

**STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**FISCAL YEARS COVERED**

**FY 2022-2023, FY 2023-2024, FY 2024-2025**

Amended April 2023

City of Tamarac  
Community Development Department Housing  
Division

7525 NW 88 Avenue  
Tamarac, FL 33321



**Mayor and City Commission**

Mayor Michelle J. Gomez  
Vice Mayor Marlon D. Bolton  
Commissioner Morey Wright, Jr.  
Commissioner Dr. Kicia Daniel  
Commissioner Elvin Villalobos  
  
City Manager Levent Sucuoglu

**Our Vision**

The City of Tamarac, Our Community of Choice-Leading the nation in quality of life through safe neighborhoods, a vibrant community, exceptional customer service and recognized excellence.

**Our Mission**

We are: "Committed to Excellence...Always"  
It is our job to foster and create an environment that:  
Responds to the Customer  
Creates and Innovates  
Works as a Team  
Achieves Results  
Makes a Difference

**Our Values**

As stewards of the public trust, we value:  
Vision, Integrity, Efficiency, Quality, Service



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**I. Program Details:**

**A. LG(s)**

Name of Local Government	City of Tamarac
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	

**B. Purpose of the program:**

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

**C. Fiscal years covered by the Plan:** 2022-2023, 2023-2024, 2024-2025

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

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

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

**G. Public Input:** Public input was solicited through meetings with housing providers, social service providers and local lenders and neighborhood associations. These meetings include the quarterly HOA Liaison Meeting and the annual Purchase Assistance Workshop. Public input was also solicited at the local Planning Board meeting on April 6, 2022.

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

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



The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

All funds will be administered on a first qualified, first served basis. Ranking Priority for All Strategies:

1. Special Needs Households until 20% set aside has been met
2. Very low until 30% set aside has been met
3. Low until 30% set aside has been met
4. Moderate

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

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

**L. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

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

**N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.



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

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

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

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

Entity	Duties	Admin. Fee Percentage
Local Government	General Administration	10%
Third Party Entity/Sub-recipient		

- R. First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of*

*constructing a permanent structure.*

- S. Project Delivery Costs:** In addition to the administrative costs listed above the City will charge up to 5% for project delivery cost to cover rehabilitation tasks to include inspections, work write-ups, change orders, pre-bid meetings, project bidding and other work as outlined in the agreement with the Consultant procured by the City of Tamarac. All project delivery costs will be included as a part of the award for all strategies.
- T. Essential Service Personnel Definition (ESP):** ESP includes firefighters, police officers, educators, health care professionals, skilled building tradesman, emergency management personnel.
- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:**  
The City will, when economically feasible, employ the following Green Building requirements in all strategies:
1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint)
  2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
    - i. Toilets: 1.6 gallons/flush or less,
    - ii. Faucets: 1.5 gallons/minute or less
  3. Showerheads: 2.2 gallons/minute or less
  4. Energy Star qualified refrigerator
  5. Energy Star qualified dishwasher, if provided
  6. Energy Star qualified washing machine, if provided in units
  7. Energy Star qualified exhaust fans in all bathrooms
  8. Air conditioning: Minimum SEER rating of 15. Wall units and window units are allowed in studios and one-bedroom units with a minimum of 11.7 SEER.

These requirements may be adjusted if the requirements of other construction funding sources require a more prescriptive list.

- V. Describe efforts to meet the 20% Special Needs set-aside:** The City of Tamarac will give first priority, in the rehabilitation strategy, to serving persons with special needs with an emphasis on home modifications, including technological enhancements and devices, which allow the homeowner to remain independent in their own homes and maintain homeownership. Additionally, in order to readily identify and serve persons with special needs, The City of Tamarac has revised the program application to add questions regarding the disability status of the applicant and their household members.
- W. Describe efforts to reduce homelessness:** The City of Tamarac supports all efforts to end homelessness. The City is a member of the Broward County Homeless Partnership Initiative, which is the lead agency for the regional (Broward County) Continuum of Care. The City supports the Initiative and its efforts to end homelessness. Through regular meetings and reports such Broward County's Point in Time Report which provides a breakdown of homeless counted by categories such as: veterans, youth, and families; as provided



by Broward County, the City is kept up to date with Tamarac’s homeless population. Typically, less than 1% of the County’s homeless population is reported as being from Tamarac. Based on these reports both the County and the City of Tamarac will be able to re-assess its current services and programs to accommodate the current homeless population.

Broward's Continuum of Care addresses all aspects of homelessness including prevention, outreach, emergency shelter, transitional and permanent affordable housing, and supportive services which includes:

1. Facilitating community, business and governmental involvement in the homeless continuum of care
2. Direct oversight of the County's three regional Homeless Assistance Centers
3. Creating new and innovative programs to serve Broward's homeless population (such as the County's first homeless medical respite care facility)

**Section II. LHAP Strategies:**

<b>A. PURCHASE ASSISTANCE</b>	Code 1,2
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a. Summary: SHIP funds will be awarded for down payment and closing costs for new and existing homes, including homes purchased from a Community Land Trust (CLT). Eligible housing includes single family homes, townhouses and condominiums located in the City of Tamarac. Funds may also be used to buy down the principal. Eligible households may additionally qualify for rehabilitation to address improvements needed for safe and sanitary habitation.

b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025

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

**d. Maximum award:**

- Very Low: Up to \$60,000
- Low: Up to \$50,000
- Moderate: Up to \$40,000

**e. Terms:**

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note
2. Interest Rate: 0%
3. Years in loan term: 15 Years
4. Forgiveness: Principal reduction of 50% beginning in year fourteen
5. Repayment: None required as long as the loan is in good standing.
6. Default: The loan is determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; homeowner no longer occupies the unit. If the homeowner dies, an heir may be able to assume said Mortgage and Note upon verification of SHIP eligibility and assumption of the Deed. If the home is foreclosed on by a superior mortgage holder, the City will make an effort to





recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

- f. Recipient/Tenant Selection Criteria: Applicants will be selected on a first qualified, first served basis. All applicant(s) must be a first-time homebuyer as defined in Section I (R) of this plan. All applicants must successfully complete a homebuyer education course with a HUD-Certified Housing Counseling Agency and secure a pre-approval letter from a first mortgage lender. CLT homebuyers must complete a homebuyer education class given by a HUD Certified Housing Counseling Agency that contains a community land trust component and/or session with the CLT in addition to a homebuyer education class that requires CLT buyers to demonstrate and attest to a clear understanding of the terms of community land trust homeownership.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Funds will be awarded in the amount required for the homebuyer to purchase the property up to the maximum award. The purchase price of the home may not exceed the maximum sales price allowed in the SHIP program as updated each year. Purchase Assistance funds cannot be utilized if the sale price of the property exceeds the appraisal value of the property. Purchase Assistance funds cannot be utilized when the seller of the property provides financing for the mortgage. Applicants must contribute a minimum of 1% of the purchase price toward the purchase.

