

CITY OF SARASOTA, FLORIDA
HOUSING AND COMMUNITY DEVELOPMENT

	Actual 2003-04	Budget 2004-05	Amended Budget 2004-05	Estimated 2004-05	Budget 2005-06
Available Fund Balance	\$7,625,565	\$8,825,183	\$9,105,322	\$9,105,322	\$ 5,804,855
<u>Revenues</u>					
H.U.D. - C.D.B.G. Block Grant	833,992	699,474	1,416,890	1,158,930	668,104
H.U.D. - Home Program	782,622	1,283,146	2,753,625	1,977,834	1,040,630
H.U.D. - HOPWA Grant	374,472	410,500	410,500	528,515	548,000
County Reimbursement	574,416	567,495	567,495	532,636	597,461
School Board Reimbursement	-	127,920	436,400	48,004	163,650
State Housing Initiative Partnership	4,234,593	2,670,000	2,670,000	2,586,994	2,654,599
House Payments	2,639,644	3,063,576	3,063,576	3,972,995	2,808,005
Miscellaneous Revenues	339,163	24,387	24,387	39,603	6,192
Total Revenues	9,778,902	8,846,498	11,342,873	10,845,511	8,486,641
Estimated Funds Available	17,404,467	17,671,681	20,448,195	19,950,833	14,291,496
<u>Expenditures</u>					
H.U.D. - C.D.B.G. Block Grant	1,023,850	769,474	1,486,890	1,250,579	689,898
H.U.D. - Home Program	1,891,895	3,015,696	4,994,986	4,161,864	2,184,632
H.U.D. - HOPWA Grant	374,472	410,500	521,894	528,515	548,000
State Housing Initiative Partnership	563,389	4,197,389	9,960,118	7,627,680	4,364,460
Expenditures Allocated to County	4,445,539	567,495	567,703	532,636	597,461
Educational Impact Fee	-	127,920	436,400	44,704	163,650
Total Expenditures	8,299,145	9,088,474	17,967,991	14,145,978	8,548,101
Projected Ending Balance	\$9,105,322	\$8,583,207	\$2,480,204	\$5,804,855	\$ 5,743,395

City of Sarasota, Florida
Housing & Community Development
Special Revenue Fund

	2005-06	2004-05	2003-04
<u>Community Development Block Grant Programs</u>			
Administration	\$ 130,000	\$ 137,600	\$ 141,400
Housing Rehabilitation Loan Program	161,898	144,745	242,969
Neighborhood Improvements	-	395,027	352,900
Newtown Low Interest Business Loans	150,000	-	-
Homeless Activities	27,000	-	-
Storefront Revitalization	-	92,102	100,000
Public Housing Grant Funding	221,000	-	-
	<u>689,898</u>	<u>769,474</u>	<u>837,269</u>
<u>Housing and Urban Development Home Program</u>			
Administration	268,508	358,362	215,634
Downpayment Assistance	1,389,035	622,101	421,849
Housing Rehabilitation Loan Program	-	300,000	280,278
Tax Credit	-	-	192,773
Housing Partnership	-	1,146,153	398,662
City CHDO Project Costs	326,200	401,320	713,318
Tenant Based Assistance	164,000	68,246	60,886
American Dream Downpayment	36,889	119,514	-
	<u>2,184,632</u>	<u>3,015,696</u>	<u>2,283,400</u>
<u>Housing of People with Aids Grant</u>			
Administration	16,440	25,410	15,000
Housing Grants-In-Aid	531,560	385,090	485,000
	<u>548,000</u>	<u>410,500</u>	<u>500,000</u>
<u>Expenses Allocated To Sarasota County</u>			
Administration	280,768	258,820	207,977
Housing Rehabilitation Loan Program	154,953	125,771	230,914
County Rental Assistance	149,748	177,788	197,892
County Bond Reimbursements	11,992	5,116	32,534
	<u>597,461</u>	<u>567,495</u>	<u>669,317</u>
<u>State Housing Initiative Partnership</u>			
Administration	406,460	567,060	647,330
Downpayment Assistance	1,059,000	520,178	448,743
Home Buyer Education	36,000	50,000	50,000
Housing Partnership	1,395,000	1,175,873	1,591,791
Rehabilitation Program	888,000	1,361,370	841,676
Purchase/Rehabilitation Program	-	21,670	-
Special Needs	500,000	346,290	250,000
Impact Fees Assistance	80,000	134,361	145,724
Barrier Removal for Physically Disabled	-	-	120,000
Land Acquisition	-	20,587	235,000
Housing Grants-In-Aid for People with Aids	-	-	300,000
Tax Credit	-	-	520,586
	<u>4,364,460</u>	<u>4,197,389</u>	<u>5,150,850</u>
<u>Impact Fees - Affordable Housing</u>			
Administration	11,250	6,000	-
Educational System Impact Fee	152,400	121,920	-
	<u>163,650</u>	<u>127,920</u>	<u>-</u>
Housing Grand Total	<u>\$ 8,548,101</u>	<u>\$ 9,088,474</u>	<u>\$ 9,440,836</u>

