

**CITY OF SUNRISE LOCAL HOUSING ASSISTANCE PLAN
(LHAP)**

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

FOR STATE FISCAL YEARS 2010-2011, 2011-2012, AND 2012-2013



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City Commission Adoption Date

April 13, 2010

Prepared by

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I. PROGRAM DESCRIPTION

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

City of Sunrise

Interlocal: Yes _____ No X _____

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. This LHAP conforms to the requirements of the Florida Housing Finance Corporation (FHFC) in terms of both content and organization (template).

C. Fiscal years covered by the Plan:

X 2010-2011
X 2011-2012
X 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 City of Sunrise 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. The City of Sunrise has established partnerships with program delivery sponsors, governmental entities, and private lenders to implement this LHAP.

F. Leveraging:

The Plans are intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs. The City of Sunrise uses Community Development Block Grant (CDBG) funds and Home Investment Partnership (HOME) Program funds to leverage with SHIP funds.

G. Public Input:

Public input was solicited through meetings with housing providers, social service providers, local lenders, and neighborhood associations. Public input was solicited through the Sun-Sentinel, The Herald, El Nuevo Herald, and the Sunrise Forum in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach:

The City of Sunrise 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.

I. Discrimination:

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

J. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation

K. Purchase Price Limits:

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 methodology used is:

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

The purchase price limit for both new and existing homes is as follows:

Condominiums	\$200,000
Townhome and Villa	\$280,000
Single-Family	\$325,000

The 'total' program limit will be shown on the Housing Delivery Goals Charts. Goal Delivery Charts only allow one unit type regardless of construction type.

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 (19), (20) and (28), F.S. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

Income Category Definitions:

Very-Low income is defined as 50% or less of area median income as adjusted to household size.

Low income as defined as 80% or less of area median income as adjusted to household size.

Moderate income is defined as 120% or less of area median income as adjusted to household size.

M. Welfare Transition Program:

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

N. Monitoring and First Right of Refusal:

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored 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 Sunrise 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 City of Sunrise has adopted the above findings in the attached resolution, **Exhibit E**.

P. Program Administration:

Administration of this local housing assistance plan is the responsibility of the City of Sunrise, Community Development Department, Redevelopment and Grants Division.

Q. Essential Service Personnel:

“Essential Services Personnel” means a certified fire fighter, a certified police officer, a certified emergency medical technician (EMT), a registered nurse or licensed practical nurse, and a certified teacher employed at a public school.

R. Section 420.9075(3)(d), F.S.:

The design guidelines established by the City of Sunrise’s housing initiative programs, focus on providing cost effective construction standards through a creative design process that emphasizes quality materials, that reduce energy consumption, and provides structural integrity to the city’s existing housing stock. Green activities under the residential rehabilitation, roof replacement, and hurricane mitigation programs, include the use of green initiative materials in roofing shingles, windows, doors, HVAC equipment, and appliances. This will provide sustainability, promote greater affordability, and provide an extended lifecycle with hurricane protection.

S. Terms, Recapture and Default:

The principal of the deferred payment loan declines annually as shown below and applies to the Housing Rehabilitation Program and the Purchase Assistance Program. This amortization period corresponds to the amortization periods under the HOME Investment Partnership Program.

<u>Principal Loan Amount</u>	<u>Amortization Period</u>	<u>Amortization Rate</u>
\$ 0 - \$15,000	5 Years	20% reduced annually
\$15,001 - \$39,999	10 Years	10% reduced annually
\$40,000 - \$60,000	20 Years	5% reduced annually

If grantee passes away prior to the completion of the amortization period, only an income eligible relative who inherits the property through a legal process, probate court or quit claim deed, can finish out the completion period without penalty of program payoff. The new applicant must be certified income eligible by the City prior to title transfer of the property.