Applicant(s) must not own any other property used for residential purposes. Applicant(s) who have monetary assets exceeding \$25,000 must contribute a minimum of one-third (1/3) of the funds toward the purchase, except if the applicant has funds in a retirement fund accessible only by termination or retirement.

Terms for CLT home purchases: SHIP assistance is assumable to a SHIP income-eligible purchaser. The terms of the Note and Mortgage shall allow subsequent purchasers to assume the loan with approval by the CLT. Otherwise, no repayment required during the term of the loan, provided the loan remains in good standing. Please see Exhibit H for additional instructions and information for CLT purchases.

Program participants in the Purchase Assistance program will not be eligible for any other City of Tamarac Housing Assistance programs, to include programs funded by SHIP, CDBG, HOME or any other state or local program for a period of fifteen years, except following a disaster as declared by an Executive Order issued by the President of the United States or the Governor of the State of Florida. The rehabilitation portion of purchase assistance may be funded by SHIP or other funding source such as CDBG, HOME and other local sources. Please see Section I (f).

<b>B. OWNER OCCUPIED REHABILITATION</b>	Code 3
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a. Summary: Funds will be provided for repairs and rehabilitation of substandard owner-occupied housing units in accordance with the Housing Program Policies and Procedures.
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- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award:
  - Very Low: Up to \$60,000
  - Low: Up to \$50,000
  - Moderate: Up to \$40,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note
  - 2. Interest Rate: 0%
  - 3. Years in loan term: 15 Years
  - 4. Forgiveness: Principal reduction of 50% beginning in year fourteen
  - 5. Repayment: None required as long as the loan is in good standing.
  - 6. Default: The loan is determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; homeowner no longer occupies the unit. If the homeowner dies, an heir may be able to assume said Mortgage and Note upon verification of SHIP eligibility and assumption of the Deed. If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.
- f. Recipient/Tenant Selection Criteria: Applicants will be selected on a first qualified, first served basis with priorities for funding as described in section I (l) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: **Assistance will only be provided for homes that are owner-occupied and used as the primary residence. Proof of Homestead Exemption is required.. Applicants must provide proof of homeowner's insurance. If an applicant has no insurance, SHIP funds may be used to pay for one year if the applicant agrees to maintain the policy for the remaining affordability period. All property taxes must be current. If applicable, the mortgage must be current. If the home has a second mortgage, the home will not qualify for assistance. Mobile homes are not eligible for assistance.**

Applicant(s) must not own any other property used for residential purposes. Applicant(s) who have monetary assets exceeding \$25,000 must contribute a minimum of one-third (1/3) of the funds toward the repairs, except if the applicant has funds in a retirement fund accessible only by termination or retirement.

All work will be performed according to the work write-up specifications prepared by housing staff or its designee. Rehabilitation work will be performed by contractors on the City's approved contractors list.



Rehabilitation assistance will not include relocation costs. If all bids exceed the maximum award, the SHIP Administrator or his/her designee will delete some line items from the bid until the bid does not exceed the maximum award. After such deletion, the lowest bidder will be awarded the contract. If it has been determined that all line items are Building code related, then all bids will be rejected, and the applicant will be deemed ineligible due to excessive cost of the rehabilitation.

Participants of Owner-Occupied Rehabilitation will not be eligible for any other City of Tamarac Housing Assistance program, to include but not limited to, programs funded by SHIP, CDBG, HOME or any other state or local program for a period of fifteen years, except following a disaster as declared by an Executive Order issued by the President of the United States or the Governor of the State of Florida.

<b>C. EMERGENCY REPAIR</b>	Code 06
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a. Summary: Funds will be awarded to applicants in need of emergency rehabilitation of their home related to a dire situation that needs to be mitigated immediately. This may include: damaged roof that is leaking, damaged windows causing exposure to the elements, or electrical or plumbing problems that could cause damage (fire) to the home or is determined to be an immediate health hazard to the occupants.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$25,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 0%
  3. Years in loan term: 15 Years
  4. Forgiveness: Principal reduction of 50% beginning in year fourteen
  5. Repayment: None required as long as the loan is in good standing.
  6. Default: The loan is determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; homeowner no longer occupies the unit. If the homeowner dies, an heir may be able to assume said Mortgage and Note upon verification of SHIP eligibility and assumption of the Deed. If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.
- f. Recipient/Tenant Selection Criteria: Applicant will be selected based on the priority of the emergency need as determined by the SHIP Administrator or his/her designee. Priority is based on the appearance of imminent health hazard that will impact life and safety. If more than one application is received at any given time, applicants will be ranked for assistance based on a first-qualified, first- served basis with



priorities for funding as described in section I (l) of this plan.

- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Assistance will only be provided for homes that are owner-occupied and used as the primary residence. Proof of Homestead Exemption is required. Applicants must provide proof of homeowner’s insurance. If an applicant has no insurance, SHIP funds may be used to pay for one year if the applicant agrees to maintain the policy for the remaining affordability period. All property taxes must be current. If applicable, the mortgage must be current. If the home has a second mortgage, the home will not qualify for assistance. Mobile homes are not eligible for assistance.

Applicant(s) must not own any other property used for residential purposes. Applicant(s) who have monetary assets exceeding \$25,000 must contribute a minimum of one-third (1/3) of the funds toward the repairs, except if the applicant has funds in a retirement fund accessible only by termination or retirement.

All work will be performed according to the work write-up specifications prepared by housing staff or its designee. Emergency Repair work will be performed by contractors on the City’s approved contractors list. Emergency Repair will not include relocation costs. If all bids exceed the maximum award, the SHIP Administrator or his/her designee, will reject all bids and the applicant will be deemed ineligible due to excessive cost of the emergency repair.

<b>D. DISASTER REPAIR/MITIGATION</b>	Code 05/16
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a. Summary: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President of the United States or Governor of the State of Florida.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$30,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 0 %
  3. Years in loan term: 15 Years
  4. Forgiveness: Principal reduction of 50% beginning in yearfourteen.
  5. Repayment: None required as long as the loan is in good standing.
  6. Default: The loan is determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead



exemption status; homeowner no longer occupies the unit. If the homeowner dies, an heir may be able to assume said Mortgage and Note upon verification of SHIP eligibility and assumption of the Deed. If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

- f. Recipient/Tenant Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with priorities for funding as described in section I (l) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

Assistance will only be provided for homes that are owner-occupied and used as the primary residence. Proof of Homestead Exemption is required. Applicants must provide proof of homeowner’s insurance. Applicants must file for and use proceeds from insurance as first option. If an applicant has no insurance, SHIP funds may be used to pay for one year if the applicant agrees to maintain the policy for the remaining affordability period. All property taxes must be current. If applicable, the mortgage must be current. If the home has a second mortgage, the home will not qualify for assistance. Mobile homes are not eligible for assistance.

Applicant(s) must not own any other property used for residential purposes. Applicant(s) who have monetary assets exceeding \$25,000 must contribute one-third (1/3) of the funds toward the repairs, except if the applicant has funds in a retirement fund accessible only by termination or retirement.

