



# Second Program Year Action Plan

The CPMP Second Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

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

Program Year 2 Action Plan Executive Summary:

The following responses constitute the second year of the City of Tallahassee's Department of Economic and Community Development (ECD) Five-Year Consolidated Plan, and its 2012 Annual Action Plan. The plan identifies, from a broad prospective, ECD's local housing and community development needs, relative priorities, planned goals and objectives to be achieved in an effort to address those needs.

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

In an effort to achieve the goals identified above, ECD has identified a number of related objectives. For the program year covered by this plan, some of the objectives ECD anticipates achieving include increasing affordable housing development, for ownership and lease, particularly for low and moderate income households and first-time homebuyers; preserving the local housing stock, particularly in Neighborhood Revitalization Strategy Areas (NSRA) identified; supporting the continued development, operation, and expansion of the Homeless Continuum of Care (CoC); increasing economic development activities in NRSAs; supporting the development of viable community partners; and increasing homeownership rates.

Based on the performance of previous program years, the strategy of ECD has proven to be productive and effective. For program year ending 2010, ECD was able to accomplish the following outputs, which ultimately lend to the over-arching objectives of preserving the local

housing stock, increasing affordable housing development, and expanding economic opportunities: repaired 58 homes through the emergency repair program; rehabilitated 48 homes through the accessibility rehab, code enforcement rehab, and major rehab programs; assisted 102 households with the down payment assistance and homebuyer counseling programs; constructed 5 homes for low and moderate income households, renovated 3 community centers, provided transitional housing for 22 families, and assisted more than 1300 households with supportive services.

## General Questions

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

Program Year 2 Action Plan General Questions response:

1. ECD intends to direct assistance to areas of the jurisdiction that have the greatest need as evidenced by a high concentration of individuals with incomes that meet the definition of being low and moderate. Areas identified as meeting that criteria are included in a table below and briefly described utilizing data taken from the U.S. Census Bureau, American FactFinder, 2000.

While recognizing there are a disproportionately high number of individuals residing in the targeted areas needing assistance, need is not exclusive to the targeted areas. For that reason some assistance is directed to eligible households within the jurisdiction that reside outside of a targeted area. With that being said, the identified target areas remain a major focus of ECD, and it is anticipated that more than 60% of the total expected federal award will be expended in those identified areas.

Target Area	% Minority	Median Income (household)	Median Income (Family)	% Unemployment
Frenchtown Census Tract 4	92%	\$16,875	\$30,893	34%
Frenchtown Census Tract 6	78%	\$10,976	\$20,750	12%
Apalachee Ridge Census Tract 10.02	91%	\$26,818	\$31,071	8%
Bond Community Census Tract 11.01	99%	\$17,022	\$16,535	29%
Bond Community Census Tract 12	97%	\$13,325	\$23,958	6%
Southside Sector Census Tract 14	61%	\$13,529	\$20,028	6%
Providence Census Tract 19	71%	\$18,105	\$22,911	5%

Target Area	% Below Poverty (Individuals)	% Below Poverty (Families)	% of Homeowners	% Female Headed
Frenchtown Census Tract 4	30%	37%	31%	13.50%
Frenchtown Census Tract 6	34%	52%	25%	19.20%
Apalachee Ridge Census Tract 10.02	28%	23%	63%	36.40%
Bond Community Census Tract 11.01	43%	40%	35%	36.10%
Bond Community Census Tract 12	47%	35%	35%	23.60%
Southside Sector Census Tract 14	58%	37%	19%	17.80%
Providence Census Tract 19	35%	30%	37%	19.40%

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

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

- The following actions will occur over the next year in an effort to address obstacles to meeting the needs of the needs of the underserved:
  - Continue to seek funding, at every level, to support the goals and objectives identified via the planning process.
  - Continue to educate the community on the needs of the underserved populations, the City's goals, objectives, and framework for community development in an attempt to alter negative perceptions.

