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City of  
**Tampa**  
Florida

## Consolidated Annual Performance and Evaluation Report (CAPER)

For Program Year 2014 (Fiscal Year 2015)

## CR-05 - Goals and Outcomes

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

**91.520(a)** This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Tampa Program Year 2014 (FY15) Consolidated Annual Performance and Evaluation Report is the Year 3 annual performance report for the PY 2012-2016 Consolidated Plan. The report describes the City of Tampa's progress towards the housing and community development goals for the period of October 1, 2014 through September 30, 2015. During the reporting period, the City of Tampa expended a total of \$4,988,079 in Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing for Persons with AIDS Grant (HOPWA). These funds were utilized for housing (\$755,700), public facility improvements and infrastructure (\$494,014), public services (\$256,079.79), and homelessness (\$215,431). (Source: *Summary of Consolidated PR06, PR05 and SEFA*)

This funding was utilized in the pursuit of the City's and the U.S. Department of Housing and Urban Development's mutual goals of creating a suitable living environment, providing decent housing, and expanding economic opportunity for individuals and families earning at or below 80% of the area median income. Throughout program year 2014, the City's Housing Program continues to make progress towards meeting the goals and objectives of the proposed number of affordable housing units. The City issued \$2.1 million for Owner Occupied Program to help stabilize affordable housing for low to moderate income families. In addition, we also revamped the Mortgage Assistance Program to assist first time homebuyers in acquiring affordable housing. The program is now administered by non-profit agencies in an effort to broaden outreach efforts. An area where we continue to struggle is in affordable rental units, with the housing recovery a new problem was created; foreclosed homeowners created a demand in the rental market pushing rental prices above the affordability rates. The City is leveraging its resources with private organizations in the owner rehab programs as well as acquisition/rehab programs to enable HUD resources to stretch further and benefit more home owners. The City continues to recognize the challenges to producing affordable housing options and has used its funds to provide programs most needed in the community.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

| Goal                                      | Category           | Source / Amount | Indicator  | Unit of Measure        | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|---|--------------------|-----------------|--|------------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| 2013 Goal - Decent and Affordable Housing | Affordable Housing |                 | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 5000                      | 4278                    | 86%              | 1000                    | 1773                  | 177%             |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing |                 | Public service activities for Low/Moderate Income Housing Benefit        | Households Assisted    | 200                       | 235                     | 117%             | 100                     | 135                   | 135%             |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing |                 | Rental units constructed   | Household Housing Unit | 323                       | 40                      | 12%              | 11                      | 11                    | 100%             |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing |                 | Rental units rehabilitated   | Household Housing Unit | 50                        | 128                     | 256%             | 100                     | 100                   | 100%             |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing |                 | Homeowner Housing Added  | Household Housing Unit | 0                         | 0                       | 0                | 0                       | 0                     | 0%               |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing |                 | Homeowner Housing Rehabilitated  | Household Housing Unit | 200                       | 107                     | 54%              | 10                      | 10                    | 100%             |

|   |  |  |  |                        |      |     |     |     |     |      |
|---|--|--|--|------------------------|------|-----|-----|-----|-----|------|
| 2013 Goal - Decent and Affordable Housing | Affordable Housing                                     |  | Direct Financial Assistance to Homebuyers                                | Households Assisted    | 25   | 13  | 52% | 15  | 10  | 66%  |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing                                     |  | Tenant-based rental assistance / Rapid Rehousing                         | Households Assisted    | 1620 | 644 | 40% | 324 | 462 | 102% |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing                                     |  | Homelessness Prevention  | Persons Assisted       | 250  | 100 | 40% | 0   | 0   | 0    |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing                                     |  | Housing for People with HIV/AIDS added                                   | Household Housing Unit | 490  | 423 | 86% | 98  | 0   | 0%   |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing                                     |  | HIV/AIDS Housing Operations  | Household Housing Unit | 2500 | 620 | 25% | 500 | 29  | 61%  |
| 2013 Goal - Decent and Affordable Housing | Affordable Housing                                     |  | Other (Housing Counseling)   | Other                  | 385  | 117 | 30% | 77  | 371 | 22%  |
| 2013 Goal - Economic Opportunities        | Non-Housing Community Development Economic Development |  | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 500  | 380 | 76% | 100 | 120 | 120% |
| 2013 Goal - Economic Opportunities        | Non-Housing Community Development Economic Development |  | Jobs created/retained  | Jobs                   | 200  | 2   | 1%  | 10  | 12  | 102% |

|   |  |  |   |                     |       |       |       |      |       |      |
|---|--|--|---|---------------------|-------|-------|-------|------|-------|------|
| 2013 Goal - Economic Opportunities      | Non-Housing Community Development Economic Development |  | Businesses assisted   | Businesses Assisted | 20    | 0     | 0.00% | 4    | 0     | 0    |
| 2013 Goal - Economic Opportunities      | Non-Housing Community Development Economic Development |  | Other   | Other               | 740   | 0     | 0.00% | 148  | 0     | 0    |
| 2013 Goal - Suitable Living Environment | Homeless   |  | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted    | 2500  | 17126 | 685%  | 500  | 0     | 0    |
| 2013 Goal - Suitable Living Environment | Homeless   |  | Public service activities other than Low/Moderate Income Housing Benefit                    | Persons Assisted    | 3000  | 1661  | 55%   | 600  | 1159  | 193% |
| 2013 Goal - Suitable Living Environment | Homeless   |  | Homeless Person Overnight Shelter   | Persons Assisted    | 5000  | 1253  | 25%   | 1000 | 1,246 | 125% |
| 2013 Goal - Suitable Living Environment | Homeless   |  | Overnight/Emergency Shelter/Transitional Housing Beds added                                 | Beds                | 16200 | 86982 | 537%  | 100  | 0     | 0%   |
| 2013 Goal - Suitable Living Environment | Homeless   |  | Homelessness Prevention   | Persons Assisted    | 3240  | 100   | 3%    | 0    | 0     | 0    |
| 2013 Goal - Suitable Living Environment | Homeless   |  | Other   | Other               | 9000  | 2132  | 24%   | 1800 | 34    | 1.8% |

|  |                    |  |   |                        |   |     |  |    |     |          |
|--|--------------------|--|---|------------------------|---|-----|--|----|-----|----------|
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted    | 0 | 135 |  | 37 | 135 | 365.00%  |
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Rental units constructed  | Household Housing Unit | 0 | 11  |  | 10 | 11  | 110.00%  |
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Rental units rehabilitated  | Household Housing Unit | 0 | 100 |  | 10 | 100 | 1000.00% |
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Homeowner Housing Rehabilitated                                   | Household Housing Unit | 0 | 5   |  | 40 | 10  | 25%      |

|  |                    |  |  |                        |   |     |  |     |     |        |
|--|--------------------|--|--|------------------------|---|-----|--|-----|-----|--------|
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Direct Financial Assistance to Homebuyers        | Households Assisted    | 0 | 10  |  | 23  | 10  | 43.00% |
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Tenant-based rental assistance / Rapid Rehousing | Households Assisted    | 0 | 308 |  | 310 | 462 | 149%   |
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Homelessness Prevention                          | Persons Assisted       | 0 | 0   |  | 60  | 0   | 0.00%  |
| Provide and Sustain Affordable Housing | Affordable Housing | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | Housing for People with HIV/AIDS added           | Household Housing Unit | 0 | 309 |  | 60  | 67  | 112%   |

|  |                                   |  |   |                        |   |     |  |     |     |        |
|--|-----------------------------------|--|---|------------------------|---|-----|--|-----|-----|--------|
| Provide and Sustain Affordable Housing | Affordable Housing                | CDBG: \$1134010 / HOPWA: \$2425072 / HOME: \$1062541 / ESG: \$218772 | HIV/AIDS Housing Operations   | Household Housing Unit | 0 | 390 |  | 350 | 34  | 9%     |
| Provide Economic Opportunities         | Special Economic Development      | CDBG: \$523261   | Public service activities other than Low/Moderate Income Housing Benefit                    | Persons Assisted       | 0 | 2   |  | 180 | 120 | 67.00% |
| Provide Economic Opportunities         | Special Economic Development      | CDBG: \$523261   | Jobs created/retained   | Jobs                   | 0 | 2   |  | 20  | 2   | 10.00% |
| Provide Economic Opportunities         | Special Economic Development      | CDBG: \$523261   | Businesses assisted   | Businesses Assisted    | 0 | 0   |  | 4   | 0   | 0.00%  |
| Provide Suitable Living Environment    | Non-Housing Community Development | CDBG: \$456193 / HOPWA: \$319015                                     | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 0 | 174 |  | 800 | 174 | 22.00% |



|                                     |                                   |                                  |  |                        |   |     |  |      |      |       |
|-------------------------------------|-----------------------------------|----------------------------------|--|------------------------|---|-----|--|------|------|-------|
| Provide Suitable Living Environment | Non-Housing Community Development | CDBG: \$456193 / HOPWA: \$319015 | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Households Assisted    | 0 | 181 |  | 600  | 100  | 17%   |
| Provide Suitable Living Environment | Non-Housing Community Development | CDBG: \$456193 / HOPWA: \$319015 | Public service activities other than Low/Moderate Income Housing Benefit             | Persons Assisted       | 0 | 935 |  | 1785 | 1773 | 99%   |
| Provide Suitable Living Environment | Non-Housing Community Development | CDBG: \$456193 / HOPWA: \$319015 | Homeowner Housing Rehabilitated  | Household Housing Unit | 0 | 5   |  | 40   | 10   | 25%   |
| Provide Suitable Living Environment | Non-Housing Community Development | CDBG: \$456193 / HOPWA: \$319015 | Homeless Person Overnight Shelter  | Persons Assisted       | 0 | 81  |  | 3240 | 81   | 3.00% |

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

#### **Public Facilities and Infrastructure**

The construction of and improvements to public facilities continue to be a focus of the City, utilizing \$494,014 in CDBG funding. During the reporting period, the following public facilities were completed or upgraded: Tampa Lighthouse for the Blind Parking Improvements to benefit handicapped individuals, Metropolitan Ministries Emergency Youth Center construction, and Alpha House HVAC improvements to benefit homeless mothers and their children. Numerous improvements were made to park and recreational facilities including the beginning of the Perry Harvey Park.

#### **Public Service**

While remaining under the 15% public service cap as required by HUD, the City drew \$317,371.91 (PR26 line 31) on public service activities. These funds enabled local partnering agencies to assist Tampa residents with needed services for handicapped, youth, employment, special needs, homelessness and those needing housing and support services.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

|   | CDBG        | HOME      | HOPWA      | ESG         |
|---|-------------|-----------|------------|-------------|
| White                                     | 641         | 26        | 262        | 610         |
| Black or African American                 | 1457        | 58        | 349        | 738         |
| Asian                                     | 0           | 0         | 0          | 17          |
| American Indian or American Native        | 0           | 0         | 1          | 8           |
| Native Hawaiian or Other Pacific Islander | 0           | 0         | 0          | 2           |
| <b>Total</b>                              | <b>2098</b> | <b>84</b> | <b>612</b> | <b>1375</b> |
| Hispanic                                  | 307         | 14        | 115        | 22          |
| Not Hispanic                              | 1791        | 70        | 497        | 1353        |

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

Public service entities expended \$217,560 in CDBG funding to provide services to approximately 1,621 minorities in the City of Tampa in Program Year 2014 and prior year activities. These services included child care, elder services, youth leadership, and homeless programs. Public Facility Improvement projects accounted for approximately \$412,881 and 229 minorities served with CDBG funds. Fourteen minority families were served with HOME funds for owner rehabilitation, and down payment assistance programs utilizing \$272,868, and \$2,186,558 for rental opportunities for 33 minority families. Additionally, \$118,487 of Emergency Shelter Grant funds provided shelter and transitional housing for minority individuals, and \$1,596,603 of Housing Opportunities for Persons with AIDS funding provided supportive housing for 350 minority persons with HIV/AIDS.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

| Source of Funds | Source                     | Resources Made Available | Amount Expended During Program Year |
|-----------------|----------------------------|--------------------------|-------------------------------------|
| CDBG            | Entitlement and PI         | \$2,630,580              | \$1,767,713                         |
| HOME            | Entitlement and PI         | \$1,180,601              | \$203,877                           |
| HOPWA           | Entitlement and Carry Over | \$3,033,872              | \$2,801,048                         |
| ESG             | Entitlement and Carry Over | \$218,772                | \$ 215,431                          |
| Total           | Total                      | \$7,063,825              | \$4,988,078                         |

Table 3 – Resources Made Available

### Narrative

The City of Tampa made available a total of \$7,063,825 for Program Year 2014 (Fiscal Year 2015). The City expended prior year funding in addition to PY2014 funding to reach its goals. The City uses other monies in addition to CDBG, ESG, HOME, and ESG funds to accomplish Consolidated Plan objectives. The City was able to leverage CDBG and HOME funds with over \$4,669,544 from non-federal, state, local and private sources in Program Year 2014.

### Identify the geographic distribution and location of investments

| Target Area                 | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|-----------------------------|----------------------------------|---------------------------------|-----------------------|
| City Wide (CDBG, HOME, ESG) | 100                              | 100                             | Eligible Areas        |
| HOPWA                       |                                  |                                 |                       |
| HILLSBOROUGH COUNTY         | 56                               | 56                              |                       |
| PINELLAS COUNTY             | 36                               | 36                              |                       |
| PASCO COUNTY                | 6                                | 6                               |                       |
| HERNANDO COUNTY             | 2                                | 2                               |                       |

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Except for the HOPWA EMSA, City of Tampa allocates investments geographically within its jurisdictional boundaries (HOPWA fund allocation is within west central Florida EMSA) based on priority needs criteria outlined in the Consolidated Plan. The priorities in the allocation of the resources the City expects to receive would be located throughout the community. Many census tracts qualify as meeting the low-moderate income criteria as provided in 24 CFR 570.208 (a), (1), (ii).