HOUSING ADMINISTRATION

Mission Statement

To provide outreach, reporting, grant compliance, and information to the community.

Description of Operations

The purpose of the Housing Administration Cost Center is to account for administrative costs that cannot be directly applied to programs such as Community Housing Development Organizations (CHDO's), State Housing Initiative Partnership Program - DPA Program, Special Needs Program, Water & Sewer Program, Homebuyer Education Program and the Housing Partnership Program. Activities completed by staff members assigned to this cost center include grant submission, annual reports, minority business reports, cash management reports, the preparation of the consolidated plan, the administration and monitoring of sub-recipient contracts and liaison with HUD staff. Additionally, this cost center accounts for the administration of the Community Development Block Grant (CDBG), State Housing Initiative Program (SHIP) and the Home Partnership Program (HOME). The administrative cost center is funded according to Federal law, which limits the amount of grant funds that can be spent on program administration. During Fiscal Year 2004, 20% of the CDBG grant, 10% of the SHIP grant, 10% of the HOME allocation, plus a percentage of program income will be used toward program administration.

The Sarasota Office of Housing and Community Development (OHCD), a joint effort of the governments of the City of Sarasota and Sarasota County, administers a variety of affordable housing and community development programs for the benefit of all residents of Sarasota County. The OHCD was created by an Interlocal Agreement approved by the City Commission and the Board of County Commissioners.

Strategic Concern - Attainable Housing

Strategy

Support Affordable Housing

Task	Current Funding	Fiscal Year Completed	Funds Required
Maintain needs and supply inventories. Status - While the task of writing the needs section of the five-year consolidated plan will be completed by August 2005, the maintenance of a needs and supply inventory will be a required on-going strategic task.	Yes	2005	\$0
Evaluate current problems - modify approaches as necessary to meet current and projected needs. Status - The evaluation of current housing problems and modified approaches will be an on-going strategic task.	Yes	2005	\$0
Identify the costs to implement affordable housing programs (grants and/or general funds). Status - The identification of costs to implement affordable housing programs will be an on-going strategic task.	Yes	2005	\$0
Develop options that enhance and increase affordable housing opportunities. Status - The development of options to enhance and increase affordable housing opportunities will be an on-going strategic task.	Yes	2005	\$0
Create an inventory of land that can be developed for affordable housing. Status - The creation of an inventory of land that can be developed for affordable housing will be an on-going strategic task.	Yes	2005	\$0
Implement the approved Consolidated Plan. Status - The implementation of the approved consolidated plan will be an on-going strategic task.	Yes	2012	\$0

HOUSING ADMINISTRATION

<u>Indicator</u>	<u>Status</u>				
Supply and demand matrix maintained.	Completion of needs section of 2005-2010 Consolidated Plan is underway and should be completed by August 2005.				
Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Input Measure					
Needs section completed	Date	n/a	n/a	8/2005	0
Output Measure					
Meetings held	Number	n/a	9	2	0

<u>Indicator</u>	<u>Status</u>				
Number of new affordable housing units.	Number of acquired properties that can be developed for affordable housing.				
Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Properties acquired	Number	n/a	18	18	18

<u>Indicator</u>	<u>Status</u>				
% of Consolidated Plan Goals met.	Percentage of Consolidated Plan tasks funded in 2006 the are 50% or greater complete.				
Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Effectiveness Measure					
% of tasks funded in year 1 that are 50% or greater comp.	Percent	n/a	n/a	n/a	70