- Continue to develop and nurture relationships with stakeholders in an effort to further the goals and objectives identified.
  - Continue efforts to enhance the level of coordination among stakeholders in an effort to maximize outputs and foster a greater level of service efficiency and effectiveness.
  - Continue to analyze local policy in an effort to eliminate policies that create or contribute to the creation of obstacles to meeting the needs of the underserved.
4. In an effort to meet the needs identified in this plan, ECD anticipates the following sources of revenue to be available to this community:
- HOME, CDBG, ESG funding - federal
  - Community Redevelopment Area funding - local
  - General Revenue funding - local
  - Homeless Assistance Challenge Grant funding - state
  - McKinney-Vento Homeless Assistance funding - federal
  - Leon County General Revenue funding - local
  - United Way of the Big Bend funding – local
  - Change for Change Donations - local

### **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 2 Action Plan Managing the Process response:

1. The lead entity responsible for administering the programs covered in the consolidated plan is the Department of Economic and Community Development of the City of Tallahassee.
2. The significant aspect of the process leading to its development include: attending monthly network meetings of the Homeless CoC lead agency, a community-wide needs assessment of human service needs, participation in the Family Self-Sufficiency Program Coordinating Committee of the Tallahassee Housing Authority and with the Greater Frenchtown Revitalization Council, analysis of local housing data (statistical and anecdotal), numerous public meetings, participation in the Mayor's Council to End Chronic Homelessness, Target Issue Meetings of the City Commission, and a review of the plan by the Community Improvement Advisory Council.

There is a broad representation from a cross-section of the community in regard to the development of this plan. The following participants represent some of the private and public sector housing, health, and social services agencies involved: the Tallahassee Housing Authority, Capital Area Community Action Agency, Good News Outreach, the Big Bend Homeless Coalition, homeless individuals, Big Bend Cares, the Veteran's Administration, Elder Cares, Bethel CDC (CHDO), the Tallahassee Lender's Consortium, the Frenchtown CDC, Catholic Charities, Brehon Institute for families, Public Housing Residents, the Red Cross, Leon County Government, the United Way of the Big Bend, 2-1-1 Big Bend, Pivotal Point Enterprises, Temple Israel, Florida State University, Florida A&M University, elected officials, and a host of concerned citizens.

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

## **Citizen Participation**

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

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

Program Year 2 Action Plan Citizen Participation response:

1. The City of Tallahassee strives to be a government that is open to its citizenry. Every effort is made to involve members, from a broad spectrum, of the community in the development of this plan. To that end, two (2) public meeting were conducted in an effort to gain input on the use of funds, community development and housing needs of the community, and to identify community priorities for funding. Each meeting was noticed in the local newspaper, City website, and distributed directly to the local homeless continuum care lead agency, HIV lead agency, Federally Qualified Health Center, Community Action Agency, and the local Housing Authority. In addition to those efforts, citizens were given

30-days to provide written comment on the plan, at each stage of plan development. Each meeting, conducted at various stages of our planning process, was conducted with a different objective in mind. The dates and a summary of the meeting objectives are bulleted below:

- The March 29, 2011, was held in Frenchtown, a NRSA, and provided an opportunity to gain input at the early planning stage. It also afforded an opportunity to share previous year performance data.
- The June 22, 2011, meeting was held at City Hall as a part of a regular meeting of the City Commission, and provided an opportunity for final comment prior to Commission approval. Additionally, it provided an opportunity for public comment on the plan.

Another aspect of the process that evidences citizen participation is the manner in which public service funds are distributed. ECD, in collaboration with the local United Way and Leon County pool resources for public services, and utilize citizen volunteers to rank, rate, and determine the level of funding applicant agencies receive. Last year, approximately 145 citizen volunteers were used in this process.

In addition to the efforts described, the plan was also presented to the Community Improvement Advisory Council (CIAC) on 05/31/2011, for approval. CIAC is a citizen advisory group, appointed by the Mayor, charged with advising ECD on appropriate and proper strategies to be addressed and implemented regarding human services, housing issues, economic development, and other related issues. The plan was unanimously approved by CIAC without objection.

