



ANNUAL ACTION PLAN

(October 1, 2019 - September 30, 2020)

**Michael Parker, Director
Community Housing & Human Services**

**Jean Amison, Administrator
Housing Division**

FY 2019-2020 Funding Summary - PROPOSED

	CDBG 2020	HOME 2020	SHIP 2020	ESG 2020	TOTAL 2019-2020
Anticipated Revenue					
Anticipated Award	\$ 1,852,209.00	\$ 876,318.00	\$ 338,257.00	\$ 160,192.00	\$ 3,226,976.00
Reprogrammed Funding	\$ 24,517.40	\$ -	\$ -	\$ -	\$ 24,517.40
Program Income	\$ 20,201.39	\$ 247,417.07	\$ 131,701.07	\$ -	\$ 399,319.53
Additional Funds from prior year (17-18)	\$ -	\$ -	\$ 3,052.00	\$ -	\$ 3,052.00
Total Revenue	\$ 1,896,927.79	\$ 1,123,735.07	\$ 473,010.07	\$ 160,192.00	\$ 3,653,864.93
Administrative & Public Services					
Administration	\$ 370,441.80	\$ 87,631.80	\$ 33,825.70	\$ -	\$ 491,899.30
Additional Admin from prior year (17-18)	\$ -	\$ -	\$ 305.20	\$ -	\$ 305.20
Total Administration	\$ 370,441.80	\$ 87,631.80	\$ 34,130.90	\$ -	\$ 492,204.50
Public Services @ 15%	\$ 277,831.35	\$ -	\$ -	\$ -	\$ 277,831.35
Public Facilities					
Service Center Renovations	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 500,000.00
Public Facilities Other	\$ 38,754.64	\$ -	\$ -	\$ -	\$ 38,754.64
Total Public Facilities	\$ 538,754.64	\$ -	\$ -	\$ -	\$ 538,754.64
Housing Rehabilitation/Reconstruction					
Major Rehab & Reconstruction	\$ 68,250.00	\$ 456,753.00	\$ 35,497.00	\$ -	\$ 560,500.00
Rental Rehabilitation	\$ -	\$ 147,902.57	\$ -	\$ -	\$ 147,902.57
Temporary Relocation	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 9,500.00
Emergency Repair	\$ -	\$ -	\$ 175,000.00	\$ -	\$ 175,000.00
Storm Damage Mitigation Repair	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
Accessibility Rehabilitation	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00
Lead Based Paint Testing	\$ 16,150.00	\$ -	\$ -	\$ -	\$ 16,150.00
Total Rehabilitation	\$ 93,900.00	\$ 604,655.57	\$ 360,497.00	\$ -	\$ 1,059,052.57
Acquisition & Construction					
Down Payment Assistance Services	\$ -	\$ -	\$ 78,382.17	\$ -	\$ 78,382.17
Down Payment Assistance Loans & DS	\$ -	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
Permanent Relocation	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
CHDO Set-Aside @15%	\$ -	\$ 131,447.70	\$ -	\$ -	\$ 131,447.70
Total Acquisition & Construction	\$ 20,000.00	\$ 431,447.70	\$ 78,382.17	\$ -	\$ 529,829.87
Neighborhood Revitalization					
Big Bend Homeless Coalition	\$ 165,000.00	\$ -	\$ -	\$ -	\$ 165,000.00
HOPE Community	\$ 431,000.00	\$ -	\$ -	\$ -	\$ 431,000.00
Total Neighborhood Revitalization	\$ 596,000.00	\$ -	\$ -	\$ -	\$ 596,000.00
Homeless Services and Prevention					
RRH/HP/Emergency Shelter/Outreach	\$ -	\$ -	\$ -	\$ 160,192.00	\$ 160,192.00
Total Homeless Services and Prevention	\$ -	\$ -	\$ -	\$ 160,192.00	\$ 160,192.00
TOTAL	\$ 1,896,927.79	\$ 1,123,735.07	\$ 473,010.07	\$ 160,192.00	\$ 3,653,864.93

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Executive Summary

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

1. Introduction

The U.S. Department of Housing & Urban Development (HUD) requires Community Development Block Grant (CDBG) entitlement communities receiving funds through its Community Planning and Development Division (CPD) to prepare a five-year Consolidated Plan describing how these federal funds will be allocated and used during this timeframe. To that end, on July 8, 2015, the City of Tallahassee (City) approved a Consolidated Plan covering the period from October 1, 2015, through September 30, 2020. This plan serves as the strategic plan for the use of CDBG, HOME Investments Partnership Program (HOME), and the Emergency Solutions Grant (ESG) programs for the program year 2019-2020. This plan is integral to the accomplishment of the City's goals for neighborhood revitalization, creation and rehabilitation of public facilities, the provision of public services, and the development and preservation of affordable housing.

City general revenue and Leon County funds, through a joint Community Human Services Program (CHSP), are combined with CDBG funds to support human services activities in the Tallahassee community in an effective and efficient manner. However, the demand always far outpaces the available funding. The City also leverages State Housing Initiatives Partnership funding (SHIP) with CDBG and HOME funds for affordable housing priorities as reflected in this fifth year Annual Action Plan. The SHIP funds are allocated to local governments through the Florida Housing Finance Corporation. For fiscal year 2019-2020, the City will receive \$338,257 which is level funded from last year but still approximately 60% less than what the City received in prior years.

In an effort to achieve the goals stated in the Consolidated Plan, the Community Housing and Human Services Department (CHHS) has identified a number of objectives. For the program year covered by this 2019-2020 Annual Action Plan, CHHS anticipates achieving the following: supporting the acquisition of affordable housing through increased homeownership programs such as the down payment and closing cost assistance programs that include both loans and counseling; preservation of local affordable housing stock through programs such as the rehabilitation; support of public facilities and public improvements primarily through the renovation of services centers serving eligible populations; supporting the development of affordable housing for low and moderate income households; and support of efforts to reduce and prevent homelessness.

CHHS will continue to focus on the Neighborhood Revitalization Strategy Area (NRSA) as approved by HUD in 1999. This is a geographic area within the community that is primarily residential and has a high percentage of low and moderate-income households. Currently, it includes the Greater Frenchtown,

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Bond, and Southside neighborhoods. Additionally, the Consolidated Plan approved in 2015 included the proposed Promise Zone as a target for activities during the five-year period. While the funds are not targeted specifically for only those areas, the City has and will continue its focus funds on those areas. This focus, however, does not preclude the City from providing services to other eligible areas.