<u>Indicator</u>	<u>Status</u>				
Number of new affordable housing units.	Maximum costs allowed for a Homeowner Rehabilitation versus actual cost.				
Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Efficiency Measure					
Maximum per unit cost for Home Owner Rehabilitation	Dollars	\$23,064	\$40,000	\$50,000	\$50,000
Maximum per unit cost for Partnership Projects	Dollars	\$114,338	\$145,000	\$226,350	\$226,350
Maximum per unit cost for Downpayment Assistance	Dollars	\$6,000	\$17,500	\$45,000	\$45,000
Maximum per unit cost for Special Needs Projects	Dollars	\$101,523	\$145,000	\$216,000	\$216,000
Maximum per unit cost for Property Acquisition Program	Dollars	\$72,203	\$145,000	\$0	\$0
Maximum per unit cost for Water/Sewer Impact Fee Prog	Dollars	\$4,848	\$20,000	\$20,000	\$20,000

Strategic Concern - Operational Focus

Strategy

To administer City and County grants in compliance with State and Federal law.

Task

To submit grant reports on time, correct and without program compliance issues.

HOUSING ADMINISTRATION

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Admin/financial reports submitted	Number	7	7	7	7
Effectiveness Measure					
Grant reports submitted on time	Percent	100	100	100	100
Compliance issues identified	Number	0	0	0	0
Efficiency Measure					
Admin/financial reports submitted timely	Percent	100	100	100	100
Years of CDBG funds available July 31	Number	1.43	<1.5	< 1.5	< 1.5

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	576,084	844,837	777,053	0	777,053
Non Personal Expenditures	229,035	255,900	221,615	0	221,615
Capital Expenditures	5,901	22,301	9,670	0	9,670
Transfer Expenditures	95,452	230,214	105,088	0	105,088
Totals	\$906,472	\$1,353,252	\$1,113,426	\$0	\$1,113,426

Personnel Summary

Actual Positions	15.63	13.09	0.00	13.09
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	606,575	950,542	813,266	0	813,266
CHARGES FOR SERVICES	40	0	0	0	0
INTEREST	1,201	0	0	0	0
OTHER MISCELLANEOUS REVENUES	15	0	0	0	0
ALL OTHER MICELLANEOUS REVENUE	5,257	160,734	238,700	0	238,700
	\$613,088	\$1,111,276	\$1,051,966	\$0	\$1,051,966

REHABILITATION PROGRAM

Mission Statement

To upgrade the supply of low income owner-occupied housing by providing financial assistance to owners for the rehabilitation of their homes.

Description of Operations

The Rehabilitation Program was established jointly by the City of Sarasota and Sarasota County Government to provide zero interest deferred payment loans for home repairs. The rehabilitation home loans can be used for a wide variety of repair projects such as new paint, roofing, gutters and downspouts, air conditioning, hot water heaters, electrical wiring, bathroom and kitchen remodeling, plastering and termite damage repair.

Policy guidelines for the program are approved by the City and County Commissions.

Strategic Concern - Operational Focus

Strategy

To revitalize neighborhoods by providing funds to qualified applicants to rehabilitate their homes.

Task

To assist homeowners in the rehabilitation of their property.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Properties receiving rehabilitation work	Number	42	39	50	50
Effectiveness Measure					
Customer satisfaction	Percent	n/a	n/a	85	90
Efficiency Measure					
Percentage of rehabilitation units completed in six (6) months or less	Percent	89	39	78.57	80

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	235,593	142,952	182,934	0	182,934
Non Personal Expenditures	71,049	94,011	98,181	0	98,181
Capital Expenditures	2,671	9,799	2,180	0	2,180
Grants and Aids	1,347,141	1,661,370	905,065	0	905,065
Transfer Expenditures	18,385	23,754	16,491	0	16,491
Totals	\$1,674,839	\$1,931,886	\$1,204,851	\$0	\$1,204,851

Personnel Summary

Actual Positions	2.86	3.11	0.00	3.11
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	5,042,620	1,566,886	848,661	0	848,661
INTEREST	57,200	0	0	0	0
OTHER MISCELLANEOUS REVENUES	232	0	0	0	0
ALL OTHER MICELLANEOUS REVENUE	553,573	365,000	356,191	0	356,191
Totals	\$5,653,625	\$1,931,886	\$1,204,852	\$0	\$1,204,852

COUNTY RENTAL ASSISTANCE

Mission Statement

To provide safe, decent, and sanitary housing for low-income citizens of Sarasota County.

