

**CITY OF TAMPA, FL**

**U.S. DEPARTMENT OF HOUSING AND URBAN  
DEVELOPMENT PROGRAMS**

**CITIZEN PARTICIPATION PLAN**



**EFFECTIVE October 2016  
Amended September 2019**

**CITY OF TAMPA  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
HOUSING AND COMMUNITY DEVELOPMENT DIVISION  
4900 W. LEMON STREET  
TAMPA, FL 33609**

## **INTRODUCTION**

It is the policy of the City of Tampa to ensure adequate citizen involvement in the planning, implementation, and evaluation of its housing and community development programs. The following Citizen Participation Plan (CPP) establishes the citizen participation standards for the formula grant programs covered by the Consolidated Plan and the Annual Action Plan including the Community Development Block Grant (CDBG), which includes Section 108 Loan Guarantees, HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). The City of Tampa may also follow the procedures outlined in this CPP for other grant programs, as applicable.

This Citizen Participation Plan is available to the public and strives to be an open and participatory process.

### **Administrative Responsibilities and Contact Information**

The Housing and Community Development (HCD) Staff have the responsibility for administration of the Fair Housing Planning process and the Consolidated Plan process, which includes all activities related to development and dissemination of Analysis of Fair Housing Impediments (AI), Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER).

Additional information may be obtained from the following:

**Vanessa McCleary**  
**Housing & Comm. Development**  
**Manager**  
**4900 W. Lemon St.**  
**Tampa, FL 33609**  
**813-274-7992**  
**vanessa.mccleary@tampagov.net**

**Kayon Henderson**  
**Community Development**  
**Coordinator**  
**4900 W. Lemon St.**  
**Tampa, FL 33609**  
**813-274-7999**  
**Kayon.henderson@tampagov.net**

## **DEVELOPMENT OF THE CITIZEN PARTICIPATION PLAN AND AMENDMENTS**

### **Encouraging Public Participation**

The City of Tampa provides this Citizen Participation Plan for the purposes of providing for and encouraging public participation, emphasizing the involvement of low- and moderate-income people, especially those living in designated revitalization areas or slum and blighted areas, and neighborhoods identified as low- and-moderate income.

The City of Tampa will make every reasonable effort to encourage the participation of minorities, non-English speaking persons, limited English proficiency persons, and persons with disabilities [24 CFR 91.105(a)(2)(i)].

Any non-English speaking resident who wishes to participate may contact the HCD prior to the hearings so that adequate arrangements can be made. Such requests should be made at least five (5) working days prior to the hearing date to permit the HCD to make arrangements. [24 CFR 91.105(a)(4)]

In accordance with the Americans with Disabilities Act and ss 286.26, Florida Statutes, persons needing a special accommodation to participate in any proceeding should contact City Clerk's office for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, (800) 955-8771 (TDD) or (800) 955-8700(v) for assistance please call 813-274-8397.

### **Low- and Moderate-Income Persons [24 CFR 91.105(a)(2)(i)]**

The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing for decent housing, creating a suitable living environment, and providing economic opportunities for principally low- and moderate-income persons. In order to provide these opportunities, the City actively seeks to build partnerships in which those citizens most affected, participate in the development and implementation of the program.

The City of Tampa seeks citizen involvement in the strategies and actions to affirmatively further fair housing, identification of needs, setting priorities, allocating funding and assessing the success of established goals.

### **Stakeholders [24 CFR 91.105(a)(2)(ii)]**

The federal regulations at 24 CFR 91.100 requires that the City of Tampa consult with public and private agencies when developing and implementing the AI and the consolidated plan.

The City of Tampa will encourage the participation of local and regional

institutions, Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing and implementing the AI and the consolidated plan.

**Public Housing Agencies [24 CFR 91.105(a)(2)(iii)]**

The City of Tampa will encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments (including any resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the AI and the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located.

The City will provide information to the Tampa Housing Authority (THA) about the AI, AFFH strategy, and consolidated plan activities related to its developments and surrounding communities so that the THA can make this information available at the annual public hearing(s) required for the PHA Plan.

**Public Involvement Techniques [24 CFR 91.105(a)(2)(iv)]**

The City will utilize media for outreach to citizens and stakeholders including public hearings, publications in the newspaper(s) of general circulation, community meetings, and the City’s website.

To reach the broadest audience, the City may also use internet-based approaches such as email, social media, and online surveys, as well as stakeholder meetings and interviews, focus groups, or other methods that encourage citizen participation during the development and implementation process for the documents covered by this CPP.

