

Executive Summary

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

1. Introduction

The U.S. Department of Housing & Urban Development (HUD) requires Community Development Block Grant (CDBG) entitlement communities receiving funds through its Community Planning and Development Division (CPD) to prepare a five-year Consolidated Plan describing how these federal funds will be allocated and used during this timeframe. On December 9, 2020, the City of Tallahassee (City) approved a Consolidated Plan covering the period from October 1, 2020, through September 30, 2024. This Annual Action Plan serves as the strategic plan for the use of CDBG, HOME Investments Partnership Program (HOME), and the Emergency Solutions Grant (ESG) programs for the City's program year 2023-2024. The goals established by the City represent a balanced approach to housing and community development. The City will pursue strategies focused on affordable housing including rehabilitation, relocation, purchase assistance, acquisition, and new construction; and funding of organizations which support low-income, youth, elderly, homeless and special needs populations. These strategies are intended to ensure the continuing success of the City of Tallahassee's neighborhoods and residents.

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

2. Summarize the objectives and outcomes identified in the Plan

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

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

1	Priority Need Name	Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children
	Geographic Areas Affected	City Wide Neighborhood Revitalization Strategy Area
	Associated Goals	Housing Rehabilitation Down Payment Assistance New Construction Permanent Relocation Acquisition CHDO Set-Aside Neighborhood First Activities
	Description	Support the provision of decent housing by increasing the availability/accessibility of affordable housing. The City will address the priority need by funding housing rehabilitation, homebuyer assistance, and a relocation assistance program. The City will provide funds to CHDO organizations for construction or rehabilitation of affordable housing for low-income households. The City will also conduct acquisition, demolition, and infrastructure activities to support new or preserved affordable units.
	Basis for Relative Priority	The City conducted a comprehensive community participation process and needs assessment to determine and prioritize needs. Needs identified in the Consolidated Plan and Neighborhood Revitalization Strategy Area Plan were the result of input received by residents, housing providers, non-profit organizations, social service providers, and other relevant stakeholders. A thorough analysis of data provided in the Needs Assessment, Market Analysis, and NRSA Plan also lead to priority need determinations.
2	Priority Need Name	Public Services
	Priority Level	High

	Population	Extremely Low Low Moderate Large Families Families with Children Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Victims of Domestic Violence Homeless Persons
	Geographic Areas Affected	City Wide Neighborhood Revitalization Strategy Area
	Associated Goals	Public Service Assistance
	Description	Support availability/accessibility to a suitable living environment by funding organizations providing essential services for low-income and limited clientele populations. The City will assist non-profit organizations in carrying out public service activities assisting low-income persons, youth, elderly, person with disabilities, children, and the homeless. The City will also carry out economic development activities targeted to at-risk populations through provision of credential attainment, training, and job placement.
	Basis for Relative Priority	The City conducted a comprehensive community participation process and needs assessment to determine and prioritize needs. Needs identified in the Consolidated Plan and Neighborhood Revitalization Strategy Area Plan were the result of input received by residents, housing providers, non-profit organizations, social service providers, and other relevant stakeholders. A thorough analysis of data provided in the Needs Assessment, Market Analysis, and NRSA Plan also lead to priority need determinations.
3	Priority Need Name	Public Facilities/Infrastructure
	Priority Level	High
	Population	Extremely Low Low Moderate

