

**CITY OF HOLLYWOOD, FL.**  
**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**  
**FISCAL YEARS COVERED**  
**2010-2011, 2011-2012, 2012-2013**

**PETER BOBER, MAYOR**  
**HEIDI O'SHEEHAN, VICE-MAYOR**  
**PATRICIA ASSEFF, COMMISSIONER**  
**BEAM FURR, COMMISSIONER**  
**RICHARD BLATTNER, COMMISSIONER**  
**FRAN RUSSO, COMMISSIONER**  
**LINDA SHERWOOD, COMMISSIONER**

**CAMERON D. BENSON, CITY MANAGER**  
**JEFFERY P. SHEFFEL, CITY ATTORNEY**  
**VICTORIA JOHNSON, DIRECTOR**  
**COMMUNITY DEVELOPMENT & CODE COMPLIANCE**

Table of Contents

<u>Title</u>	<u>Page No.</u>
Section I. Program Description:	3
Section II. Strategies:	10
Section III. LHAP Incentive Strategies:	17
Section IV. Exhibits:	21

I. PROGRAM DESCRIPTION:

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

City of Hollywood

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 Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan:

2010/2011

2011/2012

2012/2013

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. **Cities and Counties must be in compliance with these applicable statutes and rules.**

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:

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups. The City of Hollywood Partnership consists of the City's Department of Community Development & Code Compliance (representing local government); area banks (providing first mortgage loans); the Community Development Advisory Board (representing citizens city-wide); Liberia Economic and Social Development, Inc. (the City's sole Community Housing Development Organization (CHDO)); Broward Alliance for Neighborhood Development, Inc. (B.A.N.D.) a consortium of twenty-seven non-profit organizations, community development corporations and housing industry professionals dedicated to the revitalization of Hollywood neighborhoods that will provide affordable housing

within Low and Moderate Income neighborhoods within the City of Hollywood.

G. Public Input:

Public input was solicited through advertising of the Local Housing Assistance Plan and the Notice of Funding Availability in the "Miami Herald" (a local newspaper of general and on April 20, 2010 and April 28, 2010 circulation).

H. Advertising and Outreach

The county or eligible municipality or its administrative representative shall advertise the 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. The City of Hollywood advertised the Local Housing Assistance Plan in "Miami Herald" (a local newspaper of general circulation) on April 20, 2010 and direct mailings to participating lenders and neighborhood association 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. To this end the City of Hollywood services housing applicants for Housing Rehabilitation or Purchase Assistance on a first come, first qualified, right of first refusal except for cases of emergency assistance or targeted area assistance. All applicants must meet regulatory qualification standards regardless of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap.

J. **Support Services and Counseling:** *Chapter 67-37.005, F.A.C.*

The City of Hollywood provides Credit Counseling and homeownership counseling support services through a series of workshops provided by a HUD approved Housing Counseling Agency prior to an applicant committing to Purchase Assistance Programs and through City Staff for Housing Rehabilitation.

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 that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

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, 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/county 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 employ 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 for at least annually for 15 years or the term of assistance which ever 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 Hollywood finds that:

“The moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. 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. 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.” fund

**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 applicable city/county. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program provide in detail the duties, qualification and selection criteria.

- a. Essential Service Personnel: **Essential Service Personnel: *Include a definition as required in Chapter 67-37.002(6), F.A.C.***

**“Essential Services Personnel” means 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 the City of Hollywood, 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, and as may be amended from time to time. For the purposes of this definition, “Essential Services Personnel” must meet the CWHIP income requirements set forth for Workforce Housing.**

1. **Transit and Ground Passenger Transportation** - This designation includes persons who are employed in the industries of passenger transportation activities, including without limitation:
  - Urban Transit including bus, other motor vehicle and rail transportation
  - Taxi and Limousine
  - School Bus

