



CITY OF HOLLYWOOD, FLORIDA

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2019-2020, 2020-2021, 2021-2022



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I. Program Details:

A. LG(s)

Name of Local Government	City of Hollywood, Fl.
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	N/A

B. Purpose of the program:

- To meet the housing needs of the very low, low and moderate-income households;
- To expand production of and preserve affordable housing; and
- To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2019-2020, 2020-2021, 2021-2022

D. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan. Priorities for funding described/listed herein apply to all strategies unless otherwise stated in the strategy:



The City may accept applications throughout the year. Applications will be placed in order of receipt and separated based on the strategy applied for. When funds are available for a particular strategy, the applicants will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and have been deemed eligible under SHIP.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will be further ranked with priority given to very-low income, then low, then moderate. After serving enough Special Needs households to meet set-asides for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low-, then moderate-income groups.

Ranking Priority:

1. Special Needs Households
 - a.) Very Low
 - b.) Low
 - c.) Moderate
2. After Special Needs Set-asides are met:
 - a) Very Low
 - b) Low
 - c) Moderate

- J. Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- L. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

- M. Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.



"Affordable" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.
- P. Administrative Budget:** A line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: *"A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."*

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: *"The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs."* The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. Program Administration:** Administration of the local housing assistance plan will be performed by:

Entity	Duties	Percentage
Local Government	All administrative duties	100%
Third Party Entity/Sub-recipient	N/A	



- R. Project Delivery Costs:** The City of Hollywood will assess no more than a 2% project delivery fee for owner occupied rehabilitation applicants only. Title Search, Lead Based-Paint Inspections, Appraisals, Termites inspection, Surveys, Initial Inspections, Work write-ups, Cost Estimates.
- S. Essential Service Personnel Definition:** All City of Hollywood residents meeting program income limits and working full-time as a first responder, educator, or in construction trades.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:** Section 151.155 of the City of Hollywood Code of Ordinances requires that new construction of, and major renovation to a single-family detached dwelling or duplex with no more than 20,000 SF of total floor area shall include a minimum of ten green building practices listed in Section 151.153 as follows:
1. Central air conditioner of 18 SEER or higher.
 2. Radiant barrier – Energy Star qualified – applied to attic or crawlspace.
 3. Solar attic vent fans.
 4. Energy efficient (Low e) windows. All windows shall conform to the Energy Star rating criteria for South Florida as approved by the NFRC (National Fenestration Rating Council).
 5. Energy efficient doors. All doors shall conform to the Energy Star rating criteria for South Florida.
 6. Energy Star rated skylights.
 7. Energy Star approved roofing materials.
 8. Programmable thermostats.
 9. Occupancy/vacancy sensors.
 10. Pervious pavement.
 11. State-certified solar hot water heater system.
 12. Pool solar hot water heater system.
 13. Reuse for irrigation.
 14. Dual flush toilets.
 15. Solar photovoltaic system comprising at least 800 watts or better.
 16. At least 80% of plants, trees and grasses per the South Florida Water Management District recommendations (latest edition).
 17. All energy-efficient outdoor lighting.
 18. Energy performance at least 10% more efficient than standard established by ASHRAE (latest edition).
 19. Rough-in plumbing for future solar hot water system.
 20. All hot water pipes insulated.
 21. MERV of air filters on all air conditioning units at least 8 with anti-microbial agent.
 22. Tankless water heater in lieu of a standard tank water heater.
 23. Electric vehicle-charging-station infrastructure.
 24. Any innovative building practice not listed above but approved by the Building Official.

