

CITY OF TAMPA, FLORIDA

PY2003 ACTION PLAN

Introduction

The U.S. Department of Housing and Urban Development has awarded the City of Tampa entitlement funds to improve the quality of life for low and moderate-income persons. It is the City's intent to continue City-wide revitalization within the community development eligible areas.

In the past, the City of Tampa has received federal funds that have been expended for housing rehabilitation, infrastructure improvements, park and recreational facilities, public services throughout the City, and other activities considered essential to the comprehensive revitalization of neighborhoods. These limited resources have been directed toward the provision of services that benefit low and moderate-income residents and as a local match for other grant programs.

The Action Plan is implemented through a combination of public, private and non-profit organizations. The City's Housing and Community Development needs are developed from citizens committees, from public and private providers of community services and from need assessments that have been accomplished by a community-wide committee of citizens, businessmen, government representatives and social service organizations.

A. Resources

1. Federal Resources

For the Program Year 2003 beginning October 1, 2003 (Fiscal 2004), the City of Tampa's Action Plan uses four Housing and Urban Development (HUD) programs to address immediate needs:

• Community Development Block Grant (CDBG)		
Entitlement XXIX	\$ 4,663,000	
Program Income	603,835	
Reprogrammed Income	<u>1,387,557</u>	\$ 6,654,392
• HOME Investment Partnerships Program		
Entitlement	\$ 2,208,711	
Program Income	<u>200,000</u>	2,408,711
• Emergency Shelter Grants Program (ESGP)		
Entitlement		167,000
• Housing Opportunities for Persons With AIDS (HOPWA)		
Entitlement	<u>2,993,000</u>	
Grand Total		\$12,223,103

Federal Entitlement Programs

- Community Development Block Grant (CDBG) Program is the oldest program provided by HUD when it started in 1974. It's a formula based annual program used to create viable urban communities via decent housing, suitable living environment, and expanding economic opportunities. This program benefits those that meet a national objective of low and moderate-income person, prevention or elimination of slums or blight, and urgent need. Seventy percent of expenditures less administration must be used to benefit low and moderate-income persons.
- HOME Investment Partnerships (HOME) Program is a flexible program established as Title II of the Cranston Gonzalez National Affordable Housing Act in 1990. The program's wide range of affordable housing activities used for expanding the supply of decent housing for low to very low-income families, help renters, housing acquisition, rehabilitation, first-time homebuyers or existing homeowners.
- Housing Opportunities for Persons With AIDS (HOPWA) funding, authorized by Title VIII, Subtitle D, of the National Affordable Housing Act of 1990, provides housing assistance and related supportive services for low and moderate-income persons living with HIV/AIDS and their families. HOPWA funds are allocated to Tampa to provide services throughout the Tampa Metropolitan Statistical Area, including Hernando, Hillsborough, Pasco and Pinellas Counties.
- Emergency Shelter Grants (ESG) Program provides assistance to the homeless population through the support of homeless shelters and essential basic services. Funds may also be used to construct shelters, operation and maintenance costs of shelters and grant administration.
- Section 108 Loan Guarantee Funds – Over the past several years the City has worked with the Department of Housing and Urban Development (HUD) to utilize Federal Section 108 loan guarantee funds as incentives for economic development within distressed areas. The repayments of the Section 108 loans are guaranteed with the City's CDBG entitlement allocation. Currently, to date, the City has two active Section 108 projects that have been developed and loan payments are being made to the City. For more information see Non-Housing and Community Development Plan section.

B. Other Resources

Local Match:

Federal funds are also used to provide local match for Title XX funding and for Florida Department of Health and Rehabilitative Services Developmental Training Services Funds. The funds maximize the number of clients served by public service agencies.

Under the Emergency Shelter grant program, provider agencies will match an amount equal to the emergency shelter funds provided by the City. These local agency funds are typically available through other grants, local donations and contributions such as the United Way.

The State of Florida has taken the initiative to become a national leader in the provision of affordable housing by creating the State Housing Initiative Partnership Program (SHIP) program. The SHIP

program is funded by a document stamp tax on all real estate transactions within the State. The revenue is collected by the state and distributed back to the local jurisdiction as a funding source for affordable housing.

As an entitlement community, the City participates in a number of federal housing programs and automatically receives funding on an annual basis. Each one of the federal programs is unique with regulations that apply to program implementation. Specifically, a number of programs require municipalities to match the federal dollars received with other local resources to leverage the impact of those programs. The advantage here in Florida is the state SHIP program provides local municipalities with non-federal source of funds to use as matching funds.

The City uses SHIP funds to provide the local matching funds in Federal housing assistance programs such as the HOME program. HOME funds are used for moderate and substantial rehabilitation involving single and multi-unit housing, for acquisition and construction of single family housing and for certain authorized soft costs associated with these activities.

Additionally, SHIP funds generally will be used as leverage to expand the impact of these other funding sources.

In the HOME program, the premise is that the provision of affordable housing is the responsibility of all levels of government. Matching funds are the local government contribution to the HOME program. Obligation to come up with matching funds occurs every time the City spends HOME dollars. The match obligation is met with one or more of the following:

- Cash from a non-federal source
- Funds spent on administration of the HOME program
- Value of waived taxes, fees, or charges
- Value of land or real property
- Cost of infrastructure improvements associated with HOME dollars
- SHIP funds

Finally, with the HOME program, match obligations must be met in the fiscal year they occur, but if more match money is spent in a year than is needed, the balance can be banked for following years.

Additional Other Resources:

The State Juvenile Justice Aftercare Program grant of more than \$550,000 provides youth counseling services for delinquent juveniles who have completed boot camp or similar programs.

In FY1999 a bond issue allocated \$17 million to the City of Tampa's Recreation Department for renovations, improvements, replacements, and additions to aging, deteriorated facilities throughout the City. This renewal will benefit a large number of the City's low and moderate-income areas. Remaining projects are projected be completed within the next year. Projects completed to date are:

- David Barksdale Center (serves seniors),
- Joe Abraham Wellness Center,
- Jackson Heights Center (NFL YET Center),
- Oak Park Community Center,

- Cuscaden Park Soccer Fields Improvement,
- South Tampa Athletic Center,
- Dr. Martin Luther King, Jr. Recreation Complex,
- Port Tampa Community Center,
- Forest Hills Community Center and;
- Seminole Heights Gymnastics and Dance Center.

The City Police Department’s seventh Local Law Enforcement Block Grant was approved for \$1.54 million. The majority of this funding will be used for a helicopter.

The City utilizes a Fair Housing Assistance Program Agreement (for \$142.5 thousand) to investigate housing discrimination complaints occurring within the City limits. This work is accomplished by helping HUD process complaints under the Fair Housing Act.

Fair Employment Practices/EEOC Grant (\$31,700) – The United States EEOC refers to the City of Tampa Office of Human Rights employment discrimination complaints that are filed with them which are within the jurisdiction of the City of Tampa. The office investigates and resolves charges of employment discrimination based on age, race, color, religion, sex, or national origin, disability, and familial status. EEOC provides funding for Mandatory Policy training to City Human Rights and assigned Legal staff. It is important to note that the City receives funding from EEOC because the City of Tampa’s Human Rights Ordinance is substantially equivalent to applicable federal law (Title VII of the Civil Rights Act of 1964).

C. Activities to be Undertaken

The following are the projects to be undertaken during the 2003 program year and the priority need that it meets. These projects are consistent with the Consolidated Plan and Listing of Proposed Projects table located within the 2003 Action Plan. Completion dates for all but Public Facilities Needs are September 30, 2004. Public Facilities Needs will be completed no later than September 30, 2005. Expected accomplishments are also included.

Projects Meeting Housing Priority:

Strategic Plan Objective: Increase the supply of safe, decent, affordable housing through the acquisition and/or rehabilitation of existing housing units and new construction. Also, to promote home ownership opportunities for low and moderate income households and rental assistance to lower income households.

	Activity	No.	Type
<ul style="list-style-type: none"> • City-wide Rehabilitation Program - Provides for the implementation of housing activities consisting of rehabilitation of owner occupied housing and investor properties available for affordable housing activities. \$50,000. 	14A	15 Housing Units	LMH

- Loan Guarantees - Provides fund to acquire and rehabilitate foreclosed housing on loans financed by loan guarantees. \$200,000. 14A 8 Housing Units S/BA
- City-Wide Redevelopment Program (Property Management) - Provides for the implementation of housing activities consisting of securing and maintaining of vacant property and related services. Staff and operating costs associated with temporary management of foreclosed and vacant properties. \$80,421. 02 20 Housing Units LMH
- Homebuyers Counseling Program Provides assistance to low and moderate-income clients in educational and housing counseling services to prepare households for home ownership. \$75,000. 13 100 Households LMH
- CDC of Tampa Individual Development Account - Provides a match to private funds to establish dedicated savings accounts to be used for down payment assistance in purchasing a home and provide homebuyer-counseling services. \$40,000. 13 13 Households LMH
- Façade Rehabilitation Program - Provides for a façade program to rehabilitate commercial buildings along N. Howard, and Main Street (between Armenia and Albany) serving residents of a low and moderate-income neighborhood. \$100,000. 17C 10 Public Facilities LMA
- Senior Citizens Roof Repairs - Provides for emergency roof repairs and replacement for income eligible senior citizens. \$27,198. 14A 8 Housing Units LMH
- Senior Citizens Plumbing Repairs - Provides for minor plumbing and electrical repairs for income eligible senior citizens. \$75,293. 14A 216 Housing Units LMH
- Senior Citizens Emergency Repairs - Provides for emergency home repairs for income eligible senior citizens. \$93,630. 14A 181 Housing Units LMH

- Housing and Community Development Division - 14H 1 Households LMH
Provides for program delivery of housing services to support implementation of housing rehabilitation assistance programs. \$880,645.
- Housing and Community Development Division - 14H 1 Households LMH
Provides for program delivery services to support implementation of first-time homebuyers program. \$300,000.
- West Tampa Centro Espanol Renovation - 03E 1 Public Facility LMA
Provides rehabilitation assistance to the Urban League for a historic structure located in a low and moderate income neighborhood. \$200,000.
- HOME Affordable Housing Development – 12 83 Housing Units
Provides for an average \$25,000 per unit for downpayment loan and development subsidy. \$1,100,000.
- HOME Rehabilitation of Existing Homes - 14A 10 Housing Units LMH
Provides for the implementation of housing activities consisting of rehabilitation of owner occupied housing and investor properties available for affordable housing activities. \$200,000.
- HOME Community Housing Development Organizations (CHDOs) - 12 20 Housing Units
Provides financial assistance for in-fill new construction and acquisition/rehabilitation undertaken in partnership with CHDO organizations. \$331,307.
- Homebuyer Downpayment Assistance - 5R 55 Housing Units
Provides financial assistance to non-profit agencies to undertake new housing development available for purchase by low and moderate income families. \$556,533.
- HOME Administration - 21A N/A
Staff cost associated with program delivery services of the HOME program. \$220,871.
- THA – J. L. Young Apartment Renovations - 14C 450 Elderly Households LMH
Provides financial assistance to the Tampa Housing Authority to revitalize public housing. \$400,000.

