



CITY OF TALLAHASSEE



2026-2027
Annual
Action Plan
(AAP)



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Executive Summary

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

1. Introduction

The U.S. Department of Housing & Urban Development (HUD) requires Community Development Block Grant (CDBG) entitlement communities receiving funds through its Community Planning and Development Division (CPD) to prepare a five-year Consolidated Plan describing how these federal funds will be allocated and used during this timeframe. On June 11, 2025, the City of Tallahassee (City) approved its Five-Year Consolidated Plan covering the period from October 1, 2025, through September 30, 2029. 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 2026-2027. 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 goals and activities that meet HUD's National Objectives to: 1. Provide a Benefit to LMI Persons, 2. Prevent or Eliminate Slums/Blight, or 3. Meet an Urgent Community Need.

For the program year covered by this Plan, HCR anticipates achieving the following goals: supporting the acquisition of affordable housing through increased homeownership programs such as the down payment assistance program that includes both loans and counseling; preservation of local affordable housing stock through rehabilitation programs; support of public facilities and public improvements primarily through the renovation of public service 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 5-Year Consolidated Plan identifies four priority needs in addition to administration/planning: affordable housing, public services, public facilities and infrastructure, and homeless prevention. The goals identified to address these established needs include: Preserving existing/producing new affordable housing for low/moderate-income owner/renter households, including special needs populations; Supporting improvements of public facilities serving low/moderate-income persons, including homeless/special needs populations; Supporting operations of programs serving low/moderate-income persons, including homeless/special needs populations; Providing homeownership opportunities for low/moderate-income households; Supporting improvements to public infrastructure serving low/moderate-income persons and areas; and Planning/administration of housing and community development activities.

Objectives reflect the statutory goals of providing decent housing, creating a suitable living environment, and expanding economic opportunity; outcomes refer to the benefits to public/program participants served by programs; the outcome statement connects each outcome to an overarching objective to produce a statement that can be used by HUD to develop narratives which will document results of program activities on a national level. The link between objectives, outcomes, and outcome statements is as follows:

Availability/Accessibility – applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. Affordability – applies to activities that provide affordability in a variety of ways to low/moderate-income people.

Sustainability – applies to activities aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low/moderate-income or by removing or eliminating slums/blighted areas, through multiple activities or services that sustain communities or neighborhoods.

The City's programs to address the priority needs and goals include: Housing Rehabilitation Programs (rental and homeowner), Housing Development Programs (multifamily and single family), Down Payment Assistance Program, Public Facilities improvements, the Community Human Services Partnership Program for public services, Homeless Prevention and Outreach Programs through the Continuum of Care, and related activities supported by administration and planning.

For HUD PY 2026, the City will continue to address the objectives of sustainability of a suitable living environment and increased accessibility to decent housing by funding projects to improve existing housing stock and provide safe and healthy homes to low and moderate-income households; to improve or support public facilities serving low/moderate-income persons, including the homeless/those with special needs; and to preserve or produce affordable housing. These activities support the following specific objectives/outcomes: availability/accessibility of decent housing; affordability of decent housing; availability/accessibility of a suitable living environment; and sustainability of a suitable living environment.

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 Consolidated Plan as of publication of the City’s FY 2024-2025 Consolidated Annual Performance and Evaluation Report (CAPER). The 2025 CAPER covered the fifth and final year of the 2020-2024 Consolidated Plan.

The City continued utilizing the additional funding provided by pandemic relief at the state and federal level to support public services, homelessness response, expanded construction and rehabilitation programs and incentives, additional resiliency renovations to public facilities, and increased down payment assistance. With these opportunities, the City exceeded its goals originally set for FY 2024-2025. The following table includes all units completed through HUD and other (matched/leveraged) funding.

The only goal not utilized/completed during this past program year was acquisition of properties. The City was engaged in other housing activities with a substantial waitlist of eligible clients awaiting home rehabilitation. In addition, the City utilized its construction loan program to assist developers in purchasing real property and constructing new units for sale to low- and moderate-income homebuyers through HOME funding leveraged with ARPA and SHIP. All other goals were met or exceeded. The City will continue to focus on its core programs of rehabilitation, new construction, public services, and public facilities due to the steady demand and substantial waitlist of eligible clients. With these core activities and leveraging of funds, the City expects to once again meet or exceed its expected outcomes.

	Expected 2024-2025	Actual 2024-2025	Annual Percent Complete
Housing Rehabilitation	25	104	>100%
New Construction	5	13	>100%
Down-Payment Assistance	25	35	>100%
Acquisition	16	0	0%
Public Facilities	5	5	100%
Public Service Assistance	100	1,305	>100%
Permanent Relocation	20	30	>100%
Rapid Re-Housing & Services	50	632	>100%

Table 1 - Annual Goals 2024-2025

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 through multiple meetings during development of the Annual Plan. The City held one community participation/stakeholder public hearing, one specific consultation with the Continuum of Care, the Tallahassee Housing Authority, and two specific consultations with the City's Affordable Housing Advisory Committee in accordance with 24 CFR Part 91, and the City's Citizen Participation Plan, to collect substantive feedback and input from stakeholders. These meetings were combined with the public meetings on the CAPER with discussions of past performance. The input received is recorded and incorporated into this Annual Action Plan.

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

In addition, the City solicited comment during the 30-day public comment period from May 11, 2026, to June 10, 2026. During the comment period the City hosted its webpage showcasing the 2025-2029 Consolidated Plan, FY2025 CAPER, Market Analysis and Needs Assessment, and the Analysis of Impediments to Fair Housing. The City held the first public hearing during the City Commission Meeting on April 15, 2026, during the development of the 2026-2027 Annual Action Plan. A second and final public hearing was held during the City Commission Meeting on June 10, 2026, to solicit comments on the draft 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 hearings during the citizen participation process for this Annual Action Plan, both during the development of the Plan and for the final approval of the plan. A summary of all comments received is included as an attachment. For further details on comments received, attendance counts, and other details pertaining to the citizen input process, refer to section AP-10, Consultation and the Public Comment Package attachment.

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

Please refer to public comment attachment which will be completed after the final public hearing on June 10, 2026.

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.

DRAFT

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

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

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

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

Table 2 – Responsible Agencies

Narrative (optional)

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

Consolidated Plan Public Contact Information

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

1. Introduction

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

- March 9, 2026 – City Affordable Housing Advisory Committee Meeting
- March 11, 2026 – Continuum of Care Partner Monthly Meeting
- April 1st and 16th, 2026 – Public Outreach Meeting on CAPER/Pre-Development of Plan
- April 11, 2026 - Leon County Spring Expo
- April 13, 2026 - Stakeholder Meeting
- April 15, 2026 – First Public Hearing
- May 12, 2026 – Stakeholder Meeting
- June 8, 2026 – City Affordable Housing Advisory Committee Meeting
- June 10, 2026 – Final Public Hearing and Adoption of Plan

The formal public hearing, after the drafting of the plan, was held in conjunction with the City Commission's adoption of the plan at the June 10, 2026, meeting which provided an additional opportunity for residents to provide input.

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

To enhance coordination across housing, health, and human services systems, the City of Tallahassee conducted a comprehensive engagement strategy during the development of the 2026–2027 Annual Action Plan. This multi-layered outreach process was designed to ensure meaningful participation from a broad cross-section of organizations, including public and assisted housing providers and community-based service organizations.

The City directly contacted 25 agencies, including City departments, to invite participation in public meetings and targeted consultations. Invitations were distributed via email and supported by a comprehensive public information campaign, which included:

- Publication in the local newspaper of record
- Posting on the City’s Housing webpage under “News and Public Notices”
- Official City press releases
- Promotion through internal City communication networks

To encourage broad accessibility and input, the city hosted two formal public meetings and two public hearings at varied times and locations across the community, including neighborhoods with significant affordable housing investment. Meetings were intentionally scheduled during the morning, evening, and after business hours, with long lead times for promotion to accommodate residents, service providers, and agency staff.

In addition to public meetings, the City conducted targeted consultations with key partners such as the Tallahassee Housing Authority (THA), the Big Bend Continuum of Care (BBCoC), and agencies serving seniors, youth, and individuals with disabilities. The city also worked closely with standing bodies like the Affordable Housing Advisory Committee (AHAC) to identify systemic needs and ensure alignment with existing initiatives.

Through this intentional, coordinated process, grounded in transparency, accessibility, and cross-sector collaboration, the city strengthened interagency partnerships, improved information sharing, and ensured that the voices of housing providers, healthcare professionals, service agencies, and residents were reflected in the development of the Annual Plan.

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 partners closely with the Big Bend Continuum of Care (BBCoC – FL-506) to address homelessness. Staff maintain representation at the CoC’s governing board meetings and actively participate in working groups to guide system performance, funding strategies, and outreach.

Through consultation, the BBCoC highlighted the following subpopulations as ongoing priorities:

- Chronically homeless individuals and families
- Families with children

- Veterans and their families
- Unaccompanied youth
- Individuals at risk of eviction or institutional discharge

The City supports CoC-led efforts with local and federal funds, including emergency shelter improvements, rapid re-housing, and service coordination. Data from the most recent Point-in-Time (PIT) Count and Housing Inventory Count (HIC) informed the City's analysis of needs and capacity.

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 of Tallahassee maintains an active and ongoing partnership with the Big Bend Continuum of Care (BBCoC – FL-506) to ensure that Emergency Solutions Grant (ESG) funds are used effectively and in alignment with regional homelessness strategies and HUD system performance goals. BBCoC plays a central role in shaping ESG priorities, developing performance metrics, informing administrative policies, and co-managing data through the Homeless Management Information System (HMIS).

The CoC regularly participates in planning and coordination bodies, including the Affordable Housing Advisory Committee (AHAC). BBCoC representatives emphasized several key themes that have shaped ESG strategy:

Rising Homelessness and Rental Burden: BBCoC reported a continued increase in homelessness due to escalating rents and a shortage of affordable housing. While the CoC has prioritized daily street outreach through a multi-agency team (including the City and Leon County Sheriff's Office), there is now an urgent need to expand long-term rental assistance and housing navigation services.

Workforce Housing: The CoC highlighted challenges with ESG's income eligibility thresholds based on Area Median Income (AMI), which exclude many cost-burdened households in critical occupations—such as teachers, healthcare workers, and service providers—who do not qualify for ESG assistance but still face severe housing instability.