	Geographic Areas Affected	City Wide
	Associated Goals	Public Facilities / Infrastructure
	Description	Support neighborhood livability and a suitable living environment for residents by providing resiliency improvements in low- and moderate-income neighborhood service centers and making public facilities improvements in the community. This may include infrastructure activities to support improvements and expanded facilities.
	Basis for Relative Priority	The City conducted a comprehensive community participation process and needs assessment to determine and prioritize needs. Needs identified in the Consolidated Plan were the result of input received by residents, housing providers, non-profit organizations, social service providers, and other relevant stakeholders. A thorough analysis of data provided in the Needs Assessment and Market Analysis also lead to priority need determinations.
4	Priority Need Name	Homeless Prevention Services
	Priority Level	High
	Population	Extremely Low Low Moderate Homeless Persons
	Geographic Areas Affected	City Wide
	Associated Goals	Street Outreach Rapid Re-Housing Shelter Operations/Essential Services Homeless Prevention HMIS Administration
	Description	Prevent homelessness and provide access to a decent living environment by providing funds for shelter and essential services for the homeless and at-risk of becoming homeless.
	Basis for Relative Priority	The City conducted a comprehensive community participation process and needs assessment to determine and prioritize needs. Needs identified in the Consolidated Plan were the result of input received by residents, housing providers, non-profit organizations, social service providers, and other relevant stakeholders. A thorough analysis of data provided in the Needs Assessment and Market Analysis also lead to priority need determinations.

5	Priority Need Name	Program Administration
	Priority Level	High
	Population	N/A
	Geographic Areas Affected	City Wide
	Associated Goals	Planning and Administration
	Description	Management and operation of tasks related to administering and carrying out the HUD CDBG, HOME, and ESG programs. Activities also include fair housing planning and environmental studies.
	Basis for Relative Priority	N/A

3. Evaluation of past performance

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

The City regularly monitors and evaluates its past performance to ensure meaningful progress is made toward its goals identified in its Consolidated Plan and Annual Action Plan. The table below summarizes progress made on each goal identified in the City’s 2020-2024 Consolidated Plan as of publication of the City’s FY 2021-2022 Consolidated Annual Performance and Evaluation Report (CAPER). The 2022 CAPER covered the second year under the 2020-2024 Consolidated Plan.

During the FY 2021-20212 program year, the pandemic continued to provide both challenges and opportunities. The City continued utilizing the additional funding provided by pandemic relief at the state and federal level to support public services, homelessness response, expanded construction and rehabilitation programs and incentives, additional resiliency renovations to public facilities, and increased down payment assistance. With these opportunities, the City exceeded its goals originally set for FY 2021-2022.

Annual Goals 2021-2022	Expected 2021-2022	Actual 2021-2022	Annual Percent Complete
Housing Rehabilitation	25	56	>100%
New Construction	5	299	>100%
Down-Payment Assistance	25	34	>100%
Acquisition	16	1	6%
Public Facilities	5	5	100%
Public Service Assistance	100	4,644	>100%
Permanent Relocation	20	173	>100%
Rapid Re-Housing & Services	50	1,849	>100%

Past Performance

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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

The City of Tallahassee engaged various stakeholders during this consultation and participatory process. The City held one community participation/stakeholder meeting, one specific consultation with the homelessness coalition, and one public hearing conducted in accordance with 24 CFR Part 91, and the City’s Citizen Participation Plan, to collect substantive feedback and input from stakeholders. Their input is recorded and incorporated into this Annual Action Plan.

Concurrently, the City of Tallahassee solicited public feedback through newspapers, local media outlets, official governmental websites, and social media. This outreach was conducted to ensure inclusion of all residents of the region, target areas, beneficiaries of federal resources awarded through the public awards process, and public and private agencies operating in the region.

In addition, the City solicited comment during the 30-day public comment period from May 3, 2023, to June 5, 2023. During the comment period the City hosted its webpage showcasing the 2020-2024 Consolidated Plan, FY2022 CAPER, Market Analysis and Needs Assessment, and the Analysis of Impediments to Fair Housing. The City held the public hearing on June 14, 2023, to solicit comments on this Annual Plan, at which the City Commission adopted the Plan. Proper notices of public comment were published in a newspaper of general circulation, on the City’s home website, and social media pages.

5. Summary of public comments

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

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

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

There were no comments, opinions, or statements rejected during the public comment period, stakeholder forums, public available meetings, or public hearings.

