

Title: LHAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09

NAME OF LOCAL GOVERNMENT

City of Coconut Creek

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

FISCAL YEARS COVERED

2011/12, 2012/13 and 2013/14

ADOPTED: FEBRUARY 24, 2011

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I. PROGRAM DESCRIPTION:

- A. Name of the participating local government and Interlocal, if applicable:

City of Coconut Creek

Interlocal : Yes _____ No x _____

Name of participating local government(s) in the Interlocal Agreement:

N/A

- B. Purpose of the program:

The Local Housing Assistance Plan (LHAP) is created and adopted for the purpose of meeting the City's 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 City of Coconut Creek's Comprehensive Plan specific to affordable housing.

- C. Fiscal years covered by the Plan:

2011-12

2012-13

2013-14

- D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan. The City of Coconut Creek will be in compliance with these applicable statutes and rules.

- E. Local Housing Partnership:

The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons, and community groups.

F. Leveraging:

The LHAP 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 making the City's LHAP available for public comment in a local newspaper of general circulation and soliciting input from community stakeholders. A summary of the City's LHAP strategies and the Notice of Funding Availability will be advertised upon Plan approval by the State.

H. Advertising and Outreach:

The City of Coconut Creek shall advertise a notice of funding availability 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. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

J. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to:

- a. Homeownership Counseling (Pre and Post)
- b. Credit Counseling
- c. Tenant Counseling
- d. Transportation

K. 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 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 can be lower than 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:

- Independent Study (copy attached)
- U.S. Treasury Department
- Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts.

L. Income Limits, Rent Limits and Affordability:

New Homes: \$381,375.00 (Or Current 90% Cap)
Existing Homes: \$381,375.00 (Or Current 90% Cap)

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments, including taxes and insurance, do not exceed 30% of that amount, which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 (19), (20) and (28), 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.

M. Welfare Transition Program:

Should an eligible sponsor be used, the City of Coconut Creek has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal:

In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored at least annually for 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.

O. Administrative Budget:

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted.

The City of Coconut Creek finds that the moneys deposited in the Local Housing Assistance Trust Fund shall be used to administer and implement the LHAP. In accordance with Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, 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 LHAP. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), 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 City of Coconut Creek has adopted the above findings in the attached resolution, Exhibit E.

P. Program Administration:

Administration of the LHAP is the responsibility of the City of Coconut Creek. The City, through a competitive bid process, has contracted all administrative and related

implementation functions. Responsibilities include, but are not limited to, plan preparation, strategy development and implementation, fiscal management, community outreach, and plan evaluation. The City can make available, upon request, the detailed responsibilities, qualification and selection criteria utilized to select the Consultant. The City will monitor the performance of the Consultant.

Essential Service Personnel

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) FS.

The City of Coconut Creek defines essential service personnel as any person in need of affordable housing who is a permanent employee (excluding temporary and on-call employees) of a company or organization located within Broward County, which falls into one of the following sectors or codes as defined within the North American Industry Classification System (NAICS), published by the U.S. Department of Labor:

Sector 44-45:	Retail Trade
Sector 61:	Education Services
Sector 62:	Health Care and Social Assistance
Section 72:	Accommodation and Food Services
Sector 81:	Other Services (Except Public Administration)
Code 485:	Transit and Ground Passenger Transportation
Code 922:	Justice, public order, and safety activities

- Q. Section 420.9075(3)(d), F.S.: Requires counties and eligible municipalities to describe initiatives in their local housing assistance plans that encourage or require innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance. Provide a brief description as required:

Green Initiatives

In accordance with Section 420.9075(3)(d) F.S., the City will incorporate the following green initiatives into rehabilitation and new construction activities where cost feasible.

Energy conservation

- Energy star rated appliances – refrigerators, stoves, water heaters
- Ceiling fans in living and bedrooms
- Motion sensors light switches
- Programmable thermostats

Water conservation

- WaterSense faucets
- WaterSense toilets
- WaterSense shower heads (when available, projected 2011)

Healthy environment

- Green Label Certified Floor coverings
- Mold/lead/asbestos removal

Durability

- Extended warranty items
- Quality standards for materials

Access & transportation

- New construction projects that are accessible by public transportation.

Special Housing Needs

In accordance with **Section 420.9075(1)(a), F.S.**, the City will address the following special needs as defined in Rule Chapter 67-37.002 (21), F.A.C.:

Elderly (Households 62 years of age or older)

Safety oriented- visual/texture cues to indicate stairs, redundant visual and audio alarms
Equitable use – altering existing structures to make them more user friendly, i.e., adapting sidewalks and stairs to be wheelchair accessible
Low physical effort – adapting home to make it physically easier for client to achieve daily tasks, i.e. lighter doors (fiberglass instead of steel), impact glass instead of panel shutters.

Persons with disabilities

ADA compliant rehab – rehabilitation projects to make homes ADA compliant
Approach and Use – modifying homes so that all items are appropriate size and space is provided to access regardless of client's size, posture, or mobility.

Homeless

The City will continue to work with the County Continuum of Care (CoC) to address the needs of the City's homeless population.

Youth Aging Out of Foster Care

In accordance with Section 420.628, the City will include Youth Aging out of Foster Care as a special needs group to receive priority assistance.

