



191.1 Subject: Housing and Community Development Organization and Policy

Objective:

Coordinate the receipt, allocation and expenditure of Community Development Block Grant (CDBG), HOME Investment Partnership Grant (HOME), Emergency Solutions Grant (ESG), Housing Opportunities for Persons with Aids Grant (HOPWA) and the State Housing Initiatives Partnership (SHIP) funds and other City initiated housing and community development activities.

Authority:

This procedure amended by City Council August 10, 2020, Item A-5.

Direction:

Housing and Community Development Department (HCD) Director under the supervision of the Chief Administrative Officer.

Functions:

1. Prepares and submits CDBG, HOME, ESG, and HOPWA Grant documents to the U. S. Department of Housing and Urban Development.
2. Prepares and submits SHIP program documents to the Florida Housing Finance Corporation.



3. Provides regular information on grant program status to other offices, citizens, and recipient agencies.
4. Provides technical and financial assistance to profit and non-profit entities, community groups, residents and organizations for new construction, housing rehabilitation, down payment assistance, community development activities and other eligible activities as described in the applicable federal and state regulations.
5. Prepares grant applications and proposals for related activities.
6. Coordinates implementation of CDBG, HOME, ESG, HOPWA and SHIP program activities/projects, and other City initiated affordable housing activities/projects as may be developed.
7. Ensures compliance with all federal and state regulations applicable to the CDBG, HOME, ESG, HOPWA, and SHIP programs.

Forms:

None.

Committee Responsibilities:

Affordable Housing Advisory Committee, Housing Review Committee, CDBG Advisory Committee, ESG Advisory Committee and HOPWA Advisory Committee and other ad hoc committees designated to address community development and affordable housing issues.

Reference:

Title 24, Code of Federal Regulations, Parts 92.570, 574, and 576 Florida Statutes Part 420, Part VII Florida Administrative Code. City Council minutes of July 6, 1981, Item No. 10. Procedure adopted by City Council August 12, 1982, Item 19A; amended June 4, 1984, Item 12 (A-8);



amended April 19, 1993, Item VV; amended August 26, 1996, Item 7-B; amended September 29, 1997, Item 3-YY; amended September 15, 2003; amended February 21, 2005, Item A7 amended August 10, 2020, Item A-5.

Effective Date:

This procedure effective August 10, 2020.