



ANNUAL ACTION PLAN

(October 1, 2019 - September 30, 2020)

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

**Jean Amison, Administrator
Housing Division**

FY 2019-2020 Funding Summary

	CDBG 2020	HOME 2020	SHIP 2020	SHIP HHRP*	ESG 2020	TOTAL 2019-2020
Anticipated Revenue						
Anticipated Award	\$ 1,852,209.00	\$ 876,318.00	\$ 330,658.00	\$ 429,000.00	\$ 160,192.00	\$ 3,648,377.00
Reprogrammed Funding	\$ 24,517.40	\$ -	\$ -	\$ -	\$ -	\$ 24,517.40
Program Income	\$ 20,201.39	\$ 247,417.07	\$ 131,701.07	\$ -	\$ -	\$ 399,319.53
Additional Funds from prior year (17-18)	\$ -	\$ -	\$ 3,052.00	\$ -	\$ -	\$ 3,052.00
Total Revenue	\$ 1,896,927.79	\$ 1,123,735.07	\$ 465,411.07	\$ 429,000.00	\$ 160,192.00	\$ 4,075,265.93
Administrative & Public Services						
Administration	\$ 370,441.80	\$ 87,631.80	\$ 33,065.80	\$ 64,350.00	\$ -	\$ 555,489.40
Admin from Program Income	\$ -	\$ -	\$ 13,170.11	\$ -	\$ -	\$ 13,170.11
Additional Admin from prior year (17-18)	\$ -	\$ -	\$ 305.20	\$ -	\$ -	\$ 305.20
Total Administration	\$ 370,441.80	\$ 87,631.80	\$ 46,541.11	\$ 64,350.00	\$ -	\$ 568,964.71
Public Services @ 15%	\$ 277,831.35	\$ -	\$ -	\$ -	\$ -	\$ 277,831.35
Public Facilities						
Service Center Renovations	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
Public Facilities Other	\$ 38,754.64	\$ -	\$ -	\$ -	\$ -	\$ 38,754.64
Total Public Facilities	\$ 538,754.64	\$ -	\$ -	\$ -	\$ -	\$ 538,754.64
Housing Rehabilitation/Reconstruction						
Major Rehab & Reconstruction	\$ 68,250.00	\$ 456,753.00	\$ -	\$ 150,000.00	\$ -	\$ 675,003.00
Rental Rehabilitation	\$ -	\$ 147,902.57	\$ -	\$ -	\$ -	\$ 147,902.57
Temporary Relocation	\$ 9,500.00	\$ -	\$ -	\$ -	\$ -	\$ 9,500.00
Emergency Repair	\$ -	\$ -	\$ 149,869.96	\$ 50,650.00	\$ -	\$ 200,519.96
Storm Damage Mitigation Repair	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00
Accessibility Rehabilitation	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
Lead Based Paint Testing	\$ 16,150.00	\$ -	\$ -	\$ -	\$ -	\$ 16,150.00
Total Rehabilitation	\$ 93,900.00	\$ 604,655.57	\$ 299,869.96	\$ 300,650.00	\$ -	\$ 1,299,075.53
Acquisition & Construction						
Down Payment Assistance Services	\$ -	\$ -	\$ 69,000.00	\$ 64,000.00	\$ -	\$ 133,000.00
Down Payment Assistance Loans & DS	\$ -	\$ 275,000.00	\$ 50,000.00	\$ -	\$ -	\$ 325,000.00
Permanent Relocation	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
CHDO Set-Aside @15%	\$ -	\$ 156,447.70	\$ -	\$ -	\$ -	\$ 156,447.70
Total Acquisition & Construction	\$ 20,000.00	\$ 431,447.70	\$ 119,000.00	\$ 64,000.00	\$ -	\$ 634,447.70
Neighborhood Revitalization						
Big Bend Homeless Coalition/NR&HOPE	\$ 596,000.00	\$ -	\$ -	\$ -	\$ -	\$ 596,000.00
Total Neighborhood Revitalization	\$ 596,000.00	\$ -	\$ -	\$ -	\$ -	\$ 596,000.00
Homeless Services and Prevention						
ESG RRH/HP	\$ -	\$ -	\$ -	\$ -	\$ 80,192.00	\$ 80,192.00
ESG Shelter Operations - CESC	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
ESG Shelter Operations - BBHC	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
Total Homeless Services and Prevention	\$ -	\$ -	\$ -	\$ -	\$ 160,192.00	\$ 160,192.00
TOTAL	\$ 1,896,927.79	\$ 1,123,735.07	\$ 465,411.07	\$ 429,000.00	\$ 160,192.00	\$ 4,075,265.93

*SHIP HHRP Approved by CC 10/16/19; must have separate trust account and project codes

AAP Budget for CDBG/HOME/SHIP/ESG approved by CC 6/19/19

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Executive Summary

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

1. Introduction

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

City general revenue and Leon County funds, through a joint Community Human Services Program (CHSP), are combined with CDBG funds to support human services activities in the Tallahassee community in an effective and efficient manner. However, the demand always far outpaces the available funding. The City also leverages State Housing Initiatives Partnership funding (SHIP) with CDBG and HOME funds for affordable housing priorities as reflected in this fifth year Annual Action Plan. The SHIP funds are allocated to local governments through the Florida Housing Finance Corporation (FHFC). For fiscal year 2019-2020, the City will receive \$330,658 which is level funded from last year. In addition, the City expects to receive approximately \$429,000 in state Hurricane Housing Recovery Program funds from FHFC for storm damage mitigation and repair.

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

CHHS will continue to focus on the Neighborhood Revitalization Strategy Area (NRSA) as approved by HUD in 1999. This is a geographic area within the community that is primarily residential and has a high

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

2. Summarize the objectives and outcomes identified in the Plan

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

Objectives and outcomes identified in the plan are:

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

3. Evaluation of past performance

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

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

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

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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

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

From May 28, 2019 to July 1, 2019, the draft of the FY 2019-2020 budget and Annual Action Plan was available for public comment. A notice was placed in the Tallahassee Democrat on May 28, 2019. The notice contained contingency language to allow optimal time for citizen input. A summary of any comments received during the 30-day public comment period is included. A final public hearing was held on June 19, 2019, in conjunction with the City Commission meeting. At that time, the City Commission approved the Annual Action Plan. Any public comments received at the June 19, 2019 final public hearing are included.

5. Summary of public comments

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

A summary of public comments as well as those from both public meetings is provided as an attachment to this document. A summary of any comments (written or oral) received at the final public hearing or during the 30 days during which the document and budget was available for comment are also included as an attachment.

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

All comments were accepted and considered if timely submitted.

7. Summary

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

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

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

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

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

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

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

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

Table 1 – Responsible Agencies

Narrative (optional)

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

Consolidated Plan Public Contact Information

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

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

1. Introduction

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

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

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

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

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

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

The City also, using non-federal funding, has provided funding to support the needs of the Comprehensive Emergency Services Center. Through interaction with that organization, feedback on needs and priorities is solicited. The ESG funding is then provided to support priority homeless needs as identified by these agencies.