**Citizen Comment on the Citizen Participation Plan and amendments**

The City will amend the Citizen Participation Plan, as necessary, to ensure adequate involvement of the public in making decisions related to the development of the AI, any revisions to the AI, the consolidated plan, any substantial amendments to the consolidated plan, and the CAPER. Revisions to change contact information or to clarify processes already in the CPP will not be considered a substantive change and will not be publicized for comment.

## **Amending the Citizen Participation Plan [24 CFR 91.105(a)(3)]**

This Citizen Participation Plan can be amended only after the public has been notified of the City's intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantive changes. Or, during the regular consolidated planning process which provides for proper public noticing.

The Citizen Participation Plan and any proposed substantial amendments to the CPP will be made available for public review for a period of 30 calendar days prior to adoption by the City.

## **Development of the AI and the Consolidated Plan**

The policies and procedures in this Citizen Participation Plan relate to specific stages of action mandated by the United States Department of Housing and Urban Development (US HUD) and the entitlement program guidelines in the fair housing and consolidated planning processes.

### **Development of the AI**

The steps in the fair housing planning process will lead to an AI that includes strategies to address policies, practices, programs, and activities that restrict fair housing choice and access to opportunity.

The City of Tampa will follow the process and procedures described below in the development of the AI.

- Community Participation Stage - The City will make the HUD-data and any other data to be included in the AI, available to the public and provide reasonable opportunities for public involvement during the development of the AI and in the incorporation of the AI into the Consolidated Plan and Annual Action Plan as described in this CPP.
  - The data or links to the data will be posted on the City's website as soon as feasible after the start of the public participation process. [24 CFR 91.105(b)(1)(i)]
- AI Development Stage - The identification and discussion of the fair housing issues affecting protected class members as well as the identification and prioritization of significant contributing factors for the fair housing issues, and development of goals to overcome the effects of the contributing factors.

## **Development of the Consolidated Plan**

The stages for the development of the Consolidated Plan include:

- Needs Assessment Stage -The identification of housing and community development needs.
- Plan Development Stage - The preparation of a draft use of funds for the upcoming year. This process may include the development of a proposed new five-year Strategic Plan depending on the cycle.

*Both the AI and Consolidated Plan are subject to the remaining stages:*

- Approval Stage - The formal approval by elected officials of a final AI or Annual Action Plan or Five Year Strategic Plan, as required.
- Revision/Amendment Stage – A material change that affects the information on which the AI is based or for the Consolidated Plan, a change is made in either proposed use of funds in an Annual Action Plan, or to change priorities established in the Five Year Strategic Plan to meet community needs. In the case of a formal Substantial Amendment, the established procedure of needs assessment, proposal and formal adoption shall be followed.
- Performance Review Stage - Upon the conclusion of a program year, Performance Report shall be prepared, provided for public comment, properly noted and then forwarded to HUD.

## **Program Year**

The City's program year is October 1st through September 30th of the following year.

## **PUBLIC NOTICE**

### **Items Covered by the Public Notice Requirement**

The City of Tampa shall provide advanced public notice once any of the following documents is available: the proposed AI, any proposed revision to the AI, the proposed Annual Action Plan or Consolidated Plan, any proposed Substantial Amendment, and the Annual Performance Report. In addition, the City will provide public notice of all public hearings related to the funds or to the planning processes covered by this CPP.

## **"Adequate" Advance Public Notice**

HUD considers public notice two weeks in advance of the public hearings to be adequate to permit informed comment. The amount of lead time can vary, depending on the event. Specific minimum amounts of lead time for different events are described later in this CPP.

## **Forms of Public Notice**

The City of Tampa shall make every effort to provide at least two weeks advance notice, in a paper of general circulation of all related public meetings. This notification shall include meetings related to the funding or planning processes covered by this Citizen Participation Plan.

The City of Tampa will further make every effort to assure that the notice is provided in a format and language that is easily understandable and provides a contact (Vanessa McCleary, Housing & Community Development Manager at 813-274-7992 or Vanessa.mccleary@tampagov.net) where additional information may be obtained.

Forms of public notice will include publications in a major newspaper, press releases to the local media, display ads and through public service announcements. Notice shall also be provided to neighborhood organizations, public housing resident groups, religious organizations in lower income neighborhoods, and agencies providing services to lower income persons. A mailing list shall be maintained for all interested parties so that they can be provided notices, as they become available.