Section 151.158 requires that new construction of, and major renovation to a stand-alone building (other than single-family detached dwelling or duplex) with more than 20,000 SF of total floor area shall be certified under the latest applicable version of the LEED Green Building Rating System of the USGBC, certified by the FGBC or under another recognized certification program approved by the City Manager or his or her designee and shall comply with the Florida Building Code. The requirement of certification may be waived by the Planning and Development Board if the developer/owner/contractor demonstrates that compliance with the requirement would create an unreasonable burden on the construction project, would have a negative impact



on a historic structure, or would defeat the intent of certification. Any request for a certification waiver must set forth documentary evidence to substantiate the aforementioned elements for non-compliance with the requirement have been met. A waiver request must be submitted at least 30 days prior to building permit application. In addition, the developer/owner/contractor must demonstrate that it has reasonably maximized the number of green building practices included in the development. The Planning and Development Board shall review the waiver request.

- U. Describe efforts to meet the 20% Special Needs set-aside:** The City of Hollywood will meet the 20% Special Needs set-aside mandate through prioritizing Special Needs applicants of the owner-occupied rehabilitation strategy.
- V. Describe efforts to reduce homelessness:** The City will work with agencies serving the homeless populations primarily through rental assistance to place these individuals or families in rental or transitional housing for the purpose of providing a stable housing situation for twelve months or more. In addition, the City of Hollywood Social Service coordinator serves as a referral resource for persons experiencing homelessness or are at risk of homelessness.

Section II. LHAP Strategies:

A. Owner Occupied Rehabilitation	Code 3
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| a. | Summary: Funds will be provided to repair owner-occupied homes to alleviate code violations, health hazards, and life and safety issues. |
|----|--|
- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
 - c. Income Categories to be served: Very low, low and moderate
 - d. Maximum award: \$90,000.00
 - e. Terms (all six items must be completed or "N/A")
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 30 yrs.
 - 4. Forgiveness: N/A
 - 5. Repayment: The loan is payable in full on the maturity date of the Promissory Note. However, at thirty days prior to the maturity date the City shall offer the mortgagor a refinancing option under the same terms and conditions including maximum SHIP income eligibility, so long as the mortgagor has not defaulted on any terms and conditions set forth in the mortgage.
 - 6. Default: The loan will be in default, if any of the following occurs and as set forth in the Mortgage document during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence, failure to maintain fire, hazard, flood, and windstorm (where applicable) insurance in an amount that is adequate to cover all property loans, with the City named as loss payee, failure to maintain the property in accordance with all City codes and regulations,. If any of these occur, it shall be considered a default under the City's Mortgage and Promissory Note wherein the City may pursue acceleration of the payment and all other legal remedies to recapture the balance.



In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP-eligible heir who must occupy the home as his/her primary residence. If the legal heir/beneficiary is not SHIP-eligible or chooses not to occupy the home, the outstanding balance of the loan shall be due and payable.

If the home is foreclosed by a superior mortgage holder, the City will pursue any and all legal and equitable remedies to secure repayment through appropriate legal processes, if it is determined that adequate funds are available to justify pursuing repayment.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-Served basis with the priorities for Special Needs and income groups as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Owner-occupied single family homes, townhomes and condominium units are eligible properties types. Mobile homes, multiple dwelling units and co-operatives are not eligible.

B. Demolition and Reconstruction	Code 4
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a.	Summary: When an applicant's home that has been approved for owner-occupied rehabilitation, but is determined to be beyond reasonable repair (more than 50% of the structure is deemed unlivable and estimated rehab exceeds maximum award for that strategy), the home will be eligible for demolition and reconstruction of a new home.
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- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$220,000
- e. Terms (all six items must be completed or "N/A"):
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 30 Years
 - 4. Forgiveness: N/A
 - 5. Repayment: The loan is payable in full on the maturity date of the Promissory Note. However, at thirty days prior to the maturity date the City shall offer the mortgagor a refinancing option under the same terms and conditions, so long as the mortgagor has not defaulted on any terms and conditions set forth in the mortgage.
 - 6. Default: The loan will be in default, if any of the following occurs and as set forth in the Mortgage document during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence, failure to maintain fire, hazard, flood, and windstorm (where applicable) insurance in an amount that is adequate to cover all property loans, with the City named as loss payee, failure to maintain the property in accordance with all City codes and regulations,. If any of these occur, it shall be



considered a default under the City's Mortgage and Promissory Note wherein the City may pursue acceleration of the payment and all other legal remedies to recapture the balance.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP-eligible heir who must occupy the home as his/her primary residence. If the legal heir/beneficiary is not SHIP-eligible or chooses not to occupy the home, the outstanding balance of the loan shall be due and payable.