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

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

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

Table 2 – Agencies, groups, organizations who participated

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

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

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

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

The City of Tallahassee solicits feedback and encourages consultation with all interested parties. The City is in an unusual position as the only incorporated municipality within Leon County and two-thirds of the total Leon County population reside within the City limits. Therefore, interaction with Leon County is frequent. Also, access to Florida Housing Finance Corporation is not uncommon with that agency located just blocks from the City's Housing Division and City Hall.

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

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

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

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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

AP-12 Participation – 91.105, 91.200(c)

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

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

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

In accordance with the Citizen Participation Plan and federal requirements, a minimum period of 30 days has been provided for public comment following availability of the Annual Action Plan. The final public hearing was advertised in the Tallahassee Democrat on May 28, 2019. In addition, the meetings were posted to the City's official website, TalGov.com.

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

Citizen Participation Outreach

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

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

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

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Hearing	Non-targeted/broad community	Attendance at the first and only public hearing was representative of attendance during City meetings.	A summary of public comments received at the June 19, 2019 public hearing in connection with the City Commission meeting is included as an attachment.	Not applicable as no comments were received.	
6	Newspaper Ad	Non-targeted/broad community	A summary of responses received following the May 28, 2019, newspaper ad which included the budget for the AAP are attached.	A summary of public comments received in connection with the notice is included.	Not applicable as no comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Internet Outreach	Non-targeted/broad community	Not applicable.	A summary of public comments received in connection with the notice inviting comments on the draft annual action plan when it was placed on the City's website (talgov.com) is included.	Not applicable as no comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Emails to Interested Parties	Minorities Persons with disabilities Residents of Public and Assisted Housing Contractors	An email was sent to interested parties for distribution to their members in an effort to encourage attendance and/or comments. Organizations included contractors, United Way, the Tallahassee Housing Authority, Leon County, Human Services providers, ESG provider agencies, and the City's Fair Housing Unit.	A summary of comments received as a result of this outreach is included.	Not applicable as no comments were received.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

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

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,852,209	20,201	24,517	1,896,927	0	This plan is for year 5 of the ConPlan
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	876,318	247,417	0	1,123,735	0	This plan is for year 5 of the ConPlan

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: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	160,192	0	0	160,192	0	This plan is for year 5 of the ConPlan

Table 5 - Expected Resources – Priority Table

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

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

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

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

Discussion

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

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homebuyer Down Payment Assistance Loans	2015	2020	Affordable Housing	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Increase Homeownership	HOME: \$275,000	Direct Financial Assistance to Homebuyers: 35 Households Assisted
2	Homeowner - Single Family Rehabilitation	2015	2020	Affordable Housing Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Preserve Owner-Occupied Housing	CDBG: \$68,250 HOME: \$456,753	Homeowner Housing Rehabilitated: 19 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Temporary Relocation for Owner-Occupied Rehab	2015	2020	Affordable Housing	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Preserve Owner-Occupied Housing	CDBG: \$9,500	Homeowner Housing Rehabilitated: 19 Household Housing Unit
4	CHDO Activities	2015	2020	Affordable Housing	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Increase Homeownership	HOME: \$156,448	Homeowner Housing Added: 2 Household Housing Unit
5	Public Facilities Service Center Renovations	2015	2020	Non-Housing Community Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Facilities Improvements/Construction	CDBG: \$538,755	Other: 5 Other

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

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	CBDO Activities - Frenchtown Area	2015	2020	Affordable Housing Non-Housing Community Development Economic Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$596,000	Public service activities other than Low/Moderate Income Housing Benefit: 425 Persons Assisted
10	Public Services - Senior Services	2015	2020	Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$58,461	Public service activities other than Low/Moderate Income Housing Benefit: 350 Persons Assisted
11	Public Services - Physical Health	2015	2020	Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$53,580	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Public Services - Persons with Disabilities	2015	2020	Non-Homeless Special Needs	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$40,000	Public service activities other than Low/Moderate Income Housing Benefit: 360 Persons Assisted
13	Public Services - Childrens Services	2015	2020	Non-Housing Community Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$53,658	Public service activities other than Low/Moderate Income Housing Benefit: 128 Persons Assisted
14	Public Services - Youth Services	2015	2020	Non-Housing Community Development	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services	CDBG: \$72,132	Public service activities other than Low/Moderate Income Housing Benefit: 175 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
15	Program Administration	2015	2020	Administration	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)	Public Services Emergency Shelter & Transitional Housing Preserve Owner-Occupied Housing Public Facilities Improvements/Construction Increase Homeownership Rapid Rehousing Homeless Prevention Neighborhood Impv - Demolition and Clearance Contingency Funds	CDBG: \$370,441 HOME: \$87,632 ESG: \$0	Other: 1 Other
16	Unprogrammed funds	2015	2020		City of Tallahassee (citywide)	Contingency Funds	HOME: \$147,903	Rental units rehabilitated: 15 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

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

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

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

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

Projects

AP-35 Projects – 91.220(d)

Introduction

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

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

Projects

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

Table 7 - Project Information

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Administration
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	Program Administration
	Needs Addressed	Preserve Owner-Occupied Housing Emergency Shelter & Transitional Housing Increase Homeownership Public Facilities Improvements/Construction Public Services Rapid Rehousing Homeless Prevention Contingency Funds
	Funding	CDBG: \$370,441 HOME: \$87,632
	Description	These funds are used to cover CDBG and HOME administrative costs including personnel expenses, training, materials and supplies, and fair housing activities. Funds are used to fund all of the CDBG eligible and HOME activities.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Citywide
	Planned Activities	CDBG eligible and HOME program administration.
2	Project Name	Public Services
	Target Area	City of Tallahassee (citywide)

	Goals Supported	Public Services - Senior Services Public Services - Physical Health Public Services - Persons with Disabilities Public Services - Youth Services Public Services - Childrens Services
	Needs Addressed	Public Services
	Funding	CDBG: \$277,831
	Description	These funds equal 15% of the CDBG allocation and are used for public services.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	1,185 low and moderate income families.
	Location Description	Citywide
	Planned Activities	Provision of a variety of public services such as healthcare, senior services, youth services, children's services, and services to the disabled.
3	Project Name	Public Facilities
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	Public Facilities Service Center Renovations
	Needs Addressed	Public Facilities Improvements/Construction
	Funding	CDBG: \$538,755
	Description	These funds will be used for service center renovations and other public facilities which may be funded through a competitive process.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	These public facilities are located in or serve primarily low or moderate income households or populations presumed to be low or moderate income. These centers are also used to provide public services. The number of families served will be reported in the public services data. It is anticipated that at least five (5) public facilities will be assisted.

