



CITY OF TALLAHASSEE

2024-2025

Annual Action Plan (AAP)



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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. On December 9, 2020, the City of Tallahassee (City) approved a Consolidated Plan covering the period from October 1, 2020, through September 30, 2024. This Annual Action 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 City's program year 2024-2025. The goals established by the City represent a balanced approach to housing and community development. The City will pursue strategies focused on affordable housing including rehabilitation, relocation, purchase assistance, acquisition, and new construction; and funding of organizations which support low-income, youth, elderly, homeless and special needs populations. These strategies are intended to ensure the continuing success of the City of Tallahassee's neighborhoods and residents.

To achieve the goals stated in the Consolidated Plan, the Department of Housing and Community Resilience (HCR) has identified several objectives. For the program year covered by this Plan, HCR anticipates achieving the following: supporting the acquisition of affordable housing through increased homeownership programs such as the down payment assistance programs that include both loans and counseling; preservation of local affordable housing stock through several rehabilitation programs; 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 including acquisition and infrastructure; and support of efforts to reduce and prevent homelessness, including economic development (credential attainment, job training, and job placement) for at risk populations.

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.

The City of Tallahassee has identified five priority needs to be addressed during the Consolidated Plan period (2020-2024) that will meet HUD's objectives of providing decent housing; a suitable living environment, or economic opportunity. The primary needs and associated goals include:

1	Priority Need Name	Affordable Housing
	Population	Extremely Low; Low; Moderate; Large Families; Families with Children
	Associated Goals	Housing Rehabilitation; Down Payment Assistance; New Construction Permanent Relocation; Acquisition; CHDO Set-Aside; Neighborhood First Activities
2	Priority Need Name	Public Services
	Population	Extremely Low; Low; Moderate; Large Families; Families with Children Youth; Elderly; Frail Elderly; Persons with Mental Disabilities; Persons with Physical Disabilities; Persons with Developmental Disabilities; Persons with Alcohol or Other Addictions; Victims of Domestic Violence; Homeless Persons
	Associated Goals	Public Service Assistance
3	Priority Need Name	Public Facilities/Infrastructure
	Population	Extremely Low; Low; Moderate
	Associated Goals	Public Facilities / Infrastructure
4	Priority Need Name	Homeless Prevention Services
	Population	Extremely Low; Low; Moderate; Homeless Persons
	Associated Goals	Street Outreach; Rapid Re-Housing; Shelter Operations/Essential Services Homeless Prevention; HMIS Administration
5	Priority Need Name	Program Administration
	Population	N/A
	Associated Goals	Planning and Administration

Primary Needs and Associated Goals

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 regularly monitors and evaluates its past performance to ensure meaningful progress is made toward its goals identified in its Consolidated Plan and Annual Action Plan. The table below summarizes progress made on each goal identified in the City’s 2020-2024 Consolidated Plan as of publication of the City’s FY 2022-2023 Consolidated Annual Performance and Evaluation Report (CAPER). The 2023 CAPER covered the third year under the 2020-2024 Consolidated Plan.

The City continued utilizing the additional funding provided by pandemic relief at the state and federal level to support public services, homelessness response, expanded construction and rehabilitation programs and incentives, additional resiliency renovations to public facilities, and increased down payment assistance. With these opportunities, the City exceeded its goals originally set for FY 2022-2023.

	Expected 2022-2023	Actual 2022-2023	Annual Percent Complete
Housing Rehabilitation	25	13	52%
New Construction	5	1	20%
Down-Payment Assistance	25	27	>100%
Acquisition	16	0	0%
Public Facilities	5	5	100%
Public Service Assistance	100	1,206	>100%
Permanent Relocation	20	173	>100%
Rapid Re-Housing & Services	50	99	>100%

Table 1 - Annual Goals 2022-2023

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Tallahassee recognizes the importance of a robust, comprehensive, and effective citizen participation and stakeholder consultation process. The community insights and ideals gained from this outreach are invaluable resources to the development of an appropriate, comprehensive, and meaningful strategy set forth in this plan.

The City of Tallahassee engaged various stakeholders during this consultation and participatory process. The City held one community participation/stakeholder meeting, one specific consultation with the homelessness coalition, and one public hearing conducted in accordance with 24 CFR Part 91, and the

City's Citizen Participation Plan, to collect substantive feedback and input from stakeholders. Their input is recorded and incorporated into this Annual Action Plan.

Concurrently, the City of Tallahassee solicited public feedback through public notices of meetings posted in the local newspaper and on the City's website

In addition, the City solicited comment during the 30-day public comment period from June 3, 2024, to July 5, 2024. During the comment period the City hosted its webpage showcasing the 2020-2024 Consolidated Plan, FY2023 CAPER, Market Analysis and Needs Assessment, and the Analysis of Impediments to Fair Housing. The City held the public hearing on June 19, 2024, to solicit comments on this Annual Plan, at which the City Commission adopted the Plan. Proper notices of public comment were published in a newspaper of general circulation, on the City's home website, and social media pages.

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.

The City of Tallahassee hosted several public meetings and one public hearing during the citizen participation process for this Annual Action Plan. A summary of all comments received is included as an attachment to the Plan. For further details on comments received, attendance counts, and other details pertaining to the citizen input process, refer to section AP-10, Consultation and the Public Comment Package attachment.

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

Please refer to public comment attachment.

7. Summary

The Annual Action Plan is a key component of the Consolidated Plan as it outlines the City of Tallahassee's objectives and outcomes to meet the needs identified in the assessment section of the Consolidated Plan. This Annual Action Plan outlines how federal resources will be allocated for the upcoming program year. This Plan also includes a section that evaluates the community's performance towards meeting the objectives outlined in the Consolidated Plan.

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	Dept. Housing & Community Resilience
HOME Administrator	TALLAHASSEE	Dept. Housing & Community Resilience
ESG Administrator	TALLAHASSEE	Dept. Housing & Community Resilience

Table 2 – Responsible Agencies

Narrative (optional)

The City of Tallahassee's Department of Housing and Community Resilience (HCR) 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 several local organizations, both for profit and non-profit, for the administration and implementation of programs and services.

Consolidated Plan Public Contact Information

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

1. Introduction

In developing this Annual Action Plan, the City of Tallahassee conducted a thorough outreach effort to engage with critical stakeholders. This outreach effort was designed to duly record stakeholder input and develop an informed set of priority needs to help guide the City’s investment strategies over the course of the Annual Action Plan.

- April 3, 2024 - Formal Public Meeting
- April 13, 2024 - Leon County Spring Expo
- April 16, 2024 - Stakeholder Meeting
- April 24, 2024 - Continuum of Care Partner Monthly Call
- April 29, 2024 - City and County Joint Affordable Housing Advisory Committee Meeting
- June 19, 2024 - Final Public Hearing and Adoption

The formal public hearing, after the drafting of the plan, was held in conjunction with the City Commission's adoption of the plan at the June 19, 2024, meeting, which provided an additional opportunity for residents to provide input.

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(I))

The City of Tallahassee actively coordinates with the Tallahassee Housing Authority (THA) to address a multitude of needs within the city. Chief among these needs is provision of affordable housing opportunities for the city’s lowest income residents, ideally housing located in areas with access to job, transportation, and healthcare options. The City has partnered with the THA on the Orange Avenue Redevelopment project which includes replacing 200 older public housing units with 400 new mixed income units, and is also partnering on another redevelopment, the Springfield Apartments Complex, through support of funding for the Master Plan process.

The City enhances coordination between public and private health agencies by: (a) providing operational support to regional coordinating agencies, (b) rewarding collaborative partnerships in applications for public service funding through the Community Human Services Partnership grant process, (c) requiring recipients of Emergency Solutions Grant funding to participate in the local Homeless Management Information System, and (d) coordinating, hosting, and participating in opportunities for community dialogues that are focused on identifying local needs and collaborative approaches to meeting them. The City partners with Apalachee Mental Health Services, and manages the TEAMS unit which works with local police to resolve crisis through intervention rather than police action.

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 of Tallahassee consults regularly with the Big Bend Continuum of Care (CoC). The CoC is responsible for coordinating social service providers, homelessness outreach, and services targeted to persons experiencing homelessness in the City of Tallahassee.

The City plays an active role on the Big Bend CoC's governing board. To meet the needs of the homeless, funding is provided to local non-profit homeless and mainstream supportive service providers to help support the operations of emergency and transitional shelters, the rehabilitation and construction of emergency and transitional shelters, construction of affordable housing, and operations of countless supportive services that benefit the homeless and persons at risk of homelessness. Funding is also provided to support the Rapid Rehousing program, which provides housing stability case management services and financial assistance to homeless households to attain permanent housing after residing in an emergency or transitional shelter. A portion of this funding secures a landlord liaison position to assist with the City's Landlord Risk Mitigation Fund, a joint effort with the County and BBCoC to engage landlords willing to house those at risk of homelessness or exiting an institution.

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

The City meets regularly with the CoC and other homeless service providers to coordinate the resources available to the community to determine the best use of ESG and City general funds to address homelessness. The City partners with the County through the Community Human Services Partnership to provide funding from multiple sources to non-profit organizations to provide safety net services to vulnerable citizens. The funding is separated by service type; homelessness services has its own program area. Funding is allocated through a grant review process that utilizes teams of citizen volunteers to review, rank and award funding. In addition, the City participates in homelessness coordination meetings, the point-in-time annual count, tracking outcomes through HMIS, homeless outreach, and the City's homelessness data visualizations.

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

Table 3 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CESC, Inc. / Kearney Center
	Agency/Group/Organization Type	Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community and stakeholder meetings with the outcome of better coordination among homeless provider agencies and governmental entities.
2	Agency/Group/Organization	Legal Services of North Florida
	Agency/Group/Organization Type	Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Fair Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted during community and stakeholder meetings with the outcome to provide additional services in coordination with the City.
3	Agency/Group/Organization	Big Bend Continuum of Care
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via direct presentation to CoC and member organizations with the outcome to direct funds to gap in services.

4	Agency/Group/Organization	BIG BEND HOMELESS COALITION, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via stakeholder meetings and direct consultation determining best outcomes for shelter activities.
5	Agency/Group/Organization	TALLAHASSEE HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community and stakeholder meetings specifically addressing the future of the Orange Avenue development and preservation of PHA units.
6	Agency/Group/Organization	TALLAHASSEE LENDERS CONSORTIUM
	Agency/Group/Organization Type	HUD Counseling Agency; CHDO; CLT Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Community Land Trust

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via direct meetings and during stakeholder meetings specifically about the housing market, rehabilitation efforts, CLT development and future of CHDO projects.
7	Agency/Group/Organization	Bethel Community Development Corporation
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and direct consultation regarding future development opportunities.
8	Agency/Group/Organization	Ability 1st (Center for Independent Living of North Florida)
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and direct consultation regarding future development opportunities and outreach to homeless individuals.
9	Agency/Group/Organization	Big Bend Habitat for Humanity, Inc.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and direct consultation regarding future development opportunities.
10	Agency/Group/Organization	Tallahassee Urban League, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings. The organization provided comments on housing and public service needs in the community from a social services perspective. As an outcome, the City will further understand the housing counseling needs and employment needs of its low-income and elderly populations. The City will continue efforts to coordinate with non-profit organizations to support the provision of services to its most vulnerable populations, when possible.
11	Agency/Group/Organization	City of Tallahassee Growth Management
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This department was consulted by invitation to encourage review of the City's planned housing activities. The City will continue efforts to coordinate with City and County Departments to address community revitalization needs.