II. LHAP HOUSING STRATEGIES:

Provide Description:

A. Name of the Strategy: **Housing Rehabilitation**

a. Summary of the Strategy:

The Owner Occupied Housing Rehabilitation Program is designed to assist owner-occupied residential properties. Eligible properties include single family homes, condos, PUDs, townhomes, villas, and eligible manufactured homes. The program is a multiple strategy program. The primary purpose of the program is to provide repairs necessary to provide safe and decent housing, eliminate any instances of substandard housing, and preserve the City's affordable housing stock. Activities include owner-occupied comprehensive repairs/improvements and emergency repairs. Demolition/reconstruction of code related repairs may be addressed as part of a comprehensive or emergency repair.

Deferred loan funds shall be used to fund the following repairs/improvements:

1. Eliminate building code violations (excluding violations to luxury items such as pools and wooden fences, which are not part of the integral structure of home).
2. Abate any health and safety issues on the primary structure of home.
3. Repair, upgrade, or replace major building systems, as necessary. Major building systems include: Structural, Electrical, Plumbing, Heating, Ventilation, Air Conditioning, and Sewer Systems.
4. Prevent weather penetration and promote Energy Star by specifying energy star products, conducting home sealing, and following recommendations for energy efficient HVAC systems.
5. Provide non-luxury general improvements that improve conditions and structure of the home.
6. Provide barrier-free accessibility improvements to elderly (62 years old and older) and disabled owner-occupied households. Households where an applicant has a disability will be required to provide an SSI or SSDI award letter or a letter from a doctor, case worker, or other qualified professional stating that the applicant has a disability. This will be necessary only when priority assistance is being given.
7. The only appliances that will be replaced under the program are non-functional or out-dated stoves or refrigerators. The program will not replace microwaves,

- dishwashers, or clothes washer/dryers.
8. Painting will be limited to the exterior of the home. Interior painting will be addressed only as part of interior repair/rehabilitation.
 9. Carpet and Flooring – the program will replace carpet with carpet, with evidence that carpet is in need of replacement. The only time carpet will be replaced with tile/linoleum flooring is in the case of households where the carpet is an impediment to the mobility of the occupant or a health issue is present. The only time wood flooring will be installed is when wood flooring already exists and deteriorated wood is being replaced.

Comprehensive Repairs and Improvements:

Owner-occupied households, assisted in the order in which they applied for the program, will receive a comprehensive inspection and repairs will be comprehensive, addressing only the program priorities above. Priority assistance will be given to applicants with code violations.

Emergency Repairs:

In the event a waiting list exists for the program, emergency requests will be requested by the City's consultant to the City. The City will make the determination whether or not an emergency condition exists. An emergency exists where there is imminent threat to the health or safety of the household occupants. Determination shall be in writing. Work specifications will be written to address only the emergency issue(s).

In cases where emergencies exist and it is later determined that the emergency exists where code violations (in whole or part) exist, the code violation must be addressed in order to address the emergency.

Other repairs, including other code violations, will be addressed when applicant is called from the comprehensive waiting list (if a waiting list exists). Emergency repairs must be eligible program repairs as described above. Only in cases of emergency repairs can an eligible homeowner receive priority over other applicants on a waiting list, if a waiting list exists.

Demolition/Reconstruction:

The City may have instances where homeowners purchased units where garages or carports were illegally converted to create additional rooms. These are considered code violations and will be corrected through demolition and brought back to permitted use. If instances where overcrowding exists or room is required due to a special need, the City can make the determination to reconstruct to a legal room addition.

Substantial Repairs, Economically Unfeasible Repairs:

Inventory of the homes in the City does not suggest that there are structurally unsound units that need to be replaced. However, should a situation like this occur where code, health/safety priority repairs are substantial (more than 50% of the value of the home), the City reserves the right to determine the project to be unfeasible.

If repairs exceed the cost to replace the home, the home will not be assisted under the City's home repair programs.

Prior to repairs, all homes shall be inspected and work specifications will be written for each project. Inspections and work specifications can be comprehensive unless in the case where a waiting list exists and an emergency determination has been made by the City. In these cases, only the emergency issue will be inspected and specifications for the emergency issue will be addressed in the work specification. If the waiting list is open, the applicant can place their name on the list for additional repairs.

If the waiting list is closed because demand far exceeds the ability to provide assistance in a reasonable timeframe as, determined by program administrator, then the household will have to wait until the list is open or find other means to fix the repairs. Once a waiting list of 100 households exists and all funds have been exhausted, the City will close the list.

Change Orders:

Cumulative change orders greater than 10% of the above original contract amount will be paid by City only if those repairs are necessary to correct code violations to meet local property standards or address issues that could not be accurately assessed before the work started. Change orders that change contract amount will not be granted for any other reason. The City reserves the right to reject a change order that does not address code or property standard issues. Change orders are paid only when prior approval from owner, home inspector, and City is on file.

Where SHIP assistance is leveraged with federal sources and housing units are required to be brought up to code at time of assistance, repairs will be inspected to meet local housing code and local property standards. If in the future the City receives HOME funds, HOME funds cannot be used to leverage SHIP dollars for emergency repairs or barrier assistance alone if code violations exist. In addition, when funds are leveraged, lead based paint, asbestos, environmental and historic preservation regulations will be complied with per the site specific environmental review checklist maintained in each file and part of the City's Environmental Review Record (ERR).

The City intends to leverage available Federal and State Resources that support rehabilitation activities where feasible.

Repairs are considered complete once all work has been inspected according to specifications or emergency situation specified and necessary building permits have been finalized by the City's Building Division. Final inspections by the program's inspector will be requested by staff upon receipt of invoice package from the contractor, final release of liens, and owner's satisfaction. Any items not completed per specifications, must be completed and re-inspected prior to close-out.

