



Fifth Program Year Action Plan

The CPMP Fifth Annual Action Plan includes the G: (& Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 5 Action Plan Executive Summary:

The following responses constitute the fifth and final year of the City of Tallahassee's Five-Year Consolidated Plan, and its 2014/2015 Action Plan. The plan identifies local housing and community development needs, relative priorities, planned goals, and objectives to be achieved in an effort to address those needs.

The City of Tallahassee's approach to meeting local housing needs continues to be based on the concept of community development and capacity development through the provision of resources geared to create sustainable neighborhood change. Overall, local goals include creating neighborhoods where housing stock is maintained, homeownership is prominent, economic opportunities and stability are present, and residents have a feeling of communal ownership.

In an effort to achieve the goals identified above, the City of Tallahassee has identified a number of objectives. For the program year covered by this plan, anticipated objectives include developing affordable housing, for ownership and lease, for low- and moderate-income households; preserving the local housing stock through housing rehabilitation activities; supporting the continued development, operation, and expansion of the Homeless Continuum of Care (CoC); supporting the development of viable community partners; and creating opportunities for homeownership through the provision of down payment assistance and housing counseling services.

Based on the performance of previous program years, these strategies have proven to be productive and effective. For program year ending 2013, the City of Tallahassee was able to accomplish the following outputs, which ultimately lend to the over-arching objectives of preserving the local housing stock, increasing affordable housing development, and expanding economic opportunities: repaired 84 homes through the emergency repair program; rehabilitated 34 homes through the accessibility, code enforcement, and major rehabilitation programs; assisted 21 households with down payment assistance; provided homeownership counseling to more than 180 households; provided rapid rehousing assistance to 90 households; renovated 2 neighborhood

centers, provided essential services to 21 households residing transitional housing, and assisted more than 2100 persons with supportive services.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 5 Action Plan General Questions response:

1. The City of Tallahassee intends to direct assistance to areas of the jurisdiction that have the greatest need as evidenced by a high concentration of individuals with incomes that meet the definition of low and moderate. Areas identified as meeting that criteria are included in a table below and briefly described utilizing data taken from the U.S. Census Bureau, 2010.

Target Area	Percent Minority	Median Household Income	Median Family Income	Percent Living Below Poverty	Percent of Homeowners
Frenchtown Census Tract 4	92.73%	\$28,491	\$48,750	40.27%	21%
Frenchtown Census Tract 6	70.43%	\$12,426	\$34,514	59.97%	19%
Apalachee Ridge Census Tract 10.02	95.89%	\$29,667	\$51,116	36.09%	60%
Bond Community Census Tract 11.01	97.65%	\$15,404	\$12,895	56.50%	28%
Bond Community Census Tract 12	91.55%	\$15,903	\$28,500	48.25%	10%
Southside Sector Census Tract 14.02	71.95%	\$17,907	\$19,477	63.06%	12%

2. The basis for allocating investments within the jurisdictions is multifaceted and is a byproduct of an analysis of: input from low- and moderate-income persons, input from local housing providers, current housing market trends, local housing conditions (statistical and anecdotal), community goals, and the availability of resources.

The City of Tallahassee's rationale is based on the fundamental concept of community development and is centered on empowering individuals and neighborhoods to develop the capacity to create sustainable change. Ultimately, the purpose is to create neighborhoods where housing stock is maintained, homeownership is prominent, economic opportunities and stability is present, and residents have a feeling of communal ownership. Areas within the jurisdiction that lack the collective capacity to reach those community objectives are considered to be in greater need, hence; are a higher priority for assistance.

3. Over the course of the next year, the following actions will take place in an effort to address obstacles to meeting underserved needs.
 - Continue to educate the community on the needs of the underserved populations, the City's goals, objectives, and framework for community development in an attempt to alter negative perceptions.
 - Continue to develop and nurture relationships with stakeholders in an effort to further the goals and objectives identified.
 - Continue efforts to enhance the level of coordination among stakeholders in an effort to maximize outputs and foster a greater level of service efficiency and effectiveness.
4. In an effort to meet the objectives identified in this plan, the City of Tallahassee anticipates the following sources of revenue to be available to this community:
 - HOME, CDBG, and ESG – Federal
 - State Housing Initiatives Partnership funding - State
 - Community Redevelopment Area funding – Local
 - General Revenue funding – Local
 - Homeless Assistance Challenge Grant funding – State
 - McKinney-Vento Homeless Assistance funding (SHP) – Federal
 - Leon County General Revenue funding – Local
 - United Way of the Big Bend donations – Local
 - Change for Change donations – Local

