



# Weekly Housing & Community Development Department Report

To: Albert P. Childress  
City Manager 

Date: October 12, 2023

From: Tina Burns  
Housing & Community Development Director

Subject: September 2023 Housing & Community Development Report

## Housing & Community Development & CDO

- Affordable / Work Force Housing related inquiries received for the month: 35
- Affordable / Work Force Compliance or Complaints inquiries received for the month: 3
- Affordable / Work Force Development Project Inquiries: 2
- Fair Housing Complaints Received: 0
- Applications taken:

Application Type	Applications Received – August
Affordable / Work Force Housing Eligibility	8
Affordable / Work Force Housing Recertification	6
Move In Assistance Program	0
Down Payment Assistance	0

- Housing Grants Researched: 3
- Housing Grants Submitted: 0
- Financial Wellness Appointments Conducted: 0
- Current Housing / Workforce Housing Projects in review or in progress:
  - ◆ Bahama Village Lofts
  - ◆ Poinciana Place Project
- Community Outreach Events attended: 2

- **Strategic Goals Completed:**
  - CDO – Establish the role of the CDO within the municipal level.
  - CDO – Establish and Conduct compliance for the island’s affordable housing inventory.
- Transfer of the Community Development Office (CDO) from the Housing Authority back to the City of Key West was completed on 09/01/2023.
- Presented at the Homebuyer Workshop Facilitated by Habitat of the Lower Keys on September 19, 2023.
- Completed HUD Fair Housing Training : Regional Collaboration