- THA –Mary Bethune Hi-Rise Renovations – 14C 150 Elderly Households LMH
Provides financial assistance to the Tampa Housing Authority to revitalize public housing. \$100,000.
- THA – HOPE VI Match – Belmont Heights – 14C 860 Housing Units LMH
Provide financial assistance to the Tampa Housing Authority to revitalize public housing in conjunction with the HOPE VI program to install street lighting at Belmont Heights Estates. \$500,000.

Strategic Plan Objective: Provide relocation assistance as required by the Federal Uniform Relocation Act, and emergency relocation assistance to all families or individuals displaced by code enforcement activities to carryout the Goals and Objectives of this Housing Plan.

- City-Wide Redevelopment Program (Relocation) - 08 30 Household Units LMH
Provides for the implementation of housing activities consisting of emergency, temporary and permanent relocation. Staff and operating costs associated with relocation program. \$50,000.

Strategic Plan Objective: Promote economic opportunities for income-disadvantaged households, and economically disadvantaged minority and women owned small businesses.

- Economic Development – East Tampa – 01 20 Jobs S/B S
Provides for acquisition of real property within the City’s East Tampa target area to facilitate economic development activities and job creation opportunities. \$594,912.

Strategic Plan Objective: Accelerate the demolition process to remove condemned houses, when it is economically unfeasible to rehabilitate the homes, to create space for infill housing.

- Demolition - 04 35 Housing Units LMH
Provides for the removal, via the condemnation process of structures which are either structurally unsound or are a public nuisance and a threat to public safety. \$200,000.

Strategic Plan Objective: Use its code enforcement efforts in neighborhoods to address the influences of decline, particularly in the areas of controlling the blighting factors of accumulated debris, rubbish, trash, refuse, garden trash, junk, inoperative vehicles, scrap metal, and overgrown vegetation.

- Vacant Lot Maintenance 02 50 Properties LMH
Provides for vacant lot maintenance and clean-up of properties administered through the City's affordable housing program. Provider is being determined at this time. \$50,000.

Projects meeting supportive services for the special needs population.

Strategic Plan Objective: Work with local social service agencies and non-profit organizations to provide shelter and related services to the homeless and/or apply for HUD funding under the Housing Opportunities for Persons with AIDS (HOPWA) Program and for other state and federal funds that address the housing requirements for the special needs population.

- Housing Opportunities for Persons With AIDS (HOPWA) 03S 1,800 People
Funds are used to support the specialized housing needs for persons with AIDS utilizing non-profit sponsors to implement and operate housing services. \$2,903,210.
- Housing Opportunities for Persons With AIDS (HOPWA) Administration - 21A
Staff costs associated with program delivery services for the HOPWA program. \$89,790.
- Emergency Shelter Grant Program (ESGP) - 03C 915 People
Funds are used to improve services available to the homeless population. Services are delivered through a network of non-profit and government agencies which specialize in serving the homeless population by providing emergency shelter services. \$158,650.
- Emergency Shelter Grant Program (ESGP) Administration - 21A
Staff cost associated with program delivery services for the ESGP. \$8,350.

Projects meeting Public Service Priority:

Strategic Plan Objective: The City will work with Public Service Needs not met within the City limits by Hillsborough County's Social Service Policy.

- Boys and Girls Club Nick Capitano Program- Provides for after school, holiday and summer day care activities for youth ages five to fifteen at the Central Park Housing Authority Complex. \$19,855. 05D 80 People LMC
- Vision Program - Provides residents with eye examinations, and eye glasses. Services provided at the Hillsborough County Health Department. \$15,000 05M 150 People LMC
- Dental Program - Provides residents with dental care services and dentures. \$36,100. 05M 100 People LMC
- Boys and Girls Clubs Drug Awareness/Prevention Program - Provides young people with prevention techniques and life skills which prepares them to understand and resist peer and social pressures which promote drug and alcohol use. Services provided at clubs located City-wide. \$27,978. 05F 950 People LMC
- Mendez Foundation Drug Education Program - Provides children in sixth and seventh grades with a drug prevention education program. Programs provided at eligible Hillsborough County schools within the City. \$40,612. 05F 3,000 People LMC
- DACCO Drug Treatment Programs - Provides residents with intake and admission screening, out-patient treatment, residential treatment (extended care), and a drug prevention program for low and moderate income residents. \$120,032. 05F 100 People LMC
- Early Childhood School Readiness Program - Provides children ages six weeks to six years with a day care pre-school educational program. Services provided at various centers throughout the City. \$130,862. 05L 1,000 People LMC

- Tampa United Methodist Center Cuscaden Pre-School - 05B 5 People LMC
 Provides disabled children ages birth to five years with a developmental pre-school program. Funds are used to provide local match for State of Florida Department of Health and Rehabilitative Services Developmental Services contract. \$20,757.
- Boys and Girls Club Day Care Program- 05L 30 People LMC
 Provides for after school, holiday and summer day care activities for children ages six to fourteen. Services provided at clubs City-wide. \$28,880.
- Tampa United Methodist Center Day Care - 05L 20 People LMC
 Provides for all-day and after school care, and enriched learning experiences for children ages two to eleven of low income families. Services provided at Rosa Valdez Center. These funds are used to provide match for Title XX funding. \$37,454.
- St. Peter Claver Day Care - 05B 12 People LMC
 Provides for a comprehensive, individualized care and training program for developmentally disabled children ages birth to five. Funds are used to provide local match for Florida Department of Health and Rehabilitative Services Developmental Training Services contract. \$31,949.
- PAL Program - 05D 265 People LMC
 Provides for a variety of recreational and sports activities, for children between the ages of six and sixteen. \$15,000.
- The Spring Shelter Program - 05G 200 People LMC
 Provides for emergency shelter and related services to abused adults and their victim children. \$28,700.
- COACH Foundation Project Choice - 05F 70 People LMC
 Provides for individualized and group activities for youth “at risk” of becoming school dropouts, and drug prevention program. \$36,551.

- Boys and Girls Club Garcia Program - Provides for youth services consisting of educational, prevention, career exploration, social, athletic and cultural programs based on principles of behavior guidance. \$22,563. 05D 190 People LMC
- Seniors in Service of Tampa Bay, Inc. Senior Companion Program - Provides for expanded economic opportunities for low income seniors to deliver preventive health services and companionship to the elderly population at the J.L. Young Apartments. \$23,750. 05A 14People LMC
- Big Brothers/Big Sisters Home-Based Family Needs Assessment - Provides for specialized counseling services to “at risk” youths between the ages of five and seventeen and their families; determines individual and collective needs, and provides information about and access to existing community resources. \$17,500. 05D 175 People LMC
- The Hillsborough Association for Retarded Citizens (HARC) – Provides mentally challenged clients with expanded economic opportunities while they learn job skills in sheltered workshops. \$20,000. 05B 215 People LMC
- Tampa Lighthouse for the Blind - Provides blind and visually impaired persons with independent living skills. \$5,000. 05B 60 People LMC
- Computer Mentors Kids Program - Provides a 31-week computer technology training program to youths at four City recreation centers. \$22,800. 05D 128 People LMC
- Sago Palm Education Academy Program - Provides after school care to at-risk hearing impaired children ages five to seventeen, emphasizing preparation to enhance school studies and test preparation. \$30,000. 05B 100 People LMC

Projects meeting Public Facility Needs Priority:

Strategic Plan Objective: Schedule and concentrate public infrastructure and supporting facilities and services to improve the quality of existing neighborhoods.

- Sidewalks, Streets Resurfacing and Traffic Calming - 03L 10 Public Facilities LMA
Provides for sidewalk replacement, street resurfacing and traffic calming devices limited to low and moderate income areas that currently are being determined. \$300,000.
- City-wide Ancillary and Playground Equipment - 03F 5 Public Facilities LMA
Provides for the replacement of ancillary and playground equipment at eligible parks that serve low and moderate-income people. Locations are being reviewed at this time. \$130,000.
- City-wide Fencing - 03F 6 Public Facilities LMA
Provides for purchase of material and installation of fencing, backstops, gates and vehicle control devices for eligible parks and playgrounds that serve low and moderate income people in the City. Locations are being reviewed at this time. \$100,000.
- Giddens Park Improvements - 03F 1 Public Facilities LMA
Provides for new installation of fencing, irrigation and security lighting. \$180,700.
- Wellswood Park Improvements - 03F 1 Public Facilities LMA
Provides for the resurfacing of the existing parking lot and paving of the overflow area. \$275,000.