- Charter Bus
  - Special Needs Transportation
2. **Educational Services** - This designation includes persons who are employed by establishments that provide instruction and training. These establishments may be non-profit, for-profit, public or privately owned, including without limitation:
- School Board
  - Junior College
  - College or University
  - Business, professional, or trade school
  - Automobile Driving School
3. **Health Care and Social Assistance** - This designation includes persons who are employed by establishments that provide health care and social assistance, including without limitation:
- Physician offices
  - Dentist's offices
  - Chiropractor's offices
  - Optometrist's offices
  - Physical Therapist offices
  - Occupational Therapists offices
  - Speech Therapists offices
  - Audiologist's offices
  - Podiatrist's offices
  - Outpatient Care Centers
  - HMO Medical Centers
  - Kidney Dialysis Centers
  - Ambulatory Surgical and Emergency Centers
  - Medical and Diagnostic Laboratories
  - Home Health Care Services
  - Ambulance Services
  - Blood and Organ Banks
  - Hospitals (General, Specialty, Psychiatric and Substance Abuse)
  - Nursing and Residential Care Facilities
  - Homes for the Elderly
  - Social Assistance Centers
  - Temporary Shelters
  - Child Daycare
  - Vocational Rehabilitation Services
  - Emergency and other relief services

4. **Accommodation and Food Services** - This designation includes persons who are employed by establishments that provide lodging, preparing meals, snacks, and beverages, including without limitation:

- Traveler accommodation
- Hotels
- Motels
- Bed-and-Breakfast Inns
- RV Parks and Recreational Camps
- Rooming and Boarding Houses
- Food Services and Drinking Places
- Full Service Restaurants
- Limited-Service Eating Places
- Cafeterias
- Special Food Services
- Food Service Contractors
- Caterers
- Mobile Food Services
- Drinking Places

5. **Justice, Public Order, and Safety Activities** - This designation includes persons who are employed in government establishments engaged in the administration of justice, public order, safety and private security businesses, including without limitation:

- Courts
- Police Protection
- Legal Counsel
- Correctional Institutions
- Fire Protection
- Private Security Businesses

6. **Other Services** - This designation sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system, including without limitation:

- Automotive Repair and Maintenance
- Car Washes
- Electronic and Precision Equipment Repair and Maintenance
- Commercial and Industry Machinery and Equipment
- Personal and Household Goods Repair and Maintenance
- Personal Care Services (Hair, Nail, and Skin Services)
- Barber Shops and Beauty Salons
- Diet and Weight Reducing Centers
- Funeral Homes and Funeral Services

- Cemeteries and Crematories
- Dry Cleaning and Laundry Services
- Linen and Uniform Supply
- Pet Care Services
- Photofinishing
- Parking Lots and Garages
- Religious Organizations
- Grant writing and Grant making Organizations
- Civic Organizations
- Business, Professional, Labor, Political, and similar organizations
- Labor Unions and similar labor organizations
- Political Organizations
- Private Households
- Municipal Government
- County Government
- Federal Government
- State Government
- General Retail
- Utility Providers
- Communications and news providers
- Transportation and Warehousing

- 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.
- R. Green building initiatives will be included in the scope of work with focus on mechanical, electrical, plumbing and general initiatives that include but are not limited to landscaping, energy efficient windows and energy appliances. Additional itemized details are listed on item IV of the Summary of the Strategy. This will assist in the measurement of building consumption and target performance on a consistent scale, with the goal of maximizing operational efficiency and minimizing environmental impacts.

**Section II. LHAP HOUSING STRATEGIES:**

**NOTE: Strategy titles must match strategy titles shown on the Housing Delivery Goals Charts**

**NOTE: Include a separate strategy for Disaster Mitigation**

- Include a separate strategy for Disaster Mitigation
- In the event preference is given to Essential Service Personnel, plan text must so state pursuant to Chapter 67-37.005, F.A.C.
- Strategy titles shall be consistent throughout local governmental plans. These titles must be used consistently throughout plan text and the Housing Delivery Goals Charts. Acceptable strategy titles include but are not limited to: Housing Rehabilitation, Impact Fee Assistance, Purchase Assistance Existing with or without Rehabilitation, Purchase Assistance New Construction, Sweat Equity, Replacement Housing, and Disaster Relief.
- Plan text must include initiatives in the local housing assistance plan identifying current and emerging green building and design techniques and explain how these techniques are to be integrated into its housing strategies both for sustainability and promote greater affordability as required in Section 420.9075(3)(d), F.S.
- Plan text shall develop and include in the Local Housing Assistance Plan assistance to those having special housing needs as noted in Section 420.9075(1)(a), F.S.