Funding and Partnership Structure: BBCoC works closely with a network of at

least five partner agencies that receive City funding through the Community Services Grant (CSG) program to deliver housing-focused services. During consultation, BBCoC expressed a need for greater resource flexibility and alignment across programs to expand system capacity and support sustained interagency coordination.

Program Performance and HMIS Oversight: ESG performance standards remain focused on rapid rehousing, housing retention, and essential shelter services. The CoC and City jointly review performance metrics—including length of stay, placement in permanent housing, and program exit outcomes—using data captured in HMIS. BBCoC administers HMIS and works with the city to ensure data quality, staff training, compliance protocols, and reporting standards meet HUD expectations.

The city also reviewed BBCoC’s most recent annual report, system dashboards, and needs assessments to inform ESG funding decisions and identify service gaps. This collaborative process ensures that ESG-funded programs are responsive to real-time conditions, tailored to meet local needs, and coordinated with broader community goals to make homelessness rare, brief, and non-recurring.

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

Table 3 – Agencies, groups, organizations who participated

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via direct presentation to CoC and member organizations with the outcome to direct funds to gap in services.
4	Agency/Group/Organization	FAMILY PROMISE OF THE BIG BEND, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via stakeholder meetings determining best outcomes for shelter activities.
5	Agency/Group/Organization	TALLAHASSEE HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community and stakeholder meetings specifically addressing the preservation of PHA units.
6	Agency/Group/Organization	TALLAHASSEE LENDERS CONSORTIUM
	Agency/Group/Organization Type	HUD Counseling Agency; CHDO; CLT Private Sector Banking / Financing

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and direct consultation regarding future development opportunities and outreach to homeless individuals.
9	Agency/Group/Organization	Tallahassee Urban League, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Needs 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.
10	Agency/Group/Organization	City of Tallahassee Underground Utilities (UUPI)
	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 community development activities, specifically how housing and other related activities would affect the current NFIP and flood prone areas. The City will continue efforts to coordinate with this and the Planning department to address community development needs.

11	Agency/Group/Organization	City of Tallahassee Neighborhood Affairs Division
	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 outreach to neighborhood associations via the City's Neighborhood Affairs Division.
12	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.
13	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.
14	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.
15	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 Needs 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.
16	Agency/Group/Organization	Community Human Service Partnership
	Agency/Group/Organization Type	Other government - Local Regional Govt; Metro Wide Planning; Child Welfare
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment Homeless services; public services; children's services/welfare

	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.
17	Agency/Group/Organization	Florida Department of Emergency Management
	Agency/Group/Organization Type	Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through plan review and by invitation to participate in the community meetings. As an outcome, the City will further understand climatic effects of climate change that are a threat to Tallahassee and its low-income residents. Further, the City will also understand how these threats impact low-income households within the City. The City will continue to coordinate with the City, County and State Emergency Management Divisions for resiliency efforts.
18	Agency/Group/Organization	Xfinity
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Online consultation included a review and analysis of coverage in the Tallahassee and surrounding areas. As an outcome, the City will further understand the level of internet service provided to its residents and if there are areas of low-income concentrations within the City that are not provided adequate and affordable internet services.
	Agency/Group/Organization	Big Bend Habitat for Humanity, Inc.

19	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Needs 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.
20	Agency/Group/Organization	Good News Outreach
	Agency/Group/Organization Type	Housing Services
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment Permanent Supportive Housing/Homelessness
	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.
21	Agency/Group/Organization	South City Foundation
	Agency/Group/Organization Type	Housing Services
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment Community Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The South City Foundation is the City’s Community Quarterback representing the South City neighborhood and implementing the Purpose-Built Model in South City. Consulted via community meetings and direct consultation regarding future development and partnership opportunities.
22	Agency/Group/Organization	Capital City Youth Services
	Agency/Group/Organization Type	Youth/Aging out of Foster Care Services – Homelessness
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment Permanent Supportive Housing/Homelessness
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Capital City Youth Services (CCYS) provides support to run-away and homeless youth at their drop-in center. Consulted via community meetings and direct consultation regarding future partnership opportunities to address youth homelessness.
23	Agency/Group/Organization	Pavlov Media
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Online consultation included a review and analysis of coverage in the Tallahassee and surrounding areas. As an outcome, the City will further understand the level of internet service provided to its residents and if there are areas of low-income concentrations within the City that are not provided adequate and affordable internet services.
24	Agency/Group/Organization	Lincoln Neighborhood Service Center
	Agency/Group/Organization Type	Neighborhood service center

	What section of the Plan was addressed by Consultation?	Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Direct consultation included a review of services provided to residents. As an outcome, the City will further understand the needs of residents, specifically seniors.
25	Agency/Group/Organization	Florida Department of Commerce Broadband Program
	Agency/Group/Organization Type	State Agency Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Online consultation included a review and analysis of coverage in the Tallahassee and surrounding areas. As an outcome, the City will further understand the level of internet service provided to its residents and if there are areas of low-income concentrations within the City that are not provided adequate and affordable internet services.

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

The City of Tallahassee is committed to a comprehensive consultation process, ensuring that no agency is excluded from shaping the priorities of the Annual Plan. To gather different perspectives, the city actively engaged with public and nonprofit organizations that serve local residents—such as those focused on homelessness, mental health, foster care, and youth services. These consultations took place through public meetings, email conversations, and direct interviews, ensuring broad participation.

Recognizing the importance of ongoing dialogue, City staff regularly participate in the Big Bend Continuum of Care’s network

meetings, maintaining a continuous feedback loop with social service and housing providers. This engagement allows for real-time input on emerging community needs and informs planning for the upcoming program year.

To further strengthen coordination, the City and County hold Joint City/County Affordable Housing Advisory Committee meetings at least annually (in addition to regular meetings of the City’s AHAC), where policy, housing needs, gaps, and strategies are discussed to respond to urgent challenges. Through this collaborative approach, the city ensures that funding and services are deployed effectively, maximizing their impact for residents across both jurisdictions.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Big Bend CoC	BBCoC's goals and objectives address the needs of the homeless population within the City and the surrounding areas with activities to address outreach, data coordination, shelter, and housing.
Local Housing Assistance Plan	City of Tallahassee	The City's LHAP includes goals related to homeownership, rental development, rehabilitation, and rental assistance, all of which are identified as priority needs in the Consolidated Plan, particularly in terms of expanding the supply of affordable housing.
Five-Year Strategic Plan	City of Tallahassee	The City's Strategic Plan includes an objective to facilitate and encourage the preservation of affordable housing units and homeownership activities which overlaps with the Consolidated Plan proposed activities.
Comprehensive Plan	City of Tallahassee	The Housing Element of the City's Comprehensive Plan identifies goals in support of affordable housing activities that align with housing needs and priorities of the Consolidated Plan.
2025 PHA Annual Plan	Tallahassee Housing Authority	The PHA annual plan includes rehabilitation, new construction, and preservation of affordable housing as goals all of which align with the City's priorities.

Table 4 – Other local / regional / federal planning efforts

Narrative (optional)

None.

AP-12 Participation – 91.105, 91.200(c)

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

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

Public Meetings/Hearings

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

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

Direct Agency Consultation

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

Advertisement of Outreach Activities

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

In accordance with the Citizen Participation Plan and federal requirements, a minimum period of 30 days has been provided for public comment following availability of the Annual Action Plan. The final public hearing was advertised in the Tallahassee Democrat on Monday, May 11, 2026. In addition, the meetings were posted to the City's official website, TalGov.com. A copy of the Citizen Participation Plan is included in this Annual Plan as an attachment.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	City Affordable Housing Advisory Committee Meeting	Non-targeted/broad community	March 9, 2026 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
2	Monthly Stakeholder Meeting	Non-targeted/broad community	March 11, 2026 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
3	Public Hearing/Outreach	Non-targeted/broad community	April 1 st and 16 th , 2026 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
4	Leon County Spring Expo	Non-targeted/broad community	April 11, 2026 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
5	Stakeholder Meeting	Non-targeted/broad community	April 13, 2026 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
6	First Public Hearing- Development of the Plan	Non-targeted/broad community	April 15, 2026 - Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Stakeholder Meeting	Targeted	May 12, 2026 – Special session with residents of the Lincoln Neighborhood	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
8	Final Public Hearing	Targeted	June 8, 2026 – Affordable Housing Advisory Committee	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	
9	Final Public Hearing	Non-targeted/broad community	June 10, 2026 - Final Public Hearing and Adoption -Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	Please refer to the Public Comment Package attachment.	

Table 5 – Citizen Participation Outreach

Expected Resources

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

Introduction

During the program year covered by this Plan, the City of Tallahassee expects to receive \$1,852,336 in CDBG funding, \$919,097.78 in HOME funding, and \$165,262 in ESG funding for a total of \$2,936,695.78 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 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,852,336.00	0.00	0.00	1,852,336.00	7,409,344.00	This plan is for year two (2) of the ConPlan.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				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	919,097.78	150,000.00	0.00	1,069,097.78	4,476,391.12	This plan is for year two (2) of the ConPlan. The actual award amount is \$919,097.78; however, the tables in the Plan do not allow for the \$.78 cents to be added.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	165,262.00	0.00	0.00	165,262.00	661,048.00	This plan is for year two (2) of the ConPlan.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,412,394.00	250,000.00	0.00	1,662,394.00	6,449,576.00	This plan is for year two (2) of the ConPlan. SHIP Annual Estimated Allocation- \$1,412,394.00 SHIP plus PI- \$250,000

Table 6 - Expected Resources – Priority Table

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

The City leverages its federal funds by using them in conjunction with state and local funding. The City has a local Affordable Housing Trust Fund (AHTF) which is used for affordable housing activities such as loan and gap financing for larger projects. State SHIP is leveraged to complete HOME-eligible activities and is used as match for projects such as rehabilitation and down payment assistance. City general revenue and Leon County funds are combined with the public services funded with federal funds to support human service activities in the community. General revenue funding is also used for affordable housing strategies such as the water and sewer fee waiver program which allows the developers of affordable housing to decrease their costs and pass the savings on to the homebuyers or renters. ***NOTE: The HOME allocation amount above includes an additional \$.78 that is unable to be captured in the field. The final HOME allocation award is \$919,097.78.**

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 affordable housing purpose.

