

The City of Daytona Beach



STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN (LHAP)

FISCAL YEARS COVERED-2011-2012, 2012-2013 AND 2013-2014

Approved by the City Commission on April 6th 2011

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I. **PROGRAM DESCRIPTION:** Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.

A. **Name of the participating local government and Interlocal if Applicable:**

The City of Daytona Beach

Interlocal: Yes _____ No X _____

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

N/A

A copy of the Interlocal Agreement is attached as Exhibit H.

B. **Purpose of the program:**

Creation of the Local Housing Assistance Plan (LHAP) is for the purpose of meeting the housing needs of extremely low, 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 Daytona Beach's (City) Comprehensive Plan specific to affordable housing.

C. **Fiscal years covered by the Plan:**

2011-2012

2012-2013

2013-2014

D. **Governance:**

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code.

The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. **Local Housing Partnership**

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:**

This 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 will 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 from the Affordable Housing Advisory Committee (AHAC). The City Commission conducted a public hearing for adoption of the LHAP by resolution. Public comments were solicited through the local newspaper in the advertising of the LHAP.

H. Advertising and Outreach

The City or its administrative representative shall advertise notice of funding availability in newspaper of general circulation and periodicals giving 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 for the owner-occupied housing rehabilitation programs will be provided by the City's Economic & Community Development Division .Homeownership Counseling

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 metropolitan statistical area in which the eligible housing is located. Such average area purchase price will 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, 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:

- 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:

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 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. 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 or Section 3 Program:

Should an eligible sponsor be used, the City will developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition or Section 3 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 for 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 first right of refusal to eligible nonprofit organizations for purchase at the current market value. The purpose is to ensure 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 finds that the moneys deposited in the Local Housing Assistance Trust Fund shall be used 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% 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 applicable local jurisdiction has adopted the above findings in the attached resolution, Exhibit E.

P. PROGRAM ADMINISTRATION:

Administration of the local housing assistance plan is the responsibility of the City's Development and Administrative Services Economic & Community Development Division. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program, the City will provide in detail the duties, qualification and selection criteria.

Q. Essential Service Personnel: Means persons whose household incomes do not exceed 140 percent of the median annual income adjusted for family size for households within the Daytona Beach area, as determined annually by the Florida Housing Finance Corporation and adjusted for family size, including but not limited to: teachers, and educators; police and fire personnel; other school district, community college and university employees, health care personnel, skilled building trade personnel, hotel, motel restaurant, and other tourism.

R. Affordability: Means that monthly rents including utilities or mortgage payments (principal, interest, 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. If a household devotes more than 30 percent of its income, it shall be deemed Affordable if the lending institution is satisfied that the household can afford the mortgage payments in excess of the 30 percent benchmark and in the case of rental housing does not exceed the rental limits adjusted for bedroom size.

S. Affordable Housing: Means housing that is affordable to a person whose total household income does not exceed 80% of the HUD Area Median Income, adjusted to household size.

T. Workforce Housing: Means housing that is affordable to a person whose total household does not exceed 120% of the HUD area Median Income, adjusted to household size.

U. Forgivable Loan: Means a loan with no repayment obligation if program requirements are met for the specified period of time

V. Grant: Means an award without a requirement for repayment as long as the condition(s) of the award are met.

W. Eligible Sponsor: An agency that has completed income certification and application process training through the Florida Housing Finance Corporation or their designee and the certificate of completion has been accepted/approved by the City.

X. First-Time Homebuyer: A first-time homebuyer is defined as a person that has not owned a home in the previous three (3) years. Exceptions will be considered for: Individuals, who are displaced homemakers, 2. Teachers, 3. Fire and police, 4. An applicant living in substandard dwelling that costs more to rehabilitate than to build a new dwelling to bring the structure in compliance with local building and housing codes, 5. When the City has been declared a Disaster Area and a homeowner's dwelling was destroyed as a result of the disaster. 6. Other extenuating situation cases must submit adequate documentation to include: (a). Documentation from first time homebuyer to support that they are not the owner of the property. (b). Documentation why their name appeared on the property deed; (c). Documentation that their name has been removed from the property and the documentation

and exception must be approved by the Director or designee.

- Y. Displaced Homemaker:** A displaced homemaker is defined as an adult who has lost the primary source of financial support of the main family wage earner as a result of divorce, death, abandonment, or disability.
- Z. Initiatives to Promote Home Efficiency (420.9075(3)(e), F.S.):** The City will incorporate the following initiatives for innovative design, green building principles, storm resistant construction or energy efficiency: Installation of energy efficiency doors and windows, replacement of heating and /or cooling system with high energy efficient 14/15 seer, energy star appliances and water heater, low flow water saving toilets and faucets, Bahia Grass in yards without sprinkler systems, use Florida friendly plants for landscaping and low-E (heat blocking) windows. Hurricane preventative measures include but are not limited to hurricane shutters, garage doors, architectural roof shingles or windows that meet the current Florida Building Code.