II. LHAP HOUSING STRATEGIES:

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

1. **Summary of the Strategy:** The Housing Rehabilitation Program provides a deferred payment loan to qualifying households and families that are at or below moderate income. Priority will be given to very-low and low-income applicants. The maximum amount of the deferred payment loan is stipulated on page 7 (section S). This includes up to \$2,500 for rehabilitation services (soft costs) separate from construction costs for the elimination of code violations and the repair or replacement of major building systems to prevent further deterioration and stop the loss of energy infiltration of outside elements.
2. **Fiscal Years Covered:** 2010-2011, 2011-2012, and 2012-2013
3. **Income Categories to be served:** Very-Low, Low and Moderate, i.e., equal to or less than 120 percent of Area Median Income (See section “L” of Program Description for income category definitions, page 5)
4. **Maximum award is noted on the Housing Delivery Goals Charts:** and indicated in the program summary above.
5. **Terms, Recapture and Default:**
 - a. The deferred payment loan will be secured by a lien against the dwelling and land. The deferred payment loan is for 0 percent interest. The principal of the deferred payment loan declines annually based on the amount of the deferred payment loan as shown on page 7 (section S) until the remaining principal balance of the deferred payment loan is zero. However, the deferred payment loan balance will be recaptured according to this formula if the property ceases to be the principal residence of the owner or title is transferred within the lien period.
 - b. The City maintains an administrative policy regarding processing repayment in the event of property transfer, refinancing, and subordination. The assisted dwelling and property can be sold during the term of the deferred payment loan subject to the conditions stated in item 5a above.
6. **Recipient Selection Criteria:**
 - a. Eligible homeowners will be selected on a first come, first qualified, and first served basis, within income groups from all eligible applicants, but the special needs population will be given first priority. All eligible special needs applicants will be given priority by income level in the following order; very-low, low and moderate income levels respectively.

b. Property must be owner-occupied. The assessed value of the property is not to exceed the following established assessed value threshold:

Condominiums	\$120,000
Townhome and Villa	\$225,000
Single-Family	\$280,000

c. Verification of ownership, income, payment of property taxes and hazard insurance will be conducted to determine eligibility.

d. The home must not be in violation of any Florida Building Codes after rehabilitation. The City maintains an administrative policy for the preparation of the scope of work for the repair and replacement of the major building systems listed in priority order. The cost of the repairs and replacements shall not exceed 50-percent of the assessed value of the home at the time of household qualification. The maximum deferred loan limits discussed in this section are subject to the City's procurement requirements.

7. **Sponsor Selection Criteria:**

a. Eligible contractors will be selected through a bid process to perform repairs under this program. The selection will be based on experience, past performance and financial stability. Preference will be given to eligible contractors that employ personnel from the Welfare Transition Program. The property inspection is to cover the building exterior, interior and mechanical systems, as applicable. Specifications addressing plumbing and electrical code compliance, building code violations and health and safety needs will take precedence.

b. Selected non-profit affordable housing providers must specialize in housing, construction, community development, or supported housing for people with special needs. The non-profit selection criteria includes:

- The City will consider the organization's mission, capacity, experience, financial stability, type of programs, client base, ability to meet SHIP requirements, participation in the Welfare Transition Program as employers, and other relevant qualifications.
- The non-profit organizations may also be qualified as a Community Housing Development Organizations (CHDO), in accordance with U.S. Department of Housing and Urban Development's requirements contained in Chapter 24, Code of Federal Regulations (CFR), Part 92 which governs administration of the HOME Investment Partnership Program.
- Registration as a non-profit organization with the State of Florida is required.
- Proof that the IRS recognizes the organization as a 501

(c)(3), designated organization is also required

8. **Additional Information:** For income certification purposes for all applicants that are married but separated, the City of Sunrise will count the income of both spouses, unless the applicant can demonstrate that the spouse is not living at the current residence and has no intentions of living at the new residence or must have documentation showing that the spouse does not contribute to household income.

a. Eligible Housing Types: Eligible housing is any real property, excluding mobile homes, located within the municipality which is designated and intended for the primary purpose of providing decent, safe, and sanitary residential units which are designed to meet Chapter 553, F.S. including:

- Detached single-family housing
- Condominium unit
- Townhouse
- Villa

b. Repairs under this program may include:

Roof replacement: complete replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions, and to prevent further roofing deterioration.

Home repairs and weatherization: window replacement, door replacement, weatherization, repair or replacement of deteriorated and unsafe electrical systems, re-plumbing, kitchen and bathroom remodeling to replace deteriorated conditions, exterior painting, exterior wall and stucco repair, a/c and heating systems, hot water heaters, insulation, floor covering to replace materials containing holes, rips or tears, or in otherwise poor condition, termite treatment and repair (termite inspection required), health and safety repairs in addition to addressing health hazards such as asbestos insulation and lead-based paint.