Projects meeting Planning Priority:

- Housing Financial Coordination - 20
Provides staff for planning, financial administration, and reporting of HCD housing assistance programs. \$355,233.

Strategic Plan Objective: Cost associated with program delivery.

- Fair Housing Public Information - 21C
Provides for a fair housing and public information program. \$10,000.
- Federal Funds Accounting - 21A
Provides for a full range of accounting services. \$126,071.

- Salvation Army Cold Nights Shelter - 21C
Provide for an information clearing house to link local law enforcement, government officials, members of the community and private citizens with the homeless coalition. \$10,000.
- Federal Funds Budget - 21A
Provides for budget and grant administration. \$118,946.
- Cost Allocation - 21B
Indirect costs, plan prepared in accordance with OMB Circular A-87 and approved by HUD. \$300,000.

D. Geographic Distribution

The City of Tampa is taking a two-pronged approach with its housing and community development efforts. Two revitalization zones will be used to concentrate redevelopment efforts and to take advantage of other program linkages. The two zones are: City-wide revitalization and East Tampa Community Revitalization Initiative.

Minority populations within the City of Tampa tend to be concentrated in the City's low and moderate-income tracts. The East Tampa and Tampa Heights areas have a large concentration of African Americans and the West Tampa area has a large concentration of the Hispanic population. In conducting the needs assessment of the City, the lower-income neighborhoods display the greatest need in housing to commercial, retail and employment opportunities. As a result of the City's housing and community development efforts in the lower-income neighborhoods, the largest portion of assisted clients are from minority populations.

The City's affordable housing programs will continue to be tied to a wider revitalization of Tampa's neighborhoods. The goal is to improve the housing stock on a broad front along with improvements in economic development opportunities, including jobs, public safety, transportation, and recreation activities as well as improving overall neighborhood appearance. Particular attention will be given to homes in Tampa's East Tampa Community Revitalization area. Within the boundaries of this area efforts are underway to create economic opportunity through new businesses, new job markets, and a new work force.

1. City-Wide Affordable Housing Efforts

The City will continue to promote affordable homeownership in conjunction with qualified non-profit housing agencies. Where affordable land is available, the City will provide limited development subsidies and construction financing for subdivision projects. The City will also provide down-payment and closing cost assistance in the form of deferred payment loan to income-qualified homebuyers purchasing single-family detached homes within the City. We will also provide down payment assistance to low and moderate-income homebuyers to assist with acquisition. The down payment assistance would be provided in conjunction with lender financing allowing lower loan-to-value ratios and lower monthly mortgage payments.

The City's Housing and Community Development Division will use the Community Development Block Grant (CDBG) program as the primary funding source to implement owner occupied rehabilitation. Through this program, the City provides low cost housing repair financing to homeowners who are income qualified. Low and very low income households receive highest priority for subsidized rehabilitation work. Emergency situations and projects, which require substantial rehabilitation, will be handled by the Housing and Community Development Division of the City.

2. East Tampa Community Revitalization Initiative

As a result of the Mayor's strong commitment to effectuate change in Tampa's most distressed communities, the City has renewed its commitment to the east Tampa neighborhoods through the creation of the East Tampa Community Revitalization Initiative. The foundation of this revitalization effort is the East Tampa Community Revitalization Partnership. This partnership consists of various east Tampa community leaders, along with area business leaders, builders, lenders, and residents of the City.

The East Tampa Community Revitalization area is presently defined as Hillsborough Avenue to the north, I-275 to the west, I-4 to the south and the City boundaries to the east. The primary focus of the East Tampa Community Revitalization Initiative is to create employment through the expansion of existing businesses and the development of business opportunities for the area residents as well as promote affordable and decent housing conditions and the provision of supportive public services.

The area's close proximity to Ybor City and downtown businesses and job opportunities as well as social support services and public transportation provides a foundation upon which to build a vibrant, diverse and sustainable community. The goal of the East Tampa Community Revitalization Initiative, from a housing perspective, is to upgrade existing structures and to make homeownership available where vacant lots now stand. Private sector builders and non-profit agencies are assisting by acquiring properties and developing scattered site, attached housing and multi-family units. The City is demolishing unsalvageable buildings, which are in violation of City's health and safety standards.

Numerous public services providers are located within the area providing day care and youth recreational facilities for very-low, low and moderate income citizens. Another aspect of the Tampa Heights Project area is infrastructure enhancement. Sidewalk repair, curbing, street lighting, right of way, tree maintenance, streetscape tree plantings, and park facility improvements will be included. Public transportation facilities, recreational opportunities and a sense of identity and tradition also are key elements to the project area.

Affordable housing subdivision development will be undertaken where available land can be assembled for development. However, the greatest concentration of new affordable housing will involve scattered site infill construction. The City's program will be founded on a market driven approach to providing affordable housing. Private sector homebuilders will construct homes on available property. The City will provide down-payment and closing cost assistance in the form of a deferred payment loan to income-qualified homebuyers purchasing single-family detached homes within the target area.

The concentration of affordable housing activities in this area will strengthen various East Tampa initiatives including economic development projects, transportation assistance, and economic and health care activities.

E. Homeless and Other Special Needs Populations

1. Address emergency shelter and transitional housing needs of homeless individuals and families.

According to the March 2002 homeless census conducted by the Hillsborough County Homeless Coalition, there are 5,004 homeless persons in Hillsborough County. To serve the needs of this population, a priority is placed on the provision of emergency shelters and essential services, funded in part through \$167,000.00 in Emergency Shelter Grant funds made available to the City for Program Year 2003 under the Stewart B. McKinney Homeless Assistance Act. These funds, utilized in conjunction with \$88,000.00 of Hillsborough County Emergency Shelter Grant funds, will help meet a number of emergency shelters and other service needs among the homeless.

The selection of Project Sponsors and award amounts is jointly determined by the Hillsborough County Homeless Coalition, the City of Tampa and Hillsborough County through an annual RFP and Continuum of Care-based selection process.

Program Year 2003 ESG Allocation

Provider Agency	PY03 ESG Award	Program Match¹	Total
Alpha House, Inc.	\$70,668.00	\$70,668.00	\$141,336.00
The Salvation Army	\$87,982.00	\$87,982.00	\$175,964.00
City Administration	\$ 8,350.00	\$ 8,350.00	\$ 16,700.00
			\$334,000.00

Below is a brief description of the services to be provided.

- Alpha House of Tampa, Inc.

Alpha House operates a 20 bedroom licensed maternity home to serve pregnant women with multiple risk factors for the delivery of a low birth weight baby. Additionally, Alpha House operates three transitional houses and the Rosalie Center, an 18,000 square foot, three-story facility, which consists of a day care center for up to 45 children, apartment units for up to eight homeless families, and administrative offices.

Unduplicated units of service at Alpha House will include:

- Serve 56 homeless pregnant women annually in the maternity residence at 208 South Tampania Avenue.
- Provide 3,900 residential bed days for homeless pregnant/post-partum women in the maternity residence.

¹ Sources include volunteers, United Way, and private and public sector support.

- ▶ Serve 30 homeless families in the transitional housing program that operates at the following addresses:

200 South Tampania Avenue (La Casita)
210 South Tampania Avenue (Sally and Lewis Hill Transitional Housing Complex)
205 South Tampania Avenue (Heart House)
2508 West Cleveland Avenue (Sally Hill House)

- ▶ Provide 4,000 transitional bed days for homeless families in the above transitional locations.

ESG funds will be utilized to pay for insurance, utilities, essential services, maintenance and administration.

- The Salvation Army

The Salvation Army utilizes four primary programs to meet the needs of the homeless. The Red Shield Lodge provides emergency shelter to approximately 125 single men and women per night. Shelter nights at the Red Shield Lodge include beds, meals and laundry services. A case manager and an employment counselor are available to assess needs and make service referrals. The Hope House provides transitional housing for up to 42 single men. Third, the Hospitality House provides transitional housing for women. Capacity is 18 single females and 5 single mothers with up to three children each. Finally, the Feeding Program provides daily meals to anyone presenting himself/herself as hungry.

Unduplicated units of service at the Red Shield Lodge will include:

- ▶ Providing 40,003 nights of lodging.

ESG funds will be utilized to pay for utilities, insurance, operations and essential services at the Red Shield Lodge.

2. Prevent low-income individuals and families with children (especially those with income below 30% of the median area income) from becoming homeless.

The City provides emergency relocation assistance to individuals and families who become displaced due to extenuating circumstances. The City also provides logistical support and referrals to nonprofit service providers.

3. Help homeless persons make the transition to permanent housing and independent living.

The City of Tampa supports service providers utilizing Emergency Shelter and Community Development Block Grant funds in providing transitional housing and preparation for independent living. The City also endorses the efforts of nonprofit agencies in their efforts to secure other federal and local resources to support Continuum of Care programs.

4. Address the special needs of persons who are not homeless.

The supportive housing and supportive services required by the non-homeless special needs populations (elderly, persons with disabilities, substance abusers, etc.) vary greatly. However,

because many of these persons are often on the fringe of becoming homeless, it is reasonable to presume that many are or will need to become involved in the Continuum of Care service network, as described in the City's 5-year strategic plan.

