



Monthly Housing & Community Development Department Report

To: Albert P. Childress
City Manager

Date: September 14, 2023

From: Tina Burns
Housing & Community Development Director

Subject: August 2023 Housing Department Report

Housing & Community Development

- Affordable / Work Force Housing related inquiries received for the month: 12
- Affordable / Work Force Compliance or Complaints inquiries received for the month: 1
- Affordable / Work Force Development Project Inquiries: 6
- Applications taken:

Application Type	Applications Received – August
Affordable / Work Force Housing Eligibility	2
Affordable / Work Force Housing Recertification	1
Move In Assistance Program	0
Down Payment Assistance	0

- Financial Wellness Appointments Conducted: 3
- Current Housing / Workforce Housing Projects in review or in progress:
 - ◆ Bahama Village Lofts
 - ◆ Poinciana Place Project
- Community Outreach Events attended: 1
- Strategic Goals Completed: In progress

- Transfer of the Community Development Office (CDO) from the Housing Authority back to the City of Key West is in process. This will be completed in September 2023. All paper and digital files have been transferred as of 08/31/2023.
- Presented at the August 2023 Continuum of Care (CoC) meeting.
- Presented at the monthly Key West Attraction Association.
- Completed training for “ Proficiency in Income – Part 2” facilitated by the Florida housing Coalition.
- Completed HUD Fair Housing Training : Planning & Processing.
- Attended the HUD Miami Field Office All Grantee Training.

