SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2018-2019, 2019-2020 and 2020-2021
Table of Contents

<table>
<thead>
<tr>
<th>Description</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I, Program Details</td>
<td>3</td>
</tr>
<tr>
<td>Section II, Housing Strategies</td>
<td></td>
</tr>
<tr>
<td>A. Purchase Assistance with Rehab</td>
<td>6</td>
</tr>
<tr>
<td>B. Owner Occupied Rehabilitation</td>
<td>7</td>
</tr>
<tr>
<td>C. Disaster Repair/Mitigation for Owners</td>
<td>8</td>
</tr>
<tr>
<td>D. Acquisition/Rehabilitation for Ownership</td>
<td>9</td>
</tr>
<tr>
<td>E. New Construction for Ownership</td>
<td>10</td>
</tr>
<tr>
<td>F. Rehabilitation for Rental</td>
<td>11</td>
</tr>
<tr>
<td>G. Disaster Repair/Mitigation for Rental Properties</td>
<td>12</td>
</tr>
<tr>
<td>H. New Construction for Rental</td>
<td>13</td>
</tr>
<tr>
<td>Section III, Incentive Strategies</td>
<td></td>
</tr>
<tr>
<td>A. Expedited Permitting</td>
<td>14</td>
</tr>
<tr>
<td>B. Ongoing Review Process</td>
<td>14</td>
</tr>
<tr>
<td>C. Other Strategies</td>
<td>14</td>
</tr>
<tr>
<td>Exhibits</td>
<td></td>
</tr>
<tr>
<td>A. Administrative Budget for each fiscal year covered in the Plan</td>
<td>16</td>
</tr>
<tr>
<td>B. Timeline for Estimated Encumbrance and Expenditure</td>
<td></td>
</tr>
<tr>
<td>C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan</td>
<td></td>
</tr>
<tr>
<td>D. Signed LHAP Certification</td>
<td></td>
</tr>
<tr>
<td>E. Signed, dated, witnessed or attested adopting resolution</td>
<td></td>
</tr>
<tr>
<td>F. Ordinance: (If changed from the original creating ordinance)</td>
<td></td>
</tr>
<tr>
<td>G. Interlocal Agreement</td>
<td>N/A</td>
</tr>
<tr>
<td>H. Universal Application</td>
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</tr>
</tbody>
</table>
I. Program Details:

A. Name of the participating local government: Duval County/Jacksonville

Is there an Interlocal Agreement: Yes _______ No _______ X _______

B. Purpose of the program:
   1. To meet the housing needs of the very low, low and moderate income households;
   2. To expand production of and preserve affordable housing; and
   3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2018-2019, 2019-2020 and 2020-2021

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 continuum 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, to provide local match to obtain federal housing grants or programs, and any local or private funds.

G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

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. 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 applications were submitted as well as any established
funding priorities as described in this plan.

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 median 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.

“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 of proposed Administrative Expenditures is attached as Exhibit A.

Duval County/Jacksonville 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 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 wholly performed and maintained by the Duval County/Jacksonville.

R. Project Delivery Costs: In addition to the administrative costs listed above, the county will charge a reasonable project delivery cost to cover inspections performed by county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.

S. Essential Service Personnel Definition: For the purpose of SHIP funding, the county considers the following groups as Essential Services to our county: First Responders, Educators in K-12, Nurses, Active Military, and National Guard stationed in the county.

T. Describe efforts to incorporate Green Building and Energy Saving products and processes: The county encourages developers and contractors employ the following Green Building requirements on new construction development and rehabilitation:

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 and water-conserving fixtures in bathrooms;
3. Energy efficient water heater
4. High efficiency heating, ventilation, and air conditioning (HVAC) systems with a higher seer rating;
5. Structural enhancements such as roofing tie downs and impact resistant windows;
6. Upgrade of insulation, provide caulking and weather stripping of windows and doors.

U. Describe efforts to meet the 20% Special Needs set-aside: For each annual allocation with a requirement to set aside funds for the purpose of addressing housing needs of persons with special needs within the County, the following strategies can be utilized:
   a. Purchase Assistance with Rehab
   b. Owner Occupied Rehabilitation
   c. Disaster Repair/Mitigation for Owner Occupants
   d. Acquisition/Rehabilitation for Ownership
   e. New Construction Development for Ownership
   f. Acquisition/Rehabilitation of existing units for Rental
   g. Disaster Repair/Mitigation for Rentals
   h. New Construction Development for Rental

V. Describe efforts to reduce homelessness: Duval County/Jacksonville collaborates with the Continuum of Care (Changing Homelessness) and multiple other partner agencies to ensure resources are targeted and strategies are followed to reduce homelessness through the administration of the HUD Emergency Solutions Grant. Additionally, opportunities to provide permanent supportive housing options are funded through Requests for Proposals (RFP), pending funding availability.