Provide Description:

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

**a. Summary of the Strategy:**

The City of Hollywood's locally adopted Consolidated Plan has identified preservation of its housing stock as a first priority. Specifically, preservation through rehabilitation of owner-occupied housing is a major community need throughout the City. The Housing rehabilitation, Property Standards, Structural and Systems Repair and Housing Replacement loan programs assists a legal owner of a single family home who occupies the unit as his or her principal residence. The property must be located within the City of Hollywood. The after rehabilitation appraised value of the property or purchase price must not exceed \$292,150 for new construction and for existing homes when HOME or CDBG funds are used for part of the activity (The City has established the Average Area Purchase Price for new and existing homes utilizing the Florida Housing Finance Corporation Bond Study numbers established by authorization of the Florida legislature. In the instance of leveraging with HOME or CDBG funds the purchase prices used will be those allowed by the U.S. Treasury Department). This program is designed to assist property owners in eliminating code violations using the following methods:

- i. Structural and Systems Repair-- This program addresses health and safety violations in the property shall be up to \$40,000.00.
- ii. Property Standards Repair - This program will assist homeowners to leverage private financing, repair specific problems or make specific improvements to the property and conform to City zoning requirements

regarding use and density and housing standards. The maximum loan amount shall be up to \$15,000.

- iii. Housing Replacement – In order to service structures that are beyond repair, the City will as part of its Housing Rehabilitation program provide housing replacement loans to demolish an existing structure and replace with a new home. The maximum loan amount shall be up to \$150,000.
- iv. Of each SHIP dollar expended, no less than 10% of total funds shall be utilized to directly address **Disaster Mitigation, Green Building Technology** and/or **Special Needs** housing.

a) For all projects, hurricane preparedness shall be considered within the scope of work and the following work items shall receive priority consideration:

- Impact resistant window replacement or the installation of hurricane shutters
- Roof strap bracing, structural reinforcement and roof replacement
- Replacement of exterior doors
- Removal of old or weak trees that are likely to cause property damage

b) The following green features shall be incorporated into every project assisted with SHIP funds, to the greatest extent possible

General:

- Permeable pavers where applicable
- Energy Star Appliances (dishwasher, refrigerator)
- Green Label certified carpet/Green Label Plus certified pads in bedrooms only; ceramic in baths; finished concrete in living areas and kitchen
- Low VOC (volatile organic compounds) paint for the interior spaces; low VOC caulk at interior
- Exterior walls; Roof insulation R-30 or R-19 plus (radiant barrier)
- Interior wall framed with metal studs
- Cement board (in lieu of MR Board) at showers and bath to extend at least 12 inches beyond wet walls
- Interior Doors solid wood FSC-certified (Forest Stewardship Council)
- Exterior doors steel
- Energy Efficient windows (hurricane impact resistant) low-E and low-U factor ratings
- Roof color must have SRI at 78 or above
- Native drought tolerant plants in landscaping (to be Florida Yard and Neighborhood certified); turf grass to be no more than 25% of all yard area
- Efficient irrigation system on a timer for drought restrictions

- Cabinetry made with FSC-certified wood (Forest Stewardship Council), built without urea formaldehyde; tops to be laminate over plywood.
- Cabinet layout to provide designated “recycling area”
- Laundry area (hook-ups only)
- Rear yard to include high quality permanent clothesline
- Sloped stucco sills (30 degrees) at all windows
- Window installation to include triple caulk (behind bucks, full coverage, at window install full bead, after stucco, full bead)
- Both bathrooms to include operable windows