Description of Operations

The Sarasota Office of Housing and Community Development, a joint effort of the governments of the City of Sarasota and Sarasota County, functions as the Sarasota County Public Housing Agency in administering the Section 8 Housing Choice Voucher Program.

The purpose of the Section 8 Housing Choice Voucher Program is to provide rental assistance to low-income citizens of Sarasota County, so that they can afford safe, decent, and sanitary housing. This purpose is accomplished through a housing choice voucher program established by the federal Department of Housing and Urban Development (HUD). Funding for this rental program is received from a HUD federal grant.

This department accounts for administrative costs. Programmatic costs are included in Sarasota County Government's budget.

Strategic Concern - Operational Focus

Strategy

To assure that income eligible participants can afford safe, decent and sanitary housing by supplementing a portion of the participant's rent to maintain affordability.

Task

To provide rental assistance for 434 units and to seek additional rental units.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Households (units) assisted with rent	Number	395	428	434	434
Additional rental units requested	Number	80	0	40	40
Effectiveness Measure					
Program satisfaction	Percent	n/a	n/a	80	80
Rental assistance management assessment program score (SEMAP)	Percent	100	100	100	100
Additional rental units received	Number	36	0	40	40
Efficiency Measure					
Units per FTE	Number	96	164	96	80
FTE(s) to seek additional units	Number	.09	2.61	.09	.09

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	114,528	104,510	82,447	0	82,447
Non Personal Expenditures	44,591	55,621	49,712	0	49,712
Capital Expenditures	118	0	0	0	0
Transfer Expenditures	17,366	17,657	17,589	0	17,589
Totals	\$176,603	\$177,788	\$149,748	\$0	\$149,748

Personnel Summary

Actual Positions	2.47	1.70	0.00	1.70
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COUNTY RENTAL ASSISTANCE

Revenue Summary	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	176,597	177,788	149,748	0	149,748
OTHER MISCELLANEOUS REVENUES	6	0	0	0	0
	\$176,603	\$177,788	\$149,748	\$0	\$149,748

COUNTY REIMBURSEMENT-BONDS

Mission Statement

To create affordable rental and single-family housing.

Description of Operations

Sarasota County Government receives a portion of the private activity bond funds allocated to Region 8. This allocation can be used to finance home ownership opportunities or to create affordable rental housing.

Bond funds are allocated each year between the single-family and multi-family programs. However, assistance has generally been limited to rental activity because of the current availability of low interest mortgage loans for single - family homebuyers.

Strategic Concern - Operational Focus

Strategy

To facilitate funding to create affordable single and multi family units.

Task

To successfully utilize bond allocations to assist first time homebuyers.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Single family units created	Number	6	10	30	30
Multi family units created	Number	192	100	104	184

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	17,042	4,349	11,820	0	11,820
Non Personal Expenditures	657	569	172	0	172
Transfer Expenditures	0	198	0	0	0
Totals	\$17,699	\$5,116	\$11,992	\$0	\$11,992

Personnel Summary

Actual Positions	0.04	0.10	0.00	0.10
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	17,698	5,116	11,991	0	11,991
	\$17,698	\$5,116	\$11,991	\$0	\$11,991

HOUSING PARTNERSHIP

Mission Statement

To assist nonprofit agencies and housing authorities to develop decent and affordable housing for Sarasota.

Description of Operations

The Sarasota Office of Housing and Community Development (OHCD) partners with local non-profits and Community Housing Development Organizations to develop affordable housing. This program provides an interest free loan to non-profit organizations for the development of single-family homes and then provides a deep-subsidy second mortgage for the homebuyer to assure an affordable home payment.

The Public Housing/Homeownership Program provides financial assistance to a Housing Authority to convert households from rental to homeownership. The funding can be used to rehabilitate housing for the purpose of converting existing public housing into home ownership.