All work will be performed according to the work write-up specifications prepared by housing staff or its designee. Disaster Repair/Mitigation work will be performed by City approved contractor. Disaster Repair/Mitigation **will not** include relocation costs.

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, tree and debris removal required to make the housing unit habitable, post disaster assistance with non-insured repairs, payment of insurance deductibles for rehabilitation of homes covered under homeowner’s insurance policies; and soft costs required to process assistance applications. This strategy will only be implemented in the event of a disaster using funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation.

<b>E. RENTAL ASSISTANCE &amp; RAPID RE-HOUSING</b>	Code 13, 23, 26
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| <ul style="list-style-type: none"> <li>a. Summary: Funds will be awarded to individuals and families in need of a one-time assistance to obtain a lease on a rental unit who qualify under 420.9072 (7)(b). This may include utility deposits, security deposits and eviction prevention of up to to six months' rent. For households that are very low or low</li> </ul> |
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income having one adult with special needs according to 420.0004 (13), or individual and families that are homeless according to section 420.621 of the Florida Statutes, rent up to twelve months is eligible.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$20,000
- e. Terms:
  - 7. Repayment loan/deferred loan/grant: Grant
  - 8. Interest Rate: N/A
  - 9. Years in loan term: N/A
  - 10. Forgiveness: N/A
  - 11. Repayment: N/A
  - 12. Default: N/A
- f. Recipient/Tenant Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with priorities for funding as described in section I (I) of this plan.
- g. Sponsor Selection Criteria: Sponsor selection shall be done in one of the following ways; 1) Best Interest and/or Sole Source designation as allowed by Tamarac Code of Ordinances; or 2) an RFA that will require proof of sponsor experience in providing affordable rental assistance and the capacity in carrying out a similar program or service.
- h. Additional Information: Assistance will be provided directly to the housing provider and/or utility company on behalf of the applicant(s). Eligible households are limited to assistance once per lifetime. Assistance is available for 12-month leases. No month-to-month lease is eligible.

### III. LHAP Incentive Strategies

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

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

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

- 1. The City expedites the processing of affordable housing permits through a pre-application conference and screening.



2. Affordable housing projects are identified by sales price consistent with the SHIP program's housing value limits.
3. The Building and Community Development Departments have employees that serve as liaisons with developers of affordable housing to assist in the permit process. All denoted "Expedited" permits are processed through one central designee to route accordingly.
4. Affordable housing projects are denoted "Expedited".

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

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

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

1. The City has developed a process to consider the impact of policies, procedures, ordinances, regulations, or plan revisions on affordable housing and housing costs prior to adoption by the City Commission.
2. The City employs a public participation process with the City Commission and other advisory groups and committees to consider impacts of decisions on affordable housing and housing costs.
3. The City Commission meets twice per month during which the public's input is sought on issues that have an impact on the cost of housing.
4. Information on all housing assistance programs are available via the city's website for the public.
5. A member from the Housing staff will attend at least one training session per year relevant to the programs administered by the City.

C. Name of Strategy: **Zero Lot Line Development**

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

1. The City allows zero lot line development.
2. Zero lot lines maximize available land for affordable housing and helps maintain affordable housing costs within the City.

D. Name of Strategy: **Support of development near transportation hubs and major employment centers and mixed-use developments**

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

1. The Planning and Zoning Division currently facilitates the process for new developments to maximize use of public transportation options.
2. The new Land Development Regulations will support and encourage development near transportation hubs, major employment centers and mixed-use developments.



3. Several focus areas within the city are slated to be rezoned "mixed use" in order to encourage and facilitate a multi-model community, maximizing the use of public transportation.

**IV. EXHIBITS:**

Required

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.

Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement (Required if applicable).
- H. Other Documents Incorporated by Reference (Housing Program Policies and Procedures)



**CITY OF TAMARAC**

Fiscal Year: 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 694,665.00
Salaries and Benefits	\$ 64,000.00
Office Supplies and Equipment	\$ 1,096.00
Travel Per diem Workshops, etc.	\$ 2,200.00
Advertising	\$ 1,169.00
Other*- Membership	\$ 1,000.00
<b>Total</b>	<b>\$ 69,465.00</b>
Admin %	10.00%
<b>OK</b>	

Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 694,665.00
Salaries and Benefits	\$ 64,000.00
Office Supplies and Equipment	\$ 1,096.00
Travel Per diem Workshops, etc.	\$ 2,200.00
Advertising	\$ 1,169.00
Other*- Membership	\$ 1,000.00
<b>Total</b>	<b>\$ 69,465.00</b>
Admin %	10.00%
<b>OK</b>	

Fiscal Year 2024-2025	
Estimated SHIP Funds for Fiscal Year:	\$ 694,665.00
Salaries and Benefits	\$ 64,000.00
Office Supplies and Equipment	\$ 1,096.00
Travel Per diem Workshops, etc.	\$ 2,200.00
Advertising	\$ 1,169.00
Other*- Membership	\$ 1,000.00
<b>Total</b>	<b>\$ 69,465.00</b>
Admin %	10.00%
<b>OK</b>	

\*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.

Details: Florida Housing Coalition and American Planning Association memberships

**Exhibit B  
Timeline for SHIP Expenditures**

**CITY OF TAMARAC** \_\_\_\_\_ affirms that funds allocated for these fiscal years will  
(local government)  
meet the following deadlines:

<b>Fiscal Year</b>	<b>Encumbered</b>	<b>Expended</b>	<b>Interim Report</b>	<b>Closeout Report</b>
<b>2022-2023</b>	6/30/2024	6/30/2025	9/15/2024	9/15/2025
<b>2023-2024</b>	6/30/2025	6/30/2026	9/15/2025	9/15/2026
<b>2024-2025</b>	6/30/2026	6/30/2027	9/15/2026	9/15/2027

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

<b>Fiscal Year</b>	<b>Funds Not Expended</b>	<b>Closeout AR Not Submitted</b>
<b>2022-2023</b>	3/30/2025	6/15/2025
<b>2023-2024</b>	3/30/2026	6/15/2026
<b>2024-2025</b>	3/30/2027	6/15/2027

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

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

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

**Other Key Deadlines:**

AHAC reports are now due annually by December 31. Local governments receiving the minimum (or less) allocation may choose not to report.