Mechanical:

- High Efficiency HVAC System (not to be oversized); HVAC filters MERV minimum rating of 13
- Programmable thermostat
- Air ducts to be joined with mastic in lieu of tape
- Energy Star ventilating fans in bedrooms and living area
- Carbon monoxide/smoke detector

Electrical:

- Solar Electric Power for water heating or Tank-less Water Heater when feasible
- LED lighting and compact fluorescent light (CFL) bulbs where appropriate
- FPL Buildsmart Certification preferred
- Finished home to obtain independent HERS rating certification of 85 or lower (contractor incentive available for each point below 85)
- Bathroom to have double bulb conventional fixture, not vanity strip
- Window to allow natural light to provide adequate work lighting

Plumbing:

- Low Flow shower heads
- Shower and Sink Faucet Aerators to provide the same flow regardless of pressure to reduce water use and the energy required to heat it.
- Dual Flush low flow toilets (1.6 GPF)
- Recessed shower pan at 2<sup>nd</sup> bathroom (ADA handicapped accessible)
- Gas stove preferred to electric;

c) For all projects, no less than 5% of all units rehabilitated or constructed shall be fully accessible to the disabled or, in the case of a multi-story property, shall be fully visible.

b. **Fiscal Years Covered:** FY 2010-2011, FY 2011-2012, FY 2012-2013

c. **Income Categories to be served:** All participants in the Housing rehabilitation

programs must have household income below 120% of the area median income.

- d. Maximum award is noted on the Housing Delivery Goals Charts:
- e. **Terms of Payment, Recapture and Default:** Applicants whose total household income falls below fifty percent (50%) of the area median income receive a deferred 0% interest loan. Applicants shall agree to an annual property inspection by City staff for 5 years after the rehabilitation and periodically thereafter. If the home does not pass all property inspections, the resident will have the opportunity to correct all home maintenance concerns or make all necessary repairs. Failure to comply shall result in the loan being converted from a deferred zero percent (0%) interest loan into a three percent (3%) interest deferred loan, and the annual property inspection will be extended an additional two years. The interest will be applied to the principal amount for a maximum period not to exceed fifteen (15) years from loan origination date. The loan is not forgiven at the end of this fifteen (15) year period. Principal balance and interest is due upon the sale, transfer or rental of the property. The provisions for the conditions stated above are stipulated within the mortgage agreement. Inspection of the property is to be scheduled on an annual basis.

Applicants, whose total household income falls between fifty percent (50%) and one hundred and twenty percent (120%) of the area median income, receive a 3% interest deferred loan. While there are no installment payments on the loan, the deferral allows for an annual three percent (3%) simple interest accrual for a term, not to exceed 15 years from the date of closing. Applicants shall agree to an annual property inspection by City staff for 5 years after the rehabilitation and periodically thereafter. If the home does not pass all property inspections, the resident will have the opportunity to correct all home maintenance concerns or make all necessary repairs. Failure to comply shall result in a 3% interest assessment added to the current loan and the annual property inspection extended an additional two years. Upon the sale, transfer or vacation of the property, the remaining principal balance becomes due. The provisions for the conditions stated above are stipulated on the mortgage agreement. Inspection of the property is to be scheduled on an annual basis.

All loans are deferred. Applicants may elect to make monthly payments at 0% interest, principal only at closing. The loan amount can be amortized up to a twenty-year (20) period, with a minimum payment of \$40 per month.

All funds returned to the City are placed in the City's SHIP Trust account.

When SHIP funds are utilized as a federal HOME grant match, all repayments are returned to the City's HOME Trust Fund. Upon sales, transfer or rental of property, the principal balance plus interest, if any, will be repaid to the City's HOME Trust Fund.

