

# Title: SHIP Annual Report

Report Status: Unsubmitted

Hollywood FY 2010/2011

## Form 1

### SHIP Distribution Summary

#### Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
3	Rehabilitation	\$46,303.98	1				

Homeownership Totals: \$46,303.98 1

#### Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
------	----------	-----------------	-------	-------------------	-------	---------------------	-------

Rental Totals:

Subtotals: \$46,303.98 1

### Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$ .00		
Homeownership Counseling			
Admin From Program Income	\$5,489.90		
Admin From Disaster Funds			

Totals: \$51,793.88 1 \$ .00 \$ .00

### Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	
Program Income (Interest)	\$9,051.63
Program Income (Payments)	\$45,847.39
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$20,499.69
<b>Total:</b>	<b>\$75,398.71</b>

\* Carry Forward to Next Year: \$23,604.83

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

## Form 2

### Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
-------------	------	-------	-------	-------	-------

### Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$46,303.98	100.00%
Public Moneys Expended		.00%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$46,303.98	100.00%

### SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$46,303.98	\$ .00	#Error	65%
Construction / Rehabilitation	\$46,303.98	\$ .00	#Error	75%

### Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low				\$ .00	.00%
Very Low	\$46,303.98			\$46,303.98	61.41%
Low				\$ .00	.00%
Moderate				\$ .00	.00%
<b>Totals:</b>	\$46,303.98	\$ .00	\$ .00	\$46,303.98	61.41%

### Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low					\$ .00	0
Very Low	\$46,303.98	1			\$46,303.98	1
Low					\$ .00	0
Moderate					\$ .00	0
<b>Totals:</b>	\$46,303.98	1	\$ .00	0	\$46,303.98	1

## Form 3

### Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
REHABILITATION	HOLLYWOOD		1			1
Totals:			1			1

### Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
REHABILITATION	HOLLYWOOD			1		1
Totals:				1		1

### Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5 + People	Total
REHABILITATION	HOLLYWOOD		1		1
Totals:			1		1

### Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hispanic	Asian	Amer-Indian	Other	Total
REHABILITATION	HOLLYWOOD			1				1
Totals:				1				1

### Special Needs (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Disabled	Home-less	Elderly	Special Needs	Special Needs	Total
REHABILITATION	HOLLYWOOD							0
Totals:								0

### Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

Description	Special Target Group	Expended Funds	Total # of Expended Units
-------------	----------------------	----------------	---------------------------

## Form 4

### Status of Incentive Strategies

Incentive Strategy:

A. Name of the Strategy: Expedited Permitting  
Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

a. Established policy and procedures:

1. In December of 1992 the City of Hollywood passed an ordinance under Chapter 18 entitled "Housing" which established the Affordable Housing Advisory Committee. The committee, with the assistance of City staff created Housing Incentive Strategies for Affordable housing. The following strategies specifically address the expeditious permitting of affordable housing projects.

2. The City has deleted the approval of a Master Plan prior to submission of a preliminary plat for affordable housing developments in order to accelerate the process. In addition, the Planning and Zoning Board has been removed from the platting process and no longer has to approve plats for affordable housing development. The Zoning and Land Developments Regulations had been amended accordingly by removing the Planning and Zoning Board from the platting process.

3. The City Commission provides alternative options to housing developers, allowing developer to complete improvements prior to plat recordation and submit completed construction drawings and engineer's cost estimate for the required improvements.

4. The Building Division has developed a checklist to assist property owners and general contractors to better understand what information is required in the permitting process. These checklists include, but are not limited to, a general list, an informational sheet for window and door replacement, fences and mechanical requirements.

5. Projects that meet the affordable housing definition shall be expedited to a greater degree than other projects in the review process. This is particularly beneficial to "Housing Rehabilitation" and "Emergency Repair" projects where the Building Division treats applications for window replacement, doors, mechanical items, roofs, driveways and sidewalks as walk-through items. These applications when approved are usually issued within 24 hours or less.

6. Affordable housing plans, designed to be replicated at multiple sites for in-fill housing initiatives, shall be reviewed for code compliance. Thereafter, only a cursory review limited to site-specific issues will be necessary when the approved plan is repeated at different locations.

7. Currently, procedures are in place to issue a Master Permit before subcontractors are identified. Although this procedure is rarely used, it is available when required. Furthermore, the Building Code Lien Application (BCLA), Building Division computer system will not allow a Master Permit to be final until all sub-permits are issued and inspected.

B. Name of the Strategy: Ongoing Review Process

a. Established policy and procedures:

The Affordable Housing Advisory Committee (AHAC) has been appointed to make recommendations to the City Commission concerning housing policies and procedures that affect the cost or create an impediment to affordable housing. Before any issue goes before the City Commission that will impact the cost of housing the AHAC must review the proposed change and make a recommendation.

C. Name of the Strategy: Other LHAP Strategies

a. Established policy and procedures: Provide Description

1. Alternative Options for Affordable Housing Development

The City Commission provides alternative options to housing developers, allowing developer to complete improvements prior to plat recordation and submit completed construction drawings and engineer's cost estimate for the required improvements.

2. Installation of Underground Utilities

The City Commission still supports the existing requirement that mandates the installation of underground utilities.