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

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

Discussion

None.



AP-20 Annual Goals and Objectives

Goals Summary Information								
Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2026	2027	Affordable Housing	City Wide/NRSA	Affordable Housing	CDBG: \$75,000 HOME: \$0 SHIP: \$1,121,155	Homeowner Housing Rehabilitation: 25 Units Rehabilitated
2	Housing Rehabilitation	2026	2027	Affordable Housing	City Wide/NRSA	Affordable Housing	HOME: \$150,000	Rental Housing Rehabilitation: 15 Units Rehabilitated
3	Affordable Housing Dev	2026	2027	Affordable Housing	City Wide/NRSA	Affordable Housing	HOME: \$577,188 SHIP: \$150,000	Direct Financial Assistance to Homebuyers: 15 Households Assisted
4	Affordable Housing Dev	2026	2027	Affordable Housing	City Wide/NRSA	Affordable Housing	HOME: \$250,000 SHIP: \$250,000	Homeowner Housing Added: 4 Units Constructed
5	Public Service Assistance	2026	2027	Non-Homeless Special Needs	City Wide/NRSA	Public Services	CDBG: \$468,850	Public Service Activities: 750 Persons Assisted
6	Homelessness prevention	2026	2027	Homeless	City Wide/NRSA	Homelessness Prevention	ESG: \$165,262	Homelessness Prevention: 240 Persons Assisted
7	Public Facilities/ Infrastructure	2026	2027	Other	City Wide/NRSA	Public Facilities/ Infrastructure	CDBG: \$938,019	Other: 4 Facilities Improved
8	Administration	2026	2027	Other	City Wide/NRSA	Administration	CDBG: \$370,467 HOME: \$91,909.78 SHIP: \$141,239.00	N/A

Table 7 – Annual Goals and Objectives

Goal Descriptions

Goal Name	Goal Description
1. Housing Rehabilitation	Funds assist with maintaining and preserving the City's existing affordable housing stock and provide safe and healthy housing for low-income households. Funding is used for rehabilitation of owner-occupied homes for low-and moderate-income households.
2. Housing Rehabilitation	Funds assist with maintaining and preserving the City's existing affordable housing stock and provide safe and healthy housing for low-income households. Funding is used for repair, rehabilitation or reconstruction of rental housing including single family and multifamily
3. Affordable Housing Dev	Funds support affordable housing and self-sufficiency by providing homeownership opportunities to eligible low-income buyers. This program provides direct financial assistance for the purchase of a home and includes homebuyer education and counseling.
4. Affordable Housing Dev	Funds to support new affordable housing development - single family and multifamily new construction activities. Includes the funding set aside as required by HOME regulations to be awarded only to eligible CHDO organizations for construction or rehabilitation of affordable rental or homebuyer housing for low-income households (at or below 80% AMI). Also includes acquisition
5. Public Service Assistance	Create a suitable living environment by increasing the availability of public services to low-income residents, youth, elderly, children, persons with disabilities, and the homeless or at-risk of becoming homeless. Also includes economic development and job training.
6. Homelessness prevention	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. Public Facilities/Infrastructure	Supports creating a suitable living environment by funding improvements to community service centers and resiliency improvements to public facilities in low- and moderate-income neighborhoods allowing centers to be used during times of crisis. Also includes public parks and infrastructure projects supporting affordable housing and neighborhood revitalization.
8. Administration	Funds will be used for the administration and implementation of the CDBG, HOME, and ESG programs. City general fund dollars will pay for ESG administration, ESG funds will not be used for admin cost. 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.

Table 8 – Goals Summary

Projects

AP-35 Projects – 91.220(d)

Introduction

The City will undertake various projects during the 2026-2027 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 Rehab
2	Housing Rehab/Repair/Recon of Rental Housing
3	Down-Payment Assistance & Counseling
4	Housing Development (inc. CHDO Set-Aside)
5	Public Service Programs
6	Homeless Prevention
7	Public Facilities and Infrastructure
8	Administration

Table 9 - Project Information

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

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

The priority ranking system is as follows:

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

the Consolidated Plan programs. Funding will not be provided for these activities during the Consolidated Plan period.

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

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AP-38 Project Summary

Project Summary Information

1	Project Name	Housing Rehabilitation
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation – Owner Occupied
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$75,000.00 HOME: \$0 SHIP: \$1,121,155.00
	Description	Per 24 CFR Part 570.202 and 24 CFR Part 92.205, HOME funds may be used by a participating jurisdiction to preserve homeowner housing through reconstruction or rehabilitation of housing, including site improvements, demolition, and other expenses. This serves the NO of LMH; Funding Matrix Codes 14A. Funding is used for rehabilitation of owner-occupied homes for low-and-moderate income households. Activities also include temporary relocation for occupants and lead based paint assessment and clearance.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	25 units rehabilitated for low- and moderate-income households
	Location Description	Within City of Tallahassee limits
	Planned Activities	Rehabilitation of owner-occupied homes for low-and-moderate income households or single-family homes for resale to an eligible buyer. Activities also include temporary relocation for occupants and lead based paint assessment and clearance.
2	Project Name	Housing Rehabilitation - Rental
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing

Funding	HOME: \$150,000.00												
Description	Per 24 CFR Part 570.202 and 24 CFR Part 92.205, HOME funds may be used by a participating jurisdiction to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of housing, including real property acquisition, site improvements, conversion, demolition, and other expenses. This serves the NO of LMH; Funding Matrix Codes 14A. 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.												
Target Date	9/30/2027												
Estimate the number and type of families that will benefit from the proposed activities	15 units rehabilitated for low- and moderate-income households												
Location Description	Within City of Tallahassee limits												
Planned Activities	Rehabilitation of rental units made available to low-and moderate-income households. Activities also include temporary relocation for occupants and lead based paint assessment and clearance.												
3	<table border="1"> <tr> <td data-bbox="228 1226 553 1295">Project Name</td> <td data-bbox="553 1226 1479 1295">Down Payment Assistance</td> </tr> <tr> <td data-bbox="228 1295 553 1365">Target Area</td> <td data-bbox="553 1295 1479 1365">City Wide</td> </tr> <tr> <td data-bbox="228 1365 553 1434">Goals Supported</td> <td data-bbox="553 1365 1479 1434">Down Payment Assistance and Counseling</td> </tr> <tr> <td data-bbox="228 1434 553 1503">Needs Addressed</td> <td data-bbox="553 1434 1479 1503">Affordable Housing</td> </tr> <tr> <td data-bbox="228 1503 553 1610">Funding</td> <td data-bbox="553 1503 1479 1610">HOME: \$577,188.00 SHIP: \$150,000.00</td> </tr> <tr> <td data-bbox="228 1610 553 1871">Description</td> <td data-bbox="553 1610 1479 1871">Per 24 CFR Part 92.205, HOME funds may be used by a participating jurisdiction to provide incentives to develop and support homeownership affordability through the acquisition (including assistance to homebuyers), and other expenses. Funds are also used for required homebuyer counseling for qualified clients. This serves the NO of LMH. This program does not utilize CDBG; therefore, there is no Matrix Code associated.</td> </tr> </table>	Project Name	Down Payment Assistance	Target Area	City Wide	Goals Supported	Down Payment Assistance and Counseling	Needs Addressed	Affordable Housing	Funding	HOME: \$577,188.00 SHIP: \$150,000.00	Description	Per 24 CFR Part 92.205, HOME funds may be used by a participating jurisdiction to provide incentives to develop and support homeownership affordability through the acquisition (including assistance to homebuyers), and other expenses. Funds are also used for required homebuyer counseling for qualified clients. This serves the NO of LMH. This program does not utilize CDBG; therefore, there is no Matrix Code associated.
Project Name	Down Payment Assistance												
Target Area	City Wide												
Goals Supported	Down Payment Assistance and Counseling												
Needs Addressed	Affordable Housing												
Funding	HOME: \$577,188.00 SHIP: \$150,000.00												
Description	Per 24 CFR Part 92.205, HOME funds may be used by a participating jurisdiction to provide incentives to develop and support homeownership affordability through the acquisition (including assistance to homebuyers), and other expenses. Funds are also used for required homebuyer counseling for qualified clients. This serves the NO of LMH. This program does not utilize CDBG; therefore, there is no Matrix Code associated.												

	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Fifteen (15) very-low, low, or moderate-income households.
	Location Description	Within City of Tallahassee limits.
	Planned Activities	Financial assistance for down-payment, closing costs, gap financing, and housing counseling.
4	Project Name	Affordable Housing Development (inc. CHDO Set-Aside)
	Target Area	City Wide
	Goals Supported	Affordable Housing Development- inc CHDO Set-Aside
	Needs Addressed	Affordable Housing
	Funding	HOME: \$250,000.00 SHIP: \$250,000.00
	Description	Per 24 CFR Part 92.300 (Subpart G), the HOME rule authorizes the minimum set-aside for CHDOs. HOME funds may be used by a participating jurisdiction to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of housing, including real property acquisition, site improvements, conversion, demolition, and other expenses. This serves the NO of LMH; this program does not utilize CDBG; therefore, there is no matrix code associated.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	4 new single-family units constructed to be sold to low- and moderate-income households.
	Location Description	Within City of Tallahassee limits.
	Planned Activities	New construction of multifamily affordable units or single-family homes.
5	Project Name	Public Service Assistance

	Target Area	City Wide Neighborhood Revitalization Strategy Area
	Goals Supported	Public Service Assistance
	Needs Addressed	Public Services
	Funding	CDBG: \$468,850.00
	Description	Per 24 CFR Part 570.201, CDBG Funds may be expended for eligible activities including an array of public services (See Planned Activities). The programs will meet the national objective of LMA and LMC utilizing various Matrix Codes (see below).
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	750 very-low, low, or moderate-income persons.
	Location Description	Within City of Tallahassee limits and Neighborhood Revitalization Strategy Areas
	Planned Activities	Public service activities which support improved access to healthcare, youth/senior activities, and job training.
6	Project Name	Homeless Prevention
	Target Area	City Wide
	Goals Supported	Homelessness Prevention
	Needs Addressed	Homeless Prevention Services
	Funding	ESG: \$165,262.00
	Description	Per 24 CFR Part 576.103, 104, and 107, ESG funds may be expended to provide a wide range of services and supports under the five program components.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	240 individuals experiencing homelessness or at-risk of becoming homeless.