FLORIDA HOUSING FINANCE CORPORATION  
HOUSING DELIVERY GOALS CHART  
2022-2023

Name of Local Government: CITY OF TAMARAC

Estimated Funds (Anticipated allocation only): \$ 694,665

Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
1	Purchase Assistance	Yes			2	\$50,000	2	\$40,000	\$180,000.00	\$0.00	\$180,000.00	4
3	Owner-Occupied Rehabilitation	Yes	3	\$60,000	2	\$50,000	1	\$40,000	\$320,000.00	\$0.00	\$320,000.00	6
6	Emergency Repair	Yes			2	\$25,000			\$50,000.00	\$0.00	\$50,000.00	2
5, 16	Disaster Repair/Mitigation	Yes							\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		3		6		3		\$550,000.00	\$0.00	\$550,000.00	12
	Purchase Price Limits:			New \$ 382,194	Existing \$ 382,194							

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
13, 25, 26	Rental Assistance & Rapid Re-Housing	No	3	\$20,000	1	\$20,000			\$0.00	\$80,000.00	\$80,000.00	4
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		1		0		\$0.00	\$80,000.00	\$80,000.00	4
	Administration Fees			\$ 69,465								
	Home Ownership Counseling				10%							
	Total All Funds			\$ 699,465								

Total All Funds \$ 699,465 This total is over the allocation and will require less than the maximum amount be awarded per applicant

Set-Asides	Percentage Construction/Rehab (75% requirement)	Homeownership % (65% requirement)	Rental Restriction (25%)	Very-Low Income (30% requirement)	Low Income (30% requirement)	Moderate Income
	79.2%	79.2%	11.5%	34.5%	36.0%	17.3%

OK OK OK OK OK OK

**FLORIDA HOUSING FINANCE CORPORATION**  
**HOUSING DELIVERY GOALS CHART**  
**2023-2024**

Name of Local Government:

**CITY OF TAMARAC**

Estimated Funds (Anticipated allocation only):

\$ **833,593**

Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
1	Purchase Assistance	Yes			1	\$50,000	2	\$40,000	\$130,000.00	\$0.00	\$130,000.00	3
3	Owner-Occupied Rehabilitation	Yes		\$60,000	1	\$50,000	2	\$40,000	\$490,000.00	\$0.00	\$490,000.00	9
6	Emergency Repair	Yes			2	\$25,000			\$50,000.00	\$0.00	\$50,000.00	2
5, 16	Disaster Repair/Mitigation	Yes							\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		6		4		4		\$670,000.00	\$0.00	\$670,000.00	14
	Purchase Price Limits:		New	\$ 382,194	Existing	\$ 382,194						

OK

OK

13, 23, 26	Rental Assistance & Rapid Re-Housing	No	3	\$20,000	1	\$20,000			\$0.00	\$80,000.00	\$80,000.00	4
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		1		0		\$0.00	\$80,000.00	\$80,000.00	4
	Administration Fees			\$83,359								
	Home Ownership Counseling			-	10%			OK				
	Total All Funds			\$	833,359	OK						
<b>Set-Asides</b>												
	Percentage Construction/Rehab (75% requirement)				80.4%			OK				
	Homeownership % (65% requirement)				80.4%			OK				
	Rental Restriction (25%)				9.6%			OK				
	Very-Low Income (30% requirement)		\$ 420,000		50.4%			OK				
	Low Income (30% requirement)		\$ 150,000		18.0%			OK				
	Moderate Income		\$ 160,000		19.2%							



**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

City of Tamarac

Certifies that:

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

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

\_\_\_\_\_  
Witness

*Michelle J. Gomez*  
\_\_\_\_\_  
Chief Elected Official or designee

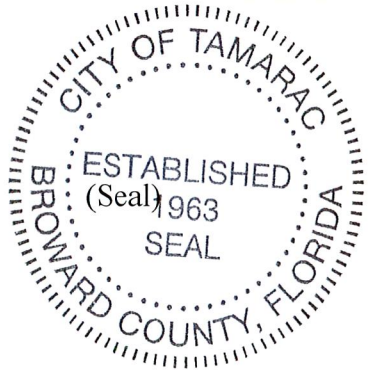
\_\_\_\_\_  
Witness

Michelle Gomez, Mayor  
\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Date

**OR**

*Ronica Ramos*  
\_\_\_\_\_  
Attest: for City Clerk



CITY OF TAMARAC, FLORIDA

RESOLUTION NO. R-2023-043

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA APPROVING AN AMENDMENT TO THE CITY'S PREVIOUSLY ADOPTED LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FISCAL YEARS 2022, 2023, AND 2024 ATTACHED HERETO AS EXHIBIT "A", TO ADD A NEW STRATEGY FOR RENTAL HOUSING; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LHAP FOR FINAL APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION (FHFC); AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO ACCEPT THE STATE OF FLORIDA'S STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM BUDGET BY ACCEPTING THE FISCAL YEAR 2022, 2023, AND 2024 ALLOCATIONS OF THE PROGRAM FUNDS TO BE UTILIZED ACCORDING TO THE CITY'S LOCAL HOUSING ASSISTANCE PLAN AND HOUSING DELIVERY GOALS CHART; THAT THE APPROPRIATE CITY OFFICIALS ARE HEREBY AUTHORIZED TO APPROPRIATE SAID FUNDS INCLUDING ANY AND ALL SUBSEQUENT BUDGETARY TRANSFERS TO BE IN ACCORDANCE WITH PROPER ACCOUNTING STANDARDS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; 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 (LHAP) 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 LHAP; and

WHEREAS, as required by *section 420.9075, F.S.* 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 LHAP. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs; and

WHEREAS, the Community Development Department have added a new rental housing strategy and prepared an amendment to the adopted LHAP for submission to the Florida Housing Finance Corporation (FHFC); and

WHEREAS, the Director of the Community Development Department has reviewed the LHAP and Exhibits and submitted the same to the FHFC for conditional review and approval; and

WHEREAS, the FHFC issued a conditional approval with comments for the City of Tamarac's LHAP; and

WHEREAS, the Director of the Community Development Department has reviewed the comments and made the necessary updates to the LHAP and Exhibits and recommends approval of same; and

WHEREAS, the City Commission held a public hearing at the duly noticed April 12, meeting and find that it is in the best interest of the public for the City of Tamarac to submit the LHAP to FHFC for final review and approval; and

WHEREAS, the City Commission of the City of Tamarac, Florida deems it to be in the best interests of the citizens and residents of the City of Tamarac to accept the State of Florida's State Housing Initiatives Partnership (SHIP) Program budget by accepting the Fiscal Year 2022, 2023, and 2024 allocations of the Program funds to be utilized according to the City's LHAP and Housing Delivery Goals Chart.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA THAT:

Section 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; all exhibits attached hereto are incorporated herein and made a specific part of this Resolution.

Section 2: The City Commission of the City of Tamarac hereby approves the amendment to 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 2022 through 2024.

Section 3: That the appropriate City Officials accept the State of Florida's State Housing Initiatives Partnership (SHIP) Program budget by accepting the FY 2022, 2023, and 2024 allocations of Program funds to be utilized according to the City's Local Housing Assistance Plan and Housing Delivery Goals Chart. In addition, the appropriate City Officials are hereby authorized to appropriate said funds, including any and all subsequent budgetary transfers to be in accordance with proper accounting standards.

Section 4: The Mayor, or in his/her absence, the Vice-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 5: All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 6: If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 7: This Resolution shall take effect immediately upon its adoption.