	Location Description	All public facilities assisted are anticipated to be located in low income census tracts or serving primarily low or moderate-income households or households presumed to be low or moderate income; the determination of which ones will be dependent on the cost of the improvements as prioritized.
	Planned Activities	Improvements to low/moderate income area parks and neighborhood service centers.
4	Project Name	Housing Rehabilitation/Reconstruction
	Target Area	City of Tallahassee (citywide)
	Goals Supported	Homeowner - Single Family Rehabilitation Temporary Relocation for Owner-Occupied Rehab Lead Paint Testing Unprogrammed funds
	Needs Addressed	Preserve Owner-Occupied Housing
	Funding	CDBG: \$93,900 HOME: \$604,655
	Description	These funds will be used for rehabilitation or reconstruction of owner-occupied and rental housing to bring homes into compliance with current codes and to address all health and safety issues, preserving the units as affordable.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Nineteen (19) low and moderate income owner-occupied households will be assisted through rehabilitation, lead paint testing, and temporary location. Fifteen (15) rental units will be rehabilitated and rented to income eligible residents.
	Location Description	The addresses of these are unknown at this time as the homes are identified as they apply and are accepted to the program.
	Planned Activities	Rehabilitation of owner-occupied and rental housing, including lead paint testing and relocation activities.
5	Project Name	Acquisition and Construction
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)

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

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

AP-50 Geographic Distribution – 91.220(f)

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

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

Geographic Distribution

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

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A

Discussion

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

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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

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

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

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

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

Discussion

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

While the City does not target the special populations (other than perhaps through additional outreach of our CHDOs), staff do work with these special populations to determine what programs will best fit their needs. We appropriate non-federal funds to provide accessibility repairs to persons with

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

AP-60 Public Housing – 91.220(h)

Introduction

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

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

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

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

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

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

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

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

N/A

Discussion

The Tallahassee Housing Authority (THA) was set up by the City but now operates as an independent, highly successful organization. The Mayor appoints members of the THA board and the City reviews funding requests to be submitted to HUD for consistency with the City's strategic plan goals prior to THA's submission of such requests. In the past, the THA has successfully competed for and been awarded LIHTC (tax credits) from the Florida Housing Finance Corporation. In conjunction with the

funding provided from the Tallahassee-Leon Community Redevelopment Agency, THA produced Goodbread Hills, a successful, attractive multifamily development located in the Frenchtown target area which is a part of the Neighborhood Revitalization Strategy Area (NRSA). This development replaced an existing, outdated, problem-ridden public housing development. THA continues to use this strategy in its efforts to modernize, update, or redevelop existing developments.

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

Introduction

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

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

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

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

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

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

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

addition, when the weather is such that it is hazardous to unsheltered persons, a cold night shelter is opened and staffed. In addition, the Big Bend Homeless Coalition operates the HOPE Shelter year-round, also operating as a CBDO.

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

The members of the BBCoC have identified the priorities for use of the ESG funding to include both Rapid Rehousing and Homeless Prevention as the highest priority. While the amount of ESG funding the City receives is very low, these funds will be combined with non-federal funds and used to conduct Rapid Rehousing, Homeless Prevention, Emergency Shelter, Street Outreach and HMIS activities. In addition, City staff are members of the CoCs Affordable Housing Committee along with staff from the County to ensure programs and funds are maximized to assist this population.

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

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

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

Discussion

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

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

Introduction:

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

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

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

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

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

(AP-75 Attachment) to this AAP.

Discussion:

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

AP-85 Other Actions – 91.220(k)

Introduction:

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

Actions planned to address obstacles to meeting underserved needs

Over the timeframe covered by this AAP, the following actions will take place in an effort to address obstacles to meeting the underserved needs:

- Continue to educate the community on the needs of the underserved populations, the City's goals, objectives, and framework for community development in an attempt to alter negative perceptions
- Continue to develop and nurture relationships with stakeholders in an effort to better identified needs
- Continue to enhance the level of coordination among stakeholders to maximize outputs and deliver more efficient and effective services
- Promote programs in targeted areas more heavily than City-wide

Actions planned to foster and maintain affordable housing

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

Actions planned to reduce lead-based paint hazards

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

based paint rules and abide by the City's process

Actions planned to reduce the number of poverty-level families

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

Actions planned to develop institutional structure

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

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

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

Discussion:

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

Program Specific Requirements

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

Introduction:

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

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

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

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

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

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

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

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

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

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

See attached *Written Standards for Providing ESG Assistance*.

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

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

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

History of Housing and Homelessness;

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

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

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

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

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

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

In an effort to comply with 24 CFR 576.205(a), the City will ensure the continued participation of a homeless or formerly homeless individual on the ESG Planning Committee. This committee will continue to be consulted regarding policy and decision making pertaining to the use of ESG funding on an annual basis. The organization acting as lead agency for the CoC is currently the Big Bend Continuum of Care. This organization holds regular meetings with its network of service providers and obtains feedback in that way. City staff also regularly attends these network meetings.

5. Describe performance standards for evaluating ESG.

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

Public Comments
February 26, 2019
First Public Hearing for
Development of 2019-2020 Annual Action Plan

Meeting: February 26, 2019

Category: Public Hearing

Subject: First public hearing of the Adoption of the Annual Action Plan for FY 2019-2020.

At the first public hearing, the following is a summary of the verbal comments received and staff's responses.

- With a projected shortage of 8,500 units of affordable housing within the next five years, will the City consider Lines of Credit for developers of affordable housing?
 - o City Response: At this time, the types of funding received by the City for affordable housing do not allow lines of credit type loans for developers. The City is considering, with the planning of its next Consolidated Plan, different ways to address funding for developers including partnerships and subsidy layering.
- It was noted that homeless prevention is a big need in the city.
 - o City Response: The City intends to use the bulk of its Emergency Solutions Grant and a small allocation of CDBG funds for homeless prevention, rapid rehousing and permanent relocation to address this need. The City also included a new strategy in its 2019 Local Housing Assistance Plan to allow funds, if available, to be used for rental assistance.
- Deborah Lloyd with Good News Outreach expressed concern over the lack of affordable housing options for seniors, aging in place programs, activities to help them stay in their homes, and training neighbors to help each other.
 - o City Response: The funds received by the City under this Annual Action Plan are not primarily for public services, although the City does set-aside 15% of its CDBG allocation for public services which are rendered through the CHSP program. The City is involved, through Neighborhood and Parks/Rec to provide services to neighborhoods to help each other. As for the lack of affordable housing for seniors, the City will be assessing the needs for all housing during the upcoming Consolidated Plan process.
- One attendee expressed the desire to use the ESG funds for Street Outreach, especially in light of the influx of people displaced by the recent storms, i.e., Hurricane Michael.
 - o City Response: The need for street outreach is great; however, the need for shelter operations and homeless prevention are more prevalent as there are less resources for these types of services. The local Big Bend Continuum of Care is equipped to assess through outreach, PIT counts and other services throughout the community.

Public Comments

Written/Oral Received in Conjunction With the
Development of the 2019-2020 Annual Action Plan

WRITTEN COMMENTS RECEIVED AND RESPONSE (IF APPLICABLE)

- As of July 2, 2019, no written comments have been received in response to the publication of the Draft Annual Action Plan in the Tallahassee Democrat and online at TalGov.com.

ORAL COMMENTS RECEIVED AND RESPONSE (IF APPLICABLE)

- As of July 2, 2019, no oral comments were made in response to the publication of the Draft Annual Action Plan in the Tallahassee Democrat and online at TalGov.com, or the holding of the second and final public hearing.

Public Comments
June 19, 2019
Second and Final Public Hearing for
Development of 2019-2020 Annual Action Plan

Meeting: June 19, 2019

Category: Public Hearing

Subject: Second and final public hearing of the Adoption of the Annual Action Plan for FY 2019-2020; authorization of submission of the plan to HUD; appropriation of funding; and authorization of contracts for implementation of approved activities.