12	Agency/Group/Organization	Greater Frenchtown Neighborhood Organization
	Agency/Group/Organization Type	Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings. The organization provided comments on public service and community revitalization needs in the community from a resident perspective. As an outcome, the City will further understand the service and revitalization needs of the Frenchtown neighborhood. The City will continue efforts to coordinate with neighborhood organizations, when possible.
13	Agency/Group/Organization	EMERGENCY CARE HELP ORGANIZATION (ECHO)
	Agency/Group/Organization Type	Services - Housing Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and specific stakeholder engagement to assess the needs of the community they serve. As an outcome, the City better understands the needs that can be served through local nonprofits.
14	Agency/Group/Organization	Catholic Charities of NW Florida, Inc.
	Agency/Group/Organization Type	Services
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and specific stakeholder engagement to assess the needs of the community they serve. As an outcome, the City better understands the needs that can be served through local nonprofits.

15	Agency/Group/Organization	Lutheran Social Services of North Florida
	Agency/Group/Organization Type	Services
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and specific stakeholder engagement to assess the needs of the community they serve. As an outcome, the City better understands the needs that can be served through local nonprofits.
16	Agency/Group/Organization	Affordable Housing Advisory Committee Tallahassee
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via direct presentation during plan development. The outcome expected is that the members of the group better understand the City's goals and objectives and offer feedback on regulatory barriers or issues facing the City that would impede the production of affordable housing.

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

The City endeavored to consult with all agency types and does not exclude any agencies from consultation. The City uses regular neighborhood association meetings, community outreach events, and postings to its webpage to reach a broader audience.

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 CoC	BBCoC's goals and objectives address the needs of the homeless population within the City and the surrounding areas with activities to address outreach, data coordination, shelter, and housing.
Local Housing Assistance Plan	City of Tallahassee	The City's LHAP includes goals related to homeownership, rental development, rehabilitation, and rental assistance, all of which are identified as priority needs in the Consolidated Plan, particularly in terms of expanding the supply of affordable housing.
Five-Year Strategic Plan	City of Tallahassee	The City's Strategic Plan includes an objective to facilitate and encourage the construction of affordable housing units (Objective 2C) with goals to provide down-payment assistance and new affordable rental units, with overlaps with the Consolidated Plan proposed activities.
Comprehensive Plan	City of Tallahassee	The Housing Element of the City's Comprehensive Plan identifies goals in support of affordable housing activities that align with housing needs and priorities of the Consolidated Plan.
2024 PHA Annual Plan	Tallahassee Housing Authority	The PHA annual plan includes rehabilitation, new construction, and preservation of affordable housing as goals all of which align with the City's priorities.

Table 4 – Other local / regional / federal planning efforts

Narrative (optional)

None.

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 accordance with 24 CFR Part 91, and the Citizen Participation Plan, the City conducted a comprehensive community participation process to ensure inclusion of all residents, target areas, beneficiaries of federal resources, and local public and private agencies.

Public Meetings

During Plan development, the City facilitated multiple meetings with its stakeholders and the public at large. Meeting dates, times, and locations are detailed below.

The City advertised public meetings in newspapers of general circulation, consulted directly with key stakeholders, and hosted public and stakeholder forums. The City hosted its webpage with notices, studies, and plans for soliciting comments on the draft plan when posted for review.

Direct Agency Consultation

The City developed a list of stakeholders to provide outreach to during the Annual Action Plan process. Stakeholders were invited to participate in the public meetings and comment period via direct email to organization contacts.

Advertisement of Outreach Activities

The City utilized their official website, social media newsletters, and regional media releases. It is important to note that the City made every effort to advertise flyers and notices in an alternate language newspaper, however there are no such publications currently serving the Leon County area.

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 Monday June 3, 2024. In

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.

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	April 3, 2024 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
2	Leon County Spring Expo	Non-targeted/broad community	April 13, 2024 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
3	Stakeholder Meeting	Non-targeted/broad community	April 16, 2024 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
4	Continuum of Care Partner Monthly Call	Continuum of Care	April 24, 2024 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
5	City and County Joint Affordable Housing Advisory Committee Meeting	Non-targeted/broad community	April 29, 2024 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	

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)
6	Public Hearing	Non-targeted/broad community	June 19, 2024 - Final Public Hearing and Adoption -Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	

Table 5 – Citizen Participation Outreach

Expected Resources

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

Introduction

During the program year covered by this Plan, the City of Tallahassee expects to receive \$1,869,974 in CDBG funding, \$888,567 in HOME funding, and \$168,138 in ESG funding for a total of \$2,926,679 in anticipated federal awards. The CDBG, HOME, and ESG entitlement funds will be used to address the priority needs identified in this Annual Action Plan. Other resources include program income, local trust funds, State Housing Initiatives Partnership (SHIP) funds, and general fund dollars that will be used to leverage federal resources. The City is also still utilizing American Rescue Plan funding to expand programs and provide additional services.

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	1,869,974	0	0	1,869,974	0	This plan is for year five (5) of the ConPlan.

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	888,567	250,000	0	1,138,567	0	This plan is for year five (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	168,138	0	0	168,138	0	This plan is for year five (5) of the ConPlan.

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: \$		
Other	public - state	Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,683,400	0	0	1,683,400	0	This plan is for year five (5) of the ConPlan. SHIP Annual Allocation- \$1,533,400 SHIP PI- \$150,000

Table 6 - 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. The City has a local Affordable Housing Trust Fund (AHTF) which is used for affordable housing activities such as loan and gap financing for larger projects. State SHIP is leveraged to complete HOME-eligible activities and is used as match for projects such as rehabilitation and down payment assistance. 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 strategies such as the water and sewer fee waiver program which allows the developers of affordable housing to decrease their costs and pass this savings on to the homebuyers or renters.

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 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 Department of Housing and Community Resilience reviews these parcels and determines if the property can serve a community development or housing purpose.

The City coordinates with the Community Redevelopment Agency (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.

The City maintains an inventory of all publicly available land suitable for affordable housing development. The map is contained on the City of Tallahassee's Housing Division webpage at www.talgov.com/housing. The list identifies publicly held land that is suitable for development of affordable housing by the City or in partnership with nonprofits and developers. The map is interactive providing address and acreage information.

Discussion

None.

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	Housing Rehabilitation	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	CDBG: \$149,488 HOME: \$299,711 SHIP: \$1,178,400	Homeowner Housing Rehabilitated: 100 Household Housing Unit
2	Down-Payment Assistance	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	HOME: \$500,000 SHIP: \$315,000	Direct Financial Assistance to Homebuyers: 25 Households Assisted
3	CHDO Set-Aside	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	HOME: \$250,000	Homeowner Housing Added: 10 Household Housing Unit
4	Public Service Assistance	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City Wide Neighborhood Revitalization Strategy Area	Increase Access to Public Services Increase Access to Homeless Prevention Services	CDBG: \$446,496	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
5	Public Facilities	2020	2024	Non-Housing Community Development	City Wide	Improve Access to Public Facilities	CDBG: \$900,000	Other: 5 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Homeless Prevention	2020	2024	Homeless	City Wide	Increase Access to Homeless Prevention Services	ESG: \$168,138	Homelessness Prevention: 50 Persons Assisted
7	Planning and Administration	2020	2024	Planning and Administration	City Wide	Program Administration	CDBG: \$373,990 HOME: \$88,856 SHIP: \$190,000	Other: 0 Other

Table 7 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	Funds assist with maintaining and preserving the City’s existing affordable housing stock and provides safe and healthy housing for low-income households. Funding is used for rehabilitation of owner-occupied homes for low-and moderate-income households, single-family homes for resale or rental to an eligible occupant, small multifamily rehabilitation, and acquisition/demolition.
2	Goal Name	Down-Payment Assistance
	Goal Description	Funds support affordable housing and self-sufficiency by providing homeownership opportunities to eligible low-income buyers. This program provides direct financial assistance for the purchase of a home and includes homebuyer education and counseling.
3	Goal Name	CHDO Set-Aside
	Goal Description	Funds support for multifamily development and new housing construction activities. Includes the funding set aside as required by HOME regulations to be awarded only to eligible CHDO organizations for construction or rehabilitation of affordable rental or homebuyer housing for low-income households (at or below 80% AMI).
4	Goal Name	Public Service Assistance
	Goal Description	Create a suitable living environment by increasing the availability of public services to low-income residents, youth, elderly, children, persons with disabilities, and the homeless or at-risk of becoming homeless. Also includes economic development and job training.
5	Goal Name	Public Facilities
	Goal Description	Supports creating a suitable living environment by funding improvements to community service centers and resiliency improvements to public facilities in low- and moderate-income neighborhoods allowing centers to be used during times of crisis. Also includes public parks and infrastructure projects supporting affordable housing and neighborhood revitalization.

6	Goal Name	Homeless Prevention
	Goal Description	Provides decent housing, decreases homelessness, and supports self-sufficiency by preventing eviction and providing street outreach as well as the administration involved in implementing the activity.
7	Goal Name	Planning and Administration
	Goal Description	Funds will be used for the administration and implementation of the CDBG, HOME, and ESG programs. Activities include staff salaries; financial responsibility; and preparation of HUD required documents such as the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments. Activities also include fair housing planning and environmental studies.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City will undertake various projects during the 2024-2025 program year focused on providing decent affordable housing and creating a suitable living environment for residents. The City will utilize their HUD CDBG, HOME, and ESG grant allocations, leveraged with state and local funds, to carry out activities intended to address priority needs in the community and ensure the greatest impact to beneficiaries.

Projects

#	Project Name
1	Program Administration
2	Housing Development (inc. CHDO Set-Aside)
3	Housing Rehabilitation
4	Public Facilities and Infrastructure
5	Down-Payment Assistance & Counseling
6	Public Service Programs
7	Homeless Prevention

Table 8 - Project Information

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

In ranking needs within the community, the City takes into consideration information from the Needs Assessment, Housing Market Analysis, citizen participation process, and agency consultation. The City assesses the amount of funding available and which activities can be funded within budget to address high priority needs.

The priority ranking system is as follows:

- **High Priority:** Activities determined as a critical need and will be funded during the Consolidated Plan period.
- **Medium Priority:** Activities determined to be a moderate need and may be funded during the Consolidated Plan period as funds are available.
- **Low Priority:** Activities determined as a minimal need and are not expected to be funded during the Consolidated Plan period.
- **No Need:** Activities determined as not needed or are being addressed in a manner outside of the Consolidated Plan programs. Funding will not be provided for these activities during the Consolidated Plan period.

There are various elements that produce obstacles to meeting needs within the community. Addressing all housing, homeless, and community development needs is a difficult task. Market and labor conditions serve as barriers to meeting needs. Housing construction prices have increased tremendously limiting access to affordable housing for low-income persons while stagnant incomes have added to the number of families and individuals needing access to services. The City utilizes its CDBG, HOME, and ESG funds to the fullest extent to assist in meeting underserved needs. Leveraging efforts with public and private entities are also made to supplement federal funds and increase the resources available to address community needs.