Personnel funding for this program is located in the State Housing Initiative Partnership Program Fund 165 cost center 239 (Housing Administration) and the HOME Partnership Program Fund 108 cost center 239 (Housing Administration).

Strategic Concern - Public Housing Revitalization

Strategy

Be Prepared to Assist with Revitalization

Task	Current Funding	Fiscal Year Completed	Funds Required
Allocate 1.5 million dollars in CDBG funds (\$450,000 City CDBG dollars, \$1,050,000 County CDBG dollars) for public housing revitalization.	Yes	2012	\$0

Status - Assisting with the revitalization of public housing will be an ongoing strategic task performed in conjunction with the United States Department of Housing and Urban Development.

Strategic Concern - Operational Focus

Strategy

To assist in the development of affordable housing units by leveraging public funds with private funds.

Task

To fund non-profits to build affordable homes.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Affordable houses developed	Number	27	13	12	20
Effectiveness Measure					
Customer satisfaction with program	Percent	n/a	n/a	90	95
Efficiency Measure					
Percentage of purchase price funded with public money	Percent	21.73	.78	23	20

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	2,181,288	2,322,026	1,616,000	0	1,616,000
Totals	\$2,181,288	\$2,322,026	\$1,616,000	\$0	\$1,616,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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HOUSING PARTNERSHIP

Revenue Summary	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	701,323	1,055,751	0	1,055,751
ALL OTHER MICELLANEOUS REVENUE	1,008,026	1,620,703	560,249	0	560,249
	\$1,008,026	\$2,322,026	\$1,616,000	\$0	\$1,616,000

DOWNPAYMENT ASSISTANCE PROGRAM

Mission Statement

To increase home ownership by assisting first-time, low-income homebuyers with closing and downpayment costs.

Description of Operations

The Down Payment Assistance Program was established to assist low-income first time homebuyers by paying a portion of their down payment and closing costs associated with the purchase of a home. The program provides second mortgage loans to purchase new and existing single family homes and condominiums. The assistance is provided interest free and repayment is deferred until the property is sold, transferred, no longer owner occupied, or 30 years, whichever occurs first.

Policy guidelines for the operation of the program are approved by the Commission of both The City of Sarasota and The County.

The State Housing Initiative Partnership Program (SHIP Grant) and the HOME Partnership Program (HUD Federal Grant) fund this program. Approximately 100 families will be assisted in acquiring homes.

Personnel funding for this program is located in the SHIP Fund 165 cost center (Housing Administration). Costs below only reflect the HOME Program Fund 108 cost center.

Strategic Concern - Operational Focus

Strategy

To assist families in the purchase of their first home.

Task

To increase home ownership through 0% down payment loans to qualified individuals.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
First time homebuyers assisted	Number	88	95	96	96
Effectiveness Measure					
Customer satisfaction with program	Percent	n/a	n/a	90	90
Percentage of purchase price funded with private money	Percent	93.32	95	93	93
Efficiency Measure					
Customers assisted per FTE	Number	82	90	96	105

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	1,240,700	1,142,279	2,448,035	0	2,448,035
Totals	\$1,240,700	\$1,142,279	\$2,448,035	\$0	\$2,448,035

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	613,979	1,297,893	0	1,297,893
INTEREST	17,248	3,800	0	0	0
ALL OTHER MICELLANEOUS REVENUE	683,821	524,500	1,150,142	0	1,150,142
	\$701,069	\$1,142,279	\$2,448,035	\$0	\$2,448,035

AMERICAN DREAM DOWNPAYMENT

Mission Statement

To increase home ownership by assisting first-time, low-income homebuyers with closing costs and downpayment costs.

Description of Operations

The program provides down payment and closing costs in the form of second mortgage loans to first time homebuyers to purchase new and existing single family homes and condominiums.

Policy guidelines for the program are approved by the City Commission.

Personnel funding for this program is located in the HOME Fund 108 cost center 239 (Housing Administration).

Strategic Concern - Operational Focus

Strategy

To assist families in the purchase of their first home.