The primary distribution of the population benefiting from the grant assistance program was City-wide and in most cases extremely low, low, and moderate income, limited clientele, elderly, disabled or homeless persons were served. The City's housing programs were offered on scattered sites throughout the City. This year the City concentrated efforts in the Sulphur Springs Neighborhood and the East Tampa Neighborhoods for owner occupied rehabilitation where it is needed most.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Federal dollars utilized by the City are leveraged by other federal, local, state and private funds in all four programs. The City was able to leverage the federal funds with over \$6,169,544 in private and local funds, \$580,094 in state SHIP funding, and \$1,965,663 in ESG from non-federal, state, local and private sources in Program Year 2014.

The City assisted Rebuild Together Tampa Bay in securing funding from the Home Depot Foundation - \$250,000, JP Morgan Chase - \$500,000, Alleghany Foundation - \$250,000, CDC Neighborworks - \$500,000.

HOPWA PROGRAM - There are no match requirements for HOPWA funding. Providers across four counties leveraged \$1,354,106 through Ryan White, PAAC Waiver, Hillsborough County Health Department, In-Kind Resources, subrecipient Cash, and client payments directly to private landlords.

CDBG PROGRAM - While there are no match requirements for CDBG funding, the City encourages all of its funding agencies to provide sources of leveraging from Public Service and Public Facilities projects to owner occupied rehabilitation. This allows the funding to stretch farther and assist more people. A total of \$4,654,879 private and local dollars was leveraged with CDBG funding in PY 2014.

| Fiscal Year Summary – HOME Match   |             |
|--|-------------|
| 1. Excess match from prior Federal fiscal year                                 | \$4,021,547 |
| 2. Match contributed during current Federal fiscal year                        | \$471,207   |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2)  | \$4,492,754 |
| 4. Match liability for current Federal fiscal year                             | \$114,334   |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | \$4,378,420 |

**Table 5 – Fiscal Year Summary - HOME Match Report**

| Match Contribution for the Federal Fiscal Year |                      |                            |                               |                              |                         |   |                |             |
|--|----------------------|----------------------------|-------------------------------|------------------------------|-------------------------|---|----------------|-------------|
| Project No. or Other ID                        | Date of Contribution | Cash (non-Federal sources) | Foregone Taxes, Fees, Charges | Appraised Land/Real Property | Required Infrastructure | Site Preparation, Construction Materials, Donated labor | Bond Financing | Total Match |
| 2015 ETBCA                                     | 09/30/2015           | 105,564                    | 0                             | 0                            | 0                       | 0   | 0              | \$105,564   |
| 2015 RTTB                                      | 09/30/2015           | 70,935                     | 0                             | 0                            | 0                       | 0   | 0              | \$70,935    |
| 2015 Self Reliance                             | 09/30/2015           | 97,386                     | 0                             | 0                            | 0                       | 0   | 0              | \$97,386    |
| 2015-CFW                                       | 09/30/2015           | 197,322                    | 0                             | 0                            | 0                       | 0   | 0              | \$197,322   |

Table 6 – Match Contribution for the Federal Fiscal Year

### HOME MBE/WBE report

| Program Income – Enter the program amounts for the reporting period |   |   |                                |  |
|---|---|---|--------------------------------|--|
| Balance on hand at begin-ning of reporting period<br>\$             | Amount received during reporting period<br>\$ | Total amount expended during reporting period<br>\$ | Amount expended for TBRA<br>\$ | Balance on hand at end of reporting period<br>\$ |
| 0   | 419,627                                       | 123,131   | 29,885                         | 296,496  |

Table 7 – Program Income

| Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period |           |                                   |                           |                    |          |                    |
|--|-----------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
|  | Total     | Minority Business Enterprises     |                           |                    |          | White Non-Hispanic |
|  |           | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic |                    |
| Contracts  |           |                                   |                           |                    |          |                    |
| Dollar Amount  | 2,000,000 | 0                                 | 0                         | 0                  | 0        | 2,000,000          |
| Number   | 1         | 0                                 | 0                         | 0                  | 0        | 1                  |
| Sub-Contracts  |           |                                   |                           |                    |          |                    |
| Number   | 3         | 0                                 | 0                         | 1                  | 1        | 1                  |
| Dollar Amount  | 69,555    | 0                                 | 0                         | 27,592             | 20,000   | 21,963             |
|  | Total     | Women Business Enterprises        | Male                      |                    |          |                    |
| Contracts  |           |                                   |                           |                    |          |                    |
| Dollar Amount  | 2,000,000 | 0                                 | 2,000,000                 |                    |          |                    |
| Number   | 1         | 0                                 | 1                         |                    |          |                    |
| Sub-Contracts  |           |                                   |                           |                    |          |                    |
| Number   | 3         | 1                                 | 2                         |                    |          |                    |
| Dollar Amount  | 69,555    | 21,963                            | 47,592                    |                    |          |                    |

**Table 8 – Minority Business and Women Business Enterprises**

| <b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b> |              |  |                                  |                           |                 |                           |
|--|--------------|--|----------------------------------|---------------------------|-----------------|---------------------------|
|  | <b>Total</b> | <b>Minority Property Owners</b>          |                                  |                           |                 | <b>White Non-Hispanic</b> |
|  |              | <b>Alaskan Native or American Indian</b> | <b>Asian or Pacific Islander</b> | <b>Black Non-Hispanic</b> | <b>Hispanic</b> |                           |
| Number   | 0            | 0  | 0                                | 0                         | 0               | 0                         |
| Dollar Amount  | 0            | 0  | 0                                | 0                         | 0               | 0                         |

**Table 9 – Minority Owners of Rental Property**

| <b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition |       |                                   |                           |                    |          |                    |
|--|-------|-----------------------------------|---------------------------|--------------------|----------|--------------------|
| Parcels Acquired   |       | 5                                 | 0                         |                    |          |                    |
| Businesses Displaced   |       | 0                                 | 0                         |                    |          |                    |
| Nonprofit Organizations Displaced  |       | 0                                 | 0                         |                    |          |                    |
| Households Temporarily Relocated, not Displaced  |       | 0                                 | 0                         |                    |          |                    |
| Households Displaced   | Total | Minority Property Enterprises     |                           |                    |          | White Non-Hispanic |
|  |       | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic |                    |
| Number   | 0     | 0                                 | 0                         | 0                  | 0        | 0                  |
| Cost   | 0     | 0                                 | 0                         | 0                  | 0        | 0                  |

**Table 10 – Relocation and Real Property Acquisition**



## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

|  | One-Year Goal | Actual       |
|--|---------------|--------------|
| Number of Homeless households to be provided affordable housing units      | 3,840         | 1,246        |
| Number of Non-Homeless households to be provided affordable housing units  | 680           | 462          |
| Number of Special-Needs households to be provided affordable housing units | 50            | 10           |
| <b>Total</b>   | <b>4,570</b>  | <b>1,718</b> |

Table 11 – Number of Households

|  | One-Year Goal | Actual     |
|--|---------------|------------|
| Number of households supported through Rental Assistance             | 378           | 462        |
| Number of households supported through The Production of New Units   | 10            | 11         |
| Number of households supported through Rehab of Existing Units       | 40            | 26         |
| Number of households supported through Acquisition of Existing Units | 3             | 15         |
| <b>Total</b>   | <b>431</b>    | <b>514</b> |

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City of Tampa achieved its objective of providing affordable housing. The number indicated in the table above is actually the 5 year goal and not the 1 year goal, based on the last Point-In-Time count this number is unrealistic for a one year goal. Based on the actual number which should be 768, the City almost doubled its goal. This year the City concentrated its efforts on providing assistance to homeless individuals and families. Stronger collaborations were developed to meet the objective.

**Discuss how these outcomes will impact future annual action plans.**

As mentioned above, the City will assess the actuals versus goals stated in the Consolidated Plan to determine funding allocations as well as priorities for future Action Plans. Priority will be given to areas where we are not meeting the goals. Goals not met will be discussed for future allocations to reflect current needs.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

| <b>Number of Persons Served</b> | <b>CDBG Actual</b> | <b>HOME Actual</b> |
|---------------------------------|--------------------|--------------------|
| Extremely Low-income            | 1130               | 25                 |
| Low-income                      | 491                | 13                 |
| Moderate-income                 | 554                | 8                  |
| <b>Total</b>                    | <b>2,175</b>       | <b>46</b>          |

**Table 13 – Number of Persons Served**

### **Narrative Information**

City staff members continuously work with individuals and organizations to assess housing needs, identify plans of action, and to ensure that projects that are funded with federal dollars meet those needs and requirements.

The City continues to address the affordable housing needs through project funding, technical assistance and through the various programs offered for housing rehabilitation and development. This year the City has expanded its technical assistance to nonprofits by hosting quarterly meetings to discuss issues and help them build capacity. The City also participates in weekly Veteran Case Management meetings to support HUD's national effort to reach Functional Zero. All of these programs are targeted to benefit low, extremely low and moderate -income households. City staff, as well as partner agencies, income qualify all program beneficiaries to ensure that this population is served. In the Tampa Bay Area foreclosures continue to be a high priority need that effects this population. The City leverages resources by paying the staff salaries to support the Department of Treasury funded Hardest Hit Fund, as well as State SHIP funding.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

The highest priority of the Tampa/Hillsborough Continuum of Care is creating additional permanent housing beds for homeless Veterans.

The City, Hillsborough County and the Tampa Hillsborough Homeless Initiative have formed a greater bond by planning and successfully carrying out a community-wide event to rapidly rehouse homeless Veterans and provide wraparound services. The collaboration allowed for community partners to show their support and assist clients as a united front.

Future collaborations between the City, Hillsborough County and the Tampa Hillsborough Homeless Initiative are in the planning stages. Future collaborations will have a significant impact on how homeless services are carried out and the number of homeless individuals and families served.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City has prioritized supporting the operating costs of emergency shelters, and homeless rapid re-housing assistance utilizing its Emergency Solutions Grant funds made available through the Stewart B. McKinney Homeless Assistance Act. ESG Project Sponsors, are coordinated in partnership with the Tampa Hillsborough Homeless Initiative, Hillsborough County Homeless Department, and selected homeless advocacy representatives. Matching funds are available from a variety of sources including the City of Tampa local government, private donations, in-kind contributions, etc.

The City provided ESG funding to support emergency shelter and rapid re-housing needs to the following partner organizations: Alpha House, The Spring, and the Housing Authority of the City of Tampa

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City provided the following services to address the individual and families with children at imminent risk of becoming homeless:

- Provided foreclosure prevention counseling resulting in the prevention of homelessness through partnering agencies.
- Supported applications by social service providers that benefit the homeless or keep families

from becoming homeless such as Alpha House, Metropolitan Ministries and Crisis Center of Tampa Bay.

- Supported funding applications to other entities (including Continuum of Care) by social service providers that benefit the homeless or keep families from becoming homeless.
- Supported funding applications to provide job training, employment services, daycare, vocational services, case management, drug prevention, independent living skills

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

THHI is the designated coordinator of the provision of homeless services in Hillsborough County. The City of Tampa is an active partner working with them and the Continuum of Care planning process to provide additional housing units and support services for homeless programs.

The City expended CDBG and ESG dollars to provide project support and public assistance programs. The City provides non-federal operating support to THHI annually, as well as assistance to other non-profit organizations to provide direct assistance to those who need it.

The City continues to seek ways to address Veteran's housing needs. In collaboration with THHI, local homeless Veterans not only received permanent housing assistance and support services, but also received household furniture.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City offers support through funding and provides technical assistance to Public Housing Authority (Tampa Housing Authority) and number of non-profit housing developers and housing providers. The City is a partner in the redevelopment efforts by the Tampa Housing Authority.

The Tampa Housing Authority (THA) is the primary provider of public housing units and subsidized housing programs in the City of Tampa. 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 population. Rents are based on family size and total household income. While THA predominately manages conventional public housing units, their inventory has expanded to include Section 23 (leased), Section 8 existing, housing vouchers, and Section 8 new construction.

The City continues to have a positive, collaborative relationship with Tampa Housing Authority. The City is currently partnering with the Tampa Housing Authority on several other projects throughout the community to update current public housing units with rehabilitation (Meridian River), and demolish outdated units (West Bank). The Trio is a 141 unit multifamily housing project designed to serve the elderly. The property was completed in 2015 with \$2 million of HOME funds.

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

The City encourages public housing residents to become more involved in management and participate in homeownership activities through the City's down payment (mortgage) assistance program. The City supports the Housing Authority's Center for Affordable Homeownership which provides homeownership counseling and technical assistance to potential home buyers. This allows applicants to access the City's down payment assistance program.

### **Actions taken to provide assistance to troubled PHAs**

The Tampa Housing Authority is not designated as "troubled".

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City continues to address the barriers of affordable housing on three distinct levels: actions to overcome public policy barriers, financial barriers, and discrimination barriers.

### Public Policy Barriers

The City continues to work to remove the negative effects of public policies that serve as barriers to affordable housing such as tax policies, land use regulations, zoning laws, building codes, fees, and growth limits. The following is a list of the City of Tampa's affordable housing incentive strategies currently in place to encourage, preserve, and produce affordable housing, in order to assure safe, decent, and affordable housing for the City's extremely low, low, and moderate income households:

Incentive Strategy 1: Expedited processing of permits for affordable housing projects.

Incentive Strategy 2: 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.

### Financial Barriers

Financial barriers to purchasing affordable housing exist as the result of the inability to obtain financing and to meet down payment requirements. These problems are typically linked to households with lower than average incomes. Many low-income families have excessive debt, deficient credit history, housing cost burden and insufficient savings for a down payment. During Program Year 2014 the City addressed these barriers by providing housing counseling to address budget and credit issues. In addition, the City provided down payment assistance which allowed 10 home buyers with HOME funds and 7 with SHIP funds. In Fiscal Year 2015 the Hardest Hit program through the State of Florida has allowed the City to assist additional clients to receive Mortgage Loan Reinstatement Program (MLRP) and Unemployment Mortgage Assistance Program (UMAP) funding, as well as Principal Reduction (PR) to avoid foreclosure.