II. PROGRAM STRATEGIES:

A. Housing Rehabilitation/Reconstruction

1. **Summary of the Strategy:** The City shall provide funds to bring owner occupied units up to applicable housing/building codes or to correct other conditions that create an immediate health or safety threat. Eligible repairs must be for the purpose of providing decent, safe sanitary improvements. This strategy targets owner-occupied homeowners that do not have the means to make the needed repair(s) (i.e., insurance, savings, etc.). This strategy includes the following programs:

Senior Rehabilitation Program- Provides a fifteen (15) year forgivable loan to assist elderly (at least 62 years of age) or permanently disabled (as determined by a governmental agency, e.g., Social Security Administration) household for rehabilitation of a home. The subsidy will be the actual amount needed for rehabilitation. . Funding for storage and new utility deposit assistance will be provided. The maximum HOME Funds subsidy loan shall not exceed the current Section 221(d) (3) mortgage limits.

SeniorReconstruction Program- Provides a fifteen (15) year forgivable loan to assist elderly (at least 62 years of age) or permanently disabled (as determined by a governmental agency, e.g., Social Security Administration) household for reconstruction of a home at the same location if the cost to rehabilitate exceeds fifty (50) percent of the assessed value of the property. Funding for storage and new utility deposit assistance will be provided. The subsidy will be the actual amount needed for reconstruction. The maximum HOME Funds subsidy loan shall not exceed the current Section 221(d) (3) mortgage limits.

Moderate Rehabilitation Program- Provides assistance to eligible households that requires moderate rehabilitation (less than 50% of the assessed value) of existing housing units and will include activities to provide assistance to households following a natural disaster as declared by the President of the United States or Governor of the State of Florida.

Minor Repair Program- Provides assistance to eligible households in correcting or eliminating imminent threats to life, safety, or health. Eligible repairs include but are not limited to: roofing, electrical, plumbing, structural, and heating, windows, and security door and may include activities to provide assistance to households following a natural disaster as declared by the President of the United States or Governor of the State of Florida. The subsidy will be the actual amount of funds needed for the repairs up to \$15,000 for all eligible households including teachers.

Obstruction Removal- This program provides assistance for home modifications for persons who cannot access their home due to a disabling condition, or who face the possibility of institutionalization without the required modifications. A licensed medical practitioner or a lawfully designated agent of such practitioner must provide verification of the need for the modifications(s). Modifications include but are not limited to widening of doorways, adding grab bars to steps and bathtubs, and enlarging/re-sizing rooms within the household that cannot be adequately utilized because of a disability. The subsidy will be the actual amount of funds needed for repairs up to \$50,000.

2. **Fiscal Years Covered:** 2011-2012, 2012-2013 and 2013-2014
3. **Income Categories to be served:** Households having annual incomes of not more than 140

percent of the area median income as defined by Section 420.9071.F.S.

4. **Maximum award is noted on the Housing Delivery Goals Charts:** See **Exhibit C.**-

5. **Terms of the award; Recapture and Default.** SHIP funds used are secured by a zero (0%) percent forgivable loan for a period of up to 15 years. Minor Repairs will be for a period of 1 year and require property taxes to be current, there would be no annual reductions, and the forgivable loan is satisfied at the end of 12 months. During the recapture period for *Home Senior Rehabilitation/Reconstruction, Moderate Rehabilitation and Obstruction Removal*, the homeowner must: (a). Occupy the property as their principal place of residency, (b). Maintain the property in accordance with routine maintenance standards and keep the yard and property clean, (c). Provide documentation that property taxes and property insurance are current, and (d). Consent to annual inspections of the property to ensure the above program requirements are met. If the property passes inspection and sufficient documentation is provided the forgivable loan is reduced on an annual basis until the entire amount has been forgiven.

For all programs, if the property is sold, abandoned, or in case of the owner's demise, or transfer of title, or relinquishment of any of the owner's interest in the property, during the recapture period the forgivable loan is due and payable. The recapture amount shall be the full subsidy provided to the homeowner for rehabilitation or reconstruction and shall be taken from the net proceeds of the sale. Net proceeds are equivalent to the sales price minus superior loan repayments (other than the subsidy) and any closing costs. Eligible heirs will be allowed to assume the forgivable loan balance.

6. **Selection Criteria:** Applicants must be income eligible under SHIP guidelines and fee simple owner of the property to be rehabilitated or reconstructed. They will be required to complete an application and third-party verification to determine income eligibility. An ownership and encumbrance report will be secured and analyzed to determine ownership and property encumbrances. Eligible applicants will be selected on a first-come, first-ready basis; however first preference will be given to applicants that have not received previous assistance unless there is a situation that threatens the health and /or safety of an applicant.

7. **Sponsor Selection Criteria:** N/A. No sponsors are utilized for the Housing Rehabilitation/Reconstruction Program.

8. **Additional Information:** The appraised value of the home may not exceed the maximum sales price allowed in the SHIP Program. In the case of death, the forgivable mortgage held by the City will be extended to program eligible heir. If the heir of the property does not income qualify, a payment arrangement will be allowed to pay the lien in full. Based on funding availability, SHIP funds will be leveraged with other state and federal programs. Private capital and other programs will be used for leveraging whenever possible.