- b. Fiscal Years Covered: 2011/12, 2012/13 and 20013/14
- c. Income Categories to be served: Very Low, Low, and Moderate Income
- d. Maximum award is noted on the Housing Delivery Goals Charts:

The City's Sustainable Development Director, or his/her designee, shall have the authority to sign an authorization to exceed limits when code, safety, or health issues must be addressed.

- e. Terms, Recapture and Default: Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage, which leads to foreclosure and/or loss of property ownership).

Terms

Assistance is in the form of a ten-year, 0% interest, deferred payment loan secured by a mortgage and note. The loan is forgivable in its entirety at the end of ten (10) years from the recordation date of mortgage and note.

There will be no yearly write-down of the loan. Full repayment of the loan is due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the owner during the ten (10) year occupancy period.

When house is sold or deferred loan is voluntarily paid off, these funds shall be returned to the City as program income.

Recapture and Default

In the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership), the

City requires the second mortgage be paid and may file a cross claim to recoup SHIP funds.

f. Recipient Selection Criteria:

Priority will be given to those homeowners who have eligible code violations in need of repair and special needs households: elderly, disabled, displaced mobile home residents will be given first priority.

Homeowners who have received comprehensive repair assistance from the City cannot re-apply, except for cases where emergency repairs are needed as determined by the City's Building Official or his designee or in cases where no waiting list exists, new applicants do not exist, and funds are available for eligible priority repairs. Applicants must still wait at least a period of 12 months before being eligible to apply for assistance. The City will not hold more than 2 deferred loans on a property at any given time, unless an emergency situation is present.

Eligible households are encouraged to complete an application for assistance if they require repair assistance. Applications must be 100% complete to be certified eligible for the program. Additional information may be requested upon review of application to determine program eligibility.

Eligible homeowners will be assisted on a first qualified, first served basis. Homeowners will be assisted within income groups from all eligible applicants based on funding availability. Special needs households (elderly, disabled, displaced mobile home residents) will be given first priority. If there is a waiting list, residents will be contacted in writing by City's consultant to apply for assistance, in the order in which their name appears on the list.

Property must be owner occupied. Verification of ownership, income, homeowners insurance, flood insurance (if required), payment of property taxes, and mortgage verification will be conducted to determine eligibility. A warranty deed, quit claim deed, will be utilized to verify ownership, and primary residences should maintain homestead exemption. Life Estates also qualify.

Hazard and flood insurance should be in place at time of award and be maintained as long as first and/or second mortgage remains on property. The City will be required to be a certificate holder. If a property is not required to have flood insurance, then the file will be documented that flood insurance is not required. In the event the property is not insured and there is a severe case of hardship by household to maintain insurance and repairs are needed to eliminate substandard, code, health ,

and safety issues, the City may waive insurance requirements, as long as project is not leveraged with Federal funds, where flood insurance is required.

Hardship is defined as where the 1) condition of property makes it uninsurable or 2) at time of application household had no insurance and housing and insurance expenses exceed 50% of a fixed income household and the household is a very low income household or special needs households: elderly, disabled, displaced mobile home residents with 30% cost burden.

The program is not credit driven, and credit reports will not be reviewed to determine eligibility for assistance. Mortgage must be current and will be verified with mortgage statement or third party – verification of mortgage.

Title searches will be conducted. There must be evidence that there is no pending foreclosure on the property. Properties with Federal and municipal liens will not be assisted until evidence that those liens are addressed.

The property's assessed value must not exceed the value noted in the plan for new and existing homes. The current assessed value indicated on Broward County Property Appraiser's website shall be used to determine the value of the property after assistance is provided.

Applicants will be required to sign program disclosures, including a conflict of interest disclosure, prior to completing application or the application being processed.

g. Sponsor Selection Criteria:

Eligible contractors will be selected through a bid process to perform repairs under this program. Non-construction related services will be selected through a bid process or other process in compliance with the City's procurement policies. The selection will be based on certification, experience, past performance, and financial stability to perform services. Preference will be given to eligible contractors that employ personnel from the Welfare Transition Program and Section 3 residents in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended.

The City or City's consultant will maintain a contractor pool in which it openly recruits contractors to participate in the program after pre-screening. All contractors must be licensed with the State of Florida, Department of Business and Professional Regulation and be in good standing with local licensing requirements. All

contractors must be insured. Contractors must not appear on the Federal government's Excluded Parties List prior to the award of any contract.

The City program administrator will conduct outreach activities to encourage the participation of Minority and Women Owned enterprises in its housing assistance programs.

Only contractors who have been pre-screened will be allowed to bid on the housing rehabilitation projects. Prior to bidding on the project, contractors must visit each property. The program prohibits contractors from working on the properties of persons they are related to or where other potential conflict of interests may exist.

In instances where a General Contractor is not needed to complete repairs such as roof only, plumbing only, or shutters only, the bid quotes from pre-screened licensed contractors able to perform the services will be utilized.

h. Additional Information/Considerations:

The home must be located within the City limits. In the event of a disaster declared by Executive Order by the President and disaster mitigation funds are no longer available, this program will assist with disaster related repairs as well. For home repair activities, the program is not designed to remodel, upgrade homes with purely cosmetic repairs, or replace working appliances with an estimated life cycle beyond 12 months.

If a household applies to the City's home repair program, meets all the other program requirements, has a fixed rate mortgage that is current at the time of application or a reverse mortgage, no other liens on the property, the home repair application will be processed for assistance with the ability to receive maximum award.