Individual non-homeless sub-populations may also require unique services based on their individual circumstances. As appropriate, city staff will provide referrals and work with local service providers to help meet the needs of these sub-populations, including, but not necessarily limited to:

Elderly

- Assistance with medications
- Transportation/Mobility
- Home repairs/Lawn maintenance
- Dietary assistance
- Attendant/Respite care
- Recreational opportunities
- Personal hygiene
- Job/Volunteer placement assistance

Disabled

- Medical equipment and aids
- IDEA and ADA education
- Assistance with medications
- Transportation/Mobility
- Home repairs/Lawn maintenance
- Dietary assistance
- Attendant/Respite care
- Recreational opportunities
- Personal hygiene
- Job/Volunteer placement assistance

Mental Illness

- Intensive case management
- Residential treatment
- Assistance with medications
- Transportation/Mobility
- Home repairs/Lawn maintenance
- Dietary assistance
- Attendant/Respite care
- Recreational opportunities
- Personal hygiene
- Job/Volunteer placement assistance

Addictions

- Detox services
- Intensive case management
- Assistance with medications
- Transportation/Mobility
- Dietary assistance
- Job force re-entry placement
- Attendant/Respite care
- Personal hygiene

Victims of Domestic Violence

- Safe shelter
- Counseling
- Legal assistance
- Childcare
- Education/Job placement assistance

HIV/AIDS

According to data compiled from the Florida Department of Health, there were 2,700 cases of AIDS reported within the Tampa Eligible Metropolitan Statistical Area (EMSA) between 1997-2001. Housing continues to be an urgent need of this population, due in part to the fact that treatment drugs, such as protease inhibitors, are allowing those with AIDS to live longer, healthier lives. Because of this benefit, there is decreased turnover in affordable housing stock for AIDS patients. As a result, the City of Tampa, in partnership with the counties comprising the EMSA, have placed a high priority on programming designed to provide affordable transitional and permanent housing.

The primary means of support for this effort is the Housing Opportunities for Persons With AIDS (HOPWA) grant, which is used to provide facility and scattered-site housing and supportive services to eligible persons.

The PY03 HOPWA allocation of \$2,993,000.00 (less \$89,790.00 reserved by the City of Tampa for administration) and \$574,826 in prior year funds will be awarded through an RFP selection process by October 1, 2003, to project sponsors within the EMSA on a pro-rata basis of cumulative reported AIDS cases between 1997-2001, as outlined below:

County	Cases (1997-2001)	% cases within EMSA	Pro-rata share
Hernando	72	3%	\$104,342.00
Hillsborough	1,399	52%	\$1,808,578.00
Pasco	174	6%	\$208,682.00
Pinellas	1,055	39%	\$1,356,434.00
Totals	2,700	100%	\$3,478,036.00

Note: AIDS case data from Florida Department of Health, May 2003.

F. Other Actions - General

1. Addressing Obstacles to Meeting Underserved Needs

The Action Plan identifies the projects the City intends to implement to address the housing and community development needs of underserved citizens. Financing availability remains one of the main obstacles in addressing underserved needs of the area's residents. Minorities have experienced more rejections for home loans than the population in general. Local lending institutions have responded to this underserved need and significantly increased the number of loans provided to minority applicants.

For Fiscal Year 2004 (PY2003), the City of Tampa will spend significant appropriations in the General Fund and the Fair Housing Grant in support of fair housing, which includes receiving, investigating and resolving fair housing citizen complaints. The Office of Human Rights employs an administrator, a supervisor, six investigators and three clerical support staff to enforce the City's Fair Housing Ordinance and federal regulations.

The City earmarked \$10,000 in FY2003 to conduct a fair housing audit (testing) program. Approximately seventy (70) audits will be conducted in the areas of race, national origin and disability discrimination, with private citizens trained by a private fair housing organization (HOPE, Inc. of Miami) contracting for testing services and City staff coordinating the program.

Should any test result in fair housing complaints being filed with the City and with HUD, the Office of Human Rights would investigate these complaints and move toward appropriate resolution of them.

The City has initiated affirmative fair housing marketing strategies in its affordable housing programs. These strategies are used to make homeownership and rehabilitation opportunities known to members of various minority groups. These marketing strategies have been utilized for a number of years and have been extremely successful in soliciting minority participation in the City's affordable housing program.

These include the following marketing strategies:

- a. Print advertisements in minority-owned newspapers and magazines.
- b. Participation in talk show and interview programs on minority-owned radio stations and government access television.
- c. Seminars and flyers provided through minority churches.
- d. Flyers and bulletin board notices distributed at public housing complexes.
- e. Flyers, bulletin board notices and newsletter inserts at neighborhood service centers in areas with high concentrations of minorities.
- f. Billboards, Buses were used for advertising January through June for Fair Housing.

In addition to the advertising and outreach mentioned above, the City refers potential homebuyers to Tampa Housing Authority Homeownership Center, which conducts a number of home buying workshops a month at various locations.

The City's Office of Human Rights participates in Fair Housing Month activities each April, highlighted with the 17th annual Fair Housing Awards luncheon. In FY2003, co-sponsored with Hillsborough County and the Community Housing Resource Board, the Annual Fair Housing Training Seminar and Luncheon April 25th featured Attorney Avery Friedman, a Cleveland, Ohio-based nationally-known fair housing litigation and master public speaker.

2. Foster and Maintain Affordable Housing

The City's Housing and Community Development Division has adopted policies, procedures and standards concerning community development and housing activities. The following list represents Tampa's administrative policies regarding the expansion of housing opportunities:

- a. Total political commitment. Affordable housing must be among the highest priorities of the administration for a program to be successful.
- b. Flexible housing delivery. A flexible approach works best. Avoid setting procedures in stone. Be prepared to adjust housing programs to changes in funding availability.

- c. Broad housing delivery. Structure the housing partnership so that its members collectively have the ability to deliver the product from start to finish.
- d. Community-wide support. Address the total environment by considering economic, business and social development, job creation, infrastructure improvement, and neighborhood involvement.
- e. A workable funding. Bring together diverse sources of funding with different financial mechanisms to expand production.
- f. Diversified market. Cater to as wide a market as possible with a variety of techniques: television commercials, informational videos, television shows, neighborhood outreach meetings, flyers, booklets, signs, banners, and other presentations.

The City of Tampa strongly encourages citizen participation by holding public hearings and having kickoff meetings prior to grant applications of CDBG, HOME, and ESGP funds. The City also notifies the public by advertising in newspapers of general circulation, special publications, Government Access TV announcements and the Internet for the targeted audiences requesting citizen involvement in the Action Plan process. The City's Housing and Community Development Division also consulted with other general units of local government in the preparation of the Action Plan. The Housing and Community Development Division, in conjunction with the other governmental entities, citizens, and not-for-profit organizations will continue networking and trying to assess what our residents need and how best to meet those needs.

3. Remove Barriers to Affordable Housing

The City is addressing barriers to affordable housing on three distinct levels: actions to overcome public policy barriers, financial barriers and discrimination barriers.

a. Ameliorating Public Policy Barriers

The City is working to remove the negative effects of public policies that serve as barriers to affordable housing such as tax policies, impact fees, land use regulations, zoning laws, building codes, fees and growth limits.

One of the goals of the City's administration is to improve the business climate in Tampa. This means more than developing a marketing plan to attract new investment. It entails examining the way the City currently interacts with business and development process and streamlining the City's system of permitting and development review processes. A Development Review Advisory Committee (DRAC) has conducted a review of all City codes, policies, procedures and technical manuals. The purpose was to streamline the process eliminating duplication, over-regulation, and unnecessary policies. The DRAC Committee uncovered numerous disincentives to revitalization. These disincentives included:

- Suburban codes in urban areas
- Overlying jurisdictions
- Inconsistent codes and regulations
- Multiple reviews of identical issues

- Development thresholds in one area triggering more requirements in other areas
- Inconsistent development requirements between City departments
- Escalating fees increasing project and development costs
- Tax base decline while regulation escalates at both the local and state level

This committee's review process has resulted in numerous administrative changes that have improved the permitting and development review process. One of the more significant improvements has been the reorganization of permitting and development review staff and their central location at the Construction Services Center (CSC). This has improved coordination between divisions in the building and site review process and reduced the contact points previously required of contractors and developers.

Other enhancements instituted at the Construction Service Center includes 24 hour turn around time on most permits, providing a 24-hour Phone-in-Express permitting service available for Mechanical, Electrical, Plumbing and Roofing permits (85% of all permits issued). Contractors no longer have to travel to the CSC; they can leave messages on the Dictaphone or fax in their requests. A one-time review process has been instituted, allowing plan reviewers to examine compliance with the applicable federal, State and local codes simultaneously, and indicates the necessary corrections directly on the plans as submitted. The plans are then "conditionally approved," pending corrections being made to the plans prior to construction taking place, thus eliminating repeat submittals.

Also, at the Construction Services Center, a new Customer Service Work Area has been established dedicated to our customers -- Tampa's residents and contractors. It offers a phone bank for multiple person use; a fax machine; calculators; information displays; message boards; minor typing services and computer use; and a large worktable. A customer service representative is there to greet the public and assist those seeking permit instruction.

b. Financial Barriers to Affordable Housing

Financial barriers to affordable housing exist as the result of the inability of many homeowners, renters and homebuyers to obtain credit financing and to meet down payment requirements. These problems are tied to lower-than-average income, excessive debt, deficient credit history, a disproportionate share of income required for housing expenses, and insufficient savings for down payment. During the five-year period covered by the Consolidated Plan, the City of Tampa will use a variety of federal, state and locally designed programs to overcome these financial barriers.

1. Federal Programs to Ameliorate Financial Barriers

As an entitlement jurisdiction, the City of Tampa receives an annual allocation of federal CDBG and HOME funds. The CDBG program allows the City to undertake a wide range of community development activities. The City utilizes the CDBG funds allocated for housing on rehabilitation of single-family residential structures providing grants and deferred loans to low and moderate-income households for rehabilitation of existing and older homes. These programs emphasize assistance to elderly homeowners providing extended affordability of homeownership. The City also uses the CDBG allocation for activities that are designed to enhance neighborhood revitalization and stimulate economic development within certain target areas. This investment of CDBG funds in these target areas represents the City's commitment to make affordable financial tools available to those residents and represents an effective resource to alleviate financial barriers.