2. Summarize the objectives and outcomes identified in the Plan

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

Objectives and outcomes identified in the plan are:

- Improve public facilities and make public improvements
- Fund rehabilitation or new construction of public facilities
- Increase access to public services
- Fund projects and activities that provide supportive services to low- and moderate-income households as well as persons with special needs
- Increase access to and expand opportunities for making housing affordable to low-income households and improve housing conditions
- Expand the useful life, preserve affordable housing, and assist seniors to age in place through repair and rehabilitation programs
- Fund activities to assist first-time homebuyers with purchasing a home through down payment assistance loans and related financial activities such as counseling
- Provide match funding to leverage other public and private resources to expand the supply of affordable housing
- Assist Community Housing Development Organizations (CHDOs) and other nonprofit providers by providing technical assistance
- Support of efforts to prevent and reduce homelessness

3. Evaluation of past performance

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

The City, as required, submits the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD each year prior to the deadline. The CAPER highlights the City's progress toward meeting the goals and objectives set forth in the Consolidated Plan and each year's Annual Action Plan. The City has consistently satisfied this HUD requirement and has expended funds in a timely manner. Moreover, the City supplements CPD grant funding with State Housing Initiatives Program (SHIP) funding, in the years

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those funds are provided by Florida Housing Finance Corporation (FHFC), as a means of expanding and leveraging grant opportunities. SHIP funds are also used for programs that are a better fit than federal funding.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Preparation of the 2019-2020 Annual Action Plan began in February 2019. Prior to notice of HUD funding to be provided for the subject fiscal year, a public meeting was appropriately advertised and held on February 26, 2019, at 3:30 PM. At that time, neither the amount of federal funding nor FHFC SHIP funding was known; however, a proposed budget was presented for discussion. The meeting was held in the Renaissance Building located in both Frenchtown and the Neighborhood Revitalization Strategy Area.

Solicitation of input has been consistently sought from the local Continuum of Care and Leon County Government through engagements such as the affordable housing task force meetings being facilitated by the Florida Housing Coalition, a non-profit technical provider, at the request of both the City and the County, and by participating on the Board of Directors for the Big Bend Continuum of Care. Commissioners from both the County and the City have demonstrated an increased interest in affordable housing for this community. In addition, on October 26, 2017, Leon County and the City formed an Affordable Housing Workgroup which encourages the County's and City's Affordable Housing Advisory Committees to meet jointly at least once per year to address issues and coordinate efforts in the service areas. The most recent meeting for 2019 was held on January 22, 2019.

From _____, 2019 to July 1, 2019, the draft of the FY 2019-2020 budget and Annual Action Plan was available for public comment. A notice was placed in the Tallahassee Democrat on _____, 2019. The notice contained contingency language to allow optimal time for citizen input. A summary of any comments received during the 30-day public comment period is included. A final public hearing was held on June 19, 2019, in conjunction with the City Commission meeting. At that time, the City Commission approved the Annual Action Plan. Any public comments received at the June 19, 2019 final public hearing are included.

5. Summary of public comments

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

A summary of public comments as well as those from both public meetings is summarized and provided as an attachment to this document. Attendees provided both oral and written comments. A summary of

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any comments (written or oral) received at the final public hearing or during the 30 days during which the document and budget was available for comment are included.

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

All comments were accepted and considered if timely submitted.

7. Summary

The five-year Consolidated Plan identified the City's affordable housing, community development, and economic development needs and provided a strategy for addressing these needs using available funding. This fifth year Annual Action Plan provides a budget and detailed goals to be achieved for the 2019-2020 fiscal year. In the event that changes are necessary to either the Consolidated Plan or the Annual Action Plan, these may be amended. Depending on the nature and extent of the changes, the Citizen Participation Plan, as amended and approved by the City Commission on April 5, 2017, defines whether or not citizen feedback is required as provided in the Citizen Participation Plan.

Using CDBG, HOME, and ESG funding, as well as other funding and resources available to the City, the City will:

- Increase access to affordable housing
- Preserve affordable housing stock
- Increase access to public services
- Support efforts to decrease homeless through support of the Continuum of Care and other homeless resources
- Renovate public facilities and infrastructure

Priorities were identified through a process involving consultation with community stakeholders, the review of needs assessment data identified through the Consolidated Plan, and other feedback received from service recipients and sub-recipients or contractors assisting the City in providing services to low- and moderate-income households.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	TALLAHASSEE	Community Housing and Human Services
HOME Administrator	TALLAHASSEE	Community Housing and Human Services
ESG Administrator	TALLAHASSEE	Community Housing and Human Services

Table 1 – Responsible Agencies

Narrative (optional)

The City of Tallahassee's Community Housing & Human Services Department is responsible for preparing the Consolidated and Annual Action Plans, in addition to the administration of the CDBG, HOME, and ESG programs. In that role, the City monitors these funds and develops goals, priorities, and plans for effective use of the funds. In addition to City staff, the City contracts with a number of non-profit organizations for the administration of essential programs and services.

Consolidated Plan Public Contact Information

The contact person is Jean Amison, Housing & Grants Administrator, Community Housing & Human Services Department, 300 South Adams Street, B-27, Tallahassee, FL 32301. Email address: Jean.Amison@talgov.com.

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

1. Introduction

This section describes the City's efforts to reach out and consult with other public and private organizations to better understand the needs of the community which will result in better, more effective use of HUD and state housing and community development funding provided through the available sources. It is a summary of the consultation process and includes the list of participating agencies as well as the City's efforts to enhance coordination between public and private agencies where possible.

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

The City has recently put an increased focus on housing and formed an Affordable Housing Work Group made up of representatives from the following organizations: Leon County Housing Finance Authority, Tallahassee Housing Authority, Beatitude Foundation, Tallahassee Lenders' Consortium, Big Bend Continuum of Care, Big Bend Homeless Coalition, Ability First, Bethel Community Development Corporation, Habitat for Humanity of the Big Bend, Tallahassee Urban League, Leon County Schools, Leon County Housing Services, and the City of Tallahassee Housing Division, an affordable housing consumer representative, and an affordable housing developer.

Also, the Big Bend Continuum of Care holds periodic meetings of the Homeless Network providers which is a very effective way of disbursing information among service providers. All providers using ESG or CoC funding are required to participate in HMIS. This has been even further enhanced through HUD's latest CoC requirements regarding coordinated entry and the new LSA Validation Process for data collection.

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

The City continues to be actively involved with the Continuum of Care and provides funding in support of its expansion and operation. The Big Bend Continuum of Care holds network meetings with its members, of which the City is one, during which time priority needs are discussed and information is shared.

The City also, using non-federal funding, has provided funding to support the needs of the Comprehensive Emergency Services Center. Through interaction with that organization, feedback on

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needs and priorities is solicited. The ESG funding is then provided to support priority homeless needs as identified by these agencies.