**"The remainder of this page is left blank intentionally"**

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF TAMARAC,  
FLORIDA THIS 12<sup>th</sup> DAY OF APRIL 2023.


  
\_\_\_\_\_  
MICHELLE J. GOMEZ  
MAYOR

ATTEST:

  
\_\_\_\_\_  
KIMBERLY DILLON, CMC  
CITY CLERK

RECORD OF COMMISSION VOTE:  
MAYOR GOMEZ YES  
DIST 1: V/M BOLTON YES  
DIST 2: COMM. WRIGHT YES  
DIST 3: COMM. VILLALOBOS YES  
DIST 4: COMM. DANIEL YES

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND  
RELIANCE OF THIS CITY OF TAMARAC ONLY.

  
\_\_\_\_\_  
HANS OTTINOT  
CITY ATTORNEY

**City of Tamarac  
Exhibit H**

**EXHIBIT H: Additional Instructions and Information for Down Payment Assistance for Community Land Trust Purchases**

To qualify, homes must be purchased from a city/county-approved Community Land Trust (CLT). The CLT will execute a 99-year ground lease with the homebuyer. A memorandum of that ground lease is recorded in the public records immediately following the deed. The terms of the ground lease restrict the resale of the property to an income eligible household and provide a right of repurchase to the CLT in the event of default. The CLT must approve the subsequent homebuyer. In the event of a default, the CLT must notify the City/County whether it intends to exercise its right of repurchase. In the event the CLT is not willing or able to exercise its right of repurchase, it shall transfer its right of repurchase to City of Tamarac, giving City of Tamarac the right, but not the obligation to purchase the property.

The assistance shall be treated as a development cost pay-down to further reduce the sales price to the homebuyer. The assistance amount shall be excluded from the Base Price and Formula Price as defined in the ground lease. The balance of the assistance must be included in the Purchase Option Price as defined in the ground lease to repay the funds to the City of Tamarac in the event of default. If the maximum subsidy was not provided to the first homebuyer, the City/County may provide additional assistance to the subsequent buyer to ensure that the property remains affordable, up to the amount of the maximum subsidy allowable at the time of subsequent purchase minus the original subsidy amount provided to the first homebuyer. Any additional SHIP investment will extend the original loan term. At the end of the loan term, the loan will be forgiven, and the lien released. However, the CLT ground lease will remain in effect and the requirements for residency, resale price, and subsequent buyer's income eligibility will continue. The CLT may request satisfaction of a loan and release of the lien during the term of the loan on behalf of a homeowner or seller, and under certain defined circumstances, with approval granted by the City of Tamarac on a case-by-case basis.

When selling a CLT home, the seller must notify the CLT. The CLT will then enter into a purchase and sale agreement with the seller that will get assigned to the subsequent homebuyer. The Purchase Option Price for the CLT will be calculated as follows:

**Purchase Option Price = Formula Price + Payoff Amount of Deferred Payment Loans**

The Formula Price is calculated using a Base Price calculated by subtracting the amount of down payment assistance from the purchase price. For example:

Purchase Price:	\$185,000
MINUS Assistance provided (maximum):	<u>- \$55,000</u>
EQUALS Base Price (sales price) for first buyer:	<b>\$130,000</b>

Base price is the amount the buyer would need to finance (plus transaction costs) and is used to calculate the Formula Price in the ground lease.

Suppose the Formula (re-sale) Price in the ground lease is calculated by a 1% annual increase to the Base Price, compounded. Suppose the home is sold after 5 years. To calculate the Purchase Option Price (price that will go in the purchase and sale agreement between the CLT and the seller), first calculate the Formula Price:

**Formula Price = Base Price x Compound Rate**

Calculated as follows:

$$\text{Year 1} = \$130,100 \times 1.01 = \$131,300$$

$$\text{Year 2} = \$131,300 \times 1.01 = \$132,613$$

$$\text{Year 3} = \$131,613 \times 1.01 = \$133,939$$

$$\text{Year 4} = \$133,939 \times 1.01 = \$135,379$$

$$\text{Year 5} = \$135,379 \times 1.01 = \$136,631$$

$$\text{Formula Price} = \$136,631$$

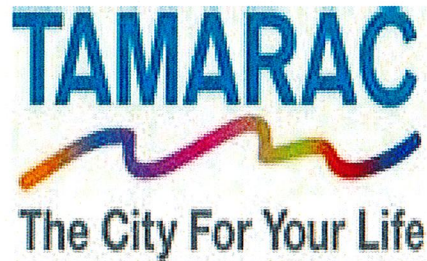
$$\text{Purchase Option Price} = \$136,631 + \$55,000 = \$191,631$$

The price to the subsequent buyer equals the Purchase Option price minus the assumed down payment assistance:

Purchase Option Price:	\$191,631
DPA assumed:	- <u>\$55,000</u>
Sales price for subsequent buyer:	<b>\$136,631</b> (New Base Price for Formula Price)

The new price should be affordable to the subsequent buyer without additional subsidy.

At the end of the loan term, the value of the Purchase Option Price will be equal to the Formula Price.



# **City of Tamarac, Florida**

**Community Development Department**

**Housing Division**

## **Housing Program**

## **Policies**

**February 2023**

7525 NW 88<sup>th</sup> Avenue  
Tamarac, FL 33321  
(954) 597-3549

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# SECTION 1

## Program Objective

The City of Tamarac's Housing Division utilizes grant funds received from federal and state government agencies to meet the housing needs of the extremely low, very low, low and moderate-income households, to expand production of and preserve affordable housing to the current and future residents of the City of Tamarac. The City's goal is to provide decent housing, a suitable living environment, and the expansion of economic opportunities for income-eligible households.

The Housing Division carries out a wide range of housing activities based on availability of funds such as Down Payment Assistance, Home Rehabilitation, Disaster Mitigation, and Neighborhood Stabilization.

The policies implemented by the City follow federal and state funding statutes and regulations as well as industry and local practices to ensure prudent and efficient use of limited government resources for the benefit of Tamarac residents.

## Statutes and Regulations

The City receives funds from various state and federal resources on an annual basis, as well as other resources based on legislative determination of need. The following Statutes and Regulations govern program implementation and the use of funds:

### ❖ Federal funds

#### ➤ **Community Development Block Grant (CDBG) Program**

- Federal Statute: Title 1-The Housing and Community Development Act of 1974. 42 U.S.C 5301
- Regulations: 24 CFR 570

#### ➤ **Home Investment Partnership (HOME) Program**

- Federal Statute: Title II – The Cranston-Gonzalez National Affordable Housing Act of 1990
- Regulations: 24 CFR Part 92

### ❖ State funds

#### ➤ **State Housing Initiative Partnership (SHIP) Program**

- Florida Statute: Chapter 420.907
- Regulations: Florida Housing Finance Corporation Rule Chapter 67-37

## SECTION 2

### **Applicant Eligibility**

#### *Income Determination*

The City's Housing Program will follow the US Housing and Urban Development's (HUD) annual "Area Median Income" limits when determining eligibility. The "Area Median Income" (AMI) area for Tamarac is Broward County (Fort Lauderdale, FL). Housing assistance is allocated to the different income levels as defined by the funding source and ranges from extremely-low income to moderate-income. The AMI is set by income level as well as household size.