Hurricane/Storm Shutter: The installation of hurricane shutters and storm shutters as an eligible item when included in the overall project to be performed by the Contractor.

c. Applicants are prohibited from receiving assistance for the duration of the respective mortgage under the SHIP program. Applicants will not be allowed to receive assistance for a third time if the repairs needed have been deemed damages from neglect and/or abuse from the homeowner.

B. Name of the Strategy: Purchase Assistance Program

1. **Summary of the Strategy:** The Purchase Assistance Program provides a deferred payment loan to qualifying households and families that are at or below moderate income. The deferred payment loan proceeds can be applied to down payment, closing costs, principal reduction, and rehabilitation of owner-occupied housing, including a single-family home, townhome, condominium, or villa. The maximum deferred payment loan amount is shown on page 7 (section S).
2. **Fiscal Years Covered:** 2010-2011, 2011-2012, and 2012-2013
3. **Income Categories to be served:** Very-Low, Low and Moderate, i.e., equal to or less than 120 percent of Area Median Income (See section “L” of Program Description for income category definitions)
4. **Maximum award is noted on the Housing Delivery Goals Charts:** and indicated in the program summary above.
5. **Terms, Recapture and Default.**
 - a. The deferred payment loan will be secured by a lien against the dwelling and land. The deferred payment loan is for 0 percent interest. The principal of the deferred payment loan declines annually based on the amount of the deferred payment loan as shown on page 7 (section S) until the remaining principal balance of the deferred payment loan is zero.
 - b. The deferred payment loan balance will be recaptured according to the formula above if the property ceases to be the principal residence of the owner or title is transferred within the lien period.
 - c. The City maintains an administrative policy regarding processing repayment in the event of property transfer, refinancing, and subordination. The assisted dwelling and property can be sold during the term of the deferred payment loan subject to the conditions stated in item 5a.
6. **Recipient Selection Criteria:**
 - a. Eligible applicants will be selected on a first come, first qualified, and first served basis, within income groups; but the

special needs population will be given first priority. All eligible special needs applicants will be given priority by income level in the following order; very-low, low- and moderate-income levels respectively..

b. Occupants must not own any other property used for residential purposes.

c. The applicant must be a first-time homebuyer. A first-time homebuyer is defined as not having owned a home within the past 3 years, a single parent with children under eighteen years of age who has recently been divorced and displaced, a displaced victim of domestic abuse or a person displaced as a result of a governmental action.

d. The applicant must have attended and completed a Homebuyer Education class provided by or approved by the City. This may include a Fannie Mae/Freddie Mac approved Certification class.

e. The applicant must contribute a minimum of \$1,500 towards the purchase of the home and must have these funds at the time of the loan.

f. The applicant must reside in the home being assisted within sixty days after closing.

g. The Purchase Assistance Program cannot be utilized when the seller of the property provides the financing for the mortgage.

7. **Sponsor Selection Criteria:** Selected non-profit affordable housing providers must specialize in housing, construction, community development, or supported housing for people with special needs.

An eligible service provider may be selected through the Request for Proposal process to perform the services. The selection will be based on experience, past performance and financial stability.

Lenders must meet the City's underwriting criteria.

8. **Additional Information:**

a. The home to be purchased must be located in the City of Sunrise.

b. The purchase price of the home may not exceed the maximum sales price allowed in the SHIP program. Maximum sales price amount as previously stated. (See section "K" of Program Description for Purchase

Price Limits, page 4).

c. Eligible housing is any real property, excluding mobile homes, located within the municipality which is designated and intended for the primary purpose of providing decent, safe, and sanitary residential units which are designed to meet Chapter 553, F.S. including:

- Detached single-family housing
- Condominium unit
- Townhouse
- Villa

i. The City will not provide a deferred payment loan where the primary lender charges more than 2-points for loan origination fees for a primary loan.

ii. In regards to Condominiums, funds provided for purchase will not exceed more than twenty (20%) percent of the value. (ie. If a condo's value is \$25,000, then funds provided will not exceed \$5,000.)