Limitations to the amount of repairs completed will apply if a household applies to the City's home repair program and the property has one or more of the following conditions:

- Negative Equity
- An adjustable rate mortgage that has adjusted or will adjust during the life of the City's lien
- A negative amortization loan in which the principal balance is increasing
- A revolving home equity line of credit
- A fixed rate second mortgage – home equity loan

- Non-mortgage related liens (i.e. credit related judgments) in excess of \$10,000

Assistance will be limited to addressing building code violations, health/safety issues, verifiable disaster related repairs and/or disaster mitigation (impact windows/shutters). Roofs in need of replacement, a/c units and/or other major mechanical systems should be addressed as well if not functioning or at end of life cycle.

Housing units that have a pending foreclosure (Lis Pendens) from a mortgage company or homeowners/condo association cannot be assisted until resolved. Properties with a lien from the homeowners/condo association also will not be assisted until resolved. Households undergoing a loan modification will not be assisted until the modification is complete and a new mortgage acceptable to the program is provided.

Units that meet one of the above conditions may not be assisted with HOME funding if work beyond the limited repair assistance is required to bring the home up to full rehabilitation standards. When units are assisted in whole or in part with HOME funds, all required repairs to meet rehabilitation standards must be addressed.

Household applicants with credit judgments will still be referred to counseling but not as a requirement of receiving assistance.

- i. The City's current subordination policy, maintained at the City Clerk's office shall apply for any refinance transactions. This subordination policy may be viewed by the public upon request to the City Clerk.

B. Name of the Strategy: **Purchase Assistance Existing – With or Without Rehabilitation and New Construction**

a. Summary of the Strategy:

The Purchase Assistance Program is created to assist eligible first-time homebuyers with a deferred payment loan to be applied towards the costs of purchasing existing or newly constructed (with a Certificate of Occupancy) eligible affordable housing. Eligible costs include the following: down payment, closing costs, mortgage buy down, rehabilitation, and other costs associated with purchasing a home. Eligible housing includes single-family homes, townhomes, condominiums, PUDs, and villas.

- b. Fiscal Years Covered: Fiscal Years 2011/2012, 2012/2013, and 2013/2014
- c. Income Categories to be served: Very-low, Low, and Moderate Income
- d. Maximum award is noted on the Housing Delivery Goals Charts
- e. Terms, Recapture and Default:

Assistance will be in the form of a ten-year, 0% interest, deferred payment loan secured by a mortgage and note. The loan is forgivable in its entirety at the end of ten years (10) from the date of settlement provided the title remains under the ownership of the original purchaser. There will be no yearly write-down of the loan. Full repayment of the loan is due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the owner during the ten (10) year occupancy period of the property.

Recapture and Default: In the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership), the City requires the second mortgage be paid and may file a cross claim to recover SHIP funds.

- f. Recipient Selection Criteria:

Eligible applicants will be selected in the order in which they applied for the program and assisted on a first qualified and first served basis, within income groups; but special needs households (elderly, disabled, displaced mobile home residents) will be given first priority.

The applicant must be a first-time homebuyer. A first-time homebuyer is defined as one that has never owned a home, or one that has not owned a home within the last three years, a single parent with children under the age of 18 who has recently been divorced and displaced, a displaced victim of domestic abuse, or a person displaced as a result of a governmental action. Residents displaced from mobile home parks seeking to purchase a non-mobile home unit will also be considered first-time homebuyers.

Applicants must not own any other property used for residential purposes, and the home to be purchased must be located within the City limits. Applicant must use the mortgage programs offered by the mortgage providers in the City's lenders consortium.

Applicants are responsible for the upfront fee associated with the credit report in the form of a money order.

g. Sponsor Selection Criteria:

The City of Coconut Creek utilizes the consultant's lender consortium. Participation in the program is open annually, or when necessary, to interested lenders. Lenders must adhere to the guidelines for participating in the program.

Additional Information: The applicant must contribute a minimum of 1% of the sales price (including pre-pays) towards the purchase of the home. The Purchase Assistance Program cannot be utilized when the seller of the property is providing the financing for the mortgage. Funds may be leveraged with Broward County, HOME, CDBG or other purchase assistance related activities. In the case where bond funding or County assistance is being provided in conjunction with the City's SHIP funds, the City will take no less third position in the transaction.

To qualify under the construction set-aside requirement for SHIP, files shall be documented using one of the following ways:

Evidence of repairs or affidavit and/or receipt from sellers that repairs were conducted within twelve (12) months prior to sale of home.

Evidence of repairs completed from inspection reports. Funds will be held in escrow or leveraged from CDBG or repairs will be certified as being completed by the seller. Once repairs are completed and inspected, contractor will submit invoice for payment and repairs will be made. Depending on nature of repairs, repairs will be completed by pre-screened contractors or general contractors in the contractor's pool. If minor, the owner can select a licensed contractor to carry out the work. In cases of minor repairs, sweat equity of purchase may be utilized, inspected, and documented.

C. Name of the Strategy: **Disaster Mitigation**

a. Summary of the Strategy:

SHIP funds may be used to provide emergency repairs to very-low, low, and moderate-income households following a natural disaster as declared by Executive Order. Funds may be used for items such as, but not limited to, temporary rental assistance (up to 6 months), emergency interim repairs for eligible households to avoid further damage, tree and debris removal required to make the individual housing unit habitable, condos and homeowner's assessments for post disaster repair, post disaster assistance for eligible non-insured repairs, and soft costs required to process assistance applications. This strategy will only be implemented in the event of a natural disaster using any funds that have not yet been encumbered.