	Location Description	Within City of Tallahassee limits
	Planned Activities	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	Project Name	Public Facilities and Infrastructure
	Target Area	City Wide Neighborhood Revitalization Strategy Area
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Public Facilities
	Funding	CDBG: \$938,019
	Description	Per 24 CFR Part 570.201-207, CDBG funds may be used for acquisition, construction or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes. This serves the NO of LMA and LMC; Funding Matrix Code 03E.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	4 public/community facilities rehabilitated and improved.
	Location Description	Within City of Tallahassee limits
	Planned Activities	Supports creating a suitable living environment by funding improvements to community service centers and resiliency improvements to public facilities in low- and moderate-income neighborhoods allowing centers to be used during times of crisis. Also includes public parks and infrastructure projects supporting affordable housing and neighborhood revitalization.
8	Project Name	Program Administration
	Target Area	City Wide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$370,467.00 HOME: \$91,909.78 SHIP: \$141,239.00

Description	Per 24 CFR Part 570.206, and 24 CFR Part 92.207, payment of reasonable program administrative costs related to the planning and execution of community development activities covered in this Annual Plan. Administration is not tied to a National Objective (NO); Matrix Code 21A. CDBG Admin funds also include \$15,000 for fair housing activities.
Target Date	9/30/2026
Estimate the number and type of families that will benefit from the proposed activities	Not applicable to program administration.
Location Description	Not applicable to program administration.
Planned Activities	Funds will be used for the administration and implementation of the CDBG, HOME, and ESG programs; ESG funds are not used for admin cost. Activities include staff salaries, training, 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.

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AP-50 Geographic Distribution – 91.220(f)

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

The City has a designated Neighborhood Revitalization Strategy Area (NRSA) which is identified as a minority concentration area, and is the focus of comprehensive redevelopment and revitalization efforts. The City has designated the census tracts and block groups in the NRSA that qualify as low-and moderate-income per HUD regulations. 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. A map of the City's current NRSA is included with the City's Unique Appendices as part of this Annual Plan.

The City's federal grant funded programs for affordable housing, public services, and public facilities are available City-wide. The City promotes its programs to residents, businesses, and non-profit organizations that reside in or provide services to LMI individuals and families. 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 also partners with Neighborhood Affairs in the implementation of Neighborhood First Plans for historic and disadvantaged neighborhoods within the City's NRSA. Information on the areas served and neighborhoods with active plans can be found on the City's website.

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. As state before, targeted geographic distribution will also consist of projects and activities in the NRSA which is a minority concentration area.

Geographic Distribution

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

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The needs assessment and market analysis prepared during the Consolidated Plan Process, and regular community meetings in development of each annual plan provided information on those areas throughout the City that suffer from a lack of affordable housing, and that homeless and special needs populations require public/social services to reduce poverty. In addition, through this analysis it was determined that the City's Neighborhood Revitalization Strategy Area (NRSA) is in significant need of comprehensive revitalization. The City adheres to all program-specific eligibility requirements when allocating funds.

Discussion

None.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In program year 2026-2027 the City will support affordable housing through its CDBG, HOME, and ESG programs, leveraged with local and state funds, by funding activities including: housing rehabilitation, down-payment assistance, new construction, rapid rehousing, homeless prevention, shelter operations and public services.

One Year Goals for the Number of Households to be Supported	
Homeless	240
Non-Homeless	59
Special-Needs	0
Total	299

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	240
The Production of New Units	4
Rehab of Existing Units	40
Acquisition of Existing Units	15
Total	299

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

None.

AP-60 Public Housing – 91.220(h)

Introduction

The Tallahassee Housing Authority (THA) plays a vital role in providing affordable housing options for low-income individuals and families, including seniors and persons with disabilities. Through the operation of multiple public housing communities Springfield Apartments, Pinewood Place Apartments, and Hidden Pines Apartments as well as scattered-site housing and the administration of the Section 8 Housing Choice Voucher (HCV) program, THA ensures that residents have access to safe and stable housing.

THA's housing portfolio includes 346 public housing units owned and managed by the agency, alongside approximately 2,300 privately owned units participating in the HCV program. However, demand continues to exceed supply, as evidenced by persistent waitlists for both public housing and vouchers. Most residents served are extremely low-income (0–30% AMI), and despite reduced rent compared to the private market, many still experience housing cost burdens.

Beyond affordability, there is an increasing need for rehabilitation and modernization of existing public housing units to enhance living conditions. Upgrades to improve accessibility for seniors and persons with disabilities remain a priority, ensuring that all residents can live comfortably and independently. Additionally, pathways to homeownership are a key aspiration for many public housing and voucher holders. Expanding access to down payment assistance, financial literacy programs, and homebuyer support services could empower more residents to transition from rental housing to homeownership.

Recognizing that housing stability is often intertwined with economic mobility, public housing residents and voucher holders benefit from comprehensive supportive services. Key needs include:

- Childcare and parenting support to assist working families
- Job training and adult education programs to increase economic self-sufficiency
- Healthcare and mental health services to support overall well-being
- Substance use prevention and recovery programs to promote long-term stability

By addressing these needs holistically, the City and THA can ensure that public housing and voucher programs not only provide shelter but also serve as a foundation for long-term success and self-sufficiency.

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

During the upcoming program year, the City of Tallahassee and THA will continue to collaborate on multiple efforts to improve the living conditions, access to services, and overall quality of life for public housing residents and voucher holders. These actions include:

- Continuing to seek and leverage HUD Capital Fund Program dollars to rehabilitate and modernize aging units within the public housing portfolio.
- Coordinating with community partners to expand access to mental health care, job readiness programs, and educational services.
- Supporting the transition of residents impacted by redevelopment efforts, such as those at the Orange Avenue Apartments, to ensure access to high-quality replacement housing through mixed-income developments like Columbia Gardens at South City.
- Enhancing access to supportive services—including rent assistance, transportation, and wraparound care—for elderly and disabled residents through community-based providers.

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

The City of Tallahassee and THA maintain a strong commitment to engaging public housing residents in shaping the programs and services that affect them. The City continues to serve as an active member of the Housing Authority Coordinating Committee for the Family Self-Sufficiency (FSS) Program, helping to expand economic opportunities and promote resident self-sufficiency.

THA's community-wide approach includes:

- Collaborating with local workforce and educational partners such as CareerSource Capital Region, Tallahassee State College, and Leon County Schools to offer training and job readiness programs.
- Supporting community safety through partnerships with local law enforcement, including security liaison officers and exploration of on-site police sub-stations at public housing developments.
- Promoting resident involvement in housing operations and management through formal representation in planning processes, lease policy updates, and public comment periods.

- Conducting annual public hearings and resident meetings as part of its HUD-mandated PHA planning and any major redevelopment efforts, such as those at Orange Avenue.
- Encouraging residents to participate in THA operations through resident hiring opportunities, advisory input, and engagement in redevelopment and relocation planning.

Additionally, THA encourages participation in homeownership preparation programs, including financial literacy workshops and counseling to help residents understand mortgage qualification, budgeting, and long-term home maintenance. Expansion of these efforts remains a future priority to support upward mobility.

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

The Tallahassee Housing Authority is not designated as a troubled agency. It is currently classified as a standard performer by HUD under the Public Housing Assessment System (PHAS), and no additional financial or technical assistance is required.

Discussion

Public housing in Tallahassee continues to serve as a critical safety net for extremely low-income households. However, limited supply, aging infrastructure, and the rising cost of housing in the private market present ongoing challenges. As the City implements its Consolidated Plan, its continued partnership with THA will focus on preservation, modernization, and strategic redevelopment of public housing sites, coupled with investments in services that promote stability and economic mobility.

By aligning housing assistance with workforce development, health access, and homeownership pathways, the City and THA aim to transform public housing from a stopgap into a springboard enabling families to achieve lasting stability, independence, and opportunity.

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

Introduction

Residents who participated in recent community meetings expressed a continued need for services that prevent homelessness, expand permanent housing access, and provide low-barrier shelter options. In response, the City of Tallahassee remains committed to coordinating federal and local resources—such as ESG, HOME, and CDBG—to support a housing crisis response system. Through collaboration with the Big Bend Continuum of Care (CoC), the city ensures that activities are aligned with HUD-recognized performance outcomes, including reductions in the duration of homelessness, recidivism, and increases in permanent housing placements.

The CoC’s strategic priorities include:

- Expanding permanent housing options (e.g., Rapid Re-Housing, Permanent Supportive Housing)
- Supporting emergency shelter access, including cold weather response
- Enhancing outreach and coordinated entry
- Increasing behavioral health and income support integration
- Improving engagement with subpopulation (e.g., youth, veterans, survivors of violence, and individuals with disabilities)

The City contributes through capital investments, supportive services coordination, and ESG funding to strengthen systemwide capacity and long-term outcomes.

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

The city allocates ESG funding annually to support targeted street outreach and engagement strategies in coordination with the Big Bend CoC. These outreach activities are designed to reach individuals living in unsheltered locations and assess their housing and service needs.

- Partner agencies such as CESC, Capital City Youth Services (CCYS), and the Apalachee Center conduct outreach throughout the community, including during the annual Point-in-Time (PIT) Count.
- Outreach teams perform vulnerability assessments (VI-SPDAT), provide survival supplies, and connect individuals to emergency shelter, coordinated entry, and health services.

- The Apalachee Center’s Homeless Project offers psychiatric evaluations, medication management, and mental health care to homeless adults who are uninsured or have limited access to care.
- The CESC outreach program, funded by the City, includes transportation assistance, case management, and targeted engagement with individuals experiencing severe behavioral health challenges or long-term disconnection from services.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter services in Tallahassee are delivered primarily by:

- CESC’s low-barrier shelter for single adults
- The HOPE Community for families with children
- Refuge House, which serves survivors of domestic violence

Community input emphasized the need for:

- Increased availability of low-barrier shelter beds
- Locations with easy access to public transportation
- Trauma-informed, safe environments tailored to the needs of women, youth, and individuals with disabilities

While traditional transitional housing is not a major priority identified by residents, there is recognition of the need for flexible options such as bridge housing or medium-term supportive housing for individuals who require additional time and services to achieve housing stability.