- f. **Recipient Selection Criteria:** All applicants for the Housing Rehabilitation Program will be screened according to the eligibility criteria established by the SHIP program. Applicants will be drawn on a first come, first qualified, by income category, with the exception of Structural and Systems Repair loan applicants, who will be processed as quickly as possible, and those properties located in sub-neighborhood priority areas where public resources are being focused. A listing of the City's sub-neighborhood priority areas are posted in the City's Five-Year Consolidated Plan (i.e. LMI Target Areas and Neighborhood Revitalization Areas).
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** Staff is allowed to exceed Maximum Housing Rehabilitation to the extent necessary to cure an overcrowding situation.

SHIP set-aside requirements will be met through this screening process of all strategies. The SHIP pool of applicants will be divided according to the following income categories: (1) very low income, (2) low income and (3) moderate income. The City will apportion its total SHIP allocation between these three groups.

**B. Name of the Strategy: Purchase Assistance**

- a. **Summary of the Strategy:**
  1. The purchase assistance program provides assistance to eligible households to acquire an existing single family home or construct a new home. These units must be located within the City of Hollywood and be occupied as a principal residence. A first time homeowner is defined as a participant who has not owned a home for a minimum of three years prior to application. Participants must meet the credit and income standards of a participating lender in accordance with SHIP Program requirements. Participants must also contribute the greater of 3% of the purchase price or \$2,500, from their funds towards the purchase; with the exception of Habitat for Humanity home buyers for whom sweat equity may be accepted as part of the 3% contribution from the participant. The purchase price of a house cannot exceed \$292,150.00.
  2. Of each SHIP dollar expended, no less than 10% of total funds shall be utilized to directly address **Disaster Mitigation, Green Building Technology** and/or **Special Needs** housing.
- b. **Fiscal Years Covered:** FY 2010-2011, FY 2011-2012, FY 2012-2013
- c. **Income Categories to be served:** All participants in the Purchase Assistance Program must have household income below 120% of the area median income.

- d. Maximum award is noted on the Housing Delivery Goals Charts:
- e. **Terms, Recapture, and Default:** Applicants receive a deferred 0% interest loan. Applicants shall agree to an annual property inspection by City staff for 5 years assistance is provided and periodically thereafter. If the home does not pass all property inspections, the resident will have the opportunity to correct all home maintenance concerns or make all necessary repairs. Failure to comply shall result in the loan being converted from a deferred zero percent (0%) interest loan into a three percent (3%) interest deferred loan, and the annual property inspection will be extended an additional two years. The interest will be applied to the principal amount for a maximum period not to exceed fifteen (15) years from loan origination date. The loan is not forgiven at the end of this fifteen (15) year period. Principal balance and interest is due upon the sale, transfer or rental of the property. The provisions for the conditions stated above are stipulated within the mortgage agreement. Inspection of the property is to be scheduled on an annual basis.

Upon the sale, transfer or vacation of the property, the remaining principal balance becomes due. The provisions for the conditions stated above are stipulated on the mortgage agreement. Inspection of the property is to be scheduled on an annual basis.

In addition, the City will place a Deed Restriction on the property that ensures for the next fifteen (15) years the property can only be sold or otherwise transferred to a person or family whose income does not exceed 120% of the area median income.

All loans are deferred. Applicants may elect to make monthly payments at 0% interest, principal only at closing. The loan amount can be amortized up to a twenty-year (20) period, with a minimum payment of \$40 per month.

All funds returned to the City are placed in the City's SHIP Trust account.

When SHIP funds are utilized as a federal HOME grant match, all repayments are returned to the City's HOME Trust Fund. Upon sales, transfer or rental of property, the principal balance plus interest, if any, will be repaid to the City's HOME Trust Fund.

- f. **Recipient Selection Criteria:** All applicants for the Purchase Assistance Program will be screened according to the eligibility criteria established by the Assistance SHIP program. Applicants will be drawn on a first come, first qualified, right of first refusal, by income category, with the exception of those properties located in sub-neighborhood priority areas where public resources are being focused. A listing of the City's sub-neighborhood priority areas are posted in the City's Five-Year Consolidated Plan (i.e. LMI Target Areas and Neighborhood Revitalization Areas).

- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** None

**C. Name of the Strategy: Rental Development**

a. **Summary of the Strategy:**

The City of Hollywood seeks to promote the acquisition and rehabilitation or the construction of affordable rental housing. To this end, SHIP funds shall be available up to \$125,000 and allocated to provide development capital to eligible rental property. Funds may be used to serve low income households.

- b) For all projects, hurricane preparedness shall be considered within the scope of work and the following work items shall receive priority consideration:
- c) For all projects, no less than 5% of all units rehabilitated or constructed shall be fully accessible to the disabled or, in the case of a multi-story property, shall be fully visitable.

- Impact resistant window replacement or the installation of hurricane shutters
- Roof strap bracing, structural reinforcement and roof replacement
- Replacement of exterior doors
- Removal of old or weak trees that are likely to cause property damage

b) The following green features shall be incorporated into every project assisted with SHIP funds, to the greatest extent possible

General:

- Permeable pavers where applicable
- Energy Star Appliances (dishwasher, refrigerator)
- Green Label certified carpet/Green Label Plus certified pads in bedrooms only; ceramic in baths; finished concrete in living areas and kitchen
- Low VOC (volatile organic compounds) paint for the interior spaces; low VOC caulk at interior
- Exterior walls; Roof insulation R-30 or R-19 radiant barrier
- Interior wall framed with metal studs
- Cement board (in lieu of MR Board) at showers and bath to extend at least 12 inches beyond wet walls
- Interior Doors solid wood FSC-certified (Forest Stewardship Council)
- Exterior doors steel
- Energy Efficient windows (hurricane impact resistant) low-E and low-U factor ratings
- Roof color must have SRI at 78 or above

- Native drought tolerant plants in landscaping (to be Florida Yard and Neighborhood certified); turf grass to be no more than 25% of all yard area
- Efficient irrigation system on a timer for drought restrictions
- Cabinetry made with FSC-certified wood (Forest Stewardship Council), built without urea formaldehyde; tops to be laminate over plywood.
- Cabinet layout to provide designated “recycling area”
- Laundry area (hook-ups only)
- Rear yard to include high quality permanent clothesline
- Sloped stucco sills (30 degrees) at all windows
- Window installation to include triple caulk (behind bucks, full coverage, at window install full bead, after stucco, full bead)
- Both bathrooms to include operable windows

Mechanical:

- High Efficiency HVAC System (not to be oversized); HVAC filters MERV minimum rating of 13
- Programmable thermostat
- Air ducts to be joined with mastic in lieu of tape
- Energy Star ventilating fans in bedrooms and living area
- Carbon monoxide/smoke detector

Electrical:

- Solar Electric Power for water heating or Tank-less Water Heater when feasible
- LED lighting and compact fluorescent light (CFL) bulbs where appropriate
- FPL Buildsmart Certification preferred
- Finished home to obtain independent HERS rating certification of 85 or lower (contractor incentive available for each point below 85)
- Bathroom to have double bulb conventional fixture, not vanity strip
- Window to allow natural light to provide adequate work lighting

Plumbing:

- Low Flow shower heads
- Shower and Sink Faucet Aerators to provide the same flow regardless of pressure to reduce water use and the energy required to heat it.
- Dual Flush low flow toilets (1.6 GPF)
- Recessed shower pan at 2<sup>nd</sup> bathroom (ADA handicapped accessible)
- Gas stove preferred to electric;

b. **Fiscal Years Covered:** FY 2010-2011, FY 2011-2012, FY 2012-2013

c. **Income Categories to be served:** All participants in the Rental Development Program must have household income below 80% of the area median income.

