

**191.1 SUBJECT: HOUSING DEPARTMENT ORGANIZATION AND POLICY****:1 OBJECTIVE:**

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

**:2 AUTHORITY:**

This procedure amended by City Council February 21, 2005, Item A7.

**:3 DIRECTION:**

Housing Division Manager under the supervision of the Housing Director.

**:4 FUNCTIONS:**

- A. Prepares and submits CDBG, HOME, ESG, and HOPWA Grant documents to the U. S. Department of Housing and Urban Development.
- B. Prepares and submits annual State Housing Initiatives Partnership documents to the Florida Housing Finance Corporation.
- C. Provides regular information on project status to other offices, citizens, and recipient agencies.
- D. Provides technical assistance to profit and non-profit entities, community groups, residents or organizations.
- E. Prepares grant applications and proposals for related activities.
- F. Provides technical and financial assistance for new construction, housing rehabilitation, down payment assistance, and community development activities.
- G. Coordinates implementation of CDBG, HOME, ESG, HOPWA and SHIP projects, and other City initiated affordable housing activities as may be developed.

**:5 FORMS:**

None.

**:6 COMMITTEE RESPONSIBILITIES:**

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

- :7 REFERENCE:  
Title 24, Code of Federal Regulations, Part 570. 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.
- :8 EFFECTIVE DATE:  
This procedure effective February 21, 2005.