Recommended Action: Option 1. Conduct the final public hearing on the FY 2019-2020 Annual Action Plan; Adopt the 2019-2020 plan with the inclusion of public comments and approve its submission to HUD. Appropriate the funding and authorize staff to negotiate and execute contracts for the activities and programs listed in the FY 2019-2020 Proposed Funding Summary.

No comments were received verbally or in writing in response to the public hearing.

gov.com/neighborhoodservices/housing.aspx

Upcoming Events

Notice of Public Meeting

To Review Performance and Accept Comment on Housing and Community Development Needs, Performance Reports, Strategies, and Programs

Tuesday, February 26, 2019 @ 3:30 PM

Renaissance Building 2nd Floor Conference Room, 435 N. Macomb Street, Tallahassee, FL

The City of Tallahassee's Department of Community Housing and Human Services (CHHS) is holding a public meeting on Tuesday, February 26, 2019 at 3:30pm. Citizens and organizations are invited to attend this meeting to help identify housing and community development needs that may be addressed with federal grant funds provided to CHHS from the U.S. Department of Housing and Urban Development (HUD), and with state grant funds provided from the Florida Housing Finance Corporation. The meeting will address the following areas:

- **CAPER:** To report on the housing activities of the CHHS for the past fiscal year (2017-2018) using federal and state funds as reported in the Consolidated Annual Performance and Evaluation Report (CAPER) and the State Housing Initiatives Partnership (SHIP) Program as reported in the SHIP Annual Report to the Florida Housing Finance Corporation. A copy of the 2017-2018 CAPER is available for review on this page (linked below). A copy may also be requested from the Housing Division of the City's Department of Community Housing and Human Services.
- **Annual Action Plan:** To gather information that may assist in the development of the Annual Action Plan for fiscal year 2019-2020 as required by HUD.
- **Local Housing Assistance Plan (LHAP):** To gather comments and information that may assist in the development of the Local Housing Assistance Plan for fiscal years' 2019-2020, 2020-2021, and 2021-2022 as required by the Florida Housing Finance Corporation. A draft of the proposed LHAP is available for review on this page (linked below). A copy may also be requested from the Housing Division of the City's Department of Community Housing and Human Services.
- **Emergency Solutions Grant Policy:** To gather comments and information on strategies to address homeless needs in Tallahassee.

Input with respect to completed activities from the CAPER or additional input regarding local housing and community development needs will be accepted at this meeting and throughout the development process. Comments will be accepted through COB, Friday, March 1, 2019, and may be made at this scheduled public meeting, by email to Jean.Amison@talgov.com, or in writing to:

Jean Amison, Coordinator - Special Projects
Department of Community Housing and Human Services
City of Tallahassee
300 South Adams Street, B-27

Cholesterol levels improving among U.S. kids

Amy Norton
HEALTHDAY NEWS

Despite an epidemic of childhood obesity, the cholesterol levels of American kids have been improving over the past 20 years, a new study shows.

Researchers found that since 1999, levels of “bad” LDL cholesterol among U.S. children and teens have declined, while levels of “good” HDL cholesterol have risen.

That’s the good news, researchers report in the May 21 issue of the Journal of the American Medical Association. The bad news: Only about half of kids had “ideal” cholesterol levels.

Meanwhile, one-quarter of teenagers and about 15% of children had unhealthy levels.

Why do cholesterol levels in kids matter? Research has shown that unhealthy levels in childhood might have consequences later in life, according to Dr. Amanda Perak, lead researcher on the study.

“In adulthood, high LDL cholesterol is a key driver of atherosclerosis,” said Perak, a pediatric cardiologist at Lurie Children’s Hospital of Chicago. “But it’s been shown that the atherosclerosis process can begin in childhood.”

Atherosclerosis is the buildup of “plaques” in the arteries. Those deposits – made up of cholesterol, calcium and other substances – cause the arteries to narrow and harden, eventually impeding blood flow. If a plaque ruptures, it may block an artery and cause a heart attack or stroke.

Perak said it’s encouraging that kids’ cholesterol levels are improving, but the reasons are unclear.

On one hand, the positive trend is surprising because childhood obesity has risen since 1999, and obesity is one factor that can raise cholesterol levels.

Perak speculated that some changes in diet – such as the removal of trans fats from many processed foods – might have played a role. (Trans fats increase LDL and lower HDL cholesterol.)

Dr. Luis Gonzalez-Mendoza is director of endocrinology at Nicklaus Children’s Hospital in Miami. He also suspects diet factors underlie the improvements.

“My guess is it’s related to nutrition labeling on foods. More people are reading labels and being conscious of what they’re putting into their bodies,” said Gonzalez-Mendoza, who was not involved in the study.

Whatever the reasons, he added, the findings show that “something positive is going on.”

The results are based on data from an ongoing U.S. government health study, for the years 1999 through 2016. It involved more than 26,000 6- to 19-year-olds.

On average, Perak’s team found, kids’ total cholesterol levels declined by 9 points between 1999 and 2016 – from 164 mg/dL, to 155 mg/dL. (Levels above 200 are considered high; anything below 170 is normal.)

Meanwhile, average levels of good cholesterol rose a few points, to 55 mg/dL – with HDL levels above 45

mg/dL considered normal. And among teenagers, average LDL dipped from 92 mg/dL, to 86 mg/dL. An LDL under 110 is considered normal. (There were no LDL measurements for younger kids.)

Despite the improvements, only 51% of kids had all of their cholesterol numbers in the normal range, the study found. Perak said that’s a concern, given how young they are.

“We want to maintain ideal health for as long as possible,” she noted.

Why do some kids develop high cholesterol? In most cases, Perak said, it’s the usual culprits: poor diet, lack of exercise and unhealthy weight. A small number of kids may have an underlying medical condition, such as kidney disease or an underactive thyroid gland, she added.



A healthy diet focused on whole foods is key to treating and preventing high cholesterol in kids.

GETTY IMAGES

Top 5 vegetables to add to your diet

HEALTHDAY

The guidelines to eat more vegetables are clear, and eating a rainbow of colors gets you the widest variety of nutrients and phyto-nutrients, those hard-to-duplicate compounds that go beyond vitamins and minerals.

But whether you’re at the farmers’ market or choosing a side dish at a restaurant, are some vegetables better than others?

A research study set out to rank the best “powerhouse” vegetables (and fruits) – those most strongly associated with reducing the risk for chronic diseases.

Forty-seven vegetables were ranked based on percentages of 17 known nutrients in a 100-calorie serving. Nutrients included vitamins A, C, D, E, K and many of the B vitamins, along with the minerals calcium, potassium, iron and zinc, plus fiber and even protein.

The Top 5 Vegetables

- Watercress
- Chinese cabbage
- Chard
- Beet greens
- Spinach

You might be surprised to read that watercress, often used as a mere garnish, ranked No. 1. Think of this pleasantly peppery green as the perfect base for your salads or a great “bed” on which to serve a protein, like a broiled chicken breast.

The cruciferous veggie Chinese cabbage (you might know it as Napa cabbage) took the second spot. It makes a great coleslaw or health salad and can also be made into fermented, probiotic-rich kimchi.