## **STAGES IN THE PROCESS**

### **Identifying Housing and Community Development Needs and Fair Housing Issues**

The City of Tampa recognizes that the needs of low- and moderate-income households represent diverse and emerging concerns that vary within our community. The City also recognizes that resources are limited and the solutions must be developed at a community level if they are to be effective. For these reasons, the City seeks to assess community needs and prioritize their urgency based on the input provided by concerned citizens. Each year, the City shall use resident's opinions and input regarding community needs and the priorities to be established as the basis for a plan of action. Public hearings for this purpose shall be planned and held in accordance with a published timetable, which identifies the opportunity for public comment.

In addition, the fair housing planning process results in goals and strategies that mean individuals and families have the opportunity and option to live where they choose without discrimination or barriers due to their protected characteristics.

## **Proposed Annual Action Plan and/or Consolidated Plan**

The City of Tampa uses the annual planning process to provide for accountability in the administration of the CDBG, HOME, ESG, and HOPWA programs. Staff shall make information regarding the program available, address concerns, and provide an opportunity for all comments to be addressed. This annual process will include the following processes:

### General Information

The City shall provide the public notice of anticipated receipt of grant funds, including an estimate of the amount of CDBG, HOME, ESG, and HOPWA funds it expects to receive in the following year along with a description of the range and types of activities that can be funded with these resources. Also, the notice will provide an estimate of the amount of these funds that will benefit low and moderate income people. Contact information will be included in the notice so that interested persons can obtain additional information. [24 CFR 91.105(b)(1)(ii)]

### Technical Assistance

City staff conducts technical assistance workshops regarding the funding process and how to apply will be provided annually for all funding sources and individual assistance is provided upon request. Such assistance shall be provided in a timely manner. [24 CFR 91.105(i)]

City staff provides each awarded community partner additional technical assistance regarding their agreement, payments, the monitoring process, and program specific requirements necessary to provide services prior to starting a new program year. Technical assistance is also offered throughout the year to all community partners as needed or required based on program updates.

### Availability of a Proposed Plan

Copies of the proposed Annual Action Plan will be made available to the public at no charge. In addition, copies are made available at the locations specified in the "Availability to the Public" section of this CPP. City staff may also make available an executive summary to persons requesting a condensed version of the Annual Action Plan.

### Public Hearings and Further Action

The Annual Action Plan shall be presented to the City Council for formal adoption. A minimum of two opportunities will be provided for public comment on the presented plan.

The first public hearing will be held before the proposed Annual Action Plan/Consolidated Plan is published for comment. This hearing will address housing and community development needs and affirmatively furthering fair housing. [24 CFR 91.105(e)(1)(ii)]

During the preparation of the Final Annual Action Plan, City staff shall give proper and careful consideration to all comments and views expressed by the

public. Verbal testimony at the public hearings and/or written comments shall be reviewed and incorporated to the maximum extent possible within the plan. All comments and input received shall be documented and included as part of the plan. The comments section of the plan shall include said commentary and provide information regarding how the comment was addressed or incorporated into the plan.

The final Annual Action Plan adopted by the City Council and all summaries of the information contained therein, shall be made available as provided for above. Public comment submitted after the final adoption shall be kept on file and included in the following year's Action Plan. City staff shall also be available to discuss the final Action Plan with any member of the community and the general public as requested.

### **Amendments to the Annual Action Plan and/or Five Year Strategy [24 CFR 91.105(c)(1)(i)]**

The final Annual Action Plan will be amended to provide for changes in the HUD required priority table or for changes in the purpose, location, scope or beneficiaries of an activity. Substantial amendments are triggered by the following actions:

1. The addition or elimination of an activity differing from the ones originally described in the Annual Action Plan.
2. A change in the purpose, location, or beneficiaries of an activity.
3. Budget changes to any activity that is equal to at least twenty (20) percent of the annual entitlement grant.
4. Any use of HUD Section 108 financing that was not described in the Consolidated Plan.

### Public Notice and Public Hearing for Substantial Amendments [24 CFR 91.105(c)(2)]

There must be reasonable notice of a proposed substantial amendment so that City residents have an opportunity to review changes and offer comments. Notification shall be made according to the procedures described earlier in this Citizen Participation Plan and provide at a minimum the following information:

1. The City shall make every effort to provide thirty (30) days advance notice of and availability of a proposed substantial amendment, before there is a public hearing regarding the amendment.
2. A brief written description of the proposed substantial amendment shall be included in the advertised notice and shall be made available to the general public at no cost as provided in this plan.
3. Public comments will be accepted during a thirty (30) day comment period described in the public notice.
4. The substantial amendment shall be formally adopted by the City Council

- and provide opportunity for public comment.
5. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public regardless of the manner in which they are submitted. The final substantial amendments will provide a public comment section including all commentary received with staff explanation of any comments.
  6. The Final Substantial Amendment will be submitted to HUD within 15 days following the end of the public display and comment period.