7. Summary

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

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	TALLAHASSEE	Dept. Housing & Community Resilience
HOME Administrator	TALLAHASSEE	Dept. Housing & Community Resilience
ESG Administrator	TALLAHASSEE	Dept. Housing & Community Resilience

Table 1 – Responsible Agencies

Narrative (optional)

The City of Tallahassee's Department of Housing and Community Resilience (HCR) is responsible for preparing the Consolidated and Annual Action Plans, in addition to the administration of the CDBG, HOME, and ESG programs. In that role, the City monitors these funds and develops goals, priorities, and plans for effective use of the funds. In addition to City staff, the City contracts with several local organizations, both for profit and non-profit, for the administration and implementation of programs and services.

Consolidated Plan Public Contact Information

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

1. Introduction

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

Date/Time	Meeting
March 4, 2023	CRA Greater Frenchtown/Southside Neighborhood Outreach Event
April 4, 2023	Formal Public Meeting
April 6, 2023	Continuum of Care Partner Monthly Call
April 10, 2023	Neighborhood Association Community Meeting
April 14, 2023	Leon County School Social Workers
April 17, 2023	City Affordable Housing Advisory Committee Meeting
May 10, 2023	City Commission Meeting - Introduction of Draft Plan

The formal public hearing, after the drafting of the plan, is held in conjunction with the City Commission’s adoption of the plan at the June 14, 2023, meeting, providing an additional opportunity for residents to provide input.

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

The City of Tallahassee actively coordinates with the Tallahassee Housing Authority (THA) to address a multitude of needs within the city. Chief among these needs is provision of affordable housing opportunities for the city’s lowest income residents, ideally housing located in areas with access to job, transportation, and healthcare options. The City supports THA’s efforts, which includes the provision of social services and other supports in health and housing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Big Bend Continuum of Care	The BBCoC's goals and objectives address the needs of the homeless population within the City and the surrounding areas with activities to address outreach, data coordination, shelter, and housing.
Local Housing Assistance Plan	City of Tallahassee	The City's Local Housing Assistance Plan (LHAP) includes goals related to homeownership, rental development, rehabilitation, and rental assistance, all of which are identified as priority needs in this Consolidated Plan, particularly in terms of expanding the supply of affordable housing.
Five-Year Strategic Plan	City of Tallahassee	The City's Strategic Plan includes and objective to facilitate and encourage the construction of affordable housing units (Objective 2C) with goals to provide down-payment assistance and new affordable rental units, which overlaps with Consolidated Plan proposed activities.
Comprehensive Plan	City of Tallahassee	The Housing Element of the City's Comprehensive Plan identifies goals in support of affordable housing activities that align with housing needs and priorities of the Consolidated Plan.
2020 PHA Annual Plan	Tallahassee Housing Authority	The PHA annual plan includes rehabilitation, new construction, and preservation of affordable housing as goals all of which align with the City's priorities.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

None.

AP-12 Participation – 91.105, 91.200(c)

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

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

Public Meetings

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

Date/Time	Meeting
March 4, 2023	CRA Greater Frenchtown/Southside Neighborhood Outreach Event
April 4, 2023	Formal Public Meeting
April 6, 2023	Continuum of Care Partner Monthly Call
April 10, 2023	Neighborhood Association Community Meeting
April 14, 2023	Leon County School Social Workers
April 17, 2023	City Affordable Housing Advisory Committee Meeting
May 10, 2023	City Commission Meeting - Introduction of Draft Plan

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

Direct Agency Consultation

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

Advertisement of Outreach Activities

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

In accordance with the Citizen Participation Plan and federal requirements, a minimum period of 30 days has been provided for public comment following availability of the Annual Action Plan. The final public hearing was advertised in the Tallahassee Democrat on May 3, 2023. In addition, the meetings were posted to the City's official website, TalGov.com. A copy of the Citizen Participation Plan is included in this Annual Plan as an attachment.