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

In Program year 2011, the City convened an ESG subcommittee that consisted of homeless service providers and homeless individuals for the purpose of determining how to allocate the ESG funding and develop performance standards, evaluate outcomes, policies and procedures. The City continues to meet regularly with the CoC, including having a City staff member on the board of directors, to solicit feedback from the service providers as to the best use of the ESG funding and changes that would more effectively serve the homeless population and provide the best service to this population. ESG funding outlines the eligible use of the funding and through consultation as described in this document, the City identifies in the Annual Plan how these funds will be allocated. The CoC through consultation with the service providers set the parameters for performance objectives, terms and amount of assistance to be provided, as well as the type of assistance that will be provided. All ESG agencies that receive ESG funding are required to participate and report through HMIS so that annual ESG reporting can be comprehensive.

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

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Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	BIG BEND HOMELESS COALITION, Inc.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted with respect to homeless needs as it is a provider of emergency shelter and rapid rehousing/homeless prevention and case management activities specifically targeting homeless. The BBHC is also the City’s Community Based Development Organization, serving specifically those located in the City’s NRSA.
2	Agency/Group/Organization	Bethel Community Development Corporation
	Agency/Group/Organization Type	Housing Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization is a Community Housing Development Organization providing rental and ownership opportunities. Therefore, it provides input regularly with respect to housing needs. Additionally, this organization is very active in the Southside area of the City. The anticipated outcome is better understanding of local housing needs and resources necessary to better provide for these needs, particularly in the areas of the City that this organization serves.

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3	Agency/Group/Organization	TALLAHASSEE LENDERS CONSORTIUM
	Agency/Group/Organization Type	Housing Services - Housing Services-Education Non-profit Lending Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization serves as a sub recipient providing the City's down payment and closing cost assistance along with homebuyer education and counseling. The Consortium's members include banks, credit unions, and other approved lenders. Therefore, this organization provides valuable input regularly with respect to the housing market, loan trends and requirements, and needs of first-time homebuyers. They also serve as a CHDO producing low-income housing for eligible homebuyers. The anticipated outcomes are improved coordination with CHDOs and those needs as well as continuous improvement of the first-time homebuyer programs and services provided.
4	Agency/Group/Organization	TALLAHASSEE URBAN LEAGUE, INC
	Agency/Group/Organization Type	Housing Non Profit Rehabilitation Provider
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization is one of the City's owner-occupied rehabilitation providers, as well as a member of the City's Affordable Housing Workgroup. Therefore, it provides feedback relative to the needs seen in the low-income areas it serves. Anticipated outcomes are for improvement of the owner-occupied rehabilitation program through better understanding of the challenges and needs encountered. This will help the City to evaluate the effectiveness of its programs and make adjustments or design changes if necessary.
5	Agency/Group/Organization	Big Bend Continuum of Care
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency serves as the Continuum of Care. This agency was consulted with respect to homeless needs as it is the most knowledgeable organization with respect to the homeless needs of the community. It is anticipated that this consultation will provide the City better understanding of these homeless needs as well as where the gaps are in the community. It will help to target resources for eligible activities better based on priorities and effectiveness.

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

The City of Tallahassee solicits feedback and encourages consultation with all interested parties. The City is in an unusual position as the only incorporated municipality within Leon County and two-thirds of the total Leon County population within the City limits. Therefore, interaction

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with Leon County is frequent. Also, access to Florida Housing Finance Corporation is not uncommon with that agency located just blocks from the City's Housing Division and City Hall.

Since the City does not receive the HOPWA funding, interaction with HIV/AIDS agencies are limited to feedback from service providers of this type of special needs population relative to human service and homeless needs.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Big Bend Continuum of Care	The City assists in developing goals for the homeless relative to funding it provides to support homeless services, housing, and operations.
Local Housing Assistance Plan	City of Tallahassee	This is the plan required to receive State Housing Initiatives funding. The goals of the AAP are determined in coordination with what can be accomplished through the use of SHIP funding in accordance with this LHAP.
Affordable Housing Workgroup Report	City of Tallahassee/Leon County	This is a report of recommendations approved and adopted by both the City and County commissions in October 2017. This report and workgroup were consulted about their efforts to further affordable housing.
AHAC Report of Recommendations	City of Tallahassee AHAC	This is the report required to receive State Housing Initiatives Partnership (SHIP) funding. The goals of the AAP and next Consolidated Plan are determined in coordination with what can be accomplished through the use of SHIP funding. This report provides recommendations for furthering affordable housing activities within the City.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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The City of Tallahassee interacts with both Leon County and the Florida Housing Finance Corporation on a regular basis. Two-thirds of the County's population resides within the City limits. Tallahassee is the only incorporated municipality within Leon County. Florida Housing Finance Corporation is only blocks from the City offices in Tallahassee and provides affordable housing funding through the SHIP Program.

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AP-12 Participation – 91.105, 91.200(c)

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

In addition to the consultations identified previously, as provided in the Citizen Participation Plan and required by federal rule, two public meetings and one final public hearing was conducted this year to allow full participation in development and review of the City's use of federal grant funds. The first meeting was held on February 26, 2019, to review the accomplishments in the Consolidated Annual Performance Evaluation Report (CAPER) and to solicit input into the development of the 2019-2020 Annual Action Plan. This meeting allowed the public to reflect on recent accomplishments and make comments as to priorities for future activities, providing city staff with an indication of activities that should receive emphasis and consideration in the development of the Annual Action Plan. The meeting was advertised in the Tallahassee Democrat on February 7, 2019 and was held in the Renaissance Center. The Renaissance Center is located at 435 North Macomb Street, Tallahassee, in the City's Frenchtown area which is part of the Neighborhood Revitalization Strategy area. No requests for special accommodations were received. Comments were received as provided in the summary of public comments provided as an attachment to this Annual Action Plan.

After development of the Annual Action Plan and proposed budget was available for review in accordance with the Citizen Participation Plan, the first and only public hearing was held on June 19, 2019, during a City Commission meeting providing citizens with an opportunity to present comments to the City's highest level of authority. A summary of any comments (oral or written) received during the 30-day comment period is included.

In accordance with the Citizen Participation Plan and federal requirements, a minimum period of 30 days has been provided for public comment following availability of the Annual Action Plan. The final public hearing was advertised in the Tallahassee Democrat on _____, 2019. In addition, the meetings were posted to the City's official website, TalGov.com.

A copy of the Citizen Participation Plan is included in this Annual Plan as an attachment.