### **Disaster Declaration**

In the event of a local, state or federally declared disaster where program funds covered by this CP Plan may be expended to carry out eligible activities to address the City's disaster response, the City's requirements under this Plan will be streamlined to include:

1. If necessary, a 5 day public display and comment period to Amend the Annual Action Plan.
2. If possible a public hearing will be held where City Council will approve the Revised plan prior to submitting to HUD

## **Proposed AI**

The City of Tampa will prepare and submit an AI to HUD every five years based on the consolidated planning cycle. The fair housing planning process will include the following:

### General Information [24 CFR 91.105(b)(1)(i)]

The City of Tampa will make the HUD-data and any supplemental data that the City plans to incorporate into the AI available to City residents, public agencies, and other interested parties as soon as feasible after the start of the public participation process for the AI. The data and supplemental information may be posted directly to the City's website or a link to the data on HUD's website will be provided.

### Availability of a Proposed Plan [24 CFR 91.105(b)(2)]

The City shall publish notice of the availability of the proposed AI providing the public with an opportunity to comment of the AI. Notification shall be made according to the procedures described earlier in this Citizen Participation Plan. Public comments will be accepted during a thirty (30) day comment period described in the public notice.

Copies of the proposed AI will be made available to the public at no charge. In addition, copies are made available at the locations specified in the "Availability to the Public" section of this CPP. City staff may also make available an executive summary to persons requesting a condensed version of the AI.

At a minimum, the following information will be included in the summary of the proposed AI:

1. A description of the contents and purpose of the AI;
2. The dates of the 30-day comment period;
3. A list of the locations where copies of the entire proposed AI may be reviewed;
4. How comments will be accepted;
5. The date of the public hearing for the adoption of the AI by the City Council; and
6. The anticipated submission date to HUD.

### Public Hearings and Further Action

The AI shall be presented to the City Council for formal adoption. A minimum of two opportunities will be provided for public comment on the presented plan.

The first public hearing will be held before the proposed AI is published for comment. This hearing will obtain views of the community on the AI-related data and affirmatively furthering fair housing in the City's housing and community development programs. [24 CFR 91.105(e)(1)(iii)]

During the preparation of the Final AI, City staff shall give proper and careful consideration to all comments and views expressed by the public. Verbal testimony at the public hearings and/or written comments shall be reviewed and incorporated to the maximum extent possible within the plan. All comments and input received shall be documented and included as part of the AI. The comments section of the AI shall include said commentary and provide information regarding how the comment was addressed or incorporated into the plan. [24 CFR 91.105(b)(5)]

The final AI adopted by the City Council and all summaries of the information contained therein, shall be made available as provided for above. City staff shall also be available to discuss the final AI with any member of the community and the general public as requested.

### **Criteria for revision to the AI [24 CFR 91.105(c)(1)(ii)]**

The City will revise its previously accepted AI under the following circumstances:

1. A material change occurs. A material change is a change in circumstances in the City that affects the information on which the AI is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AI no longer reflect actual circumstances. A material change includes, but is not limited to:
  - a. Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*), in the City that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing;
  - b. Significant demographic changes;
  - c. New significant contributing factors in the City; and
  - d. A civil rights finding, determination, settlement (including Voluntary Compliance Agreements), or court order.
2. Upon HUD's written notification specifying a material change that requires the revision.

### Public Notice and Public Hearing for revisions to the AI [24 CFR 91.105(c)(2)]

There must be reasonable notice of a proposed revision to the AI so that City residents have an opportunity to review changes and offer comments. Notification shall be made according to the procedures described earlier in this Citizen Participation Plan and provide at a minimum the following information:

1. The City shall make every effort to provide thirty (30) days advance notice of and availability of a revised AI, before there is a public hearing regarding the revision.
2. A detailed written description of the proposed revision shall be included in the advertised notice and shall be made available to the general public

- at no cost as provided in this plan.
3. The revision shall be formally adopted by the City Council and provide at a minimum two (2) opportunities for public comment.
  4. Public comments will be accepted during a thirty (30) day comment period described in the public notice.
  5. In preparing a significant revision to the AI, careful consideration will be given to all comments and views expressed by the public regardless of the manner in which they are submitted. The final revision to the AI will provide a public comment section including all commentary received with staff explanation of any comments.

