



City of Tampa

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Affordable Housing Advisory Committee

Wednesday, September 17, 2025

2555 E. Hanna Ave., 3rd Floor

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MEETING MINUTES

Pursuant to notice, the regular meeting of the Affordable Housing Advisory Committee for the City of Tampa was held on Wednesday, September 17, 2025 at 1:30 PM in the Third Floor Conference Room.

Members Present:	Lynn Hurtak	Jim McCarthy
	Ernest Coney	Robin Lockett
	Jennye Hall	Debra Koehler

Members Absent:	Alissa Sieben	Tammy Haylock-Moore
	Ed Busansky	Juawana Colbert

City Staff Present:	Michelle Boone	April Espinosa
	Rebecca Johns	Belix Parks

Public Present:	Harry Hedges	Shawn Wilson
	Matthew Sweet	Kevin Johnson

1. CALL TO ORDER/ ROLL CALL:

The regular meeting of the Affordable Housing Advisory Committee was called to order on Wednesday, September 17, 2025 at 1:30 pm. There were sufficient members for a quorum.

2. APPROVAL OF MINUTES

Chairwoman Hurtak requested approval of minutes from the August 20, 2025 meeting. Debra Koehler made a motion for the approval of the minutes with a correction, and the motion was seconded by Jennye Hall. The Committee unanimously approved the motion.

3. PUBLIC COMMENT

None

4. CRA PRESENTATION – BELIX PARKS, COMMUNITY DEVELOPMENT COORDINATOR

Belix Parks, Community Development Coordinator for the CRA, presented the FY25 rollover and FY26 budget allocation for the Unit Creation and Conversion Program under the CRA. East Tampa CRA will have the largest amount allocated for housing. For FY25, 30% allocation for East Tampa CRA was \$9,701,564. This year, East Tampa chose to invest 46% of their budget towards housing - totaling \$6,750,000.

The current process for unit creation begins with the application on a first come, first served basis. The proposed process would replace it with a fairer approach.

The proposed process will be a formalized application cycle featuring a structure process and a selection committee. The proposed process would provide a predictable timeline and promote equity and balance in decision-making. Thorough evaluations would align with CRP goals. This process is still in review.

The approved CRA Housing Subsidy Matrix provides guidelines for maximum funding.

Committee member, Debra Koehler, encouraged proposing a 99-year affordability commitment to maximize investments.

Ms. Parks discussed a 50-year affordability period on midsize community builds, and 99-year affordability for larger projects.

The CRA Housing Subsidy Matrix numbers are based on SHIP maximum subsidy per unit specified in HCD's LHAP. The maximum award is \$350,000 per affordable unit with the greatest need for units is for those earning 80% AMI and below.

Chairperson Hurtak requested to share this presentation to receive feedback from developers and lenders of affordable housing to weigh in on this process.

Committee member, Ernest Coney, asked how to incorporate inclusionary zoning into policy guidelines, and how to assist LMI families with AMIs that are not traditionally seen in the Downtown or Channelside Districts? He would like to see families of hospitality workers be able to live where they work -downtown. Ms. Parks stated that the two applications that were received are for studio, one- and two-bedroom apartments. However, the NOFA can specify verbiage to include family-oriented housing developments.

Shawn Wilson states that the subsidy amounts on the matrix are too high and developer capacity is too low. He adds that LIHTC has been successful for creating larger affordable housing projects. A portion of funding should be focused on LIHTC.

5. HOUSING AND COMMUNITY DEVELOPMENT UPDATES

Michelle Boone updated the Committee with the following events per the presentation materials provided to the Board.

a. DARE (Down Payment Assistance)

There have been 62 closings for FY25, most using stacked funds (SHIP and CRA).

The City of Tampa expended \$2,750,000 using HOME/CDBG/SHIP/HPF and \$1,920,000 using East Tampa CRA funding. SHIP money is spent first. HCD has 30 active reservations, these potential homebuyers have funds reserved while they are looking for a home. There are 30 applicants currently under contract for FY25.

b. Homeless Outreach Press Conference

Over the past three years since its formation, the Homeless Outreach Team has helped 126 individuals and families with young children find stable housing.

The HCD team donated school supplies to Seminole Elementary School to help make the first day of school a success.

c. Homeless Outreach – Tampa Hope

Tampa Hope provides shelter to homeless men and women in the City of Tampa. Since opening December 2021, a total of 1,519 clients has been served and 549 (36.14%) moved into permanent housing. The average length of stay is 116 days. Tampa Hope does not have a maximum time frame for stays.

With permission from the RMAP clients, the Homeless Outreach Team shared several client success stories. The Homeless Outreach Team helps about 3-5 families find permanent housing a month.

