affordable Housing Homeless	CDBG: $	Homelessness Prevention	Persons Assisted	0	0	N/A	0	0	N/A
Administration for CDBG	Affordable Housing	CDBG: $	Other	Other	5	1	20.00%	1	1	100%
Administration for Shelter Plus Care	Homeless	General Fund: $	Other	Other	5	1	20.00%	1	1	100%
Anti-Blight Activities	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	85000	17816	20.96%	18000	17816	98.98%
Anti-Blight Activities	Non-Housing Community Development	CDBG: $	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	85000	17816	20.96%	18000	17816	98.98%
CHDO Housing Devleopment	Affordable Housing	HOME: $	Rental units constructed	Household Housing Unit	6	4	66.67%	4	4	100%
CHDO Operating Subsidy	Affordable Housing	HOME: $	Other	Other	5	1	20.00%	1	1	100%
Emergency Rehabilitation	Affordable Housing Homeless	CDBG: $	Rental units rehabilitated	Household Housing Unit	0	0	N/A	0	0	N/A

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Emergency Rehabilitation	Affordable Housing Homeless	CDBG: $	Homeowner Housing Rehabilitated	Household Housing Unit	310	47	15.16%	35	47	134.29%
Emergency Solutions Grant	Homeless	ESG: $	Homelessness Prevention	Persons Assisted	350	73	20.86%	75	73	97.3%
Empowerment Projects	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	N/A	0	0	N/A
Empowerment Projects	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	27500	5378	19.56%	5500	5378	97.78%
Exterior Rehabilitation	Affordable Housing	CDBG: $ / General Fund: $	Rental units rehabilitated	Household Housing Unit	25	5	20.00%	8	5	62.50%
HOME Administration	Affordable Housing	HOME: $	Other	Other	5	1	20.00%	1	1	100%
Homeownership	Affordable Housing	CDBG: $ / HOME: $	Homeowner Housing Rehabilitated	Household Housing Unit	50	5	10.00%	8	5	62.50%
Homeownership	Affordable Housing	CDBG: $ / HOME: $	Direct Financial Assistance to Homebuyers	Households Assisted	0	0	N/A	0	0	N/A

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Homeownership Counseling	Affordable Housing	CDBG: $ / General Fund: $	Homeowner Housing Added	Household Housing Unit	0	0	N/A	0	0	N/A
Homeownership Counseling	Affordable Housing	CDBG: $ / General Fund: $	Direct Financial Assistance to Homebuyers	Households Assisted	0	1	N/A	0	1	N/A
Homeownership Counseling	Affordable Housing	CDBG: $ / General Fund: $	Homelessness Prevention	Persons Assisted	1010	212	20.99%	150	212	141.33%
Infill Housing	Affordable Housing	CDBG: $ / HOME: $	Homeowner Housing Added	Household Housing Unit	5	1	20.00%	1	1	100.00%
Inmate Program	Affordable Housing	CDBG: $	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	85000	17816	20.96%	17000	17816	104.80%
Major Rehabilitation	Affordable Housing	CDBG: $ / HOME: $ / General Fund: $	Homeowner Housing Rehabilitated	Household Housing Unit	25	4	16.00%	10	4	40.00%
NIA Support	Non-Housing Community Development	CDBG: $	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	85000	17816	20.96%	18000	17816	98.98%
Program Delivery	Affordable Housing	CDBG: $	Other	Other	5	1	20.00%	1	1	100%

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Shelter Plus Care	Homeless	HOME: $35791 / Competitive McKinney-Vento Homeless Assistance Act: $	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1500	306	20.40%	350	306	87.4%
Shelter Plus Care	Homeless	HOME: $35791 / Competitive McKinney-Vento Homeless Assistance Act: $	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	150	23	15.33%	45	23	51.11%
Social Service Grants	Affordable Housing	CDBG: $ / ESG: $149571 / General Fund: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	N/A	0	0	N/A
Social Service Grants	Affordable Housing	CDBG: $ / ESG: $149571 / General Fund: $	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	2000	369	18.45%	75	73	97.33%

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

SORT Infrastructure	Infrastructure Activities	General Fund: $	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	20000	0	0.00%	5000	3504	70.08%
Tenant Based Rental Assistance	Homeless	HOME: $	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0	N/A	0	0	N/A
Voluntary Demolition	Non-Housing Community Development	CDBG: $	Buildings Demolished	Buildings	20	9	45.00%	4	9	225.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During the 2016 program year, the City addressed the high priority needs identified in the Consolidated Action Plan. Programs that assisted low income households include; major rehabilitation, exterior rehabilitation, emergency program and accessibility programs. These programs are

primarily funded with Community Development Block Grant funds.