If the home is foreclosed by a superior mortgage holder, the City will pursue any and all legal and equitable remedies to secure repayment through appropriate legal processes, if it is determined that adequate funds are available to justify pursuing repayment.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-Served basis with the priorities for Special Needs and income groups as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: N/A

C. Emergency Repair	Code 6
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a.	Summary: Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately. This includes: damaged roofing that is leaking, damaged windows causing exposure to the elements, or electrical or plumbing problems that could cause damage (fire) to the home or is an immediate health hazard to the occupants. This strategy will only be used for an applicant who has applied for, but not received assistance through the owner-occupied rehabilitation strategy within the next three months. <u>The Community Development Housing Inspector will make a recommendation to the Community Development Manager who will make the final determination.</u>
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- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$ \$25,000.00
- e. Terms (all six items must be completed or "N/A"):
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 30 Years
 - 4. Forgiveness: N/A
 - 5. Repayment: The loan is payable in full on the maturity date of the Promissory Note. However, at thirty days prior to the maturity date the City shall offer the mortgagor a refinancing option under the same terms and conditions, so long as the mortgagor has not defaulted on any terms and conditions



set forth in the mortgage.

6. Default: The loan will be in default, if any of the following occurs and as set forth in the Mortgage document during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence, failure to maintain fire, hazard, flood, and windstorm (where applicable) insurance in an amount that is adequate to cover all property loans, with the City named as loss payee, failure to maintain the property in accordance with all City codes and regulations,. If any of these occur, it shall be considered a default under the City's Mortgage and Promissory Note wherein the City may pursue acceleration of the payment and all other legal remedies to recapture the balance.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP-eligible heir who must occupy the home as his/her primary residence. If the legal heir/beneficiary is not SHIP-eligible or chooses not to occupy the home, the outstanding balance of the loan shall be due and payable.

If the home is foreclosed by a superior mortgage holder, the City will pursue any and all legal and equitable remedies to secure repayment through appropriate legal processes, if it is determined that adequate funds are available to justify pursuing repayment.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-Served basis with the priorities for Special Needs and income groups as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Owner-occupied single family homes, townhomes and condominium units are eligible properties types. Mobile homes, multiple dwelling units and co-operatives are not eligible.

D. Disaster Recovery

Code 5

- a. Summary: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:
 - 1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
 - 2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
 - 3. Repairs necessary to make the home habitable.
 - 4. Repairs to mitigate dangerous situations (exposed wires)
 - 5. Downed Tree and Debris removal.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$10,000.00



- e. Terms (all six items must be completed or "N/A"):
 1. Repayment loan/deferred loan/grant: Grant
 2. Interest Rate: N/A
 3. Years in loan term: N/A
 4. Forgiveness: N/A
 5. Repayment: N/A
 6. Default: N/A
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-Served basis with the priorities for Special Needs and income groups as described in Section I. (I) of this plan
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: If homeowner is insured, proceeds from the insurance must be used first before SHIP funds, except for the payment of the deductible which is a SHIP eligible expense.