The leafy greens chard, beet greens and spinach round out the top five, but there’s no need to stop there. Other healthful veggies high on the list include collards, kale, arugula, leaf lettuce, broccoli and Brussels sprouts. Think of them when satisfying your daily vegetable needs.

PUBLIC NOTICE City of Tallahassee Community Housing and Human Services Department Fiscal Year 2019-2020 Annual Action Plan (October 1, 2019 – September 30, 2020) Proposed Use of Funds for Anticipated Awards of HUD Community Development Block Grant, Home Investment Partnership Program, and Emergency Solutions Grant, and State Housing Initiatives Partnership Program

As an entitlement grantee of the Department of Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program, the City of Tallahassee is required to develop and submit an Annual Action Plan to HUD. The Annual Action Plan proposes uses of CDBG, Home Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG) funding and strategies and projects to be carried out with the anticipated annual grant award. HUD also requires grantees to involve the public in the development of the Annual Action Plan and gain input on the potential uses for federal housing funds. While the State Housing Initiatives Partnership (SHIP) funds are not subject to federal regulations, they are considered when allocating federal funding.

Pursuant to HUD requirements, the City of Tallahassee is holding its one and only public hearing on the 2019-2020 Annual Action Plan on June 19, 2019. The public hearing will be held at the Smith-Williams Service Center, 2295 Pasco Street, at 6:00 pm. Concerned citizens and organizations are encouraged to attend this meeting to offer comment on the plan and the anticipated use of funds, which are detailed below.

FY 2019-2020 Funding Summary - PROPOSED					
	CDBG 2020	HOME 2020	SHIP 2020	ESG 2020	TOTAL 2019-2020
Anticipated Revenue					
Anticipated Award	\$ 1,852,209.00	\$ 876,318.00	\$ 338,257.00	\$ 160,192.00	\$ 3,226,976.00
Reprogrammed Funding	\$ 24,517.40	\$ -	\$ -	\$ -	\$ 24,517.40
Program Income	\$ 20,201.39	\$ 247,417.07	\$ 131,701.07	\$ -	\$ 399,319.53
Additional Funds from prior year (17-18)	\$ -	\$ -	\$ 3,052.00	\$ -	\$ 3,052.00
Total Revenue	\$ 1,896,927.79	\$ 1,123,735.07	\$ 473,010.07	\$ 160,192.00	\$ 3,653,864.93
Administrative & Public Services					
Administration	\$ 370,441.80	\$ 87,631.80	\$ 33,825.70	\$ -	\$ 491,899.30
Additional Admin from prior year (17-18)	\$ -	\$ -	\$ 305.20	\$ -	\$ 305.20
Total Administration	\$ 370,441.80	\$ 87,631.80	\$ 34,130.90	\$ -	\$ 492,204.50
Public Services @ 15%	\$ 277,831.35	\$ -	\$ -	\$ -	\$ 277,831.35
Public Facilities					
Service Center Renovations	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 500,000.00
Public Facilities Other	\$ 38,754.64	\$ -	\$ -	\$ -	\$ 38,754.64
Total Public Facilities	\$ 538,754.64	\$ -	\$ -	\$ -	\$ 538,754.64
Housing Rehabilitation/Reconstruction					
Major Rehab & Reconstruction	\$ 68,250.00	\$ 456,753.00	\$ 35,497.00	\$ -	\$ 560,500.00
Temporary Relocation	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 9,500.00
Emergency Repair	\$ -	\$ -	\$ 175,000.00	\$ -	\$ 175,000.00
Storm Damage Mitigation Repair	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
Accessibility Rehabilitation	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00
Lead Based Paint Testing	\$ 16,150.00	\$ -	\$ -	\$ -	\$ 16,150.00
Total Rehabilitation	\$ 93,900.00	\$ 456,753.00	\$ 360,497.00	\$ -	\$ 911,150.00
Acquisition & Construction					
Down Payment Assistance	\$ -	\$ -	\$ 78,382.17	\$ -	\$ 78,382.17
Down Payment Assistance Loans	\$ -	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
Permanent Relocation	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
CHDO Set-Aside @15%	\$ -	\$ 131,447.70	\$ -	\$ -	\$ 131,447.70
Total Acquisition & Construction	\$ 20,000.00	\$ 431,447.70	\$ 78,382.17	\$ -	\$ 529,829.87
Neighborhood Revitalization					
Big Bend Homeless Coalition	\$ 165,000.00	\$ -	\$ -	\$ -	\$ 165,000.00
HOPE Community	\$ 431,000.00	\$ -	\$ -	\$ -	\$ 431,000.00
Rental Rehabilitation	\$ -	\$ 147,902.57	\$ -	\$ -	\$ 147,902.57
Total Neighborhood Revitalization	\$ 596,000.00	\$ 147,902.57	\$ -	\$ -	\$ 743,902.57
Homeless Services and Prevention					
RRH/HP/Emergency Shelter/Outreach	\$ -	\$ -	\$ -	\$ 160,192.00	\$ 160,192.00
Total Homeless Services and Prevention	\$ -	\$ -	\$ -	\$ 160,192.00	\$ 160,192.00
TOTAL	\$ 1,896,927.79	\$ 1,123,735.07	\$ 473,010.07	\$ 160,192.00	\$ 3,653,864.93

Comments must be received by Monday, July 1, 2019. They may be provided in person at this scheduled public hearing or in writing to: **Jean Amison, Housing & Grants Administrator, City of Tallahassee, Department of Community Housing & Human Services, 300 South Adams Street, B-27; Tallahassee, FL 32301-1731, to Jean.Amison@talgov.com, or dropped off at the City’s Department of Community Housing and Human Services located at 435 N. Macomb St., 3rd Floor, between the hours of 8:00 AM and 5:00 PM.** A draft of the proposed 2019-2020 Annual Action Plan will be available for review during this review period at this same location and will also be posted on the City of Tallahassee’s official web page at: <http://www.talgov.com/neighborhoodservices/housing.aspx>.

Anyone needing language translation or disability accommodations to review the Annual Action Plan or to attend the public hearing should contact Jean Amison at 850-891-6566. Interested parties needing services for hearing impairment should call the City’s TDD relay at 711 at least 48-hours prior to the start of the meeting, excluding weekends and holidays.



Housing

Select a topic to get more information. In order to apply for one of the listed programs, call 850-891-6566. Or pick up an application at the office located in the Frenchtown Renaissance Center, 435 North Macomb Street, Third Floor, Tallahassee, Florida



- [Consolidated Annual Performance and Evaluation Report \(CAPER\)](#)
- [Consolidated Plan & Annual Action Plan](#)
- [SHIP Local Housing Assistance Plan \(2016-2019\)](#)
- [2018 SHIP Annual Report](#)
(/Uploads/Public/Documents/neighborhood/2018_annual_report.pdf) (PDF)
- [Housing Programs](#)
- [Home Ownership Opportunities](#)

Upcoming Events

Proposed Use of Funds for Anticipated Awards of HUD Community Development Block Grant, Home Investment Partnership Program, and Emergency Solutions Grant, and State Housing Initiatives Partnership Program

As an entitlement grantee of the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, the City of Tallahassee is required to develop and submit an Annual Action Plan to HUD. The Annual Action Plan proposes uses of CDBG, Home Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG) funding and strategies and projects to be carried out with the anticipated annual grant award. HUD also requires grantees to involve the public in the development of the Annual Action Plan and gain input on the potential uses for federal housing funds. While the State Housing Initiatives Partnership (SHIP) funds are not subject to federal regulations, they are considered when allocating federal funding.

