



City of Tallahassee
Department of Housing and Community Resilience

Citizen Participation Plan



**Presented and Adopted
by City Commission
June 11th, 2025**

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Citizen Participation Plan

This document supersedes all previous Citizen Participation Plans for the City of Tallahassee, Florida.

Introduction

The City of Tallahassee, Florida, has developed this Citizen Participation Plan (CPP) to ensure effective public involvement in the planning, implementation, and assessment of the Community Development Block Grant (CDBG) program and other HUD-funded activities. Prepared in accordance with HUD regulations set forth in 24 CFR 91.105, this plan establishes a process for encouraging citizens, including minorities, non-English speaking persons, and persons with disabilities, to participate in the development of the Consolidated Plan, its annual action plans, any substantial amendments, the performance report (i.e., CAPER), and the CPP itself.

Purpose of the Citizen Participation Plan

The CPP ensures that residents, particularly those of low and moderate income, can participate in the development of the Consolidated Plan, Annual Action Plan, substantial amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER). The plan aims to provide transparency and solicit public input at various stages of the planning process, offering residents of the community where federally funded activities will take place an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects.

The Citizen Participation Plan is intended to provide an effective means of involvement in all phases of the City of Tallahassee's HUD-required consolidated planning process by an informed citizenry, including minorities and non-English speaking persons, as well as persons with disabilities. The City will emphasize participation by low- and moderate-income persons, particularly those residents of slum and blighted areas and of areas in which formula grant funds are proposed to be used, and by residents of predominately low- and moderate-income neighborhoods, including City designated revitalization and target areas. In order to accomplish this purpose, the goals of the Citizen Participation Plan are to:

1. Provide opportunities for citizens to express their views and proposals concerning needs in the community, and to establish priorities concerning these needs.
2. Provide opportunities for citizens to take part in policy formation regarding the federal or state grant planning requirements.
3. Ensure that citizens are provided with reasonable and timely access to local meetings, public hearings, information and records relating to the federal or state grant planning process including the range of activities that may be undertaken, the amount of anticipated funds, and proposed and actual use of funds.
4. Provide for technical assistance to groups of representative persons of low- and moderate-income that request such assistance in developing proposals.

5. Provide opportunities for citizens to review and comment on proposed Formula Grant Program activities and use of funds.
6. Ensure that citizens have questions and complaints answered in a timely and responsive manner.
7. Ensure that the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
8. Provide reasonable accommodation for persons with disabilities wishing to participate in the community development planning process.
9. Utilize existing partnerships and organizations in the community (in addition to the public hearing process and public notices in newspapers) to encourage participation, including participation by minorities, non-English speaking persons and persons with disabilities, identifying housing needs and needs of the homeless and special populations, in the development of the Consolidated Plan. The City encourages the participation of local and regional institutions, the Continuum of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, community/faith-based organizations, providers of broadband internet service providers, organizations engaged in narrowing the digital divide, and agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies).
10. Create and/or support neighborhood-based citizen advisory committees in areas targeted for comprehensive revitalization activities under federal grant programs. These committees will advise on needs and activities related to their community.

Citizen Comment on the Citizen Participation Plan and Amendments

In order to encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods, the City will provide public notice of the proposed citizen participation plan and amendments prior to adoption and allow a 30-day period for public comments. The notice will provide sufficient information about the plan and/or amendment to permit informed comments. The notice will include the location for viewing the plan, indicate the dates of the comment period and provide a means for transmitting comments to the City. The notice will be published in a newspaper of general circulation in legible print. The notice and plan will be posted on the City's website. Additionally, the City may publish the notice in smaller minority community focused newspapers and disseminate information to existing partners and/or neighborhood committees.

Upon request, the citizen participation plan will be provided in a format to accommodate persons with disabilities (e.g., oral, Braille, electronic, or large print copies for the visually impaired; and/or delivering copies to the homebound) and for minority populations and persons with limited English proficiency.