Deductibles: In the event of a natural disaster, the City of Coconut Creek is able to assist individual income eligible households with insurance deductibles (for eligible disaster related damage) up to \$5,000. This form of assistance will occur only after the income eligible household applies to participate in the City's Residential Rehabilitation Program. Storm related property damage will be assessed and an estimate will be prepared by the program inspector. Any expense in excess of the actual deductible is the responsibility of the homeowner. All other Residential Rehabilitation Program guidelines apply.

- b. Fiscal Years Covered: Fiscal Years 2011/2012, 2012/2013, and 2013/2014
- c. Income Categories to be served: Very-low, Low, and Moderate Income
- d. Maximum award is noted on the Housing Delivery Goals Charts
- e. Terms:

Ten-year (10), 0% interest, deferred payment loan secured by a mortgage and note. The loan is forgivable in its entirety at the end of ten (10) years from the date of the contract completion, provided the title remains under ownership of the original purchaser. Full repayment of the loans is due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the applicant during the ten (10) year occupancy period.

Recapture and Default: In the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership), the City requires the second mortgage be paid and may file a cross claim to recover SHIP funds.

- f. Recipient Selection Criteria:

Eligible applicants will be selected from a national or state disaster registry on a first qualified and first served basis, within income groups. If no names are on the registry, applicants who request disaster mitigation assistance will be assisted. Applications for disaster assistance will be given priority above others on a waiting list for other strategies. Eligibility will be performed on an expedited basis and may include alternative forms of documentation, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income, and assets.

- g. Additional Information:

Funds will not be allocated to this strategy except in the case of a federal or state disaster. SHIP funds may leverage other federal and/or state emergency programs. The expenditure of funds must be for eligible activities as permitted by SHIP statute, rule, and/or emergency rule as published by the Florida Housing Finance Corporation.

The Corporation shall disburse funds for disaster relief proportionately as provided in Section 420.9073(2)(b), F.S. Local governments may use unencumbered SHIP funds to carry out activities of disaster relief. Recipients of SHIP funds under a local government's disaster strategy shall be required to verify income by executing a Disaster Self Certification of Income Form (08/04), hereby adopted and incorporated by reference with an effective date of 1-30-05 or a local government's form that requires the same information. Pay check stubs and other forms of proof are required, if available. Other documentation required for SHIP income qualification may be waived if unavailable. The county or eligible municipality shall make every effort reasonable to insure that the recipients of SHIP funds are income qualified.

III. LHAP INCENTIVE STRATEGIES

In addition to Strategy A and Strategy B listed below, list all incentives as provided in 420.9076(4) FS.

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

Established policy and procedures:

1. All contractors for the housing rehabilitation program are provided the opportunity to submit a contract with the homeowner (including scope of work) to Community Redevelopment Associates of FL, Inc. (CRA) to be stamped as expedited. This "EXPEDITE" stamp identifies the job as eligible for the expedited permitting process when it is submitted to the City's Building Division to apply for permits.
2. The Building Division implements the expedited permitting process for projects that are identified with an "EXPEDITE" stamp from Community Redevelopment Associates of FL, Inc. as eligible affordable housing projects and all others that are so identified by staff as affordable housing projects.
3. In addition, as the permits are entered into the permit tracking system, a

notice is entered designating that the permit has priority status.

4. Expedited permit applications are monitored to ensure movement through the system in a timely manner.
5. Developers who are constructing homes and have any type of public funding assisting for the project are also eligible for expedited permitting.
6. City Department Heads may identify eligible projects during the plan review process and make the expedited permitting available by referring the developer to the Department of Sustainable Development and/or Community Redevelopment Associates of FL, Inc. All referrals are documented.
7. When affordable housing projects are completed, these projects receive initial expedited inspections from the City's Building Division.

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.

Established policy and procedures:

The review process for any action that would increase the costs of development begins with a justification analysis by the Department that is recommending the proposed action. It is then evaluated by the Finance Department and the City Manager's Office prior to being scheduled for adoption. Any such action is only be adopted by ordinance, requiring two public hearings, providing sufficient opportunity for public input. The review process, as described above, generally includes calculating the impacts on housing.

C. Name of Strategy: **Allowance of Flexibility in Densities for Affordable Housing**

A strategy that allows increased and flexible densities to promote affordable housing. The City supports flexible densities for affordable housing and implements this strategy as currently permitted in existing policies and procedures outlined below.

Established policy and procedures:

The City's Future Land Use Map includes residential densities ranging from 1

dwelling unit per acre to 10 dwelling units per acre. Within the City's MainStreet Regional Activity Center, densities are provided for at up to 40 dwelling units per acre. To date, several of the City's rental communities, built at 10 dwelling units to the acre, have included government subsidized Section 8 housing. No other utilization of the City's flexible density provisions have been utilized specifically for affordable housing. The existing strategies are currently underutilized. The only restrictions to the utilization of the higher densities in MainStreet are those included within the MainStreet Design Standards, including but not limited to LEED certified buildings and open space bonuses.

D. Name of Strategy: **Preparation of Printed Inventory of Locally Owned Public Lands Suitable for Affordable Housing**

The City implements this strategy as the State requires it to maintain a printed inventory of locally owned public lands suitable for affordable housing.