In addition, some resources were spent on homeless housing and support services for low/moderate income households. These services included assisting people with special needs. These resources were distributed in areas where the percentage of low/moderate income persons is above 51% and the there is no evidence of ethnic or minority concentrations base of Census data.

Recognizing that there are limited resources available to the City, the City actively supported efforts by community partners such as our Community Housing Development Organizations, Topeka Habitat for Humanity and Cornerstone of Topeka. These two organizations have made considerable progress in developing or rehabilitating properties for low/moderate income households.

The City has provided Certification of Consistency with the Consolidated Action Plan to many other HUD funded programs to assist the community in reaching the goals in the plan.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME	ESG
White	127	65	84
Black or African American	65	24	35
Asian	3	0	1
American Indian or American Native	5	5	3
Native Hawaiian or Other Pacific Islander	0	0	0
Total	**200**	**94**	**123**
Hispanic	18	14	22
Not Hispanic	182	80	101

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Direct assistance was provided to 200 CDBG eligible households with 64% identifying as Caucasian and another 33% identifying as African American.

Direct assistance was provided to 94 HOME assisted households where 69% of the households were Caucasian and another 26% identified as African American.

The Emergency Solutions Grant data was collected from the Homeless Management Information System. Direct assistance was provided to 123 households who were low/moderate income. 68% were Caucasian and another 28% were African American.

In total, the number of households that received direct assistance is 417. Of the 417, households that identified as Caucasian totaled 276 or 66%, African American totaled 30% and Hispanic households were comprised of 54 or 13%.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		6,952,236	1,603,926
HOME		1,906,464	339,387
ESG		598,284	87,847

Table 3 - Resources Made Available

Narrative

The City made considerable progress in utilizing the funds provided by CDBG, HOME, and ESG. As you will see, the percentage of funds expended for ESG was less than CDBG and HOME. The ESG program had a sub-recipient that had a domestic violence shelter that could not use the funds until rehabilitation on the shelter was completed. Once the shelter was rehabilitated and in use, they began using the funds again. The City expects this number to be much higher in next years Consolidated Annual Performance Report.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
At-Risk Areas	30	29	City of Topeka limits
Intensive Care Areas	30	35	City of Topeka limits

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City utilizes the Neighborhood Health Map to identify the target areas. The health of the City is determined by assessing poverty, public safety, residential property values, homeownership and boarded up properties in the neighborhoods. The low/moderate income households live mostly in the intensive care and at-risk areas on the map. Additionally, the City has thorough requirements in the application process to ensure the allocation is benefiting specific low/moderate income households.

The maps are compared from year to year to look at both long and short term trends. Target areas for our Major and Exterior Rehabilitation programs tend to see a strong increase in property values shortly after the implementation of the Stages of Resource Targeting efforts.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Topeka has two significant sources of revenue from general fund money and private loans obtained by the Community Housing Development Organization. The city invests $100,000 annually as a match for the HOME program and another $20,000 to match the Continuum of Care- Shelter Plus Care program.

Additionally, the City works closely with our CHDO to assist efforts in developing and rehabilitating affordable housing. The CHDO will obtain private loans to help increase the potential of assisting more households.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	1,360,796
2. Match contributed during current Federal fiscal year	88,375
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,449,172
4. Match liability for current Federal fiscal year	100,000
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,349,172

Table 5 – Fiscal Year Summary - HOME Match Report

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	**Date of Contribution**	**Cash (non-Federal sources)**	**Foregone Taxes, Fees, Charges**	**Appraised Land/Real Property**	**Required Infrastructure**	**Site Preparation, Construction Materials, Donated labor**	**Bond Financing**	**Total Match**
1161 SW Mission Ave.	01/25/2016	0	0	0	0	21,600	0	59,600
1328 SW Harrison	02/10/2016	0	0	0	0	15,000	0	38,000
3446 SW Mayo Ave.	10/15/2015	0	0	0	0	14,160	0	73,760
517 SW Fillmore	10/15/2015	0	0	0	0	23,000	0	23,000
961 SW Jewell St.	01/22/2016	0	0	0	0	4,240	0	78,000