There are an additional 115 cottages, about 20 of these cottages are equipped with two beds. These cottages are purchased with CDBG funds with approval from HUD.

The City of Atlanta's Mayor toured Tampa Hope and is very interested in replicating this model in the Atlanta area.

Maggie Rogers is presenting Tampa Hope's model at the Florida Network to End Homelessness Conference in Orlando.

d. Rental Move-In Assistance Program (RMAP)

The Housing and Community Development Department opened RMAP on February 1st, 2024. RMAP is temporarily paused until the beginning of the new fiscal year.

RMAP offers rent assistance, move-in assistance, and prevention assistance. Eviction prevention will assist individuals with up to two months of rent arrears and on-going rent subsidy up to a year, or to the end of the current lease.

If eligible, City of Tampa residents will be able to access \$1.6 million set aside for Rent and Move-In Assistance, and an additional \$1 million for Eviction Prevention, which allows up to two months of arrears. These funds are available from the 2024 approved budget. The total budgeted funds for RMAP Phase V are \$2,600,000.00.

RMAP Phase VII - IX and has received 3430 completed applications. The total funds awarded are \$6,865,754.40 and the average award is \$6,704.84. There were 290 new move-ins, 461 current leasers, and 251 eviction preventions.

Families with children, homeless, and disabled populations have benefited the most.

The housing information line has received 8,016 calls between 10/4/2024 to 9/10/2025. Most of the calls pertain to the RMAP and rental assistance.

e. Infill 3

There are 19 lots available that will include opportunities to build both single and multi-family homes, with most lots located in or near East Tampa. The estimated number of units proposed was 38, including rental and SF for sale development.

The City is working with local agencies to finalize land transfers and plans.

f. Healthy Homes

There are 21 homes under construction and 16 homes completed. The total rehab costs to date are \$1,144,404. There were 203 applications received. Healthy Homes is a grant received from HUD, and the City matches it with CDBG funds.

g. JOC – Gordian Award

Gordian presented the City of Tampa with the Harry H. Mellon Award of Merit in Job Order Contracting for the successful housing rehab of 3618 E. 33rd Avenue project.

The City of Tampa leveraged JOC to provide immediate assistance to Ms. Davis whose roof collapsed due to heavy rain. The use of JOC was essential for its rapid response capabilities, allowing for swift mobilization and efficient handling of emergency repair under the City's Housing Rehabilitation and Renovation Program.

h. Multi-Family Rental Updates

Pittman Design Group's current project, Casa Maceo is a 10-unit 100% affordable townhome rental housing development. A minimum of 6 units will be set aside for 50% AMI or below with no household income to exceed 80% AMI with a 30-year affordability period. These rental units are targeted to be completed by December.

47th Street (RUDG), received land plus \$75,000, 175 units are mixed-income and was provided land, purchased with federal funds, and will have a 99-year affordability period. This project is in the Planning and Permitting stage.

The Pittman Group/Shacres, received \$2,500,000 in CDBG and HOME, for 10 affordable multi-family rental units. Project is in permitting and should be completed in 2026.

Catholic Charities (Mercy Oaks II), received \$1,250,000 in SHIP funds, 17 efficiency and/or 1BR units was acquired and will be rehabilitated/converted from a commercial office structure. This project is in the construction stage and planned for June 2026 completion.

Madison Highlands II, LIHTC (New South Residence), received \$750,000 in SHIP funds, 92 units for seniors, all affordable, financing approved. This project is currently leasing.

The Canopy (THA and Related), received \$75,000 in HOME funds and will provide 188 total units. This project is under construction and planned for completion in 2026.

Marquee Square (Richman Group) has a \$12,000,000 agreement with the City and will provide 354 units using ARPA funds (General Funds). There will be a 99-year affordability period. Marquee Square is currently leasing.

5. NEW BUSINESS

- a. HOME ARP RFP has about \$5,000,000 in funding and will be used for multifamily rentals to assist qualified populations. Pending recommendations.
- b. HOME CHDO RFP was released on April 11 – one agency selected – Habitat for Humanity
- c. ESG Rush (Disaster Funds) RFP has about \$1,000,000 was released April 8th three agencies selected.
- d. LIHTC 9% RFP was released on April 1st and due June 27th. Pending review.

6. ANNOUNCEMENTS

Committee member Ernest Coney, the County helped CDC purchase a 3D printer and they are working on creating a process to build their first 3D print home this month. Mr. Coney hopes to work with the City soon.

Committee member Robin Locket is requesting to add research for landlord registries, management companies, and registration fees to the November agenda.

7. NEXT MEETING

October 15, 2025.

8. ADJOURN

The meeting was adjourned at approximately 2:45 pm.