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 works with the Big Bend CoC to ensure that local policies and funding support long-term housing solutions for individuals and families experiencing homelessness. These efforts focus on shortening the duration of homelessness, supporting stabilization, and preventing returns to homelessness.

The city continues to participate in:

- The Big Bend CoC Board and its Affordable Housing Committee to align funding with systemwide goals

- Planning efforts to increase access to housing for priority subpopulations, including chronically homeless individuals, families with children, veterans, and unaccompanied youth

Key strategies include:

- Expanding Permanent Supportive Housing (PSH) for individuals with complex service needs
- Increasing access to housing vouchers and affordable units, particularly for youth and families
- Supporting post-placement services such as financial counseling, peer support, and intensive case management

Community feedback during recent engagement activities reinforced the importance of integrating supportive services with housing—particularly case management and mental health care—and advocated for income-based rent structures and policies that increase affordable units in new developments.

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.

Preventing housing loss among extremely low-income residents is a central priority for the City's ESG-funded activities. Prevention strategies include:

- Emergency rental and utility assistance for households facing eviction or disconnection
- Legal aid and mediation support to avoid court-based evictions
- Housing stability case management to support long-term retention

The City coordinates closely with local institutions to support safe and effective discharge planning for individuals exiting public systems of care. Partnerships include:

- Leon County Detention Facility, to support reentry planning for individuals released from jail
- The Department of Children and Families (DCF), to prevent homelessness among youth aging out of foster care
- Local behavioral health agencies and hospital systems
- Leon County Schools and Capital City Youth Services (CCYS), to support students returning to the community

By aligning prevention activities with these institutional partnerships, the city works to reduce the risk of homelessness for individuals transitioning from care-based settings.

Discussion

The City of Tallahassee’s efforts to address homelessness reflect a coordinated, data-informed approach. By leveraging multiple funding sources and collaborating with the Big Bend CoC and community-based partners, the city is working to make homelessness rare, brief, and non-recurring. Continued investment in outreach, shelter, prevention, and permanent housing—coupled with strong system coordination—will remain essential in supporting the most vulnerable residents and advancing long-term housing stability across the community.

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

Introduction:

The City of Tallahassee recognizes that government policies and regulations while designed to protect public health, safety, and environmental integrity can unintentionally impede the development and preservation of affordable housing. Land use controls, zoning ordinances, development fees, and infrastructure requirements often drive-up costs, reduce development feasibility, and limit opportunities for low- and moderate-income households to access housing in well-resourced areas. These barriers, compounded by rising construction costs and social opposition to affordable housing, pose ongoing challenges to residential investment in Tallahassee.

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

Several factors have been identified as contributors to Tallahassee's housing affordability challenges such as density restrictions, proximity to transit, and NIMBYism. Zoning regulations that restrict density, particularly in desirable or transit-adjacent neighborhoods, often limit the ability to build multi-family or mixed-income developments. Prescriptive parking minimums and expansive setback requirements constrain land use efficiency and reduce the number of units that can be built on a given parcel. Affordability is also impacted by the rising cost of land and infrastructure. Impact fees, code compliance requirements, particularly for hurricane resistance and floodplain development—and restrictions on septic system expansion in some neighborhoods make it especially difficult to develop affordable housing on vacant or underutilized parcels. These conditions are exacerbated when developments are proposed in neighborhoods where community opposition or "Not in My Backyard" (NIMBY) sentiment can delay or prevent approval, especially for supportive or deeply affordable housing.

Equally significant are geographic and economic barriers. Many low-income residents in Tallahassee face limited access to housing near public transportation, job centers, and higher-performing schools, which can perpetuate cycles of poverty and limit economic mobility.

Through the Consolidated Plan, the city has committed to the rehabilitation, repair, or reconstruction of 250 homes to preserve affordable housing stock and improve habitability for low- to moderate-income households. Additionally, 75 down payment assistance awards are planned to support first-time homebuyers in overcoming financial barriers to homeownership. These efforts are further strengthened through the Affordable Housing Workgroup, a joint initiative with Leon County that focuses on regional policy coordination. The Workgroup prioritizes planning for multifamily housing on publicly owned land, leverages cross-sector resources, promotes resident-focused design principles, and supports the

creation of deeply affordable and permanent supportive housing.

Zoning and regulatory changes are a key component of the City's plan to expand housing access. Planned reforms include promoting higher-density development near transit corridors, updating setbacks and parking standards to increase land use efficiency, and facilitating modular and infill development. The city is also exploring land banking strategies and public-private partnerships to acquire, assemble, and redevelop land specifically for affordable housing. These efforts are coordinated with long-range land use policies established in the Leon County 2030 Comprehensive Plan.

The City's updated Analysis of Impediments to Fair Housing Choice identifies additional barriers and corresponding strategies to promote access to housing. These include increasing awareness of fair housing rights and protections, addressing high rates of disability-related housing complaints, improving landlord participation in the Housing Choice Voucher program, and mitigating the geographic concentration of affordable housing in low-opportunity areas. Public education campaigns and landlord outreach are underway to support these efforts.

Discussion:

As housing affordability pressures intensify across the region, the City of Tallahassee remains committed to removing regulatory barriers and fostering an environment that encourages residential investment across all income levels. Through a combination of expedited permitting, zoning reform, fee waivers, strategic partnerships, and community engagement, the city is working to ensure that affordable housing remains a viable and sustainable part of Tallahassee's urban fabric.

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AP-85 Other Actions – 91.220(k)

Introduction:

The City of Tallahassee remains committed to addressing a broad spectrum of needs that affect the quality of life for low- and moderate-income residents. While much of the City's Consolidated Plan focuses on affordable housing and public infrastructure, this section outlines the City's planned actions in other critical areas, including poverty reduction, lead hazard mitigation, institutional capacity building, and improved coordination with housing and service providers. These actions are designed to maximize the impact of limited federal resources and build a more resilient community.

Actions planned to address obstacles to meeting underserved needs

Tallahassee continues to face several persistent challenges in addressing underserved needs, the most prominent of which is limited funding relative to the scale of demand. The rising cost of housing, stagnant wages, and inflationary pressures have made it increasingly difficult for families to access affordable housing and supportive services. To overcome these obstacles, the city will continue to engage stakeholders through community outreach and public meetings, seeking to increase awareness of community development goals and foster greater alignment across partners. The city also remains focused on targeting its investments in areas with the highest needs and will pursue additional funding from both public and private sources to bridge service gaps and extend its impact.

Actions planned to foster and maintain affordable housing

The City will continue to foster and maintain affordable housing by investing in rehabilitation and repair of existing housing stock, supporting homebuyer assistance programs, and funding the development of new affordable units in partnership with nonprofit and for-profit developers. Through its Housing Rehabilitation Program and Relocation Assistance initiatives, the city will preserve safe and decent housing for low-income homeowners. Homebuyer assistance will enable income-qualified households to enter the housing market, while the development of affordable rental and ownership units by a Community Housing Development Organization (CHDO) will increase the local supply. Additionally, the City remains engaged in joint efforts with Leon County's Affordable Housing Advisory Committee to explore policy and regulatory solutions that reduce barriers to housing development.

Actions planned to reduce lead-based paint hazards

The City enforces compliance with lead-based paint regulations through its housing rehabilitation activities. All units built before 1978 that are rehabilitated with federal funds undergo lead testing and, when hazards are identified, appropriate abatement and clearance measures are conducted. The City engages certified lead assessors and risk evaluators and includes lead-safe requirements in all program contracts.

Actions planned to reduce the number of poverty-level families

Reducing poverty remains a central objective of the City's community development work. Tallahassee funds public service providers that assist low-income individuals and families in accessing essential resources such as childcare, healthcare, education, and employment support. Programs that promote financial literacy, housing stability, and workforce readiness will continue to receive priority. The city also supports affordable housing as a key strategy in reducing economic vulnerability, recognizing that housing cost burdens are among the most significant barriers to upward mobility. These efforts are reinforced by the City's broader goals of neighborhood revitalization and self-sufficiency.

Actions planned to develop institutional structure

The City's Department of Housing and Community Resilience serves as the lead agency in implementing the Consolidated Plan and will continue to coordinate across departments and with external agencies to improve program delivery. Tallahassee will provide technical assistance and training to local nonprofits, support City staff in accessing HUD resources and professional development and enhance data systems to better evaluate program outcomes. The City's strong institutional delivery network includes collaboration with public, private, and nonprofit entities, which collectively deliver a broad range of services including homelessness prevention, housing counseling, and home rehabilitation. These partnerships are vital to ensure that funding is used effectively and reaches those with the greatest need.

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

The City of Tallahassee understands that collaborative planning and service coordination are essential to achieving long-term housing and community development goals. The City will continue to actively participate in the Big Bend Continuum of Care and collaborate with the Tallahassee Housing Authority on planning and implementation efforts. Regular communication with neighborhood associations, nonprofit partners, developers, and lenders will ensure that programs are responsive to community needs and leverage complementary resources. Nonprofit organizations, many of whom serve as subrecipients of CDBG and HOME funds, will remain essential partners in service delivery, particularly in areas such as homelessness services, youth programming, and special needs assistance. The city will also continue to explore funding partnerships with private industry to support neighborhood investment and economic development.

Discussion:

The City of Tallahassee recognizes that the issues facing low-income households such as housing

instability, health disparities, and economic insecurity are deeply interconnected. Through coordinated, data-driven strategies and an comprehensive institutional framework, the city will continue to expand opportunity and create pathways out of poverty for its most in need residents.

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Program Specific Requirements

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

Introduction:

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

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

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

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

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

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

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

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

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

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

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

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

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services

received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

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

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

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

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

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

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

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

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

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

- History of Housing and Homelessness;
 - Risks - risk of harm to self or others, involvement in high-risk and/or exploitative situations, interactions with emergency services, legal issues, managing tenancy;
 - Socialization and Daily Functions - self-care and daily living skills, personal administration and money management, meaningful daily activities, social relations and networks; Wellness - mental health and wellness and cognitive functioning, physical health and wellness, medication, substance use, experience of abuse and/or trauma;
 - After a caseworker has completed a VI-SPDAT on a client, it is then entered into HMIS (Homeless Management Information System) and scored to determine which intervention is best for the client.
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

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

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

To comply with 24 CFR 576.205(a), the City will ensure the continued participation of a homeless or

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

5. Describe performance standards for evaluating ESG.

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

None.