Financial barriers also exist for homeowners who cannot afford to rehabilitate their homes when they face unsafe or substandard environments. Through the various Housing Rehabilitation programs using non-profit partnerships, the City provides low cost housing repair financing to homeowners who earn at or below 80% of the AMI. This assistance is provided through deferred payment loans and zero-interest loans. Low and very low-income households receive the highest priority for rehabilitation work.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The primary obstacle to meeting underserved needs is the limited funding availability. Addressing affordable housing needs, homelessness, community development, and people with special needs, such as Veterans, have been and continue to be high priorities for the City of Tampa. In order to address the housing and community development needs of underserved citizens, the City of Tampa continues its focused efforts on home ownership, multi-family new construction and housing rehabilitation. The City's Mortgage Assistance Program utilizes HOME and SHIP funds to assist households who need assistance to purchase their own home.

The City has a lease with option to purchase program which allows renters to gradually take on ownership opportunities. This option is made available only to CHDO developers of single family housing that also provide credit counseling and supportive services to its clients.

The City's rehabilitation program and partnership with non-profit organizations such as The Centre for Women's Senior Housing Improvement Program, East Tampa Business and Civic Association, Self Reliance, Habitat for Humanity and Rebuilding Together Tampa Bay, enables those with a very low-income to have safe, livable homes again.

For those citizens with very low income that are unable to achieve home ownership, affordable multi-family rental housing options are available. The City has partnered with local agencies to construct new rental units and rehabilitate existing units.

Financing availability remains one of the main obstacles in addressing underserved needs of the area's residents. The City has recognized the rapid increase in the need for affordable housing and continues to provide programs to meet those needs. To address the need, the City is participating with Neighborhood Lending Partners (NLP) to develop a financing option for housing developers that build in minority census tracts. The program is supported through Wells Fargo, JP Morgan Chase, and other financial institutions.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Removing all lead-based paint from every house within the City of Tampa is not an economically feasible or realistic goal without additional funding. The City applied for a Lead Hazard Reduction grant, but was not successful. The City will reapply next year and make the changes to the application suggested during the debriefing. The City continues to address lead hazards in housing by disseminating printed information concerning lead-based paint hazards to all residents in the City's housing rehabilitation program. The City's housing rehabilitation contractors are certified and/or have received training in the identification of lead hazards, proper methods of paint stabilization, interim control, abatement procedures and rehabilitation activities.

The Housing and Community Development Division funds homeownership and rehabilitation activities that are funded by HOME and CDBG funds. During the reporting period, any housing units using federal funds were paint tested if the potential project site was built prior to January 1, 1978. Lead hazard reduction or abatement actions are determined on project by project basis, and requirements are written into all subrecipient contract documents.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Antipoverty impacts are inherent in the City's HUD Programs in Housing, Neighborhood Development and Elimination of Homelessness. The overriding goal of the City is to provide the environment and tools necessary to enable all City residents to realize economic stability. The City of Tampa's goal is to reduce the number of poverty level families by projects that will provide services to foster self-sufficiency, in conjunction with the provision of affordable housing, shelter and other public facilities. The City establishes these goals by targeting CDBG, HOME, HOPWA, ESG and local funds.

As a result of the City's support provided for job training, child care, vocational training and case management services, the number of poverty-level families has been reduced. The City continues to collaborate with nonprofit agencies to help them secure needed funding to help them expand their services.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City has been successful in engaging the Tampa Housing Authority, local non-profits, national non-profits, financial institutions, and the private sector in the provision of housing and community development services and products. Emphasis is placed on partnership building with Governments, Not-for profit organizations, for profit housing entities, and lending institutions. The City feels that collaborations with these groups are beneficial to the City, non-profits, lending institutions, and the community as a whole. The City is also working closer with other municipalities to strengthen relationships, share best practices and collaborate on mutually beneficial projects that meet the needs of the community. The City, Hillsborough County and the Housing Authority of the City of Tampa released a joint RFP for housing first. As a result of this collaboration, a 48-unit affordable rental property was able to receive much needed rehabilitation with the City and County funding. The property also received project based vouchers from the Housing Authority of the City of Tampa. These units are just one example of the collaborative projects the City plans to implement moving forward.

#### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City of Tampa's Consolidated Plan/Annual Action Plan was developed through a collaborative effort of public, private, and non-profit organizations. This cooperation continues through the implementation of projects. Meetings, technical assistance, monitoring, capacity building, and collaborative efforts are all provided to each organization funded to ensure funds are properly expended and services are being provided according to the priority needs of the plan.

#### Public and Private Housing Agencies Coordination

The City offers support through funding and provides technical assistance to the Public Housing Authority (Tampa Housing Authority) and non-profit housing developers. Additionally, the City assisted East Tampa Business and Civic Association, CDC of Tampa and Rebuild Together Tampa Bay to secure additional funding for affordable housing development and operations. The City partnered with Rebuild Together Tampa Bay to develop new affordable housing in the Sulphur Springs neighborhood. The City worked with four housing counseling agencies to expand homeownership opportunities through pre-purchase counseling for area residents. The City provides CHDO capacity building by supporting local organizations to participate in HOME funded programs.



## Social Service Agencies

The City consults with a variety of entities to proactively develop a long-range strategic plan to address the supportive service and housing issues of special needs persons including those with HIV/AIDS. The City also provides technical assistance workshops to build capacity of non-profit social service agencies and non-profit housing corporations. During FY15/PY14 the City has worked closely with Hillsborough County and the Tampa Hillsborough Homeless Initiative to assist the two community providers of Support Services to Veteran Families (SSVF), Tampa Crossroads, Inc. and the Society of St. Vincent de Paul, South Pinellas, Inc. Through the collaborative effort and coordination, our community is pushing forward to end Veteran homelessness and will soon declare Functional Zero for this population.

### **Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

To address the lack of extensive amounts of undeveloped land, the City encourages redevelopment and infill development in the City. This is being accomplished by using the City's redevelopment powers provided in the nine Community Redevelopment Areas to identify, acquire and develop sites for affordable housing. Particular emphasis will be for sites that are located along or near transit corridors. The City works closely with the Tampa Housing Authority to develop their vacant properties, as opportunities and resources become available, to create mixed-income communities. The Encore project is a prime example of infill affordable mixed use housing.

To address the high development fees, lengthy turnaround time of permitting and unnecessary regulations / procedure. The permitting process is now automated and the turnaround time is faster than in the past. The City works with the home builders association and other trade professionals to develop a user friendly system that allow for an expedited process. The high costs of development are linked primarily to fees outside the City's control. By encouraging affordable housing development on infill lots, developers are able to recognize reduced fees, as many of the impact costs are not applied when using existing infrastructure.

To address the lack of financing for potential home buyers and those wishing to renovate their homes, the City provides first-time home buyer and owner-occupied rehabilitation assistance programs. The City encourages residents to work with housing counseling agencies. To fully engage the community in this effort, the City has engaged HUD approved housing counseling agencies to provide pre-purchase counseling and assist potential homebuyers to improve their credit scores, resulting in better access to financing. To address language barriers & cultural differences that might act as an impediment to housing, the City will continue its education program aimed at reaching Hispanic populations and others ethnic origins. All of the area housing counseling agencies offer services in English and Spanish. HCD offers program information in English and Spanish as well as encourages all housing partners to offer bi-lingual services or at a minimum to utilize the Florida Relay makes it easy for Spanish-speaking and English-speaking Florida Relay users to call one another by phone. All call types processed through Florida Relay are also available in Spanish. This includes TTY, VCO, HCO, and STS.

In addition to Spanish-to-Spanish relay, Florida Relay also offers English-to-Spanish and Spanish-to-English translation 24/7 365 days a year. In order for a Relay call to be translated, callers must request a Spanish CA when dialing 711 or dial the Florida Relay Spanish number directly at (877) 955-8773.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

**Minority Business Outreach-** The City of Tampa has in place Ordinance 26.5, Women and Minority Business Enterprises and Equal Employment Opportunity. The provisions of this ordinance apply to (1) contracts exceeding \$10,000 when a contractor has fifteen (15) or more employees; and (2) all contracts exceeding \$50,000. The ordinance states that “no applicable contract, under section 26.5-172, shall be executed on behalf of the City unless at least one (1) of the following requirements is met”:

- The contractor can demonstrate his/her workforce reflects local labor pool demographics.
- The contractor can demonstrate good faith efforts to comply with section 26.5-176, and has an existing affirmative action program to be submitted and approved by the director.
- The department certifies in writing to the director that an emergency exists and no contractor with an applicable workforce that reflects local labor pool demographics or an affirmative action program approved by the director is immediately available.

The ordinance also requires that the contractor agree to comply with the City’s equal employment opportunity clause and to include this requirement in all subcontracts. Notice of these requirements is included in any contract/award specifications published, requiring bidders to submit documentation as a part of their bid documents. The housing development request for proposals for HOME and SHIP funds encouraged that each respondent ensure that 25% of their contracts and/or subcontracts are awarded to WMBEs. Respondents certified their intent and will be monitored upon receipt of funding.

**Comprehensive Planning Requirements-** Reporting requirements, public hearings, public notices and Citizen participation are all coordinated and completed by the Housing and Community Development office with assistance from the Budget office of the City of Tampa. Reporting requirements include:

- WMBE report- 40107
- Davis Bacon Report
- Section 3
- Action Plan/IDIS
- CAPER/IDIS

Please see Attachment 4 for the complete Monitoring report.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The City of Tampa provides public notices of meetings, Action Plan, Request for Proposals, and CAPER through the newspaper, City website, internal posting and direct notification to those on the City's interested parties list. Throughout the year, City staff attendsd community functions, neighborhood meetings, and nonprofit events, to solicit public inputThe Housing and Community Development Division continues to inform other City staff, community partners and the public through the distribution of the Division Newsletter which is released quarterly. The newsletter provides Divison highlights, introuduces community providers and provides a calendar of upcoming Division and partner agency events. The City has also begun to have lunch and learns to ensure that all City staff are informed of the City's housing programs and are able to provide the community with a referral to the Housing and Community Development Division for further information.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Tampa has experienced a change in staffing, policies and procedures, and an overall philosophy that CDBG funds should be used to move people and organizations forward; otherwise, the limited funding available is not meeting its intended purpose. Due to the overwhelming needs of the community for services, affordable housing, owner occupied rehabilitation assistance and other programs to assist with basic housing needs, the priority needs must be met with the finite resources available.

As a result the City changed the process by which many of the programs are implemented, began to hold quarterly meetings with the providers of each service area and routinely work with community partners to improve and reduce barriers. Additionally, the City now requires more qualitative reports that document outcome measures more clearly. This information is used to better determine which agencies are most effective and where funding should be focused.

Like other jurisdictions, the City of Tampa has seen a reduction in CDBG and other federal funding. As a result, funding allocations are limited to the highest need priorities and provided to those organizations with the ability to assist those populations and move the community forward.

|  |    |
|--|----|
| <b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b> | No |
|--|----|

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

It is the intent to provide onsite monitoring annually for all HOME funded projects and for those with an extended affordability period. During the on-site visit, the City of Tampa completes a HQS inspection on at least 10% of the HOME units to ensure that the project continues to meet and be maintained in accordance with HUD and HQS property standards. These records are maintained and reviewed at the time of the onsite monitoring indicating HOME compliance. A minimum of 20% of tenant files are reviewed to ensure initial and ongoing tenant eligibility. The City of Tampa requires project sponsors to certify tenant's income annually. During the on-site monitoring, the most common findings were general income calculation errors. Income inclusions and exclusions were not well understood.

The following on-site monitorings took place during PY2014

Columbus Arms- Affordability Period and HQS final

The Trio- Initial monitoring

CDC of Tampa- HOME CHDO program

ETBCA - HOME CHDO program

Davis Bacon compliance and construction monitoring was conducted prior to reimbursing subrecipients for each construction draw request made for the Tampa Housing Authority Trio Project.

Please see Attachment 4 for complete monitoring report.

### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

The following is a description of the City's affirmative marketing policy for Project Sponsors who receive funding from the HOME Investment Partnership Program:

The Project Sponsor will affirmatively market any unit available for rent/sale in a manner to attract tenants or homebuyers without regard to race, color, national origin, sex, religion, familial status or disability. The Project Sponsor agrees, in soliciting tenants/buyers, to do the following:

- a) Use the Equal Housing Opportunity logo in all advertising;
- b) Display a Fair Housing poster in the rental and sales office;

c) Where appropriate, advertise, use media, including minority outlets, likely to reach persons least likely to apply for the housing, and translated into Spanish/other language if needed;

d) Maintain files of Project Sponsor's affirmative marketing activities for five (5) years and provide access thereto to City staff;

e) Not refrain from renting to any tenant holding a Section 8 Existing Housing Certificate, except for good cause, such as previous failure to pay rent and/or to maintain a rental unit, or the tenant's violation of other terms and conditions of tenancy;

f) Comply with Section 8 Existing Housing Regulations when renting to any Section 8 tenant;

g) Exercise affirmative marketing of the units when vacated; and

h) Verify all information concerning the applicant, or family members, which may be obtained from any source by the Project Sponsor, or its assignees or designees.

The Affirmative Marketing action for specific projects is enforced through contractual obligations and monitored annually for compliance.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

Per IDIS PR09, the City receipted a total of \$419,627 of HOME program income in Program Year 2014. Total drawn is \$123,131. The funds were expended on one (1) owner occupied rehabilitation activities, three (3) CHDO single family rehabilitation for sale activities, and Tenant Based Rental Assistance payments. All funds drawn were utilized to benefit families at or below 80% of AMI.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

The City of Tampa staff work with for profit and non-profit partnering agencies, including the Tampa Housing Authority, Hillsborough County, The Tampa Hillsborough Homeless Initiative, builders, developers and individual agencies to foster and maintain affordable housing. During this program year the City worked to strengthen these relationships and assisted several partners to secure additional funding to promote affordable housing. Working with the Tampa Housing Authority to develop the West River project. The City, Hillsborough County and the Housing Authority of the City of Tampa released a joint RFP for housing first. As a result of this collaboration, a 48-unit affordable rental property was able to receive much needed rehabilitation with the City and County funding. The property also received project based vouchers from the Housing Authority of the City of Tampa. These units are just one example of the collaborative projects the City plans to implement moving forward.