AP-38 Project Summary
Project Summary Information

1	Project Name	Program Administration
	Target Area	City Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$373,990 HOME: \$88,856 SHIP: \$190,000
	Description	Funds will be used for the administration and implementation of the HUD CDBG, HOME and ESG programs. CDBG Admin funds also include \$25,000 for fair housing activities.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Activities include staff salaries; financial responsibility; and preparation of HUD required documents such as the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments. Activities also include fair housing planning, environmental studies, capacity building, and staff training.
2	Project Name	Housing Development (inc. CHDO Set-Aside)
	Target Area	City Wide
	Goals Supported	CHDO Set-Aside
	Needs Addressed	Increase Access to Affordable Housing
	Funding	HOME: \$250,000
	Description	Funds support for multifamily development and new housing construction activities. Includes the funding set aside as required by HOME regulations to be awarded only to eligible CHDO organizations for construction or rehabilitation of affordable rental or homebuyer housing for low-income households (at or below 80% AMI).
	Target Date	9/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	Ten (10) very-low, low, or moderate-income households.
	Location Description	Within City of Tallahassee limits.
	Planned Activities	New construction, rehabilitation.
3	Project Name	Housing Rehabilitation
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$149,488 HOME: \$299,711 SHIP: \$1,178,400
	Description	Funding is used for rehabilitation of owner-occupied homes for low-and-moderate income households, single family homes for resale to an eligible buyer, or for rental units made available to low-and moderate-income households. Activities also include temporary relocation for occupants and lead based paint assessment and clearance, and match for the City's Lead Hazard Grant.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	One hundred (100) very-low, low or moderate-income households.
	Location Description	Within City of Tallahassee limits
Planned Activities	Housing Rehabilitation	
4	Project Name	Public Facilities and Infrastructure
	Target Area	City Wide Neighborhood Revitalization Strategy Area
	Goals Supported	Public Facilities
	Needs Addressed	Improve Access to Public Facilities
	Funding	CDBG: \$900,000

	Description	This funding is used for resiliency improvements to public facilities and infrastructure in low- and moderate-income neighborhoods allowing the center to be used during times of crisis. These service centers are often used in conjunction with the provision of public services to low and moderate-income households.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Five (5) Community Service Centers will undergo improvements, which will benefit very-low, low or moderate-income persons.
	Location Description	Within City of Tallahassee limits
	Planned Activities	Public facility improvements
5	Project Name	Down-Payment Assistance & Counseling
	Target Area	City Wide
	Goals Supported	Down-Payment Assistance
	Needs Addressed	Increase Access to Affordable Housing
	Funding	HOME: \$500,000 SHIP: \$315,000
	Description	This program provides direct financial assistance for purchase of a home, and includes homebuyer education and counseling.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Twenty-five (25) very-low, low, or moderate-income households.
	Location Description	Within City of Tallahassee limits
	Planned Activities	Financial assistance for down-payment, closing costs, gap financing, and housing counseling.
6	Project Name	Public Service Programs
	Target Area	City Wide Neighborhood Revitalization Strategy Area
	Goals Supported	Public Service Assistance
	Needs Addressed	Increase Access to Public Services
	Funding	CDBG: \$446,496

	Description	The program will provide programming at local centers, funding for community needs through the CHSP process, and economic development targeted to at-risk populations by providing credential attainment, training, and job placement through economic development activities.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Two hundred fifty (250) very-low, low, or moderate-income persons.
	Location Description	Within City of Tallahassee limits and Neighborhood Revitalization Strategy Areas
	Planned Activities	Public Services
7	Project Name	Homeless Prevention
	Target Area	City Wide
	Goals Supported	Homeless Prevention
	Needs Addressed	Increase Access to Homeless Prevention Services
	Funding	ESG: \$168,138
	Description	Provides decent housing, decreases homelessness, and supports self-sufficiency by preventing eviction and providing street outreach as well as the administration involved in implementing the activity.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Fifty (50) households experiencing homelessness or at-risk of becoming homeless.
	Location Description	Within City of Tallahassee limits
	Planned Activities	Street Outreach, Homeless Prevention, Program Administration

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'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. The City's housing programs are concentrated on scattered sites throughout the City. The priority community development needs, and public service locations will be throughout the City. The City has designated census tracts and block groups that qualify as low- and moderate-income per HUD regulations. If the City funds projects that must meet the low-moderate income area benefit criteria, they will be in the qualified census tracts and block groups.

The City has a designated Neighborhood Revitalization Strategy Area (NRSA) which is the focus of comprehensive redevelopment and revitalization efforts. Community revitalization projects such as housing and economic development activities will take place within the NRSA in accordance with the criteria set forth in HUD's regulations.

The City also partners with Neighborhood Affairs in the implementation of Neighborhood First Plans. The areas are located within qualified census tracts.

The primary distribution of the population benefiting from the grant assistance programs will be citywide, and in most cases extremely low, low, and moderate-income. Beneficiaries will also include elderly, youth, children, persons with disabilities, and the homeless or at-risk of becoming homeless.

Geographic Distribution

Target Area	Percentage of Funds
City Wide	75
Neighborhood Revitalization Strategy Area	25

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

None.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In program year 2024-2025 the City will support affordable housing through its CDBG, HOME, and ESG programs, leveraged with local and state funds, by funding activities including: housing rehabilitation, down-payment assistance, new construction, rapid rehousing, homeless prevention, shelter operations and public services.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	135
Special-Needs	0
Total	185

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	50
The Production of New Units	10
Rehab of Existing Units	100
Acquisition of Existing Units	25
Total	185

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

None.

AP-60 Public Housing – 91.220(h)

Introduction

The public housing needs in Tallahassee are two-fold and include capital improvement needs to improve the physical condition and accessibility of public housing units and the provision of supportive services for residents of public housing to attain self-sufficiency. This section describes how the City will address the needs of public housing during the program year.

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

The City anticipates utilizing HUD FY 2024-2025 CDBG funds to assist with various aspects of redevelopment of public housing, such as funding for the Master Plan for Springfield Apartments, and demolition/infrastructure support for the Orange Avenue redevelopment.

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

The City of Tallahassee is an active member of the THA's Coordinating Committee for its FSS Program. In that role, the City assists in developing resources to support program planning initiatives that are designed to encourage public housing residents to become more self-sufficient, to explore opportunities, and when appropriate, to be active in management.

The City will encourage public housing residents to pursue homeownership through the City's Down Payment Assistance program and other housing services that are funded by the City including housing and financial counseling.

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

Not applicable.

Discussion

None.

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

Introduction

The City contributes to addressing needs to prevent and end homelessness through setting priorities for funding and braiding federal funding with local dollars to conduct activities to prevent and end homelessness in Tallahassee. The Big Bend CoC measures success of their interventions in the housing crisis response system through HUD-identified performance measures and overarching objectives that are actions to reduce homelessness. However, the City's contribution to the increase of housing units, funding for services, and prevention efforts improve the community's ability to address homelessness among all populations and those with special needs appropriately.

The Big Bend CoC has drafted their FY 2021-2025 Strategic Plan and revised their FY 2021-2025 Homelessness Assistance Plan. The goals and objectives relate to programs aimed at creating a functional zero. These include emergency shelter, employment & income support services, prevention and diversion, emergency assistance, transportation assistance, healthcare benefits, coordinated entry (intake, assessment, referrals), permanent supportive housing (PSH), other permanent housing, medium term supportive housing/Transitional Housing, childcare, rapid re-housing (RRH), rental housing, outreach, education, and homeownership. Additionally, the CoC has identified goals to increase funding sources, housing options, expand collaborations to address homelessness among specific subpopulations, and improve engagement with consumers to help with housing retention.

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

Using part of the City's dedicated ESG funding to complete the Point in Time Count (PIT Count), the Big Bend CoC helps identify persons residing in sheltered and unsheltered locations. Those who conduct the unsheltered count as well as outreach workers engage persons who otherwise would not connect with services, access shelter, or be counted. Through ESG funds, the City dedicates funding to the Big Bend CoC for outreach activities. The City recognizes the importance of homeless prevention and rapid re-housing activities which help the CoC achieve the goal of making homelessness rare, brief, and non-reoccurring.

The Apalachee Center Homeless Project provides outpatient services for persons with a major mental illness through outreach, case management, psychiatric medication management, and supportive services. Persons experiencing homelessness, who have no insurance are eligible receive psychiatric support through this federally funded outpatient program. Big Bend Community Based Care (Big Bend CBC) is responsible for managing an effective system of mental health and substance use services for indigent individuals and underinsured, who many times, overlap into the housing crisis response system.

Additionally, Capital City Youth Services (CCYS) provides support to run-away and homeless youth at

their drop-in center. Supported by the City's general revenue, Connecting Everyone with Second Chances (CESC) offers case management services to shelter and unsheltered persons experiencing homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

CESC offers shelter as part of their facility and services in addition to Family Promise of the Big Bend's HOPE Shelter. Family Promise, in partnership with the Leon County Emergency Management Division, engages with local shelters for cold night sheltering options when needed.

Although transitional housing scored lower than other homeless categories, the Family Promise identified transitional housing as a need in the community. One of their objectives is to create and promote pathways to permanent subsidized housing and increase the number of transitional housing units. Comments regarding emergency shelter and transitional housing include the need for low-barrier and temporary housing options, frustration that the emergency shelter was moved away from downtown making it inaccessible by walking, and all housing needs to be located near transit. The City is dedicated to contributing both federal and non-federal funding to support activities to prevent and end homelessness in Tallahassee.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Tallahassee provides ESG funds to the Big Bend CoC for rapid re-housing and street outreach services and activities. These activities are earmarked as high priorities by the Big Bend CoC and directly relate to reducing the amount of time an individual or family experiencing a homeless episode and to providing critical services to the unsheltered homeless. The City continues to participate in CoC-led activities such as board participation and the Affordable Housing Committee to maximize the use of these funds.

To reduce the length of time homeless and help formerly homeless households retain their housing, the community finds that there is a high need for supportive services within housing programs.

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.

Homeless Prevention activities are of the highest importance and the City dedicates funding to assist with preventing homelessness among its residents.

Discussion

The homeless-specific goals and actions are thoughtfully aligned with the Big Bend CoC's strategy to make homelessness rare, brief, and non-reoccurring in the City of Tallahassee.

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

Introduction:

The City of Tallahassee recognizes that there can be institutional, regulatory, or policy barriers to development and promotion of access to affordable housing. Some of these barriers are at the discretion of City policymakers, including the permitting, zoning, and housing & community development offices. The following barriers may impact the development of affordable housing:

- Development approvals process. The development approval process can be time- and resource-intensive, particularly for developers of affordable housing.
- Density restrictions. Depending on the maximum allowable density in any given zoning category, higher density housing developments may be prohibited. Higher density housing is typically able to absorb more income-restricted housing and still maintain profitability for the developer, in addition to naturally enhancing the availability of housing overall in the City.
- Parking and setback requirements. Depending on the restrictions of parking and setbacks in the local land use code and comprehensive plan, these requirements may prohibit development of affordable housing.
- Affordable housing accessible to transit. Low-income households are more likely to depend on public transportation as a means of mobility. A lack of affordable housing near public transportation networks places an inherent restriction on a family's ability to reasonably access housing.
- Not In My Back Yard (NIMBY) Syndrome. The social and financial stigma of affordable housing can lead to significant resistance from surrounding properties.