- d. Maximum award is noted on the Housing Delivery Goals Charts:
- e. **Terms, Recapture, and Default:** Development projects will receive a deferred 0% interest loan and when applicable shall be recaptured on a monthly basis from the Operating Budget. Upon the sale, transfer or vacation of the property, the remaining principal balance becomes due. The provisions for the conditions stated above are stipulated on the mortgage agreement. Inspection of the property is to be scheduled on an annual basis.

All funds returned to the City are placed in the City's SHIP Trust account.

When SHIP funds are utilized as a federal HOME grant match, all repayments are returned to the City's HOME Trust Fund. Upon sales, transfer or rental of property, the principal balance plus interest, if any, will be repaid to the City's HOME Trust Fund.

- f. **Recipient Selection Criteria:** All applicants for the Rental Development Program will be screened according to the eligibility criteria established by the Request For Proposal process, and the regulations for assistance thru the SHIP program.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** None

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

- a. **Summary of the Strategy:**  
The City of Hollywood participates in the Broward County Disaster Housing Advisory Group Consortium in order to provide disaster mitigation in the event of an emergency. The County Disaster Recovery Plan identifies specific mechanisms meant to maximize the opportunity for swift disaster recovery. All funds for disaster mitigation will be disbursed through Broward County.
- b. **Fiscal Years Covered:** FY 2010-2011, FY 2011-2012, FY 2012-2013
- c. **Income Categories to be served:** All participants in the Disaster Mitigation Program must have household income below 120% of the area median income.
- d. Maximum award is noted on the Housing Delivery Goals Charts:
- e. **Terms, Recapture, and Default:** All funds will be disbursed through Broward County.

- f. **Recipient Selection Criteria:** All applicants for the Disaster Mitigation Program will be screened according to the eligibility criteria established by the Broward County Disaster Recovery Plan. Applicants will be drawn on a first come, first serve by income category, with the exception of those properties located in sub-neighborhood priority areas where public resources are being focused. A listing of the City's sub-neighborhood priority areas are posted in the City's Five-Year Consolidated Plan (i.e. LMI Target Areas and Neighborhood Revitalization Areas).
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** None

### III. LHAP INCENTIVE STRATEGIES

*Section 420.9071(16) and Section 420.9076(6), F.S.*

- A. **Name of the Strategy:** Expedited Permitting  
Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.
  - a. **Established policy and procedures:**
    1. In December of 1992 the City of Hollywood passed an ordinance under Chapter 18 entitled "Housing" which established the Affordable Housing Advisory Committee. The committee, with the assistance of City staff created Housing Incentive Strategies for Affordable housing. The following strategies specifically address the expeditious permitting of affordable housing projects.
    2. The City has deleted the approval of a Master Plan prior to submission of a preliminary plat for affordable housing developments in order to accelerate the process. In addition, the Planning and Zoning Advisory Board has been removed from the platting process and no longer has to approve plats for affordable housing development. The Zoning and Land Developments Regulations had been amended accordingly by removing the Planning and Zoning Advisory Board from the platting process.
    3. The City Commission provides alternative options to housing developers, allowing developer to complete improvements prior to plat recordation and submit completed construction drawings and engineer's cost estimate for the required improvements.
    4. The Building Division has developed a checklist to assist property owners and general contractors to better understand what information is required in the permitting process. These checklists include, but are not

limited to, a general list, an informational sheet for window and door replacement, fences and mechanical requirements.

5. Projects that meet the affordable housing definition shall be expedited to a greater degree than other projects in the review process. This is particularly beneficial to "Housing Rehabilitation" and "Emergency Repair" projects where the Building Division treats applications for window replacement, doors, mechanical items, roofs, driveways and sidewalks as walk-through items. These applications when approved are usually issued within 24 hours or less.
6. Affordable housing plans, designed to be replicated at multiple sites for in-fill housing initiatives, shall be reviewed for code compliance. Thereafter, only a cursory review limited to site-specific issues will be necessary when the approved plan is repeated at different locations.
7. Currently, procedures are in place to issue a Master Permit before subcontractors are identified. Although this procedure is rarely used, it is available when required. Furthermore, the Hollywood 11 Building Division computer system will not allow a Master Permit to be final until all sub-permits are issued and inspected.