E. Rental Assistance	Code 13,23
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a. Summary: Funds will be awarded to renters that are in need of rental assistance in obtaining a lease on a rental unit and qualify under 420.9072 (7) (b). This may include utility deposits, security deposits and eviction prevention up to six months' rent. For households that are very low income and have one adult with special needs according to 420.0004 (13), rent equal to no more than twelve months' rent assistance is eligible.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$10,000.00
- e. Terms (all six items must be completed or "N/A"):
 1. Repayment loan/deferred loan/grant: Grant
 2. Interest Rate: N/A
 3. Years in loan term: N/A
 4. Forgiveness: N/A
 5. Repayment: N/A
 6. Default: N/A
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-Served basis with the priorities for Special Needs and income groups as described in Section I. (I) of this plan.
- g. Sponsor/Sub-recipient Selection Criteria: Sponsor selection shall be done in the following ways; 1) a Sponsor that has been selected to be a HOME funded Sub recipient to perform like duties through a Citizen Participation process conducted during grant award; 2) an RFQ that will require proof of sponsor experience in providing affordable rental assistance and proof of financial capacity; 3) Best Interest and/or Sole Source designation as allowed by Chapter 38 of the City of Hollywood Code of Ordinances.



h. Additional Information:

F. Rental Development	Code 14,21
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- a. Summary: Funds will be awarded to developers of new or rehabilitated affordable rental units that are awarded construction financing through other public or private sources to construct or rehabilitate affordable rental units. This funding is intended to be used as gap financing required for the project.
- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$225,000.00 per project (no more than \$22,500.00 per unit)
- e. Terms (all six items must be completed or "N/A"):
1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note, mortgage, and Declaration of Restrictive Covenants
 2. Interest Rate: 0%
 3. Years in loan term: 20 Years
 4. Forgiveness: N/A
 5. Repayment: Loan is due and payable at the end of the term unless renegotiated by the City to extend affordability in accordance with affordability period of other funding sources that are providing compliance monitoring.
 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or failure to occupy with the terms of the mortgage or Declaration of Restrictive Covenants. If any of these occur, the outstanding balance will be due and payable.
- f. Recipient Selection Criteria: N/A
- g. Sponsor Selection Criteria: Developers will be selected by; 1) an RFQ process that is open year-round. The RFQ will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets the requirements of the City's housing element in the Comprehensive Plan; 2) receipt of an unsolicited proposal in accordance with Section 287.0512 of the Florida Statutes and received by the City in accordance with Chapter 30 of the City of Hollywood Code of Ordinances; or 3) Best Interest and Sole Source designations as allowed by Chapter 38 of the City of Hollywood Code of Ordinances.
- h. Additional Information: N/A

G. New Construction/Purchase Assistance without Rehabilitation

Code 10

a. Summary: Funds will be awarded as gap financing to Developers of new affordable homeownership units that are awarded construction financing through other public or private sources to construct affordable units for homeownership. This program also allows for the City to act as the developer where appropriate. Post construction, 100% of the SHIP contribution will convert to direct benefit to each homebuyer (recipient) in the form of purchase assistance on a per property basis.

b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022

c. Income Categories to be served: Very low, low and moderate

d. Maximum award: \$30,000.00 (per unit)

e. Terms (all six items must be completed or "N/A"):

Developer

1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note, mortgage, and Declaration of Restrictive Covenants.
2. Interest Rate: 0%
3. Years in loan term: 2 Years
4. Forgiveness: Yes. When the Developer sells the property to an income eligible buyer the loan to the Developer is converted to deferred loans to Recipients on a per property basis.
5. Repayment: None required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default when the Developer fails to meet the program requirements; fails to secure all financing and permits to meet the program timeline for expenditure or fails to sell the home within the required timeframe to an eligible applicant.

Recipient

1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note, mortgage, and Declaration of Restrictive Covenants.
2. Interest Rate: 0%
3. Years in loan term: 30 Years
4. Forgiveness: N/A
5. Repayment: The loan is payable in full on the maturity date of the Promissory Note. However, at thirty days prior to the maturity date the City shall offer the mortgagor a refinancing option under the same terms and conditions, so long as the mortgagor has not defaulted on any terms and conditions set forth in the mortgage.
6. Default: The loan will be in default, if any of the following occurs and as set forth in the Mortgage document during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence, failure to maintain fire, hazard, flood, and windstorm (where applicable) insurance in an amount that is adequate to cover all property loans, with the City named as loss payee, failure to maintain the property in accordance with all City codes and regulations,. If any of these occur, it shall be considered a default under the City's Mortgage and Promissory Note wherein the City may pursue acceleration of the payment and all other legal remedies to recapture the balance.