As a recipient of funding from the US Department of Housing and Urban Development (HUD), the City of Tallahassee develops an Analysis of Impediments to Fair Housing Choice (AI) to identify impediments or barriers to affordable housing and fair housing choice. The City's most recent Analysis of Impediments identified the following impediments to affordable housing and fair housing choice:

- Lack of awareness by residents and landlords of fair housing laws;
- High number of fair housing complaints on the basis of disability;
- Insufficient supply of affordable rental and homeowner housing in high opportunity census tracts;
- Low labor market engagement for Blacks/African Americans relative to White households;
- Concentration of housing vouchers in segregated and high poverty neighborhoods; and

Poor credit history and collateral as a barrier to accessing traditional capital and wealth building through homeownership, especially for minority residents.

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

To combat negative effects of public policies that serve as barriers to affordable housing, as part of their Local Housing Assistance Plan (LHAP) the City adopted an affordable housing incentive policy. The LHAP is required to participate in the State Housing Initiatives Partnership (SHIP) program. The SHIP program requires that the City adopt two incentives – expedited permitting for affordable housing projects and the regular review of regulatory actions that may impact the cost of housing. In addition to these two incentives, the City also adopted other incentives recommended by its Affordable Housing Advisory Committee (AHAC). The additional incentives include water/sewer connection fee exemption, density bonus for inclusionary housing, regulation reduction for inclusionary housing, density bonus for affordable housing, regulation reduction for affordable housing, and allowance of accessory dwelling units in residential districts. The policy is currently in revisions and will provide additional incentives for developers of affordable units.

The Housing Element of Leon County’s 2030 Comprehensive Plan includes an Affordable Housing objective outlining several policies including providing monetary incentives, such as a down payment assistance program and regulatory incentives, such as streamlined processing, to encourage the private sector to develop cost saving and innovative techniques for affordable housing initiatives.

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;
- Maintain and implement those incentives to affordable housing as recommended by the Affordable Housing Advisory Committee; and
- Continued partnership with the County to address area-wide affordable housing issues.

Discussion:

None.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Tallahassee recognizes that the needs of its residents extend beyond housing and infrastructure. These needs include reducing lead-based paint hazards, reducing poverty, developing institutional structures, and enhancing coordination between public and private social service agencies. The following sections describe the actions the City intends to implement over the next fiscal year to achieve success in addressing the housing and community development needs of extremely low, low, and moderate-income residents.

Actions planned to address obstacles to meeting underserved needs

There are various elements that produce obstacles to meeting need within the community. The primary obstacle to meeting underserved needs is sufficient resources to meet the needs identified in the outreach conducted for this Action Plan. Addressing all housing, homeless, and community developments needs is a difficult task due to lack of funding. The City utilizes all possible resources and endeavors to secure additional private and public sources of financing over the course of the program year to meet underserved needs.

The current housing market and economic environment also serve as barriers to meeting needs as rental rates and home values have significantly increased while employee incomes have stayed stagnant increasing the number of families and individuals needing access to housing assistance and public services.

Over the timeframe covered by this Consolidated Plan and Annual Action Plan, the following actions will take place 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 to alter negative perceptions.
- Continue to develop and nurture relationships with stakeholders to better identify 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

During program year 2024-2025, the City of Tallahassee will foster and maintain affordable housing through the use of its CDBG and HOME programs, including leveraged funding, by continuing to implement the Housing Rehabilitation Program, Down-Payment Assistance Program, Relocation Assistance Programs, and Homeless Prevention Program.

The City will also continue to coordinate with its partners, including governmental entities and non-profit and for-profit developers to address the need for affordable housing units. This includes the use of HOME funds to support a Community Housing Development Organization (CHDO) that will construct or rehabilitate five units that will be sold or rented to very low or low-income households.

In addition, specific actions the City will take to foster and maintain affordable housing include:

- Continuing to encourage and reward collaborative projects that are consistent with the City's priorities and objectives;
- Continuing to educate affordable housing providers about funding sources and incentives available through the City or elsewhere;
- Continuing to monitor the condition of affordable housing to which the City has provided funding or incentives; and
- Holding 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

The City maintains regulatory compliance regarding the rehabilitation of any housing unit it assists by conducting lead-based paint tests. In conjunction with its Housing Rehabilitation Program, the City implements testing to ensure that all federally funded construction-related activities undertaken undergo a lead paint assessment when appropriate based upon the age of the structure. If lead paint is detected, the City undertakes all required measures to mitigate and/or remove lead-based paint where it exists. The City procures certified providers of lead paint testing, risk assessment, and clearance testing. In addition, all contracts and agreements executed by the City for the implementation of programs or projects where federal funding will be utilized contain lead-based paint requirements.

The City will 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 to follow the lead-based paint rules and abide by the City's process; and
- Use CDBG as match to carry out the City's Lead Hazard Control Grant through its Healthy Homes Tallahassee Program. These funds will be used to address lead hazards in rental units built prior to 1978.

Actions planned to reduce the number of poverty-level families

The City will continue to carry out goals and objectives established within the Consolidated Plan to assist in reducing poverty. The overarching goal of the plan to benefit the greatest number of people to the greatest extent possible will resonate throughout the anti-poverty strategy. The City will implement various programs and projects that have been identified as the most beneficial to its residents and to assisting families in need. The City funds several agencies that provide public services to address the needs of persons in poverty. These agencies typically provide services to homeless and non-homeless special needs populations, as well as low- and moderate-income families. These services include housing, job/skills training, and other assistance to promote self-sufficiency.

The City will continue to provide CDBG funding, where appropriate, to support programs that are designed to help families gain self-sufficiency. One of City's goals for the Five-Year Consolidated Plan is to address the role of self-sufficiency in protecting and enhancing the condition of the City's housing stock and neighborhoods. The City will take the following steps to promote self-sufficiency and reduce the number of households living below the poverty level:

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

Actions planned to develop institutional structure

The City of Tallahassee Department of Housing and Community Resilience serves as the lead entity in carrying out the Consolidated Plan along with various public, private, and non-profit agencies. The City has developed sufficient capabilities for implementing and administering programs in house and continues to foster agency coordination. Collaboration between local, county, and state agencies is important in successfully carrying out the goals and objectives identified in the Consolidated Plan and addressing community needs. The City also works closely with the City Manager, Assistant City Manager, and City Commissioners to assure coordination in implementing programs.

Structured service delivery systems are critical to the long-term success of community development efforts in the City. These systems assist in proper targeting of resources, efficient use of those resources, and meaningful change in the number of poverty-level families in the City. The City of Tallahassee will continue to engage in coordination efforts between governmental agencies operating within the City, and continued support for institutional efforts to address long-term challenges in the region.

The City of Tallahassee has a strong institutional delivery system. A wide range of services are available

in the community, including homelessness prevention services, street outreach services, and supportive services. These programs are provided by nonprofit organizations and Continuum of Care (CoC) member agencies.

In addition, the City will support the following steps 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 (e.g., HOME or HOME CHDO, CDBG, ESG, Lead Remediation, Home Inspections, 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

The City has made great efforts to increase agency coordination by continuing to communicate the City's strategic goals. It is essential that the Department of Housing and Community Resilience fosters and maintains partnerships with other agencies and organizations for the successful delivery of its housing and community development programs. The City will:

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

As sub-recipients often administering and implementing programs funded through the City, non-profit organizations play a key role in delivering services to the public and providing programs essential to the community such as homeless services, youth programs, elderly programs, and special needs services. The City of Tallahassee will continue to work with non-profit agencies in carrying out Consolidated Plan strategies.

Further, public and private entities can effectively support the delivery of programs and services by offering additional resources that can be leveraged to supplement existing services or fill in gaps. Tallahassee will continue to seek additional funding sources for neighborhood livability and housing investment in the City. The City will partner with lenders, affordable housing developers, and business and economic development organizations when possible. The City will also continue to participate in the Continuum of Care.

In addition, the City works very closely with the Tallahassee Housing Authority in providing services for

low-income public housing to enhance planning for services. The City coordinates with the housing authority on evaluation of proposed projects and for the implementation of the Public Housing Strategy in the Consolidated Plan. The City and the housing authority collaborate when identifying five-year goals and priorities and in making sure that services are delivered successfully.

Discussion:

None.

Program Specific Requirements

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

Introduction:

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.

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	0
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:	0

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.	90.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(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 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:

The City's HOME Program Resale and Recapture policy is included as an attachment with this Plan.

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. Additional information on the City's resale and recapture policy is included as an attachment.

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.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

Not applicable. The City does not have a HOME TBRA Program.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

Not applicable. The City does not have a HOME TBRA Program.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR

92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

For rental housing financed through the City's federal, state, or local funds, the type of preferences or limitations noted in the program agreement documents will comply with the rules of the most restrictive form of funding. For example, a multifamily project funded with HOME-ARP funding will be limited to occupancy of eligible qualifying populations for the minimum compliance period. The preferences and limitations will be scaled with the types of funding for the project (i.e., low-income tax credits, bonds, HUD funds, etc.), must comply with the affirmative marketing standards at 24 CFR Part 200, Subpart M (which are adopted by the City), and be codified in the owner's written tenant selection policies and criteria which must be approved by the City.

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

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

The City's Written Standards for Providing ESG Assistance is included as an attachment to this Plan.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Big Bend CoC 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).

Through consultation with the Big Bend CoC, the City will provide its ESG funding to the CoC which supports the City's objective of the continued development, operation, and expansion of CoC services and operations. The CoC will provide rapid rehousing services, outreach coordination, and HMIS support services.

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.

To comply with 24 CFR 576.205(a), the City will ensure the continued participation of a 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 (Big Bend CoC). This organization holds regular meetings with its network of service providers and obtains feedback in that way.

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 three month, six months, or other intervals.

Discussion:

None.



**CITY OF
TALLAHASSEE**

TO: Reese Goad, City Manager

FROM: Abena Ojetayo, Assistant City Manager AO

BY: Dr. Kimball Thomas, Director, Housing and Community Resilience KT

DATE: June 20, 2024

SUBJECT: Certifications for FY 2025 HUD Annual Action Plan

Attached for signature are three sets of HUD form SF424s which must be signed as part of our FY 2025 Annual Action Plan application to HUD due August 16, 2024. Each form pertains to the specific HUD regular grant source from which we will receive entitlement funding (CDBG, HOME, and ESG). These certifications contain the assurances that the City will conform to the listed federal requirements which are associated with the use of the grant funds.

The City Manager is authorized to sign these certifications via the City Commission's approval of the FY 2025 HUD Annual Action Plan on June 19, 2024. Please sign and date each certificate as indicated and return them to Jean Amison, Housing Manager, Department of Housing and Community Resilience.

Please let me know if you have any questions. Thank you.

CITY HALL
300 South Adams Street
Tallahassee, FL 32301-1731
850-891-0000
TDD: 711 • Talgov.com

JOHN E. DAILEY
Mayor

REESE GOAD
City Manager

CURTIS RICHARDSON
Mayor Pro Tem

AMY M. TOMAN
City Attorney

JACQUELINE "JACK" PORTER
Commissioner

JAMES O. COOKE, IV
City Treasurer-Clerk

JEREMY MATLOW
Commissioner

DENNIS R. SUTTON
Inspector General

DIANNE WILLIAMS-COX
Commissioner



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

PRINCIPAL DEPUTY ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT

May 18, 2024

The Honorable John E. Dailey
Mayor of Tallahassee
300 S Adams Street
Tallahassee, FL 32301-1721

Dear Mayor Dailey:

Congratulations! I am pleased to give you formal notice of your jurisdiction’s Fiscal Year 2024 (FY24) allocations for the Office of Community Planning and Development’s (CPD) formula programs. Your jurisdiction’s FY24 available amounts are as follows:

Community Development Block Grant (CDBG)	\$1,869,974.00
Emergency Solutions Grant (ESG)	\$168,138.00
HOME Investment Partnerships (HOME)	\$888,566.77

These grant funds provide the financial tools to support low-to-moderate income individuals, families, and communities to address homelessness, affordable housing challenges, aging infrastructure, and economic hardships. CPD is committed to being your partner throughout the process of using these funds. Our local office will assist in finalizing grant agreements, offer technical assistance, training when needed, monitor and implement grant funds for eligible projects in a timely manner. The Department of Housing and Urban Development will work with your team to ensure proper reporting in the Integrated Disbursement and Information System to improve performance data on how these programs are benefitting and touching people’s lives, build trust with stakeholder groups, Congress, and amplify the success stories that you and your jurisdiction are able to accomplish with these vital resources.