For all housing assistance programs, all persons who occupy the housing unit are to be documented on the application. The income and assets of each household member is to be reported as well. Eligible homeowners will be approved on a first-come, first-ready basis, within income groups from all eligible applicants. Special needs eligible applicants will be given priority by income level in the following order: very low-income, low-income, and moderate-income levels. All applicants are required to be current with property taxes, insurance and HOA fees at the time of application and income certification.

Assets as well as income of each household member will be considered in determining applicant eligibility. Applicants must not own any other property used for residential purposes. Applicants who have monetary assets exceeding \$25,000 must contribute one-third (1/3) of the funds toward purchase or rehabilitation, except if the applicant has funds in a retirement fund accessible only by termination or retirement.

#### *Conflict of Interest*

Applications received from Tamarac employees must be reviewed and approved by HUD's Miami Field Office and two staff members (Housing & Community Development Coordinator II and Housing and Community Development Manager) to ensure proper processing and conflict of interest does not exist.

#### *Financial Standing*

When applying for assistance the applicants and the property must not currently hold any liens or judgments. Should an applicant not be able to provide sufficient income to sustain the property in question, the City may find it necessary to deny the assistance.

## SECTION 3

### Property Eligibility

All properties requesting assistance must be located within the City of Tamarac. The housing assistance programs offered by the City are applicable only to single-unit residences utilized as the primary residence of the applicant(s).

Under certain programs, units with non-conforming structures may be cause for denial of assistance. The burden to prove legality of the unit lies with the homeowner should staff be unable to substantiate that the structure is conforming. The housing programs will not finance additions to existing structures. Unpermitted work may result in denial of assistance. However, under certain conditions, unpermitted work may be returned to its original state.

Modification of properties to accommodate disabilities and accessibility issues is an eligible activity.

Applications for assistance are subject to inspections by housing staff, building inspectors or the city's rehabilitation consultant.

Rehabilitation of a duplex may be approved if one unit is occupied by the owner of the property.

It is important to note that there are special considerations and requirements when using HOME funds in the rehabilitation program. The "after rehab value" must be documented to ensure that each property does not exceed the property value limits under the HOME program. The property value limits are determined by HUD and is updated annually. The City of Tamarac uses an appraisal to determine the property value before and after the rehabilitation. The "after rehab value" is determined based on the scope of work but is not equated to the cost of improvements, dollar for dollar. In the event of a change order during rehabilitation, an updated appraisal may be requested if there is replacement of major systems such as roof, electrical, mechanical, and plumbing, or costs exceeding \$20,000.

## SECTION 4

### Home Rehabilitation Program

The **Home Rehabilitation Program** shall provide assistance to correct health or safety issues, address code violations, bring the home up to local or state building code, or provide modification to improve accessibility and safety as needed for older and/or disabled persons.

#### *Program Eligibility*

Applicants seeking assistance must have properties located within the City of Tamarac and must be owner occupied. Property must be homesteaded. Balloon mortgages are not eligible. Reverse Mortgages or properties with an equity line of credit are not eligible.

Applicants must be certified eligible to receive rehabilitation funds from the City of Tamarac based on the current year's income guidelines as set by the U.S. Department of Housing and Urban Development (HUD) for Broward County, Florida. The rehabilitation program is limited to households whose total annual income does not exceed 80% of AMI for federally funded projects and 120% for state-funded projects. However, state funds are limited for households over 80% of AMI due to the SHIP program regulatory set-aside requirement of assisting very low and low-income households. Therefore, all qualified households over 80% AMI may not be assisted in a given funding year.

All persons who occupy the housing unit are to be documented on the application. The income and assets of each household member is to be reported as well.

As of July 1<sup>st</sup>, 2022, the maximum award per funding source for rehabilitation is up to \$60,000 or the maximum award amount in the Local Housing Assistance Plan (LHAP). Special consideration is given to special needs households (as defined in the Local Housing Assistance Plan), which may result in leveraging other funding sources to complete the project. For such cases, a memorandum from the Housing & Community Development Manager and approved by the Community Development Director will be placed in the client file.

When the total cost of the rehabilitation required addressing the work specifications exceeds the maximum allowable, the items will be evaluated based on priority. Leveraging between resources will be approved on a case-by-case basis. If funds are limited, staff will prioritize items to be included or excluded for approval.

#### *Application Process & Intake*

The Minor Home Repair Program is open to qualified households. Enrollment is open year-round in order to assess demand and community needs. Initial applications may be submitted online or in the Community Development Department. Applications are processed in the order received. The waiting list is purged every year

on August 1<sup>st</sup>. All applicants that were not assisted may reapply in the new funding cycle which begins on the 3<sup>rd</sup> Monday in August each year. **For example, the next funding cycle will begin Monday, August 15, 2022.** Special needs households (as defined in the Local Housing Assistance Plan) and seniors (age 65 and older) are given priority.

The Application Form and Required Documents List constitute the main source of information used to evaluate each applicant. All sections and pages must be completed in full and copies of all the required documents presented with the application at the time of submission. All persons living in the property must be documented on the application and provide the appropriate back-up documents, as applicable. A \$35 application fee is required upon application approval.

Applications will be processed on a first-ready, first-served basis, within income groups from all eligible applicants. Special needs eligible applicants will be given priority by income level in the following order: very low-income, low-income, and moderate-income levels.

Once the application and all required documents are received, staff will process for determination of eligibility. If further information or clarification is required, staff is to contact homeowner. Verbal requests should be followed up by written correspondence and documented in applicant file.

A title search on the property will be requested immediately to ensure there are no judgments against the property. If the title report shows liens or judgments' they must be cleared prior to assistance. City Attorney's office may assist in determining if the judgments affect the applicant's chance of being approved for loan.

If a project does not go forward, the applicant must reimburse the City of Tamarac all costs incurred such as title search, lead-based paint assessment or other environmental-related testing, inspection services and any other costs directly related to the prospective project.

Property owners will be limited to assistance for particular items once per ownership, (i.e. roof, shutters, etc. once per lifetime of ownership). The exception to this rule will be the instance of a catastrophic event, such as a hurricane.

### *Work Specifications*

Staff will request a Lead-Based Paint Assessment at the same time the request is made to Consultant Specification Writer. The process to which this program follows is outlined in the City's Home Rehabilitation Procedures Manual. From preparation work specifications to final inspections by the consultant and building department, the process will not change.

Work specifications are to be reviewed and approved by both the homeowner(s) and the City's Housing Division. Work Specifications will include repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items. Rehabilitation may include, but not limited to, mitigation improvements such as replacement of roof sheathing, replacement of roof covering, installation of secondary water barrier, installations of hurricane straps, installation of

impact resistant shutters or impact resistant windows, doors and garage doors. Additionally, this strategy provides for installation of non-luxury general property improvements to provide basic amenities and to bring units into conformity with applicable housing standards. All rehabilitation work is required to include initiatives for green building design and techniques.