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**CITY OF
TALLAHASSEE**

**FY 2026-2027
ANNUAL
ACTION PLAN**

**GRANTEE UNIQUE APPENDICES:
HOUSING INCENTIVE STRATEGIES**

**Affordable Housing Incentive Strategies
from the approved
2025-2028 LHAP**

III. LHAP Incentive Strategies

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

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

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

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

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

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

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

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

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

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

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

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

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

**Affordable Housing Incentive Strategies
from the approved
2025-2028 LHAP**

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

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

Affordable housing units receive water and sewer connection fee exemptions.

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

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

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

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

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

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

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

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

Site design flexibility shall be offered to developers of affordable housing units.

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

Affordable Housing Incentive Strategies from the approved 2025-2028 LHAP

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

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

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**CITY OF
TALLAHASSEE**

**FY 2026-2027
ANNUAL
ACTION PLAN**

**GRANTEE UNIQUE APPENDICES: HOME
RECAPTURE/RESALE POLICY**

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City of Tallahassee

Department of Housing and Community Resilience

Resale/Recapture Policy

PURPOSE

The federal regulations for the U.S. Department of Housing and Urban Development’s (HUD) HOME Investments Partnership Program (HOME) located at 24 CFR 92 place certain restrictions on HOME-assisted units to ensure long-term affordability of the HOME units. If ownership of a HOME- assisted unit is transferred during the period of affordability these restrictions come into play. The HOME program allows for two different options: Resale and Recapture. These tools ensure that the HOME subsidy invested in the unit continues to be used for affordable housing during the period of affordability.

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

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

This Policy also covers other homeownership development programs administered by HCR.

POLICY

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

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

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

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

Section 2: The Use of Resale Versus Recapture

As mentioned above, 24 CFR 92.254(a)(5) identifies the resale and recapture option as defined below as the only two acceptable methods for securing the long-term affordability of HOME-assisted units.

KEY RESALE/RECAPTURE TERM DEFINITIONS:

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

RECAPTURE

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

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

1. The City's policy for recapture of DPA follows HUD's guidance at 92.254(a)(5)(ii)(A)(1): In the event of the sale of the home to a non-eligible buyer during the affordability period, the City will attempt to recapture the full amount

understanding that the amount recaptured may not exceed the net proceeds. Net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

- a. Once staff determine the affordability period has not been met and a payoff is requested, staff will request the needed information from the loan closing agent. The loan closing agent must send the draft HUD-1 closing disclosure and a payoff authorization letter signed by homeowner.
- b. Staff will use the following Calculation Example to determine the recapture amount:

Expected sales price	
Payoff First Mortgage (if any)	
Payoff Secondary lien (if any)	
Payoff Secondary lien (if any)	
Closing Costs	
Expected Net Proceeds	
City DPA Loan Amount	
Difference	
Recapture Amount	

- c. Staff will send the final payoff amount to the loan closing agent and mark the payoff statement as RECAPTURED. Send a copy of the payoff statement to the Special Projects Coordinator for the Housing Division and the Business Process Solutions Manager for the Department to alert them a recapture payment will be arriving.
 - d. When the funds are received, Staff will deposit them to the City's Program Income account and notated for CAPER reporting purposes. Staff will notify Accounting/Revenue that the funds are not to be marked as Program Income, but rather Recaptured as per HUD guidelines.
 - e. Staff will reprogram the funds to another HOME-eligible activity during the Annual Plan budgeting process.
 - f. The Business Process Solutions Manager will receipt the recaptured funds in IDIS.
2. In order to ensure compliance with the recapture provision, the City requires a note, mortgage, and HOME agreement be executed by the homebuyer. The note and mortgage as well as the form of the HOME agreement, which clearly identifies the affordability period based on the HOME funding amount and type, are recorded in the public records. If the homebuyer tries to sell or refinance, the title work will show the lien placed by the City.
 3. The City has a subordination process to review new financing, and if the subordination requirements (which are structured to protect the borrower and the City) are met, the City will provide a subordination agreement which allows the new superior debt but keeps the subordinate debt in place.

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

1. If repayment is voluntarily made before the affordability period is complete, the funds are considered Program Income, would come back to the City of Tallahassee, and the lien/mortgage would be satisfied. Although the funds were not repaid or recaptured through a default or sale of the property, the affordability period should remain in place and the home be monitored annually. This does not apply to sale of the home or other default actions.

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

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

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

RESALE PROVISION

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

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

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

approved capital improvements credits, with a defined rate of appreciation to keep the home affordable to subsequent homebuyers.

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

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

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

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

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

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

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

- When HOME funds are awarded only as a development subsidy to a developer for a

homebuyer activity, such as CHDO, the resale option will be used.

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

Section 4: Enforcement Documentation

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

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

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

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

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

Section 5: Ongoing Monitoring

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

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



**CITY OF
TALLAHASSEE**

**FY 2026-2027
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GRANTEE UNIQUE APPENDICES:

**WRITTEN STANDARDS FOR PROVIDING
ESG ASSISTANCE**

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Written Standards for Providing ESG Assistance City of Tallahassee

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

Written Standards for Providing ESG Assistance City of Tallahassee

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

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

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

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

III. Written standards for providing ESG-HP assistance

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

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

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

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

Written Standards for Providing ESG Assistance City of Tallahassee

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

- C. Determination of type, amount, and duration of ESG-HP assistance
 - 1. The ESG-HP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,500.00 per household based upon the determination of need. Funding can be provided as a one-time assistance or ongoing assistance provided that the total ESG assistance (from any program) does not exceed \$2,500.00.
 - 2. The total period for which any program participant may receive eligible services must not exceed 24 months during any 3-year period..
- IV. Street Outreach – For specific requirements and eligible costs, see 24 CFR 576.101.
- V. Emergency Shelter – For specific requirements and eligible costs, see 24 CFR 576.102.
- VI. HMIS – For Homeless Management Information System (HMIS) and comparable database costs, see 24 CFR 576.107.
- VII. Waiver Authority – In the event of a local, state or federally declared disaster or state of emergency, the City reserves the right to provide waivers of any of the standards stated herein.
 - A. At no time will any waiver of any standard be in violation of the governing statutes at 24 CFR 576.
 - B. The City will provide waivers via written communication to the current providers of ESG as awarded to the City by HUD. This written communication will be kept on file for reference.



**CITY OF
TALLAHASSEE**

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ACTION PLAN**

GRANTEE UNIQUE APPENDICES:

Relocation Plan

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City of Tallahassee Relocation Assistance Policy

**Administered by the Department of Housing and Community Resilience
Effective Upon Adoption by City Commission June 11, 2025**

I. Overview

The City of Tallahassee is committed to ensuring that residents facing displacement due to City-funded housing activities, code enforcement actions, or disasters are treated with dignity and provided with fair and equitable assistance. Through this Relocation Assistance Policy, the City offers financial and logistical support to income-qualified households who must temporarily or permanently relocate from their homes.

This policy follows the requirements of the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and aligns with the optional relocation assistance provisions under 24 CFR 570.606(d) of the Community Development Block Grant (CDBG) program. By extending these supports, the City aims to prevent housing instability among its most vulnerable residents and promote a healthy, livable community. The City has adopted its Temporary and Permanent Relocation Policies via City Commission approved policies 1100 and 1101 (rev. June 14, 2023).

II. Purpose and Applicability

This policy applies to residents who are:

- Temporarily displaced due to City-funded housing rehabilitation programs, or
- Permanently displaced due to code enforcement action (e.g., condemnation of a structure).

In all cases, relocation assistance is available only to those who meet the low or very low-income thresholds as defined by HUD, and who lack access to alternative financial resources such as insurance and publicly funded assistance such as FEMA.

III. Eligibility Criteria

To qualify for relocation assistance under this policy, a household must:

- Be classified as low-income (earning less than 80% of the area median income) or very low-income (earning less than 50%) as defined by HUD Income Guidelines, which are updated annually and adjusted for family size.
- Be displaced by:
 - Participation in a City-funded housing rehabilitation program,
 - A City code enforcement action that results in a condemnation order.

- Not have received permanent relocation assistance from the City within the past four years (for permanent displacements only).
- Not have insurance or other funding sources that would cover the same relocation expenses. In such cases, City benefits will only cover uncovered portions.

IV. Definitions

Low and Very Low Income Persons: Specific categories of persons eligible for assistance with federal funds, as defined by HUD guidelines. These guidelines identify the median family income for various household sizes in each entitlement community and define:

- **Low income** as persons or families with an income less than 80% of median income for their household size.
- **Very low income** as persons or families with an income less than 50% of median income for their household size.

Household: One or more persons occupying a single housing unit.

Code Enforcement Action: An official action taken by City Code Enforcement staff whereby, upon inspection, a building may be condemned under the definition found in Chapter 7, Section 7-114 of the City Ordinances. Such a declaration requires the building to be vacated either for extensive rehabilitation or demolition.

HUD Income Guidelines: Published at least annually by the U.S. Department of Housing and Urban Development (HUD), these guidelines are used by local jurisdictions to determine income eligibility for federally funded programs. They include area median income figures adjusted for household size, as well as the thresholds for 80% (low income) and 50% (very low income) of area median income.

HUD: The United States Department of Housing and Urban Development. Within the City of Tallahassee, the liaison for HUD grant funding is the Economic and Community Development Department.

CDBG – Community Development Block Grant: An entitlement grant provided to the City of Tallahassee annually by HUD, as authorized and allocated by Congress. These funds are used for eligible activities under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG program is "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

Community Development Act of 1974, as Amended: Federal legislation that established the Community Development Block Grant program and other housing-related initiatives. Its purpose is to promote viable urban communities by supporting housing, infrastructure, and economic opportunities for low- and moderate-income persons.

HCR– Department of Housing and Community Resilience: The City department responsible for administering housing and community development activities, including the implementation of relocation assistance policies. Relocation issues under this policy are handled by the **Housing Division** and **Human Services Division** within HCR.