Established Policy and Procedures:

All City-owned properties have been mapped. This inventory map is maintained and updated as required.

While the City owns several parcels of developable land, each is platted for commercial use and has a commercial zoning designation. Therefore, they are not considered suitable for affordable housing. The City Commission made a formal determination on this matter by Resolution in May of 2010.

Every three years, this the City Commission will review the inventory of City-owned lands and their suitability for use as affordable housing.

E. Name of Strategy: **Support of Development of Affordable Housing Near Transportation Hubs And Major Employment Centers And Mixed-Use Development.**

A strategy that supports development of affordable housing near transportation. The City implements this strategy as currently permitted in existing policies and procedures outlined below.

Established Policy and Procedures:

The Future Land Use Element and the Housing Element of the City's

Comprehensive Plan provide for policies that achieve this area of focus. The Comprehensive Plan includes Goals, Objectives, and Policies that address the following issues:

- Facilitating the movement of people from homes to work by correlating density with the roadway and transit facility network.
- Coordination of future land uses and availability of facilities.
- Discouraging sprawl development.
- Promoting the efficient use of land through mixed land use activities.
- Coordinating transportation and land use planning activities.

The City's Comprehensive Plan has not specifically identified specific areas for affordable housing development. However, the City's Affordable Housing Impact Fee Ordinance, which is assessed to commercial projects, including mixed-use developments, provides for an alternative to payment by providing for affordable units to be produced within the mixed-use project.

- F. Name of Strategy: **Reduction of Parking and Setback Requirements.**
A strategy that provides for the reduction of parking and setback requirements for affordable housing projects. The City implements this strategy as currently permitted in existing policies and procedures outlined below.

Established Policy and Procedures:

The Future Land Use Element (Objective II-9.1.0 and its corresponding Policies 9.1.1 thru 9.1.4) of the City's Comprehensive Plan encourage the development and implementation of flexible design standards and innovative site planning concepts. These strategies are already available to all types of housing through the PUD zoning category. The MainStreet Design Standards also provide for great flexibility with mixed-used concepts and high density residential projects. Flexible design standards are approved as part of an overall project approval and are available to any developer seeking to build in the City. While there are no true barriers or restrictions to this flexibility, the City will typically seek enhanced site design amenities (architecture, landscaping other site amenities) in exchange for allowing the desired flexibility in standard requirements.

- G. Name of Strategy: **Allowance of Flexible Lot Configurations**
A strategy that provides for the allowance of flexible lot configurations for affordable housing projects. The City implements this strategy as currently permitted in existing policies and procedures outlined below.

Established Policy and Procedures:

The Future Land Use Element (Objective II-9.1.0 and its corresponding Policies 9.1.1 thru 9.1.4) of the City's Comprehensive Plan encourage the development and implementation of flexible design standards and innovative site planning concepts, including flexible lot configurations. These strategies are already available to all types of housing through the PUD zoning process. The MainStreet Design Standards also provide for great flexibility with mixed-used concepts and high density residential projects. Flexible design standards, including lot configuration, are approved as part of an overall project approval and are available to any developer seeking to build in the City. While there are no true barriers or restrictions to this flexibility, the City will typically seek enhanced site design amenities (architecture, landscaping other site amenities) in exchange for allowing the desired flexibility in our standard requirements.

H. Name of Strategy: **Modification of Street Requirements for Affordable Housing**

A strategy that provides for the modification of street requirements for affordable housing projects. The City implements this strategy as currently permitted in existing policies and procedures outlined below.

Established Policy and Procedures:

The Future Land Use Element (Objective II-9.1.0 and its corresponding Policies 9.1.1 thru 9.1.4) of the City's Comprehensive Plan encourage the development and implementation of flexible design standards and innovative site planning concepts, including modifications to street requirements. These strategies are already available to all types of housing through the PUD zoning process. The MainStreet Design Standards also provide for certain flexibility. Flexible design standards, including modification to street requirements, are approved as part of an overall project approval and are available to any developer seeking to build in the City. The design relief is typically limited to width of roadway, allowing a project to have roadways designed at less than the standard 24-foot minimum. The only restrictions and/or barriers to the use of this flexibility is the ultimate maintenance responsibility for a project roadway. The City typically does not assume maintenance responsibilities if it does not meet minimum design standards. Therefore, an HOA or other entity would have to assume maintenance responsibility. Police and Fire must also approve any deviation to the minimum design standards from a public safety perspective.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.
- B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and (f) F.A.C.*
A separate timeline for each fiscal year covered in this plan is attached as Exhibit B.
Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:
Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Certification Page:
Signed Certification is attached as Exhibit D.
- E. Adopting Resolution:
Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.
- F. Program Information Sheet:
Completed program information sheet is attached as Exhibit F.
- G. Ordinance:
If changed from the original ordinance, a copy is attached as Exhibit G.
- H. Interlocal Agreement:
A copy of the Interlocal Agreement if applicable is attached as Exhibit H. N/A

Fiscal Year 2011/2012	
Salaries and Benefits	\$ 25,000.00
Office Supplies and Equipment	\$ 10,536.00
Travel Perdiem Workshops, etc	\$ 5,000.00
Advertising	\$ 2,000.00
	<u>\$ 42,536.00</u>

Fiscal Year 2012/2013	
Salaries and Benefits	\$ 25,000.00
Office Supplies and Equipment	\$ 10,536.00
Travel Perdiem Workshops, etc	\$ 5,000.00
Advertising	\$ 2,000.00
	<u>\$ 42,536.00</u>