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Expected Resources

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

Introduction

During the program year covered by this Plan, the City of Tallahassee expects to receive \$1,913,062 in CDBG funding, \$1,080,524 in HOME funding, and \$163,251 in ESG funding for a total of \$3,156,837 in anticipated federal awards. The CDBG, HOME, and ESG entitlement funds will be used to address the priority needs identified in this Annual Action Plan. Other resources include program income, local trust funds, State Housing Initiatives Partnership (SHIP) funds, and general fund dollars that will be used to leverage federal resources. The City is also still utilizing American Rescue Plan funding to expand programs and provide additional services.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				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	1,913,062	Pending		1,913,062	1,913,062	This plan is for year 4 of the ConPlan.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,080,524	Pending		1,080,524	1,080,524	This plan is for year 4 of the ConPlan.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	163,251	0	0	163,251	163,251	This plan is for year 4 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 (AHTF) which is used for affordable housing activities such as loan and gap financing for larger projects. While the City currently has a large amount of excess matching funds from past years, both SHIP and the AHTF are often used as matching funds for HOME-like and other eligible projects.

During program year 2022-2023, the City received HUD's Lead Hazard Reduction and Supplemental Healthy Homes Grant funding to compliment the City's efforts to preserve older housing stock. These funds will be paired with other local, state, and federal funds to address the lead and healthy homes needs in rental and homeownership units throughout the City while using CDBG as match.

City general revenue and Leon County funds are combined with the public services funded with federal funds to support human service activities in the community. General revenue funding is also used for affordable housing strategies such as the water and sewer fee waiver program which allows the developers of affordable housing to decrease their costs and pass this savings on to the homebuyers or renters.

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

The City periodically acquires land through various means such as surplus parcels acquired for public improvements, foreclosures associated with outstanding code enforcement liens and violations and through donations. The City's process for disposal of surplus property includes a review by City departments to determine whether the property has a City related use. The Department of Housing and Community Resilience reviews these parcels and determines if the property can serve a community development or housing purpose.

The City coordinates with the Tallahassee Community Redevelopment Agency (CRA) to advance their common objectives which include the construction and preservation of affordable housing. The CRA has also provided funding for the purchase of land when it would be amenable to future development of affordable housing or neighborhood revitalization or improvement.

The City maintains an inventory of all publicly available land suitable for affordable housing development. The map is contained on the City of Tallahassee Real Estate Services Department webpage and identifies publicly held land that is currently available for development. The map is interactive and when selecting a specific parcel, the map provides address and acreage.

Discussion

None.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information - *For funding information, refer to the FY 2023-2024 Funding Summary*

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2020	2024	Affordable Housing	City Wide	Affordable Housing	CDBG HOME	Housing Rehabilitated
2	Permanent Relocation	2020	2024	Affordable Housing	City Wide	Homeless Prevention Services	CDBG	Households Assisted
3	CHDO Set-Aside	2020	2024	Affordable Housing	City Wide	Affordable Housing	HOME	Housing Added
4	Neighborhood First Activities	2020	2024	Affordable Housing	Neighborhood Revitalization Strategy Area	Affordable Housing	CDBG	Housing Rehabilitated Housing Added Other
5	Public Facilities	2020	2024	Non-Housing Community Development	City Wide	Public Facilities	CDBG	Other
6	Homeless Prevention	2020	2024	Homeless	City Wide	Homeless Prevention Services	ESG	Street Outreach / Homeless Coordination

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Planning and Administration	2020	2024	Planning and Administration	City Wide	Program Administration	CDBG HOME	Other
8	Down-Payment Assistance	2020	2024	Affordable Housing	City Wide	Affordable Housing	HOME	Direct Financial Assistance to Homebuyers
9	Public Service Assistance	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	Neighborhood Revitalization Strategy Area	Public Services	CDBG	Public service activities other than Low/Moderate Income Housing Benefit
10	New Construction	2020	2024	Affordable Housing	City Wide	Affordable Housing	HOME	Homeowner Housing Added

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	Funds assist with maintaining and preserving the City’s existing affordable housing stock and provides decent housing for low-income households. Funding is used for rehabilitation of owner-occupied homes for low-and moderate-income households, single-family homes for resale or rental to an eligible occupant, and small multifamily rehabilitation.
2	Goal Name	Permanent Relocation
	Goal Description	Funds support the provision of decent housing and decreases the risk of becoming homeless by providing assistance to households displaced through code action to enable them to be relocated into permanent housing.