**B. Name of the Strategy: Ongoing Review Process**

**a. Established policy and procedures:**

Certain review responsibilities of an Affordable Housing Advisory Committee are performed by the Community Development Advisory Board (CDAB). The CDAB is a fifteen member volunteer advisory board appointed to make recommendations to the City Commission concerning housing policies and procedures that affect the cost or create an impediment to affordable housing. Before any issue goes before the City Commission that will impact the cost of housing the CDAB must review the proposed change and make a recommendation.

**C. Name of the Strategy: Other LHAP Strategies**

**a. Established policy and procedures: Provide Description**

**1. Alternative Options for Affordable Housing Development**

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

## 2. Installation of Underground Utilities

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

## 3. Site Plan Review

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

## 4. Concurrency Requirements

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

## 5. Third Party Appeals for All Housing Activities

*Specific criteria are established by the Planning Department to define an eligible appeal. Currently, procedures are in place to issue a Master Permit before subcontractors are identified. Although this procedure is rarely used, it is available when required. Furthermore, the Hollywood 11 Building Division computer system will not allow a Master Permit to be final until all sub-permits are issued and inspected.*

## 6. Identification of Licensed and Insured Contractors

*Contractors who are licensed and insured, as well as those who provide contractual work for the City of Hollywood, are registered in the Hollywood 11 Building Division computer system. This system can identify at any time any property or contractor that has a violation.*

## 7. Cost Allocation Plan for Permit Fees

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

## 8. Modification of Impact Fee Requirements

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

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

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

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

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

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

*In the event of a deficiency, the City Code does not currently permit the City's Public Utilities Department to either defer the costs related to such improvements or waive meter and connection fees. Any further revision to these policies will be based on the opinion of the City Attorney's Office.*

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

*Code Review - The City, through its Community Planning Division, continues to review and revise its Zoning Codes in order to simplify their application.*

*Sewers - The City Manager, in the preparation of the City's Capital Improvement Plan, has identified and prioritized those residential areas in the City that are in need of capital improvements, including the installation of sanitary sewer systems. A proposed timetable and source of funds,*

*including the possible use of CDBG funds in eligible areas, has been included within this effort. This plan is updated every year.*

#### 10. Education

*The City, through the Department of Community Development & Code Compliance, conducts fair housing workshops. Additionally the City has joined the entitlement jurisdictions in Broward County and HOPE Inc. supporting fair housing education and enforcement.*

#### 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: Chapter 67-37.005, F.A.C.**  
Completed HDGC for each fiscal year is attached as Exhibit C.
- D. **Certification Page: Chapter 67-37.005, F.A.C.**  
Signed Certification is attached as Exhibit D.
- E. **Adopting Resolution: Section 420.9072, F.S.**  
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: Section 420.907, F.S.**  
If changed from the original ordinance, a copy is attached as Exhibit G.
- H. **Interlocal Agreement: Section 420.9072, F.S.**  
A copy of the Interlocal Agreement if applicable is attached as Exhibit H.

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A

Exhibit A Admin Budget	No. 001
Fiscal Year 2010	67-37.005(1), F.A.C.
Salaries and Benefits	\$101,546.16
Office Supplies and Equipment	\$ -
Travel Perdiem Workshops, etc	\$ 2,000.00
Advertising	\$ -
	\$ 103,546.16
	\$
Fiscal Year 2011	
Salaries and Benefits	\$101,546.16
Office Supplies and Equipment	\$ -
Travel Perdiem Workshops, etc	\$ 2,000.00
Advertising	\$ -
	\$ 103,546.16
Fiscal Year 2012	
Salaries and Benefits	\$ 101,546.16
Office Supplies and Equipment	\$ -
Travel Perdiem Workshops, etc	\$ 2,000.00
Advertising	\$ -
	\$ 103,546.16