## CR-55 - HOPWA 91.520(e)

### Identify the number of individuals assisted and the types of assistance provided

Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities developed, leased, or operated with HOPWA funds.

| Number of Households Served Through:   | One-year Goal | Actual |
|--|---------------|--------|
| Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family        | 60            | 25     |
| Tenant-based rental assistance   | 325           | 309    |
| Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds               | 98            | 56     |
| Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds | 0             | 0      |
| Total  | 430           | 0      |

**Table 14 – HOPWA Number of Households Served**

### Narrative

During PY14, a total of 56 households were housed in facility-based supportive housing; 309 households were housed with tenant-based rental assistance; and 334 households with HIV/AIDS and their affected family members were provided non-housing related supportive services that included mental health and substance abuse counseling, day care, nutritional services, transportation, and assistance in gaining access to local, State and Federal government benefits and services. When including all persons served, a total of 724 households were served with support services and housing. Housing information on housing for persons with HIV/AIDS may be provided to anyone, regardless of HIV/AIDS and income status. *Note: all HOPWA program participants receive supportive services provided by HOPWA housing providers. Francis House, Inc. is not a direct HOPWA housing provider, however does provide supportive services separately.*

## CR-60 - ESG 91.520(g) (ESG Recipients only)

### ESG Supplement to the CAPER in *e-snaps*

#### For Paperwork Reduction Act

#### 1. Recipient Information—All Recipients Complete

##### Basic Grant Information

|   |                               |
|---|-------------------------------|
| Recipient Name  | TAMPA                         |
| Organizational DUNS Number  | 059071860                     |
| EIN/TIN Number  | 591101138                     |
| Identify the Field Office   | JACKSONVILLE                  |
| Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance | Tampa/Hillsborough County CoC |

##### ESG Contact Name

|             |  |
|-------------|--|
| Prefix      |  |
| First Name  | Vanessa                                    |
| Middle Name |  |
| Last Name   | McCleary                                   |
| Suffix      |  |
| Title       | Manager, Housing and Community Development |

##### ESG Contact Address

|                  |                               |
|------------------|-------------------------------|
| Street Address 1 | 306 E. Jackson St. 3N         |
| Street Address 2 |                               |
| City             | Tampa                         |
| State            | FL                            |
| ZIP Code         | -                             |
| Phone Number     | 8132747992                    |
| Extension        |                               |
| Fax Number       |                               |
| Email Address    | Vanessa.Mccleary@tampagov.net |

##### ESG Secondary Contact

|               |                                   |
|---------------|-----------------------------------|
| Prefix        | Ms                                |
| First Name    | Qiana                             |
| Last Name     | Daughtry                          |
| Suffix        |                                   |
| Title         | Community Development Coordinator |
| Phone Number  | 8132747998                        |
| Extension     |                                   |
| Email Address | qiana.daughtry@tampagov.net       |

#### 2. Reporting Period—All Recipients Complete

|                         |            |
|-------------------------|------------|
| Program Year Start Date | 10/01/2014 |
| Program Year End Date   | 09/30/2015 |

### **3a. Subrecipient Form – Complete one form for each subrecipient**

**Subrecipient or Contractor Name:** Alpha House of Tampa, Inc.

**City:** Tampa

**State:** FL

**Zip Code:** 33609, 3231

**DUNS Number:** 838471951

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$86,263

**Subrecipient or Contractor Name:** The Spring of Tampa Bay, Inc.

**City:** Tampa

**State:** FL

**Zip Code:** 33677, 4772

**DUNS Number:** 619764475

**Is subrecipient a victim services provider:** Y

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$45,000

**Subrecipient or Contractor Name:** Housing Authority of the City of Tampa

**City:** Tampa

**State:** FL

**Zip Code:** 33607

**DUNS Number:** 0256373560000

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$87,509



## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

| Number of Persons in Households | Total    |
|---------------------------------|----------|
| Adults                          | 0        |
| Children                        | 0        |
| Don't Know/Refused/Other        | 0        |
| Missing Information             | 0        |
| <b>Total</b>                    | <b>0</b> |

Table 15 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

| Number of Persons in Households | Total      |
|---------------------------------|------------|
| Adults                          | 49         |
| Children                        | 80         |
| Don't Know/Refused/Other        | 0          |
| Missing Information             | 0          |
| <b>Total</b>                    | <b>129</b> |

Table 16 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

| Number of Persons in Households | Total       |
|---------------------------------|-------------|
| Adults                          | 648         |
| Children                        | 598         |
| Don't Know/Refused/Other        | 0           |
| Missing Information             | 10          |
| <b>Total</b>                    | <b>1246</b> |

Table 17 – Shelter Information

#### 4d. Street Outreach

| Number of Persons in Households | Total     |
|---------------------------------|-----------|
| Adults                          | 19        |
| Children                        | 15        |
| Don't Know/Refused/Other        | 0         |
| Missing Information             | 0         |
| <b>Total</b>                    | <b>34</b> |

Table 18 – Household Information for Street Outreach

#### 4e. Totals for all Persons Served with ESG

| Number of Persons in Households | Total       |
|---------------------------------|-------------|
| Adults                          | 697         |
| Children                        | 678         |
| Don't Know/Refused/Other        | 0           |
| Missing Information             | 0           |
| <b>Total</b>                    | <b>1375</b> |

Table 19 – Household Information for Persons Served with ESG

#### 5. Gender—Complete for All Activities

|                          | Total       |
|--------------------------|-------------|
| Male                     | 371         |
| Female                   | 1004        |
| Transgender              | 0           |
| Don't Know/Refused/Other | 0           |
| Missing Information      | 0           |
| <b>Total</b>             | <b>1375</b> |

Table 20 - Gender Information

## 6. Age—Complete for All Activities

|                          | <b>Total</b> |
|--------------------------|--------------|
| Under 18                 | 677          |
| 18-24                    | 172          |
| 25 and over              | 526          |
| Don't Know/Refused/Other | 0            |
| Missing Information      | 0            |
| <b>Total</b>             | <b>1,375</b> |

**Table 21 – Age Information**

## 7. Special Populations Served—Complete for All Activities

| <b>Number of Persons in Households</b> |              |  |                                   |   |
|--|--------------|--|-----------------------------------|---|
| <b>Subpopulation</b>                   | <b>Total</b> | <b>Total Persons Served – Prevention</b> | <b>Total Persons Served – RRH</b> | <b>Total Persons Served in Emergency Shelters</b> |
| Veterans                               | 6            | 0  | 2                                 | 4   |
| Victims of Domestic Violence           | 1,213        | 0  | 30                                | 1,183   |
| Elderly                                | 9            | 0  | 0                                 | 9   |
| HIV/AIDS                               | 0            | 0  | 0                                 | 0   |
| Chronically Homeless                   | 2            | 0  | 0                                 | 2   |
| <b>Persons with Disabilities:</b>      |              |  |                                   |   |
| Severely Mentally Ill                  | 1            | 0  | 0                                 | 1   |
| Chronic Substance Abuse                | 1            | 0  | 0                                 | 1   |
| Other Disability                       | 260          | 0  | 0                                 | 260   |
| Total (unduplicated if possible)       | 1,219        | 0  | 32                                | 1,187   |

**Table 22 – Special Population Served**

## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

### 10. Shelter Utilization

|                                      |        |
|--------------------------------------|--------|
| Number of New Units - Rehabbed       | 0      |
| Number of New Units - Conversion     | 0      |
| Total Number of bed-nights available | 49,314 |
| Total Number of bed-nights provided  | 39,098 |
| Capacity Utilization                 | 79.00% |

Table 23 – Shelter Capacity

### 11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

#### Alpha House

Alpha House of Tampa is the only licensed Maternity Home in Hillsborough County. Through Transitional Housing they provide onsite supportive services including financial benefits. Their residential services are specifically for homeless, pregnant women and their children. During the PY2014 Alpha House was able to provide 6,783 bed nights to adult clients from the 9,692 available bed nights. They provided a 70% utilization rate. Due to staff turnover and needed repairs, utilization during this operating year was reduced.

#### The Spring of Tampa Bay, Inc.

The mission of The Spring of Tampa Bay, Inc. is to prevent domestic violence, protect victims and promote change in lives, families and communities. The Spring is the Department of Children and Families certified Domestic Violence Center for Hillsborough County. The Spring's programs and services help victims of domestic violence rebuild their lives and raise awareness to prevent domestic violence from occurring. The Spring of Tampa, Inc. provided 32,315 bed nights during the course of their agreement for a 81.5% capacity utilization.

#### The Housing Authority of the City of Tampa

The Housing Authority of the City of Tampa provided 129 individuals and family with Rapid Re-Housing Assistance with a utilization of 100% of their funds awarded for the FY15/PY14 contract year. ESG funds were used to pay rental and utility arrears, rental and utility security deposits and application fees.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

|   | Dollar Amount of Expenditures in Program Year |          |          |
|---|---|----------|----------|
|   | 2012  | 2013     | 2014     |
| Expenditures for Rental Assistance  | 0   | 0        | 0        |
| Expenditures for Housing Relocation and Stabilization Services - Financial Assistance | 0   | 0        | 0        |
| Expenditures for Housing Relocation & Stabilization Services - Services               | 0   | 0        | 0        |
| Expenditures for Homeless Prevention under Emergency Shelter Grants Program           | 0   | 0        | 0        |
| <b>Subtotal Homelessness Prevention</b>   | <b>0</b>                                      | <b>0</b> | <b>0</b> |

Table 24 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

|   | Dollar Amount of Expenditures in Program Year |          |                 |
|---|---|----------|-----------------|
|   | 2012  | 2013     | 2014            |
| Expenditures for Rental Assistance  | 0   | 0        | \$84,168        |
| Expenditures for Housing Relocation and Stabilization Services - Financial Assistance | 0   | 0        | 0               |
| Expenditures for Housing Relocation & Stabilization Services - Services               | 0   | 0        | 0               |
| Expenditures for Homeless Assistance under Emergency Shelter Grants Program           | 0   | 0        | 0               |
| <b>Subtotal Rapid Re-Housing</b>  | <b>0</b>                                      | <b>0</b> | <b>\$84,168</b> |

Table 25 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

|                    | Dollar Amount of Expenditures in Program Year |                  |                  |
|--------------------|---|------------------|------------------|
|                    | 2012  | 2013             | 2014             |
| Essential Services | 0   | \$22,236         | 0                |
| Operations         | 0   | \$90,498         | \$131,263        |
| Renovation         | 0   | 0                | 0                |
| Major Rehab        | 0   | 0                | 0                |
| Conversion         | 0   | 0                | 0                |
| <b>Subtotal</b>    | <b>0</b>                                      | <b>\$112,734</b> | <b>\$131,263</b> |

Table 26 – ESG Expenditures for Emergency Shelter

**11d. Other Grant Expenditures**

|                 | Dollar Amount of Expenditures in Program Year |      |      |
|-----------------|---|------|------|
|                 | 2012  | 2013 | 2014 |
| HMIS            | 0   | 0    | 0    |
| Administration  | 0   | 0    | 0    |
| Street Outreach | 0   | 0    | 0    |

**Table 27 - Other Grant Expenditures****11e. Total ESG Grant Funds**

| Total ESG Funds Expended | 2012 | 2013    | 2014      |
|--------------------------|------|---------|-----------|
| 0                        | 0    | 112,734 | \$215,431 |

**Table 28 - Total ESG Funds Expended****11f. Match Source Waiting for AH numbers to be added to totals**

|                           | 2012     | 2013                  | 2014             |
|---------------------------|----------|-----------------------|------------------|
| Other Non-ESG HUD Funds   | 0        | \$229,018             | \$92,643         |
| Other Federal Funds       | 0        | \$280,791.88          | \$108,205        |
| State Government          | 0        | \$475,595.61          | \$162,315        |
| Local Government          | 0        | \$475,806.44          | \$33,366         |
| Private Funds             | 0        | \$845,412.43          | \$155,191        |
| Other                     | 0        | \$144,219             | \$16,969         |
| Fees                      | 0        | 0                     | 0                |
| Program Income            | 0        | 0                     | 0                |
| <b>Total Match Amount</b> | <b>0</b> | <b>\$2,450,843.36</b> | <b>\$568,689</b> |

**Table 29 - Other Funds Expended on Eligible ESG Activities****11g. Total Waiting for AH numbers to be added to totals**

| Total Amount of Funds Expended on ESG Activities | 2012 | 2013        | 2014      |
|--|------|-------------|-----------|
| 0  | 0    | \$2,563,575 | \$784,120 |

**Table 30 - Total Amount of Funds Expended on ESG Activities**

## Attachment 2 -PR26 Report



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
Program Year 2014  
TAMPA , FL

DATE: 12-01-15  
TIME: 15:13  
PAGE: 1

|              |            |
|--------------|------------|
| Grantee      | TAMPA , FL |
| Program Year | 2014       |

**PART I: SUMMARY OF CDBG RESOURCES**

|   |              |
|---|--------------|
| 01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR  | 0.00         |
| 02 ENTITLEMENT GRANT                                      | 2,630,580.00 |
| 03 SURPLUS URBAN RENEWAL                                  | 0.00         |
| 04 SECTION 108 GUARANTEED LOAN FUNDS                      | 0.00         |
| 05 CURRENT YEAR PROGRAM INCOME                            | 27,930.04    |
| 05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE) | 0.00         |
| 06 FUNDS RETURNED TO THE LINE-OF-CREDIT                   | 0.00         |
| 06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT              | 0.00         |
| 07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE                  | 0.00         |
| 08 TOTAL AVAILABLE (SUM, LINES 01-07)                     | 2,658,510.04 |

**PART II: SUMMARY OF CDBG EXPENDITURES**

|  |              |
|--|--------------|
| 09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION | 1,033,550.47 |
| 10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT               | 0.00         |
| 11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)                       | 1,033,550.47 |
| 12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION                               | 310,901.87   |
| 13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS                                | 423,261.00   |
| 14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES                                    | 0.00         |
| 15 TOTAL EXPENDITURES (SUM, LINES 11-14)                                       | 1,767,713.34 |
| 16 UNEXPENDED BALANCE (LINE 08 - LINE 15)                                      | 890,796.70   |