B. Home Ownership Purchase Assistance

1. **Summary of the Strategy:** This strategy will be implemented through our Affordable Home Ownership Assistance Program (AHOAP). The AHOAP assists SHIP eligible First time Homebuyers having annual incomes of not more than 140 percent of the area median income. Funds will be used for down payment, closing costs, home inspection, minor housing repair assistance up to \$15,000.00, homeowner warranties, interest buy down, and

a contribution of a lot (if available). This strategy includes: New Construction Housing, Existing Housing and Existing Housing Rehabilitation.

2. **Fiscal Years Covered:** 2011-2012, 2012-2013, and 2013-2014
3. **Income Categories to be served:** Households having annual incomes of not more than 140 percent of the area median income as defined by Section 420.9071, F.S. is eligible.
4. **Maximum award is noted on the Housing Delivery Goals Charts:** See Exhibit C. Extremely low to Very low income-\$50,000.00, Low- income-\$40,000.00 and Moderate income- \$30,000.00. There is an exception for Flomich Woods First Time homebuyers only for amount up to \$70,000.00. This provision will help stimulate first time home sales to develop this new affordable housing subdivision that is exclusively for an extremely-low to low-income person.
5. **Terms of the Award; Recapture and Default.** SHIP funds used are secured by a subordinate second position zero (0%) percent forgivable loan. When SHIP funds are combined with Florida Housing Finance Corporation programs for purchase assistance, the City has the option of offering SHIP funds as a third position zero (0%) percent forgivable loan. During the entire recapture period the homebuyer must: (a). Occupy the property as their primary residence. (b). Maintain the property in accordance with routine maintenance standards and keep the yard and property clean. (c). Not relinquish their interest in the property in any manner, (d). Not further encumber the property. The forgivable loan will be assumed by another first time homebuyer if the City determines they are eligible under current program guidelines. An applicant or person to assume the loan in all circumstances must be SHIP eligible. A lien will be placed on the property for all costs incurred by the City for subsidized properties.

Recapture: It is the policy of the City to recapture all forgivable loans, in the event of death of recipients if (a) Heirs are or another household are not eligible to assume the forgivable or if the property is sold, refinanced, abandoned, or title is transferred during the recapture period.

The recapture amount shall be the full forgivable loan provided to the homebuyer and shall be taken from the net proceeds of the sale. Net proceeds are equivalent to the sales price minus superior loan repayments (other than the subsidy) and any closing costs.

In the case of a New Construction the recapture period is 20 years and for an Existing Home Purchase is 15 years.

6. **Recipient Selection Criteria:** Applicants will be pre-screened and pre-qualified regarding their for financial capability income and program eligibility. Eligible applicants must complete an application packet through the assistance of an approved Non-profit or other eligible agency. Application packets must be submitted to the City for review and approval. Applicants will be selected on a first come, first ready basis.
7. **Sponsor Selection Criteria and duties:** N/A. No sponsors are utilized for the Home Purchase Assistance. An approved Non-profit or other eligible agency acts as a Sub Recipients under the Community Development Block Grant (CDBG) Program to provide Home Ownership Services. The following services are offered to assist eligible households: pre-screening for eligibility, pre-qualification for City assistance, credit assessment and counseling, homebuyer education classes; interim assistance during qualification; home-

buying assistance; construction processes and post- purchase counseling.

8. **Additional Information:** Applicants must contribute a minimum of \$500.00 towards the home purchase. As funding permits, an additional \$4,000.00 in down payment assistance shall be provided to K-12 classroom teachers in the state of Florida if all criteria set forth in Section 420.9073, F.S. are met. Based on funding availability, SHIP funds will be leveraged with other state and federal programs. Private capital and other programs will be used for leveraging whenever possible.

C. Affordable Rental Housing

1. **Summary of the Strategy:** Funds will be used to assist eligible sponsors including City certified Community Housing Development Organizations (CHDOs and eligible sponsors in acquiring, constructing, rehabilitating and managing rental housing for extremely low, very low, or low income families and to persons who have special housing needs as defined in Rule Chapter 67-37.002(21), F.A.C. Eligible sponsors will be determined using the selection criteria contained in Exhibit G.
2. **Fiscal Years Covered:** 2011-2012, 2012-2013 and 2013-2014
3. **Income Categories to be served:** Households having annual incomes of not more than 140 percent of the area median income as defined by Section 420.9071, F.S. are eligible.
4. **Maximum award is noted on the Housing Delivery Goals Charts:** See Exhibit C.
5. **Terms of the award; Recapture and Default.** SHIP funds used are secured by a forgivable loan in the form of a mortgage. The forgivable loan will bear interest at a rate of zero percent. CHDOs must (a). Certify eligibility of tenants at least annually, (b). Rent units at HUD approved Program rent limits as distributed by Florida Housing Finance Corporation. (c). Maintain units in good condition and compliance with applicable codes. (d). Submit a written request to and receive written approval from the Director to refinance, sell, transfer title, or demolish the property (or portions of the property), or divest their interest in the property in any manner. (e). Provide sufficient documentation that first right of refusal was given to an eligible non-profit organization to purchase the property at the current market value to ensure continued occupancy by program eligible tenants when requesting approval from the Director sell the units. The forgivable loan is subject to 100 percent recapture, if program requirements are not met. The recapture amount shall be the full amount of subsidy provided. If the CHDO does not comply with the above terms and all program requirements are not met, they are in default and the forgivable loan is subject to immediate 100 percent repayment.