In the event of a disaster or a declaration of emergency, public notice will be altered to follow HUD issued waivers or notices. The City will, at minimum, provide notice of proposed citizen

participation plan and amendments on the City's website and allow a 5-day period for public comments prior to adoption, to the extent permitted by law.

Development of the Analysis of Impediments to Fair Housing Choice “AI”

Consultation: Following the HUD announcement to withdraw the Notice Extending the Deadline for Submission of the Assessment of Fair Housing (AFH) dated January 5, 2018, the announcement states “Consolidated Plan program participants should continue to update their AIs in accordance with the HUD Fair Housing Planning Guide.” HUD encourages program participants to collaborate in opportunities to share resources and address fair housing issues, including, but not limited to:

1. public housing authorities, including residents, resident advisory boards, resident councils, and resident management corporations;
2. other providers of assisted housing, health services and social services, including those focusing on services to children, elderly person, person with disabilities, persons with HIV/AIDs and their families, and homeless persons;
3. community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws, such as state or local fair housing enforcement agencies;
4. regional government agencies, adjacent units of local government and local government agencies, including local government agencies with metropolitan-wide planning and transportation responsibilities.
5. Consultation with these agencies could include, but is not limited to, telephone or personal interviews, internet surveys, focus groups, public hearings and workshops.

Publishing Data: The City will make available HUD-provided data and other supplemental information the City plans to incorporate into the AI at the start of the public participation process, or as soon as feasible after. HUD-provided data will be made available by cross-referencing to the data on HUD’s website.

Public Hearing: A public hearing will be held during the development of the AI and prior to the time the proposed AI is published for comment.

1. The purpose of the hearing will be to obtain the views of citizens on AI-related data and affirmatively furthering fair housing.
2. A public notice will be published in a newspaper of general circulation at least 15 days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for accommodating persons with disabilities and non-English speaking residents. The notice will be published in legible print. Additional notices may be provided through the government access channel, agency newsletters and special notices to interested agencies, groups and persons.
3. In order to ensure that times and locations of public hearings are convenient to potential and actual beneficiaries, the public hearing will be held at varying public locations and times to be announced at least 15 days prior to the meeting with accommodation for persons with physical disabilities. Upon request, provisions will be made for the special needs of non-English speaking persons, as well as for the visually and hearing impaired.

Availability to the Public: After development of a proposed AI, the following will be published

in a newspaper of general circulation, in legible print:

1. A summary of the proposed AI and the provision of a public comment period.
2. The summary will describe the contents and purpose of the AI and will include a list of the locations where copies of the entire proposed Plan may be examined.
3. A reasonable number of free copies of the AI will be provided to citizens and groups that request it.
4. A period of 30 days after the published notice will be provided for comments.

Comments on the Plan: All comments and views of citizens received in writing, or orally at the public hearings, will be considered in preparing the final AI. A summary of these comments or views and a summary of any comments or views not accepted and the reasons, therefore, will be attached to the final AI.

Development of the Consolidated Plan and Annual Plan

In order to encourage participation in developing and implementing the Consolidated Plan and/or Annual Action Plan (the Plans), prior to adoption of the Plans, the following information will be made available to all citizens including residents of public and assisted housing, low-income residents of targeted revitalization areas, public agencies including public housing authorities, and other interested parties in the manner and at the time specified:

1. First Public Hearing: A public hearing will be held during the development process and prior to the time the proposed Plans are published for comment.
 - a. The purpose of the hearing will be to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, to review program performance for the preceding program year, and, if requested, to provide technical assistance on the development of potential activities.
 - b. A public notice will be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for accommodating persons with disabilities and non-English speaking residents. Additional notices may be provided through the government access channel, agency newsletters and special notices to interested agencies, groups and persons.
 - c. To ensure that times and locations of public hearings are convenient to potential and actual beneficiaries, the public hearing will be held in the evening at a central location in the city with accommodation for persons with physical disabilities. Upon request, provisions will be made for the special needs of non-English speaking persons, as well as for the visually and hearing impaired.
2. Notice of Funding Availability: Upon notification by HUD of the amount of funding to be received for the upcoming program year, the following information will be published in a newspaper of general circulation:
 - a. Amount of assistance the jurisdiction expects to receive (including grant funds and

program income) and the range of activities that may be undertaken with the funds available. If applicable, requests for proposals from interested agencies will also be included with this notification.