Program year 2014/2015 ESG and HOME funds will be matched with General Revenue and Community Revitalization Area funding, respectively.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 5 Action Plan Managing the Process response:

1. The lead entity responsible for administering the programs covered in the Consolidated Plan is the Department of Economic and Community Development of the City of Tallahassee. The organizations that share in the responsibility of program administration include:
 - Down Payment Assistance and Counseling - Tallahassee Lenders' Consortium
 - Rehabilitation - Tallahassee Urban League
 - Homeowner Rehabilitation - Bethel Community Development Corporation
 - Homeowner Rehabilitation – Home Rehabilitation and Development Corporation
2. The significant aspect of the process leading to its development include: attending monthly network meetings of the Homeless CoC collaborative applicant, analyzing local housing data (statistical and anecdotal), numerous public meetings, informal meetings with local housing providers and service recipients, and a review of the plan by the Community Improvement Advisory Council.

There is broad representation from a cross-section of the community in regard to the development of this plan. The following participants represent some of the private and public sector housing, health, and social services agencies involved: Big Bend Homeless Coalition, Renaissance Community Partnership, Apalachee Center, Inc. (mental health provider), Family Endeavors, ECHO Outreach Ministries, Leon County Government, the United Way of the Big Bend, The Shelter, Kids Incorporated, Good Samaritan Network, 2-1-1 Big Bend, Legal Services of North Florida, Florida State University, Florida Veteran's Foundation, Big Bend CDC, Renaissance Community Center, Covenant Hospice, Refuge House, Big Bend Cares, elected officials, and a host of concerned citizens.

3. The following actions will take place over the next program year in an effort to enhance coordination between public and private housing, health, and social services agencies:
 - Continue participation with the Homeless CoC collaborative applicant's network meetings.
 - Maintain representation on the Tallahassee Housing Authority's Family Self-Sufficiency Committee.
 - Provide opportunities for capacity building through the provision and coordination of training opportunities for local organizations.
 - Continue to encourage and reward collaborative projects that are consistent with the objectives and priorities identified.
 - Continue to collaborate with the United Way of the Big Bend and Leon County in an effort to provide funding to local public service organizations.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 5 Action Plan Citizen Participation response:

1. The City of Tallahassee strives to be a government that is open to its citizenry. Every effort is made to involve members from a broad spectrum of the community in the development of this plan. To that end, three (3) public meetings were conducted in an effort to gain input on the use of funds, community development and housing needs of the community, and to identify community priorities for funding. One of the meetings was conducted as a part of the monthly network meeting of CoC, and as a result an ESG subcommittee was developed to aid in updating the ESG Rapid Rehousing Program Guidelines.

Each meeting was noticed in the local newspaper and distributed directly to the local homeless continuum care collaborative applicant, HIV lead agency, Community Action Agency, and the local Housing Authority. In addition to those efforts, citizens were given 30-days to provide written comment on the plan. Each meeting, conducted at various stages of our planning process, was conducted with a different objective in mind. The dates and a summary of the meeting objectives are bulleted below:

- The February 11, 2014, meeting was held in Frenchtown, a NRSA, and provided an opportunity to gain input at the early planning stage. It also afforded an opportunity to share previous year performance data.
- The May 2, 2014, meeting was held at the HOPE Community Cafeteria as a part of a CoC monthly network meeting and provided an opportunity for public input on the use of ESG funds.
- The June 25, 2014, meeting was held at City Hall as a part of a regular meeting of the City Commission and provided an opportunity for public comment on the plan prior to Commission approval.

Another aspect of the process that evidences citizen participation is the manner in which public service funds are distributed. The City of Tallahassee, in collaboration with the local United Way and Leon County pool resources for public services, and utilize citizen volunteers to rank, rate, and determine the level of funding applicant agencies receive. Last year, approximately 90 citizen volunteers were used in this process.

In addition to the efforts described, the plan was also presented to the Community Improvement Advisory Council (CIAC) on 06/23/14, for approval. CIAC is a citizen advisory group, appointed by the Mayor, charged with advising The City of Tallahassee on appropriate and proper strategies to be addressed and implemented regarding human services, housing issues, economic development, and other related issues.