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period $	**Amount received during reporting period $**	**Total amount expended during reporting period $**	**Amount expended for TBRA $**	**Balance on hand at end of reporting period $**
44,881	182,717	339,387	42,064	111,790

Table 7 – Program Income

DRAFT

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	**Minority Business Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Contracts						
Dollar Amount	316,991	0	0	0	0	316,991
Number	44	1	0	1	0	42
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

	Total	**Women Business Enterprises**	**Male**
Contracts			
Dollar Amount	316,991	162,736	154,255
Number	43	3	40
Sub-Contracts			
Number	0	0	0
Dollar Amount	0	0	0

Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	**Minority Property Owners**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired	0	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

Households Displaced	**Total**	**Minority Property Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

DRAFT

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	330	339
Number of Non-Homeless households to be provided affordable housing units	15	31
Number of Special-Needs households to be provided affordable housing units	35	37
Total	**380**	**407**

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	330	339
Number of households supported through The Production of New Units	2	2
Number of households supported through Rehab of Existing Units	35	93
Number of households supported through Acquisition of Existing Units	0	0
Total	**367**	**434**

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

During 2016, 487 people experiencing homelessness were housed in affordable housing with our Shelter Plus Care program. Another 73 were prevented from becoming homeless by providing assistance for them to stay in their home. When prevention assistance is given, the City ensures that the home is affordable for the household composition. Thirty-seven people were assisted with accessibility modifications to their home for people with physical disabilities.

The number of households that received rental assistance through the Shelter Plus Care program is 339.

Cornerstone of Topeka is the City's Community Housing Development Organization. They constructed a duplex that provided two new units in our community. These units will assist people coming out of homelessness.

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

A total of 93 homes were assisted with various forms of rehabilitation. The Emergency, Accessibility, Major and Exterior Rehab programs all provide rehabilitation to homeowners and renters.

These numbers are consistent with our one year goals outlined in the table.

Discuss how these outcomes will impact future annual action plans.

The one-year outcomes are consistent with our five year strategic plan. The City will continue to serve the community with these programs in the future.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	63	5
Low-income	26	6
Moderate-income	0	0
Total	**89**	**11**

Table 13 – Number of Persons Served

Narrative Information

The Community Development Block Grant funded programs are the Emergency, Accessibility and Exterior Rehabilitation Programs. They totaled 89 households for 2016.

The HOME grant funded programs are Community Housing Development Organization activities, Major Rehabilitation, and the Topeka Opportunity to Own program. The total number served in these programs is 11.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

Many people who are homeless need intensive assistance in order to get back into housing and gain stability. Many times they suffer from mental illness, chronic substance abuse, or chronic physical illnesses. These disabilities can contribute to their homelessness.

The City works closely with the Topeka/Shawnee County Homeless Task Force, which consists of approximately 40 public and private agencies and organizations to address the full scope of housing and support services needed. Many street outreach teams attend this meeting to provide updates on the people they are encountering.

Each year in January the Homeless Task Force conducts a Point-in-Time (PIT) count of the homeless. The PIT count is only a snapshot of the population at that time. A survey is conducted on each individual to help assess the needs of various subpopulations. It also helps assess if we are making progress to end homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Topeka does not operate any emergency or transitional shelters for people who are

homeless. However, the main shelter for people who are homeless is the Topeka Rescue Mission. The City works closely with the mission to help address the needs of the guests staying there. The mission has been at full capacity and the City has provided a variance to allow more guests to stay there.

The Center for Safety and Empowerment has a shelter for families experiencing domestic violence. The City provides Emergency Solution Grant funds to help with the operations of the shelter.

Valeo Behavioral Health Care, Veterans Administration and Cornerstone of Topeka have transitional housing for homeless. Many times the people will exit transitional housing to another permanent housing program, such as Shelter Plus Care, Section 8 or public housing, and HUD VASH.