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

|  |            |
|--|------------|
| 17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS | 0.00       |
| 18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING       | 0.00       |
| 19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES        | 933,550.47 |
| 20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT    | 0.00       |
| 21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)       | 933,550.47 |
| 22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)      | 90.32%     |

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

|   |             |
|---|-------------|
| 23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION                         | PY: PY: PY: |
| 24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION | 0.00        |
| 25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS                 | 0.00        |
| 26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)               | 0.00%       |

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

|   |              |
|---|--------------|
| 27 DISBURSED IN IDIS FOR PUBLIC SERVICES                        | 317,371.91   |
| 28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR   | 0.00         |
| 29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR  | 0.00         |
| 30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS                   | 0.00         |
| 31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30) | 317,371.91   |
| 32 ENTITLEMENT GRANT  | 2,630,580.00 |
| 33 PRIOR YEAR PROGRAM INCOME                                    | 83,542.64    |
| 34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP                | 0.00         |
| 35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)                   | 2,714,122.64 |
| 36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)  | 11.69%       |

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

|  |              |
|--|--------------|
| 37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION               | 310,901.87   |
| 38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR  | 0.00         |
| 39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR | 0.00         |
| 40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS                  | 0.00         |
| 41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40) | 310,901.87   |
| 42 ENTITLEMENT GRANT   | 2,630,580.00 |
| 43 CURRENT YEAR PROGRAM INCOME                                 | 27,930.04    |
| 44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP               | 0.00         |
| 45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)                  | 2,658,510.04 |
| 46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45) | 11.69%       |

**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

| Plan Year    | IDIS Project | IDIS Activity | Activity Name  | Matrix Code | National Objective | Drawn Amount        |
|--------------|--------------|---------------|----------------|-------------|--------------------|---------------------|
| 2013         | 28           | 3044          | Meridian River | 14C         | LMH                | \$100,000.00        |
|              |              |               |                | <b>14C</b>  | <b>Matrix Code</b> | <b>\$100,000.00</b> |
| <b>Total</b> |              |               |                |             |                    | <b>\$100,000.00</b> |

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity Name                              | Matrix Code | National Objective | Drawn Amount        |
|-----------|--------------|---------------|----------------|--|-------------|--------------------|---------------------|
| 2014      | 19           | 3081          | 5847779        | Alpha House - Rehabilitation               | 03C         | LMC                | \$30,000.00         |
|           |              |               |                |  | <b>03C</b>  | <b>Matrix Code</b> | <b>\$30,000.00</b>  |
| 2014      | 20           | 3082          | 5794595        | Metropolitan Ministries - Youth Center     | 03D         | LMC                | \$165,105.82        |
| 2014      | 20           | 3082          | 5820271        | Metropolitan Ministries - Youth Center     | 03D         | LMC                | \$34,894.18         |
|           |              |               |                |  | <b>03D</b>  | <b>Matrix Code</b> | <b>\$200,000.00</b> |
| 2012      | 8            | 2974          | 5826528        | Perry Harvey Park                          | 03F         | LMA                | \$10,353.51         |
| 2012      | 8            | 2974          | 5849940        | Perry Harvey Park                          | 03F         | LMA                | \$55,060.28         |
| 2012      | 8            | 2974          | 5860915        | Perry Harvey Park                          | 03F         | LMA                | \$98,601.11         |
|           |              |               |                |  | <b>03F</b>  | <b>Matrix Code</b> | <b>\$164,014.90</b> |
| 2014      | 8            | 3072          | 5802719        | Alpha House - Public Service               | 05          | LMC                | \$12,437.70         |
| 2014      | 8            | 3072          | 5811615        | Alpha House - Public Service               | 05          | LMC                | \$12,437.70         |
| 2014      | 8            | 3072          | 5847779        | Alpha House - Public Service               | 05          | LMC                | \$12,306.80         |
| 2014      | 10           | 3073          | 5794595        | Catholic Charities Mercy House - PS        | 05          | LMC                | \$5,673.80          |
| 2014      | 10           | 3073          | 5828149        | Catholic Charities Mercy House - PS        | 05          | LMC                | \$8,920.92          |
| 2014      | 10           | 3073          | 5860856        | Catholic Charities Mercy House - PS        | 05          | LMC                | \$14,673.43         |
| 2014      | 11           | 3076          | 5820271        | Computer Mentors PS                        | 05          | LMC                | \$40,000.00         |
| 2014      | 13           | 3077          | 5794595        | Crisis Center of Tampa Bay - PS            | 05          | LMC                | \$7,985.12          |
|           |              |               |                |  | <b>05</b>   | <b>Matrix Code</b> | <b>\$114,435.47</b> |
| 2013      | 19           | 3036          | 5752295        | Senior in Service                          | 05A         | LMC                | \$4,535.00          |
| 2013      | 19           | 3036          | 5762426        | Senior in Service                          | 05A         | LMC                | \$2,390.00          |
|           |              |               |                |  | <b>05A</b>  | <b>Matrix Code</b> | <b>\$6,925.00</b>   |
| 2014      | 16           | 3079          | 5783825        | Tampa Lighthouse for the Blind - PS        | 05B         | LMC                | \$8,749.98          |
| 2014      | 16           | 3079          | 5820272        | Tampa Lighthouse for the Blind - PS        | 05B         | LMC                | \$8,749.98          |
| 2014      | 16           | 3079          | 5837602        | Tampa Lighthouse for the Blind - PS        | 05B         | LMC                | \$8,749.98          |
|           |              |               |                |  | <b>05B</b>  | <b>Matrix Code</b> | <b>\$26,249.94</b>  |
| 2013      | 20           | 3037          | 5752295        | Tampa Bay Academy of Hope                  | 05D         | LMC                | \$3,325.00          |
| 2013      | 21           | 3038          | 5752295        | Tampa Bay CFDC                             | 05D         | LMC                | \$1,229.00          |
| 2013      | 24           | 3041          | 5752295        | Oaks at Riverview                          | 05D         | LMC                | \$8,333.32          |
| 2014      | 14           | 3078          | 5794595        | Metropolitan Ministries Teen Program       | 05D         | LMC                | \$45,000.00         |
| 2014      | 15           | 3075          | 5794595        | Champions for Children - PS                | 05D         | LMC                | \$8,873.85          |
| 2014      | 15           | 3075          | 5828149        | Champions for Children - PS                | 05D         | LMC                | \$11,129.71         |
| 2014      | 15           | 3075          | 5847779        | Champions for Children - PS                | 05D         | LMC                | \$12,077.85         |
|           |              |               |                |  | <b>05D</b>  | <b>Matrix Code</b> | <b>\$89,968.73</b>  |
| 2014      | 12           | 3074          | 5828149        | CDC of Tampa Career Resource Center PS     | 05J         | LMC                | \$25,210.21         |
| 2014      | 12           | 3074          | 5860856        | CDC of Tampa Career Resource Center PS     | 05J         | LMC                | \$13,102.76         |
|           |              |               |                |  | <b>05J</b>  | <b>Matrix Code</b> | <b>\$38,312.97</b>  |
| 2013      | 15           | 3030          | 5752295        | Cornerstone Child Care Center              | 05L         | LMC                | \$6,906.00          |
|           |              |               |                |  | <b>05L</b>  | <b>Matrix Code</b> | <b>\$6,906.00</b>   |
| 2013      | 5            | 3012          | 5794584        | Housing and Community Development - FY2014 | 05U         | LMC                | \$2,306.72          |
| 2013      | 5            | 3012          | 5802718        | Housing and Community Development - FY2014 | 05U         | LMC                | \$13,450.56         |
| 2013      | 5            | 3012          | 5811916        | Housing and Community Development - FY2014 | 05U         | LMC                | \$12,525.13         |
| 2013      | 5            | 3012          | 5846877        | Housing and Community Development - FY2014 | 05U         | LMC                | \$2,425.50          |
| 2013      | 5            | 3012          | 5861059        | Housing and Community Development - FY2014 | 05U         | LMC                | \$3,865.89          |
|           |              |               |                |  | <b>05U</b>  | <b>Matrix Code</b> | <b>\$34,573.80</b>  |
| 2013      | 26           | 3047          | 5752295        | Rebuilding Together Tampa Bay              | 14A         | LMH                | \$18,658.46         |
| 2013      | 26           | 3047          | 5762426        | Rebuilding Together Tampa Bay              | 14A         | LMH                | \$11,409.46         |
| 2013      | 26           | 3047          | 5777634        | Rebuilding Together Tampa Bay              | 14A         | LMH                | \$16,114.51         |
| 2014      | 17           | 3094          | 5847779        | Owner Rehab RTTB                           | 14A         | LMH                | \$9,800.00          |
| 2014      | 17           | 3094          | 5861320        | Owner Rehab RTTB                           | 14A         | LMH                | \$19,437.69         |
|           |              |               |                |  | <b>14A</b>  | <b>Matrix Code</b> | <b>\$75,420.12</b>  |



|              |    |      |         |                                    |            |                    |                     |
|--------------|----|------|---------|------------------------------------|------------|--------------------|---------------------|
| 2012         | 5  | 2961 | 5770604 | Housing and Community Development  | 14H        | LMH                | \$11,674.12         |
| 2012         | 5  | 2961 | 5783297 | Housing and Community Development  | 14H        | LMH                | \$4,492.00          |
| 2012         | 5  | 2961 | 5794576 | Housing and Community Development  | 14H        | LMH                | \$11,770.67         |
| 2012         | 5  | 2961 | 5836486 | Housing and Community Development  | 14H        | LMH                | \$7,121.28          |
| 2014         | 4  | 3084 | 5783823 | Housing and Community Development  | 14H        | LMC                | \$391.62            |
| 2014         | 4  | 3084 | 5794595 | Housing and Community Development  | 14H        | LMC                | \$243.34            |
| 2014         | 4  | 3084 | 5802719 | Housing and Community Development  | 14H        | LMC                | \$94.99             |
| 2014         | 4  | 3084 | 5811615 | Housing and Community Development  | 14H        | LMC                | \$86.00             |
| 2014         | 4  | 3084 | 5820271 | Housing and Community Development  | 14H        | LMC                | \$9,430.80          |
| 2014         | 4  | 3084 | 5820272 | Housing and Community Development  | 14H        | LMC                | \$342.84            |
| 2014         | 4  | 3084 | 5828149 | Housing and Community Development  | 14H        | LMC                | \$7,326.11          |
| 2014         | 4  | 3084 | 5837602 | Housing and Community Development  | 14H        | LMC                | \$8,664.78          |
| 2014         | 4  | 3084 | 5847779 | Housing and Community Development  | 14H        | LMC                | \$1,769.24          |
| 2014         | 4  | 3084 | 5860856 | Housing and Community Development  | 14H        | LMC                | \$12,960.75         |
|              |    |      |         |                                    | <b>14H</b> | <b>Matrix Code</b> | <b>\$76,368.54</b>  |
| 2014         | 6  | 3058 | 5794595 | Housing Counseling - CDC of Tampa  | 14J        | LMH                | \$2,850.00          |
| 2014         | 6  | 3058 | 5828149 | Housing Counseling - CDC of Tampa  | 14J        | LMH                | \$2,750.00          |
| 2014         | 6  | 3058 | 5847779 | Housing Counseling - CDC of Tampa  | 14J        | LMH                | \$4,750.00          |
| 2014         | 6  | 3088 | 5802719 | Housing Counseling - Solitas House | 14J        | LMH                | \$4,525.00          |
| 2014         | 6  | 3088 | 5811615 | Housing Counseling - Solitas House | 14J        | LMH                | \$5,925.00          |
| 2014         | 6  | 3088 | 5837602 | Housing Counseling - Solitas House | 14J        | LMH                | \$5,425.00          |
| 2014         | 6  | 3089 | 5820271 | Housing Counseling - Tampa Bay CDC | 14J        | LMH                | \$7,300.00          |
| 2014         | 6  | 3090 | 5802719 | Housing Counseling - THA           | 14J        | LMH                | \$3,250.00          |
| 2014         | 6  | 3090 | 5811615 | Housing Counseling - THA           | 14J        | LMH                | \$4,550.00          |
| 2014         | 6  | 3090 | 5837602 | Housing Counseling - THA           | 14J        | LMH                | \$5,050.00          |
|              |    |      |         |                                    | <b>14J</b> | <b>Matrix Code</b> | <b>\$46,375.00</b>  |
| 2012         | 37 | 3057 | 5794580 | Workforce Development              | 18A        | LMJ                | \$13,000.00         |
| 2012         | 37 | 3057 | 5811841 | Workforce Development              | 18A        | LMJ                | \$11,000.00         |
|              |    |      |         |                                    | <b>18A</b> | <b>Matrix Code</b> | <b>\$24,000.00</b>  |
| <b>Total</b> |    |      |         |                                    |            |                    | <b>\$933,550.47</b> |