The HOME program was designed as a partnership program among the federal, state, and local governments and those entities in the for-profit and non-profit sectors that build, own, manage, finance, and support low-income housing initiatives. These other agencies are instrumental in providing additional staff and financial resources for project development and implementation.

The City of Tampa intends to use the majority of its HOME funds for first-time homebuyer programs for low and moderate-income families and a smaller proportion for multi-family housing development. In conjunction with the non-profit housing providers, the HOME funds will be used for the acquisition, rehabilitation and construction of affordable housing. A portion of the HOME funds will serve as a development subsidy to enhance the affordability of these housing projects. Eligible homebuyers will receive down payment assistance secured by a deferred mortgage and note along with the required deed restrictions to insure the affordability term. The City of Tampa will utilize the recapture option to ensure long-term affordability of the assisted property. The amount of the direct HOME subsidy will come due and payable upon transfer of ownership interest during the five, ten and fifteen year affordability periods, as determined by the dollar level of the subsidy.

2. State Programs to Ameliorate Financial Barriers Affecting Housing Affordability

The State Housing Initiatives Partnership program (SHIP) was established by the William E. Sadowski Affordable Housing Act of 1992, which created a funding source for state and local affordable housing efforts in the State of Florida. The SHIP program contributes two primary benefits to the City's affordable housing efforts. One benefit is an additional source of non-federal financial resources allowing a greater number of applicants for housing assistance to be helped. Secondly, the SHIP program allows direct homeownership assistance to families up to 120% median income. This higher threshold allows assistance to moderate-income households, expanding the number clients served and allowing the income diversification of housing projects.

The Florida Housing Finance Agency administers the State Apartment Incentive Loan (SAIL) program which provides first, second, or other subordinated mortgage loans or loan guarantees to sponsors, including for-profit, non-profit, and public entities to provide housing affordable to very low-income persons. Program funds are distributed in a manner that meets the need and demand for very low-income housing throughout the state. Applicants may use tax-exempt financing for the first mortgage when at least 20 percent of the units in the project are set aside for persons or families who have incomes meeting the income eligibility requirements of the United State Housing Act of 1937 as amended. An alternative provision, allows the applicant to use taxable financing for the first mortgage if at least 20 percent of the units in the project are set aside for persons or families having incomes below 50 percent of the state or local median income, whichever is higher, adjusted by the agency for family size.

The Florida Housing Finance Agency additionally administers the Low Income Housing Tax Credit (LIHTC) allocations for the State of Florida. The LIHTC program was created in the Tax Reform Act of 1986 and was intended to increase the supply of rental units for low-income families by using tax benefits to induce equity investment to buy, build, or rehabilitate such housing. The amount of credits awarded by the Florida Housing Finance Agency to projects is partly determined by calculating a percentage of the project's acquisition and rehabilitation costs. The credit award can vary depending on whether subsidized, or below-market rate financing or tax-exempt bonds are used for project development. Other considerations such as the availability of unused credit allocations will determine the amount of credit ultimately awarded to a given project.

3. Locally Designed Programs to Ameliorate Financial Barriers

Tampa Ownership Program (TOP)

The Tampa Ownership Program (TOP) provides down payment and closing assistance on a citywide basis. Previously, buyers were limited to the existing inventory of non-profit produced homes. The TOP program allows for homebuyers to select an existing home or home-site within the City of Tampa.

- Assistance is limited to households whose income is below 80% of the area median income.
- Down payment assistance is provided as a deferred payment loan and is limited to 5% of the purchase price and 10% in low-income targeted census tracts.
- The annual percentage rate of the first mortgage lender may not exceed the FHA mortgage rate by more than 2% percent and the applicant's housing debt to income ratio shall not exceed 35% and 45% for combined long-term debt.

Tampa Mortgage Assistance Partnership (T-MAP)

The Tampa Mortgage Assistance Partnership Program (T-MAP) is a credit enhancement program that will provide homeownership opportunities to homebuyers that have difficulty in meeting conventional credit requirements.

- T-MAP is a lending partnership among the City of Tampa, Fannie Mae, Leader Mortgage, Self Help Ventures Fund, and Fannie Mae mortgage lenders.
- T-MAP mortgage financing is available up to 97% loan-to-value with the City providing deferred loans for downpayment and closing costs.
- The City pays a 7% fee of the T-MAP mortgage amount to Self Help for a credit enhancement that serves as a guarantee against default.
- Homebuyer income may not exceed 80% of area median income in non-targeted areas and 115% of area median income for dwellings located in low-income census tracts

Home Buyers Club and Purchase Counseling

- Introduce a Home Buyers Club to assist applicants with credit repair and financial counseling to prepare them for eventual homeownership building a pool of future home buyers.
- Contract with outside providers to provide comprehensive home purchase counseling and financial literacy training to qualified applicants prior to the purchase of a home and receiving down payment assistance.

Replacement On-Site Housing

Replacement On-Site is a redesigned program that is part of the City's homeowner rehabilitation program. When the cost to rehabilitate a dwelling is excessive based on its value and condition, replacement may be an affordable option for the low-income homeowner.

- Replacement on site is limited to eligible homeowners who have sufficient equity in their property, and sufficient income to support a limited mortgage payment and/or escrow payments for hazard insurance and property taxes.
- Payments must be affordable to the homeowner, not exceeding 35% of monthly household income.
- The replacement dwelling shall be of a size and configuration to accommodate the homeowner and family. Temporary relocation benefits are available to the homeowner and family.
- Eligible applicants must be owner-occupants of the dwelling. Annual household income must not exceed 80% of the area median income.

In addition, the City of Tampa will embark on a extensive and substantive homebuyers education, counseling and financial literacy program for low and moderate-income persons. The City will work with The Tampa Housing Authority and other non-profit counseling agencies in providing the homebuyers counseling services. The goal of the effort will be to prepare households for the financial and maintenance responsibilities of home ownership and increase the supply of credit-worthy applicants for first-time home ownership.

4. Barriers Due To Discrimination

Although it is illegal, some citizens cannot obtain safe, decent and affordable housing due to illegal discrimination. During the next year the City will continue to strive to eliminate this barrier through strong enforcement of its fair housing ordinance and federal laws. The City anticipates receiving and resolving a minimum of fifteen (15) fair housing complaints this fiscal year.

The City's Fair Housing Program makes it illegal to discriminate against any person because of race, color, religion, national origin, sex, age, marital status, handicap, familial status or sexual orientation:

- In the sale or rental of housing or residential lots.
- In advertising the sale or rental of housing.
- In the financing of housing.
- In the provision of real estate brokerage services.

The foundation for housing rights was laid by the United States Civil Rights Act of 1966, the Civil Rights Act of 1968 (Title VIII), the City of Tampa's Fair Housing Ordinance of 1976 and Human Rights Ordinance of 1984 (No. 8718-A), and the Fair Housing Amendments Act of 1988.

In keeping with the laws of the United States and the State of Florida, on November 18, 1984, the City adopted its Human Rights Ordinance which, after its latest amendments, also protects citizens

against discrimination in employment, housing and public accommodations based on race, color, ancestry, national origin, age, religion, sex, handicap, marital status, familial status and sexual orientation.

These laws protect everyone. They are a haven for those who have been discriminated against. They also serve to inform those who deal in housing, such as realtors, banks, apartment managers, etc. And for those who witness discrimination it is their civic duty to report instances of discriminatory treatment or attempts to steer or promote panic selling.

The most common symptoms associated with housing discrimination are:

- An apartment manager or owner refuses to rent.
- Were told a house or an apartment wasn't available when it really was.
- Were offered different terms or conditions of sale or rental than someone else.
- A lending company refuses to give a mortgage to purchase a home, although the individual qualifies.
- Steered to or away from a neighborhood that is primarily composed of one racial or ethnic group.
- A builder or developer refuses to sell a home.

Although these are the most common violations, there are others that violate the Federal Fair Housing Act and the City's Human Rights Ordinance.

Those who deal in housing should recognize the practices outlined above as ones to avoid. Such discrimination is against the law, as is blockbusting. Blockbusting is defined as the inducing of owners to sell their homes to escape a minority group. Discriminatory advertising in the sale or rental of housing is also illegal. This includes ads indicating racial preference or limitation in either their content or placement.

The City has established a process for residents to follow in the event a case of housing discrimination occurs.

The Office of Human Rights and Community Services is in place to assist those persons who live within the Tampa City limits in filing the charge, at no cost, and to enforce the laws against discrimination.

The Office of Human Rights and Community Services has the ability to:

- Investigate to see if the law has been broken.
- Conduct fact-finding conferences and enter into conciliation agreements to the satisfaction of both parties.
- Dual file a complaint, based on contractual agreement with the U.S. Department of Housing and Urban Development in Atlanta, Georgia.

In the event of encountering a housing discrimination situation, the following actions are recommended:

- a. Record the experiences. Write down names of individuals, apartment complexes and real estate companies involved, including addresses, phone numbers, dates, times, and witnesses. Make notes of significant conversations and any incidents that might indicate discrimination.

- b. If a person of the opposite sex, or another race, etc., gets a different answer or treatment than another, make a note of his/her name and address.
- c. Keep copies of advertising, letters or other relevant information.
- d. File a Housing Discrimination complaint immediately. The statute of limitations is one year. Once the Office of Human Rights and Community Services opens a case, it is the resident's responsibility to:
 - Supply and explain all relevant information, data or papers to the investigator, when requested.
 - Answer all telephone or mail inquiries from the Office of Human Rights and Community Services. These inquiries will be as convenient and as frequent as possible.
 - Attend all meetings, hearings or fact-finding conferences. When possible, the resident's schedule will be accommodated.
 - Follow the case. This includes keeping in touch with the Office of Human Rights and Community Services, leaving all new addresses or phone changes with them, and inquiring if there are undue delays.