Task

To increase home ownership through loans to qualified individuals.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Effectiveness Measure					
First time home buyers assisted	Number	n/a	n/a	4	4
Purchase price funded w/private money	Percent	n/a	n/a	93	93
Efficiency Measure					
Customers assisted per FTE	Number	n/a	n/a	2.66	2.66

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	0	119,514	36,889	0	36,889
Totals	\$0	\$119,514	\$36,889	\$0	\$36,889

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	119,514	36,889	0	36,889
	\$0	\$119,514	\$36,889	\$0	\$36,889

TENANT BASED ASSISTANCE

Mission Statement

To enable families participating in public housing programs to have greater housing choices and improved quality of housing by providing rental vouchers required security deposits and utilities deposits.

Description of Operations

The Tenant Based Rental Assistance Program is comprised of two different components:

The first component is the Security and Utility Deposit Assistance Program (SUDAP) which provides security and utility deposits needed by housing voucher program participants to secure a decent rental unit. The assistance targets participating Section 8 Housing Choice Voucher clients with an income at or below 50% of the area median income. The assistance is in the form of a 0% interest loan deferred until the client moves.

The second component is the Rental Voucher Program, which provides rental vouchers needed by a family completing an approved transitional housing program to secure a decent affordable rental unit. Participants will be required to pay 30% of their income toward rent and voucher assistance will be limited to a one-year period.

Funding for both components is provided through the HOME Partnership Program.

Personnel funding for this program is located in the HOME Partnership Program Fund 108 cost center (Housing Administration).

Strategic Concern - Operational Focus

Strategy

To assist households with tenant based assistance for rental properties.

Task

To assist low income families with security deposits.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Households assisted	Number	31	32	33	33

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	70,104	68,246	164,000	0	164,000
Totals	\$70,104	\$68,246	\$164,000	\$0	\$164,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	4,103	62,846	77,603	0	77,603
ALL OTHER MICELLANEOUS REVENUE	34,737	5,400	86,397	0	86,397
	\$38,840	\$68,246	\$164,000	\$0	\$164,000

HOUSING GRANTS IN AID

Mission Statement

To partner with non-profit providers and small businesses to help low and moderate income individuals obtain affordable housing and employment.

Description of Operations

Housing Grants In Aid provides assistance in two different areas.

One area provides assistance to low-income individuals with HIV/AIDS. This program is funded through the Housing Opportunities for Persons With Aids (HOPWA) Grant by partnering with local non-profit service providers to assist low-income HIV/AIDS beneficiaries to obtain and remain in affordable housing. Personnel funding for this program is located in the HOPWA Program Fund 107 in Housing Administration.

The second area is intended to provide economic development assistance in the Newtown Neighborhood area. This program will be funded with Community Development Block Grant (CDBG) dollars by making low-interest loans to small businesses located in the Newtown Neighborhood. This will enable them to employ low to moderate-income workers or renovate their existing storefronts. Personnel funding for this program is located in the CDBG Program Fund 109 in Housing Administration.

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	373,606	385,090	681,560	0	681,560
Totals	\$373,606	\$385,090	\$681,560	\$0	\$681,560

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	374,472	385,090	675,368	0	675,368
OTHER MISCELLANEOUS REVENUES	0	0	6,192	0	6,192
	\$374,472	\$385,090	\$681,560	\$0	\$681,560

CHDO PROJECT COSTS

Mission Statement

To provide and develop decent, affordable housing.

Description of Operations

Each year grant recipients of HOME Program Funds are required by Federal law to designate 15% of all HOME Program funds for the exclusive use by a Community Housing Development Organization (CHDO), a private non-profit, community based service organization. The funds in this department include the 15% CHDO allocation for the new fiscal year.

The City of Sarasota, on March 5, 2001, and the Board of County Commissioners, on March 13, 2001, approved Housing Program Policy Guidelines for the CHDO program. The approval of these guidelines formalized items such as a provision allowing a specific CHDO to reuse repaid CHDO funds.

Personnel funding for this program is located in the HOME Partnership Program Fund 108 cost center 239 (Housing Administration).

Strategic Concern - Operational Focus

Strategy

To assure that affordable housing is created for families in Sarasota County who meet program income requirements.