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	Sixteen participants attended the public meeting. Details are provided in the minutes of the meetings provided as an attachment to this document.	See summary of comments from public input provided as an attachment to this document.	All comments were accepted.	
2	Newspaper Ad	Non-targeted/broad community	The notice of the February 26, 2019, public meeting was published in the Tallahassee Democrat on February 7, 2019. There were no comments received as a result of this advertisement and 16 participants attended the meeting.	See comment section for the public meeting.	Not applicable.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Internet Outreach	Non-targeted/broad community	The notice of the February 26, 2019 public meeting was placed on the City of Tallahassee's official website (talgov.com) in an effort to reach more than just the readership of the newspaper.	See comment section for the public meeting.	Not applicable.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Emails to Homeless Coalition Network Members	Minorities Non-English Speaking - Specify other language: All requesting accommodation Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing All interested parties	An email was sent to the Big Bend Continuum of Care (CoC) for distribution to their members in an effort to encourage attendance and/or comments.	No comments were attributed to these emails. However, there was greater attendance from social service type agencies than in prior years.	Not applicable.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Hearing	Non-targeted/broad community	Attendance at the first and only public hearing was representative of attendance during City meetings.	A summary of public comments received at the June 19, 2019 public hearing in connection with the City Commission meeting is included.	All comments were accepted.	
6	Newspaper Ad	Non-targeted/broad community	A summary of responses received following the _____, 2019, newspaper ad which included the budget for the AAP are attached.	A summary of public comments received in connection with the notice is included.	All comments were accepted.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Internet Outreach	Non-targeted/broad community	Not applicable.	A summary of public comments received in connection with the notice inviting comments on the draft annual action plan when it was placed on the City's website (talgov.com) is included.	All comments were accepted.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Emails to Interested Parties	Minorities Persons with disabilities Residents of Public and Assisted Housing Contractors	An email was sent to interested parties for distribution to their members in an effort to encourage attendance and/or comments. Organizations included contractors, United Way, the Tallahassee Housing Authority, Leon County, Human Services providers, ESG provider agencies, and the City's Fair Housing Unit.	A summary of comments received as a result of this outreach is included.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

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Expected Resources

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

Introduction

The City of Tallahassee's fiscal year runs from October 1st through September 30 of the following year. While the timing of the City's fiscal year works well with the federal funding, the uncertainty of federal funds and the decreasing amount of federal funding available has been a challenge. The funding situation is exacerbated because the state often uses the Housing Trust Fund, dedicated to providing affordable housing, for other purposes. If not for the Sadowski Coalition fighting to retain affordable housing and pushing local governments to advocate for this funding, it might be totally lost. SHIP has not been fully funded in many years and the extent of funding to be made available is unknown from year to year. Some years, the state has provided no funding at all, and in other years the state decreases its funding because Florida Housing Finance Corporation has funding on hand that it intends to provide through the SHIP program. The amount of SHIP funding provided for this fiscal year is a slight increase (about 5%) from last year.

The City continues to provide general funding to complement the CDBG funding and these funds are combined with Leon County resources to target needs that would otherwise not be addressed. The level of HOME allocation the City will receive may impact the City's ability to address

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local housing and community development needs as well.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,852,209	20,201	24,517	1,896,927	0	This plan is for year 5 of the ConPlan

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	876,318	247,417	0	1,123,735	0	This plan is for year 5 of the ConPlan
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	160,192	0	0	160,192	0	This plan is for year 5 of the ConPlan

Table 5 - Expected Resources – Priority Table

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

The City leverages its federal funds by using them in conjunction with state and local funding. State SHIP is often used to fund activities that are

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of an emergency nature and are too difficult to complete timely with the restrictions attached to the federal funds. In addition, the City has a local Affordable Housing Trust fund (AHT) which is used for affordable housing activities. While the City currently has a large amount of excess matching funds from past years, both SHIP and AHT funding is often used as matching funds for HOME-like and other eligible projects. City general revenue and Leon County funds are combined with the public services funded with federal funds to support human service activities in the community. General revenue funding is also used for affordable housing programs such as the water and sewer fee waiver program which provides funding to pay these fees as provided by ordinance allowing the developers of affordable housing to decrease their costs and pass this savings on to the homebuyer. In addition, the City Commission is considering a policy to dedicate funding from land sales and general fund budget surpluses to the Affordable Housing Trust Fund, providing a regular, dedicated source of funding to be used for affordable housing.

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

The City currently owns property acquired under the NSP program funded through the State of Florida. That property may be used in conjunction with other property subsequently acquired with non-federal funds or federal funds to target the area for CDBG/NSP eligible activities. The City periodically acquires land through various means such as surplus parcels acquired for public improvements, foreclosures associated with outstanding code enforcement liens and violations and through donations. The City's process for disposal of surplus property includes a review by City departments to determine whether the property has a City related use. The Community Housing and Human Services Department reviews these parcels and determines if the property can serve a community development or housing purpose. The Tallahassee Community Redevelopment Agency (CRA) can acquire property to facilitate redevelopment objectives and provides funding for affordable housing. The City has coordinated with the CRA to advance their common objectives which include the construction and preservation of affordable housing. The CRA has also provided funding for the purchase of land when it would be amenable to future development of affordable housing or neighborhood revitalization or improvement, in addition to the consideration of establishing a Community Land Trust.

Discussion

The use of anticipated resources and other funds used to leverage these resources is provided above.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homebuyer Down Payment Assistance Loans	2015	2020	Affordable Housing	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Increase Homeownership	HOME: \$300,000	Direct Financial Assistance to Homebuyers: 35 Households Assisted
2	Homeowner - Single Family Rehabilitation	2015	2020	Affordable Housing Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Preserve Owner-Occupied Housing	CDBG: \$68,250 HOME: \$456,753	Homeowner Housing Rehabilitated: 19 Household Housing Unit

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Temporary Relocation for Owner-Occupied Rehab	2015	2020	Affordable Housing	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Preserve Owner-Occupied Housing	CDBG: \$9,500	Homeowner Housing Rehabilitated: 19 Household Housing Unit
4	CHDO Activities	2015	2020	Affordable Housing	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Increase Homeownership	HOME: \$131,448	Homeowner Housing Added: 2 Household Housing Unit
5	Public Facilities Service Center Renovations	2015	2020	Non-Housing Community Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Facilities Improvements/Construction	CDBG: \$538,755	Other: 5 Other