As a citizen protected under the aforementioned laws, the resident has the right to:

- File and pursue a charge without being harassed, intimidated or retaliated against.
- Know the status of your case and who's working on it.
- Have witnesses present at any stage of the process.
- Have written notice of any hearing or final action relating to your case.
- Obtain a full remedy, if discrimination is found.
- Question any written or final decision of which you don't approve.

To better serve the citizens of the City of Tampa, the agency adopted new rules for the administrative process of settling fair housing complaints in March 1997. These rules allow the agency to conduct administrative hearings on "cause" cases by using local pro-bono attorneys – at virtually no cost to charging parties and to the City of Tampa – as opposed to using administrative hearing officers appointed by the State of Florida.

G. Evaluate and Reduce Lead-Based Paint Hazards

The City recognizes that lead-based paint hazards are a very serious problem and is in the process of implementing various methods to increase awareness of the danger. Lead-based paint hazards may not be as serious a threat in the City of Tampa as in other parts of the nation, but even the isolated incidents are taken seriously. Also, the City recognizes this problem is area wide and supports efforts by other agencies to increase awareness about the threat of lead poisoning and to take preventive actions.

The Housing and Community Development Division engages in a number of home ownership and rehabilitation assistance initiatives throughout the City of Tampa. The projects receiving assistance as a result of these initiatives may receive funding from such federal programs as the Community Development Block Grant Entitlement Program (CDBG) and the HOME Investment Partnership Program (HOME). When funded by federal funds, these projects become subject to the U.S. Department of Housing and Urban Development (HUD) regulation "Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance."

The goal for the City of Tampa is to ensure the Housing and Community Development Division properly complies with the above referenced regulation involving CDBG and HOME projects subject to the Lead-Based Paint Hazard Reduction Act of 1992 by:

- Establishing procedures for evaluating whether a lead hazard may be present at Rehabilitation and/or First-Time Homebuyer project site(s) accepting assistance from the federal government.
- Establishing procedures for the proper control or elimination of any such lead hazard.
- Establishing procedures for notifying future occupants of the lead hazard that had been found, and of the actions subsequently taken to remedy the hazard.

Visual assessment and paint testing will be conducted on the following potential Housing and Community Development project sites involving residential structures erected prior to January 1, 1978. Staff or contracted inspectors shall conduct a visual assessment of the premises and submit paint sample(s) from defective surfaces and/or surfaces to be disturbed or replaced for testing, to ascertain any possible lead-based paint hazard:

- Residential property receiving a federal subsidy that is associated with the property, rather than with the occupants, (project-based assistance)
- Residential property occupied by a family, with a child below the age of seven (7), that receive a federal subsidy.
- Multifamily residential property for which federal mortgage insurance is being sought.
- Residential property receiving federal assistance for rehabilitation/renovation, reducing homelessness, and other special needs.

Visual assessments may be performed by staff personnel, or may be completed by a certified paint inspector and/or certified risk assessor external to Housing and Community Development. A certified inspector and/or assessor must perform the paint test(s). Certification requires the successful completion of appropriate EPA-recognized courses.

Paint Test – Negative

If the paint test(s) for a subject pre- 1978 rehabilitation/renovation project site proves to be lead negative, less than 5,000 parts per million or 0.5% by weight, rehabilitation and renovation may continue without regard to the requirements of the Residential Lead-Based Paint Hazard Reduction Act of 1992, except for the disclosure and notice requirements as follows:

- Provision of EPA pamphlet to occupant(s) of pre- 1978 site. The pamphlet is available for reference at: <http://www.hud.gov/offices/lead/outreach/leapame.pdf>.
- Even though paint test(s) negative, provision of a disclosure that the residence was constructed prior to January 1, 1978, and therefore a possibility of lead-based paint on the premises.
- Copies of any disclosure(s) should be maintained by Housing and Community Development for a period of no fewer than three (3) years.

Paint Test – Positive

If the paint test(s) for a subject pre- 1978 rehabilitation/renovation project site prove to be lead positive, greater than 5,000 parts per million or 0.5% by weight, detailed procedures, depending upon project type, level of expenditure, and degree of hazard, have been prescribed by HUD in 24 CFR part 35,

subpart J, for the proper management and treatment of project sites subject to the Residential Lead-Based Paint Hazard Reduction Act of 1992 as follows:

1. Property Receiving Less Than or Equal to \$5,000.00 in Federal Assistance Per Unit

- Provision of EPA pamphlet to occupant(s) of site. The pamphlet is available for reference at: <http://www.hud.gov/offices/lead/outreach/leapame.pdf>.
- Safe work practices must be observed for all rehabilitation activities, and paint disturbed during the rehabilitation/renovation must be repaired.
- Provide a disclosure of any information regarding known lead-based paint or lead-based paint hazards, including copies of any records and/or reports.
- Provide, for signature, a Lead Warning Statement on any contract(s) concerning the subject property.
- Records and copies of any disclosure(s) should be maintained by Housing and Community Development Division for a minimum period of three (3) years.

2. Property Receiving More Than \$5,000 and up to \$25,000 in Federal Assistance Per Unit

- Provision of EPA pamphlet to occupant(s) of site.
- Paint testing of surfaces to be disturbed by rehabilitation work.
- Conduct Risk Assessment of structure to check for presence of lead-based-paint hazards, including a visual assessment of dust, soil and paint and a written report of the results.
- Any lead-based paint hazards found during risk assessment must be controlled using interim controls or abatement methods.
- Safe work practices must be observed for all rehabilitation activities, and paint disturbed during the rehabilitation/renovation must be repaired.
- Provide a disclosure of any information regarding known lead-based paint or lead-based-paint hazards, including copies of any records and/or reports.
- Provide, for signature, a Lead Warning Statement on any contract(s) concerning the subject property.
- Records and copies of any disclosure(s) should be maintained by Housing and Community Development Division for a minimum period of three (3) years.

3. Property Receiving More Than \$25,000.00 in Federal Assistance Per Unit

- Provision of EPA pamphlet to occupant(s) of site.
- Paint testing of surfaces to be disturbed by rehabilitation work.
- Conduct Risk Assessment of structure to check for presence of lead-based paint hazards, including a visual assessment of dust, soil and paint and a written report. May assume that hazards are present, forego testing and assessment, and conduct standard abatement treatments.
- Any lead-based paint hazards found in units and common areas must be controlled using abatement methods. Hazards on exterior surfaces that are not disturbed during rehabilitation must be controlled using interim controls or abatement methods.
- Safe work practices must be observed for all rehabilitation activities, and paint disturbed during the rehabilitation/renovation must be repaired.
- Provide a disclosure of any information regarding known lead-based paint or lead-based-paint hazards, including copies of any records and/or reports.

- Provide, for signature, a Lead Warning Statement on any contract(s) concerning the subject property.
- Records and copies of any disclosure(s) should be maintained by Housing and Community Development Division for a minimum period of three (3) years.

The City of Tampa has prepared a chart summarizing the qualifications necessary for the lead-certified personnel that will be involved in lead hazard evaluation and reduction at contaminated project sites. Until such time as a vendor-list of certified lead contractors is available through the Purchasing Department, a database of such contractors may be accessed through HUD at the following internet address: <http://www.leadlisting.org/>.

Clearance

Once lead-based paint hazard reduction work is complete, a clearance examination must be performed by a certified professional to ensure that no lead-based paint hazards remain. For rehabilitation assistance less than \$5,000 per unit, clearance examination is only required of the worksite. Rehabilitation assistance between \$5,000 and \$25,000, a clearance review is required on hazard found during the risk assessment. For rehabilitation assistance more that \$25,000, clearance is required for the structure, common areas and exterior areas where rehabilitation took place.

H. Reduce the Number of Poverty Level Families

The City's affordable housing goals, programs and policies are attempts to elevate those people who ordinarily would not be able to afford housing into responsible homeowners. It is anticipated that many of the first time homeowners, most who are in the low-income categories, through assistance provided by City and members of the Community and Housing Partnership, will attain those skills required to become successful homeowners. By attaining necessary skills in areas of budgeting, taxes, insurance, and financing it is hoped that City housing program participants will be able to make those steps, which will produce an improved life style.

The City of Tampa shall continue to work closely with the service groups within the Hillsborough County Homeless Coalition, HOPWA Consultants and Community Non-Profit organizations in order to serve area residents and provide opportunities to those in need.

The following City programs and policies allow for reduced housing costs, which allow a greater number of families below poverty levels to participate in many of the City's housing programs. These reduced cost measures provided by the City allow for low- and very low-income families to spend considerably less income for higher quality housing.

- Ordinance 88-374 established the Tampa Quality Development district. This ordinance permits mixed use projects in selected areas of the City. Developers are encouraged to provide resources and amenities beyond those normally associated with such projects. The developer receives density/intensity bonuses based on the type and quality of additional resources provided. Thirty-eight percent of the potential bonuses to be earned are based on the developer providing low- and moderate-income housing and minority business development.
- Revision of Eighty Percent Rule (Ordinance No. 89-15). This ordinance allows for construction of additional single family homes by subdividing adjoining nonconforming lots into lots which meet less stringent width and area limitations required by the Zoning District.

- Resolution No. 89-1586 allows for expansion of an existing Enterprise Zone. Enterprise Zones allow a variety of Tax Credits including exemption from impact fees.
- The City of Tampa State Housing Initiative Partnership (SHIP) Program Local Housing Incentive Plan (LHIP) includes incentives designed to encourage the development of affordable housing. The following is a list of the City of Tampa affordable housing incentive strategies that are currently in place to facilitate, encourage, preserve, and produce affordable housing, in order to assure safe, decent and affordable housing for the City's very-low, low and moderate income households.