Task

To fund non-profits to build affordable homes.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
New homes funded	Number	1	2	4	4
Effectiveness Measure					
Funds encumbered within 2 years	Percent	100	100	100	100
Funds expended within 5 years	Percent	100	100	100	100

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	314,612	401,320	326,200	0	326,200
Totals	\$314,612	\$401,320	\$326,200	\$0	\$326,200

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	624,219	151,320	154,354	0	154,354
ALL OTHER MICELLANEOUS REVENUE	178,530	250,000	171,846	0	171,846
	\$802,749	\$401,320	\$326,200	\$0	\$326,200

HOMELESS ACTIVITIES

Mission Statement

To alleviate chronic homelessness.

Description of Operations

The Consortium, a joint effort of the governments of the City of Sarasota and Sarasota County, will provide direct funding to the Continuum of Care to strengthen and enhance the delivery of services currently provided. The funds will be used to leverage other funds to not only provide services to homeless individuals and families but also to prevent low-income families from becoming homeless.

The Continuum of Care, a private not-for-profit agency, works with groups that provide services to HIV / AIDS clients to prevent them from becoming homeless by providing housing information services and rental assistance.

Strategic Concern - Operational Focus

Strategy

Provide assistance and funding to help the Continuum of Care determine needs to reduce chronic homelessness.

Task

To attend periodic meetings with the Continuum of Care to determine needs and requirements to reduce homelessness.

To provide funding, within the allowable budget, as determined in meetings with Continuum of Care.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Meetings attended	Number	n/a	n/a	n/a	4
Funds provided	Dollars	n/a	n/a	n/a	\$27,000
Effectiveness Measure					
Homeless individuals	Number	n/a	n/a	n/a	1,294

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	0	0	27,000	0	27,000
Totals	\$0	\$0	\$27,000	\$0	\$27,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	0	25,886	0	25,886
ALL OTHER MICELLANEOUS REVENUE	0	0	1,114	0	1,114
	\$0	\$0	\$27,000	\$0	\$27,000

EDUCATIONAL SYSTEM IMPACT FEE

Mission Statement

To allow lower-income households access to homeownership of newly constructed homes without the cost burden of the educational system impact fee.

Description of Operations

The Educational System Impact Fee was established in 2004 through ordinance by the Board of County Commissioners of Sarasota County to help fund the cost of capital improvements and additions to the educational system that are necessary to accommodate growth in the county. However, in an attempt to help keep the cost of housing affordable to low-income residents, certain impact fee exemptions were included in the ordinance for qualified beneficiaries.

Low-income (below 80% of median income) families purchasing a newly constructed home and intending to reside in the property for a minimum of 5 years may receive an exemption to payment of the required Principal Residential Use impact fee. Since a large percentage of the low-income persons currently buying new homes are able to do so only by receiving Down Payment Assistance from a program funded through the federal HOME and state SHIP programs and operated by the Office of Housing and Community Development, the School Board decided that the most efficient way to administer the impact fee exemption for owner-occupied property was to contract with OHCD.

The School Board and OHCD negotiated an Interlocal Agreement that permits OHCD to administer the exemption program on behalf of the School Board. An agreement to this effect was approved by the City Commission on July 6, 2004 and has been executed. As payment for the work it performs in processing requests for exemptions, OHCD will receive \$150 for each case that is processed.

Strategic Concern - Operational Focus

Strategy

To assist qualified low-income home purchasers to apply for an exemption to the school impact fee.

Task

To provide funding for processing of applications for school impact fee exemption.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Applications reviewed/processed	Number	n/a	n/a	33	75
Approved/funded applications	Number	n/a	n/a	33	75

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	0	121,920	152,400	0	152,400
Totals	\$0	\$121,920	\$152,400	\$0	\$152,400

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	121,920	152,400	0	152,400
	\$0	\$121,920	\$152,400	\$0	\$152,400

SPECIAL NEEDS

Mission Statement

The mission of the Special Needs Housing Program is to provide funding to develop affordable housing and access to support services for persons with special needs.

Description of Operations

The Special Needs Housing Program provides funding to develop housing for persons with special needs - elderly, physically disabled, person with HIV/AIDS, mentally ill, persons with alcohol or drug addictions, and developmentally disabled. Funding under the Special Needs Housing Program is limited to non-profit agencies.