Emergency Solutions Grant and Community Development Block Grant funds are used to assist individuals with rapid re-housing, deposit and first month's rent. These funds help move people from emergency shelters or transitional housing into permanent housing.

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Topeka funds programs and services to assist vulnerable members of the community. These programs include assistance to seniors, youth, Veterans, people experiencing domestic violence and people with disabilities. Both ESG and CDBG funds are used to help in this area. The services provided range from employment readiness, education services, and emergency aid. The City recognizes the need for more assistance for person being discharged from publicly funded institutions and is committed to help address this issue in the years to come.

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 does not provide direct support services or case management. It relies heavily on the Homeless Task force and member agencies to provide the skills necessary to secure permanent housing, independent living, and prevent future homelessness.

The City of Topeka funds programs and services to assist vulnerable members of the community. These programs include assistance to seniors, youth, Veterans, people experiencing domestic violence and people with disabilities. Both ESG and CDBG funds are used to help in this area. The services provided range from employment readiness, education services, and emergency aid.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Topeka and the Topeka Housing Authority (THA) are partners in addressing the needs of public housing. THA compiles both annual and five year capital improvement plans. Currently THA receives an annual capital grant of approximately $800,000. These funds are used to directly update, improve, rehab and extend the useful life of our public housing portfolio. THA, Inc., the non-profit development partner of the Topeka Housing Authority, actively seeks funds to build new developments and to rehab the existing housing stock. THA has also made a very concerted effort to partner with great organizations to bring support and services into the neighborhoods to overcome the barrier of lack of transportation. This is evident with the Pine Ridge Partnership, the Deer Creek Training Center and the work taking place as part of the Neighborhood Opportunity for Wellness (N.O.W.) grant in partnership with the United Way of Greater Topeka.

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

The City of Topeka and the Topeka Housing Authority (THA) are partners in encouraging public housing residents to be involved and participate in homeownership. The THA encourages residents to be well informed and to interact with management as much as possible and to take an active role in being successful in their housing. All THA board meetings are open to the public and residents are encouraged to attend. THA keeps residents informed through bimonthly newsletters, public notices, direct mail, social media, tha.gov, and solicits comment from our residents anytime there is a proposed rule change. Through THA's procurement policy, respondents are encouraged and extra points are awarded to respondents that offer section 3 participation.

Actions taken to provide assistance to troubled PHAs

The Topeka Housing Authority is not designated as troubled.

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The analysis of barriers to affordable housing does not identify regulations or policies that inhibit the development of affordable housing. The City will continue to encourage the development of affordable housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Topeka's greatest obstacle to meeting the needs of the underserved is the elimination and lack of funding available. The recent decline in funding affects the City's ability to assist with the necessary services that the underserved population needs in order to become self-sufficient. The City contracted with a number of service providers during 2016 with the HUD entitlement funds to help the underserved population. Services provided by these providers include: public service activities, transportation services, employment training, child care services, health services, rehabilitation to prevent homelessness, shelter, rapid-rehousing and down payment assistance.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Topeka trains all staff to become lead risk-assessors. All contractors are certified with the Kansas Department of Health and Environment as a lead activity firm. Lead risk assessments are completed before any work is done on a home build prior to 1978. Upon completion of the job, a clearance is done to ensure no safely hazards exist.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Poverty is multi-faceted. Among some of the causes are disabilities, mental illness, lack of education, and substance abuse problems. The City has continued to forge relationships with both private and public organizations that share our goal to end poverty and improve the quality of life for our constituents. The following actions were taken to achieve the HUD anti-poverty goal:

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

- Public service agencies were funded with CDBG to help individuals gain self-sufficiency.
- Support the CHDOs, Topeka Habitat for Humanity and Cornerstone of Topeka, with HOME funds to help build new or rehabilitation homes that are affordable.
- Fund agencies with ESG funds to provide those experiencing homelessness with supportive and permanent housing.
- Rehabilitation was provided to owners to help with the cost of extensive home repair that could potentially displace them if not corrected.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

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 taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Topeka continues to have conversation with profit and non-profit organizations as well as, government agencies that serve low-income individuals some of which include:

- Homeless Task Force – provides assistance to people experiencing homelessness
- Local Non-Profits – provides rent assistance, employment training, child care, transportation, mental health, HIV/AIDS education and many more.
- Topeka Housing Authority – provides the community with Section 8, public housing and HUD VASH.
- Bankers – Assist with homeownership program to provide down payment assistance to low income homebuyers.
- Topeka Rescue Mission – provides emergency shelter.
- Center for Safety and Empowerment – provides emergency shelter for those experiencing domestic violence.