V. Relocation Assistance Services

The following benefits may be available depending on whether the relocation is temporary or permanent:

a. Temporary Relocation Assistance (e.g., for housing rehab participants)

- **Hotel/Motel Accommodations:** Up to 15 days in a unit with kitchenette, where available.
- **Short-Term Rent:** Up to four months paid to the landlord of the temporary unit.
- **Security Deposit:** One month's rent if required for the temporary unit.
- **Utility Deposits:** Covered if necessary or transferred from the previous account.
- **Utility Costs:** Covered for the temporary unit if the resident is responsible for both locations.
- **Moving Costs:** Paid directly to a moving company, subject to maximums established by the ECD Housing Division.
- **Storage Costs:** Covered if items must be stored during the rehabilitation period.
- **Temporary Unit Inspection:** Conducted by City staff to ensure housing code compliance.

b. Permanent Relocation Assistance (e.g., for code enforcement displacements)

- **Hotel/Motel Accommodations:** Up to 10 days, not to exceed cost limits set by the ECD Housing Division.
- **Rent Assistance:** One month's rent paid to the landlord of the new unit.
- **Security Deposit:** One month's rent, if required by the new landlord.
- **Utility Deposit:** Paid or transferred to new utility accounts as needed.
- **Moving Costs:** Actual cost paid directly to a moving company, subject to maximums.
- **Inspection of New Unit:** Conducted by Code Enforcement staff to verify compliance with minimum housing standards.
- **Overall Cap:** Total assistance for permanent relocation shall not exceed \$4,000 per household.

VI. Method of Payment

All relocation payments will be made directly to third-party vendors (e.g., landlords, utility providers, moving companies) on behalf of the resident. Residents will not receive direct cash assistance under this policy.

VII. Appeals Process

Any resident who disagrees with the determination of their eligibility or the amount of assistance may file a written appeal with the Director of the Department. Appeals will be handled in accordance with the Department's established grievance procedures, ensuring fairness, transparency, and timely resolution for all parties involved.

VIII. Administration

The Department of Housing and Community Resilience (HCR) is responsible for the full administration of this policy, including:

- Reviewing and approving relocation eligibility,
- Coordinating payment of benefits,
- Conducting housing inspections,
- Ensuring compliance with HUD and CDBG regulations,
- Maintaining documentation for audits and performance reporting.

IX. Policy Review and Updates

This policy will be subject to review every five (5) years from its latest adoption date. Any proposed changes must be approved by the City Commission to take effect.



**CITY OF
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GRANTEE UNIQUE APPENDICES:

Language Access Plan

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Language Assistance Plan (“LAP”)

1. Language Access Policy

The City of Tallahassee (“City”) is committed to providing access to all federally funded programs and services for its residents, including individuals with Limited English Proficiency (“LEP”). In accordance with federal requirements, the City takes reasonable steps to ensure that LEP applicants and beneficiaries can fully participate in and benefit from available services, programs, and activities. Language assistance is offered in the primary language spoken at home to support effective communication. Individuals who need language support are encouraged to contact the City of Tallahassee for assistance.

2. Purpose

The purpose of the City’s Language Assistance Plan (“LAP”) is to:

1. **Ensure Meaningful Access:** Demonstrate that the City has made reasonable efforts to ensure that persons with limited English proficiency (LEP) have meaningful access to City programs and services.
2. **Ensure Compliance with Federal Regulations:** Outline the strategies and actions that will be implemented to comply with Title VI of the Civil Rights Act of 1964, Executive Order 13166, and U.S. Department of Housing and Urban Development (HUD) regulations regarding language assistance.

The City recognizes its obligation to provide access to housing programs and services for all residents, regardless of their language proficiency.

3. Language Assistance Plan

Individuals with limited English proficiency have access to translators when needed. The City’s public announcements are provided in English and Spanish. Language assistance is also provided to those who are hearing impaired. These services are also available upon request by the public.

In compliance with Executive Order 13166, the City outlines the components of the plan below.

4. Language Assistance Plan Components

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the City programs and services:

Just over fifteen percent (15.6%) of Tallahassee’s population speaks English “less than very well.” This indicates that one-sixth of the population has limited English proficiency. Approximately fourteen percent (14%) are individuals whose primary language at home is Spanish. A little over one percent (1%) speak “other” languages at home. ¹

Factor 2: The frequency with which LEP individuals encounter City programs and services:

According to the U.S. Census Bureau, the City of Tallahassee had a population of approximately 200,000 as of 2023. The City provides a variety of municipal services that are potentially available to all persons living or doing business within City limits. Therefore, the frequency for contact with LEP persons is potentially high and on-going.

Factor 3: The importance of the services provided by the City:

The City provides various municipal services to the public to improve and enrich their lives. Services include

transportation and infrastructure, housing and economic development, as well as parks and recreation programs. These vital services play a pivotal role in enriching City neighborhoods and improving the overall quality of life for City residents.

Addressing community development needs is also a high-level priority for the City of Tallahassee. The City works to stimulate neighborhood development through strategic implementation of its programs and services. For example, the City uses its resources to provide employment training as well as services to the disabled, elderly, youth, and children.

¹ Data from U.S. Census Bureau (2023) American Community Survey 1-year estimates

Listed below are some of the other vital services provided by the City's Department of Housing and Community Resilience.

Department of Housing and Community Resilience

The Department of Housing and Community Resilience provides a wide range of important services. Some of those services include elderly meals, childcare, programs for youth and the disabled, and housing assistance and economic development programs.

Many of the City's elderly depend on daily meals from these programs to survive. Working parents rely on child and youth programs within safe environments that provide educational and recreational activities. Housing programs mainly provide affordable housing through creation or preservation of affordable units for low-income individuals and families. These programs are of great need and importance especially to low-to-moderate income households.

Human Services in Tallahassee is dedicated to fostering community well-being through a variety of programs and partnerships. The department coordinates efforts to address mental health crises by deploying licensed mental health professionals alongside police officers to respond to nonviolent emergency calls, ensuring compassionate care and safety. Through collaborations with numerous local organizations, they provide essential services such as support for children and families, at-risk youth programs, homelessness prevention, food assistance, medical care, and senior services. Youth development is a key focus, offering vocational education, workforce training, and employment opportunities to empower young individuals and help them build successful futures.

The department also invests in youth employment programs that engage both in-school and out-of-school youth, offering opportunities to gain meaningful work experience. Efforts to enhance neighborhood safety include partnerships with the Tallahassee Police Department and community stakeholders to implement programs aimed at fostering safer, more engaged neighborhoods. Addressing gun violence through collaboration with nonprofits and investing in wrap-around public safety initiatives further highlight their commitment to community security. Overall, Human Services plays a vital role in strengthening Tallahassee's neighborhoods, supporting vulnerable populations, and creating pathways to opportunity for residents of all ages.

Housing and Community Resilience also works in conjunction with various other City Departments to provide a multitude of other services such as: supporting local business development, providing financial assistance for new home construction and rehabilitation, providing homeless outreach services, and improving public parks and infrastructure.

Factor 4: The resources available and overall costs:

The City regularly provides information in English and Spanish. Information regarding essential programs, services, and activities are provided on the City's website and in City facilities open to the public. Residents can also request translations of documents into Spanish.

The various offices of the City have employees dedicated to community outreach and engagement

The following guidelines are used to assist persons with limited English proficiency:

- a. Meetings, hearings and other public involvement events include bilingual interpreters for oral and written information, as appropriate.
- b. Hiring and training bilingual staff where bilingual skills are needed;
- c. Providing contracted third-party oral telephonic interpretation services at no charge to the person with LEP;
- d. Providing contracted written translation services to produce non-English language materials; and
- e. Training our network of public-contact employees on the available HUD language assistance services.

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5. Language Assistance Services

The City of Tallahassee provides language assistance (such as qualified interpreters or staff whose proficiency in non-English languages has been documented), in both face-to-face and telephone encounters that address the needs. Language assistance may be provided through a variety of means, including qualified bilingual and multilingual staff or contracted interpreters.

The City of Tallahassee ensures that the interpreters are qualified to provide the service and understand interpreter ethics and client confidentiality needs. A list of qualified vendors is available upon request.

The Language Assistance Plan includes department oversight/responsibilities, interpretation/translation services for LEP; training of staff; providing notice to LEP individuals, instituting a complaint process as well as monitoring and updating the plan and strategies to communicate the contents of the plan.

Additionally, the City does outreach to promote programs and services. The main form of outreach to the public has always been the public hearings, whereby all residents, developers, public service agencies, housing associations, economic development providers, clients, and other City Departments are invited via a printed advertisement in newspapers, multiple e-mail blasts, and printed flyers mailed out to all agencies. At these hearings, surveys are made available to all those in attendance to further address their district's needs, and the same survey is posted on the department's website for digital submission.

Email blasts are sent to hundreds of community institution and individuals to promote the public hearings. Information flyers detailing the event or programs are also posted in public areas.

Targeted Outreach further includes making information available on departments' main web page, social media, and non-English Speaking (Spanish) media.

6. Procedures for providing language services

- a. Having bilingual/multilingual staff available.
 - Anyone in need of assistance may contact the operating department directly to request assistance with a particular service or program.
 - Interpretation will be provided in the primary language of the individual. This includes sign language for persons who are deaf or hard of hearing.
- b. In-person Interpreters
 - The City works with vendors who are professionally trained to provide translation and interpreting services – including sign language, if and when needed.
- c. Translation of vital documents
 - The City will make available vital forms and materials in the most frequently encountered languages (Spanish). These include outreach materials, public service announcements, etc.

- For other languages, staff will use an interpreter to translate the document into the LEP individuals' primary language.
- Written communication to the LEP individual(s) shall be translated into the primary language of the LEP individual.

d. Notice of Language Services

- Posted and published notices of public meetings, community events, and City news of interest to the public include information on how to request special accommodations for either mobility or hearing impaired, and if translation services are needed.

7. Prohibition against using children as interpreters

Staff are prohibited from using minors to interpret, absent emergency circumstances. Customers shall be advised of client's right to an interpreter at no cost to the client.

8. Staff Training

Staff will receive training on an annual basis covering the topics such as the following: the content of the language access policy; how to identify the need for language access services; working with LEP individuals; providing language accessible service in a culturally sensitive manner; working with an interpreter and interpretation best practices.

9. Monitoring and self-assessment

The City will review and update this Language Assistance Plan in order to ensure responsiveness to community's needs and compliance with Title VI of the Civil Rights Act of 1964. LEP persons are entitled to language assistance with respect to services and benefits. The Title VI coordinator is responsible for monitoring compliance with the language access plan.