A lien will be placed on the property for all costs incurred by the City.

6. **Recipient Selection Criteria:** Tenants will be certified for income and program eligibility at least annually.
7. **Sponsor Selection Criteria and duties,** If applicable: The availability of funds will be advertised in compliance with 420.9075(3) (b) Florida Statute. Projects will be considered based on available funding, project feasibility, and the Selection Criteria Non-Profit, For-Profit Sponsors, Section 3 and CHDOs (Appendix A). Eligible sponsors that employ personnel from the Welfare Transition Program will be given preference.

8. **Additional Information:** All housing units must be rented at affordable rates to qualified income eligible persons during the recapture period (15 years for existing housing and 20 years for new construction). Rents must not exceed the current maximum rents published by HUD and distributed by the Florida Housing Finance Corporation. Based on funding availability, SHIP funds will be leveraged with other State and federal programs. Private capital and other programs will be used for leveraging whenever possible.

D. Disaster Mitigation and Recovery Assistance

1. **Summary of the Strategy:** Provides a grant to assist eligible households following a natural disaster as declared by Executive Order of the President of the United States or governor of the State of Florida. This strategy will only be implemented in the event of a natural disaster using any Funds that have not yet been encumbered or additional disaster funds issued by the Florida Housing Finance Corporation. SHIP disaster funds will be used for items as, but not limited to:
- a. Minor Repairs, Moderate Repairs and Home Senior Rehabilitation/Reconstruction as per the Housing Rehabilitation Strategy.
 - b. Purchase of emergency supplies to weatherproof damaged homes.
 - c. Interim repairs to avoid further damage, tree, and debris removal required to make the individual housing unit habitable.
 - d. Construction of wells or repair of existing wells where public water is not available.
 - e. Payment of insurance deductibles for rehabilitation of homes covered under Homeowners' insurance policies.
 - f. Security and Utility deposits for eligible recipients that have been displaced Office of the Governor Executive Order.
 - g. Rental assistance for the duration of the Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from homes or rental units due to disaster.
 - h. Other activities as proposed by the City of Daytona Beach and approved by Florida Housing Finance Corporation.
2. **Fiscal Years Covered:** 2011-2012, 2012-2013 and 2013-2014
3. **Income Categories to be served:** Households having annual incomes of not more than 140 percent of the area median income as defined by Section 420.9071, F.S. are eligible.
4. **Maximum award is noted on the Housing Delivery Goals Charts:** See Exhibit
5. **Terms of the award; Recapture and Default.** All SHIP Funds provided to eligible households will be in the form of a grant and not subject to recapture.
6. **Recipient Selection Criteria:** Applicant must be: (a). Eligible under SHIP guidelines, (b). Have verifiable damages directly related to the declared natural disaster, and (c). The fee simple owner of the property to be assisted or income eligible renter. Applications will be accepted and assistance provided on a first come first ready basis and prioritized by emergency need. The City will use the Disaster Self-Certification of Income Form (08/04). Priority shall be given to persons who have special housing needs as defined in Chapter 67-37.002(21) F.A.C. and individuals or household that qualify as elderly as defined in Section

420.503.F.S. A City inspector must determine scope of the rehabilitation to be provided by an inspection of the property to determine compliance with applicable code. Eligible households must not have the means to acquire the property.

7. **Sponsor Selection Criteria and duties, if applicable:** NA. This strategy has no Sponsor Section Criteria.

8. **Additional Information:** SHIP funds will be leveraged with other state, federal, public, private, and other resources will be used for leveraging whenever possible. Assistance under this strategy will be provided for those applicable items not covered by insurance or any other disaster relief program. Eligible persons must provide proof of insurance. FEMA application for assistance and supporting documentations for the disaster assistance will be used to verify damages.

DISASTER SELF- CERTIFICATION OF INCOME FORM
 (Provided for use by Florida Housing Finance Corporation)
 (To be completed by adult household members only, if appropriate.)

Household Name _____ Local Government _____

1. I hereby certify that I am a victim of _____
2. I will receive income from the following sources over the next 12 months: (Circle Y (yes) or N (no) for each statement):
- Y N Wages from employment (including commissions, tips, bonuses, fees, etc.);
- Y N Income from operation of a business;
- Y N Rental income from real or personal property;
- Y N Interest or dividends from assets;
- Y N Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
- Y N Unemployment or disability payments;
- Y N Public assistance payments;
- Y N Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
- Y N Sales from self-employed resources (For example: Avon, Mary Kay, Shaklee, etc.);
- Y N Any other source not named above.
- Y N I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.