- b. Additional notices may be provided through the government access channel, coalition newsletters and mailings and special notices to interested agencies, groups and persons.
3. Availability to the Public: After the development of the proposed Plans, including a preliminary recommendation of projects, activities and programs for the upcoming fiscal year, the following will be published in a newspaper of general circulation:
 - a. A summary of the proposed Plans; the estimated amount of grant funds that will benefit persons of low- and moderate-income; a statement that the jurisdiction's plan to minimize displacement of persons and to assist any persons displaced ; and the provision of a public comment period.
 - b. The summary will describe the contents and purpose of the Plans and will include a list of the locations where copies of the entire proposed Plans may be examined.
 - c. A reasonable number of free copies of the Plans and displacement information will be provided to citizens and groups that request it.
 - d. A period of thirty (30) days after the published notice will be provided for comments.
4. Second Public Hearing: After the comment period, a second and final public hearing will be held on the Plans and proposed activities by the City Commission.
 - a. The purpose of the second and final public hearing is to provide an opportunity for public comment on the Plan and proposed activities prior to approval for submittal to HUD.
 - b. A public notice will be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for accommodating persons with disabilities.
 - c. The hearing will be held in varying public locations and times to be announced at least fifteen (15) days prior to the meeting. Upon request, provisions will be made for the special needs of disabled and non-English speaking persons, as well as for the visually and hearing impaired.
5. Virtual Public Meetings or Hearings: If City's offices are closed due to a disaster or declaration of emergency, virtual public meetings and hearings may be used to fulfill applicable public hearing requirements instead of in-person meetings, to the extent permitted by law. Real-time responses and accommodations for persons with disabilities and/or limited English proficiency will be made available to the greatest extent possible.
6. Comments on the Plan: All comments and views of citizens received in writing, or orally at the public hearings, will be considered in preparing the final Plans. A summary of these

comments or views and a summary of any comments or views not accepted and the reasons, therefore, will be attached to the final Plans.

Substantial Amendments

The following criteria constitute a substantial amendment to the Consolidated and/or Annual Plan (the Plans).

1. Changes are proposed for the use of federal funds from one eligible activity to another [24 CFR 91.105(c)(1)] if such change exceeds 25% of the total allocation to the City for the year.
2. A decision is made to carry out an activity, using funds from any program covered by the Consolidated Plan including program income, not previously described in the Action Plan.
3. A decision is made not to carry out an activity described in the Action Plan. This does not include activities which must be dropped due to circumstances beyond the control of City of Tallahassee, e.g., a subgrantee elects not to do an activity; the activity fails because a property owner refuses to sell; etc. In this instance, no decision process is involved, and it is not necessary to modify or amend the change through the citizen participation process. However, reallocation of funds to a new activity not previously described in the Action Plan may constitute a substantial amendment per Paragraph 1. above.
4. The purpose, scope, location or beneficiaries of an activity are substantially changed. An activity will be considered substantially changed when any one of the following criteria apply:
 - a. The activity will no longer principally benefit the targeted population as identified in the Action Plan (e.g., senior citizens in certain areas, low- and moderate-income homeowners, homeless men, residents of X neighborhood instead of Y neighborhood, pregnant teenagers).
 - b. The activity will no longer address the low- and moderate-income need identified in the Action Plan (e.g., shelter for homeless, center for senior citizens, housing for low- and moderate-income households, training as daycare providers) or the activity ceases to address the elimination of slums and blight as identified in the Action Plan.
 - c. The activity location of an area-benefiting activity changes so that the completed activity will principally serve beneficiaries other than those originally intended.
 - d. The scope of the activity has increased to the point where its completion with project funds would result in the inability to carry out another approved activity, or would necessitate reducing the scope of another activity to a point where it would not accomplish its intended purpose.