In addition, you also have \$9,349,870 in available Section 108 borrowing authority based on your CDBG allocation and outstanding Section 108 balances as of May 14, 2024. Since Section 108 loans are federally guaranteed, this allows your jurisdiction to borrow up to five times of your current CDBG allocation to access loan capital for larger projects at a low interest rate. HUD encourages you to consider using this CDBG multiplier for high priority housing projects, such as housing rehabilitation and conversion of nonresidential properties to residential uses and mixed-use development. This could help fill gaps left by Congress’ cut to the HOME program for FY24.

As you begin to plan for the use of FY24 grant funding, please also consider having strategic conversations with your local team to ensure that existing grants are being maximized to meet your local priorities and community needs. A few questions that you might consider asking:

- What were our goals in our most recent Consolidated Plan? How did our commitments in FY23 and previous Action Plans support those goals?

- Do we have any expiring funds? Are there plans to use our funding from past years before the end of the period of performance?
- What, if any, findings have HUD / the Office of Inspector General made against our jurisdiction in the last five years? What have we done to address those findings?

The combination of higher mortgage interest rates, limited for-sale housing inventory, and high home prices has created a challenging environment for homebuyers – particularly low-income families seeking to purchase their first home. In preparing the annual action plan for your jurisdiction’s CPD formula funds, we urge you to consider how your HOME Program and other funds may be used to increase the supply of modestly priced housing or provide direct purchase assistance to low-income families seeking to buy a home.

The timely expenditure of your previous year funds is critical to mitigate risks of recapture. If your community’s priorities have changed, you have an opportunity to repurpose funding. Our team can work with you to ensure that funds are fully utilized and reach the populations intended by these programs. Please contact our Field Office to learn more.

The Department greatly appreciates your leadership in using these funds to address your most pressing local needs by increasing access to affordable housing, supporting renters and homeowners, providing life-saving assistance to people experiencing homelessness, creating jobs and opportunities for people with modest means, improving public facilities, community resilience, and public services. If you or any member of your staff have questions or would like to request technical assistance, please contact your local CPD Field Director.

Sincerely,



Marion Mollegen McFadden
Principal Deputy Assistant Secretary
for Community Planning and Development

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text" value="06/19/2024"/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000435"/>	* c. UEI: <input type="text" value="HS3PRJ2R6X93"/>
--	--

d. Address:

* Street1:	<input type="text" value="300 S. Adams Street"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Tallahassee"/>
County/Parish:	<input type="text"/>
* State:	<input type="text" value="FL: Florida"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="32301-1721"/>

e. Organizational Unit:

Department Name: <input type="text" value="Housing & Community Resilienc"/>	Division Name: <input type="text" value="Housing"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Jean"/>
Middle Name: <input type="text" value="M"/>	
* Last Name: <input type="text" value="Amison"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="850-891-6547"/>	Fax Number: <input type="text" value="850-891-6597"/>
---	---

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Housing and community development activities: housing rehabilitation, relocation assistance, public services, public facilities, infrastructure, and program administration.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,869,974.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,869,974.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:


Reese Goad (Jun 27, 2024 13:59 EDT)

* Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text" value="06/19/2024"/>	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
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State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000435"/>	* c. UEI: <input type="text" value="HS3PRJ2R6X93"/>
--	--

d. Address:

* Street1:	<input type="text" value="300 S. Adams Street"/>
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County/Parish:	<input type="text"/>
* State:	<input type="text" value="FL: Florida"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="32301-1721"/>

e. Organizational Unit:

Department Name: <input type="text" value="Housing & Community Resilience"/>	Division Name: <input type="text" value="Housing"/>
---	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Jean"/>
Middle Name: <input type="text" value="M"/>	
* Last Name: <input type="text" value="Amison"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="850-891-6547"/>	Fax Number: <input type="text" value="850-891-6597"/>
---	---

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grant

*** 12. Funding Opportunity Number:**

NA

* Title:

NA

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Homeless activities: Rapid re-housing, homeless prevention, street outreach, shelter operations/essential services.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="168,138.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="168,138.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

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Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:


Reese Goad [Jun 27, 2024 13:59 EDT]

* Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text" value="06/19/2024"/>	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
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State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000435"/>	* c. UEI: <input type="text" value="HS3PRJ2R6X93"/>
--	--

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country:
* Zip / Postal Code:

e. Organizational Unit:

Department Name: <input type="text" value="Housing & Community Resilienc"/>	Division Name: <input type="text" value="Housing"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

Title:

Organizational Affiliation:

* Telephone Number: Fax Number:

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnership Program

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Housing activities: Down-payment assistance, new construction, rehabilitation, and acquisition

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="888,566.77"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="250,000.00"/>
* g. TOTAL	<input type="text" value="1,138,566.77"/>

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Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:


Reese Goad [Jun 27, 2024 13:59 EDT]

* Date Signed:

Instructions for the HUD-424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications, which replace any requirement to submit an SF-424-B or SF-424-D. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant:

*Authorized Representative Name:

Prefix: *First Name:
Middle Name:
*Last Name:
Suffix:

*Title:

*Applicant Organization:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which

is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

*Signature:


Reese Goad (Jun 27, 2024 13:59 EDT)

*Date:

06/27/2024

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

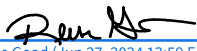
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.


Reese Goad (Jun 27, 2024 13:59 EDT)
Signature of Authorized Official

06/27/2024
Date

City Manager
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) _____ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.


Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.


Reese Goad (Jun 27, 2024 13:59 EDT)
Signature of Authorized Official

06/27/2024
Date

City Manager
Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

N/A
Signature of Authorized Official

Date

N/A
Title


Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;


Reese Goad (Jun 27, 2024 13:59 EDT)

Signature of Authorized Official

06/27/2024

Date

City Manager
Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

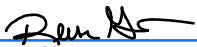
Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.


[Reese Goad \(Jun 27, 2024 13:59 EDT\)](#)

Signature of Authorized Official

06/27/2024

Date

City Manager

Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A
Signature of Authorized Official

Date

N/A
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



**CITY OF
TALLAHASSEE**

**FY 2024-2025
ANNUAL
ACTION PLAN**

PUBLIC COMMENT SUMMARY



CITY OF TALLAHASSEE

PUBLIC COMMENTS

Prior to the drafting of the Annual Plan, the City held several community participation/stakeholder meetings, and one specific consultation with the Big Bend Continuum of Care Homeless Coalition in accordance with 24 CFR Part 91 and the City's Citizen Participation Plan to collect meaningful input from stakeholders. After the Plan was drafted, the City published the draft for public review and comment and held one formal public hearing in conjunction with City Commission adoption of the plan.

Date/Time	Meeting
April 3, 2024	Formal Public Meeting
April 13, 2024	Leon County Spring Home Expo
April 16, 2024	Stakeholder Meeting
April 24, 2024	Continuum of Care Partner Consultation
April 29, 2024	City and County Joint Affordable Housing Advisory Committee Meeting
June 19, 2024	Final Public Hearing and Adoption

Written comments received during the planning phase are attached in their entirety. A summary of those comments and the City's response is below. All comments were received and accepted by the City. The comments did not lead to any substantial changes to the plan; however, minor revisions to the plan based on comments received are noted below.

Written Comments Summary

Big Bend Homeless Coalition's written comment requested that their name be updated to Family Promise of the Big Bend (fka BBHC), with the intent to formally change their name during the next fiscal year (March 2025). Both entities are currently registered with the Department of State.

City Response: City staff accepted the comment and made the requested name updates in the plan.

A concerned citizen sent an email to City staff requesting clarification and additional information regarding the data contained within the Annual Action Plan (AAP) and other initiatives the City is undertaking with non-HUD funding which is typically included within the narrative of the AAP;

- Where to find goals and objectives
- Number of units produced to date
- Dollar amounts allocated to goals and objectives
- Where to find inventory of units in production
- Where to find number of rentals created in the community
- What other resources are available

City Response: City staff addressed each concern and provided clarification directly to the requestor. All comments were accepted; none directly impacted the Annual Plan.

During the various public meetings, including the meeting with the CoC, attendees asked clarifying questions but did not provide any oral comments. No comments were received during the June 19, 2024, public hearing.



**CITY OF
TALLAHASSEE**

**FY 2024-2025
ANNUAL
ACTION PLAN**

GRANTEE UNIQUE APPENDICES:

CITIZEN PARTICIPATION PLAN

City of Tallahassee Citizen Participation Plan

INTRODUCTION

Each year, the City of Tallahassee (City) receives funding from the U.S. Department of Housing and Urban Development (HUD). These funding sources include Community Development Block Grant (CDBG), Home Investments Partnership Program (HOME), and Emergency Solutions Grant (ESG). As a condition of receiving these allocations, the City must satisfy annual planning and reporting requirements as provided in 24 CFR Part 91 which includes the development and preparation of a Consolidated Plan, Annual Action Plans for each year of the Consolidated Plan, the Consolidated Annual Performance Evaluation Report (CAPER), and an Analysis of Impediments to Fair Housing (which may be replaced by an Assessment of Fair Housing as defined in the statute but which has not yet been implemented by HUD).

Definitions

Consolidated Plan – This is a five-year strategic plan which describes the needs and goals for the community planning and development programs and housing programs during the designated five-year period. The City must submit it to HUD by August 15 prior to the start of the first year of the five-year period covered. This allows the City to apply for federal funding and make annual application for funding for the federal entitlement funding identified above.

Annual Action Plan – This plan is prepared each year of the Consolidated Plan and identifies the amount of funding the City expects to receive from HUD as well as the anticipated program income and reprogrammed funds. It describes the activities and projects expected to be undertaken in the subject year to address the needs and priorities that were identified in the Consolidated Plan. It is submitted to HUD by August 15 and covers the year beginning October 1 and ending September 30. Other than the first year of each 5-year plan when it is submitted simultaneously with the Consolidated Plan, it is an amendment to the Consolidated Plan.

Consolidated Annual Performance Evaluation Report (CAPER) – This is the annual report of what the City completed in the most recently program year (October 1 – September 30) and how that compares with what was anticipated to be completed as set forth in that year's Annual Action Plan. It reports on the progress made toward goals set forth in the Consolidated Plan. It describes how the funds were used and the extent to which low and moderate-income persons benefitted. It is submitted to HUD within 90 days of the program year end. Therefore, the City's deadline is December 29.

Analysis of Impediments to Fair Housing – This is an assessment done in connection with the jurisdiction's 5- year Consolidated Plan. Using a prescribed format, the City must identify fair housing issues and related contributing factors in its jurisdiction and sets goals

to overcome these. The goals must inform subsequent housing and community development planning processes.