2. The following bullets represent summaries of the public comments received.
 - Comment 1: The City should maintain its focus on serving extremely low-income households by supporting rapid rehousing and tenant-based rental assistance. Studies of veteran's programs have demonstrated that short-term and medium-term assistance, through case management and rental assistance, is successful in moving people from homelessness to permanent affordable housing.
 - Comment 2: The City should stay away from funding very high density multifamily housing. The best type of affordable housing is single family housing or low-density duplex style multifamily housing.
 - Comment 3: The City should continue to fund owner-occupied rehabilitation programs that serve low-income homeowners.
 - Comment 4: Dental, medical and mental health services are crucial for low-income and homeless populations.
 - Comment 5: ESG funds should be directed to assist households that are literally homeless.
 - Comment 6: Past-due utility payments is a barrier to getting into affordable housing for many veterans.
 - Comment 7: Funding homelessness prevention is problematic. It is difficult to know if someone is going to be homeless. Since ESG funds are limited, churches should continue to provide financial assistance to families and individuals on the verge of homelessness.
 - Comment 8: There is a lack of low-cost, affordable housing. There needs to be a long-term solution to this problem.

3. The following efforts represent action undertaken in an effort to broaden public participation, in particular; outreach to low income, minority, non-English speaking populations, and persons with disabilities:
 - Direct outreach and notification of meetings involving the development of this plan to advocacy organizations representing the identified groups.
 - Meeting times and locations are strategically planned in an effort to accommodate the identified populations.
 - Ensuring meeting locations are ADA compliant.

- Offering translation and hearing impaired services upon request.
 - Offering alternative methods for public comment that include email, facsimile, and U.S mail.
4. The City of Tallahassee accepted and considered all comments that were received by the advertised deadline.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 5 Action Plan Institutional Structure response:

1. During the period covered by this plan, the City of Tallahassee will conduct the following actions in an effort to develop institutional structure:
- Analyze program staff capacity and offer opportunities for enhancement, where necessary
 - Evaluate current data collection, analysis, and reporting capacity, enhancing where necessary
 - Analyze program policies and procedures in an effort to ensure compliance with current program regulations.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 5 Action Plan Monitoring response:

1. Over the course of the next year, the following actions will continue to be conducted to monitor housing and community development projects to ensure long-term compliance with program and planning requirements:
- Structure contracts on a reimbursement basis, requiring proof of expenditure for payment.
 - Require monthly or quarterly performance reporting, depending on duration, for all contracts.
 - Use performance reporting documents as a basis for contract desk-monitoring.
 - Conduct annual, on-site compliance monitoring visits to ensure compliance with applicable program regulations.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 5 Action Plan Lead-based Paint response:

1. Over the course of the next program year lead based paint testing and/or assessments will be conducted on all homes constructed prior to 1978 (except when exempted), and assisted through the City of Tallahassee's major rehabilitation, down payment assistance, and emergency repair programs (where applicable). Upon concluding the presence of lead based paint in those units, the appropriate lead hazard reduction procedures will be followed including notification, repair, interim controls, abatement, implementation of safe work practices, and reevaluation activities. In addition to those efforts, when applicable, residents of those units will be temporarily relocated to a suitable, decent, safe, and similarly accessible unit that does not contain lead-based paint hazards.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 5 Action Plan Specific Objectives response:

1. The priorities identified by the City of Tallahassee include preserving the existing housing stock through housing rehabilitation activities, developing affordable housing (rental and ownership), supporting the Continuum and Care and efforts to end homelessness, improving neighborhood facilities, and providing economic development opportunities within the areas of the jurisdiction with the greatest need. Based on a thorough analysis of input from low and moderate income persons, input from local housing providers, current housing market trends, local housing conditions (statistical and anecdotal), community goals, and the availability of resources, the following objectives have been identified:
 - Develop affordable housing, for ownership and lease, for low- and moderate-income households through local CHDOs and nonprofit corporations.
 - Preserve the local housing stock and revitalize neighborhoods, through owner-occupied housing rehabilitation activities.