2. Citizen comments and views of the plan were centered on three main concepts: the increasingly limited availability of financial resources for housing development, the need for affordable housing options for households living at and below 30% of the area median income, and the need for housing options that are specific to the needs of seniors.
3. The following efforts represent action undertaken in an effort to broaden public participation, in particular; outreach to low income, minority, non-English speaking populations, and persons with disabilities:
  - Direct outreach and notification of meetings involving the development of this plan to advocacy organizations representing the identified groups.
  - Meeting times and locations are strategically planned in an effort to accommodate the identified populations.
  - Ensuring meeting locations are ADA compliant.
  - Offering translation and hearing impaired services upon request.

- Offering alternative methods for public comment that include email, facsimile, and U.S mail.
4. All comments submitted, orally or in writing, were accepted and evaluated.

## **Institutional Structure**

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

Program Year 2 Action Plan Institutional Structure response:

1. During the period covered by this plan, ECD will conduct the following actions in an effort to develop institutional structure:
- Analyze program staff capacity and offer opportunities for enhancement, where necessary
  - Examine current hardware and software capacity for efficiency and effectiveness, enhancing where necessary
  - Evaluate current data collection, analysis, and reporting capacity, enhancing where necessary

## **Monitoring**

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

Program Year 2 Action Plan Monitoring response:

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

## **Lead-based Paint**

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

Program Year 2 Action Plan Lead-based Paint response:

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

## HOUSING

### Specific Housing Objectives

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

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

Program Year 2 Action Plan Specific Objectives response:

1. The priorities identified by ECD include preserving the existing housing stock, promoting affordable housing (rental and ownership), neighborhood stability, and the provision of opportunities for economic development within the areas of the jurisdiction with the greatest need. Based on a thorough analysis of input from low and moderate income persons, input from local housing providers, current housing market trends, local housing conditions (statistical and anecdotal), community goals, and the availability of resources, the following objectives have been identified:
  - Increase affordable housing development for ownership and lease, particularly for low and moderate income households and first-time homebuyers.
  - Preserve the local housing stock, particularly in Neighborhood Revitalization Strategy Areas (NSRA) identified.
  - Support the continued development, operation, and expansion of the Homeless Continuum of Care (CoC).
  - Increase economic development activities in NRSAs
  - Support the development of viable community partners.
  - Increase homeownership rates.
2. The combination of the anticipated Federal, State, and local public and private resources are a key component to addressing the identified needs within this plan. More specifically, the anticipated resources will be used in support of the following activities:

- Provide down payment assistance to approximately 60 eligible households, including 5 households that are at or below 50% of area median income.
- Complete 10 major rehabilitation or reconstructions projects.
- Complete 50 emergency repair projects.
- Complete 7 accessibility rehabilitation projects.
- Construct an 18-unit, permanent housing facility for chronically homeless disabled households.
- Provide funds to local CHDOs to support the development of 3 affordable housing units for rent or ownership.
- Provide operational support to the lead agency of the local CoC.
- Provide temporary and permanent relocation services to approximately 10 households.
- Supplement the current human services delivery structure by providing funding to local organizations in an effort to enhance service capacity. ECD anticipates providing services for an additional 500 low and moderate income households.
- Conduct lead based paint testing, mitigation, and abatement as needed.
- Provide operational funding for two facilities providing emergency and transitional housing services.
- Increase the concentration of code enforcement in the NSRAs, resulting in 250 cases of code compliance.
- Support the provision of homebuyer education to approximately 500 low and moderate income households.
- Support economic development activities in the identified NRSAs.

## **Needs of Public Housing**

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

Program Year 2 Action Plan Public Housing Strategy response:

1. ECD will continue its role as an active member of the local Housing Authority's Coordinating Committee for its Family-Self Sufficiency Program. In that role, ECD assists in developing resource to support program planning initiatives that are designed to encourage housing authority residents to become more self-sufficient, to explore opportunities for homeownership, and when appropriate, to be active in management.