10. Complaint & Grievance Process

This plan advises LEP individuals of their right to language access services, which includes information of our complaint process, in the event service or benefits are denied or they believe their rights have been violated. The below outlines the complaint procedures:

- a. A complaint regarding the denial of language accessible services or regarding the quality of language accessible services – including interpreters or translated materials – may be made in person or in writing to the City of Tallahassee, Attention: Human Resources and Workforce Development
- b. The complaint should specify the date, individuals involved, and the nature of the client's grievance.
- c. All complaints will be directed to Human Resources and Workforce Development.

- d. The Human Resources and Workforce Development will investigate and notify the parties of the results of the investigations within 30 days upon receipt of the complaint.

11. Responsibilities

Each City department providing federal programs, services, or projects will have a designated LAP coordinator who will be responsible for advising participants of the City’s LEP/LAP provisions. Materials will be posted in conspicuous areas where staff and persons with limited English proficiency interact. These would include reception areas and other open spaces. Details concerning how to access programs and services are available on the City website and in public areas like building entrances, trolleys, and program meeting areas.

LAP coordinators will ensure that anyone requesting language assistance receives interpretation or translation in the language preferred from the list of approved agencies at no charge.

12. Resources

Website: www.talgov.com

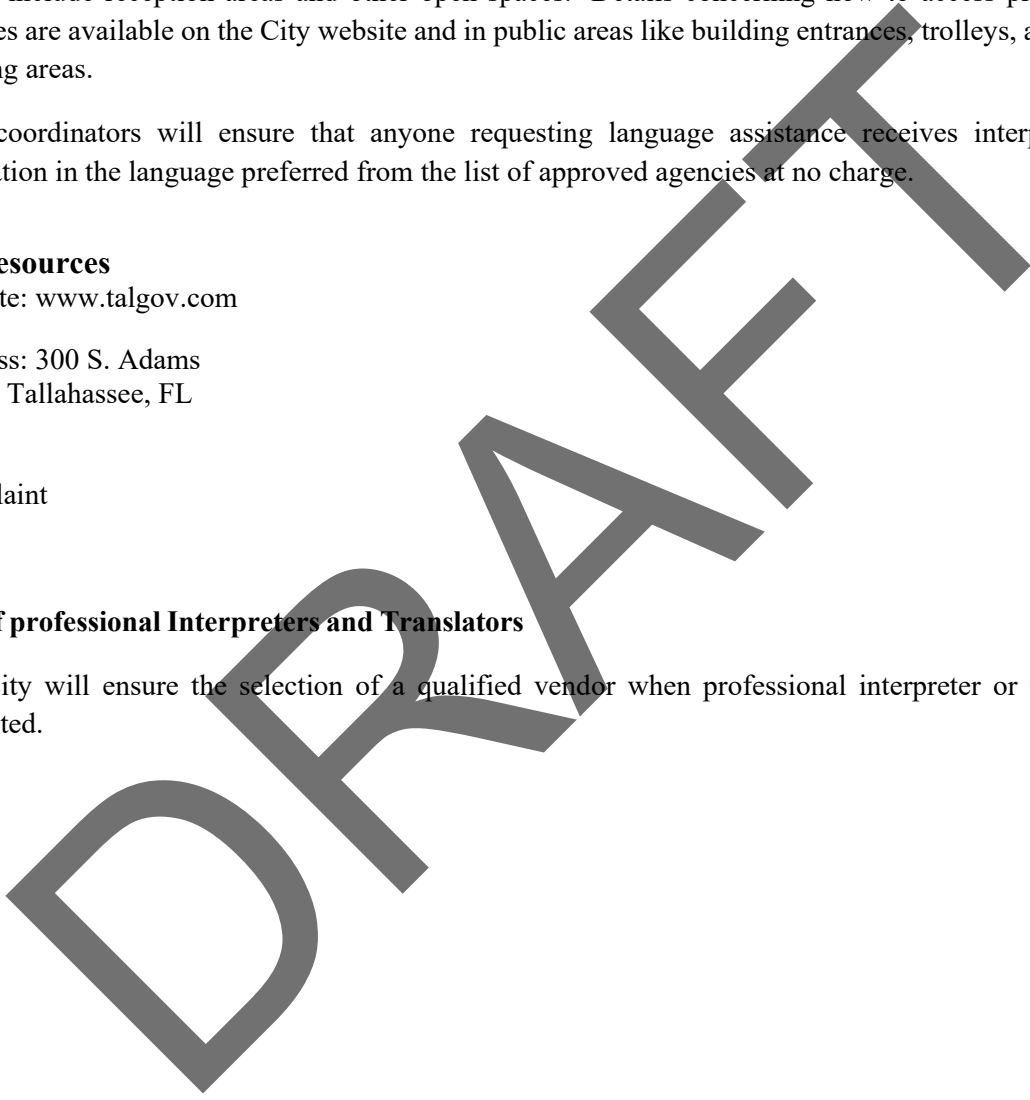
Address: 300 S. Adams
Street, Tallahassee, FL
32301

Complaint

Form

List of professional Interpreters and Translators

The City will ensure the selection of a qualified vendor when professional interpreter or translator is requested.



13. Forms

Section I

**LANGUAGE ASSISTANCE PLAN (LAP)
Complaint Form**

Name: _____

Home Address (Street No., City, State, Zip code):

Telephone: _____

Electronic Mail Address: _____

Section II

Are you filing this complaint on your own behalf? Yes _____ No _____

(If you answered "yes" to this question, please go to Section III)

If you answered "no," please supply the name and contact information of the person for whom you are complaining and please also explain why you are complaining on that person's behalf:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes _____ No _____

Section III

Date of Alleged Incident (Month / Day / Year): ____ / ____ / ____

Explain as clearly as possible what happened and why you believe you were unable to access a program, service, or activity of the City of Tallahassee due to a language barrier. Describe the type of program or service you were unable to access and include the name and contact information of the person(s) who were involved. If more space is needed, please use the back of this form or additional pages.

Section IV

Have you previously filed an LAP complaint with the City? Yes _____ No _____
If yes, please provide the date, nature, and outcome of your prior complaint:

Signature: _____ **Date:** _____

DRAFT

Waiver of Right to Free Interpreter/Translator Services

I, _____(First name Last name) have been informed of my right to receive free Interpreter/translator services from _____(Department Name). I understand that I am entitled to these services at no cost to myself or other family members.

I am choosing either to: **(A)** Use my own interpreter/translator **or** **(B)** Waive City interpreter/ translator services (Please circle either A or B. Do not circle both). If you choose A, please provide the name of the person you have chosen to interpret or translate for you:
_____(Name of Person Acting as Interpreter/Translator).

The person I am using to act as my interpreter/translator is 18 years of age or older.

I understand I can withdraw this waiver at any time and request the services of an interpreter or translator, which will be paid for by the City of Tallahassee. I understand that withdrawal of this waiver must be in writing and submitted to the City of Tallahassee.

My signature below verifies that I waive my rights to an interpreter/translator and I understand this waiver will be effective until such time as I revoke it in writing or one (1) year from the date signed, whichever is earlier.

Signature of person making waiver

Date

Name of Chosen Interpreter (print)

Date

Signature of Chosen Interpreter

Date

City of Tallahassee

2025 Fair Housing Action and Marketing Plan

As a recipient of entitlement funding from HUD, the City of Tallahassee is required to submit a certification to HUD that it will affirmatively further fair housing. This certification requires the completion of an Analysis of Impediments (AI) to Fair Housing Choice every 5 years with the Consolidated Plan per 24 CFR Part 91 – Analysis of Impediments to Fair Housing Choice. The purpose of this Action and Marketing Plan is to supplement the City's AI and annual Certification.

A. Identified Barriers

Per the City's most recent Analysis of Impediments to Fair Housing Choice, the following are barriers this plan and the City's marketing efforts will address:

1. Lack of awareness by residents and landlords of fair housing laws, and high number of fair housing complaints on the basis of disability.
2. Insufficient supply of affordable rental and homeowner housing in high opportunity census tracts
3. Low labor market engagement for Blacks/African Americans relative to White households.
4. Concentration of housing vouchers in segregated and high poverty neighborhoods.
5. Poor credit history and collateral as a barrier to accessing traditional capital and wealth building through homeownership, especially for Black/African American residents.

B. Action Plan

1. **Public Education and Coordinated Outreach-** the City has a strong partnership with local Fair Housing advocates who provide education and awareness. The City also works closely with the Tallahassee Lenders' Consortium to provide HUD-approved housing counseling including homebuyer financial readiness and foreclosure prevention.
2. **Communications-**Per the City's Code of Ordinances, Chapter 11, Human Rights, the City will promote through fair, orderly and lawful procedure the opportunity for each person so desiring to obtain housing of their choice in this city without regard to race, color, national origin, religion, sex, marital status, age, ethnic background, familial status, and handicap and, to that end, to prohibit discrimination in housing by any person.
3. **Research-** The City will update its Analysis of Impediments to Fair Housing Choice with each 5-Year HUD Consolidated Plan.

4. **Lender Roles-** The City, in partnership with the Tallahassee Lenders Consortium, works with local lenders to ensure equal access to all those seeking to purchase affordable units and prevent predatory lending practices.
5. **Private Landlords-** The City will continue its efforts to provide education and outreach to private landlords and to ensure that they are knowledgeable of the fair housing law, tenant and landlord rights and responsibilities. Through the Landlord Risk Mitigation Fund, the City provides additional advocacy and education around fair housing rights to both tenants and landlords.
6. **Funding-** The City utilizes available funding for advocacy, education, counseling, and outreach on Fair Housing issues.
7. **Advocacy-** The City will continue to increase fair housing advocacy in the community by educating families on the importance of fair housing, utilizing social media to spread the message of fair housing rights, and distributing educational materials at community events throughout the year.

C. Marketing Plan

This document constitutes the basis for the City's Affirmative Fair Housing Marketing Plan (AFHMP).

1. For City-developed projects, such as single-family construction and multifamily development, the City will create an AFHMP as needed. For all City-developed projects, the City will:
 - a. Utilize City websites and marketing tools for advertisements of products;
 - b. Ensure partners adhere to fair housing laws; and
 - c. Use commercial media where needed.
2. For City-sponsored projects, the City will require an AFHMP from the developer or limited partner.