In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP-eligible heir who must occupy the home as his/her primary residence. If the legal heir/beneficiary is not SHIP-eligible or chooses not to occupy the home, the outstanding balance of the loan shall be due and payable.

If the home is foreclosed by a superior mortgage holder, the City will pursue any and all legal and equitable remedies to secure repayment through appropriate legal processes, if it is determined that adequate funds are available to justify pursuing repayment.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-Served basis with the priorities for Special Needs and income groups as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: When the City awards funding to an outside source, Developers will be selected in the following ways; 1) an RFQ process that is open year-round. The RFQ will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets the requirements of the City's housing element in the Comprehensive Plan; 2) receipt of an unsolicited proposal in accordance with Section 287.0512 of the Florida Statutes and received by the City in accordance with Chapter 30 of the City of Hollywood Code of Ordinances; or 3) Best Interest and Sole Source designations as allowed by Chapter 38 of the City of Hollywood Code of Ordinances.
- h. Additional Information: N/A

H. Acquisition/Rehabilitation	Code 9
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a.	Summary: The City shall acquire and/or rehabilitate single family units to be resold as affordable homeownership units. The City may also award funds to developers that are awarded construction financing through other public or private sources to acquire and/or rehabilitate affordable single family units to be resold as affordable homeownership units. To the greatest extent feasible this funding is intended to be used as gap financing required for the project.
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- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$150,000.00
- e. Terms (all six items must be completed or "N/A"):

Developer

1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note, mortgage, and Declaration of Restrictive Covenants.
2. Interest Rate: 0%
3. Years in loan term: 2 Years
4. Forgiveness: Yes. When the Developer sells the property to an income eligible buyer the loan to the Developer is converted to deferred loans to Recipients on a per property basis.



5. Repayment: N/A
6. Default: The loan will be determined to be in default when the Developer fails to meet the program requirements; fails to secure all financing and permits to meet the program timeline for expenditure or fails to sell the home within the required timeframe to an eligible applicant.

Recipient:

1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note, mortgage, and Declaration of Restrictive Covenants
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness: N/A
5. Repayment: The loan is payable in full on the maturity date of the Promissory Note. However, at thirty days prior to the maturity date the City shall offer the mortgagor a refinancing option under the same terms and conditions, so long as the mortgagor has not defaulted on any terms and conditions set forth in the mortgage.
6. Default: The loan will be in default, if any of the following occurs and as set forth in the Mortgage document during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence, failure to maintain fire, hazard, flood, and windstorm (where applicable) insurance in an amount that is adequate to cover all property loans, with the City named as loss payee, failure to maintain the property in accordance with all City codes and regulations,. If any of these occur, it shall be considered a default under the City's Mortgage and Promissory Note wherein the City may pursue acceleration of the payment and all other legal remedies to recapture the balance.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP-eligible heir who must occupy the home as his/her primary residence. If the legal heir/beneficiary is not SHIP-eligible or chooses not to occupy the home, the outstanding balance of the loan shall be due and payable.

If the home is foreclosed by a superior mortgage holder, the City will pursue any and all legal and equitable remedies to secure repayment through appropriate legal processes, if it is determined that adequate funds are available to justify pursuing repayment.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-Served basis with the priorities for Special Needs and income groups as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: Developers will be selected in the following ways; 1) an RFQ process that is open year-round. The RFQ will require proof of developer experience in providing affordable housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets the requirements of the City's housing element in the Comprehensive Plan; 2) receipt of an unsolicited proposal in accordance with Section 287.0512 of the Florida Statutes and received by the City in accordance with Chapter 30 of the City of Hollywood Code of Ordinances; or 3) Best Interest and Sole Source designations as allowed by Chapter 38 of the City of Hollywood Code of Ordinances.
- h. Additional Information: N/A



III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

- A. Name of the Strategy: **Expedited Permitting**
Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy:

Affordable Housing Projects are color coded to denote prioritization during the permitting process. A "Special Projects Coordinator", located within the Building Division tracks and provides assistance to Community Development staff to ensure the continual progress of Affordable Housing Projects through the permitting process.