In addition to that effort, ECD has identified the provision of support to economic development activities within NRSAs as a priority for the next program year. The identified

NSRAs within this jurisdiction both contain public housing units, and funding recipients will be encouraged to target public housing residents as potential beneficiaries of their economic development activities.

2. The Tallahassee Housing Authority is not designated as “troubled” by HUD.

## **Barriers to Affordable Housing**

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

Program Year 2 Action Plan Barriers to Affordable Housing response:

1. Over the next program year, the following activities and strategies will be exercised in an effort to remove barriers to affordable housing:
  - Continue to seek funding, at every level, to support the goals and objectives identified via the planning process related to affordable housing development.
  - Continue to educate the community on the needs of the underserved populations, the City’s goals, objectives, and framework for community development in an attempt to alter negative perceptions about affordable housing.
  - Locate affordable land for affordable housing development
  - Incentivize the development of affordable housing through water and sewer connection fee waivers.
  - Identify and eliminate local policies that pose barriers to affordable housing.

## **HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.

- d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 2 Action Plan HOME/ADDI response:

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

## HOMELESS

### Specific Homeless Prevention Elements

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

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness.

These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 2 Action Plan Special Needs response:

1. Over the course of the program year covered by this plan ECD anticipates the following resources to be available in an effort to address and prevent homeless needs:
  - The Big Bend Homeless Coalition (BBHC), the lead organization of the local CoC, submitted its grant proposal in response to the HUD CoC NOFA (McKinney-Vento) in 2010 and was successful in receiving 100% of funding requested for its projects totaling \$1,003,336.
    - i. Three renewal projects were approved for funding, providing 87 beds of Permanent Supportive Housing for chronically homeless individuals, as well as a continuation of Homeless Management Information Systems (HMIS) support for the community.
    - ii. One new expansion project was funded to increase Permanent Supportive Housing for chronically homeless individuals (11 additional beds), and provide expanded supportive services for chronically homeless individuals. This funding complemented new HUD CoC awards obtained in the previous funding cycle, which provided another 14 Permanent Supportive Housing beds for chronically homeless individuals, as well as expanded HMIS services for the CoC.

- In the coming year, BBHC and partner agencies will apply for funding as follows (1) renewal and new funding through the HUD CoC funding program; (2) renewal funding through the U.S. Department of Labor's Homeless Veterans Reintegration Program for employment services for homeless Veterans; (3) the Florida Department of Children and Families' Homeless Housing Assistance Grant for the construction of affordable housing for people who are homeless; (4) the Florida Department of Children and Families' Challenge Grant to support the development of the CoC, case management, and outreach; (5) the federal Veterans Grant Per Diem program to provide transitional housing for homeless Veterans; (6) the federal VASH program to provide permanent housing vouchers for homeless Veterans; (7) federal and state funding for survivors of domestic violence who are homeless; (8) HHS SAMHSA funding for substance abuse and mental health services for people who are experiencing or at risk of homelessness.
  - Through the McKinney-Vento's Education for Homeless Children & Youth (EHCY) program, the Leon County school system receives funding for outreach to homeless families with school-age children. The EHCY staff work closely with local agencies, including BBHC, to identify and meet the needs of homeless children.
2. The 2011-2015 Strategic Plan, prepared by ECD, identified the following objectives and priorities, relative to the homeless: increase the number of affordable housing units available to the homeless; expand prevention, intervention, and support services, including job training and placement, educational programs and child care; improve client access to the full range of CoC services and settings needed to end homelessness; and develop a transitional housing program for unaccompanied young adults transitioning to independence.