Please explain any Y (yes) answers and list the annual amounts: _____

3. I certify that I have provided income documentation for all income sources (For example: W-2 Forms, paycheck stubs, earnings statements, etc.); or
- I certify that I am unable to provide complete: 3rd party verification or income documentation.
4. I will be using the following sources of funds to pay for rent and other necessities: _____

Therefore I certify my anticipated gross annual income for the next 12 months to be: \$ _____.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement. The information provided is subject to verification by the county or eligible municipality.

 Signature of Applicant Printed Name of Applicant Date

FOR AN OATH OR AFFIRMATION:

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and described before me this ____ day of _____, 20____, by _____.

(NOTARY SEAL)

Signature _____

 Name of Notary (Typed, Printed, or Stamp)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

III. LHAP INCENTIVE STRATEGIES

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

- A. **Name of the Strategy:** *Expedited processing of permits for affordable housing projects- Ordinance #94-27 – Adopted 01/19/94*

Established policy and procedures: Permits as defined in s 163.3164(7) and (8) for affordable housing. A Development and Administrative Services Department Economic/ Community Development Division staff person shall be informed about affordable housing projects at the beginning of the development process. The Economic/ Community Development staff person will help guide the project through the development and construction phases until a certificate of occupancy is issued. If any applicable affordable housing incentive is denied, the assigned Economic/ Community Development staff person will assist in resolving the issue. Developers will be required to meet the definition of affordable and workforce housing as defined herein in Section I. Program Description.

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

Established policy and procedures: Affordable housing goals have been incorporated in the housing element of the City's Comprehensive Plan. The Affordable Housing Advisory Committee (AHAC) shall review established policies and procedures, ordinances, land development regulations and, the adopted Comprehensive Plan, and recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of property to appreciate in value. Such recommendations will include those in Section 420.9076 (4) (a-i) Florida Statutes.

All affordable housing development applications shall be reviewed. A denial will be appealed to the Planning Board. If an appeal is heard by the Planning Board, the Economic/Community Development Division shall be notified prior to the hearing and may offer comments, suggestions, and recommendations.

The Community Development Director or their designee shall assist in determining eligibility for all affordable housing incentives.

- C. **Name of the Strategy:** *Single-family dwelling on nonconforming lot*

Established policy and procedures: Construction of a new affordable single-family dwelling shall be permitted on any nonconforming lot located in a district where the use is permitted without obtaining a variance, pursuant to the following conditions:

1. The lot shall not be located in a planned district.
2. The development must be an infill project located in an existing developed subdivision or in an area surrounded by developed properties.
3. Each lot shall be a minimum of 50 feet wide and 5,000 square feet in area.
4. The minimum side yard setback shall be five feet. The minimum rear yard setback shall be 15 feet. The minimum front yard setback shall be as established for the district in which the lot is located.

D. Name of the Strategy: *Multifamily density incentive.*

Established policy and procedures: The maximum density permitted in any multifamily district shall be increased in order to encourage construction of additional new affordable housing units pursuant to the following conditions:

1. The resulting density shall not exceed 150 percent of the density permitted on the parcel by the Comprehensive Plan or shall not exceed 20 units per acre, whichever is less intense.
2. A minimum of one-half of the additional units permitted by this section shall be affordable housing units as provided herein. It is anticipated that no more than 65 percent of the total units shall be affordable as that term is defined herein.
3. If the contiguous development area is less than one acre, it must be an infill parcel located in an existing developed subdivision.
4. The development shall be consistent with policy 1.3.7 of the land use element of the comprehensive plan.

E. Name of the Strategy: *Sidewalk modifications or waiver*

Established policy and procedures: Modification or waiver of sidewalk requirements in single-family subdivisions for housing units developed in accordance with this section will be permitted if the developer demonstrates a low demand for sidewalks because of the nature of the project and level of anticipated traffic on the affected streets.

F. Name of the Strategy: *Development Fee Incentives*

Established policy and procedures:

1. The development fees set forth below which are otherwise due in connection with construction of a housing unit shall be waived for development of an affordable housing unit as provided in this section, except as provided in paragraph 3 below.
2. The development fees set forth below which are otherwise due for construction of housing units in an affordable housing development for units which are not used to establish eligibility for the incentives provided in this section, and fees relating to an entire development project which includes some affordable housing units, shall be partially waived at the ratio of the number of affordable housing units to the number of all housing units in the development.
3. The development fees set forth below shall not be waived for developments consisting of new multifamily housing units where, within the three-year period prior to the date of the requested fee waiver, other fee waivers have been granted under this section for multifamily affordable housing developments located within a 1.5-mile radius of the proposed development.