Pursuant to HUD requirements, the City of Tallahassee is holding its one and only public hearing on the 2019-2020 Annual Action Plan on June 19, 2019. The public hearing will be held at the

Smith-Williams Service Center, 2295 Pasco Street, at 6:00 pm. Concerned citizens and organizations are encouraged to attend this meeting to offer comment on the plan and the anticipated use of funds, which are detailed in the draft plan (/Uploads/Public/Documents/neighborhood/annual_action_plan_2019_draft.pdf).

Comments must be received by Monday, July 1, 2019. They may be provided in person at this scheduled public hearing or in writing to: Jean Amison, Housing & Grants Administrator, City of Tallahassee, Department of Community Housing & Human Services, 300 South Adams Street, B-27; Tallahassee, FL 32301-1731, to Jean.Amison@talgov.com (<mailto:jean.amison@talgov.com>), or dropped off at the City's Department of Community Housing and Human Services located at 435 N. Macomb St., 3rd Floor, between the hours of 8:00am and 5:00pm. A draft of the proposed 2019-2020 Annual Action Plan is available online (/Uploads/Public/Documents/neighborhood/annual_action_plan_2019_draft.pdf).

Anyone needing language translation or disability accommodations to review the Annual Action Plan or to attend the public hearing should contact Jean Amison at 850-891-6566. Interested parties needing services for hearing impairment should call the City's TDD relay at 711 at least 48-hours prior to the start of the meeting, excluding weekends and holidays.

Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Tallahassee has prepared a Consolidated Annual Performance and Evaluation Report (CAPER) for submission to the U.S. Department of Housing and Urban Development (HUD). This CAPER reports the uses of HUD funds during the last fiscal year (October 1, 2017 through September 30, 2018) and compares it to the goals set in the Annual Action Plan.

- 2017-2018 Consolidated Annual Performance and Evaluation Report (/Uploads/Public/Documents/neighborhood/caper_1718.pdf) (PDF)

Consolidated Plan & Annual Action Plan

The Consolidated Plan is a planning document that identified the City's overall housing and community development needs, and it outlines a strategy to address those needs.

The Annual Action Plan is prepared as the document that describes actions, activities and programs proposed during the next fiscal year to address priority needs and specific objectives identified in the City's approved Consolidated Plan for Housing and Community Development. The plan focuses specifically on the housing and community development needs of low- and moderate-income persons, as defined by the U.S. Department of Housing and Urban Development (HUD). This plan is required by HUD and must be developed by local governments in order to receive funding under the following programs:

- Community development Block Grant (CDBG)
- HOME Investments Partnerships Program Grant (HOME)
- Emergency Solutions Grant (ESG)

Draft - Tallahassee's Annual Action Plan (October 1, 2019 – September 30, 2020) (/Uploads/Public/Documents/neighborhood/annual_action_plan_2019_draft.pdf) (PDF)

[Tallahassee's Consolidated Plan \(October 1, 2015 – September 30, 2020\)](#)
(/Uploads/Public/Documents/neighborhood/housing/consol-plan-2015-2020.pdf) (PDF)

[Tallahassee's Annual Action Plan \(October 1, 2018 – September 30, 2019\)](#)
(/Uploads/Public/Documents/neighborhood/annual_action_plan.pdf) (PDF)

[Tallahassee Citizen Participation Plan](#)
(/Uploads/Public/Documents/neighborhood/citizen_part_plan.pdf) (PDF)

[Consolidated Plan Maps](#) (/Uploads/Public/Documents/neighborhood/housing/consol-plan-maps.pdf) (PDF)

SHIP Local Housing Assistance Plan (2016-2019)

State Housing Initiatives Partnership (SHIP)

The State Housing Initiatives Partnership (SHIP) Program aids government in providing affordable housing.

- [2018 Annual Report](#) (/Uploads/Public/Documents/neighborhood/2018_annual_report.pdf) (PDF)

Local Housing Assistance Plan

The Local Housing Assistance Plan provides a summary of the housing strategies the City will fund with State Housing Initiatives Partnership (SHIP) money for state fiscal years 2016-2017 through 2018-2019. SHIP funds are used for home purchase, home preservation, disaster assistance, and new construction for ownership and rental.

- [SHIP Local Housing Assistance Plan 2016-2019](#)
(/Uploads/Public/Documents/neighborhood/housing/lhap16-19.pdf) (PDF)
- [SHIP Local Housing Assistance Plan 2019-2022](#)
(/Uploads/Public/Documents/neighborhood/housing/lhap19-22.pdf) (PDF - DRAFT)

Housing Programs

Code Enforcement Repair Program

The Code Enforcement Repair Program assists low-income owners of homes that are owner-occupied to eliminate exterior code violations, and to improve and preserve neighborhoods at the same time.

What is the Code Enforcement Repair Program?

Up to \$2,500 per unit in a forgivable loan is available to assist income-eligible owners of homes that are owner-occupied, who have received notice of code violations, to make the necessary repairs to bring their home into compliance. Eligible repairs may include the following:

- Exterior painting
- Rafters, soffit and fascia repair



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): _____ * Other (Specify): _____	
* 3. Date Received: 06/27/2019	4. Applicant Identifier: _____
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____
State Use Only:	
6. Date Received by State: _____	7. State Application Identifier: _____
8. APPLICANT INFORMATION:	
* a. Legal Name: City of Tallahassee	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000435	* c. Organizational DUNS: 0732451930000
d. Address:	
* Street1: 300 S. Adams Street	_____
Street2: B-27	_____
* City: Tallahassee	_____
County/Parish: Leon	_____
* State: FL: Florida	_____
Province:	_____
* Country: USA: UNITED STATES	_____
* Zip / Postal Code: 32303-1721	_____
e. Organizational Unit:	
Department Name: Community Housing & Human Serv	Division Name: Housing
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: _____	* First Name: Jean
Middle Name: _____	
* Last Name: Amison	_____
Suffix: _____	
Title: Housing & Grants Administrator	
Organizational Affiliation: City of Tallahassee	
* Telephone Number: 850-891-6547	Fax Number: 850-891-6597
* Email: jean.amison@talgov.com	

CABC

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 & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant - Entitlement Grants

*** 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:**

Annual Action Plan 2019

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="1,852,209.00"/>
* 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="1,852,209.00"/>

*** 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 218, 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: 

* Date Signed:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Tallahassee	DATE SUBMITTED 7/8/19

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Tallahassee	DATE SUBMITTED 7/5/17