Over the course of the program year, ECD in collaboration with the Big Bend Homeless Coalition, will undertake the following objectives in an effort to meet the needs identified in the Strategic Plan: construct an 18-unit, permanent housing facility for chronically homeless households with a disability; provide operational funding for two facilities providing emergency and transition housing services; supplement the current human services delivery structure by providing funding to local organizations in an effort to enhance the current service capacity; and support the continued development, operation, and expansion of the homeless CoC.

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

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

Action steps, to be undertaken within the timeframe of this plan, include the anticipated construction of an 18-unit, permanent housing facility for chronically homeless households with a disability (intervention); providing operational funding for two facilities providing emergency and transition housing services (intervention); and supplementing the current human services delivery structure by providing funding to local organizations in an effort to enhance the current service capacity (prevention).

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

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

## **Emergency Shelter Grants (ESG)**

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

Program Year 2 Action Plan ESG response:

1. Not Applicable

## COMMUNITY DEVELOPMENT

### Community Development

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

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

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

Program Year 2 Action Plan Community Development response:

1. ECD's priority non-housing community development needs eligible for assistance, by CDBG eligibility category specified in the Community Development Needs table, are:
  - Homeless Facilities (not operating costs) - 03C
  - Youth Services - 05D
  - Fair Housing Activities - 05J
  - Health Services - 05M
  - Code Enforcement - 15
  - Child Care Services - 05L
  - Handicapped Services - 05B
  - Senior Center - 03A
  - CDBG Non-Profit Organization Capacity Building - 19C
2. Long-term community development goals, and annual objectives that have been developed in accordance with the goal described in 24 CFR 91.1, and the primary CDBG objectives are described below:
  - Goal 1: Promote a decent living environment
    - i. Objective 1: Complete 25 emergency repair projects
    - ii. Objective 2: Complete 10 major rehabilitation projects
    - iii. Objective 3: Provide funds to local CHDOs to support the development of 3 affordable housing units for rent or ownership.

- iv. Objective 4: Construct a 18-unit, permanent housing facility for chronically homeless households with a disability
  - v. Objective 5: Provide down payment assistance to approximately 60 eligible households, including 5 households that are at or below 50% of area median income.
- Goal 2: Promote a suitable living environment
    - i. Objective 1: Provide an additional 500 units of public services to low and moderate income households
    - ii. Objective 2: Support the provision of homebuyer counseling to approximately 500 low and moderate income households.
    - iii. Objective 3: Increase the concentration of code enforcement in the NSRAs, resulting in 250 cases of code compliance.

## Antipoverty Strategy

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

Program Year 2 Action Plan Antipoverty Strategy response:

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

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## NON-HOMELESS SPECIAL NEEDS HOUSING

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

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

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

Program Year 2 Action Plan Specific Objectives response:

1. For the period covered by this plan, with regard to non-homeless special needs populations, ECD has placed a priority on providing services to special need populations that include the elderly, individuals addicted to alcohol/drugs, and persons with physical disabilities. Specific objectives for these target populations include: assisting senior households to age with dignity, improving accessibility in homes for disabled households and promoting sobriety for households dealing with substance abuse issues.
2. Federal, State, and local public and private resources that are anticipated for the period covered by this plan will be utilized in an effort to support the objectives that are stated above, and include: assisting senior households to age with dignity, improving accessibility in homes for disabled households, and promoting sobriety for households dealing with substance abuse issues. As a result of those objectives, ECD anticipates achieving the following outputs:
  - Complete 7 accessibility rehabilitation projects.
  - Construct a 18-unit, permanent housing facility for chronically homeless households with a disability
  - Provide durable equipment loans for 50 households with disability
  - Conduct 500 health and wellness screens for elderly households

## **Housing Opportunities for People with AIDS**

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

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.

4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 2 Action Plan HOPWA response:

1. ECD does not anticipate receiving HOPWA funding for the period covered by this plan.

### **Specific HOPWA Objectives**

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

Program Year 2 Specific HOPWA Objectives response:

1. ECD does not anticipate receiving HOPWA funding for the period covered by this plan.

### **Other Narrative**

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