Fiscal Year 2013/2014	
Salaries and Benefits	\$ 25,000.00
Office Supplies and Equipment	\$ 10,536.00
Travel Perdiem Workshops, etc	\$ 5,000.00
Advertising	\$ 2,000.00
	<u>\$ 42,536.00</u>

Based on a distribution of \$425,367.00

FLORIDA HOUSING FINANCE CORPORATION

Please check applicable box, & if Amendment, enter number

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2012/2013

New Plan:		X
Amendment:		
Fiscal Yr. Closeout:		2015

Name of Local Government: Coconut Creek							Available Funds:	\$425,367.00					
							A	B	C	D	E	F	
HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
Housing Residential Rehabilitation	5	\$30,000	4	\$30,000	0	\$30,000		\$277,831.00	\$0.00	\$277,831.00	65.32%	9	
Purchase Assistance	0	\$40,000	2	\$30,000	2	\$20,000		\$100,000.00		\$100,000.00	23.51%	4	
Disaster Mitigation / Recovery	0	\$30,000	0	\$30,000	0	\$30,000				\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
Subtotal 1 (Home Ownership)	5		6		2		\$0.00	\$377,831.00	\$0.00	\$377,831.00	88.82%	13	
RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0	
Administration Fees										\$42,536.00	10.00%		
Admin. From Program Income											0.00%		
Home Ownership Counseling										\$5,000.00	1.18%		
GRAND TOTAL	5		6		2		\$0.00	\$377,831.00	\$0.00	\$425,367.00	100.00%	13	
Add Subtotals 1 & 2, plus all Admin. & HO Counseling													
Percentage Construction/Rehab										Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.		89%	
Maximum Allowable													
Purchase Price:										New	\$429,619.50	Existing	\$429,619.50
Allocation Breakdown										Amount	%		
										Projected Program Income:	\$0.00	Max Amount Program Income For Admin:	\$0.00
Very-Low Income										\$150,000.00	35.3%		
Low Income										\$180,000.00	42.3%		
Moderate Income										\$47,831.00	11.2%		
TOTAL										\$377,831.00	88.8%		
										Exhibit C		17-Jan-12	

FLORIDA HOUSING FINANCE CORPORATION

Please check applicable box, & if Amendment, enter number

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2013/2014

New Plan:		X
Amendment:		
Fiscal Yr. Closeout:		2016

Name of Local Government: **Coconut Creek** Available Funds: \$425,367.00

	A		B		C		D	E	F			
HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Housing Residential Rehabilitation	5	\$30,000	4	\$30,000	0	\$30,000		\$277,831.00	\$0.00	\$277,831.00	65.32%	9
Purchase Assistance	0	\$40,000	2	\$30,000	2	\$20,000		\$100,000.00		\$100,000.00	23.51%	4
Disaster Mitigation / Recovery	0	\$30,000	0	\$30,000	0	\$30,000				\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	5		6		2		\$0.00	\$377,831.00	\$0.00	\$377,831.00	88.82%	13

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0

Administration Fees										\$42,536.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling										\$5,000.00	1.18%	

GRAND TOTAL	5		6		2		\$0.00	\$377,831.00	\$0.00	\$425,367.00	100.00%	13
<small>Add Subtotals 1 & 2, plus all Admin. & HO Counseling</small>												

Percentage Construction/Rehab Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. 89%

Maximum Allowable												
Purchase Price:							New	\$429,619.50	Existing	\$429,619.50		

Allocation Breakdown	Amount	%		
Very-Low Income	\$150,000.00	35.3%	Projected Program Income:	\$0.00
Low Income	\$180,000.00	42.3%	Projected Recaptured Funds:	\$0.00
Moderate Income	\$47,831.00	11.2%	Distribution:	\$425,367.00
TOTAL	\$377,831.00	88.8%	Total Available Funds:	\$425,367.00

RESOLUTION NO. 2011-16

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA, ADOPTING THE FISCAL YEAR (FY) 2011-2012, 2012-2013, AND 2013-2014 LOCAL HOUSING ASSISTANCE PLAN (LHAP), WHICH INCLUDES THE AFFORDABLE HOUSING ADVISORY COMMITTEE'S (AHAC) 2010 INCENTIVE STRATEGIES, ATTACHED HERETO AND MADE A PART HEREOF AS EXHIBIT "A," PURSUANT TO THE REQUIREMENTS OF THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) ACT, AND AUTHORIZING TRANSMITTAL OF THE LHAP AND THE AHAC'S INCENTIVE PLAN STRATEGIES REPORT TO THE FLORIDA HOUSING FINANCE CORPORATION, IN ACCORDANCE WITH PROGRAM REQUIREMENTS; PROVIDING AN EFFECTIVE DATE

State of Florida
County of Broward
City of Coconut Creek
I HEREBY CERTIFY that this is a true and correct copy
of Resolution No. 2011-16
Witness my hand the Official Seal of
The City of Coconut Creek this 15th day of
March 2011
Stephan Strine
City Clerk

WHEREAS, on June 12, 2008, the City Commission approved Resolution No. 2008-72, which provided for the adoption of a Local Housing Assistance Plan (LHAP) as defined in Section 420.9071(14) of the State Housing Initiatives Partnership (SHIP) Act ("Act") and in accordance with the requirements of Section 2-254 of the City's Code of Ordinances; and

WHEREAS, the LHAP covers three fiscal years and is set to expire on June 30, 2011; and