In the case of a local emergency, such as a natural disaster or other large-scale emergency, funds may be allocated to eligible activities needed to assist in disaster relief without triggering a substantial amendment with approval from City Commission.

The process for implementing substantial amendments is as follows:

1. Publish a notice in a newspaper of general circulation giving the proposed change the City is considering, and the availability of any materials on the change. The notice will provide sufficient information about the amendment to permit informed comment. The notice will be published in legible print and in a section of the paper other than the legal section. A thirty (30) day comment period will follow the notice of proposed amendment.
2. The City may make other notifications of the proposed substantial amendment as deemed appropriate.
3. At the end of the thirty (30) day comment period, the City will consider all comments received prior to preparing the final proposed substantial amendment. A summary of these comments or views, and a summary of any comment or views not accepted and the reasons therefore, shall be attached to the substantial amendment transmitted to HUD.
4. Place the proposed change on the City Commissions agenda for consideration.
5. When adopted, distribute description of the change, including summaries as described above, to affected cities, agencies or entities and to all persons or agencies that sent written comments. The City will also update its website with the amendment.
6. Send a description of the changes to the U. S. Department of Housing and Urban Development, including the summaries described above.

Performance Reports

The City will advertise the availability of performance reports for viewing by the general public in a newspaper of general circulation. The notice will provide sufficient information about the performance report to permit informed comment. The notice will be published in legible print. A fifteen (15) day comment period will follow this advertisement. A summary of these comments will be attached to the performance report. Additional notices may be provided through the government access channel or on the City's website.

Meetings

The City will provide reasonable and timely notice of all meetings so that all interested parties may have an opportunity to attend. In the event of a disaster or a declaration of emergency, notice of all meetings or public hearings public notice will be altered to follow HUD issued waivers or notices. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place, if applicable.

Availability to the Public

The City will make available for public inspection the adopted Assessment of Fair Housing, including any revisions to the AI, Consolidated Plan, including substantial amendments to said plan, Annual Action Plan, including amendments, and the performance report described above. These documents will, upon request, be made available in formats which are accessible to persons with disabilities. (e.g., oral, Braille, electronic, or large print copies for the visually impaired; and/or delivering copies to the homebound.)

Access to Records

All records and information relating to the Assessment of Fair Housing, Consolidated Plan and the use of funds under that plan will be available for public inspection for a period of not less than five (5) years. All documents relevant to the City's programs will be made available for citizen review during the City of Tallahassee's normal business hours by contacting:

Department of Housing and Community Resilience
435 N Macomb Street, Third Floor
Tallahassee, FL 32301
850-891-6566
Housing@talgov.com

Depending on the age and nature of requested items, staff may need several business days to compile requested document(s). A reasonable number of copies will be made available without charge to the person requesting documents. Numerous copies are available for a nominal fee in accordance with the laws of the State of Florida.

Technical assistance

Assistance will be provided to groups, representative of persons of low- and moderate-income, that request such assistance. This assistance may take, but is not limited to the following forms:

1. Staff participation in committee meetings, including coordination of target area committees.
2. Workshops for agencies proposing projects.
3. One-on-one technical assistance provided in person, over the phone, by email, at public meeting, or at scheduled and advertised public hearings. The level and type of assistance will be determined as needed on a case-by-case basis.
4. Assisting with the establishment of neighborhood planning committees.

The City may provide other types of technical assistance as deemed appropriate.

Complaints

Any person wishing to make a formal complaint concerning any aspect of the Assessment of Fair Housing, including revisions, Consolidated Plan, including amendments to the Plan, Action Plan, including amendments, and performance reports, may do so in person, by letter or by telephone to

the address/phone numbers given. Persons wishing to make a complaint in person should call for an appointment; appointments will be made to occur within a reasonable amount of time from the request. A substantive written response will be made to every written citizen complaint within fifteen (15) working days of receipt, where practicable.

Use of the Plan

The City will follow this Citizen Participation Plan in the development of the Assessment of Fair Housing, and any revisions to the AI, Consolidated Plan, any substantial amendments to the consolidated plan, Annual Action Plan, and any substantial amendments, and the performance report.