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): _____ * Other (Specify): _____					
* 3. Date Received: 06/27/2019			4. Applicant Identifier: _____								
5a. Federal Entity Identifier: _____			5b. Federal Award Identifier: _____								
State Use Only:											
6. Date Received by State: _____			7. State Application Identifier: _____								
8. APPLICANT INFORMATION:											
* a. Legal Name: City of Tallahassee											
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000435			* c. Organizational DUNS: 0732451930000								
d. Address:											
* Street1:		300 S. Adams Street									
Street2:		B-27									
* City:		Tallahassee									
County/Parish:		Leon									
* State:		FL: Florida									
Province:											
* Country:		USA: UNITED STATES									
* Zip / Postal Code:		32303-1721									
e. Organizational Unit:											
Department Name: Community Housing & Human Serv			Division Name: Housing								
f. Name and contact information of person to be contacted on matters involving this application:											
Prefix:		_____		* First Name: Jean							
Middle Name:		_____									
* Last Name:		Amison									
Suffix:		_____									
Title: Housing & Grants Administrator											
Organizational Affiliation: City of Tallahassee											
* Telephone Number: 850-891-6547			Fax Number: 850-891-6597								
* Email: jean.amison@talgov.com											

ESG

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 & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

Emergency Solutions Grant - Entitlement Grants

*** 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:**

Annual Action Plan 2019

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="160,192.00"/>
* 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="160,192.00"/>

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** 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 

* Date Signed:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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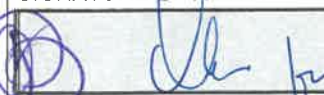
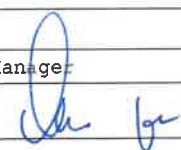
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager 
APPLICANT ORGANIZATION City of Tallahassee	DATE SUBMITTED 7/8/19

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

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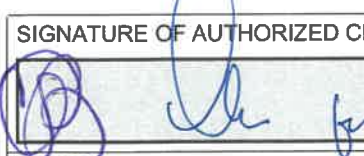
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Tallahassee	DATE SUBMITTED 7/8/07

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): _____ * Other (Specify): _____
---	---	--

* 3. Date Received: 06/27/2019	4. Applicant Identifier: _____
--	--

5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of Tallahassee	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000435	* c. Organizational DUNS: 0732451930000

d. Address:

* Street1:	300 S. Adams Street
Street2:	B-27
* City:	Tallahassee
County/Parish:	Leon
* State:	FL: Florida
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	32303-1721

e. Organizational Unit:

Department Name: Community Housing & Human Serv	Division Name: Housing
--	-------------------------------

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

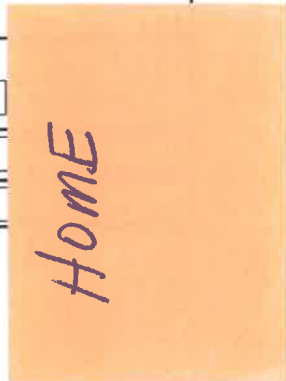
Prefix: _____	* First Name: Jean
Middle Name: _____	
* Last Name: Amison	
Suffix: _____	

Title: Housing & Grants Administrator
--

Organizational Affiliation: City of Tallahassee
--

* Telephone Number: 850-891-6547	Fax Number: 850-891-6597
---	---------------------------------

* Email: jean.amison@talgov.com
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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 & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Investment Partnership Program - Entitlement Grants

*** 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:**

Annual Action Plan 2019

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="876,318.00"/>
* 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="876,318.00"/>

*** 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 218, 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: 

* Date Signed:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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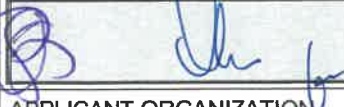
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8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Tallahassee	DATE SUBMITTED 7/1/19

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;

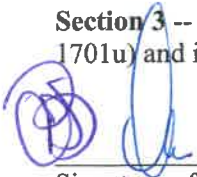
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this 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 135.



Signature of Authorized Official

7/8/19
Date

Asst. 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) 2019 [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.



Signature of Authorized Official

7/8/19
Date

Asst City Manager
Title

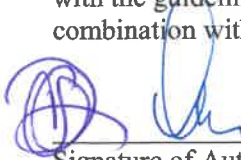
Specific HOME Certifications

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;



Signature of Authorized Official

7/8/19

Date

Assistant 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.



Signature of Authorized Official

7/8/19
Date

Assistant City Manager
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 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 Assessment of Fair Housing (AFH) which replaces the previously entitled Analysis of Impediments to Fair Housing.

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.

Assessment of Fair Housing (AFH) – This is an assessment done which replaces the Analysis of Impediments to Fair Housing. 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. The first AFH for the City is due to HUD on or before January 5, 2020 (270 days prior to the beginning of the first program year of the first Consolidated Plan that begins on or after January 1, 2017).

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 development of the Consolidated Plan, CAPERs as well as for the City's AFH and substantial or material amendments to those plans as well as substantial amendments 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

Notices for meetings and workshops associated with the development of or substantial amendment to the Consolidated Plan, Annual Action Plan or AFH, will be placed in the local newspaper of general circulation and placed on the City's website (talgov.com) at least 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.

Public meetings will be held at times and locations convenient to potential and actual beneficiaries. Generally, every attempt is made to hold the first meeting 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, which is held in conjunction with the City Commission meeting, is held at 6:00 PM at City Hall, an accessible, central location, unless otherwise noted in the notice placed in the local newspaper of general circulation and on the City's official website.

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 in electronic or printed form. 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 timely access to information and records relating to the AFH, Consolidated Plan, Annual Action Plan, and substantial amendments related to the use of the funds providing assistance under programs which are subject to this Citizen Participation Plan for as much as the preceding five years.

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.

Consultation with Leon County, the only adjacent unit of government, is accomplished through routine meetings throughout the year as well as a joint process to award the CDBG used for public services and other funds received through United Way or other sources. Additionally, the City has a number of advisory

boards that provide feedback regarding housing and human service needs. There is an Affordable Housing Advisory Board that produces a triennial report and provides valuable feedback regarding housing policies, ordinances, etc. that may hinder the production of affordable housing.

The City supports the lead agency of the Continuum of Care (CoC) and regularly meets with that agency especially as it relates to the Emergency Solutions Group and homelessness issues. The lead agency of the CoC and member agencies meet monthly. City Staff attends those meeting to share information and to encourage and receive feedback. In addition to the notices identified in the *Notices, Times, and Locations of Meetings* section of this document, notices of public meetings and hearings are disbursed through the lead agency of the CoC and as many other networks as possible to encourage participation in the meetings and hearings.

Although the City does not administer public housing, it encourages participation from the Tallahassee Housing Authority and its residents as well as from agencies that provide special needs housing and human services to provide input relative to community needs and improvements. The City provides timely notification as well as appropriate information concerning these meetings to encourage such participation.

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. This is accomplished through constant contact and consultation with the CoC) and the lead agency CoC network meetings.

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 49 24 CFR 24 as amended, and all applicable state laws.

PUBLIC HEARINGS & COMMENTS ON PLANS & AMENDMENTS

First Public Hearing

Before developing the Consolidated Plan (or Substantial Amendment such as the Annual Action Plan), the City will hold at least one public hearing 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
- discuss CoC priorities with regard to ESG or other funding

Or in the case of a substantial amendment:

- explain the need for the substantial amendment
- provide information as to how the funds became available
- examine the eligible uses of available funds
- allow comment on the proposed use of the funds or change in use of the funds

Development of the Consolidated Plan (or Substantial Amendment)

After development of the Consolidated Plan or Substantial Amendment, the City provides a minimum of 30 days for comments prior to submission to HUD.