WHEREAS, the FY 2011-2012, 2012-2013, 2013-2014 LHAP is consistent with the City's Comprehensive Plan and with the SHIP Act, as contained in Sections 420.907 through 420.9079, Florida Statutes; and

WHEREAS, at its meeting of December 9, 2010, the City Commission accepted the AHAC's 2010 Incentive Plan Strategies Report and said strategies are incorporated in the LHAP; and

WHEREAS, prior to adopting the FY 2011-2012, 2012-2013, 2013-2014 LHAP, a public hearing was held by the City Commission on February 24, 2011 in the City Commission Chambers, which was duly noticed in the Sun-Sentinel on January 27, 2011; and

WHEREAS, the City Commission finds and determines the adoption of the FY 2011-2012, 2012-2013, 2013-2014 LHAP is in the best interests of the residents of the City of Coconut Creek and serves a public purpose;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2: That the City Commission finds and determines that the Local Housing Assistance Plan, for the three-year period covering 2011-2014, is in the best interests of the residents of the City of Coconut Creek and serves a public purpose.

Section 3: That the City Commission finds and determines that the LHAP is consistent with the City's adopted Comprehensive Plan and the SHIP Act.

Section 4: That the City Commission has reviewed and hereby approves the Local Housing Assistance Plan (LHAP), attached hereto and made a part hereof as Exhibit "A," pursuant to the Act.

Section 5: That this Resolution shall take effect immediately upon its passage and adoption.

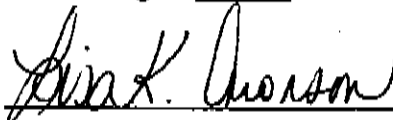
Adopted this 24th day of February, 2011, on a motion by

Commissioner Tooley and seconded by Commissioner Gerber

Ayes 5

Nays 0

Absent or
Abstaining 0



Lisa K. Aronson, Mayor

ATTEST:



Barbara S. Price, MMC
City Clerk

Aronson	<u>Aye</u>
Sarbone	<u>Aye</u>
Gerber	<u>Aye</u>
Tooley	<u>Aye</u>
Belvedere	<u>Aye</u>

WSS:mb

\\Pdc\data\DevelopmentServices\MBowers\Documents\Project Coordinator\Resolutions\Res743 LHAP & AHAC Incentive Strategies
adoption.doc
2-24-11

Exhibit D

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

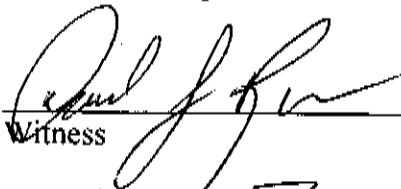
Name of Local Government: City of Coconut Creek

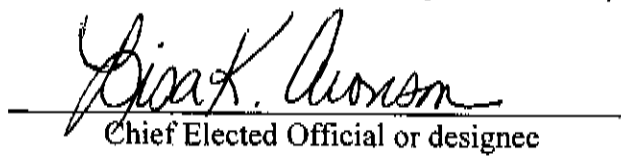
- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan 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 Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.

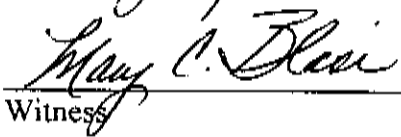
Page 2

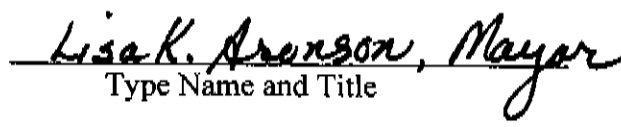
Certification

- 13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- 14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- 15) 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.
- 16) 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 service eligible persons.
- 17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- 18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- 19) The provisions of Chapter 83-220, Laws of Florida has or **X** has not been implemented.
(note: Miami Dade County will check "has")

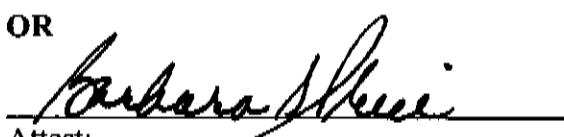

Witness


Chief Elected Official or designee


Witness


Type Name and Title

3/15/11
Date

OR


Attest:
(Seal)

Exhibit F

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET

LOCAL GOVERNMENT: City of Coconut Creek

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Mayor Lisa K. Aronson

ADDRESS: 4800 W. Copans Road, Coconut Creek, FL 33063

SHIP ADMINISTRATOR: Community Redevelopment Associates of Florida, Inc.

ADDRESS: 8569 Pines Boulevard, Suite 201, Pembroke Pines, FL 33024

TELEPHONE: (954) 431-7866 FAX: (954) 431-6882

EMAIL ADDRESS: azebeokhai@crafla.org or sbrown@crafla.org

ADDITIONAL SHIP CONTACTS: Scot Stoudenmire

ADDRESS: 4800 W. Copans Road, Coconut Creek, FL 33063

EMAIL ADDRESS: sstoudenmire@coconutcreek.net

INTERLOCAL AGREEMENT: YES/NO (IF yes, list other participants in the inter-local agreement):
No

The following information must be furnished to the Corporation before any funds can be disbursed.

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-1227491

MAIL DISBURSEMENT TO: Finance Department Attn: Finance Director

ADDRESS: 4800 W. Copans Road, Coconut Creek, FL 33063

OR: IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED FORM:

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

Provide any additional updates the Corporation should be aware of in the space below:

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST, STE 5000
TALLAHASSEE, FL 32301 Fax: (850)488-9809