3	Goal Name	CHDO Set-Aside
	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.
4	Goal Name	Neighborhood First Activities
	Goal Description	Provision of funds to support the City's Neighborhood First Implementation Plans. Activities will take place in the Neighborhood Revitalization Strategy Area and will include affordable housing activities such as housing rehabilitation, acquisition, new construction, demolition, infrastructure, and removal of blight.
5	Goal Name	Public Facilities
	Goal Description	Supports creating a suitable living environment by funding improvements to community service centers and resiliency improvements to public facilities in low- and moderate-income neighborhoods allowing centers to be used during times of crisis. These service centers are often used in conjunction with the provision of public services to low and moderate-income households.
6	Goal Name	Homeless Prevention
	Goal Description	Provides decent housing, decreases homelessness, and supports self-sufficiency by preventing eviction and providing street outreach as well as the administration involved in implementing the activity.
7	Goal Name	Planning and Administration
	Goal Description	Funds will be used for the administration and implementation of the CDBG, HOME, and ESG programs. Activities include staff salaries; financial responsibility; and preparation of HUD required documents such as the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments. Activities also include fair housing planning and environmental studies.
8	Goal Name	Down-Payment Assistance
	Goal Description	Funds support affordable housing and self-sufficiency by providing homeownership opportunities to eligible low-income buyers. This program provides direct financial assistance for purchase of a home. It is paired with homebuyer education and counseling using federal or non-federal resources.

9	Goal Name	Public Service Assistance
	Goal Description	Create a suitable living environment by increasing the availability of public services to low-income residents, youth, elderly, children, persons with disabilities, and the homeless or at-risk of becoming homeless.
10	Goal Name	New Construction
	Goal Description	Supports the increase of affordable housing units through the construction of new owner and rental units. Funding will be used for a variety of City sponsored initiatives such as the Community Land Trust and City In-Fill Lots program to encourage new construction of single-family affordable homes or multifamily units for rental or sale to an eligible buyer or low/moderate household.

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City will undertake various projects during the 2023-2024 program year focused on providing decent affordable housing and creating a suitable living environment for residents. The City will utilize their HUD CDBG, HOME, and ESG grant allocations, leveraged with state and local funds, to carry out activities intended to address priority needs in the community and ensure the greatest impact to beneficiaries.

Projects

#	Project Name
1	Housing Rehabilitation
2	Permanent Relocation
3	CHDO Set-Aside
4	Neighborhood Revitalization
5	Public Facilities and Infrastructure
6	Homeless Prevention
7	Program Administration
8	Down-Payment Assistance
9	Public Services
10	New Construction

Table 7 – Project Information

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

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

within budget to address high priority needs.

The priority ranking system is as follows:

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

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Housing Rehabilitation
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing
	Funding	CDBG: -\$150,450 HOME:0
	Description	Funding is used for rehabilitation of owner-occupied homes for low-and-moderate income households, single family homes for resale to an eligible buyer, or for rental units made available to low-and moderate-income households. Activities also include temporary relocation for occupants and lead based paint assessment and clearance , and match for the City's Lead Hazard Grant.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	30 very-low, low, or moderate-income households.
	Location Description	City Wide
	Planned Activities	Housing Rehabilitation
2	Project Name	Permanent Relocation
	Target Area	City Wide
	Goals Supported	Permanent Relocation
	Needs Addressed	Homeless Prevention
	Funding	CDBG: \$100,000
	Description	Funds support the provision of decent housing and decreases the risk of becoming homeless by providing assistance to households displaced through code action to enable them to be relocated into permanent housing
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from	20 very-low, low, or moderate-income households.