Purpose of the Citizen Participation Plan (CPP)

The purpose of the CPP is to ensure compliance with 24 CFR 91.105 and provide policies and procedures for encouraging citizen input in the planning processes associated with the use of federal entitlement funds and the preparation of these plans and documents. These citizen participation policies and procedures shall be followed for the following:

- Development of the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments to Fair Housing;
- Development of any substantial or material amendments to those plans or reports; or
- A substantial amendment to this CPP.

This CPP consists of a description of the public participation process to ensure opportunities for affected and other interested parties to be involved in the process, provide transparency of the process, provide access to the information and draft plans and reports, and to provide instructions to guide public submission of comments and the City's response.

The federal programs addressed in this document are primarily for the benefit of low- and moderate-income persons defined by CDBG as those households at 80% or less of area median income based on family size as provided by HUD and adjusted annually. The focus of this CPP is to encourage participation from the following populations:

- Low- and moderate-income persons
- Residents of slums, blighted areas, predominantly low and moderate-income areas
- Non-English-speaking persons
- Persons with disabilities
- Public housing residents and other low-income residents of targeted revitalization areas Other populations that may be specifically identified by HUD

OUTREACH AND ACCOMMODATIONS

It is the City's goal to encourage participation across as many citizens as possible through outreach and accommodation of special needs, transparency of the process, and easily accessible information as described herein.

Non-English-Speaking Persons

Each time a five-year plan is completed, the City will use information obtained from the

American Community Surveys (ACS) or other reliable source that originates from census data to analyze the level of non-English speaking persons in Tallahassee and, therefore, make every effort to accommodate non-English speaking persons and encourage participation in the processes covered by this CPP. Currently, the American Community Survey data indicates the City is made up of primarily English-speaking citizens with approximately 12.5% speaking another language. Most of the 12.5% also speak English very well with approximately 3% of the population that does not speak English very well. This group is made up primarily of Spanish speaking citizens. Therefore, the City will make Spanish or other translators for non-English speaking citizens available if reasonably possible to do so if requested at least two days in advance of public meetings and hearings (excluding weekends and holidays).

Persons with Disabilities

While all meetings are held in accessible facilities, in the event there is a need for other special accommodations for persons with disabilities, the City will, to the extent that it is reasonably possible, make arrangements to accommodate those needs if requested at least two days in advance of public meetings and hearings (excluding weekends and holidays).

Notices, Times, and Locations of Meetings

1. Notices for meetings and workshops associated with the development of or substantial amendment to the Consolidated Plan, Annual Action Plan or Analysis of Impediments, will be placed in the local newspaper of general circulation and social media platforms in the days leading up to the event, and placed on the City's website (talgov.com) at least 7-14 days prior to the event. Notices provide information on the purpose of the meeting and how to receive additional information as well as contact information. If the notice solicits comments, the notice includes how and when to submit comments and access documents.

2. Public meetings will be held at times and locations convenient to potential and actual beneficiaries. Generally, every attempt is made to hold meetings in a targeted area such as the Neighborhood Revitalization Strategy Area (NRSA) location. The City's Housing Division is currently located in the City's only NRSA in an ADA compliant building with generous parking. The final public hearing is held in conjunction with the City Commission meeting at an accessible, central location.

3. In the event of a state or federally declared disaster, pandemic, or other major event, the City reserves the right to waive these participation guidelines. At no time will any waiver of these guidelines be in conflict with the governing statutes. The City may implement one or more of the following measures:

- Virtual meetings that allow citizens to participate via an online format may be utilized in the event in-person meetings are not feasible or allowable;
- The City may limit the availability of documents to online or in hard copy by request only; and
- The publication notice for public hearings may be shortened from 14 days prior to 5-

days prior to the scheduled public hearing.

Reports and Materials Availability

All reports and materials subject to the CPP will be made available to the public, including in an accessible form for persons with disabilities, upon request and when reasonably feasible to do so. These documents are available at the City's Housing Division and are posted on the City's official website. They are available electronically. A reasonable number of printed copies will be available upon request.

Access to Records

Residents of the community, public agencies, and other interested parties shall be provided access at all times to information and records relating to the Analysis of Impediments, Consolidated Plan, Annual Action Plan, CAPER, and any substantial amendments to programs which are subject to this Citizen Participation Plan for as much as the preceding five years. These reports, public notices, and program descriptions are available on the City's webpage at www.talgov.com. In addition, a reasonable number of printed copies will be available upon request.

Consultation

The City must consult with adjacent local governments with regard to non-housing community development needs, agencies with metropolitan-wide planning responsibilities, and the local public housing authority. Required consultations include public and private agencies that provide assisted housing, health and human services, and fair housing services for children, veterans, youth, elderly persons with disabilities, persons living with HIV/AIDS, and their families. Consultations also include those with other local governments, the local Continuum of Care agency, the local housing authority, and other neighborhood and community stakeholder groups. Consultations shall also include broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies in the process of developing the consolidated plan.

Provision of Technical Assistance

The City works with non-profits and interested parties to provide guidance and interpretation of relevant federal regulations, strategies, and objectives of the Consolidated Plan. The City will refer these agencies to other agencies or other organizations, if necessary. This assistance may come in the form of individual technical assistance at the request of an organization, staff attendance at meetings to provide direct technical assistance, or through responses to verbal questions or concerns at meetings.

Displacement

The City makes every effort to minimize relocation and displacement of persons, families, and businesses in activities funded by HUD funds. It will carry out its activities in accordance with the Uniform Relocation Act of 1970, as amended, the applicable federal regulations (49 CFR Part 24), and the requirements of the Section 104(3) of Title 1 of the Housing and Community Development Act of 1974, as amended.

When health and safety concerns are an issue, the City will make efforts to resolve the issues by helping property owners to bring properties up to local codes, removing substandard housing, or recommending temporary or permanent displacement of persons residing in the substandard units. In such events, the City will provide relocation assistance to the extent permitted, to families displaced as a direct result of programs funded by HUD programs.

However, there are times in areas such as targeted districts when the City may carry out revitalization efforts aimed at removing urban blight or to foster redevelopment. These initiatives may sometimes require relocation. In those cases, the City will notify all affected residents of the action which may cause displacement as well as the benefits that will be available to all persons impacted as provided in 42 U.S.C. 4601 AND 5304(d), and all applicable state laws.

REQUIRED REPORTS AND PLANS – PUBLIC ACCESS, HEARINGS AND MEETINGS

General Information

1. All reports and plans are available electronically via the City's official website. Upon request, accommodations may be made for alternative forms of review.
2. All public meetings and hearings will be held in places easily accessible and open to the general public.
3. In the event of a state or federally declared disaster, pandemic, or other major events, the City reserves the right to waive these participation guidelines. At no time will any waiver of these guidelines be in conflict with the governing statutes.

Consolidated Plan

1. During development of the City's 5-Year Consolidated Plan, the City will hold at least one public meeting to:
 - report on the accomplishments of the previous fiscal year;
 - allow citizens to make comments on what was accomplished and suggest priorities for future activities;
 - discuss the funding the City expects to receive from HUD as well as any anticipated program income and funds to be reprogrammed and the amount of this funding anticipated to benefit low- and moderate-income persons and households;
 - examine the range of eligible activities;

- discuss CoC priorities with regard to ESG or other funding;
 - allow for input on community needs;
 - update citizens on the City's Analysis of Impediments to Fair Housing and seek comments on issues affecting fair housing; and
 - Collect comments, suggestions, and other input regarding the City's use of funding for the term of the Consolidated Plan.
2. The City will hold at least one public hearing in conjunction with seeking approval by the City Commission prior to finalizing the Consolidated Plan. This public hearing is held during a regular City Commission meeting, providing citizens an opportunity to present comments to the City's highest level of authority.
3. The City will publish the draft/proposed Consolidated Plan providing for 30 days public comment period prior to submission of the Plan to HUD.

Annual Action Plan

1. During development of the Annual Action Plan, the City will hold at least one public meeting to:
- report on the accomplishments of the previous fiscal year;
 - allow citizens to make comments on what was accomplished and suggest priorities for future activities, thereby providing City staff with an indication of needs and activities that should receive emphasis in the development of the next Annual Action Plan;
 - discuss the funding the City expects to receive from HUD as well as any anticipated program income and funds to be reprogrammed and the amount of this funding anticipated to benefit low- and moderate-income persons and households;
 - examine the range of eligible activities; and
 - discuss CoC priorities with regard to ESG or other funding.
2. The City will hold at least one public hearing in conjunction with seeking approval by the City Commission prior to finalizing the Annual Action Plan. This public hearing is held during a regular City Commission meeting, providing citizens an opportunity to present comments to the City's highest level of authority.
3. The City will publish the draft/proposed Annual Action Plan providing for 30 days public comment period prior to submission of the Plan to HUD.

Substantial Amendments

1. The City will use the following criteria to determine if a change to the Consolidated or Annual Action Plan is considered a "Substantial Amendment":
- Federal funds are proposed for an activity not previously included or described in the plan; or
 - Additional federal funds are received; or
 - Changes are proposed for the use of CDBG funds from one eligible activity to

another [24 CFR 91.105(c)(1)] if such change exceeds 50% of the total allocation to the City for the year.

2. During development of a Substantial Amendment to the Consolidated or Annual Action Plan, the City will hold one public hearing to:

- explain the need for the substantial amendment;
- provide information as to how the funds became available;
- examine the eligible uses of available funds; and
- allow comment on the proposed use of the funds or change in use of the funds; and
- seek approval by the City Commission prior to finalizing the Substantial Amendment. This public hearing is held during a regular City Commission meeting, providing citizens an opportunity to present comments to the City's highest level of authority.

3. The City will publish the draft/proposed Substantial Amendment providing for 30 days public comment period prior to submission of the Plan to HUD.

Consolidated Annual Evaluation and Performance Report (CAPER)

1. The City's CAPER is due by December 29 of each year, unless the due date is waived or extended by HUD.

2. Once City staff have generated the draft CAPER, the City will provide a minimum of 15 days public comment period prior to submission to HUD. Notice is published in the local newspaper of general circulation and placed on the City's official website. The notice includes how to access the CAPER as well as instructions on submission of comments.

3. After submission of the CAPER and prior to the development of the Consolidated or Annual Action Plan, the CAPER is reviewed, and the City's performance discussed in conjunction with the first public hearing.

Citizen Participation Plan

1. This Citizen Participation Plan (CPP) is effective from the date of approval by HUD and approved by the City Commission.

2. The City will follow the standards set forth in the CPP in carrying out its regularly scheduled activities and programs.

3. The City will consider the following as significant material changes that will require a substantial revision to the CPP:

- HUD's written notification specifying a significant material change that requires an amendment; or
- Timelines for public hearings, comment periods, or other notice or review periods are decreased, such as during a disaster, pandemic or other major event.

4. The substantial revisions to the CPP will be available for public comment for a minimum of 5 days through the City's official website. The City will publish a notice that includes the same information as provided in the section identified as *Notice, Time, and Location of Meetings*. The final document, as amended, will be public and available on the official website of the City or available upon request in printed form.

Analysis of Impediments to Fair Housing

1. During the development of the City's 5-Year Consolidated Plan and Annual Action Plan, the City will review the most recent Analysis of Impediments to Fair Housing for revisions.

2. In conjunction with the public meeting for the Consolidated Plan, the City will inform citizens of the City's Analysis of Impediments and request comments on issues affecting fair housing.