Housing Program Policy Guidelines for the Special Needs Housing Program are approved by the City and County Commissions. These guidelines outlined program descriptions, eligibility requirements, program requirements, funds use, the application process, and other necessary information. Assistance is provided in the form of deferred, no interest loans.

Administrative costs are shown in the SHIP Fund 165 under Cost Center 239 (Housing Administration).

Strategic Concern - Operational Focus

Strategy

To provide affordable housing for special needs persons.

Task

Consolidated Plan Period 2000 - 2005

To provide for the development of 20 new units for developmentally disabled persons.

To provide for the development of 12 new units for persons with mental illness.

To provide for the development of 5 new units for persons with HIV/AIDS.

Consolidated Plan Period 2006 - 2010

To provide for the development of 6 new units for developmentally disabled persons.

To provide for the development of 6 new units for persons with mental illness.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Housing units assisted - dev disabled	Number	0	0	15	3
Housing units assisted - mentally ill	Number	0	0	12	3
Housing units assisted - HIV/AIDS	Number	0	0	0	0

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	140,349	346,290	500,000	0	500,000
Totals	\$140,349	\$346,290	\$500,000	\$0	\$500,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	346,290	302,463	0	302,463
ALL OTHER MICELLANEOUS REVENUE	0	0	197,537	0	197,537
	\$0	\$346,290	\$500,000	\$0	\$500,000

WATER/SEWER CONNECTION

Mission Statement

To allow lower income households access to safe drinking water and sewage treatment without the cost burden of impact and connection fees.

Description of Operations

The Water & Sewer Connection Program was established to make available to low-income households the opportunity to connect to central water and sewer service. Assistance for this program is provided through the State Housing Initiative Partnership Program (SHIP), which provides a zero percent interest loan, deferred until the homeowner sells or transfers ownership, or the property is no longer the primary residence of the owner.

Guidelines for the operation of the program must be approved by the City and County Commissions.

Administrative costs are shown in the SHIP Fund 165 cost center 239 (Housing Administration).

Strategic Concern - Operational Focus

Strategy

To assist homeowners with the cost of connecting to a public or private utility system.

Task

To provide funding for the connection of homes to central water and sewer.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Water and sewer connections funded	Number	24	4	35	41

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Grants and Aids	33,453	134,361	80,000	0	80,000
Totals	\$33,453	\$134,361	\$80,000	\$0	\$80,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	88,792	48,394	0	48,394
ALL OTHER MICELLANEOUS REVENUE	54,855	45,569	31,606	0	31,606
	\$54,855	\$134,361	\$80,000	\$0	\$80,000

HOME BUYER EDUCATION

Mission Statement

To provide educational information pertaining to financial matters to all home buyers.

Description of Operations

The HomeBuyers Education Program was funded from the State Housing Initiative Housing Partnership Program (SHIP) to provide educational information to all homebuyers. The focus of this program is to improve homebuyers' awareness of the home purchase process and the importance of long term planning necessary for home ownership. Topics discussed in the homebuyer education class include personal finance & budgeting, housing maintenance, foreclosure prevention, long range planning, and post-closing classes are held to assist the home owner with issues like foreclosure and budget issues. Once a month these classes are conducted in Spanish.

Consumer Credit Counseling has a two-year contract for State Housing Initiative Partnership Program (SHIP) funds to provide homebuyer education classes, with an annual funding level of \$50,000. The current contract will expire October 2005.

Personnel for monitoring this program is located in the State Housing Initiative Partnership Program Fund 165 cost center (Housing Administration).

Strategic Concern - Operational Focus

Strategy

To assist first time homebuyers by providing homebuyer educational workshops.

Task

To provide education workshops for 700 first time homebuyer applicants.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Participants attending workshops	Number	705	597	700	700
Effectiveness Measure					
Customer satisfaction	Percent	n/a	n/a	85	90

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Non Personal Expenditures	48,611	50,000	36,000	0	36,000
Totals	\$48,611	\$50,000	\$36,000	\$0	\$36,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTERGOVERNMENTAL	0	50,000	21,777	0	21,777
ALL OTHER MICELLANEOUS REVENUE	0	0	14,223	0	14,223
	\$0	\$50,000	\$36,000	\$0	\$36,000