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Lead Paint Testing	2015	2020	Affordable Housing	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Preserve Owner-Occupied Housing	CDBG: \$16,150	Homeowner Housing Rehabilitated: 19 Household Housing Unit
7	Homeless - Essential Services & Rapid Rehousing	2015	2020	Affordable Housing Homeless	City of Tallahassee (citywide)	Emergency Shelter & Transitional Housing Rapid Rehousing	ESG: \$160,192	Tenant-based rental assistance / Rapid Rehousing: 20 Households Assisted Homeless Person Overnight Shelter: 45 Persons Assisted Homelessness Prevention: 24 Persons Assisted
8	Permanent Relocation	2015	2020	Homeless Relocation	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Homeless Prevention	CDBG: \$20,000	Homelessness Prevention: 15 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	CBD0 Activities - Frenchtown Area	2015	2020	Affordable Housing Non-Housing Community Development Economic Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$596,000	Public service activities other than Low/Moderate Income Housing Benefit: 425 Persons Assisted
10	Public Services - Senior Services	2015	2020	Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$65,699	Public service activities other than Low/Moderate Income Housing Benefit: 350 Persons Assisted
11	Public Services - Physical Health	2015	2020	Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$59,752	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Public Services - Persons with Disabilities	2015	2020	Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$42,194	Public service activities other than Low/Moderate Income Housing Benefit: 360 Persons Assisted
13	Public Services - Childrens Services	2015	2020	Non-Housing Community Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$37,380	Public service activities other than Low/Moderate Income Housing Benefit: 128 Persons Assisted
14	Public Services - Youth Services	2015	2020	Non-Housing Community Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$78,158	Public service activities other than Low/Moderate Income Housing Benefit: 175 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
15	Program Administration	2015	2020	Administration	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services Emergency Shelter & Transitional Housing Preserve Owner-Occupied Housing Public Facilities Improvements/Construction Increase Homeownership Rapid Rehousing Homeless Prevention Neighborhood Impv - Demolition and Clearance Contingency Funds	CDBG: \$377,578 HOME: \$98,361 ESG: \$0	Other: 1 Other
16	Unprogrammed funds	2015	2020	Affordable Housing	City of Tallahassee (citywide)	Contingency Funds	HOME: \$147,903	Rental units rehabilitated: 15 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homebuyer Down Payment Assistance Loans
	Goal Description	This program provides direct financial assistance for purchase of a home. It is paired with homebuyer education and counseling using federal or non-federal resources.

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2	Goal Name	Homeowner - Single Family Rehabilitation
	Goal Description	Funding is used for single family rehabilitation of owner-occupied homes for low and moderate income households. This program is used in conjunction with the temporary relocation and lead paint testing programs and uses both federal funding and non-federal funding.
3	Goal Name	Temporary Relocation for Owner-Occupied Rehab
	Goal Description	This program is used in conjunction with the Owner-Occupied Rehabilitation program serving low and moderate income households. It covers necessary expenses as allowed by our temporary relocation policy for those households receiving rehabilitation services. These expenses consist primarily of storage of household goods and sometimes temporary lodging when deemed necessary when other options are not available.
4	Goal Name	CHDO Activities
	Goal Description	In accordance with HOME requirements, this funding is set aside and awarded only to eligible CHDO organizations for construction or rehabilitation of affordable housing for low income households (at or below 80% AMI) or make rental housing affordable.
5	Goal Name	Public Facilities Service Center Renovations
	Goal Description	This funding is used for renovations and improvements to public facilities in low- and moderate-income neighborhoods. These service centers are often used in conjunction with the provision of public services to low and moderate-income households funded through federal or non-federal funding.
6	Goal Name	Lead Paint Testing
	Goal Description	This program is used primarily with the owner-occupied rehabilitation program to ensure that all pre-1978 housing that is not exempt is tested for lead paint hazards.
7	Goal Name	Homeless - Essential Services & Rapid Rehousing
	Goal Description	The breakout of the ESG funding for the period covered by this AAP will be determined based on the needs assessment provided by the Big Bend Continuum of Care. Eligible categories for funding will include Rapid Rehousing, Homeless Prevention, Emergency Shelter, Street Outreach, and HMIS.

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8	Goal Name	Permanent Relocation
	Goal Description	This program provides assistance to households displaced through code action to enable them to be relocated into permanent housing.
9	Goal Name	CBDO Activities - Frenchtown Area
	Goal Description	In an effort to continue to revitalize the NRSA consisting of the Frenchtown, Bond, and Southside areas, the funds will be used City will continue support of the HOPE Shelter and assist those at risk of homelessness through the services provided in the Comprehensive Emergency Services Center and HOPE Shelter.
10	Goal Name	Public Services - Senior Services
	Goal Description	The program will provide a variety of health programs and accessing that focus on prevention and health maintenance for those 55 and older living in the target areas.
11	Goal Name	Public Services - Physical Health
	Goal Description	This program addresses basic needs such as food, transportation and utility assistance. It also provides medical case management, mental health and substance abuse counseling, housing assistance, preventative education, support groups and medical transportation.
12	Goal Name	Public Services - Persons with Disabilities
	Goal Description	The goal of this program is to provide persons with disabilities the opportunity to achieve, maintain, and strengthen their level of independence by providing a range of services such as environmental modifications, and medical supplies and equipment.
13	Goal Name	Public Services - Childrens Services
	Goal Description	The goal is to create suitable living environments by assisting with enrollment into Head Start and Early Head Start. The focus is on families with special needs children, children born to teen mothers, foster care children, and families receiving TANF.

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14	Goal Name	Public Services - Youth Services
	Goal Description	An after-school, summer enrichment and girls mentoring program providing structured enrichment activities for youth, K-12. Supportive services provided include homework assistance, cultural enrichment, social skills development, reading initiatives, literacy skills, and nutrition and health education.
15	Goal Name	Program Administration
	Goal Description	
16	Goal Name	Unprogrammed funds
	Goal Description	This funding is a remaining amount of HOME funds (\$147,903) that will be used for rental rehabilitation to preserve affordable rental units benefitting low-moderate income eligible persons or families.

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Projects

AP-35 Projects – 91.220(d)

Introduction

In this fifth year Annual Action Plan, the City of Tallahassee will continue to fund activities that it has funded in the past in an effort to accomplish the following:

- Increase access to affordable housing through down payment assistance and other support to first-time homebuyers and potential first-time homebuyers
- Expand and improve the condition of housing affordable to lower income households
- Extend the useful life of existing affordable housing through repair and rehabilitation programs
- Leverage other public and private resources to expand the supply of affordable housing
- Assist non-profit providers and community housing development organizations (CHDOs) by providing technical assistance
- Increase access to public services by providing 15% of the CDBG entitlement funding for public services
- Fund improvements to public facilities or new construction of public facilities
- Continue to build capacity through support of CBDOs

Projects

#	Project Name
1	Administration
2	Public Services
3	Public Facilities
4	Housing Rehabilitation/Reconstruction
5	Acquisition and Construction
6	Neighborhood Revitalization
7	Homeless Services

Table 7 - Project Information

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

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AP-38 Project Summary

Project Summary Information

1	Project Name	Administration
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	Program Administration
	Needs Addressed	Preserve Owner-Occupied Housing Emergency Shelter & Transitional Housing Increase Homeownership Public Facilities Improvements/Construction Public Services Rapid Rehousing Homeless Prevention
	Funding	CDBG: \$370,442 HOME: \$87,632
	Description	These funds are used to cover CDBG and HOME administrative costs including personnel expenses, training, materials and supplies, and fair housing activities. Funds are used to fund all of the CDBG eligible and HOME activities.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A This is administration.
	Location Description	Citywide
	Planned Activities	CDBG eligible and HOME program administration.
2	Project Name	Public Services
	Target Area	City of Tallahassee (citywide)