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity Name                        | Matrix Code | National Objective | Drawn Amount        |
|-----------|--------------|---------------|----------------|--------------------------------------|-------------|--------------------|---------------------|
| 2014      | 8            | 3072          | 5802719        | Alpha House - Public Service         | 05          | LMC                | \$12,437.70         |
| 2014      | 8            | 3072          | 5811615        | Alpha House - Public Service         | 05          | LMC                | \$12,437.70         |
| 2014      | 8            | 3072          | 5847779        | Alpha House - Public Service         | 05          | LMC                | \$12,306.80         |
| 2014      | 10           | 3073          | 5794595        | Catholic Charities Mercy House - PS  | 05          | LMC                | \$5,673.80          |
| 2014      | 10           | 3073          | 5828149        | Catholic Charities Mercy House - PS  | 05          | LMC                | \$8,920.92          |
| 2014      | 10           | 3073          | 5860856        | Catholic Charities Mercy House - PS  | 05          | LMC                | \$14,673.43         |
| 2014      | 11           | 3076          | 5820271        | Computer Mentors PS                  | 05          | LMC                | \$40,000.00         |
| 2014      | 13           | 3077          | 5794595        | Crisis Center of Tampa Bay - PS      | 05          | LMC                | \$7,985.12          |
|           |              |               |                |                                      | <b>05</b>   | <b>Matrix Code</b> | <b>\$114,435.47</b> |
| 2013      | 19           | 3036          | 5752295        | Senior in Service                    | 05A         | LMC                | \$4,535.00          |
| 2013      | 19           | 3036          | 5762426        | Senior in Service                    | 05A         | LMC                | \$2,390.00          |
|           |              |               |                |                                      | <b>05A</b>  | <b>Matrix Code</b> | <b>\$6,925.00</b>   |
| 2014      | 16           | 3079          | 5783825        | Tampa Lighthouse for the Blind - PS  | 05B         | LMC                | \$8,749.98          |
| 2014      | 16           | 3079          | 5820272        | Tampa Lighthouse for the Blind - PS  | 05B         | LMC                | \$8,749.98          |
| 2014      | 16           | 3079          | 5837602        | Tampa Lighthouse for the Blind - PS  | 05B         | LMC                | \$8,749.98          |
|           |              |               |                |                                      | <b>05B</b>  | <b>Matrix Code</b> | <b>\$26,249.94</b>  |
| 2013      | 20           | 3037          | 5752295        | Tampa Bay Academy of Hope            | 05D         | LMC                | \$3,325.00          |
| 2013      | 21           | 3038          | 5752295        | Tampa Bay CFDC                       | 05D         | LMC                | \$1,229.00          |
| 2013      | 24           | 3041          | 5752295        | Oaks at Riverview                    | 05D         | LMC                | \$8,333.32          |
| 2014      | 14           | 3078          | 5794595        | Metropolitan Ministries Teen Program | 05D         | LMC                | \$45,000.00         |
| 2014      | 15           | 3075          | 5794595        | Champions for Children - PS          | 05D         | LMC                | \$8,873.85          |
| 2014      | 15           | 3075          | 5828149        | Champions for Children - PS          | 05D         | LMC                | \$11,129.71         |
| 2014      | 15           | 3075          | 5847779        | Champions for Children - PS          | 05D         | LMC                | \$12,077.85         |
|           |              |               |                |                                      | <b>05D</b>  | <b>Matrix Code</b> | <b>\$89,968.73</b>  |

|              |    |      |         |  |            |                    |                     |
|--------------|----|------|---------|--|------------|--------------------|---------------------|
| 2014         | 12 | 3074 | 5828149 | CDC of Tampa Career Resource Center PS     | 05J        | LMC                | \$25,210.21         |
| 2014         | 12 | 3074 | 5860856 | CDC of Tampa Career Resource Center PS     | 05J        | LMC                | \$13,102.76         |
|              |    |      |         |  | <b>05J</b> | <b>Matrix Code</b> | <b>\$38,312.97</b>  |
| 2013         | 15 | 3030 | 5752295 | Cornerstone Child Care Center              | 05L        | LMC                | \$6,906.00          |
|              |    |      |         |  | <b>05L</b> | <b>Matrix Code</b> | <b>\$6,906.00</b>   |
| 2013         | 5  | 3012 | 5794584 | Housing and Community Development - FY2014 | 05U        | LMC                | \$2,306.72          |
| 2013         | 5  | 3012 | 5802718 | Housing and Community Development - FY2014 | 05U        | LMC                | \$13,450.56         |
| 2013         | 5  | 3012 | 5811916 | Housing and Community Development - FY2014 | 05U        | LMC                | \$12,525.13         |
| 2013         | 5  | 3012 | 5846877 | Housing and Community Development - FY2014 | 05U        | LMC                | \$2,425.50          |
| 2013         | 5  | 3012 | 5861059 | Housing and Community Development - FY2014 | 05U        | LMC                | \$3,865.89          |
|              |    |      |         |  | <b>05U</b> | <b>Matrix Code</b> | <b>\$34,573.80</b>  |
| <b>Total</b> |    |      |         |  |            |                    | <b>\$317,371.91</b> |

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

| Plan Year    | IDIS Project | IDIS Activity | Voucher Number | Activity Name                           | Matrix Code | National Objective | Drawn Amount        |
|--------------|--------------|---------------|----------------|---|-------------|--------------------|---------------------|
| 2012         | 6            | 2962          | 5770321        | Housing Financial Coordination          | 20          |                    | \$23,058.31         |
| 2012         | 6            | 2962          | 5780454        | Housing Financial Coordination          | 20          |                    | \$354.65            |
|              |              |               |                |   | <b>20</b>   | <b>Matrix Code</b> | <b>\$23,412.96</b>  |
| 2013         | 6            | 3013          | 5752295        | Housing Financial Coordination - FY2014 | 21A         |                    | \$21,669.69         |
| 2013         | 6            | 3013          | 5762426        | Housing Financial Coordination - FY2014 | 21A         |                    | \$7,137.86          |
| 2013         | 6            | 3013          | 5777634        | Housing Financial Coordination - FY2014 | 21A         |                    | \$33,035.83         |
| 2013         | 6            | 3013          | 5794584        | Housing Financial Coordination - FY2014 | 21A         |                    | \$27,165.18         |
| 2013         | 6            | 3013          | 5802718        | Housing Financial Coordination - FY2014 | 21A         |                    | \$15,480.51         |
| 2013         | 6            | 3013          | 5820270        | Housing Financial Coordination - FY2014 | 21A         |                    | \$21,560.82         |
| 2013         | 6            | 3013          | 5828069        | Housing Financial Coordination - FY2014 | 21A         |                    | \$18,256.56         |
| 2013         | 6            | 3013          | 5837601        | Housing Financial Coordination - FY2014 | 21A         |                    | \$17,585.59         |
| 2013         | 6            | 3013          | 5846877        | Housing Financial Coordination - FY2014 | 21A         |                    | \$16,255.33         |
| 2013         | 6            | 3013          | 5861059        | Housing Financial Coordination - FY2014 | 21A         |                    | \$22,793.16         |
| 2014         | 1            | 3070          | 5783824        | CDBG General Admin and Audit            | 21A         |                    | \$9,829.16          |
| 2014         | 1            | 3070          | 5794595        | CDBG General Admin and Audit            | 21A         |                    | \$5,507.69          |
| 2014         | 1            | 3070          | 5802719        | CDBG General Admin and Audit            | 21A         |                    | \$16,494.79         |
| 2014         | 1            | 3070          | 5811615        | CDBG General Admin and Audit            | 21A         |                    | \$1,155.76          |
| 2014         | 1            | 3070          | 5820271        | CDBG General Admin and Audit            | 21A         |                    | \$4,441.19          |
| 2014         | 1            | 3070          | 5828149        | CDBG General Admin and Audit            | 21A         |                    | \$1,254.01          |
| 2014         | 1            | 3070          | 5837602        | CDBG General Admin and Audit            | 21A         |                    | \$5,286.41          |
| 2014         | 1            | 3070          | 5847779        | CDBG General Admin and Audit            | 21A         |                    | \$3,095.02          |
| 2014         | 1            | 3070          | 5860856        | CDBG General Admin and Audit            | 21A         |                    | \$2,184.35          |
|              |              |               |                |   | <b>21A</b>  | <b>Matrix Code</b> | <b>\$250,188.91</b> |
| 2014         | 2            | 3071          | 5783824        | Cost Allocation                         | 21B         |                    | \$12,433.32         |
| 2014         | 2            | 3071          | 5794595        | Cost Allocation                         | 21B         |                    | \$3,108.33          |
| 2014         | 2            | 3071          | 5802719        | Cost Allocation                         | 21B         |                    | \$3,108.33          |
| 2014         | 2            | 3071          | 5811615        | Cost Allocation                         | 21B         |                    | \$3,108.33          |
| 2014         | 2            | 3071          | 5820271        | Cost Allocation                         | 21B         |                    | \$3,108.33          |
| 2014         | 2            | 3071          | 5828149        | Cost Allocation                         | 21B         |                    | \$3,108.33          |
| 2014         | 2            | 3071          | 5837602        | Cost Allocation                         | 21B         |                    | \$3,108.33          |
| 2014         | 2            | 3071          | 5847779        | Cost Allocation                         | 21B         |                    | \$3,108.33          |
| 2014         | 2            | 3071          | 5860856        | Cost Allocation                         | 21B         |                    | \$3,108.37          |
|              |              |               |                |   | <b>21B</b>  | <b>Matrix Code</b> | <b>\$37,300.00</b>  |
| <b>Total</b> |              |               |                |   |             |                    | <b>\$310,901.87</b> |

# Attachment 3 – Legal Ad and Public Comments

## Tampa Tribune Order Confirmation for Ad #0003555542-01



|                     |  |                       |   |                   |                |
|---------------------|--|-----------------------|---|-------------------|----------------|
| <b>Client</b>       | CITY OF TAMPA HOUSING AND  | <b>Payor Customer</b> | CITY OF TAMPA HOUSING AND                     | <b>Acct. Exec</b> | mmarchis       |
| <b>Client Phone</b> | 813-274-7944   | <b>Payor Phone</b>    | 813-274-7944                                  |                   |                |
| <b>Account#</b>     | 1020710  | <b>Payor Account</b>  | 1020710                                       |                   |                |
| <b>Address</b>      | COMMUNITY DEVELOPMENT DIVISION.: PAYOR ADDRESS<br>TAMPA FL 33602 USA |                       | COMMUNITY DEVELOPMENT DIVIS<br>TAMPA FL 33602 | <b>Ordered By</b> | MICHELLE BOONE |
| <b>Fax</b>          |  |                       |   |                   |                |
| <b>E-Mail</b>       | Michelle.Boone@ci.tampa.fl.us  |                       |   |                   |                |

  

|                     |          |               |  |
|---------------------|----------|---------------|--|
| <b>Total Amount</b> | \$352.35 | <b>Status</b> |  |
| <b>Payment Amt</b>  | \$0.00   |               |  |
| <b>Amount Due</b>   | \$352.35 |               |  |

  

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>Payment Method</b> | NOTICE OF SUBMISSION / TRIB LOG# 5184 |
| <b>Text:</b>          |                                       |
| <b>Order Notes:</b>   |                                       |

  

|                       |                           |                        |                 |                          |                  |                         |      |
|-----------------------|---------------------------|------------------------|-----------------|--------------------------|------------------|-------------------------|------|
| <b>Ad Number</b>      | 0003555542-01             | <b>Ad Type</b>         | CLP Legal Liner | <b>Color</b>             | <NONE>           | <b>Production Color</b> |      |
| <b>Pick Up Number</b> |                           | <b>Ad Size</b>         | 1.0 X 41 LI     | <b>Production Method</b> | AdBooker (liner) | <b>Production Notes</b> |      |
| <b>Product</b>        | Run Schedule Invoice Text | <b>Placement/Class</b> |                 | <b>Position</b>          |                  | <b># Inserts</b>        | Cost |
| <b>Run Dates</b>      |                           |                        |                 |                          |                  |                         |      |
| <b>Tag Line</b>       |                           |                        |                 |                          |                  |                         |      |

  

|                            |                      |  |   |          |       |            |
|----------------------------|----------------------|--|---|----------|-------|------------|
| <b>Tampa Tribune CLP::</b> | _Legal Ads           | _Legal Notices-Legal-CLP Class                                     | 1 | \$342.35 | #5184 | 12/08/2015 |
| <b>LEGAL NOTICE</b>        | NOTICE OF SUBMISSION | CITY OF TAMPA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, HOME INVE |   |          |       |            |
| <b>LEGALNOTICE</b>         | NOTICE OF SUBMISSION | CITY OF TAMPA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, HOME INVE |   |          |       |            |
| <b>12/8/2015</b>           |                      |  |   |          |       |            |

**LEGAL NOTICE**

**NOTICE OF SUBMISSION**

CITY OF TAMPA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, HOME INVESTMENT PARTNERSHIP PROGRAM, EMERGENCY SHELTER GRANTS PROGRAM AND HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE 2014 PROGRAM YEAR ENDED SEPTEMBER 30, 2015

Notice is hereby given that on December 30, 2015 the City of Tampa will submit to the U.S. Department of Housing and Urban Development a Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant Program, HOME Investment Partnerships Program, Emergency Shelter Grants Program, and Housing Opportunities for Persons With AIDS. This report consists of a summary of activities undertaken, a financial summary and the progress achieved in the programs through September 30, 2015.

A copy of this Consolidated Annual Performance and Evaluation Report is available at the Housing and Community Development Office located at 306 E. Jackson St. 3N, Tampa, FL 33602 where it may be examined by the general public during regular business hours from December 9, 2015 until December 23, 2015. Comments may be made by calling Vanessa McCleary (813) 274-7955, or by e-mail [Vanessa.McCleary@tampagov.net](mailto:Vanessa.McCleary@tampagov.net).

Bob Buckhorn, Mayor  
306 East Jackson Street  
Tampa, Florida 33602

No public comments received.

12/4/2015 12:44:32 PM

1

## **Attachment 4 – Monitoring Report**

The City of Tampa ensures compliance with program and comprehensive planning requirements by incorporating approved accounting procedures, providing internal and external audits, as well as performs desk and on-site monitoring, to ensure all HUD and State requirements are completed. City policies and procedures have been developed for all HUD programs to ensure compliance.

The City develops a monitoring schedule and a monitoring plan for each activity to include desk monitoring, performance reporting, and on-site reviews. The schedule is determined by the results of a project risk assessment and program requirements. Prior to the beginning of the contract period, staff schedules onsite technical assistance and training to each subrecipients to ensure all reporting requirements are well understood. It is the intent to monitor all projects on site at least once per year throughout the affordability period/minimum use periods, however based on the results of the risk assessment and scheduling, some monitorings may occur less often. As a result of the monitoring activities completed, several administrative and procedural revisions were required. Various organizations were encouraged to make improvements in their internal operations and were provided with guidance and technical assistance accordingly.

### **FY15/PY14 Action Plan Activities**

#### **CDBG**

The CDBG funded activities for PY14 included funding for 11 agencies to provide various public service activities, and 3 agencies to complete construction related activities to public facilities that provide supportive functions for their clientele. Davis Bacon compliance and construction monitoring was conducted prior to reimbursing subrecipients for each construction draw request made for the City of Tampa's applicable CDBG funded capital improvement projects including: Alpha House, Metropolitan Ministries and Tampa Lighthouse for the Blind. Alpha House replaced their HVAC unit, Metropolitan Ministries constructed a new youth facility and Tampa Lighthouse for the Blind installed handicapped accessible doors and a new parking lot. With the City's partnership with these agencies, eligible City of Tampa residents received services that enhance the services residents received from our community partners.