C. Name of the Strategy: Architectural Barrier Removal Program

1. **Summary of the Strategy:** The Architectural Barrier Removal Program provides a five (5) year deferred payment loan to owner-occupants with a family member who is either disabled, elderly (62 years or older), or frail elderly and who resides in the home. This is a deferred payment loan with a principal reduction period of five (5) years. The maximum amount of the deferred payment loan is \$25,000, which includes service delivery costs. The deferred payment loan is made to families or households with incomes at or less than moderate income to provide for health and safety repairs as needed to assist disabled persons to maintain their independence. Health and safety repairs may include repairs unrelated to accessibility and architectural barrier removal.
2. **Fiscal Years Covered:** 2010-2011, 2011-2012, and 2012-2013
3. **Income Categories to be served:** Very-Low, Low and Moderate, i.e., equal to or less than 120 percent of Area Median Income (See section “L” of Program Description for income category definitions, page 5)
4. **Maximum award is noted on the Housing Delivery Goals Charts:** and indicated in the program summary above.
5. **Terms, Recapture and Default:**
 - a. The deferred payment loan will be secured by a lien against the dwelling and land. The deferred payment loan is for 0 percent interest and a five (5) year lien period. The principal of the deferred payment loan declines (forgiven) 20 percent annually until the remaining principal balance of the deferred payment loan is zero. However, the deferred payment loan balance will be recaptured according to this formula if the property ceases to be the principal residence of the owner or title is transferred within the lien period. The period of the deferred loan is based on the reasonableness of use, survivorship of the elderly applicants, and the potential of future estate settlement.
 - b. The City maintains an administrative policy regarding processing repayment in the event of property transfer, refinancing, and subordination. The assisted dwelling and property can be sold during the term of the five (5) year deferred payment loan subject to the conditions stated in item 5a. above.
6. **Recipient Selection Criteria:**
 - a. Eligible applicants will be selected on a first come, first qualified, and first served basis, within income groups; but special needs population will be given first priority. All eligible special needs applicants will be

given priority by income level in the following order; very-low, low and moderate income levels respectively.

b. Verification of ownership, income, payment of property taxes and hazard insurance will be conducted to determine eligibility.

c. The family must include a household member who is either disabled, or elderly, or frail elderly and who resides in the home.

d. The funds may only be used for health and safety repairs which may include repairs unrelated to accessibility and architectural barrier removal.

7. **Sponsor Selection Criteria:** An eligible service provider will be selected through the Request for Proposal process to perform the services. The selection will be based on experience, past performance and financial stability. Preference will be given to eligible contractors that employ personnel from the Welfare Transition Program.

8. **Additional Information:**

a. Verification of ownership, income, payment of property taxes and hazard insurance will be conducted to determine eligibility.

b. The home must be located in the City of Sunrise.

c. Property must be owner-occupied. The assessed value of the property is not to exceed the following established assessed value threshold:

Condominiums	\$120,000
Townhome and Villa	\$225,000
Single-Family	\$280,000

d. Eligible housing is any real property, excluding mobile homes, located within the municipality which is designated and intended for the primary purpose of providing decent, safe, and sanitary residential units which are designed to meet Chapter 553, F.S. including:

- Detached single-family housing
- Condominium unit
- Townhouse
- Villa

e. Eligible uses for barrier removal and home modifications include:

- i. modifications to widen doorways, install accessible doors and hardware, widen halls, kitchens, bathrooms and

- bedrooms to accommodate mobility aides (canes, walkers, wheelchairs and scooters); grab bars; entry ramps, railings, walkways and landings;
 - ii. non-slip floor surfaces throughout the home environment, many include carpeting push-able or lever hardware; delaying opening and closing mechanisms on egress and garage doors; interior doors; improved lighting; accessible appliances which include but are not limited to front or touch-type controls; lever faucets;
 - iii. installation of accessible cabinets, shelves, drawers, sinks, toilets, kitchen, bathroom, utility and swimming pool appliances and fixtures;
 - iv. installation and provision of assisted technology products to increase accessibility in the home environment including but not limited to roll in style or permanent shower chair, environmental control system, hand held shower, non-slip surfacing on accessible roll in with or without curb shower, accessible touch- type light switches and thermostats;
 - v. smoke alarms and fire detectors; and removal of other architectural barriers; and
 - vi. Building Code violations, are not required to be related to accessibility issues.
- f. Health and safety and security related repairs include but shall not be limited to the following:
- i. roof replacement which includes complete replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions, and to prevent further rotting;
 - ii. window repair and/or replacement;
 - iii. weatherization;
 - iv. re-wiring;
 - v. re-plumbing;
 - vi. termite treatment and repair (termite inspection required);
 - vii. interior wall repairs and painting;
 - viii. heating, ventilation, and air-conditioning systems, insulation; and
 - ix. repair of cracked driveways and repair cracked or hazardous sidewalks.