DEVELOPMENT FEE INCENTIVES

Fees wholly or partially waived for affordable housing development:

Tree removal

Building permit

Electrical permit

Plumbing permit

Mechanical permit

Storm water management

Subdivision review

Concurrency and traffic review

If a development proposal includes the construction of new affordable housing units, the Development Services Department shall assist the applicant throughout the application, review, and permitting process.

- G.** **Name of the Strategy:** *Affordable Housing Inventory List-Resolution #07-344 – Adopted 09-19-07. Re-adopted-12-01-10-Resolution #10-323*

Established policy and procedure: Commencing in 2007 and every 3 years thereafter an inventory list shall be prepared of all real property within the city to which the City holds fee simple title that is appropriate for use as affordable housing per the Disposition of Municipal Property for Affordable Housing Law, Florida Statute 166.0451.

Per the Statute, the real property on the inventory list will be offered for sale and the proceeds will be used to purchase land for the development of affordable housing or to increase the City's fund earmarked for affordable housing, or will be sold with a restriction that requires development of the property as permanent affordable housing, or will be donated to a nonprofit housing organization for the construction of permanent affordable housing. Alternatively, the City may otherwise make the property available for use for the production and preservation of affordable housing.

- H.** **Name of the Strategy:** *Lien Hardship Transfer Policy*

Established policy and procedure: In cases of hardship, as determined by the City, the SHIP forgivable loan, including the lot value (if applicable) will be transferred to a new home purchase and therefore not become due and payable at the moment of sale. The following conditions must be met:

1. Prior to selling the property that is subject to the SHIP forgivable loan, a written request must be made to the City including sufficient documentation to substantiate the hardship. Hardship means that the owner is being forced to sell the property due to circumstances beyond his/her control, such as in the event of a threatened condemnation.
2. The City shall have the right to determine whether a hardship in fact exists. The City shall not conclude that a hardship exists if the hardship is self created.

In addition, the home to which the forgivable loan will be transferred must be affordable to the homeowner and the lending conditions must remain virtually unchanged. Changes in lending conditions must benefit the homeowner. Also, the home to which the lien will be transferred must be code compliant and comparable to the original property (i.e., amenities, square footage, lot size, number of bedrooms, etc.)

The forgivable loan will be transferred as a soft second lien on the new home being purchased.

3. The City may condition the transfer upon execution of sufficient documents required to ensure that the City's lien on the new property is valid and superior to all interest other than a purchase money mortgage.
4. Any net proceeds from the sale must be applied toward reduction/repayment of the forgivable loan at the time of sale of the original property. Homeowners cannot receive any cash proceeds from sale of the original property.

The amount of the forgivable loan will be reduced dollar for dollar for any net proceeds received by the City from the sale of the original property.

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, 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 **NA**

- H. Interlocal Agreement:
A copy of the Interlocal Agreement if applicable is attached as NA
- I. Selection Criteria for Non-Profit Sponsors & CHDOs is attached as Exhibit G.

Exhibit A Admin Budget	Exhibit A
Fiscal Year : 2011-2012	
Salaries and Benefits	\$0.00
Office Supplies and Equipment	\$0.00
Travel Perdiem Workshops, etc	\$0.00
Advertising	\$0.00
	\$0.00
	\$0.00
Fiscal Year: 2012-2013	
Salaries and Benefits	\$0.00
Office Supplies and Equipment	\$0.00
Travel Perdiem Workshops, etc	\$0.00
Advertising	\$0.00
	\$0.00
Fiscal Year: 2013-2014	
Salaries and Benefits	\$0.00
Office Supplies and Equipment	\$0.00
Travel Perdiem Workshops, etc	\$0.00
Advertising	\$0.00
	\$0.00
Based on a distribution of	\$0.00

TIMETABLE FOR STATE FISCAL YEAR: 2013-2014

Exhibit B

Name of Local Government: The City of Daytona Beach

Program Activities	2013-2014												2014-2015						2015-2016												2016																										
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12														
Advertise Availability of Funds	x																																																								
Application Period(On-Going)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	X								X	X	X	X	X	X																								
Start Program Year	x																																																								
Annual Report																																																									
Mid-Year Review/Adjustments																																																									
End-Year Review/Adjustments																																																									
Encumbrance Deadline																																																									
Expenditure Deadline																																																									
Final Program Review																																																									

FLORIDA HOUSING FINANCE CORPORATION

Exhibit C

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2011-2012

Please check applicable box, & if Amendment, enter number

New Plan: X

Amendment:

Fiscal Yr. Closeout:

Name of Local Government:

Available Funds: \$0.00

67-37.005(5)(d) F.A.C.

HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Housing Rehabilitation/Reconstruction		\$50,000		\$50,000						\$0.00	#DIV/0!	0
Home Purchase Assistance		\$70,000		\$70,000		\$30,000				\$0.00	#DIV/0!	0
Disaster Mitigation and Recovery Assistance		\$2,500		\$2,500		\$2,500				\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
Subtotal 1 (Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Affordable Rental Housing		\$125,000		\$125,000						\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
Subtotal 2 (Non-Home Ownership)	0				0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0

Administration Fees											#DIV/0!	
Admin. From Program Income											#DIV/0!	
Home Ownership Counseling											#DIV/0!	