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	Goals Supported	Public Services - Senior Services Public Services - Physical Health Public Services - Persons with Disabilities Public Services - Youth Services Public Services – Children’s Services
	Needs Addressed	Public Services
	Funding	CDBG: \$277,831
	Description	These funds equal 15% of the CDBG allocation and are used for public services.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	1,185 low and moderate income families.
	Location Description	Citywide
	Planned Activities	Provision of a variety of public services such as healthcare, senior services, youth services, children's services, and services to the disabled.
3	Project Name	Public Facilities
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	Public Facilities Service Center Renovations
	Needs Addressed	Public Facilities Improvements/Construction
	Funding	CDBG: \$538,755
	Description	These funds will be used for service center renovations and other public facilities which may be funded through a competitive process.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	These public facilities are located in or serve primarily low or moderate income households or populations presumed to be low or moderate income. These centers are also used to provide public services. The number of families served will be reported in the public services data. However, it is anticipated that at least seven (7) public facilities will be assisted.

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	Location Description	All public facilities assisted are anticipated to be located in low income census tracts or serving primarily low or moderate-income households or households presumed to be low or moderate income; the determination of which ones will be dependent on the cost of the improvements as prioritized.
	Planned Activities	Improvements to low/moderate income area parks and neighborhood service centers.
4	Project Name	Housing Rehabilitation/Reconstruction
	Target Area	City of Tallahassee (citywide)
	Goals Supported	Homeowner - Single Family Rehabilitation Homeowner – Single Family Reconstruction Rental – Single Family Rehabilitation Temporary Relocation for Owner-Occupied Rehab Lead Paint Testing
	Needs Addressed	Preserve Affordable Housing
	Funding	CDBG: \$93,900 HOME: \$604,656
	Description	These funds will be used for rehabilitation or reconstruction of owner-occupied and rental housing to bring homes into compliance with current codes and to address all health and safety issues, preserving the units as affordable.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Nineteen (19) low and moderate income owner-occupied households will be assisted through rehabilitation, lead paint testing, and temporary location. Fifteen (15) rental units will be rehabilitated and rented to income eligible residents.
	Location Description	The addresses of these are unknown at this time as the homes are identified as they apply and are accepted to the program.
	Planned Activities	Rehabilitation of owner-occupied and rental housing, including lead paint testing and relocation activities.
5	Project Name	Acquisition and Construction
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)

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	Goals Supported	Homebuyer Down Payment Assistance Loans Permanent Relocation CHDO Activities
	Needs Addressed	Increase Homeownership
	Funding	CDBG: \$20,000 HOME: \$431,448
	Description	These funds are used to provide loans for down payment assistance and closing cost loans for income-eligible homeowners and delivery costs as well as CHDO activities and permanent relocation activities.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Thirty-five (35) low income households are anticipated to be assisted with the down payment and closing cost assistance; two families are anticipated to be assisted with the CHDO activity of acquisition and construction/rehabilitation/resale; and 15 families are anticipated to be assisted through permanent relocation.
	Location Description	The location of these activities is unknown as they are identified as applicants are approved for assistance.
	Planned Activities	Down payment and closing cost assistance to first-time homebuyers and assistance to one or more CHDOs to acquire and/or rehabilitate/construct one or more homes to be sold to low income households.
6	Project Name	Neighborhood Revitalization
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	CBDO Activities - Frenchtown Area
	Needs Addressed	Public Services
	Funding	CDBG: \$596,000
	Description	Funds provided for a Community Based Development Organizations (Big Bend Homeless Coalition) to affect change in a NRSA.
	Target Date	9/30/2020

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	Estimate the number and type of families that will benefit from the proposed activities	425 families are anticipated to be assisted.
	Location Description	In an effort to continue to revitalize the NRSA consisting of Frenchtown, Bond, and Southside areas, the funds will be used to continue to support the movement of the homeless populations from and those at risk of homelessness through the services provided through the services available through the Continuum of Care.
	Planned Activities	Support for the CBDO organization to revitalize the NRSA.
7	Project Name	Homeless Services
	Target Area	City of Tallahassee (citywide)
	Goals Supported	Homeless - Essential Services & Rapid Rehousing
	Needs Addressed	Emergency Shelter & Transitional Housing Homeless Prevention
	Funding	ESG: \$160,192
	Description	These funds will be used to provide services to households residing in homeless facilities or transitional housing. Funds will also be used to cover housing relocation/stabilization services, short-term rental assistance, and shelter operations.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	89 low income families are estimated to be assisted through the ESG Programs.
	Location Description	Citywide
	Planned Activities	Rapid Rehousing, Homeless Prevention, Shelter Operations, Street Outreach, and HMIS activities.

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AP-50 Geographic Distribution – 91.220(f)

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

The City has identified two geographic areas which are the focus of comprehensive redevelopment and revitalization efforts. These areas are the Tallahassee Promise Zone, and the Tallahassee Neighborhood Revitalization Strategy Area which overlap to a significant extent. However, the City's federal grant funded programs for affordable housing, public services, and public facilities are available City-wide. The City promotes these programs to residents, businesses, and non-profit organizations that reside in or provide services to these targeted areas more heavily and has targeted some non-federal funding for public services to those areas in the past. However, the City does not reserve its federal grant funds for the exclusive use in these geographic areas.

Geographic Distribution

Target Area	Percentage of Funds
FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA	
Tallahassee Promise Zone	
City of Tallahassee (citywide)	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A

Discussion

As discussed above, the City does not allocate its resources based on geographic targets. The City seeks to encourage the use of its grant programs in these identified target areas through promotion and outreach.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

This section provides the goals for the number of homeless, non-homeless, and special households to be provided affordable housing during the program year.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	71
Special-Needs	0
Total	71

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	2
Rehab of Existing Units	34
Acquisition of Existing Units	35
Total	71

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

Discussion

The above table indicates the number of non-homeless households that will be assisted with affordable housing through rehabilitation of owner-occupied homes (19), down payment assistance loans (35), rehabilitation of affordable rental units (15), and two units through CHDO activities with the production of one affordable unit. In addition, 89 households/persons will be assisted through homeless services activities within the program year. It also indicates the number of affordable housing units that will be provided by program type. "Affordable housing" is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership. These numbers in Table 12 do not include emergency shelter, transitional housing, permanent relocation, or social services but are reflective of owner-occupied rehabilitation, rental rehabilitation, down payment assistance, and CHDO activities. It is through the CHDO activities that the City is able to better serve the special needs populations because CHDOs are allowed to retain their proceeds which makes it much more financially feasible to reach the special needs populations.