	the proposed activities	
	Location Description	City Wide
	Planned Activities	Financial assistance for relocation expenses.
3	Project Name	CHDO Set-Aside
	Target Area	City Wide
	Goals Supported	CHDO Set-Aside
	Needs Addressed	Affordable Housing
	Funding	HOME: \$200,000
	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.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	5 very-low, low, and moderate-income households.
	Location Description	City Wide
	Planned Activities	New construction, rehabilitation.
4	Project Name	Neighborhood Revitalization
	Target Area	Neighborhood Revitalization Strategy Area
	Goals Supported	Neighborhood First Activities
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$250,000 \$100,000
	Description	Funds will support the City’s Neighborhood First Implementation Plans and the Neighborhood Revitalization Strategy Area. Activities will include affordable housing activities such as housing rehabilitation, new construction, demolition, infrastructure, acquisition, and removal of blight.
	Target Date	9/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	15 very-low, low, or moderate-income households; Low/mod area.
	Location Description	Neighborhood Revitalization Strategy Area (Bond Community, Frenchtown, Southside Neighborhoods)
	Planned Activities	Housing rehabilitation, new construction, demolition, infrastructure, acquisition, removal of blight.
5	Project Name	Public Facilities and Infrastructure
	Target Area	City Wide
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: \$462,510 \$650,000
	Description	This funding is used for resiliency improvements to public facilities and infrastructure in low- and moderate-income neighborhoods allowing the center to be used during times of crisis. These service centers are often used in conjunction with the provision of public services to low and moderate-income households.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	five community service centers extremely low, low, and moderate-income persons.
	Location Description	City Wide
Planned Activities	Resiliency Improvements, Infrastructure, Enhanced Public Amenities.	
6	Project Name	Homeless Prevention
	Target Area	City Wide
	Goals Supported	Homeless Prevention
	Needs Addressed	Homeless Prevention Services
	Funding	ESG: \$163,251

	Description	Provides decent housing, decreases homelessness, and supports self-sufficiency by preventing eviction and providing street outreach as well as the administration involved in implementing the activity.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	50 households experiencing homelessness or at-risk of becoming homeless.
	Location Description	City Wide
	Planned Activities	Street Outreach, Homeless Prevention, Program Administration
7	Project Name	Program Administration
	Target Area	City Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$250,000 \$382,612 HOME: \$65,000 \$108,052
	Description	Funds will be used for the administration and implementation of the HUD CDBG, HOME and ESG programs.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Activities include staff salaries; financial responsibility; and preparation of HUD required documents such as the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments. Activities also include fair housing planning, environmental studies, capacity building, and staff training.
8	Project Name	Down-Payment Assistance
	Target Area	City Wide
	Goals Supported	Down-Payment Assistance
	Needs Addressed	Increase Access to Affordable Housing

	Funding	HOME: \$250,000 \$250,000
	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.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	30 very-low, low, or moderate-income households.
	Location Description	City Wide
	Planned Activities	Financial assistance for down-payment, closing costs, gap financing, housing counseling.
9	Project Name	Public Service Programs
	Target Area	City Wide Neighborhood Revitalization Strategy Area
	Goals Supported	Public Service Assistance
	Needs Addressed	Public Services Homeless Prevention Services
	Funding	CDBG: \$380,000 \$530,000
	Description	The program will provide programming at local centers, funding for community needs through the CHSP process, and economic development targeted to at-risk populations by providing credential attainment, training, and job placement.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	100 extremely low, low, and moderate-income persons.
	Location Description	City Wide and Neighborhood Revitalization Strategy Areas
	Planned Activities	Public Services
10	Project Name	New Construction/Incentives
	Target Area	City Wide
	Goals Supported	New Construction

Needs Addressed	Affordable Housing
Funding	HOME: \$189,448\$522,472
Description	Funding will be used for a variety of City sponsored initiatives such as the Community Land Trust and City In-Fill Lots program to encourage new construction or rehabilitation of single-family affordable homes or multifamily units for rental or sale to an eligible buyer or low/moderate household.
Target Date	9/30/2024
Estimate the number and type of families that will benefit from the proposed activities	25 very-low, low, and moderate-income households.
Location Description	City Wide
Planned Activities	Construction of affordable housing.