D. Name of the Strategy: Roof Replacement Program

1. **Summary of the Strategy:** The Roof Replacement Program provides a five (5) year deferred payment loan to owner occupied households at or below 80% of Area Median Income adjusted for family size, to assist them in roof repairs to their home. The maximum amount of the deferred payment loan is \$15,000, which includes delivery costs.
2. **Fiscal Years Covered:** 2010-2011, 2011-2012, and 2012-2013
3. **Income Categories to be served:**-Very-Low and Low income only, i.e., equal to or less than 80 percent of Area Median Income (See section “L” of Program Description for income category definitions, page 5)
4. **Maximum award is noted on the Housing Delivery Goals Charts:** and is indicated in the program summary above.
5. **Terms, Recapture and Default:**
 - a. The deferred payment loan will be secured by a lien against the dwelling and land. The deferred payment loan is for 0 percent interest and a five (5) year lien period. The principal of the deferred payment loan declines (forgiven) 20 percent annually until the remaining principal balance of the deferred payment loan is zero. However, the deferred payment loan balance will be recaptured according to this formula if the property ceases to be the principal residence of the owner or title is transferred within the lien period. **The five (5) year deferred loan is consistent with the length of the guarantee on the materials.**
 - b. The City maintains an administrative policy regarding processing repayment in the event of property transfer, refinancing, and subordination. The assisted dwelling and property can be sold during the term of the five (5) year deferred payment loan subject to the conditions stated in item 5a above.
6. **Recipient Selection Criteria:**
 - a. Eligible homeowners will be selected on a first come, first qualified, and first served basis, within very low and low income groups from all eligible applicants, but the special needs population will be given first priority. All eligible special needs applicants will be given priority by income level in the following order; very-low, and low-income levels respectively.
 - b. Property must be owner-occupied.

c. Verification of ownership, income, payment of property taxes and hazard insurance will be conducted to determine eligibility.

7. **Sponsor Selection Criteria:** Qualified roofing contractors will be selected to perform roof repairs under this program. The competitive selection will be based on experience, past performance and financial stability. Preference will be given to eligible contractors that employ personnel from the Welfare Transition Program. The property inspection is to cover replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions and to prevent further deterioration of roof.

8. **Additional Information:**

a. Property must be owner-occupied. The assessed value of the property is not to exceed the following established assessed value threshold:

Condominiums	\$120,000
Townhome and Villa	\$225,000
Single-Family	\$280,000

b. Roof replacement: complete replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions, and to prevent further roofing deterioration.

c. Repairs to roofs in a condominium complex are contingent upon all owners being determined eligible per SHIP statute. In the event all residents are not income eligible, the non-eligible residents will be responsible for their portion of the cost of repairs.

E. Name of the Strategy: Disaster Mitigation

1. **Summary of the Strategy:** SHIP funds may be used to provide repairs for very-low, low, and moderate-income households. The maximum amount of assistance under this program is \$15,000.00

Funds may be used for:

- a. Facilitate proper roof strapping connections that will improve the structural integrity of roof components. For example, if the roof consists of shingles nailed to substrate, the inspection may reveal that the plywood sheets are not adequately tied to the roof trusses, and that roof fasteners need to be upgraded to prevent the sheathing from being blown off under hurricane conditions.

- d. Creating a secondary water barrier to prevent water intrusion. For example, using strips of “peel and stick-on” fabric that cover the joints between the plywood sheets on the roof to minimize leakage while repairs can be physically made if a hurricane blows off the roof shingles.

- e. Improving the survivability of the roof covering. For example, upgrading roof shingles to meet current product approval and current building code requirements.

- f. Bracing gable-ends in the roof framing. This is usually done inside the attic to decrease chances that the roof structure will collapse under hurricane wind loads.

- g. Reinforcing roof-to-wall connections. For example, installing metal tie-down straps that attach roof rafters to wall studs to decrease chances that all or a portion of the roof will simply lift off the house during a hurricane.