Change orders will be approved at the discretion of the Housing and Community Development Manager. If the total amount after change order exceeds allowable amount based on the approved funding source, staff will eliminate less priority work items to meet the allowable amount. If all other work has been completed and change order is necessary, it will be at the discretion of the Department Director to present the file before the City Commission to waive the maximum allowable by funding source to be able to provide acceptable back-up for the funding source.

### *Loan Terms*

A Loan Agreement, Second Mortgage Agreement and Promissory Note will be prepared documenting the appropriate funding source and amount of funds provided. All funds provided will entail a specific length of terms for recapture of funds.

Loans will be a deferred payment loan and secured by a lien against the property. A Loan Agreement and Mortgage/Promissory Note will be recorded for the full amount of funds issued consisting of: rehabilitation work, recording fees, documentary stamp fees, title insurance exam fees, can general contractor inspection fees. Costs included in mortgage/note are construction costs, inspections fees, title search, environmental testing fees, appraisal, recording/doc stamp fees, software licensing fees and any other fees as required to bring project to completion. However, the HOME program will not cover software fees.

Depending on the funding source and the amount of assistance, length of loan terms may vary. Depending on the length of terms, the loan will hold a 100% recapture amount for a period of time with a gradual proration reducing the balance until the length of terms has been met and the loan is forgiven.

All pay-off requests will be assessed a fee of \$35 and must be paid before the request is processed.

### *Emergency Repairs*

Emergency repair assistance may be provided to properties that prove to be hazardous in nature or potentially dangerous condition that require repairs such as roofing, electrical, or plumbing to meet decent, safe, and sanitary standards. The intent will be to stop the imminent displacement of the property owner due to distressed conditions. The emergency repairs are not intended to bring the home into full building code compliance.

Determination of priority need shall be made through an assessment by the Housing and Community Development Manager, with the assistance of the City's Building Inspectors.

Property owners will be required to meet the income guidelines of the Home Rehabilitation program as well as all other program requirements. Should the property need additional non-emergency rehabilitation, the owner may submit an application for Minor Home Repair Program.

Although the emergency repair assistance is a priority, it may not be readily available. Funding for emergency repairs may be limited; however, all reasonable considerations will be made to address the emergency. Feasibility will be determined by comparing the amount of repairs necessary to address the situation and the amount of funds available.

## SECTION 5

### Contractors

#### *List of Qualified General Contractors*

Contractors participating in the City's Home Rehabilitation program will be selected through the Request for Qualifications Procurement process. All contractors will be required to have an active general contractor's license and sufficient insurance coverage as determined by the City's Purchasing Division. Insurance requirements will be updated on an annual basis, and lack of insurance will result in dismissal from the contractor pool.

If any contractor applying to be a part of the City's program has been debarred from the County, the City may not authorize participation in its program. A complaint process is in effect and may also result in dismissal from the program should complaints be upheld after investigation by the City.

All approved contractors are expected to participate in the bidding process and should regularly attend bid conferences. Rehabilitation jobs are awarded based on the lowest most responsive bid.

The list of general contractors will be re-solicited every three years, unless an active list needs new contractors, due to a reduction in available general contractors that does not foster a competitive bidding process.

#### *Bidding Process*

All approved general contractors are invited to attend Pre-Bid meetings at each job site by the City's Consultant Specification Writer and must sign in to have bids be accepted by the City's Housing Division. Rehabilitation jobs are awarded based on the lowest and most responsive bid.

Bids are submitted to the City's Housing Division by the specified deadline. Any bid received after such deadline will be annotated accordingly and will not be eligible for award. Bids are to be submitted through the City's online portal, Neighborly. Contractors must acknowledge all addendums issued for a particular bid, to be eligible for award.

Bids will be reviewed by at least two staff members. Staff will confirm bid amounts and line item charges to be sure all addendums issued are accounted for. An award letter will be issued confirming line items to be included and excluded and any other secondary issues that may have arisen since the original Pre-Bid meeting date or due to limited resources.

No contractor will be awarded an additional project if said contractor has more than two (2) open project. Consideration may be given if one (1) of open projects are more than 90% complete.



## *Permitting and Inspections*

All contractors awarded for a home rehabilitation job will be required to obtain a Building permit for all items which require inspection and approval. A “Permit Assessment” will be provided to the contractor along with the City’s Notice to Proceed to assist the contractor with determining which items must be included in the permit application.

The City has implemented an expedited permitting process for contractors working under the City’s Affordable Housing Assistance Programs. It is the responsibility of the contractor to mark the permit application accordingly to receive this expedited permitting privilege. The contractors are also responsible for calling in requests for inspection at the appropriate time and will incur any costs associated with the failure to do so.

Contractors will not be paid the final 20% of the total job amount until all building permits have been finalized by the City. The contractor’s final invoice for payment must include a copy of all final building permits as well as Owner Satisfaction letter signed by the homeowner, product and labor warranties, and releases.

The costs associated with a first and second inspection by the Consult Specification Writer will be charged to the homeowner. However, should a third inspection be necessary, the cost associated will be deducted from the contractor’s final payment.

## SECTION 6

### Purchase Assistance Program

The Purchase Assistance Program shall provide down payment and/or closing costs assistance to eligible applicants toward the purchase of their first home.

#### *Program Eligibility*

Applicants seeking assistance must be able to qualify for a first mortgage and have a minimum one percent (1%) of the purchase price to go toward the purchase. The 1% should be the applicant's own funds and cannot be borrowed. The property must be located within the City of Tamarac.

Applicants must be certified eligible to receive purchase assistance funds from the City of Tamarac based on the current years income guidelines as set by the U.S. Department of Housing and Urban Development (HUD) for Broward County, Florida. The purchase assistance program is limited to households whose total annual income does not exceed 120% of AMI. To meet the SHIP program regulatory set-aside requirement of assisting very low and low-income households, applicants assisted in the moderate-income category are limited. However, the Local Affordable Trust Fund may assist households up to 120% AMI.

All persons who will occupy the housing unit are to be documented on the application. The income of all household members is to be reported as well. Co-signers are not allowed under the City's program. If the applicant and/or co-applicant cannot qualify for a first mortgage on their own, they will not be approved.

The Purchase Assistance Program will approve First-Time Homebuyer applicants for funding assistance for up to \$60,000 or the maximum award amount in the Local Housing Assistance Plan (LHAP). The final award amount is based on the percentage of housing cost burden, not to exceed 35%.