GRAND TOTAL <small>Add Subtotals 1 & 2, plus all Admin. & HO Counseling</small>	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0
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Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										#DIV/0!	
Maximum Allowable												
Purchase Price:							New	\$273,375	Existing	\$273,375		

Allocation Breakdown	Amount	%
Very-Low Income		#DIV/0!
Low Income		#DIV/0!
Moderate Income		#DIV/0!
TOTAL		#DIV/0!

Projected Program Income:		Max Amount Program Income For Admin:	\$0.00
Projected Recaptured Funds:			
Distribution:			
Total Available Funds:	\$0.00		

67-37.005(5)(d) F.A.C.

FLORIDA HOUSING FINANCE CORPORATION							Exhibit C			Please check applicable box, & if Amendment, enter number				
HOUSING DELIVERY GOALS CHART#2002										New Plan: <input checked="" type="checkbox"/>				
STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2012-2013										Amendment: <input type="checkbox"/>				
Name of Local Government:							Available Funds: \$0.00			Fiscal Yr. Closeout: <input type="checkbox"/>				
							A	B	C	D	E	F		
HOME OWNERSHIP STRATEGIES		VLI Units	Max. SHP Award	LI Units	Max. SHP Award	MI Units	Max. SHP Award	New Construction SHP Dollars	Rehab/Repair SHP Dollars	Without Construction SHP Dollars	Total SHP Dollars	Total Percentage	Total Units	
Housing Rehabilitation/Reconstruction			\$50,000		\$50,000						\$0.00	#DIV/0!	0	
Home Purchase Assistance			\$70,000		\$70,000		\$30,000				\$0.00	#DIV/0!	0	
Disaster Mitigation and Recovery Assistance			\$2,500		\$2,500						\$0.00	#DIV/0!	0	
											\$0.00	#DIV/0!	0	
											\$0.00	#DIV/0!	0	
											\$0.00	#DIV/0!	0	
											\$0.00	#DIV/0!	0	
Subtotal 1 (Home Ownership)		0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0	
RENTAL STRATEGIES		VLI Units	Max. SHP Award	LI Units	Max. SHP Award	MI Units	Max. SHP Award	New Construction SHP Dollars	Rehab/Repair SHP Dollars	Without Construction SHP Dollars	Total SHP Dollars	Total Percentage	Total Units	
Affordable Rental Housing			\$125,000		\$125,000						\$0.00	#DIV/0!	0	
											\$0.00	#DIV/0!	0	
											\$0.00	#DIV/0!	0	
											\$0.00	#DIV/0!	0	
Subtotal 2 (Non-Home Ownership)		0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0	
Administration Fees											\$49,305.00	#DIV/0!		
Admin. From Program Income												#DIV/0!		
Home Ownership Counseling												#DIV/0!		
GRAND TOTAL														
Add Subtotals 1 & 2, plus all Admin. & HO Counseling		0		0		0		\$0.00	\$0.00	\$0.00	\$49,305.00	#DIV/0!	0	
Percentage Construction/Rehab		Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									#DIV/0!			
Maximum Allowable														
Purchase Price:								New	\$273,375	Existing	\$273,375			
Allocation Breakdown		Amount		%				Projected Program Income:		Max Amount Program Income For Admin:		\$0.00		
Very-Low Income				#DIV/0!				Projected Recaptured Funds:						
Low Income				#DIV/0!				Distribution:						
Moderate Income				#DIV/0!				Total Available Funds:		\$0.00				
TOTAL				#DIV/0!								06-Jul-11		

FLORIDA HOUSING FINANCE CORPORATION

Exhibit C

HOUSING DELIVERY GOALS CHART#2002

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

Please check applicable box, & if Amendment, enter number

New Plan:		X
Amendment:		
Fiscal Yr. Closeout:		

Name of Local Government: The City of Daytona Beach

Available Funds: \$0.00

HOME OWNERSHIP STRATEGIES	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
	Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Housing Rehabilitation/Reconstruction		\$50,000		\$50,000						\$0.00	#DIV/0!	0
Home Purchase Assistance		\$70,000		\$70,000		\$30,000				\$0.00	#DIV/0!	0
Disaster Mitigation and Recovery Assistance		\$2,500		\$2,500		\$2,500				\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
Subtotal 1 (Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0
RENTAL STRATEGIES	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
	Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Affordable Rental Housing		\$125,000		\$125,000						\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
										\$0.00	#DIV/0!	0
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0
Administration Fees											#DIV/0!	
Admin. From Program Income											#DIV/0!	
Home Ownership Counseling											#DIV/0!	
GRAND TOTAL	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0
<small>Add Subtotals 1 & 2, plus all Admin. & HO Counseling</small>												
Percentage Construction/Rehab	<small>Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.</small>										#DIV/0!	
Maximum Allowable Purchase Price:							New	\$273,375	Existing	\$273,375		

Allocation Breakdown	Amount	%
Very-Low Income		#DIV/0!
Low Income		#DIV/0!
Moderate Income		#DIV/0!
TOTAL		#DIV/0!