### 3. Site Plan Review

The City allows a maximum of 15 days for City staff to determine whether a site plan application is complete. Furthermore, procedures have been developed by planning staff to expedite the 15-day review period. Rehabilitation of existing affordable housing units is exempt from site plan submission requirements. Applicants are allowed up to 120 days to respond to site plan application.

### 4. Concurrency Requirements

The City Commission has passed and adopted ordinances that address concerns pertaining to concurrency requirements.

### 5. Third Party Appeals for All Housing Activities

Specific criteria are established by the Planning and Development Services to define an eligible appeal. Currently, procedures are in place to issue a Master Permit before subcontractors are identified. Although this procedure is rarely used, it is available when required. Furthermore, the Building Code Lien Application (BCLA), Building Division computer system will not allow a Master Permit to be final until all sub-permits are issued and inspected.

### 6. Identification of Licensed and Insured Contractors

Contractors who are licensed and insured, as well as those who provide contractual work for the City of Hollywood Housing Incentive Program, are registered in the Building Code Lien Application (BCLA), Building Division computer system. This system can identify at any time any property or contractor that has a violation.

### 7. Cost Allocation Plan for Permit Fees

On July 19, 1995, The City of Hollywood City Commission adopted Ordinance O-95-43 which amends Chapter 151, "BUILDINGS", of the Code of Ordinances to provide that building permit fees shall be established based on value for work performed. Annually, the Building Division updates the Building Construction Cost Data as published by R. S. Means. This is usually done in the first quarter of the calendar year to ensure proper valuations are established for permitting purposes.

### 8. Modification of Impact Fee Requirements

A deferred payment plan allowing installment payments, not to exceed five years, is allowed for affordable housing developments. Furthermore, the City Commission will support payment by a grant source on behalf of the developer.

Development Regulations, Including the Allowance of Increased Density Levels, Reduction in Parking and Set-Back Requirements, Allowance of Zero Lot-Line Configurations, and Modification of Street Requirements

The City's Planned Development ordinance permits the City Commission to establish development regulations based on the character of the development. The City Commission has the authority to consider affordable housing as a basis to establish the appropriate development regulations (e.g., setback, parking, density levels, zero lot line configurations, street requirements, etc.).

### 9. Reservation of Infrastructure Capacity for Housing Low Income and Very Low Income Persons

The City has not been or will not in the foreseeable future be faced with any infrastructure capacity shortfalls that would impact housing for low or very low-income persons. Currently, the City requires the payment of utility impact fees. Upon receipt of such payment, the Public Utilities Department can either accept payment or waive it. The City's Code of Ordinances further allows for the financing of utility impact fees.

Deferring the Cost of Improvements Related to Water Distribution and Sewage Collection Systems for Affordable Housing Projects in the Event of a Deficiency

In the event of a deficiency, the City Code does not currently permit the City's Public Utilities Department to

either defer the costs related to such improvements or waive meter and connection fees. Any further revision to these policies will be based on the opinion of the City Attorney's Office.

Review Process by Which the City Considers Impacts of Proposed Policies and Procedures That Significantly Affect the Cost of Housing

Adopting Ordinance or Resolution Number or identify local policy:

Ordinance O-93-14

Implementation Schedule (Date):

April 1993

Has the plan or strategy been implemented? If no, describe the steps that will be taken to implement the plan:

Yes

Status of Strategy - (is the strategy functioning as intended, i.e. are the time frames being met, etc.):

Functioning as intended

## Support Services

The City conducts housing inspections, prepares work write-ups and competitively bids work to contractors on behalf of participants in the Housing Rehabilitation Program. A complete description of the City of Hollywood housing activities is available in the Local Housing Assistance Plan

## Other Accomplishments

Information on affordable housing programs is aggressively marketed through the City website, email notifications to neighborhood associations, the city newsletter and non-profit partners.

## Availability for Public Inspection and Comments

Public Notice of the availability of the AR was advertised in a newspaper of general circulation and posted on the City of Hollywood Sunshine Board.

## Default and Foreclosure

### Mortgage Foreclosures

- A. Very low income households in foreclosure: **3**
- B. Low income households in foreclosure: **1**
- C. Moderate households in foreclosure: **0**

### Mortgage Defaults

- A. Very low income households in default: **0**
- B. Low income households in default: **1**
- C. Moderate households in default: **1**

## Welfare to Work Programs

N/A

## Strategies and Production Costs

Strategy	Average Cost
----------	--------------

## Expended Funds

Total Unit Count: 1

Total Expended Amount: \$46,304.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	Unit Counted
REHABILITATION	CASTRO,LILIA	1401 N 64 WAY	HOLLYWOOD	33024	\$46,303.98	<input type="checkbox"/>

## Administrative Expenditures

PROGRAM ADMINISTRATION - \$5,489.90

## Sub Recipients and Consultants

Name	Business Type	Strategy Covered	Responsibility
Florida Housing Coalition	Housing Consultant	Purchase Assistance	Pre-screening, Technical Assitance to program operations

## Program Income

Program Income Funds	
Loan Repayment:	\$45,847.39
Refinance:	
Foreclosure:	
Sale of Property:	
Interest Earned:	\$9,051.63
Other ():	

**Total: \$54,899.02**

## Explanation of Recaptured funds

Description	Amount

--	--

**Total:**

**\$ .00**

Hollywood 2010 Closeout