3. Annually, in conjunction with the Annual Action Plan, the City will determine if any additional impediments need to be added or if changes should be made prior to submitting the Annual Action Plan to HUD.

4. The City will publish the Analysis of Impediments, if amended, in conjunction with the notice of comment period for the Consolidated Plan or Annual Action Plan, providing 30 days public comment period prior to submission to HUD.

5. This section will be amended to address the Assessment of Fair Housing (AFH) which replaces the Analysis of Impediments when implemented by HUD.

COMPLAINTS AND COMMENTS

All comments will be considered whether received in writing or orally. A summary of these comments or views and those not accepted with the reasons why will be submitted to HUD with the final document.

The City will respond to complaints received from the public with regard to the consolidated plan, substantial amendments, the CAPER, and Analysis of Impediments in writing within 15 working days where possible.



**CITY OF
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GRANTEE UNIQUE APPENDICES:

HOUSING INCENTIVE STRATEGIES

Affordable Housing Incentive Strategies from the approved 2022-2024 LHAP

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Name of the Strategy: **Expedited Permitting**

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy: The City Commission has directed that certified affordable housing projects will be given priority status in the land use/growth management process (City Commission Policy 710.03). The Growth Management Department will give priority to certified affordable housing projects in the processing of applications for Limited Partition subdivisions; Type A site plans; and all certificates, permits and approvals issued by Growth Management.

B. Name of the Strategy: **Ongoing Review Process**

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy: Housing Policies 2.1.5 and 2.1.6 in the Housing Element of the City's Comprehensive Plan requires local government to perform a fiscal impact analysis of any proposed policies, programs, ordinances, regulations, or plan provisions that might have an impact on affordable housing development costs or housing preservation. The analyses must be completed prior to submission to the City Commission for review and subsequent action. A statement showing the potential fiscal impact each proposed item may have on future development or preservation of affordable housing shall also be submitted to the Commission for consideration.

C. Name of Strategy: **Technical Assistance**

Staff members from various city departments are available to consult, on an informal basis, on project feasibility at the outset of project planning.

Provide a description of the procedures used to implement this strategy: An interdepartmental team of City staff will be available to certify a project as affordable and/or to consult on an informal basis with applicants for potential affordable housing projects regarding the feasibility of the project and issues of land use approvals, permitting and utility service (City Commission Policy 710.03).

D. Name of Strategy: **Growth Management Fee Waivers**

Application fees shall be waived for various reviews and planning purposes.

Provide a description of the procedures used to implement this strategy: Affordable housing projects will have the application fees waived for the following: (1) Subdivision; (2) Site plan; (3) Natural features inventory; (4) Environmental impact analysis; (5)

Affordable Housing Incentive Strategies from the approved 2022-2024 LHAP

Environmental management permit; and (6) Parking standards review. Affordable housing developments shall also be exempt from Transportation Concurrency requirements. For projects with a mix of uses or that include market rate residential units, the site plan or subdivision fee waiver shall be for the portion of the fee attributed to the affordable units within the project (City Ordinance 22-O-___).

E. Name of Strategy: **Water and Sewer Connection Fee Exemption**

Affordable housing units receive water and sewer connection fee exemptions.

Provide a description of the procedures used to implement this strategy: City Code of Ordinances Chapter 21, Article V. Section 21-152 exempts developers from water and sewer systems charges, and residential tap fees for certified affordable housing developments.

F. Name of Strategy: **Density Bonus**

Housing developers that commit to sell or rent homes to households earning less than 80% AMI or participate in the City's Inclusionary Housing program are eligible to construct the units at densities greater than those provided in the respective classifications of land use contained within the Land Use Element of the City's Comprehensive Plan.

Provide a description of the procedures used to implement this strategy: Developers who agree to build affordable housing units may receive an increase to the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

G. Name of Strategy: **Regulation Reduction**

As an incentive to build affordable housing developments to maximum allowable density, regulation reductions are provided for any affordable or inclusionary housing units constructed.

Provide a description of the procedures used to implement this strategy: Housing developers that commit to sell or rent homes to households earning less than 80% AMI or participate in the City's Inclusionary Housing program may receive reductions in urban forest and landscape requirements (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

H. Name of Strategy: **Site Design Flexibility**

Site design flexibility shall be offered to developers of affordable housing units. Provide a description of the procedures used to implement this strategy: Affordable housing projects will be offered certain site design flexibility to maximize development design such as reduction of required setbacks, reduction of lot dimensions and size, and alternative buffers (City Ordinance 22-O-___).

Affordable Housing Incentive Strategies from the approved 2022-2024 LHAP

- I. Name of Strategy: **Allowance of Accessory Dwelling Units in Residential Districts**
The City allows attached and detached accessory dwelling units in residential zoning districts.

Provide a description of the procedures used to implement this strategy: Attached accessory dwelling units and detached garage dwelling unit conversions are allowed on all single-family residential parcels based on Land Development Regulation Chapter 10 Zoning, Article VII Supplementary Regulations, Section 10-412.



**CITY OF
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**FY 2024-2025
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GRANTEE UNIQUE APPENDICES:

HOME RECAPTURE/RESALE POLICY

City of Tallahassee

Department of Housing and Community Resilience

HOME Program Resale/Recapture Policy

Purpose

Federal regulation as required within 24 CFR 92 place certain restrictions on HOME-assisted units in order to ensure long-term affordability of the HOME units. If ownership of a HOME-assisted unit is transferred during the period of affordability these restrictions come into play. The HOME program allows for two different options: Resale and Recapture. These tools ensure that the HOME subsidy invested in the unit continues to be used for affordable housing during the period of affordability.

This Resale/Recapture Policy of the City of Tallahassee’s Department of Housing and Community Resilience shall identify how and when each option shall be used to ensure long-term affordability of HOME-assisted units. This document describes two policies in detail:

1. Length of Affordability Periods of HOME-assisted units; and
2. The use of Resale versus Recapture.

Policy

Section 1: Length of Affordability Period of HOME-Assisted Units

Federal regulations impose minimum restrictions on long-term affordability. The HOME rule ties the length of a unit’s affordability period to the amount of HOME investment in the unit. Specifically, 24 CFR 92.254(a)(4) mandates the following timelines for unit affordability periods:

Total HOME investment (resale) or direct subsidy (recapture):	Minimum Period of Affordability:
Under \$15,000	5 Years
Between \$15,000 and \$40,000	10 Years
Over \$40,000	15 Years

Each HOME unit activity funded by the City shall be governed by a written agreement that will include an explicit definition of the required affordability period for the project. It is the intention to use the federally required minimum affordability period as listed above unless the City requires a longer affordability period, as in the land lease for the Community Land Trust. The affordability period shall commence on the day as noted in the mortgage or other document securing the HOME assistance which shall be recorded in the Leon County Clerk of Courts Official Records.

Section 2: The Use of Resale Versus Recapture

As mentioned above, 24 CFR 92.254(a)(5) identified the resale and recapture option as defined

below as the only two acceptable methods for securing the long-term affordability of HOME-assisted units.

Key Resale/Recapture Term Definitions:

1. **Direct Homebuyer Subsidy:** A direct subsidy consists of financial assistance that reduces the purchase price from fair market value to an affordable price or otherwise subsidizes the purchase, i.e. down payment, purchase price discount, or closing cost assistance.
2. **Development Subsidy:** A development subsidy is the difference between the cost to develop housing and the fair market price (appraised value). For example, the City may provide \$20,000 in grant funds to a developer to acquire and rehabilitate a home and the after-rehab value is only \$15,000 because of neighborhood and market conditions; the \$5,000 difference is a development subsidy. While the subsidy does not go directly to the homebuyer, it helps make the development of the home feasible. This is used in the City's CHDO funded activities.
3. **Homebuyer Investment:** The homebuyer's investment consists of the portion of initial down payment paid by the homebuyer combined with the value of any capital improvements made with the homebuyer's funds.
4. **Net Proceeds:** Net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs. There are no circumstances wherein the City will recapture more than is available from the net proceeds of the sale.
5. **Period of Affordability:** HOME regulations require that assisted properties remain affordable for a specific period of time depending on the level of HOME funds invested and whether the unit is under resale or recapture provisions.
6. **Noncompliance:** Failure to comply with the resale or recapture requirements means that:
 - a. The original HOME-assisted homebuyer no longer occupies the unit as his/her principal residence (i.e., unit is rented or vacant), or
 - b. The home was sold during the period of affordability and the applicable resale or recapture provisions were not enforced.

Recapture

Recapture of HOME funds will be used for the following programs and activities.

DPA: For the Down Payment Assistance (DPA) Program, it is the City's policy to recapture the entire amount of HOME funding in cases where the unit fails to meet the affordability period as provided in the HOME agreement signed by the borrower. However, in the event of a sale prior to the end of the affordability period, the City may not be able to recapture the entire amount because of the HOME limitations that the repayment cannot exceed the net proceeds (*see 24 CFR 92.254(a)(5)(ii)(A)*).

1. The City's policy for recapture of DPA follows HUD's guidance at 92.254(a)(5)(ii)(A)(1): In the event of the sale of the home to a non-eligible buyer during the affordability period, the City will attempt to recapture the full amount understanding that the amount recaptured may not exceed the net proceeds. Net

proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

2. In order to ensure control of the recapture provision, the City requires a note, mortgage, and HOME agreement be executed by the homebuyer. The note and mortgage as well as the form of the HOME agreement, which clearly identifies the affordability period based on the HOME funding amount and type, are recorded in the public records. If the homebuyer tries to sell or refinance, the title work shows that this mortgage is in place.
3. The City has a subordination process to review new financing, and if the subordination requirements (which are structured to protect the borrower and the City) are met, the City will provide a subordination agreement which allows the new superior debt but keeps the subordinate debt in place.

CHDO DPA: CHDO funded housing is provided additional recapture flexibility. Assistance may be provided by the CHDO in the form of down payment assistance by allowing some of the HOME CHDO funding to remain in the property as direct subsidy. The same process with the note and mortgage in favor of the City as provided above is used. However, the CHDO is allowed to use a combination of recapture methods. They may require recapture of the full amount, recaptured on a prorata reduction for the time the homeowner occupies the housing versus the affordability period, or a combination of these methods as long as the affordability period is still secured. The proposed prorata recapture must be reviewed and approved by the City. These provisions are included in the HOME agreement.

1. If repayment is voluntarily made before the affordability period is complete, the funds are considered Program Income, would come back to the City of Tallahassee, and the lien/mortgage would be satisfied. Although the funds were not repaid or recaptured through a default or sale of the property, the affordability period should remain in place and the home be monitored annually. This does not apply to sale of the home or other default actions.
2. If in the sale of a CHDO unit to an eligible buyer, the buyer does not receive a direct subsidy, the City will use the presumption of affordability per CPD Notice 12-003 (see Resale).
 - a. In certain neighborhoods, housing can be presumed to provide a fair return to an original homebuyer upon sale, to be available and affordable to a reasonable range of low-income homebuyers, and to serve as the primary residence of a low-income family during the period of affordability. In such cases, the City will not impose resale restrictions because the characteristics of the neighborhood make it probable that these requirements will be met without the imposition of the restrictions. Instead, §92.254(a)(5)(i)(B) of the HOME rule states that the City may identify certain neighborhoods with housing and income conditions that will:
 - i. Provide ongoing affordable home prices;
 - ii. Ensure that the sales price of a home will provide a fair return to the original homebuyer; and

- iii. Provide a pool of income-eligible homebuyers from the residents of the neighborhood.
- b. A presumption of affordability will allow the City to meet the HOME resale requirements without the imposition of specific enforcement mechanisms. Eligible neighborhoods will be identified in the Consolidated/Annual Plan and the HOME agreement with the CHDO.