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AP-50 Geographic Distribution – 91.220(f)

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

The City's federal grant funded programs for affordable housing, public services, and public facilities are available City-wide. The City promotes these programs to residents, businesses, and non-profit organizations that reside in or provide services to these targeted areas more heavily and has targeted some non-federal funding for public services to those areas in the past. The City's housing programs are concentrated on scattered sites throughout the City. The priority community development needs, and public service locations will be throughout the City. The City has designated census tracts and block groups that qualify as low- and moderate-income per HUD regulations. If the City funds projects that must meet the low-moderate income area benefit criteria, they will be in the qualified census tracts and block groups.

The City has a designated Neighborhood Revitalization Strategy Area which is the focus of comprehensive redevelopment and revitalization efforts. Community revitalization projects such as housing and economic development activities will take place within the NRSA in accordance with the criteria set forth in HUD's regulations. The City currently has one designated Community Based Development Organization (CBDO) operating within the NRSA, the Big Bend Homeless Coalition. The City expects to designate another eligible organization as a CBDO, the South City Foundation. This nonprofit was formed as a joint effort with the City and County to revitalize the South City area using the PurposeBuilt Communities model. Working side by side with residents, businesses, and community leaders, the South City Foundation is building new opportunities to flourish and thrive, with a commitment to honoring South City's history and securing its future. The partnership encompasses neighborhood leadership, cradle to career education, affordable housing, and community wellness initiatives.

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

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

Geographic Distribution

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

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The needs assessment, market analysis, and community meetings determined that various areas throughout the City suffer from a lack of affordable housing and that homeless and special needs populations require public/social services to reduce poverty. In addition, through a comprehensive analysis it was determined that the Neighborhood Revitalization Area suffers from a lack of affordable housing and is in significant need of comprehensive revitalization.

The City adheres to all program-specific eligibility requirements when allocating funds. Funds are allocated on a priority need basis in neighborhoods that demonstrate compliance with HUD's low- to moderate-income criteria.

Discussion

None.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In program year 2023-2024 the City will support affordable housing through its CDBG, HOME, and ESG programs, leveraged with local and state funds, by funding activities including: housing rehabilitation, down-payment assistance, new construction, temporary and permanent relocation, acquisition, rapid rehousing, homeless prevention, shelter operations and public services.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	75
Special-Needs	0
Total	125

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	50
The Production of New Units	15
Rehab of Existing Units	30
Acquisition of Existing Units	30
Total	125

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

Discussion

None.

AP-60 Public Housing – 91.220(h)

Introduction

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

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

The City does not anticipate utilizing any HUD FY 2023-2024 funds to address the needs of public housing as these needs are addressed by the housing authority. City staff will however continue to be an active partner with the Tallahassee Housing Authority (THA) and support the THA's application for funding for THA's competitive applications for low-income housing tax credits, State Apartment Incentive Loan Program, or other resources to address the public housing needs, and in particular the redevelopment of the Orange Avenue complex.

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

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

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

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

N/A

Discussion
None.

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

Introduction

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

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

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

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

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

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

indigent individuals and underinsured, who many times, overlap into the housing crisis response system.

Additionally, Capital City Youth Services (CCYS) provides support to run-away and homeless youth at their drop-in center. Supported by the City's general revenue, Connecting Everyone with Second Chances (CESC) offers case management services to shelter and unsheltered persons experiencing homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

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

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

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities,

foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

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

Discussion

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

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

Introduction:

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

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

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

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

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

Actions it planned to remove or ameliorate the negative effects of public policies that serve

as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

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

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

The City will continue to reduce possible regulatory and barriers to the development of affordable housing in the next year as follows:

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

Discussion:

None.