Projected Program Income:		Max Amount Program Income For Admin:	\$0.00
Projected Recaptured Funds:			
Distribution:			
Total Available Funds:	\$0.00		

06-Jul-11

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: **The City of Daytona Beach**

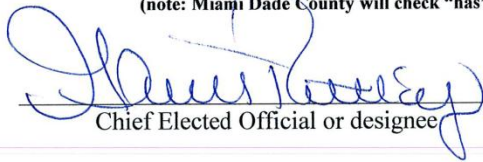
- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, 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.

Exhibit D

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

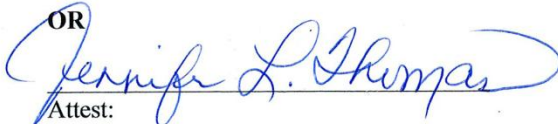

Chief Elected Official or designee

Glenn S. Ritchey, Mayor

Witness

April 6, 2011
Date

APPROVED AS TO LEGAL FORM:

OR

Attest:


CITY ATTORNEY

RESOLUTION NO. 11-96

A RESOLUTION ADOPTING THE 2011-2012, 2012-2013, AND 2013-2014 STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN; AUTHORIZING THE MAYOR TO EXECUTE THE CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION IN CONNECTION WITH THE PLAN; AND PROVIDING WHEN THIS RESOLUTION SHALL TAKE EFFECT.

WHEREAS, pursuant to the requirements of the State Housing Initiatives Partnership Program (SHIP), the City is required to adopt a Local Housing Assistance Plan including a maximum per project award amount; and

WHEREAS, pursuant to § 420.9075, Florida Statute, it is found 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; and

WHEREAS, the cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of the program income; and

WHEREAS, the Economic/Community Development Director has recommended a local housing assistance plan for the next three fiscal years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH, FLORIDA:

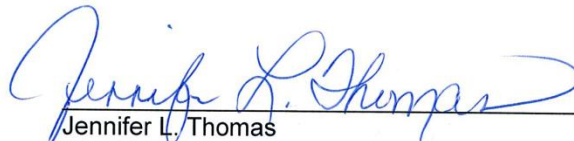
SECTION 1. The State Housing Initiatives Partnership Program, Local Housing Assistance Plan for fiscal years 2011-2012, 2012-2013, and 2013-2014, is hereby adopted, a copy of the plan being attached hereto and made a part hereof by reference.

STATE OF FLORIDA)

COUNTY OF VOLUSIA)

I, Jennifer L. Thomas, City Clerk and custodian of the official records of The City of Daytona Beach, Florida, do hereby certify that the attached is a true and correct copy of Resolution 11-96 of the City Commission meeting dated April 6, 2011, as it appears in the records of the City Clerk Office in The City of Daytona Beach.

IN WITNESS WHEREOF, I have hereunto set my hand as such City Clerk and affixed hereto the official seal of The City of Daytona Beach, Florida, on this 7th day of April 2011.


Jennifer L. Thomas
City Clerk

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET

LOCAL GOVERNMENT: **The City of Daytona Beach**

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): **Glenn Ritchey**

ADDRESS: **301 S. Ridgewood Avenue, P.O. Box 2451, Daytona Beach, Florida 32115-2451**

SHIP ADMINISTRATOR: **Avis A. Wilkinson**

ADDRESS: **301 S. Ridgewood Avenue, P.O. Box 2451, Daytona Beach, Florida 32115-2451**

TELEPHONE: **386.671.8051** FAX: **386.671.3281**

EMAIL ADDRESS: **wilkinsona@codb.us**

ADDITIONAL CONTACTS: **Emory M. Counts** _____

ADDRESS: **301 S. Ridgewood Avenue, Daytona Beach, Florida 32115-2451**

EMAILADDRESS:**countse@codb.us**

INTERLOCAL AGREEMENT: NO

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: **596000304**

MAIL DISBURSEMENT TO: _____

ADDRESS: _____

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

X 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

Exhibit G

Appendix A	
Selection Criteria	Measures
Overall capacity of organization to fulfill proposal requirements.	Experience with similar housing construction activities and financial resources and systems in place.
Ability to proceed and expedite project in a timely fashion.	Site control Zoning Land Use Plan Site suitability (soil, environmental) Engineering (planned or completed) Architectural (planned or completed)
Management system for effective production, cost, quality, and control.	Staffing Operational procedures Project personnel availability Staff experience Board experience
Financial	Pro forma Project budget Due diligence in cost estimates Audit reports Adequate cash flow Basic underwriting principles
Prior contract compliance	Findings On time completion of other projects funded
Experience with homebuyer qualification, credit counseling, education and financial literacy.	Training required or provided Past experience
Developer fee	Appropriate for level of work involved
Ability to leverage SHIP dollars	Percentage of other dollars used relative to the percentage of SHIP dollars requested