- h. Upgrading exterior wall opening protections. For example, installing hurricane-rated windows or shutters. Determination on a case by case basis will be made if windows are old and in need of replacement along with installation of hurricane shutters.

- i. Upgrading exterior doors. For example, replacing a standard garage door with a hurricane-rated garage door.

2. **Fiscal Years Covered:** 2010-2011, 2011-2012, and 2012-2013

3. **Income Categories to be served:** Very-Low, Low and Moderate, i.e., equal to or less than 120 percent of Area Median Income (See section “L” of Program Description for income category definitions). All eligible applicant-homeowners will be given priority by income level in the following order: very-low, and low-income levels, respectively.

4. **Maximum award is noted on the Housing Delivery Goals Charts:** and is indicated in the program summary above.

5. **Terms, Recapture and Default:**

a. The deferred payment loan will be secured by a lien against the dwelling and land. The deferred payment loan is for 0 percent interest and a five (5) year lien period. The principal of the deferred payment loan declines (forgiven) 20 percent annually until the remaining principal balance of the deferred payment loan is zero. However, the deferred payment loan balance will be recaptured according to this formula if the property ceases to be the principal residence of the owner or title is transferred within the lien period.

b. The City maintains an administrative policy regarding processing repayment in the event of property transfer, refinancing, and subordination. The assisted dwelling and property can be sold during the term of the five (5) year deferred payment loan subject to the conditions stated in item 5a above.

6. **Recipient Selection Criteria:** The program will assist families at or below 120% of the Area Median Income adjusted for family size.

The SHIP funds may leverage other Federal and/or State emergency programs.

7. **Sponsor Selection Criteria:** Qualified general contractors will be selected to perform modifications under this program. The competitive selection will be based on experience, past performance and financial stability. Preference will be given to eligible contractors that employ personnel from the Welfare Transition Program.

8. **Additional Information:**

a. Property must be owner-occupied. The assessed value of the property is not to exceed the following established assessed value threshold:

Condominiums	\$120,000
Townhome and Villa	\$225,000
Single-Family	\$280,000

b. Repairs to roofs in a condominium complex are contingent upon all owners being determined eligible per SHIP statute. In the event all residents are not income eligible, the non-eligible residents will be responsible for their portion of the cost of repairs.

F. **Name of the Strategy: Disaster Recovery**

1. **Summary of the Strategy:** SHIP funds may be used to provide emergency repairs to very-low, low- and moderate-income households following a natural disaster as declared by “Executive Order of the President of the United States or the Governor of the State of Florida”. This strategy will only be implemented in the event of a natural disaster subject to funding availability, using any funds that have not yet been encumbered or additional disaster funds issued by the Florida Housing Corporation. Homeowners will be required to declare assistance received from Federal, State or private insurance. The maximum amount of assistance under this program will be based on available funds.

Funds may be used for items such as, but not limited to, purchase of emergency supplies for eligible households to weatherproof damaged homes, interim repairs to avoid further damage (i.e. ceiling repairs), tree and debris removal required to make the individual housing unit habitable, post disaster assistance with non-insured repairs, payment of security deposits and rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to damage caused by the natural disaster, repairs to eligible common areas in a condominium complex in accordance with the Florida Housing Finance Corporation (FHFC) General Counsel, and soft costs required to process assistance applications. The City will not repair damages that are covered by the homeowner’s insurance policy.

2. **Fiscal Years Covered:** 2010-2011, 2011-2012, and 2012-2013
3. **Income Categories to be served:** Very-Low, Low and Moderate, i.e., equal to or less than 120 percent of Area Median Income (See section “L” of Program Description for income category definitions, page 5). All eligible applicant-homeowners will be given priority by income level in the following order: very-low, and low-income levels, respectively.
4. **Maximum award is noted on the Housing Delivery Goals Charts:** and is indicated in the program summary above.
5. **Terms, Recapture and Default:** This is a grant program. No recapture terms will be implemented for this strategy.

Recipients must sign an attestation statement that the assistance received

is disaster related and that they have not received any other source of help for the particular assistance being provided.

- 6. **Recipient Selection Criteria:** The program will assist families at or below 120% of the Area Median Income adjusted for family size.