While the City does not target the special populations (other than perhaps through additional outreach of our CHDOs), staff do work with these special populations to determine what programs will best fit

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their needs. We appropriate non-federal funds to provide accessibility repairs to persons with accessibility needs and through non-federal funding other special needs may be served. For example, SHIP funding may target special needs as determined by the legislature. We also currently allow higher income levels (up to 80% AMI) as an exception to the general rules in some of our non-federally funded programs such as our Emergency Home Repair Program.

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AP-60 Public Housing – 91.220(h)

Introduction

This section describes the actions the City will take in FY 2019-2020 to carry out the public housing portion of the strategic plan.

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

The City will continue to be an active partner with the Tallahassee Housing Authority (THA) and, whenever possible, provide financial support for the THA's competitive applications for funding such as low income housing credits, State Apartment Housing Incentive Loan Program, other FHFC funds, as well as competitive HUD funding.

The City will continue to facilitate the THA (or their representative) in an effort to obtain the necessary supporting forms required to be executed by the City/County/State as needed for applications to HUD, FHFC, Federal Home Loan Bank, and others. This includes the Certification of Consistency forms needed to verify that the funding is consistent with the Consolidated Plan (strategic plan).

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

The City staff will continue to be actively involved with the local housing authority in whatever ways possible including the Family Self-Sufficiency Program and develop resources to support program planning initiatives designed to encourage housing authority residents to become more self-sufficient, to explore opportunities, when appropriate, to be active in management.

The City will continue to encourage the use of the City's down payment assistance, water and sewer fee waiver, the City's housing and financial counseling, and other programs as might be applicable to low- and moderate-income potential homebuyers who are residents of public housing.

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

N/A

Discussion

The Tallahassee Housing Authority (THA) was set up by the City but now operates as an independent, highly successful organization. The Mayor appoints members of the THA board and the City reviews funding requests to be submitted to HUD for consistency with the City's strategic plan goals

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prior to THA's submission of such requests. In the past, the THA has successfully competed for and been awarded LIHTC (tax credits) from the Florida Housing Finance Corporation. In conjunction with the funding provided from the Tallahassee-Leon Community Redevelopment Agency, THA produced Goodbread Hills, a successful, attractive multifamily development located in the Frenchtown target area which is a part of the Neighborhood Revitalization Strategy Area (NRSA). This development replaced an existing, outdated, problem-ridden public housing development. THA continues to use this strategy in its efforts to modernize, update, or redevelop existing developments.

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

Introduction

This section describes the City's FY 2019-2020 goals and specific action steps it will undertake to carry out the homeless strategy outlined in the previous section. The members of the CoC have identified the priorities for use of the ESG funding to include both Rapid Rehousing and Homeless Prevention as the highest priority. While the amount of ESG funding the City receives is very low, these funds will be combined with non-federal funds and used to conduct Rapid Rehousing, Homeless Prevention, Emergency Shelter, Street Outreach and HMIS activities.

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

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

The City supports the activities of the Big Bend Continuum of Care, the lead agency of the Continuum of Care (CoC). The BBCoC is the agency that conducts the annual point-in-time study at which time outreach is done for those unsheltered persons on the streets and in camps. Also, as provided above, the CoC has identified part of the ESG funding to be used for street outreach.

With the recent success of the Big Bend Homeless Coalition's role in improving the Frenchtown portion of the Neighborhood Revitalization Strategy Area (NRSA) and the relocation of the Shelter and the Comprehensive Emergency Services Center (CESC), efforts will continue in other portions of the NRSA. In addition, Capital City Youth Services has a Going Places Street Outreach with a drop-in center. It provides outreach to runaway and homeless youth up to the age of 21.

The Apalachee Center Homeless Project provides outreach, case management, psychiatric/medication management, and supportive services. It has an outpatient mental health treatment program providing services to individuals who are homeless, have no insurance, and have a major mental illness.

Finally, the new CESC provides services, including case management, to all homeless persons, sheltered or unsheltered. Information regarding these services is provided to all service providers at the regular CoC Network meetings. The City supports the CESC with general revenue funding each year.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue to support the efforts of the Big Bend Continuum of Care as the CoC in its efforts whether through federal or non-federal funding. The BBCoC maintains an inventory of emergency shelter and transitional housing. The CESC has, as part of its facility, a homeless shelter. Through the

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coordination and efforts of these organizations, referrals to other facilities are made as appropriate. In addition, when the weather is such that it is hazardous to unsheltered persons, a cold night shelter is opened and staffed. In addition, the Big Bend Homeless Coalition operates the HOPE Shelter year-round, also operating as a CBDO.

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 members of the BBCoC have identified the priorities for use of the ESG funding to include both Rapid Rehousing and Homeless Prevention as the highest priority. While the amount of ESG funding the City receives is very low, these funds will be combined with non-federal funds and used to conduct Rapid Rehousing, Homeless Prevention, Emergency Shelter, Street Outreach and HMIS activities.

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

Although the amount of ESG funding the City receives is very small, Homeless Prevention is identified as a high priority.

In addition, the City often refers callers to the 211 system or to other known resources such as non-profit organizations or other organizations that provide emergency assistance for items that may result in the caller becoming homeless.

Discussion

The goals and action steps the City will undertake to carry out the homeless strategy are discussed above. The City does not receive any HOPWA funding. However, the organization that does receive HOPWA funding is a member of the CoC.

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

Introduction:

As provided in the Consolidated Plan, the City is not aware of any policies or regulations that have been barriers to affordable housing which have not or are not being addressed. There are several incentive policies for affordable housing as provided in the LHAP required to receive SHIP funding. The City will update as needed its Analysis of Impediments to Fair Housing to ensure any barriers are addressed. In addition, the Leon County and City of Tallahassee Commissions established an Affordable Housing Workgroup. The Affordable Housing Workgroup is a thirteen-person body composed of representatives from local government, non-profit housing and homeless service providers, and affordable housing clients. The Workgroup was charged with developing recommendations which: (a) develop a plan for a multifamily affordable housing project which utilized multiple funding sources, (b) provide for coordination and collaboration for local government, non-profit and for-profit resources, (c) encourage housing designs that considered the needs of residents and enhances the overall community, (d) leverage the financial resources of local, state, and federal resources to address permanent supportive housing for the homeless population, (e) engage organizations that promote best practices in affordable housing models, and (f) recommend a structure that would sustain the collaborative effort of the Affordable Housing Workgroup. The final report of recommendations was released in October 2017, and the workgroup has begun addressing some of the recommendations.

