



MEMORANDUM

Date: April 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Patrick Wright, Growth Management Director

From: Tina Burns, Community Development Program Manager

Subject: **FILE ID 26-5234** Approving an amendment to the City of Key West Local Housing Assistance Plan that governs the affordable and workforce housing programs created and operated by the City of Key West.

Introduction

The purpose of this request is to update the current processes for operation of the Local Housing Assistance Plan of the City of Key West.

Background

The Local Housing Assistance Plan was created for the purpose of meeting the housing needs of work force households to expand production and preserve affordable housing, and to father the element of the local government comprehensive plan specific to affordable housing and to expand with additional strategies when they are funded and implemented.

The original Local Housing Assistance Plan was passed and adopted by the City Commission on August 15, 2017 through Resolution Number 17-211.

The change to the language in the Local Housing Assistance Plan is administrative in nature and does not affect the intent of the plan. Periodical updates to the Local Housing Assistance Plan are necessary and reflect best practices to align with any updated city internal procedures and to correct outdated references. The proposed change updates processes for the operation of the Local Housing Assistance Plan.

The amendment is for Section G entitled “Advertising and Outreach”:

G. Advertising and Outreach:

The City or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required. The Homebuyers Assistance Program shall be administered on a pre-approval basis. After a person is pre-approved as eligible, he or she will be issued an award letter.

Funding requests for all programs will be submitted to the Finance Department by Community Development Office staff. The additional approval of the ~~Director of Housing and~~ Community Development Office will be required for all applications for all programs prior to the expenditure of program funds.

The language with the strike though is being deleted and the underlined language is being added.

Procurement

There are no expenses, costs or budget adjustments associated with the request for revisions in this ordinance.

Recommendation

Staff recommends the Mayor and Commission approve the amendment to the City of Key West Local Housing Assistance Plan that governs the housing programs created and operated by the City of Key West.