- Support the continued development, operation, and expansion of the Homeless Continuum of Care (CoC).
 - Increase homeownership rates through the provision of down payment assistance, housing counseling, and financial education.
 - Complete improvements to neighborhood facilities.
2. The combination of the anticipated Federal, State, and local public and private resources are a key component to addressing the identified needs within this plan. More specifically, the anticipated resources will be used in support of the following activities:
- Provide down payment assistance to approximately 20 eligible households.
 - Complete 25 major rehabilitation or reconstructions projects.
 - Complete 80 emergency repair projects.
 - Complete 10 accessibility rehabilitation projects.
 - Provide funds to local CHDOs and non-profit housing developers to support the development of 6 affordable housing units for rental or ownership.
 - Provide operational support to the collaborative applicant of the local CoC.
 - Provide temporary and permanent relocation services to approximately 45 households.
 - Supplement the current human services delivery structure by providing funding to local organizations in an effort to enhance service capacity. The City of Tallahassee anticipates providing services for an additional 1200 low- and moderate-income households.
 - Conduct lead based paint testing, mitigation, and abatement as needed.
 - Provide essential services to 50 homeless families.
 - Support the provision of homebuyer counseling and financial education to approximately 150 low- and moderate-income households.
 - Assist 25 households to move out of homelessness and into permanent housing through the provision of rapid rehousing services.
 - Complete rehabilitations or improvements to 4 public facilities.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 5 Action Plan Public Housing Strategy response:

1. The City of Tallahassee staff will continue its role as an active member of the local Housing Authority's Coordinating Committee for its Family-Self Sufficiency Program. In that role, the City of Tallahassee assists in developing resource to support program planning initiatives that are designed to encourage housing authority residents to become more self-sufficient, to explore opportunities for homeownership, and when appropriate, to be active in management.
2. The Tallahassee Housing Authority is not designated as "troubled" by HUD.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 5 Action Plan Barriers to Affordable Housing response:

1. Over the next program year, the following activities and strategies will be exercised in an effort the remove barriers to affordable housing:
 - Continue to seek funding, at every level, to support the goals and objectives identified via the planning process related to affordable housing development.
 - Continue to educate the community on the needs of the underserved populations, the City's goals, objectives, and framework for community development in an attempt to alter negative perceptions about affordable housing.
 - Incentivize the development of affordable housing through water and sewer connection fee waivers and expedited permitting.
 - Identify and eliminate local policies that pose barriers to affordable housing.
 - Continue to analyze micro and macro level data, empirical and anecdotal, in an effort to identify the needs of underserved populations within the local community.
 - Continue to expedite permitting for affordable housing projects.
 - Continue to perform Part I Environmental Assessments for small, certified affordable housing projects.
 - Continue to offer density bonuses for developers who agree to build affordable housing units under the Inclusionary Housing Ordinance.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.

3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 5 Action Plan HOME/ADDI response:

1. The City of Tallahassee does not anticipate providing forms of investment that are not described in § 92.205(b), for the period covered by this plan.
2. In anticipation of utilizing HOME funds to support homebuyers, the City of Tallahassee adopts the recapture entire amount methodology in cases where the assisted unit fails to be the principal residence of the assisted household for the duration of the period of affordability. When the recapture is triggered by the sale, either voluntary or involuntary, of the unit the amount recaptured shall not exceed net proceeds of sale, as defined by HUD. While recapture of the entire amount is the preferred methodology, in cases where this is not possible the City of Tallahassee will enforce the resale methodology.
3. The City of Tallahassee does not anticipate utilizing HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds for the period covered by this plan.

4. The City of Tallahassee does not anticipate receiving American Dream Down payment Initiative (ADDI) funds for the period covered by this plan.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 5 Action Plan Special Needs response:

1. Over the course of the program year covered by this plan The City of Tallahassee anticipates the following resources to be available in an effort to address and prevent homeless needs:
 - The Big Bend Homeless Coalition (BBHC), the lead organization of the local CoC, submitted its grant proposal in response to the HUD CoC NOFA (McKinney-Vento) in 2013 and was successful in receiving \$1,304,721 for its projects, which are bulleted below:
 - i. \$1,002,481 to support permanent supportive housing projects for chronically homeless households.
 - ii. \$146,164 to support the Homeless Management Information System (HMIS)

- iii. \$156,078 to support permanent supportive housing projects for families with children with a disabled adult.
- Additionally, the following state and federal funds are anticipated to address and prevent homeless needs:
 - i. \$1,007,000 to provide Rapid Rehousing and homelessness prevention services for veterans who are homeless or imminently at risk. (VA Supportive Services for Veteran Families)
 - ii. \$71,000 to provide homeless services (State of Florida DCF)
 - iii. \$4,000,000 to assist with the construction of a new comprehensive emergency shelter (Private Sector funding - Beatitude Foundation)
 - iv. \$670,000 to support permanent supportive housing for formerly homeless households (Florida Housing Finance Corporation)

Local ESG funds, in the amount of \$145,911, will be used to assist a minimum of 25 households to move out of homelessness and into permanent housing with rapid rehousing assistance, and to provide essential services to a minimum of 50 homeless families.