All of these partners combined help the City reach the goals of the Consolidated Action Plan

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City recognizes that lack of education regarding landlord/tenant rights as a barrier to fair housing. The City funds Housing and Credit Counseling (HCCI) which provides Landlord Tenant Services to over 1200 tenants and landlords this past year. Over 47,000 people visited the Tenant/Landlord section of their website for information. Over 360 residents attended the Rental and Fair Housing Seminars hosted by HCCI held in strategic locations to get more exposure to the entire community. HCCI also publishes a "Stop Sign" fair housing poster in both English and Spanish which was distributed at statewide conferences to professionals, property managers, landlords and targeted social service agencies for public posting.

DRAFT

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Outreach to Minority and Women Owned Businesses.

It is the responsibility of the City 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",* looking for qualified contractors.
- In conjunction with the City's Contract and Procurement Division, the City updated and used a directory of bona fide MBE and WBE bidders.

The City 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, Housing and Credit Counseling, Inc., Topeka Board of Realtors, The Topeka Housing Authority, and Neighborhood Improvement Associations.

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 subcontractors are to be utilized, the prime contractor is required to take the affirmative steps noted above.

Citizen Participation Plan 91.105(d); 91.115(d)

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City published a public notice in the ***Topeka Metro News*** upon completion of the Consolidated Annual Performance Report (CAPER). Additionally, the City meets and solicits input from the community for a minimum of 15 days before submission.

A public notice regarding the City of Topeka's 2016 Consolidated Annual Performance Report was published in the ***Topeka Metro News***, the City's official newspaper.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City does not have any changes to make to its objectives identified in the Consolidated Action Plan.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The following HOME funded rental housing projects were inspected during the program year:

SW 12th Street

10th and Bowell

11th and Clay Duplex

12th and Clay Street

34th and Adams

25th and Virginia

14th and NW Jackson

SW 15th Street

5th and Clay Duplex

5th and Fillmore 4-plex

7th and Vesper

All HOME funded units inspected passed inspection. Some had minor repairs but they were corrected within 30 days of initial inspection.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

Cornerstone of Topeka is our Community Housing Development Organization that receives HOME funds

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

for affordable housing. On a quarterly basis Cornerstone of Topeka staff review the marketing efforts to ensure that they are incorporating fair housing standards into marketing activities and if those efforts are making an impact on attracting those least likely to apply for housing. The quarterly newsletter is mailed to all tenants includes a section on fair housing standards. The Fair Housing Poster is prominently displayed in the Cornerstone leasing office. All advertisements and For Lease signs include the fair housing logo. All applications for housing include fair housing language and the fair housing logo. The leasing office resides in a handicapped accessible building. Additionally the property manager is bilingual in English and Spanish which is a tremendous asset for the applicants who don't speak English.

Marketing for the HOME units is also done with special outreach to community organizations, places of worship, and Housing and Credit Counseling. All construction projects are bid out with an emphasis to reach as many minority and women owned entities as possible. The City frequently attends meetings and disperses information on how to be a contractor for the affordable housing program.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The City of Topeka used program income on 12 projects in 2016. These projects included empowerment projects, major rehabilitation, social service activities, exterior rehab, accessibility, program delivery, NIA support and demolition. The total spent was $140,141. All of the owners and tenants were low to moderate income level.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

The City has taken the following actions to foster and maintain affordable housing:

- Provide CDBG funding for rehabilitation of owner occupied units for emergency repair. The repair makes it more affordable for homeowners to remain in their home.
- Provide CDBG funding to make accessibility modifications to both homeowners and renters.
- Use CDBG and HOME funds to provide Major Rehabilitation and Exterior Rehabilitation to homeowners and landlords to make the home more affordable and bring it up to standard.
- Support our Community Housing Development Organizations to build or rehabilitate affordable housing for the community.