### **Annual Performance Report**

Every year, the City must submit to HUD the Consolidated Annual Performance Evaluation Report (CAPER), within 90 days of the close of the program year, by December 28th. In general, the CAPER describes how funds were actually spent and the extent to which these funds were used for activities that benefited low and moderate income people.

#### Public Notice and Public Hearing for Annual Performance Report [24 CFR 91.105(d)(1)]

The Annual Performance Report shall be made available for review and comment. Notice will be made in accordance with the procedures described earlier in this Citizen Participation Plan and provide at a minimum the following:

1. The City shall provide 15 days advance notice of and availability of a proposed Annual Performance Report before there is a public hearing regarding the Annual Performance Report.
2. A complete copy of the Annual Performance Report will be made available to the public. Copies will also be made available at locations as indicated in this Citizen Participation Plan under Availability to the Public.
3. The City of Tampa shall hold a public hearing regarding the Annual Performance Report.
4. A public hearing will be conducted by the City Council in the interest of public accountability.
5. Public comments will be accepted during a fifteen (15) day comment period described in the public notice.
6. In preparing the City's Annual Performance Report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Annual Performance Report sent to HUD will have a "public comment" section that presents all comments and staff explanations. [24 CFR 91.105(d)(2)]

#### Contents of the Annual Performance Report

The contents of the Annual Performance Report are submitted in accordance with HUD requirements. The purpose of the report is to account for each

CDBG, HOME, ESG, and HOPWA funded activity in each program year, until the project is "closed-out" in accordance with program requirements.

The Annual Performance Report shall include the following information as required:

1. Goals and Outcomes – Progress in achieving goals during the reporting period.
2. Racial and Ethnic Composition – The race and ethnicity of families and persons assisted.
3. Resources and Investments – A description of the resources made available, the investment of available resources, and the geographic distribution and location of investments. In addition, as a HOME PJ, the City of Tampa must provide detailed data on match, program income, and affirmative marketing actions and outreach to minority-owned and women-owned businesses.
4. Affordable Housing - An evaluation of the City's progress in meeting its specific goals of providing affordable housing.
5. Homeless and Other Special Needs- An evaluation of the City's progress in meeting its specific objectives for reducing and ending homelessness.
6. Public Housing – A description of actions taken to carry out the public housing strategy.
7. Other actions – A summary of the progress made on addressing barriers to affordable housing, obstacles to meeting underserved needs, lead-based paint hazards, anti-poverty strategy, institutional structure, coordination, and actions to affirmatively further fair housing.
8. Monitoring – A description of the standards and procedures that the City used for monitoring activities covered by the plan.
9. CDBG – A self-assessment of the CDBG program including any changes in program objectives and a description of the accomplishments and program outcome for the period.
10. HOME – An assessment of the City's affirmative marketing actions, outreach to minority-owned and women-owned businesses, and the results of on-site inspections of affordable rental housing projects.
11. HOPWA - The number of individuals assisted and the types of assistance provided.
12. ESG - The number of persons assisted, the types of assistance provided, and an expenditure and match report.

## **PUBLIC HEARINGS**

In compliance with federal requirements a minimum of two (2) public hearings at two different stages of the program year will be held to inform the citizens of eligible areas, eligible projects, to solicit suggestions for projects to be funded in future years, and to obtain views on fair housing issues and the strategies to overcome them.

Public hearings are provided throughout the planning and adoption process, including a hearing to assess community needs, review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year. [24 CFR 91.105(e)(1)(i)]

### **Access to Public Hearings**

The City of Tampa will give the general public, adequate notice as addressed in the Public Notice part of this Citizen Participation Plan, including a published notice in a paper of general circulation. At a minimum, advertisement will be published both in English and Spanish versions. [24 CFR 91.105(e)(2)]

Public hearings will be held before the City of Tampa City Council at the City Council Chambers, 315 East Kennedy Boulevard, Tampa, Florida 33602. The location is easily accessible by public transit and ADA compliant.