The City of Tampa also provides ongoing technical assistance to any agency receiving CDBG funding as requested, to ensure compliance with all CDBG regulations.

#### **ESG Monitoring**

The City of Tampa provides ongoing technical assistance to each agency receiving Emergency Solutions Grant (ESG) funds. Monitoring visits were made to Alpha House and Tampa Housing Authority to determine that clients receiving assistance were income eligible and met the HUD definition of homelessness as defined in 24 CFR 576.2.

The Spring of Tampa Bay provides safe haven, emergency shelter, and supportive services to victims of domestic violence utilizing ESG funds. Due to confidentiality and safety reasons, the monitoring report from the Florida Coalition Against Domestic Violence was provided to the City of Tampa for our review to ensure compliance of program guidelines.

## **HOME**

It is the intent to provide onsite monitoring annually for all HOME funded projects and for those with an extended affordability period. During the on-site visit, the City of Tampa completes a HQS inspection on at least 10% of the units to ensure that the project continues to meet and be maintained in accordance with HUD and HQS property standards. These records are maintained and reviewed at the time of the onsite monitoring indicating HOME compliance. A minimum of 20 % of tenant files are reviewed to ensure initial and ongoing tenant eligibility. The City of Tampa requires project sponsors to certify tenant's income annually. During the on-site monitoring, the most common findings were general income calculation errors. Income inclusions and exclusions were not well understood.

Davis Bacon compliance and construction monitoring was conducted prior to reimbursing subrecipients for each construction draw request made for the Tampa Housing Authority Ella/Encore Project and Miracle Place.

## **HOPWA**

The City of Tampa is an equal opportunity housing provider and lender. We require all of our Subrecipients of HOPWA funded programs it administers to comply with all federal and state anti-discrimination rules. The City of Tampa monitored 6 agencies to ensure program and federal guidelines. Any findings and concerns noted have been corrected.

The City of Tampa is the grantee organization responsible for the administration of HOPWA programs for west central Florida's 4-county Eligible Metropolitan Statistical Area (EMSA). Specifically, the Housing and Community Development Division (HCD) of the City's Planning and Development Department is responsible for administering the HOPWA program – in addition to providing affordable housing, economic development, community outreach and educational activities, and community revitalization assistance to the citizens of Tampa. As the lead jurisdiction for the HOPWA EMSA, the City's HCD is responsible for overseeing regulations, policies and procedures for the HOPWA program. This includes program development planning, RFP and contract management, fiscal and performance evaluation, and annual reporting so that the attainment of long-range and annual goals and objectives is ensured. The HOPWA EMSA consists of Hernando, Hillsborough, Pasco, and Pinellas counties.

Services for FY15/PY14 included Tenant Based Rental Assistance, Support Services, Facility Based Housing, and Short-Term Rent, Mortgage and Utility (STRMU) assistance.

## **Owner Occupied Rehab**

The City of Tampa's Owner Occupied Rehabilitation Program is designed to help maintain decent, safe and affordable housing for Tampa's low/moderate-income families. The program helps homeowners, who are financially unable to make the necessary repairs, bring their homes into compliance with the City's minimum Housing Code and HUD quality standards.

The Housing Rehab Partners (HRP) determines a detailed scope of services required to complete the necessary repairs as well as the maximum rehab costs. The scope is determined by a licensed contractor. Each agency ensures guidelines are met by completing the required Environmental Review Statutory Review Site Specific Checklist to determine if any environmental concerns exist. The City of Tampa staff does a site visit inspection prior to the beginning of all work to ensure all concerns are addressed in the scope of services.

The City of Tampa staff also conducts an on-site visit to monitor the progress being made and works with the property owner and contractor to ensure that the project is completed satisfactorily.

To ensure all regulatory requirements and guidelines are achieved, the Risk factor below is used for our Community partners.

**Sub factors used for each risk factor include the areas listed below.**

1. Financial
  - a. Amount of the Grant
  - b. Timeliness
  - c. Timely submission of A-133 audits
  - d. Financial Compliance
  - e. Expenditure Provisions
2. Physical
  - a. Physical Conditions of Projects
  - b. Acquisition, Construction, and Rehabilitation of Assets
3. Management
  - a. Staff Capacity and Oversight
  - b. On-Site Monitoring and Last Monitored
  - c. Program Caps
  - d. Program Complexity
  - e. OIG Audits
  - f. Program Design
  - g. Timely and Accurate Submissions
  - h. Environmental/Relocation
4. Satisfaction
  - a. Citizen Complaints
  - b. Grantee Responsiveness

## 5. Services

- a. Meeting Program Objectives
- b. Carrying Out Program

### Risk Assessment Questions

**Low Risk:** The City will monitor every three years. Low risk is defined as an agency with a long history of providing the same service. Agencies with little to no staff turnover; good audit reports, no issues in desk review, timely project completion, meeting or exceeding program goals or objectives. Payment requests and reports are submitted timely.

**Moderate Risk:** The City will monitor every other year. Moderate risk is defined as an agency with little to no issues, desk review are good, corrections made within 24 hours of notification of any issues or concerns. External audit report is good A-133, monitoring report with 3 or less findings and or concerns. For clarification purposes, the definitions are as follows: a “finding” is an element which does not comply with a Federal or State statute or regulation; whereas a “concern” represents a potential finding or a program deficiency that should be improved before it leads to a finding. Meets program goals and objectives. Payment requests and reports are submitted timely

**High Risk:** The City will monitor at least once a year and more frequent as needed. Frequent questions concerns with desk review. Staff turnover, not meeting program goals, performance and project expenditures are not timely, excessive citizen complaints, 4 or more findings and or concerns. For clarification purposes, the definitions are as follows: a “finding” is an element which does not comply with a Federal or State statute or regulation; whereas a “concern” represents a potential finding or a program deficiency that should be improved before it leads to a finding.

The City of Tampa is responsible for taking appropriate actions when performance problems arise with the Project Sponsors. Written agreements are the primary mechanism for enforcement in any situation of non-compliance. There are three levels of intervention, which the City of Tampa may use depending on the seriousness of the problems.

- 1. Low-level Intervention:** At this level, the City of Tampa may do one or more of the following:
  - a. Clearly identify problem areas and required corrective actions
  - b. Plan a strategy with the Project Sponsor, including training or technical assistance to help address the problem
  - c. Require more frequent reporting
  - d. Conduct more frequent monitoring visits
- 2. Moderate-level Intervention:** the City of Tampa may need to attempt increasingly tougher steps after the low-level intervention. These steps include:
  - a. Restrict payment requests
  - b. Disallow certain expenses or require repayment of funding provided for certain expenses
  - c. Impose probationary status
- 3. High-level Intervention:** At this level, the City of Tampa must take the most serious actions to stop non-compliance problems. These steps include:

- a. Temporarily suspend the organization from participation in the HOPWA Program until compliance is achieved
- b. Terminate the organization for the current year and call for the repayment of funds back to the City of Tampa
- c. Not allow the organization to participate in future funding allocations for one or more years
- d. Initiate legal action



## Attachment 5 – Checklist

### CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT COMPLETENESS CHECKLIST

|   |            |                    |
|---|------------|--------------------|
| Grantee: <u>City of Tampa</u>   |            | Program year: 2014 |
| Reviewed by: _____  |            | Date: _____        |
| Programs covered by the report: <input checked="" type="checkbox"/> CDBG <input checked="" type="checkbox"/> HOME <input checked="" type="checkbox"/> ESG <input checked="" type="checkbox"/> HOPWA |            |                    |
|   |            |                    |
| Date CAPER due  | 12/30/2015 |                    |
| Date CAPER received (see timestamp below “Status” on CR-00)   |            |                    |

#### NOTES:

- The checklist references IDIS reports that can assist in reviewing numbers provided by grantees in their CAPER submissions. **Grantees are not required to submit these reports.** CPD Representatives wishing to verify numbers in CAPER submissions should download these reports from IDIS.
- Guidance for State Grantees: The PER should still be completed using the instructions in Notice CPD-11-03 ([http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/notices/cpd#2011](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/cpd#2011)). Once submitted in accordance with Notice CPD-11-03, the PER becomes available in IDIS as the PR28 and can be downloaded and reviewed. In addition to doing the PR28, the other requirements of the CAPER Regulations under 24 CFR 91.520 are met by completing the e-Con Plan CAPER template. Updates to the e-Con Plan template are pending to enable State CDBG grantees to submit their PERS through this system in the future along with the rest of the CAPER. Additionally, an update to CPR-11-03 is pending at this time. In the meantime, the guidance above should be followed.
- Throughout the template, introduction and general “narrative” text boxes are provided for readability and to allow grantees to supplement the questions on the screen, however these are not required elements of the CAPER and therefore, it is acceptable if these textboxes are left blank.
- A lot of goal information in the template is populated from goals screens in the Consolidated Plan and Annual Action Plan. Currently, the only way to change this information is to amend the appropriate plan and re-generate the CAPER, which then requires the grantee to re-enter all their data. If a CPD Representative finds the need to request that a grantee amend goal information, it may be more efficient to ask the grantee to amend the plan (which the Representative can verify in the system) and provide supplemental narrative or inserted content documenting and explaining the change, rather than requesting, what will amount to an entirely new CAPER submission. (Future updates to IDIS will make this process easier).

- *Currently, the Word download of the CAPER contains several errors. We are working to correct those errors in a future update. In the meantime, the CAPER should be reviewed from the IDIS screens because the information presented in the Word download is not reliable.*

## General

If the jurisdiction received any citizen comments or views on the performance report, was a summary of the comments or views included as an attachment to the report? 91.105(d)(2)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 45 – Attachment 3

## CR-05 - Goals and Outcomes

### 91.520(a) and 91.520(i)

These tables provide a comparison of the proposed goals versus actual outcomes for each goal included in the action plan and strategic plan. Expected, Actual, and Percent Complete fields were populated with data from the action plan and accomplishment data entered at the IDIS activity level. Users can edit them if they appear incorrect.

Did the jurisdiction provide an assessment of progress in carrying out its strategic plan and action plan? 91.520(a)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 2

Did the jurisdiction provide an assessment of how the jurisdiction's use of funds, particularly CDBG, addressed the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified? 91.520(d)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 3-9

**NOTE:** The jurisdiction should cite specific examples from the two tables to highlight specific accomplishments

and, if applicable, explain why progress was not made toward meeting specific goals, objectives, and proposed outcomes.

**NOTE IDIS DEFECT:** If reviewing a word download of the CAPER check the CR-05 screen to ensure that the grantee has not inserted any additional content. Grantees may insert content on this screen such as supplemental narrative text boxes, tables or images. Due to a system defect these insertions do not appear in the downloaded word report.

## CR-10 – Racial and Ethnic composition of families assisted

### 91.520(a)

The accomplishments reported in this table are read-only and cannot be edited. It is summarized from the IDIS activity accomplishment screens for the given program year for the grantee's programs. Did the jurisdiction provide the racial/ethnic data for accomplishments recorded with an accomplishment date during the Program Year in IDIS? 91.520(a)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 11

**NOTE:** Accomplishments associated with ESG projects are not recorded in IDIS, so grantees will always need to enter these accomplishments manually.

**NOTE IDIS DEFECTS (scheduled to be remedied in December 2014):**

- In some cases, a column for HOME accomplishments may appear on this screen when the grantee is not a HOME grantee.
- Pre-populated data currently only includes accomplishments associated with Projects included in the Annual Action Plan for which the CAPER is being prepared. This will be corrected in December 2014. Grantees can create a table corresponding to the table on this screen and use data from the BOSMAC PR-03 (for CDBG) and PR-20 (for HOME) to report racial and ethnic data on this screen.

**CR-15 Resources and Investments**  
**91.220, 91.320, 91.420, 91.520(a)**

**RESOURCES MADE AVAILABLE**

The expenditure data is generated by the system based on drawdowns completed during the program year. Users may update the values in both columns.

**GEOGRAPHIC DISTRIBUTION AND LOCATION OF INVESTMENTS**

This table provides a list of the target areas included in the Strategic Plan. For each target area, the system will carry forward the planned percentage of allocation from the Action Plan. If no target areas are identified in the Strategic Plan, does the narrative discuss the geographic distribution and location of investments? 91.520(a)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 12

**NARRATIVE: LEVERAGING AND MATCH**

Did the jurisdiction explain how Federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction was used to address the needs identified in the plan? 91.520(a)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 13

**HOME Grantees Only:** Did the jurisdiction provide the information required by the HOME Match Report HUD 40107-A HOME Annual Performance Report HUD 40107 (MBE/WBE Performance) contained on this screen?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 13-16

**NOTE:** This report requires grantees to identify match based on the Federal Fiscal Year, **NOT** grantees program year. Reviewers should ensure that the amount reported covers the Federal Fiscal Year immediately preceeding the end of the jurisdiction's program year. For example, if the last day of a PJ's program year is March 31, 2015, the timeframe for reporting match would be October 1, 2013 through

September 30, 2014. If the last day of a PJ's program year is September 30, 2015, the timeframe for reporting match would be October 1, 2014 through September 30, 2015.

**NOTE IDIS DEFECTS:**

- FOR NON-HOME GRANTEES – Word download of CAPER includes these sections for non-HOME grantees, but it does not appear on the screen. If you are reviewing a Word Download and this section is blank for a non-HOME grantee, ignore this section.
- FOR HOME GRANTEES –
  - Match Contribution for Federal Fiscal Year: Values in “Project No. or Other ID” field are being formatted as dates.
  - Data entered on screen in “Minority Owners of Rental Property” table is not appearing in the Word download. If you are reviewing the Word version of the plan, confirm this data on the CR-15 screen)
  - All values for “Expected Amount Available” are being populated from the “Expected Amount Available Remainder of Con Plan” in the AAP-AP-15 screen, rather than “Expected Amount Available” for the Program Year.