AP-85 Other Actions – 91.220(k)

Introduction:

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

Actions planned to address obstacles to meeting underserved needs

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

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

Over the timeframe covered by this Consolidated Plan and Annual Action Plan, the following actions will take place to address obstacles to meeting the underserved needs:

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

Actions planned to foster and maintain affordable housing

During program year 2023-2024, the City of Tallahassee will foster and maintain affordable housing through the use of its CDBG and HOME programs, including leveraged funding, by continuing to implement the Housing Rehabilitation Program, Down-Payment Assistance Program, Relocation Assistance Programs, and Homeless Prevention Program.

The City will also continue to coordinate with its partners, including governmental entities and non-

profit and for-profit developers to address the need for affordable housing units. This includes the use of HOME funds to support a Community Housing Development Organization (CHDO) that will construct or rehabilitate five units that will be sold or rented to very low or low-income households.

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

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

Other measures the City will take to foster and maintain affordable housing includes supporting the City's Five-Year Strategic Plan objective of "facilitating and encouraging the construction of affordable housing units". The five-year targets under this community objective include:

- 35 new affordable homes or rental units built through the Community Land Trust.
- 60 new homes built as a result of inclusionary housing programs.
- 10 Habitat for Humanity homes built by City employees.
- 125 down payment assistance grants awarded, creating pathways to home ownership.
- Secure funding for Purpose Built Community and redevelopment of an additional 200 dwelling units at the Orange Avenue Housing Complex.

Actions planned to reduce lead-based paint hazards

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

The City will continue to:

- Test all houses built prior to 1978 that are rehabilitated under the owner-occupied rehabilitation program for lead-based paint and, if found be sure the necessary mitigation work is incorporated into the rehabilitation work and clearance tests indicate the home is safe before

- allowing homeowner to occupy the home;
- Require all agencies or sub-recipients contracted for the rehabilitation work to follow the lead-based paint rules and abide by the City's process; and
- Use CDBG as match to carry out the City's Lead Hazard Control Grant through its Healthy Homes Tallahassee Program. These funds will be used to address lead hazards in rental units built prior to 1978.

Actions planned to reduce the number of poverty-level families

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

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

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

Actions planned to develop institutional structure

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

Structured service delivery systems are critical to the long-term success of community development

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

The City of Tallahassee has a strong institutional delivery system. A wide range of services are available in the community, including homelessness prevention services, street outreach services, and supportive services. These programs are provided by nonprofit organizations and Continuum of Care (CoC) member agencies.

In addition, the City will support the following steps to develop institutional structure:

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

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

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

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

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

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

participate in the Continuum of Care.

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

Discussion:

None.

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Program Specific Requirements

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

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
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:

Other CDBG Requirements

1. The amount of urgent need activities 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 90.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

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

The City of Tallahassee does not anticipate providing forms of investment not described in 24 CFR 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used

for homebuyer activities as required in 92.254, is as follows:

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

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

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

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

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

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

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

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

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

The Big Bend 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).

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

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

To comply with 24 CFR 576.205(a), the City will ensure the continued participation of a homeless or formerly homeless individual on the ESG Planning Committee. This committee will continue to be

consulted regarding policy and decision-making pertaining to the use of ESG funding on an annual basis. The organization acting as lead agency for the CoC is currently the Big Bend Continuum of Care. This organization holds regular meetings with its network of service providers and obtains feedback in that way.

5. Describe performance standards for evaluating ESG.

The goal of ESG-funding is to reduce the number of persons who are homeless in the community and reduce the length of time the persons are homeless. Therefore, the specific ESG-RRP performance outcomes will be a measure of the number of persons or households that move out of homelessness into permanent housing as well as whether the move to permanent or permanent supportive housing has been successful at the three month, six months, or other intervals.

Discussion: None.

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