Applications will be selected on a first come, first qualified, and first served basis to persons with damage from a national or state disaster. Applications for disaster assistance will be given priority above others on a waiting list for other strategies.

The SHIP funds may leverage other Federal and/or State emergency programs.

- 7. **Sponsor Selection Criteria:** The City will administer this program.

- 8. **Additional Information:**

- a. Property must be owner-occupied. The assessed value of the property is not to exceed the following established assessed value threshold:

Condominiums	\$ 120,000
Townhome and Villa	\$ 225,000
Single-Family	\$ 280,000

- b. Personal effects and household items (i.e. furniture, appliances, clothing, etc.) are not covered under this program.

- c. The applicant-homeowner will execute an affidavit stating that he (she) has or has not received any other payments for this damage from any other governmental source.

- d. The applicant-homeowner is required to provide verifiable receipts for the storm related expenses.

G. Name of the Strategy: Foreclosure Prevention

1. **Summary of the Strategy:**

The Foreclosure Prevention Program provides qualified homeowners the opportunity to avoid foreclosure and retain their homes. The program is designed to assist income eligible households that need immediate financial assistance to stop their homes from being foreclosed. The purpose of the program is to provide for paying of delinquent mortgage payments that include principle, interest, taxes, and homeowner insurance to bring the mortgage current. Other fees that are foreclosure related and that are covered are: mortgage late fees and attorney's fees. No HOA assessments are eligible.

2. **Fiscal Years Covered:** 2010-2011, 2011-2012, and 2012-2013

3. **Income Categories to be served:-**Very-Low and Low income only, i.e., equal to or less than 80 percent of Area Median Income (See section "L" of Program Description for income category definitions, page 5)

4. **Terms:** This is zero interest, deferred loan for thirty years. The borrower must occupy the property as their principle place of residence.

Repayment: The loan balance will become due and payable in full if the borrower ceases to occupy the property as their legal homestead and principle place of residence.

Recapture and Default:

Recapture of funds will occur in the event homebuyer fails to make the required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership.

5. **Maximum award:** is shown on the housing delivery goals chart.

	Maximum Award per Household
Loan to Homeowner	\$10,000
Counseling Agency fee for cases with a curable option	\$500
Counseling Agency fee for cases that do not arrive at a curable option but otherwise meet all the eligibility requirements and receive credit and housing counseling.	\$300

6. **Recipient Selection Criteria:**

a. All applicants must demonstrate they can make monthly payments.

- b. All mortgages superior to the City's loan must be Fixed rate Mortgages.
- c. An applicant can only apply and receive assistance once.
- d. Assistance may not exceed the maximum amount of \$10,000.
- e. Applicants must show the nonpayment of their mortgage is due to the following eligible reasons:
 - 1. Involuntary job loss;
 - 2. Divorce that resulted in temporary loss of income;
 - 3. Death of a spouse which resulted in temporary loss of income;
 - 4. Sudden, unforeseen medical expenses; or
 - 5. Unforeseen emergency home repairs.
- e. An applicant must undergo budget and credit counseling from an approved counseling agency.

6. **Additional Information:**

Property must be owner-occupied. The assessed value of the property is not to exceed the following established assessed value threshold:

Condominiums	\$120,000
Townhome and Villa	\$225,000
Single-Family	\$280,000

III. LHAP INCENTIVE STRATEGIES

- 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.
1. **Established policy and procedures:** The City expedites affordable housing applications by prioritizing the application and assigning a specific planner to the project. This incentive was implemented on February 14, 1995, with the passage of Ordinance No. 402-95-B. This incentive is currently being utilized.
- B. Name of the Strategy:** Ongoing Review Process
An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.
1. **Established policy and procedures:** The Finance Department formulated the methodology for the analysis of this incentive, and the Planning and Development Department is responsible for performing the analysis and presenting the results to the decision-makers. This incentive was implemented on October 1, 1997, to require the inclusion of an assessment of the financial impact on housing costs for all proposed land development or comprehensive plan amendments. The City Commission also holds two regular meetings per month during which all proposed changes are considered and discussed before adoption.
- C. Name of the Strategy:** Increased Density Levels
1. **Established policy and procedures:** The City considers increased density levels through Land Use Plan amendments. This incentive was adopted November 27, 1990, by City Ordinance No. 402.
- D. Name of the Strategy:** Zero-Lot-Line
1. **Established policy and procedures:** The City allows zero-lot-line construction as provided by Ordinance No. 402. The incentive was adopted on November 27, 1990.
- E. Name of the Strategy:** Definition of Affordable Housing
1. **Established policy and procedures:** The City of Sunrise defines affordable housing as defined in the SHIP Act. Affordable means that monthly mortgage payments, including taxes and insurance, do not exceed 30 percent of an amount representing the percentage of the area's median annual gross income for the household as indicated in subsections