Public hearings are scheduled in the evening, after normal business hours to provide an opportunity for interested members of the community to attend. [24 CFR 91.105(e)(3)]

### **Public Hearings and Populations with Unique Needs**

All public hearings will be held at locations accessible to people with disabilities. Provisions shall be made for people with disabilities when requests are made in advance. The process for requesting special accommodations will be included in all information and public notices. [24 CFR 91.105(e)(3)]

Whenever possible, translators will be provided for people who do not speak English. Requests for translators will be addressed as special accommodations and may require advance notice. [24 CFR 91.105(e)(4)]

## **MISCELLANEOUS CITIZEN PARTICIPATION REQUIREMENTS**

### **Meetings [24 CFR 91.105(f)]**

The City of Tampa will provide the public with reasonable and timely access to local meetings relating to the strategies and actions for affirmatively furthering fair housing and proposed or actual use of funds including the City Council meetings.

### **Availability to the public [24 CFR 91.105(g)]**

Typical or standard documents available for public access, at a minimum will include the proposed and final AI, proposed and final revisions to the AI, proposed and final Annual Action Plans, the proposed and final Five-Year Strategic Plan (Consolidated Plan), proposed and final Substantial Amendments to an Annual Action Plan or the Five-Year Strategic Plan, Annual Performance Reports, and the Citizen Participation Plan.

The City of Tampa will provide copies of standard documents, within two working days of a request at no charge to the general public. Every reasonable attempt shall be made to accommodate persons with disabilities and assist them in obtaining requested materials.

Standard documents shall be made available at the following locations:

City Clerk's Office  
City Hall, Third Floor  
315 East Kennedy Blvd  
Tampa, FL 33602

HCD Office  
City Administration Building  
4900 W. Lemon Street  
Tampa, FL 33609

City's website: [www.tampagov.net/hcd](http://www.tampagov.net/hcd)

### **Access to Records [24 CFR 91.105(h)]**

The City of Tampa will provide the public with reasonable and timely access to information and records relating to the data or content of the AI, the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. The law requires reasonable public access to records about previous expenditures during the past five years, and reasonable public access to records relating to the expenditure of funds during the previous five (5) program years.

### **Technical Assistance [24 CFR 91.105(i)]**

The City of Tampa will provide technical assistance to groups representative of persons of low- and moderate-income that request assistance in commenting on the AI and in developing proposals for funding assistance under the

programs covered by the Consolidated Plan.

### **Complaints [24 CFR 91.105(j)]**

Written complaints from the public will receive careful consideration and will be answered in writing within fifteen (15) working days from receipt of the complaint. Written complaints should be sent to either:

**Vanessa McCleary**  
**Housing & Comm. Development**  
**Manager**  
**4900 W. Lemon St.**  
**Tampa, FL 33609**  
**813-274-7992**  
**vanessa.mccleary@tampagov.net**

**Kayon Henderson**  
**Community Development**  
**Coordinator**  
**4900 W. Lemon St.**  
**Tampa, FL 33609**  
**813-274-7999**  
**Kayon.henderson@tampagov.net**

City staff will be available during regular business hours, to assist persons in addressing concerns. All complaints shall be logged and addressed by City staff.

### **DISPLACEMENT**

In cases where the actions of the City of Tampa's use of federal grant dollars results in the displacement of residents, the City will implement its anti-displacement relocation plan and make all plans available for public comment. Such plans resulting in displacement of City residents shall include a plan for compensation of persons actually displaced as a result of the use of these funds, specifying the type and amount of compensation. The City of Tampa ensures adherence to Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 to provide for the protection of displaced low and moderate-income household. [24 CFR 91.105(b)(ii)]

### **AFFORDABLE HOUSING ADVISORY COMMITTEE**

The Affordable Housing Advisory Committee (AHAC) serves as the advisory review board to periodically evaluate established policies, procedures, ordinances, land development regulations, the local government comprehensive plan, and make recommendations on initiatives that will encourage affordable housing to the Mayor and City Council along with recommended changes. The City of Tampa created the Affordable Housing Committee to provide increased accountability.

Additionally, the Affordable Housing Advisory Committee serves as the City-wide Community Development Advisory body in the citizen participation process for the Consolidated Plan programs (CDBG, HOME, ESG, and HOPWA). The composition of committee includes persons who represent various housing backgrounds which include:

1. Engaged Citizen
2. Mortgage Banking
3. Home Building Laborer
4. Low-income Housing Advocate
5. For-profit provider of affordable housing
6. Not-for profit provider of affordable housing
7. Real Estate Professional
8. Local planning agency member per 163.3174
9. Citizen who resides within jurisdiction
10. Representative of employers in jurisdiction
11. Representative of Essential Services Personnel

For additional information regarding the AHAC, please visit the City's site at <http://www.tampagov.net/city-clerk/info/boards-and-commissions>