INCENTIVE STRATEGY 1: Expedited processing of permits for affordable Housing projects.

All affordable projects are now expedited since the City of Tampa reorganized its permitting process in June 1995. Residential projects are reviewed and permitted within 3-5 days, more than 90% receive permits in less than 3 days. Permits expedited: building, electrical, mechanical and plumbing. The City has established an express permit process where permit authorization can be obtained over the phone and permits can be faxed. Residential building plan review has a "plans on file" process where a sealed set of plans are reviewed and approved and placed on file. Subsequent projects using the same plans

can then be expedited. The development permit process has been reorganized with personnel from all permit review and approval agencies have been organized into the Construction Services Center.

INCENTIVE STRATEGY 2: The allowance of increased density levels.

The City Comprehensive Plan Policy A-8.4 and Ordinance 97-82 allows for a limited density bonus. The Density Bonus is only available to projects within the Central Business District Periphery. The language of the Policy does not specifically identify the density bonus is available for affordable housing.

INCENTIVE STRATEGY 3: The reduction of parking and setback requirements.

Land Development Code Change, Chapter 27, Ordinance 96-105 allows for this incentive. Strategy is functioning as intended and residential parking and setback reductions have been utilized.

INCENTIVE STRATEGY 4: The allowance of zero-lot-line configurations.

Land Development Code Change, Chapter 27, Ordinance 96-105 allows for this incentive. The strategy is functioning well and a number of subdivision projects have used the zero-lot-line design option in identified project areas, including Ybor Special District and the Channel Special District.

INCENTIVE STRATEGY 5: The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that have a significant impact on the cost of housing.

Policy implemented by a Policy Memorandum issued by the City's Department of Business and Community Services in October 1994. The Strategy is functioning as intended. The City has appointed the Deputy Director of the Department of Business and Community Services as the affordable housing advocate responsible for the review of existing and proposed policies, procedures, ordinances, regulations and plan provisions that may have a significant impact on the cost of housing. Periodically,

the Deputy Director will assemble City staff involved with the regulation of housing to review, analyze and provide input concerning proposed policies, procedures, ordinances, regulations and plan provisions.

The City of Tampa also complies with Section 3 to promote employment and economic availability derived from projects funded by HUD's financial assistance. The most noted area where opportunities will become known will be from the implementation of the Mayor's East Tampa Initiative described on page 31 as well as other public service programs.

The City of Tampa will continue to pursue those goals, programs, and policies, which serve the best interests of the impoverished populations. It will likewise work with county social agencies whose primary responsibilities are that of meeting the needs of those citizens at the lowest end of the income scale. An assessment of the strengths and gaps are outlined in the remainder of this section.

I. Actions Taken to Develop Institutional Structure

The Action Plan continues to be carried out through a combination of public, private and non-profit organizations. Housing and Community Development needs are developed from citizen committees, from public and private providers of community services, and from needs assessments that have been accomplished by a countywide committee of citizens, businessmen, government representatives and social service organizations.

The Tampa City Council conducts public hearings pertaining to the needs for services and allocation of resources. The City's first public hearing for Program Year 2003 (FY2004) was held in City Council Chambers March 13, 2003 at 5:30 p.m., the second public hearing will be held July 24, 2003 at 5:30 PM. The Council approves the broad application of grant funds for various purposes agreed to in the Action Plan.

The Housing and Community Development Division (HCD) and the Budget Office share joint responsibility for plan development. HCD, a division within the Department of Business and Housing Development, is partially funded by Community Development Block Grant (CDBG) as well as the federal HOME program, Housing Opportunities for Persons With AIDS (HOPWA), Emergency Shelter Grants Program (ESGP) and State Housing Initiatives Partnership (SHIP) program. HCD is charged with executing the City's housing and community development programs. Other departments of the City such as Parks, Recreation and Public Works are called upon as required to incorporate various aspects of the plan in their operating budgets and plans, as outlined the City's Citizen Participation Plan.

The Mayor has renewed the City's commitment to the renewal of the inner City and her goal of making East Tampa a priority neighborhood in her administration is the driving force behind Tampa's production of affordable housing. The East Tampa Community Revitalization is made up of community leaders, banks, credit unions, businesses and non-profits agencies. The non-profits provide the bridge to Tampa's local communities and its grass roots citizens who might not take advantage of homeownership.

Non-profits organizations that have been involved with the City in providing housing opportunities include, but are not limited to the following:

Tampa United Methodist Centers	Housing development, counseling and marketing
Coalition For Homeless	Shelter and services for the homeless
Urban League	Housing, Project Management, Minority advancement
COACH Foundation	Housing, Loan processing, marketing
Housing by St. Laurence	Housing development and construction
CDC of Tampa Bay	Housing development and economic development
Beulah Baptist	Housing development and marketing
East Tampa Business Civic Assoc.	Housing development and marketing
Zigfield Foundation	Housing development and marketing

The City's housing and community development programs are integrated with those of the State of Florida through the Florida Department of Community Affairs and the Florida Housing Finance Agency. Tampa is one of five Florida cities that are part of the State Urban Partnership Initiative For Economic Development. The cooperation with the State enhances the institutional structure for the delivery of affordable housing and economic expansion.

The SHIP program provides flexibility for local governments to determine which housing initiative would best serve their own communities and designs a program to meet those needs. With the Federal programs emphasizing the development of local partnerships and matching commitments, the annual allocation of SHIP dollars allow the City maximum leverage of those Federal funds, providing greater flexibility in the housing program delivery.

The Tampa Housing Authority (THA) develops and maintains Tampa's public housing. A five-member Board of Directors whose members are appointed by the City's Mayor governs THA. However, the City has no direct ability to exercise any oversight responsibility. The THA Board of Directors appoints THA's managers. The Board of Directors approves the operating budget and amendments to the budget. The City does not exercise influence in the THA management or operations. It does not approve THA budgets, and does not provide or collect major revenues of the THA. However, the City does contribute a portion of the City's entitlement allocation to the THA and throughout the Plan descriptions are given on how the City is involved in solving housing and community needs in conjunction with THA.

J. Actions Taken to Enhance Coordination

The City of Tampa's coordination efforts expand between numerous private, public and governmental entities. The City's Citizen Participation Plan input is received from the Neighborhood Block Clubs Needs and Recommendations and scheduled public hearings. The City incorporates its economic plans in conjunction with the County's Overall Economic Development Program. The Metropolitan Planning Organization is the City's plan for transportation. Other entities involved in the Plan are joint council meetings with City Council and Hillsborough County Commissioners; Hillsborough County City-County Planning Commission; Hillsborough County Social Service Agencies (Optimal Continuum of Services); and Tampa Public Housing Authority and Citizen Advisory Committees. Also included are Hillsborough County Affordable Housing Steering Committee; Hillsborough County Affordable Housing Staff; County Community Improvement Department; HUD Area Coordinator and Staff; City of St. Petersburg's Neighborhood Partnership Office; Hillsborough County Elderly Task Force; and Hillsborough County Homeless Coalition.

In implementing HOPWA the following governments and non-profit agencies were consulted: Pinellas County; City of Clearwater; City of St. Petersburg; Hillsborough County; Hernando/Pasco Counties; Family Enrichment; and Gulf Coast Jewish Family and Mental Health Services. Also included are Harbor Behavioral Health Care Institute; Operation Parent Awareness and Responsibility; Red Ribbon Homestead; Tampa AIDS Network (TAN); Tampa Housing Authority; Catholic Charities Housing; The Agency for Community Treatment Services (ACTS); Florida Housing Coalition; and Francis House.

Additionally, these include but are not limited to the following non-profits involved in the Plan: COACH Foundation, Inc.; Housing by St. Laurence, Inc.; Tampa Preservation, Inc.; Tampa United Methodist Centers, Inc.; Metropolitan Ministries; ALPHA "A New Beginning" of Tampa, Inc.; Salvation Army; The Spring of Tampa Bay; Boys and Girls Clubs, and Big Brothers/Big Sisters.

K. Actions Taken to Enhance Public Housing Resident Initiatives

THA residents have initiated a number of programs that have been undertaken in cooperation with the housing authority.

- a. Resident Enterprise Assistance Program (REAP), is designed to assist interested housing residents with owning and operating their own businesses. Long-term program objectives prepare the resident for mainstreamed employment, increased household income, and home ownership. Toward that end, Project REAP provides professional case management and accounting services on-site at its business office located in West Tampa near North Boulevard Homes. REAP offers a comprehensive nine month training program curriculum which focuses on professional manner, self-esteem, customer service, accounting and tax laws for self-employment, legal aspects of business ownership, business planning and marketing strategy.
- b. Family Self Sufficiency Program (FSS) is designed to assist public housing residents in becoming economically independent. In order to assist in the accomplishment of this goal, the FSS program embraces the entire family as its service client. The caseworker works very closely with the family members to guide them beginning with some very basic steps to eventual independence. This process is very time consuming and somewhat intimate. The case manager in the FSS program often becomes the participating family friend, confidant, cheering section, and guide to economic independence.

Services offered at the FSS Resource Center include youth programs such as Girl Scouts; Boy Scouts; intergenerational programs which try to instill a nurturing bond with older residents. Self help classes include domestic relationships, self-esteem, and parenting. Education classes include GED classes and "Monthly Topics" which discuss a variety of issues chosen by the participants. Job search efforts include the job referral service, a computer lab, resume service and job interview preparation.