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

In the event any policies or regulations are identified as barriers to affordable housing, staff and the advisory committee will review those policies or regulations. In addition, the City will continue to reduce possible regulatory and barriers to the development of affordable housing in the next year as follows:

- Continued use of general revenue or other government funds for the payment of water and sewer connection fees under the local ordinance;
- Fast-tracking the permitting process for affordable housing developments;
- Maintain and implement those incentives to affordable housing as recommended by the Affordable Housing Advisory Committee to the extent possible; and
- Continued partnership with the County through the Affordable Housing Workgroup to address recommendations regarding barriers to affordable housing.

For a complete list of affordable housing incentive policies that are applicable to affordable housing project, see strategies contained in the Local Housing Assistance Plan (LHAP) provided as an attachment

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(AP-75 Attachment) to this AAP.

Discussion:

The actions the City would take to remove or ameliorate negative effects of public policies that pose barriers to affordable housing are discussed above.

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AP-85 Other Actions – 91.220(k)

Introduction:

This section describes the City's planned actions to carry out the strategies outlined in the Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

Over the timeframe covered by this AAP, the following actions will take place in an effort to address obstacles to meeting the 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 better identified needs
- Continue to enhance the level of coordination among stakeholders to maximize outputs and deliver more efficient and effective services
- Promote programs in targeted areas more heavily than City-wide

Actions planned to foster and maintain affordable housing

- Continue to encourage and reward collaborative projects that are consistent with the City's priorities and objectives
- Continue to educate affordable housing providers about funding sources and incentives available through the City or elsewhere
- Continue to monitor the condition of affordable housing to which the City has provided funding or incentives
- Joint meetings of the City and County's Affordable Housing Advisory Committees to address barriers to affordable housing

Actions planned to reduce lead-based paint hazards

- Continue to test all houses built prior to 1978 that are rehabilitated under the owner-occupied rehabilitation program for lead-based paint and, if found be sure the necessary mitigation work is incorporated into the rehabilitation work and clearance tests indicate the home is safe before allowing homeowner to occupy the home
- Require all agencies or sub-recipients contracted for the rehabilitation work follow the lead-

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based paint rules and abide by the City's process

Actions planned to reduce the number of poverty-level families

- Support the provision of public services such as child care, health services, after-school programs, etc., for low and moderate-income households
- Support the provision of homebuyer and financial education to low and moderate-income households
- Support the provision of permanent affordable and decent housing for homeownership or lease

Actions planned to develop institutional structure

- Provide opportunities for capacity building through the provision and coordination of training opportunities for local organizations
- Participate in training opportunities available to City staff
- Provide technical assistance when staff has the capacity to do so (e.g., HOME or HOME CHDO, CDBG, ESG, etc.)
- Take advantages of opportunities to receive technical assistance and training

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

- Participation in the City/County workgroup on affordable housing
- Continue participation with the Big Bend Continuum of Care in the regular network meetings
- Continue participation in neighborhood meetings to determine their needs and obtain input relative to City activities and projects funded

Discussion:

The actions the City plans to carry out the strategies outlined in the Consolidated Plan are described in detail above.

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Program Specific Requirements

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

Introduction:

This section addresses program-specific requirements for the Annual Action Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	20,201
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	20,201

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	97.75%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

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

The City of Tallahassee does not anticipate providing forms of investment not described in 24 CFR

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92.205.

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

In anticipation of using home funds to support homebuyers, the City adopts the recapture of the entire unforgiven amount in cases where the assisted unit fails to be the principal residence of the assisted household for the duration of the affordability period. When the recapture is triggered by sale of the unit, either voluntarily or involuntarily, the amount recaptured shall not exceed net proceeds of the sale as defined by HUD methodology. Additional information on the City's recapture policy is included as an attachment.

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

The City requires that a HOME agreement, as well as a note and mortgage, be executed by the beneficiary of the funds (homebuyer). These are recorded in the public records. If the homebuyer requests subordination for refinancing of superior mortgages, the City has a process to review the new financing. If it meets the subordination requirements, which are structured to ensure the protection of the homebuyer and the City's lien position, then the City provides a subordination to allow the new mortgage to again be superior to the City mortgage.

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

The City does not anticipate using HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds for the period covered by this AAP.

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

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

See attached *Written Standards for Providing ESG Assistance*.

2. If the Continuum of Care has established centralized or coordinated assessment system that

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meets HUD requirements, describe that centralized or coordinated assessment system.

As of January 2015, the Big Bend Continuum of Care has adopted the use of the VI-SPDAT (The Vulnerability Index - Service Prioritization Decision Assistance Tool) to use as our community's coordinated intake and assessment tool. The VI-SPDAT is a pre-screening, or triage tool that is designed to be used by all providers within the community to quickly assess the health and social needs of homeless persons and match them with the most appropriate support and housing interventions that are available.

This tool is comprised of questions pertaining to four areas of the client's life:

History of Housing and Homelessness;

Risks - risk of harm to self or others, involvement in high-risk and/or exploitative situations, interactions with emergency services, legal issues, managing tenancy;

Socialization and Daily Functions - self-care and daily living skills, personal administration and money management, meaningful daily activities, social relations and networks; Wellness - mental health and wellness and cognitive functioning, physical health and wellness, medication, substance use, experience of abuse and/or trauma;

After a caseworker has completed a VI-SPDAT on a client, it is then entered into HMIS (Homeless Management Information System) and scored to determine which intervention is best for the client.

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

The City anticipates an RFP process to select non-profit organizations to carry out the activities identified for the use of ESG funding. The basis for the selection is performance-based and supports the City's objectives of supporting the continued development, operation, and expansion of CoC services and operations. Responding entities will be evaluated in the following areas: experience and ability; past experience; past performance; case management capacity; and fiscal capacity. The organization must demonstrate relevant experience in emergency responsiveness, client eligibility determination and case management. The organization must participate and report into HMIS.

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

In an effort to comply with 24 CFR 576.205(a), the City will ensure the continued participation of a

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homeless or formerly homeless individual on the ESG Planning Committee. This committee will continue to be consulted regarding policy and decision making pertaining to the use of ESG funding on an annual basis. The organization acting as lead agency for the CoC is currently the Big Bend Continuum of Care. This organization holds regular meetings with its network of service providers and obtains feedback in that way. City staff also regularly attends these network meetings.

5. Describe performance standards for evaluating ESG.

The goal of ESG-funding is to reduce the number of persons who are homeless in the community and reduce the length of time the persons are homeless. Therefore, the specific ESG-RRP performance outcomes will be a measure of the number of persons or households that move out of homelessness into permanent housing as well as whether the move to permanent or permanent supportive housing has been successful at the 3 month, 6 months, or other intervals. If not, what are the factors that resulted in the lack of success.

See above.