Through the McKinney-Vento's Education for Homeless Children & Youth (EHCY) program, the Leon County school system receives funding for outreach to homeless families with school-age children. The EHCY staff work closely with local agencies, including BBHC, to identify and meet the needs of homeless children.

2. The 2011-2015 Strategic Plan, prepared by the City of Tallahassee, identified the following objectives and priorities, relative to the homeless: increase the number of affordable housing units available to the homeless; expand prevention, intervention, and support services, including job training and placement, educational programs and child care; improve client access to the full range of CoC services needed to end homelessness; and develop a transitional housing program for unaccompanied young adults transitioning to independence.

Over the course of the program year The City of Tallahassee plans to provide operational funding for an emergency shelter; reduce the number of households that are homeless; reduce the length of time households are homeless; supplement the current human services delivery structure by providing funding to local organizations in an effort to enhance the current service capacity; and support the continued development, operation, and expansion of the homeless CoC.

3. On December 8, 2004, City of Tallahassee Mayor launched a task force that was charged with recommending solutions to overcome local systemic factors that contribute to homelessness, with a focus on chronic homelessness. Included in the Task Force's deliberations are plans for permanent housing for populations with special needs, multiple diagnoses, and substance abuse issues, as well as housing that is affordable for very low-income households. The task force completed its work and a report was developed, which specified the following objectives to be undertaken in an effort eliminate chronic homelessness:

- Prevention (before homelessness): To assist people at risk for homelessness in maintaining housing.
- Intervention (during homelessness): To assist people experiencing homelessness by intervening with appropriate services.
- Community awareness (ongoing): To educate the community regarding the nature, causes and costs of homelessness, and to engage and mobilize them to participate in developing and implementing solutions to the problem.

Action steps, to be undertaken within the timeframe of this plan include providing funding to an emergency shelter to support the provision of essential services (intervention); and providing funding to local organizations to carry out rapid rehousing activities for households experiencing homelessness (intervention).

The primary barrier to ending chronic homelessness by 2012 was sufficient funding to support the level of service required by the population. Given the multifaceted nature of the needs of the chronic homeless, a dedicated and recurring funding source would be the optimal solution. While the idea of a dedicated and recurring source of revenue for homelessness would be the ideal solution, it is a difficult concept to gain traction for in the current national economic condition.

4. The action steps The City of Tallahassee will undertake over the next year aimed at addressing individuals and families with children at imminent risk of homelessness are: seek funding through the Florida Department of Children and Families' Challenge Grant process to support case management and outreach services through the local CoC, provide funding to support essential services of an emergency shelter, and supplement the current human services delivery structure by providing funding to local organizations in an effort to enhance supportive service capacity, particularly for individuals at risk of becoming homeless.
5. As the collaborative applicant for the local CoC, the BBHC was instrumental in the development of a discharge policy and its relative agreements with key stakeholders in the CoC. The purpose of the agreements is to prevent discharge into homelessness when individuals are released from institutional settings and, when possible, to arrange for a smooth transition. Discharge planning is recognized as essential in the CoC, both as a means to prevent homelessness and as a mechanism for identification of the chronic homeless who need support services along with affordable housing.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 5 Action Plan ESG response:

1. Written Standards for Provision of ESG Assistance:
 - a. Standard policies and procedures for evaluating eligibility for assistance under ESG
 - i. Program participants must meet the definition of “homeless” as defined in CFR 576.2, criteria (1) or (4).
 - ii. Individuals/families “at risk of homelessness,” and/or those who are about to be evicted, are not eligible for ESG-RRP.
 - iii. Individuals/families who have received assistance through HPRP (Homelessness Prevention and Rapid Re-housing Program) are not eligible for ESG-RRP.
 - iv. Program participants’ households must have a source of verifiable income, which is expected to be sufficient to sustain housing at the completion ESG-RRP assistance.
 - v. Participants’ household income must be at or below 50% AMI (Area Median Income).
 - vi. Participants must have consultation with ESG-RRP staff for assessment, evaluation, eligibility determination, and housing stabilization services.
 - b. Standard for targeting and providing essential services related to street outreach: ESG-RRP funding will not be used for street outreach essential services.
 - c. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters receiving ESG funds:
 - i. Each shelter facility receiving ESG funding shall:
 - ii. Provide decent, safe and sanitary shelter for residents of the shelter;
 - iii. Not suspend or expel a resident without just cause and due process;
 - iv. Provide program participants the opportunity to grieve programmatic decisions , including decisions concerning suspension or expulsion from the shelter;
 - v. Not admit a person who is listed on the State of Florida Registry of Sexual Offenders, if the shelter serves families with children;
 - vi. Not use race, color, religion, ethnicity/national origin, gender, familial status, disability, or sexual orientation as a basis for determining eligibility for shelter services;
 - vii. Adhere to a client confidentially policy that involves informed client consent, when soliciting or sharing client information, unless required for legal purposes.
 - d. Policies and procedures for assessing, prioritizing, and reassessing individuals’ and families’ needs for essential services relating to emergency shelter:

Each organization that receives ESG funds for the provision of essential services related to emergency shelter shall conduct an initial assessment of the household in an effort to determine the needs of that household. The assessment must be conducted within 30-days of shelter admission, and must result in the development of an individualized service plan that outlines: 1) the immediate needs of the household; 2) household goals and objectives leading to attaining transitional or permanent housing; and 3) any resources that are available to the household to assist with goal attainment

- e. Policies and procedures for coordination:
The ESG-RRP will be publicized to CoC members and other providers, stakeholders, and mainstream services through email, CoC network meetings, and flyers. The materials will include program details, requirements, and restrictions. Additionally, the sub-grantee will be responsible for coordinating with appropriate services for the benefit of program participants. Those services will include, but are not limited to, Veterans' programs, federally subsidized housing programs, mainstream resources (TANF, SNAP, SSI, etc.), Education for Homeless Children and Youth programs, health services, and others. Finally, referrals will be made by existing emergency shelters, transitional housing programs, homelessness prevention programs, and other stakeholders.
- f. Policies and procedures for prioritizing which eligible households receive either homeless prevention assistance or rapid re-housing assistance:
ESG-RR funding will only be used for rapid re-housing assistance.
- g. Standard for determining the share of assistance costs program participants must pay while receiving homeless prevention or rapid re-housing assistance:
The ESG-RRP funding provides for one-time financial assistance related to the costs of obtaining permanent housing, up to a maximum of \$1,500 per household, based upon a needs analysis. No financial assistance is provided for ongoing rent and utilities payments. Program participants will not be required to pay a share of assistance costs in order to receive this one-time financial assistance related to the costs of obtaining permanent housing.
- h. Standards for determining how long a particular program participant will be provided assistance and whether and how the amount will be adjusted over time:
The ESG-RRP funding provides for one-time financial assistance related to the costs of obtaining permanent housing, as described above. No financial assistance is provided for ongoing rent and utilities payments.
- i. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance:
The ESG-RRP funding provides for one-time financial assistance related to the costs of obtaining permanent housing, up to a maximum of \$1,500 per household, based upon a needs analysis.

- j. Participation in HMIS:
Any organization receiving ESG funds, excluding victim and legal services providers, are required to participate in the Homeless Management Information System currently operated by the collaborative applicant of the local Continuum of Care. Victim and legal service providers may utilize a comparable database that collects clients-level data, over time, and generates unduplicated aggregate reports based on that data.
- 2. Centralized or Coordinated Assessment System:
The local Continuum of Care has not yet established a centralized or coordinated assessment system that meets HUD requirements.
- 3. Making Sub-awards:
A Request for Proposals (RFP) process will be utilized to select non-profit organizations to carry out the activities of the ESG-RRP. The City of Tallahassee has selected a non-profit subrecipient organization to carry out emergency shelter essential service activities. The basis for the selection is performance based and supports the City's objective of supporting the continued development, operation, and expansion of the Homeless Continuum of Care.
- 4. Homeless Participation Requirement:
In an effort to comply with CFR 24 576.405(b), the City of Tallahassee plans to ensure the continued participation of a homeless or formerly homeless individual on the ESG Planning Committee. The ESG Planning Committee will continue to be consulted regarding policy and decision making pertaining to the use of ESG funding on an annual basis.
- 5. Performance Standards:
The overarching performance standards for the ESG-RRP are to: 1) reduce the number of people who are homeless in our community; 2) reduce the length of time the participants are homeless in our community; 3) assist families to achieve self-sufficiency through the provision of essential services. With the assistance of ESG funding, a minimum of 60 households will move out of homelessness and into permanent housing and a minimum of 15 homeless households will be assisted with essential services.
- 6. Summary of Continuum of Care Consultation
In an effort to conduct the required Continuum of Care (CoC) consultation a public meeting was conducted in concert with the lead homeless agency. The meeting was a part of the monthly homeless provider meeting. The goal of the meeting was to gain first hand insight on the need for homeless services and the use of 2014/2015 program year ESG funds. As a result of the meeting, a subcommittee was developed for the purpose of reviewing the ESG policy pertaining to the provision of Rapid Rehousing services. The ESG subcommittee met and made revisions to the ESG Rapid Rehousing Policy.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 5 Action Plan Community Development response:

1. The City of Tallahassee's priority non-housing community development needs eligible for assistance, by CDBG eligibility category specified in the Community Development Needs table, are:
 - Public Facilities and Improvements - 03
 - Public Services - 05
 - Senior Services - 05A
 - Handicapped Services - 05B
 - Youth Services - 05D
 - Health Services - 05M
 - Homeownership Assistance - 05R
 - Abused and Neglected Children - 05N
 - Child Care Services - 05L
 - Senior Center - 03A
 - CDBG Non-Profit Organization Capacity Building - 19C
 - Fair Housing – 21D
2. Long-term community development goals, and annual objectives that have been developed in accordance with the goal described in 24 CFR 91.1, and the primary CDBG objectives are described below:
 - Goal 1: Promote a decent living environment
 - i. Objective 1: Complete 80 emergency repair projects
 - ii. Objective 2: Complete 25 major rehabilitation projects

- iii. Objective 3: Provide funds to local CHDOs and non-profit housing developers to support the development of 6 affordable housing units for rent or ownership.
 - iv. Objective 5: Provide down payment assistance to approximately 20 eligible households.
3. Goal 2: Promote a suitable living environment
- i. Objective 1: Provide an additional 1200 units of public services to low and moderate income households
 - ii. Objective 2: Support the provision of homebuyer counseling and financial education to approximately 150 low- and moderate-income households.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 5 Action Plan Antipoverty Strategy response:

1. The antipoverty strategy of The City of Tallahassee is based on the premise that poverty is significantly impacted by variables such as education, employment, affordable housing. The planned strategy incorporates that premise, and attempts to mitigate those variables in an effort to provide households access to resources and opportunities designed to combat the system of barriers created by poverty. The key to The City of Tallahassee antipoverty strategy is ensuring the availability of key supportive services that are capable of providing poverty-level households with the capacity to be self-sufficient. Over the course of the next program year The City of Tallahassee anticipates reducing the number of poverty-level families through conducting the following actions:
 - Supporting the provision of childcare assistance to low- and moderate-income, working households
 - Supporting the provision of homebuyer counseling and financial education to low- and moderate-income households
 - Supporting the provision of afterschool care for low- and moderate-income households
 - Supporting the provision of health care for low- and moderate-income households
 - Supporting the provision of permanent, affordable, and decent housing for ownership or lease

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 5 Action Plan Specific Objectives response:

1. For the period covered by this plan, with regard to non-homeless special needs populations, The City of Tallahassee has placed a priority on providing services to special needs populations that include the elderly and persons with physical disabilities. Specific objectives for these target populations include: assisting senior households to age in place with dignity and improving accessibility in homes for elderly, disabled households.
2. Federal, State, and local public and private resources that are anticipated for the period covered by this plan will be utilized in an effort to support the objectives that are stated above, and include: assisting senior households to age with dignity and improving accessibility in homes for disabled households. As a result of those objectives, The City of Tallahassee anticipates achieving the following outputs:
 - Complete 10 accessibility rehabilitation projects
 - Provide durable equipment loans for 60 households with a disability
 - Conduct 550 health and wellness screening for elderly households

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.

6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 5 Action Plan HOPWA response:

Not applicable, the City of Tallahassee is not a recipient of HOPWA funding.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 5 Specific HOPWA Objectives response:

Not applicable, the City of Tallahassee is not a recipient of HOPWA funding.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.