- c. Youth Sports and Cultural Development Program (YSCP) is a collaborative effort between THA and the Boys and Girls Clubs of Tampa Bay, Inc., Boy Scouts of America, All Sports, Inc., Girl Scouts of America, the City of Tampa Recreation Department, the University of South Florida, the Martial Arts Center, 4-H Cooperative Extension, and the Tampa Police Department. The program is a coordinated system of sports activities, drug and violence education and prevention and cultural development for THA youth.

2. Public Housing

The Tampa Housing Authority (THA) is the primary provider of the public housing units and subsidized housing programs. It is a separate legal entity controlled by a Board of Commissioners charged with the responsibility of helping to provide safe, decent and sanitary housing to the low-income segment of population. Rents are on a sliding scale based on family size and total family income. While conventional housing (approximately 5,000 units) still predominates, THA's housing inventory has expanded to include Section 23 (leased), Section 8 existing, housing vouchers, and Section 8 new construction.

The Tampa Housing Authority has been approved for a HOPE VI grant for the Ponce de Leon and College Hill Communities. Under this grant, these older, dilapidated complexes have been demolished and the area is being redeveloped. The result of this innovative project is the blending of households of various income levels in single family homes for ownership and rental units for both elderly and family residents. Subsidized housing on the existing site and the surrounding community is a part of the replacement housing. The vision includes a community with commercial as well as residential opportunities throughout the area expanding beyond and eliminating the present boundaries of public housing. This blending is spawning new development throughout the area giving new life to this now depressed area. The City of Tampa is providing \$500,000 from CDBG funds to assist the Authority in the HOPE VI Service Area.

The City of Tampa continues to assist the Housing Authority with public housing modernization funds. In the coming program year, \$500,000 of CDBG fund is being allocated for the J. L. Young and Mary Bethune, elderly hi-rise renovations. The City will work with THA to reduce the number of substandard units and reduce the average length of residency, breaking the dependency cycle.

L. Program Specific Requirements

1. CDBG Requirements

Notification from the U.S. Department of Housing and Urban Development reports that the City of Tampa will receive a \$4,663,000 entitlement for program year 2003. Program Income of \$603,835 is anticipated as well as \$1,387,557 reprogrammed income. The CDBG activities and pertinent information can be found on page 4. The City has no identifiable amounts related to eligible activities contingent to cost overruns. No surplus from Urban Renewal settlements is expected. The City is not expected to return grants funds to the line of credit for which the planned use has not been included in a prior statement or plan. No income is received from float-funded activities and is not funding activities that qualify as an urgent need. Funds for activities requiring Environmental Review will not be obligated or expended unless HUD has approved the release of funds in writing.

2. HOME

HOME is a federally funded, large-scale grant program for housing and City of Tampa will receive \$2,208,711 in the 2003 program year. Program income of \$200,000 is anticipated. The HOME program was designed as a partnership program among the Federal, State, and local governments and those in the for-profit and non-profit sectors, who build, own, manage, finance, and support low income housing initiatives. Funds under the HOME program may be used for the acquisition, construction, reconstruction, and moderate or substantial rehabilitation of affordable rental and

ownership housing, and for tenant based rental assistance. Preference of HOME funds for the City will be given to affordable housing efforts through new construction of infill housing, rehabilitation of existing housing and down payment assistance.

The majority of housing rehabilitation conducted in the City of Tampa is that which is done by private homeowners. In any project rehabilitated with HOME funds, the City's Minimum Housing Code, which is more stringent than Housing Quality property standards, must be met. Should the property be substantially rehabilitated, then all relevant City standards such as zoning and cost effective standards must also be met.

The City of Tampa intends to utilize HOME funds to implement three new initiatives in affordable housing. Two initiatives are designed to expand housing opportunities for new low-income buyers. The third one works to preserve owner-occupied housing.

- Tampa Ownership Program (TOP) - Provides down payment and closing assistance on citywide basis for any eligible property and applicant.
- Tampa Mortgage Assistance Partnership (T-MAP) - Partnership with Fannie Mae to provide mortgage financing for applicants with less than good credit.
- Replacement On-Site Housing - allows replacement of dilapidated housing for homeowners with sufficient equity and income to support limited mortgage payment.

These HOME funds will become due and payable upon transfer of ownership interest. The recapture provisions for first time homebuyers vary according to the amount HOME subsidy provided. If the HOME subsidy amount is less than \$15,000, the affordability period is five years. If the HOME subsidy is between \$15,000 and \$40,000, the affordability period is ten years. And finally, if the subsidy is over \$40,000, the affordability period is 15 years.

Pursuant to the HOME Consolidated Interim Rule 24 CFR Part 92.220, the City of Tampa has met the reduction of matching requirements and the City's match requirement has been reduced by 50 percent to 12.5 percent. The City intends to commit a portion of the City's State Housing Initiative Partnership (SHIP) funding to be used as a source of match for the HOME program.

HOME funds will be committed to affordable housing within 24 months and at least 15 percent of each Participating Jurisdiction's allocation will be preserved for investment in housing to be developed, sponsored, or owned by Community Housing Development Organizations, (CHDO's). All allocated funds must be expended within five years.

The City intends to utilize HOME funds on eligible activities and in forms of assistance pursuant to 24 CFR Part 92.205.

M. Summary of Comments or Views of Citizens

From the City of Tampa's public hearing regarding the Proposed Statement of Housing and Community Development Program Action Plan held July 24, 2003, and from the required advertisement and comment period, the following comments and/or views were presented.

Private citizen:

- A glass shop contractor inquired how to be included in the bidding process for needed work.
- Inquiry about qualifying for a HOME loan.

President of Block Clubs at Public Hearing:

- The mayor needs to let them make more decisions about the funding besides Public Service and more time to make comments or recommendations on the entire budget.

Audience participation at Public Hearing:

- a. The State vision program doesn't provide service for adults, need to increase the current \$15,000 funding.
- b. Tampa Academy of Hope sent a proposal but wasn't funded at \$124,000, he wishes to resubmit another at \$25,000. This program will also assist parents as well as children.
- c. Southeast Seminole Heights resident was not happy with the City's response to a Needs and Recommendation presented by the Club about reporting street light outages and another about not being included in the Nebraska Avenue beautification project.
- d. North Tampa Community Crime Watch is happy about 113th Street wishes being fulfilled. Hyacinth Avenue is being worked on and inquired about the time frame for safe lighting installation.
- e. Stated Council, Department Heads, and Citizens Advisory Committee needs more involvement. Need to receive better training about the process. Don't have a current Code of Federal Regulations and no one is informing her of the changes. Not satisfied with one Needs and Recommendations response.
- f. Happy about receiving \$40,000 for the CDC of Tampa Individual Development Accounts. Twenty-six families will be served over the five-year plan. Suggested others should go to the training to better understand the process.
- g. Suggested the funding process be changed.
- h. Oakford sidewalks need has been fulfilled. Plans about the ditch problem have been sent to the Transportation Department in hopes a sidewalk may be installed.
- i. Stated there shouldn't be any reprogrammed funds and that the Urban League project is a waste of money.

N. Monitoring

As an entitlement community, the City of Tampa receives funding from the Department of Housing and Urban Development (HUD) to implement four federal programs: Community Development Block Grant (CDBG); HOME Program; Emergency Shelter Grant (ESG) Program and the HOPWA

Program. Tampa's objective in monitoring the administration of these HUD programs involves defining the goal, creating a strategy, implementing the review, reporting on a quarterly basis and following a schedule for ensuring program compliance. Program management by the City of Tampa Housing and Community Development Division is two fold: desk review and on-site visits. The annual desk reviews of the project files details project performance. The onsite reviews verify the files of the subrecipient/project sponsors document compliance with program rules. Additionally, the onsite visit allows for an inspection of the facilities to determine whether the project satisfies the program rule and meets the objective of the goal. Individual elements of the ongoing monitoring are described below.

IDIS reports are downloaded and accounting schedules are updated at least on a monthly basis to ensure timely drawdown of funds and verify reimbursement of all disbursements against contractual purchase orders. Monthly reconciliation reports of reimbursement requests, along with two levels of approvals, ensure the City is monitoring each subrecipient provider in house before the Budget Office authorizes payments. IDIS is updated every quarter with statistical information. Checklists are included in each Provider's folder for verification of contractual requirements. Under the CDBG and HOME programs, each project undergoes client verification, property eligibility, inspection and approval before a draw. In addition, the City conducts a closeout procedure upon the completion of each individual activity. This closeout undertaking involves the reconciliation of expenses with loan and grant amounts, reporting completion data in IDIS and conducting case file review for compliance with federal, state and local requirements. In addition, IDIS reports are downloaded and spreadsheet-tracking reports are updated, at least on a monthly basis to ensure accuracy of IDIS information and proper reimbursement of HUD funds.

The City of Tampa Housing and Community Development Division and Revenue and Finance Department's monitoring procedure provide the necessary program oversight of all projects funded by federal funds. The following outlines the elements of the City's monitoring plan:

- Identify the monitoring workload and select projects that should be monitored and create schedule of ongoing program monitoring
- Inform/Obtain data from property owners/managers
- Conduct desk reviews of selected projects
- Perform windshield survey of the subject property and assess the condition to see if on site review is needed
- Examine On-site files and inspect subject property
- Re-evaluate HOME agreement and amend if necessary
- Create an information package of responsibilities and obligations for the project owners to be provided and reviewed at a HOME Project Workshop
- Create Monitor Report and update project files on monitoring activities
- Follow up on performance

Other monitoring requirements include:

- Audit requirements are included in all contracts.
- Sub-recipients are required to submit annual audit reports for those receiving \$500,000 or more of total federal awards.
- Periodic review by the City's Internal Audit Department and annual review by external auditors of grant propriety.
- Periodic on site inspections of Public Services sub-recipients.
- Block Club Captains and the President perform periodic interviews with public service providers.