- B. Name of the Strategy: **Ongoing Review Process**
An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy:

The City Electronically routes City Commission agenda items for approvals via the Granicus Legistar system. The system creates an automated approval sequence with selected approvers that are notified when an item is ready for their review. Community Development staff is included in sequence. When Community Development staff is notified of an item that may increase the cost of housing, a meeting of the Affordable Housing Advisory Committee is scheduled to review the item. The Affordable Housing Advisory Committee reviews the item for the following:

- Does the proposed action increase the cost of housing?
- If Yes, is the assumed cost increase substantial or otherwise detrimental to the development of affordable housing?
- Does the proposed action support an overall goal of the City and/or have an alternate value to the target population?
- Do the long-term benefits of the proposed action outweigh any possible cost increase to housing?
- Does the proposed action protect the ability of the property to appreciate in value?

The findings and recommendation of the Affordable Housing Advisory Committee are then forwarded to the City of Hollywood City Commission for final action.

- C. Other Incentive Strategies Adopted: **The reduction of parking and setback requirements for affordable housing.**

Provide a description of the procedures used to implement this strategy:



The Planning Department, on a case by case basis, recognizes lower auto ownership rates within LMI properties and supports the granting of variances for reduced parking requirements, as appropriate.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement.
- H. Other Documents Incorporated by Reference.

City of Hollywood

Fiscal Year: 2019-2020	
Estimated SHIP Funds for Fiscal Year:	\$ 202,288.00
Salaries and Benefits	\$ 20,228.00
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other*	\$
Total	\$ 20,228.00
Admin %	10.00%
	OK
Fiscal Year 2020-2021	
Estimated SHIP Funds for Fiscal Year:	\$ 202,288.00
Salaries and Benefits	\$ 20,288.00
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other*	\$
Total	\$ 20,228.00
Admin %	10.00%
	OK
Fiscal Year 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 202,288.00
Salaries and Benefits	\$ 20,288.00
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other*	\$
Total	\$ 20,228.00
Admin %	10.00%
	OK
<p>*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.</p> <p>Details:</p>	

Exhibit B
Timeline for SHIP Expenditures

The City of Hollywood affirms that funds allocated for these fiscal years will meet the following deadlines:
(local government)

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022
2020-2021	6/30/2022	6/30/2023	9/15/2021	9/15/2022	9/15/2023
2021-2022	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022
2020-2021	3/30/2022	3/30/2023	6/15/2021	6/15/2022	6/15/2023
2021-2022	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

1. A statement that “(city/county) requests an extension to the expenditure deadline for fiscal year _____.”
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to “submit” the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government’s LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

[illegible][illegible]

Set-Asides				
Percentage Construction/Rehab (75% requirement)		89.0%		OK
Homeownership % (65% requirement)		89.0%		OK
Rental Restriction (25%)		0.0%		OK
Very-Low Income (30% requirement)		\$ 90,000	44.5%	OK
Low Income (30% requirement)		\$ 90,000	44.5%	OK
Moderate Income		\$ -	0.0%	

[illegible][illegible]

Set-Asides			
Percentage Construction/Rehab (75% requirement)		89.0%	OK
Homeownership % (65% requirement)		89.0%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)		\$ 90,000	OK
Low Income (30% requirement)		\$ 90,000	OK
Moderate Income		\$ -	0.0%

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: City of Hollywood

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.

- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness

Chief Elected Official or designee

Witness

Type Name and Title

Date

OR

Attest:
(Seal)