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	TOPEKA
Organizational DUNS Number	108604976
EIN/TIN Number	486028701
Indentify the Field Office	KANSAS CITY
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Topeka/Shawnee County CoC

ESG Contact Name

Prefix	
First Name	
Middle Name	
Last Name	
Suffix	
Title	

ESG Contact Address

Street Address 1	
Street Address 2	
City	
State	
ZIP Code	-
Phone Number	
Extension	
Fax Number	
Email Address	

ESG Secondary Contact

Prefix	
First Name	
Last Name	
Suffix	
Title	
Phone Number	
Extension	
Email Address	

2. Reporting Period—All Recipients Complete

Program Year Start Date	01/01/2016

OMB Control No: 2506-0117 (exp. 07/31/2015)

DRAFT

Program Year End Date 12/31/2016

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: COMMUNITY ACTION
City: Topeka
State: KS
Zip Code: 66607, 1578
DUNS Number:
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 32000

Subrecipient or Contractor Name: YWCA-BATTERED WOMEN TASK FORCE
City: Topeka
State: KS
Zip Code: 66612, 1310
DUNS Number: 883333333
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 25000

Subrecipient or Contractor Name: DOORSTEP INC
City: Topeka
State: KS
Zip Code: 66604, 1182
DUNS Number: 164401069
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 30000

Subrecipient or Contractor Name: Catholic Charities of Northeast Kansas
City: topeka
State: KS
Zip Code: 66603,
DUNS Number: 932720329
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Faith-Based Organization
ESG Subgrant or Contract Award Amount: 25000

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	38
Children	35
Don't Know/Refused/Other	0
Missing Information	0
Total	**73**

Table 14 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	52
Children	46
Don't Know/Refused/Other	0
Missing Information	0
Total	**98**

Table 15 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	138
Children	60
Don't Know/Refused/Other	0
Missing Information	0
Total	**198**

Table 16 – Shelter Information

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**0**

Table 17 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	228
Children	141
Don't Know/Refused/Other	0
Missing Information	0
Total	**369**

Table 18 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	97
Female	272
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	**369**

Table 19 – Gender Information

DRAFT

6. Age—Complete for All Activities

	Total
Under 18	117
18-24	70
25 and over	182
Don't Know/Refused/Other	0
Missing Information	0
Total	**369**

Table 20 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	12	7	5	0
Victims of Domestic Violence	0	0	0	170
Elderly	28	16	9	3
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
Persons with Disabilities:				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	202	23	9	170

Table 21 – Special Population Served

DRAFT

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	5,840
Total Number of bed-nights provided	4,002
Capacity Utilization	68.53%

Table 22 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

The Homeless Task Force (HTF) is the governing body of the Continuum of Care. The HTF members form a Monitoring and Compliance committee that meets quarterly, or on an as needed basis, to look over performance standards. All Continuum of Care and Emergency Solutions Grant programs are monitored using the assessment tool developed by the committee.

All activities with ESG are taken through the governing body for approval.

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2014	**2015**	**2016**
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	53,305	39,196	28,956
Subtotal Homelessness Prevention	**53,305**	**39,196**	**28,956**

Table 23 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2014	**2015**	**2016**
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	30,000	60,577	4,522
Subtotal Rapid Re-Housing	**30,000**	**60,577**	**4,522**

Table 24 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2014	**2015**	**2016**
Essential Services	0	0	0
Operations	42,000	35,655	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	**42,000**	**35,655**	**0**

DRAFT

OMB Control No: 2506-0117 (exp. 07/31/2015)

Table 25 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
HMIS	0	0	0
Administration	10,160	11,023	11,217
Street Outreach	0	0	0

Table 26 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2014	2015	2016
326,611	135,465	146,451	44,695

Table 27 - Total ESG Funds Expended

11f. Match Source

	2014	2015	2016
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	14,119	19,500	20,000
Local Government	0	0	3,725
Private Funds	33,239	17,500	0
Other	77,947	80,653	0
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	**125,305**	**117,653**	**23,725**

Table 28 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2014	2015	2016
593,294	260,770	264,104	68,420

Table 29 - Total Amount of Funds Expended on ESG Activities

DRAFT