(19) (20), or (28). However, it is not the intent to limit an individual or household's ability to devote more than 30 percent of its income for housing. Housing for which a household devotes more than 30 percent of its income shall be deemed affordable if the institutional first mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30 percent benchmark or, for rental housing, rents do not exceed those limits adjusted for bedroom size published annually by the Florida Housing Finance Corporation.

IV. EXHIBITS:

A. Administrative Budget for each fiscal year covered in the Plan.
Exhibit A.

B. Timeline for Encumbrance and Expenditure:

A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:

Completed HDGC for each fiscal year is attached as **Exhibit C.**

D. Certification Page:

Signed Certification is attached as **Exhibit D.**

E. Adopting Resolution:

Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**

F. Program Information Sheet:

Completed program information sheet is attached as **Exhibit F.**

G. Ordinance:

If changed from the original ordinance, a copy is attached as **Exhibit G.**

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

EXHIBIT A

Fiscal Year 2010-2011		
Salaries and Benefits	\$	48,395.00
Office Supplies and Equipment	\$	2,905.00
Travel Perdiem Workshops, etc	\$	1,200.00
Advertising	\$	500.00
TOTAL	\$	53,000.00

Fiscal Year 2011-2012		
Salaries and Benefits	\$	48,395.00
Office Supplies and Equipment	\$	2,905.00
Travel Perdiem Workshops, etc	\$	1,200.00
Advertising	\$	500.00
TOTAL	\$	53,000.00

Fiscal Year 2012-2013		
Salaries and Benefits	\$	48,395.00
Office Supplies and Equipment	\$	2,905.00
Travel Perdiem Workshops, etc	\$	1,200.00
Advertising	\$	500.00
TOTAL	\$	53,000.00

Based on a distribution of \$ 535,921.00

EXHIBITS B and C are separate

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: City of Sunrise, Florida

- (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 with in 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.
- 13) An interlocal entity shall have its local housing assistance trust fund separately audited or each state fiscal year, and the audit forwarded to the Corporation as soon as possible.

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

- (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.

Witness

Chief Elected Official or designee

Witness

Roger B. Wishner, Mayor
Name and Title

Date

OR

Attest:
(Seal)

Exhibit E

RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *Chapter 67-37.005F.A.C.*, .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. 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.

WHEREAS, the Planning and Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Commission finds that it is in the best interest of the public for the City of Sunrise to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA that:

Section 1: The City Commission of the City of Sunrise hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2010-2011, 2011-2012, and 2012-2013.

Section 2: The Mayor, is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2010.

Mayor Roger B. Wishner

Authentication:

Felicia M. Bravo
City Clerk

MOTION: ALU
SECOND: ROSEN

ALU: YEA
ROSEN: YEA
SCUOTTO: YEA
SOFIELD: YEA
WISHNER: YEA

Approved by the City Attorney
as to Form and Legal Sufficiency.

Stuart R. Michelson

Exhibit F

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET

LOCAL GOVERNMENT: City of Sunrise

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Mayor Roger B. Wishner
ADDRESS: 10770 W. Oakland Park Boulevard, Sunrise, FL 33351

SHIP ADMINISTRATOR: Robin A. Buller, Grants Administrator
ADDRESS: 1601 NW 136th Avenue, Sunrise, FL 33323

TELEPHONE: (954) 578-4769 FAX: (954) 578-4768
EMAIL ADDRESS: rbuller@cityofsunrise.org

ADDITIONAL SHIP CONTACTS: Carl J. Freeman, AICP, Redevelopment Manager
ADDRESS: 1601 NW 136 Avenue, Sunrise, FL 33323
EMAIL ADDRESS: cfreeman@cityofsunrise.org

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

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER:

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) 922-7253

Exhibit G

Original Ordinance has not changed.