RENTAL REHAB: If HOME funds are provided for a rental property, at a minimum, a land use restriction agreement will be executed and recorded in the public records to ensure the affordability period is met. HOME funds repaid will be considered program income. (24 CFR Part 92.252)

Owner Occupied Rehabilitation and Reconstruction: There is no affordability period for owner-occupied rehabilitation or reconstruction programs, so recapture does not apply.

All recaptured funding is treated as such in accordance with the HOME requirements with no administrative fees allowed to be taken. Recaptured funding is used with the affordability period starting anew with its next use. (24 CFR Part 92.254)

Resale

The Resale option will apply to HOME assisted units who meet these terms including units in the City's Community Land Trust. An assisted unit in the Community Land Trust will be affordable in perpetuity and only sold to an income-eligible buyer per the Land Lease Restrictions.

Under the resale option, if the current homeowner decides to sell their home during the period of affordability the new homeowner must be income-qualified under the HOME program and must occupy the home as their principal residence. The original HOME-assisted owner must receive a fair return on investment, which is based on the initial investment plus improvements, as identified below. Additionally, the sale price must be affordable to a reasonable range of subsequent low-income households.

As required by 24 CFR 92.254(a)(5), the City must ensure that the price at resale provides the original HOME-assisted owner a fair return on investment and that the home will continue to be affordable to a reasonable range of incomes. "Fair return on investment" means the total homeowner investment, which includes the homeowner's monetary contributions plus approved capital improvements credits, with a defined rate of appreciation to keep the home affordable to subsequent homebuyers.

The subsequent home price under the Resale option shall be equal to (a) the amount of Owner's Base Price (which does not include government subsidy) plus (b) an amount equal to the Owner's Base Price multiplied by the total percentage of increase in the area median household income (AMI) for a family of four for the City of Tallahassee as calculated and

published by the US Department of Housing and Urban Development or such successor agency as may publish such information.

For a subsequent resale of a unit in the Community Land Trust, the City will allow a HOME-assisted owner to earn a fixed rate of appreciation each year as defined in the Community Land Trust land lease. This fixed rate of appreciation is determined by balancing existing home price appreciation data by census tract and the appreciation increase necessary to keep homes affordable in perpetuity to a reasonable range of low-income homebuyers. The City has determined this to be a fair return on investment in exchange for the lower initial home price.

Capital improvements will include improvements made to the property that adds basis to the home as defined within IRS Publication 523. The initial homeowner must keep written documentation regarding the costs of capital improvements, including receipts or copies of contracts and payments made to contractors, in order to receive credit for the value of the capital improvements at resale. The initial homeowner must also keep written documentation confirming the necessary permitting and inspection processes were followed, when applicable.

A fair return on investment to the initial homebuyer may be less than the full value calculated above or no return if there are no or insufficient net proceeds from the resale. This can occur when market conditions are such that the median sales price has stagnated or decreased during the ownership period or when the initial homebuyer has paid more for capital improvements than can be supported by the market at the time of resale.

To provide continued affordability of the property, the City will ensure the home is affordable to a range of homebuyers at the time of resale. The targeted population of such buyers will include households with incomes at or below 80% Area Median Income (AMI) who pay no more than 30% of gross income for principal, interest, property taxes, homeowner association or other dues, and insurance. If the market price that provides a fair return to the initial homebuyer is too high to be affordable for the subsequent buyer within the targeted range to purchase the property, the City, at its sole discretion, may provide HOME assistance as a direct subsidy to the subsequent buyer.

It is important to note that in certain circumstances, such as a declining housing market where home values are depreciating, the original homebuyer may not receive a return on his/her investment because the home sold for less or the same price as the original purchase price.

Section 3: Determination of when Resale or Recapture will be used:

- When HOME funds are awarded only as a development subsidy to a developer for a homebuyer activity, such as CHDO, the resale option will be used.
- When HOME funds are awarded as either development subsidy and/or direct subsidy for a unit participating in the City's Community Land Trust, the resale option will be used.
- When HOME funds are used to provide a direct subsidy to homebuyer(s), the recapture option will be used.

Section 4: Enforcement Documentation

The affordability period of any HOME-assisted units shall be governed by a legal instrument recorded with the Leon County Clerk of Courts Official Records. This same instrument shall also identify and enforce the resale or recapture provisions of the HOME program. Such documentation shall be provided by the City and may include one or more of the following depending on the type of project:

1. Resale:
 - a. Deed Restriction; or
 - b. Land Use Restriction Agreement.
2. Recapture:
 - a. Mortgage and Note.

The precise nature of the documentation will be identified in the written agreement that governs the usage of the HOME funds in the project. Please contact the City's Housing Division to ensure the correct document for enforcement of the HOME resale/recapture provision is used and recorded.

HOME Written Agreement. The HOME written agreement must be a separate legal document from any loan instrument and must, at a minimum, comply with the requirements at 24 CFR 92.504(c)(5) of the HOME rule. If the City provides HOME funds to a subrecipient or CHDO to develop and sell affordable housing, the subrecipient or CHDO must prepare and execute the agreement with the buyer, or be a party to the agreement along with the entity it funded to ensure it can enforce the written agreement.

The executed HOME written agreement with the homebuyer must be recorded with the Leon County Clerk of Courts Official Records.

Section 5: Ongoing Monitoring

For HOME-assisted homebuyer projects under resale or recapture agreements, the City will perform ongoing monitoring of the principal residency requirement during the period of affordability to confirm that the buyer is using the property as their principal residence. This can be accomplished through a variety of means, including, but not limited to verification of the buyer's name on utility company records, insurance company records for the home, property records verification, and or postcard or letters mailed with "do not forward" instructions which can demonstrate whether the buyer is receiving mail at the home.

In instances where compliance is deemed to not be met, the City will attempt to recapture the HOME funds provided in accordance with this policy.



**CITY OF
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GRANTEE UNIQUE APPENDICES:

**WRITTEN STANDARDS FOR
PROVIDING ESG ASSISTANCE**

Written Standards for Providing ESG Assistance City of Tallahassee

- I. General Requirements for Rapid Rehousing (ESG-RRH) & Homeless Prevention (ESG-HP)
 - A. Centralized or coordinated assessment and HMIS - All organizations provided funding must use the CoC centralized or coordinated assessment system and HMIS (or comparable database as allowed for victim services providers).
 - B. Documenting eligibility determinations – All documentation on all households seeking assistance must be maintained. If determined ineligible, documentation must reflect reasons.
 - C. Terminating assistance – All organizations accessing ESG funding must establish a formal process which includes written notice to the program participant; review of decision with an opportunity to object; and prompt written notice of final decision. Additionally, judgement must be exercised and all extenuating circumstances evaluated in determining when violations warrant termination so termination is only in the most severe cases.
 - D. All units for beneficiaries assisted with ESG funding must meet habitability standards; be visually inspected for lead base paint if a child under age of 8 will be living in the unit and it was constructed before 1978; meet rent reasonable test in comparison to rents of similar unassisted units and at or below Fair Market Rent as set by HUD annually.
 - E. All HP participants assisted must have a written lease with the property manager/owner. All RRH participants assisted must secure a written lease with the property manager/owner.
- II. Written standards for providing ESG-RRH assistance
 - F. Standard policies and procedures for evaluating eligibility for assistance under ESG-RRH
 - 1. Program participants must meet the definition of “homeless” as defined in CFR 576.2, category (1) for rapid rehousing.
 - 2. All households seeking RRH assistance must have initial evaluation with re-evaluation at least annually.
 - 3. Individuals/families who have received assistance through ESG in the past 3 years are not eligible.
 - 4. Program participants’ households must have a source of verifiable income, which is expected to be sufficient to sustain housing at the completion.
 - 5. There is no income threshold at initial evaluation ESG-RRH assistance.
 - 6. Participants’ household income must be at or below 30% AMI (Area Median Income) at annual re-evaluation, must have no appropriate subsequent housing options, and must lack sufficient resources and support networks to retain housing.
 - 7. Participants must have consultation with ESG-RRH staff for assessment, evaluation, eligibility determination, and housing stabilization services.

Written Standards for Providing ESG Assistance City of Tallahassee

- G. Standard for determining the amount or percentage of rent and utilities each program participant must pay

The share of rent and utilities paid by the program participant must pay while in the program shall be determined as a result of each program participant's individual needs. Evidence of this determination must be documented in each participant's case file resulting from the development of an individualized financial assistance strategy. No financial assistance is provided for ongoing utility payments.

- H. Determination of type, amount, and duration of ESG-RRH assistance

1. The ESG-RRP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,500 per household, including case management, based upon the determination of need. Funding can be provided as a one-time assistance or ongoing assistance provided that the total ESG assistance does not exceed \$2,500
2. The total period for which any program participant may receive eligible services must not exceed 24 months during any 3-year period.

III. Written standards for providing ESG-HP assistance

- A. Standard policies and procedures for evaluating eligibility for assistance under ESG-HP

1. Program participants must meet the definition of "at risk of homeless" as defined in CFR 576.2, category (2), (3), or (4) for homeless prevention assistance
2. All households seeking ESG-HP assistance must have initial evaluation with re-evaluation at least every 3 months.
3. Program participants' households must have a source of verifiable income, which is expected to be sufficient to sustain housing at the completion ESG-HP assistance.
4. Participants' household income must be at or below 30% AMI (Area Median Income) at initial assessment and lack the resources and support networks to prevent them from moving into homelessness (as defined by category 1).
5. At re-evaluation, income must be at or below 30% AMI and participant must lack resources and support networks to retain housing without the ESG assistance.
6. Participants must have consultation with ESG-HP staff for assessment, evaluation, eligibility determination, and housing stabilization services.

- B. Standard for determining the amount or percentage of rent and utilities each program participant must pay

The share of rent and utilities paid by the program participant must pay while in the program shall be determined as a result of each program participant's individual needs. Evidence of this determination must be documented in each participant's case file resulting from the

Written Standards for Providing ESG Assistance City of Tallahassee

development of an individualized financial assistance strategy. No financial assistance is provided for ongoing utility payments

- C. Determination of type, amount, and duration of ESG-HP assistance
 - 1. The ESG-HP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,500.00 per household based upon the determination of need. Funding can be provided as a one-time assistance or ongoing assistance provided that the total ESG assistance (from any program) does not exceed \$2,500.00.
 - 2. The total period for which any program participant may receive eligible services must not exceed 24 months during any 3-year period..

- IV. Street Outreach – For specific requirements and eligible costs, see 24 CFR 576.101.

- V. Emergency Shelter – For specific requirements and eligible costs, see 24 CFR 576.102.

- VI. HMIS – For Homeless Management Information System (HMIS) and comparable database costs, see 24 CFR 576.107.

- VII. Waiver Authority – In the event of a local, state or federally declared disaster or state of emergency, the City reserves the right to provide waivers of any of the standards stated herein.
 - A. At no time will any waiver of any standard be in violation of the governing statutes at 24 CFR 576.
 - B. The City will provide waivers via written communication to the current providers of ESG as awarded to the City by HUD. This written communication will be kept on file for reference.