**Affordable Housing – CR-20**

**91.220(g), 91.320(g), 91.420, 91.520(b)**

**AFFORDABLE HOUSING – NUMBER OF HOUSEHOLDS ASSISTED TABLE**

This table lists the goals and actual number of affordable housing units produced in the program year for each type of population (homeless, non-homeless, special needs). The One-Year Goal field is system-generated based on the information from the Action Plan.

Did the jurisdiction provide the actual numbers in this table? 91.520(b)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 17

**NOTE:** This table only includes the grantee's goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year using funds made available to the jurisdiction as specified in their Annual Action Plan on screen AP-55 – Affordable Housing. For the purpose of this section, the term “affordable housing” is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership. The numbers reported for actual should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments, can help the jurisdiction determine the actual number of ELI, LI, and MI renter and owner households that received assistance during the program year. The grantee should be asked to revise the numbers in their Annual Action Plan, if the one-year goal field includes numbers that do not meet the definition of “affordable housing” as defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

**AFFORDABLE HOUSING – NUMBER OF HOUSEHOLDS SUPPORTED TABLE**

This table lists the goals and actual number of affordable housing units produced in the program year for each type of housing assistance (rental assistance, production of new units, rehabilitation of existing

units, and acquisition of existing units). The One-Year Goal field is system-generated based on the information from screen AP-55 – Affordable Housing in the Annual Action Plan.

Did the jurisdiction provide the actual numbers? 91.520(b)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 17

**NOTE:** The numbers reported in the Actual field should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments, can help the jurisdiction determine the actual counts for the program year.

Did the jurisdiction discuss the difference between goals and outcomes and problems encountered in meeting these goals? 92.525(i)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 17

Did the jurisdiction discuss how these outcomes will impact future annual Action Plans?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 17

#### NUMBER OF PERSONS SERVED

This table should display the number of persons assisted at each income level who received housing assistance during the program year. The numbers reported for actual are populated by the system based on accomplishments reported at the activity level in IDIS. (Make sure the numbers populated by the system are correct. .)

Did the jurisdiction provide the actual number of households provided affordable housing? 91.520(b)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 18

**NOTE:** The numbers reported in the Actual field should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments, can help the jurisdiction determine the actual counts for the program year. Grantees can adjust these values to correct actual numbers. Compare the number of ELI, LI, MI, and homeless households provided affordable housing with narrative for the strategic plan goals summary screen SP-45 to determine progress in meeting the strategic plan goal.

#### NOTE IDIS DEFECTS:

- The system calculates accomplishments incorrectly for HOME program;
- The column for HOME accomplishments currently included for non-HOME grantees. These can be ignored until the system is corrected.
- Accomplishments should be persons served with affordable housing assistance.

Did the jurisdiction provide an additional narrative regarding the information provided by these tables?

Yes ☒ No ☐ N/A ☐ Comment \_\_\_\_\_ Page 18

#### CR-25 – Homeless and Other Special Needs

91.220(i), 91.320(h), 91.420, 91.520(c)

Does the report evaluate of the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

1) Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs 91.520(c)(1)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 19

2) Addressing the emergency shelter and transitional housing needs of homeless persons 91.520(c)(2)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 19

3) Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are:

a. Likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health-care facilities, mental health facilities, foster care and other youth facilities and corrections programs and institutions) 91.520(c)(4)(i)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 20

b. Receiving assistance from public or private agencies that address housing, health, social services, employment, education or youth needs? 91.520(c)(4)(ii)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 20

4) Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again? 91.520(c)(3)

Yes ☐ No ☐ Comment \_\_\_\_\_ Page 20

**NOTE IDIS DEFECT:** If reviewing a word download of the CAPER check the CR-05 screen to ensure that the grantee has not inserted any additional content. Grantees may insert content on this screen such as supplemental narrative text boxes, tables or images. Due to a system defect these insertions made under the first two text boxes on this screen do not appear in the downloaded word report.

### **CR-30 – Public Housing**

**24 CFR 91.220(h), 91.320(j), 91.420, 91.520(a)**

Did the jurisdiction identify actions taken to address the needs of public housing? 91.520(a)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 21

Did the jurisdiction identify actions taken to encourage public housing residents to become more involved in management and participate in homeownership? 91.520(a) Yes ☒ No ☐

Comment \_\_\_\_\_ Page 21

Did the jurisdiction identify actions taken to provide assistance to troubled PHAs? 91.520(a)

Yes ☐ No ☐ N/A ☒ Comment \_\_\_\_\_ Page 21

**NOTE IDIS DEFECT:** If reviewing a word download of the CAPER check the CR-05 screen to ensure that the grantee has not inserted any additional content. Grantees may insert content on this screen such as supplemental narrative text boxes, tables or images. Due to a system defect these insertions made under the first two text boxes on this screen do not appear in the downloaded word report.

### CR-35 Other Actions

#### 91.220(j, k), 91.320 (i, j), 91.420, 91.520(a)

Did the jurisdiction describe actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220(j); 91.320(i)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 22

Did the jurisdiction identify actions taken to:

22 Address obstacles to meeting underserved needs? 91.220(k); 91.320(j) Yes ☒ No ☐ Page

23 Reduce lead-based paint hazards? 91.220(k); 91.320(j) Yes ☒ No ☐ Page

**NOTE IDIS Defect:** The labels for the second text box is incorrectly repeated as the label for the 3<sup>rd</sup> text box. The third text box should contain a description of actions taken to reduce lead-based paint hazards. (The text boxes are correctly labeled in the word download)

24 Reduce the number of poverty-level families? 91.220(k); 91.320(j) Yes ☒ No ☐ Page

24 Develop institutional structure? 91.220(k); 91.320(j) Yes ☒ No ☐ Page

Enhance coordination between public and private housing and social service agencies?  
91.220(k); 91.320(j) Yes ☒  
No ☐ Page 24

Overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice. 91.520(a) Yes ☒ No ☐  
☐ Page 25

**NOTE:** The jurisdiction must describe specific actions taken to affirmatively further fair housing.

Comment \_\_\_\_\_ Page 25

### NOTE IDIS DEFECTS:

- If reviewing a word download of the CAPER check the CR-05 screen to ensure that the grantee has not inserted any additional content. Grantees may insert content on this screen such as supplemental narrative text boxes, tables or images. Due to a system defect these insertions made under the first six text boxes on this screen do not appear in the downloaded word report.

**Monitoring – CR-40**  
**91.230, 91.330, 91.430**

Did the jurisdiction describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 27

Did the jurisdiction describe efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports? 91.520(a)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 28

**NOTE:** A jurisdiction must make the report available to the public for examination and comment for a period of at least 15 days, include a review of program performance at public hearings, and must consider any comments or views of citizens received in writing, or orally at public hearings in preparing the performance report. (91.105) A jurisdiction is expected to take whatever actions are appropriate to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. 91.105(a)(2)

**NOTE IDIS DEFECT:** If reviewing a word download of the CAPER check the CR-05 screen to ensure that the grantee has not inserted any additional content. Grantees may insert content on this screen such as supplemental narrative text boxes, tables or images. Due to a system defect these insertions made under the first text box on this screen do not appear in the downloaded word report.

**CR- 45 – CDBG (CDBG grantees only)**  
**91.520(d)**

Did the jurisdiction specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences? 91.520(d)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 28

Does this jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

Yes ☐ No ☒ Comment \_\_\_\_\_ Page 28

If you answer yes to the BEDI question above, did the jurisdiction describe grant accomplishments and program outcomes during the last year.

Yes ☐ No ☐ Comment \_\_\_\_\_ Page NA

**NOTE:** BEDI grantees should describe program accomplishments and outcomes following instructions for Section 108 reporting contained in Chapters 8 and 9 of the IDIS Online for CDBG Entitlement Communities Training Manual at: <https://www.onecpd.info/resource/2685/idis-online-for-cdbg-entitlement-communities-training-manual/> . Review IDIS PR03 Report to determine extent to which extremely low-income, low-income,



and moderate-income served by each activity where information on income by family is required to determine the eligibility of the activity. 91.520(d)

## **CR-50 – HOME (HOME grantees only)**

### **91.520(e)**

Did the jurisdiction include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations, including:

A list of projects that should have been inspected on-site this program year based upon the schedule in §92.504(d)?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 29

An indication of which of these were inspected and a summary of issues that were detected during the inspection?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 29

A description of how it will remedy the situation for those properties that were not inspected?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 29

Did the jurisdiction provide an assessment of the jurisdiction's affirmative marketing actions for HOME units? 92.351(b)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 29-30

Did the jurisdiction provide data on the amount and use of program income for projects, including the number of projects and owner and tenant characteristics?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 30

Did the jurisdiction describe other actions taken to foster and maintain affordable housing? 91.220(k); 91.520(a)

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 30

**NOTE:** This is not limited to the HOME program.

**STATES ONLY:** Did the state include the coordination of LIHTC with the development of affordable housing? 91.320(j); 92.520(a)

Yes ☐ No ☐ Comment \_\_\_\_\_ Page NA

**NOTE:** This is not limited to the HOME program.

**NOTE IDIS DEFECT:** If reviewing a word download of the CAPER check the CR-05 screen to ensure that the grantee has not inserted any additional content. Grantees may insert content on this screen such as supplemental narrative text boxes, tables or images. Due to a system defect these insertions made under the first and third text boxes on this screen do not appear in the downloaded word report.

**CR-55 – HOPWA (HOPWA grantees only)****91.520(f)**

This table lists the one-year goals and actual number of households receiving HOPWA assistance for each eligible type of housing assistance. The One-Year Goal field is system-generated based on the information from screen AP-70 – HOPWA Goals in the Action Plan. Did the jurisdiction provide the actual numbers?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 31

**NOTE:** The numbers reports for actual should be consistent with the accomplishments reported in the jurisdiction's HOPWA CAPER.

**NOTE IDIS DEFECT:** CPD Representatives should review this table in IDIS. When values are entered into the table on this screen, the word download repeats every row 16 times and the "Totals" row is missing.

**CR-60 ESG (ESG grantees only) (PAPER COPY – if full CAPER not submitted in IDIS)****91.520(g)**

Did the jurisdiction complete all the required ESG recipient and subrecipient information?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 32

NOTE: the grantee information referenced in sections 1 and 2 on this screen should be automatically populated in the word download of the CAPER with the information from the Grantee/PJ profile. CPD Representatives can confirm this information in each grantee's profile.

**ESG Persons Assisted – CR - 65 (ESG grantees only) (PAPER COPY – if not full CAPER submitted in IDIS)****91.520(g)**

Did the jurisdiction complete all the required household information for persons served, including number of persons in households for:

Prevention Activities?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 34

Rapid Re-Housing Activities:

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 34

Shelter?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 34

Street Outreach?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 35

Total for all persons in households served with ESG?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 35

Did the jurisdiction complete all the required gender information?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 35

Did the jurisdiction complete all the required age information?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 36

Did the jurisdiction complete all the required special needs populations served information?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 36

**NOTE IDIS DEFECT:** CPD Representatives should review this table in IDIS. Columns in the word version of Table 7 on this screen are mislabeled.

**CR-70 – ESG Assistance Provided (ESG grantees only) (PAPER COPY – if not full CAPER submitted in IDIS)**  
**91.520(g)**

Did the jurisdiction report on shelter utilization rates for ESG expenditures?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 37

Did the jurisdiction report on project outcomes data?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 37

**CR-75 ESG Expenditures – (ESG grantees only) (PAPER COPY – if not full CAPER submitted in IDIS)**  
**91.520(g)**

Did the jurisdiction report the dollar amount from each of the three most recent fiscal year allocations that was expended during the recipient's program year for each ESG component, as well as match sources?

Yes ☐ No ☐ Comment \_\_\_\_\_ Page 38-39

**NOTE IDIS Defects:**

- The years populate correctly on the screen but they are incorrect on the word report.
- CPD Representatives should review this screen in IDIS.
  - Totals may appear for 5 year goals, not 1 year goals

**CONCLUSION AND RECOMMENDATION:**

Based on my review of this report, in accordance with all applicable regulations, I find this report to be

- ☐ satisfactory  
☐ unsatisfactory

Comments: Type comments here.

**SIGNED:**

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

CPD Director: \_\_\_\_\_ Date: \_\_\_\_\_

The following can be reviewed as part of the overall CAPER review. However, these items are not regulatory and a deficiency in any area does not affect the determination as to whether or not the CAPER is satisfactory.

A review of the following will assist the CPD Representative determine compliance with certain regulatory provisions and can be assessed as part of the Annual Community Assessment.

**CDBG Grantees Only:** Did the jurisdiction include the Financial Summary Report (PR26)?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 40-44 Attachment 2

**CDBG Grantees Only:** Was the 70% low/mod overall spending requirement for CDBG met?

Yes ☒ No ☐ Comment \_\_\_\_\_ Page 40

**NOTE:** If this is a multi-year certification, please specify the period covered.

**Expenditure Limits**

Has the grantee exceeded the 20% administrative cap for CDBG?

Yes ☐ No ☒

Has the grantee exceeded the 15% public service cap for CDBG?

Yes ☐ No ☒

Has the grantee exceeded the 10% administrative cap for HOME?

Yes ☐ No ☒

Has the grantee met the 15% CHDO set-aside for HOME?

Yes ☒ No ☐

Has the grantee exceeded the 3% administrative cap for HOPWA or the 7% administrative cap by project sponsors \_\_\_\_\_ under \_\_\_\_\_ HOPWA?

Yes ☐ No ☒

Has the grantee exceeded the 7.5% administrative cap for Emergency Solutions Grant?

Yes ☐ No ☒

Does the amount of ESG funds for street outreach and emergency shelter activities exceed the greater of 60% of the jurisdiction's fiscal year ESG grant or the amount of FY 2010 ESG funds committed for homeless assistance activities?

Yes ☐ No ☒

Did the jurisdiction describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements?

Yes ☒ No ☐ Comment \_\_\_\_\_ - Attachment 4

The following can be reviewed as part of the overall CAPER review. However, these items are not regulatory and a deficiency in any area does not affect the determination as to whether or not the CAPER is satisfactory.

A review of the following will assist the CPD Representative determine compliance with certain regulatory provisions and can be assessed as part of the Annual Community Assessment.