#### *Application Process & Intake*

The Purchase Assistance Program is open to qualified households. Enrollment is open year-round in order to assess demand and community needs. A letter of interest may be submitted online or in the Community Development Department. A complete application will be accepted and processed **ONLY** if the applicant has all required items on the program checklist. It is important to note that a complete application include a purchase contract on a property in Tamarac and a **PRE-APPROVAL (NOT PRE-QUALIFICATION)** from a 1<sup>st</sup> mortgage lender. The Pre-Approval letter must state that income, debt and credit have been verified along with the maximum first mortgage amount. The waiting list is purged every year on April 1<sup>st</sup>. All applicants that were not assisted may reapply in the new funding cycle which begins on the 3<sup>rd</sup> Monday in April each year. **For example, the next funding cycle will begin Monday, April 17, 2022.**

The Application Form and Required Documents List constitute the main source of information used to evaluate the applicant. All sections and pages must be completed in full and copies of all the required

documents presented with the application at time of submission. All persons to be living in the property must be documented on the application and provide the appropriate back-up documents, as applicable.

Eligible applicants will be approved on a first-come, first-ready, first-serve basis, within income group from all eligible applicants. This means that applications are clocked in as received “first-come”, however, “first-ready” means all third-party verifications have been received and Income Certification is complete.

### *Program Funding*

The assistance provided can be used towards closing costs as well as down payment to reduce the first mortgage amount. Funds cannot be used to pay off debt or to satisfy any collections. The homebuyer may not receive funds at time of closing.

Assistance amounts will be based on the applicants’ income category and gap financing required to secure the property up to the programs specified amount. The homebuyers’ front-end, back end ratios must not exceed 35% and 45% respectively. The City reserves the right to deny applicants whose ratios exceed this amount regardless of their income qualification.

Lender may be chosen at the discretion of the applicant.

The homebuyers’ lender must sign the City’s Lender Guidelines prior to assistance being provided. Lenders will agree to fixed rate terms, minimum fees with regard to closing costs and minimum points.

### *Loan Terms*

Loan will be a deferred payment loan and secured by a lien against the property. A Loan Agreement and Mortgage/Promissory Note will be recorded for the full amount of funds issued consisting of: rehabilitation work, recording fees, documentary stamp fees, title insurance exam fees, can general contractor inspection fees. Costs included in mortgage/note are construction costs, inspections fees, title search, environmental testing fees, appraisal, recording/doc stamp fees, software licensing fees and any other fees as required to bring project to completion.

Depending on the funding source and assistance amount, loans will be structured as a deferred loan payment and length of loan terms may vary. Depending on the length of terms, the loan will hold a 100% recapture amount for a period of time, to be consistent with the LHAP, with a gradual proration reducing the balance until the length of terms has been met and the loan is forgiven.

### *Loan Closing*

Properties with excessive repairs needs may not be approved. Applicants may request minor home repair funds within the maximum award amount, if available. If minor home repair funds are approved, the work will be performed by one of the City’s pre-qualified contractors after closing. Repairs must be permitted and performed in accordance with state and local building codes.

The City will require at least ten (10) business days prior to closing in order to review the above documents, prepare the Loan Agreement and Promissory Note, and request the wire transfer.

A Final HUD Statement is required to insure first mortgage loan terms have not changed. Other items to be verified:

- Buyer has or will have paid out at least the required one percent (1%) of the purchase price.
- There is no cash out to buyer at closing.

Title Company will receive instructions as to the fees for recording and documentary stamps to be charged on the HUD statement and paid by the homebuyer, and as to the post closing instructions.

Title Insurance is required on the City's loan, fees to be charged to homebuyer as part of closing costs.

### *Post-Closing*

Title Company will return original recorded docs as required in the closing instructions. Housing staff will forward original loan documents to the City Clerk's office, maintain a copy in the applicants file.

All pay-off requests will be assessed a fee of \$35 and must be paid before the request is processed.

## **SECTION 7**

### **Subordination Policy**

Subordination of a Housing Assistance loan for the purpose of refinancing an existing debt that is in superior lien position to the Program loan may be allowed provided that all of the following conditions are met:

- The proposed refinancing shall not result in an increase in debt in a superior position to the Program loan, including no cash to debtor.
- No outside debt is included in refinancing; such as credit card debt.
- A reduction in the current fixed rate is to be achieved
- The property is still the homeowner's primary residence.

A subordination form will be mailed or faxed to the requestor within five (5) working days of the request. The completed subordination form is to be submitted and approved by the Director/City Manager's office. Subordination requests may be reviewed by the City Attorney's office prior to approval.

Only fixed-rate refinancing will be approved, no balloon or adjustable rate loans will be approved. A pay-off must take place in order for applicant to proceed outside of a fixed rate loan.

The City will require a copy of the new loan commitment and appraisal.

Subordination requests will be assessed a fee of \$250.00 and must be paid before the request is processed.

## SECTION 8

### Definitions

**8 Hour Homebuyer Education Course:** The eight- hour homebuyer education class provides detailed coverage of the technical, financial and practical aspects involved in buying a home, applying for a mortgage and maintaining a home. **The course must be taken with a HUD-Approved housing counseling agency.**

**Area Median Income (AMI):** The area median income (AMI) is a statistic generated by the U.S. Department of Housing and Urban Development (HUD) for the purpose of determining the eligibility of applicants for certain federal housing programs. HUD determines AMI on an annual basis for each metropolitan area and non-metropolitan county, making adjustments for household size and other factors.

**Back End Ratio:** A percentage of a borrower's gross monthly income needed to pay all monthly debt (i.e., mortgage, real estate taxes and insurance, car loans, and other consumer loans).

**Deferred Payment Loan:** Funds provided to a borrower under terms that calls for repayment to be delayed for a certain length of time, until certain circumstances change, or a certain threshold is met.

**Front End Ratio:** A percentage of a borrower's gross monthly income needed for the total monthly home purchase expense (i.e., mortgage principal and interest, insurance, and real estate taxes).

**Homestead Property:** All legal Florida residents are eligible for a Homestead Exemption on their homes, condominiums, co-op apartments, and certain mobile home lots if they qualify. The Florida Constitution provides this tax-saving exemption on the first and third \$25,000 of the assessed value of an owner-occupied residence. While a complicated formula is used to explain this -- as the additional \$25,000 only applies to the non-schools' portion of your tax bill.

**Household:** An entity that includes all the people who occupy a housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as domestic partnership or roomers, is also counted as a household.

**Loan:** Money borrowed that is usually repaid with interest.

**Non-conforming Structure:** A structure and/or land use which was lawfully established but does not conform to current land use, yard, height, or other requirements and conditions of the zoning ordinance.

**Owner-Occupied:** A housing unit intended and used for occupancy by one household, which is the owner of the property.

**Promissory Note:** A written promise to repay a specified amount over a specified period of time.

**Reverse Mortgage:** The reverse mortgage is used by senior homeowners age 62 and older to convert the equity in their home into monthly streams of income and/or a line of credit to be repaid when they no longer occupy the home. A lending institution such as a mortgage lender, bank, credit union or savings and loan association funds the FHA insured loan, commonly known as HECM.

**Second Mortgage:** A mortgage that is junior or subordinate to a first mortgage.

**Subordination:** To place in a rank of lesser importance or to make one claim secondary to another.