Jurisdiction Responsibility

The requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of its Consolidated Plan or Assessment of Fair Housing.

Anti-Displacement

The City has adopted a Relocation Policy to minimize the extent to which low and moderate-income people will have to leave their homes as a result of the use of these Federal dollars. This Plan also describes how the City will compensate people who are actually displaced as a result of the use of these funds, specifying the type and amount of compensation.

Definitions

Annual Action Plan — A document submitted to HUD annually that, with community participation, summarizes the actions and activities to be undertaken and specific federal and non-federal resources that will be used yearly to address the priority needs and specific goals identified in the Consolidated Plan. The Annual Action Plan serves as the application for funding for the Community Planning and Development formula grant programs (CDBG, ESG, or HOME).

Applicant/Grantee — The government body which applies for funding under the formula grant and is responsible for complying with all regulations governing the program. In Pinellas County the applicant is the Board of County Commissioners. The applicant becomes the grantee when funding is received.

Community Development Block Grant (CDBG) — A federally funded grant program established for the purpose of developing viable communities, including decent housing, a suitable living environment, and economic opportunity for persons of low- and moderate-income. The grant also provides funds for the elimination of slums and blight.

Community Housing Development Organizations — Known as CHDO's, these private, nonprofit, tax exempt, neighborhood-based housing development companies, provide affordable housing to low- and moderate-income people. Under HUD guidelines, a participating jurisdiction

must spend at least 15% of its HOME allocation on housing developed, sponsored, or owned by an organization that fits the definition of CHDO.

Consolidated Plan — A 5-year planning document submitted to HUD every five years that, with community participation, identifies the County's affordable housing and community development needs and priorities.

Consolidated Planning Process — The Consolidated Planning Process is the means to meet the application requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) i, and Emergency Solutions Grant (ESG) formula grant programs. This process replaces prior planning and application requirements with a single document and satisfies the submission requirements of the four formula programs for local jurisdiction.

Emergency Shelter — Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Emergency Solutions Grant (ESG) — A federally funded grant program, formerly the Emergency Shelter Grant, established for the purpose of engaging homeless individuals and families living on the street; improving the number and quality of emergency shelters for homeless individuals and families; helping operate these shelters; providing essential services to shelter residents, rapidly re-housing homeless individuals and families, and preventing families/individuals from becoming homeless.

Formula Grant Funds — As used in this document, this refers to federal grant programs under which the City receives funding as an entitlement, i.e., CDBG, HOME, and ESG.

HOME Investment Partnerships Program — A federally funded grant program established for the purpose of expanding the supply of decent, safe affordable housing for persons of low-and moderate-income and expanding the capacity of Community Housing Development Organizations to increase housing opportunities.

Participating Jurisdictions — Participating jurisdictions (PJ's) are states and local governments that are entitled to receive federal formula grant funds. This includes consortia that are designated by HUD to directly administer the HOME Program.

Predominately Low- and Moderate-Income Neighborhood — Generally defined as a primarily residential area comprised of census tracts and/or census tract block group(s) in which a least fifty-one percent (51%) of the residents have an income not exceeding eighty percent (80) of the

Area Median Income (AMI). **Special Groups** — Groups currently presumed by the U S Department of Housing and Urban Development to meet the low- and moderate-income criteria. They include abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate persons, and persons living with AIDS. Other special groups may also be designated in the Consolidated Plan.

Targeted Areas — Specific areas designated, i.e. "targeted," for substantial long-term improvements to be produced within a reasonable length of time. A definite boundary is established for the area and a schedule of improvements planned and identified. The targeted area will benefit from a program of capital improvements, housing rehabilitation and public facilities. Services may also be provided if appropriate to the needs of the area.

U S Department of Housing & Urban Development (HUD) — The federal department which administers the CDBG, HOME, and ESG programs.

For further information or assistance, please contact: **Department of Housing and Community Resilience**

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300 S. Adams Street, B-27
Tallahassee, FL 32301
850-891-6566
Housing@talgov.com