The City will use the following criteria to determine if a change to the Consolidated Plan is considered a "Substantial Amendment":

- Federal funds are proposed for an activity not previously described in the plan
- Changes are proposed for the use of CDBG funds from one eligible activity to another [24 CFR.105(c)(1)] if such change exceeds 25% of the total allocation of the City for the year

Second Public Hearing

A minimum of one additional public hearing is held after the proposed plan is published for public comment. 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.

CONSOLIDATED ANNUAL EVALUATION AND PERFORMANCE REPORTS

The City's CAPER is due by December 29 of each year.

Citizen Input

The City will publish a notice on its official website and in the local newspaper of general circulation that the CAPER is available for comment, the purpose of the CAPER, how and where it can be accessed, and how comments may be submitted. Additionally, the CAPER is reviewed and the City's performance discussed in conjunction with the first public hearing held prior to development of the Annual Action Plan or Consolidated Plan process. The City's official website will be used to make the draft CAPER available for review and allow access of the document electronically.

The comment period for the CAPER is a minimum of 15 days to submission to HUD. Notice is published in the local newspaper of general circulation and placed on the City's official website (talgov.com). Notice includes how to access the CAPER as well as instructions on submission of comments.

A reasonable number of printed copies will be available at no cost upon request during this time as well as after submission of the document to HUD and notice of acceptance by HUD when the final document will be made available.

CITIZEN PARTICIPATION PLAN (CPP)

The substantial revisions to the CPP will be available for public comment for a minimum of 14 days through the City's official website (talgov.com). The City will publish a notice that includes the same information as provided in the section identified as *Notice, Time, and Location of Meetings*. However, the CPP will be available no later than the day after the notice is placed in the newspaper. A reasonable number of printed copies will be available at no cost upon request during this time. The final document, as amended, will be public and available on the official website of the City or available upon request in printed form.

Determination of a Substantial Amendment to the CPP

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
- timelines for public hearings, comment periods, or other notice or review periods are decreased

ASSESSMENT OF FAIR HOUSING (AHF)

First Public Meeting

Before developing the AFH, the City will hold at least one public hearing to obtain the views of residents of the community on AFH-related data and affirmatively furthering fair housing in the City's housing and community development programs.

Determination of a Substantial Revision to the AFH

The City will consider the following as significant material changes in circumstances that will require a substantial revision to the AFH:

- presidentially declared disasters that significantly impact the steps a program participant may need to take to affirmatively further fair
- significant demographic changes, including a change in population of more than 10%
- significant policy changes that include those that result from the adoption of an updated comprehensive plan or land use policy if they affect the information on which the AHF was based such that the AHF no longer reflects actual circumstances
- significant civil rights findings, determinations, or other legal settlement where the City is a party
- HUD's written notification specifying a significant material change that requires an amendment.

ALL 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, AFH, AFH substantial revisions, and the CAPER in writing within 15 working days, where practicable.

Affordable Housing Incentive Strategies from the approved 2019-2022 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 first 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: **Natural Area Inventory**

Staff services are offered to perform a Natural Area Inventory for small certified affordable housing projects.

Provide a description of the procedures used to implement this strategy: Upon the receipt of a complete application and a map of the property in question showing two-foot contours, the Growth Management Department will perform the Natural Areas

Affordable Housing Incentive Strategies from the approved 2019-2022 LHAP:

Inventory for small (20 units or less) certified affordable housing projects, as required by Section 61 of the Environmental Management Ordinance (City Commission Policy 710.03).

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 new affordable housing developments.

F. Name of Strategy: **Density Bonus for Inclusionary Housing**

Under the Inclusionary Housing Ordinance, developments subject to the ordinance must include at least 10% of residential units as inclusionary housing. Developments subject to the ordinance are new development within the urban service area, located within census tracts where median family income is greater than the countywide median, zoning districts that implement the planned development future land use category, and developments of regional impact (DRIs) with 50 or more residential dwelling units intended for owner occupancy. In return for building the affordable units, developers may 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 under the Inclusionary Housing Ordinance may increase the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences (Housing Element Policy 2.1.4 and Land Use Element 2.1.14, Tallahassee Leon County Comprehensive Plan; and Land Development Code Chapter 9, Article VI, Section 9-246).

G. Name of Strategy: **Regulation Reduction for Inclusionary Housing**

Under the Inclusionary Housing Ordinance, developments subject to the ordinance must include at least 10% of residential units as inclusionary housing. Developments subject to the ordinance are new development within the urban service area, located within census tracts where median family income is greater than the countywide median, zoning districts that implement the planned development future land use category, and developments of regional impact (DRIs) with 50 or more residential dwelling units intended for owner occupancy. In return for building the affordable units, developments may benefit from reductions in setbacks, lot sizes, buffering, and screening.

Inclusionary housing units are exempt from transportation concurrency fees.

Provide a description of the procedures used to implement this strategy: Developers who agree to build affordable housing units under the Inclusionary Housing Ordinance may receive design flexibility, deviation from design standards and a transportation concurrency exemption (Land Development Code, Chapter 9, Article VI, Section 9-246.)

Affordable Housing Incentive Strategies from the approved 2019-2022 LHAP:

- H. Name of Strategy: **Density Bonus for Affordable Housing**
Housing developers that commit to sell or rent homes to households earning less than 80%AMI would be 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 in Planned Unit Developments may increase 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).
- I. Name of Strategy: **Regulation Reduction for Affordable Housing**
As an incentive to build affordable housing developments to maximum allowable density, regulation reductions are provided for any housing units constructed in Planned Unit Developments for households earning 80% AMI or less.
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 in Planned Unit Developments are eligible to receive reductions in urban forest and landscape requirements (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).
- J. 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 based on Land Development Regulation Chapter 10 Zoning, Article VII Supplementary Regulations, Section 10-412.

HOME Recapture and Resale Policy

Recapture

City of Tallahassee HOME funding is used primarily for down payment assistance loans, owner-occupied rehabilitation, and CHDO set-aside funding.

For the down payment assistance program, it is the City of Tallahassee Housing Division's policy (City) to use the 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, the City may not be able to recapture the entire amount because of the HOME limitations that the repayment cannot exceed the net proceeds.

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.

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 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 or based on a prorata reduction for the time the homeowner occupies the housing vs. the affordability period or a combination 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.

If HOME funds are provided for a rental property, at a minimum, a land use restriction will be executed and recorded in the public records to ensure the affordability period is met. There is no affordability period for owner-occupied rehabilitation loans 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.

Resale

The City has not used the resale restriction to date with federal funding. In the event that the resale restriction is necessary, it will require revision to this policy and approval by HUD.

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

Written Standards for Providing ESG Assistance City of Tallahassee

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. Total ESG assistance may not exceed \$2,500 in a three year time-frame.

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 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

Written Standards for Providing ESG Assistance City of Tallahassee

1. The ESG-HP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,000 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 \$2,000.
 2. Total ESG assistance may not exceed \$2,000 in a three year time-frame.
- 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.