Section II. LHAP Strategies:

<table>
<thead>
<tr>
<th>A. Purchase Assistance with Rehab</th>
<th>Code 1, 2</th>
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<tbody>
<tr>
<td>a. Summary of Strategy: Funds will be provided to assist potential homebuyers with reducing the total cost of purchasing a home. Eligible costs include down payment and closing costs, including pre-paid, inspections, and other associated reasonable fees. Funds may also be used to buy down the principal. Eligible units may be newly constructed or existing units, which have had or will have repairs within 12 months of closing. Evidence of repairs or rehabilitation must be adequately documented through inspection repair reports, bid write ups, invoices, and receipts for repairs completed or a Certificate of Occupancy/Completion. First mortgage lending may be provided by approved first mortgage lenders and approved mortgage companies.</td>
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<tr>
<td>c. Income Categories to be served: Households with annual income up to 140% of the Area Median Income</td>
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</table>
d. Maximum award:

<table>
<thead>
<tr>
<th>% of the MEDIAN INCOME</th>
<th>ASSISTANCE AVAILABLE COUNTY WIDE</th>
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<tbody>
<tr>
<td>Below 50%</td>
<td>Up to $14,999.00</td>
</tr>
<tr>
<td>51% - 80%</td>
<td>Up to $12,500.00</td>
</tr>
<tr>
<td>81% - 140%</td>
<td>Up to $10,000.00</td>
</tr>
</tbody>
</table>

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 5 years
4. Forgiveness: The funds will be forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Repayment: Due and payable upon default of terms within Mortgage and Note.
6. Default: Default shall occur upon one of the following:
   a. Homebuyer sells, transfers (including gifting), or disposes of the property by any means including bankruptcy, or deed in lieu of foreclosure;
   b. Homebuyer no longer occupies the unit as their principal residence; in the case of the demise of the applicant or the deployment of an active military and their immediate household, a relative may be able to assume said Note and Mortgage upon verification of income eligibility and assumption of the Deed.

f. Recipient Selection Criteria: Funds are awarded on a, first qualified – first served basis and homebuyers must successfully complete homebuyer counseling by an approved HUD certified and Duval County approved counseling agency. Applicants must contribute a minimum of $500 towards the purchase.

g. Sponsor/Developer Selection Criteria: N/A; this is an internal program.

h. Additional Information: N/A

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**B. Owner Occupied Rehabilitation**

**Code 3**

a. Summary of Strategy: Funds will be provided for repairs and rehabilitation of substandard owner-occupied single-family units in accordance with the Housing Rehabilitation Program Policies and Procedures. It is the intent of this activity to emphasize the upgrading of very low and low-income homeowner conditions by increasing the funds available for rehabilitation of owner occupied deteriorated housing stock. Repairs determined by Housing and Community Development Division staff working the Municipal Code Compliance Division will be given priority and will be addressed first and treated as Emergency Repairs. Emergency Repairs may include roof repairs, dangerous electrical conditions, lack of adequate water or sewer to the home and handicapped accessibility, or other conditions, which could be dangerous to the occupant if left uncorrected. The combined total amount of repairs per unit, including funds spent to correct the emergency situation and the project delivery costs may not exceed $65,000.00. Contracts exceeding
$55,000 up to $65,000 shall be reviewed by Housing and Community Development Division prior to beginning rehabilitation to ensure that the rehab project is feasible. Feasibility will be based on the property being able to meet code after rehabilitation.


c. Income Categories to be served: Households with annual income up to 80% of the Area Median Income for very low and low income.

d. Maximum award: $65,000

e. Terms:
   1. Repayment loan/deferred loan/grant: Funds in an amount less than $5,000 will be a grant. Any amount over $5,000 will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note will be a deferred payment loan.

   2. Interest Rate: 0%

   3. Years in loan term: Less than $5,000: Grant

   4. $ 5,001 to $14,999 – 5 years
      $15,000 to $40,000 – 10 years
      $40,001 to $65,000 – 15 years

      Forgiveness: The funds will be forgiven on a prorated basis, so that an equal portion is forgiven annually.

   5. Repayment: Due and payable upon default of terms within Mortgage and Note.

   6. Default: Default shall occur upon one of the following:
      a. Homebuyer sells, transfers (including gifting), or disposes of the property by any means including bankruptcy, or deed in lieu of foreclosure;
      b. Homebuyer no longer occupies the unit as their principal residence; in the case of the demise of the applicant or the deployment of an active military and their immediate household, a relative may be able to assume said Note and Mortgage upon verification of income eligibility and assumption of the Deed.

f. Recipient Selection Criteria: Applicants will be selected on a first qualified, first served basis and through the use of a waiting list.

g. Sponsor/Developer Selection Criteria: Sponsors will be selected utilizing the prescribed Universal Application cycle of this jurisdiction. (See Exhibit H – as updated and/or revised annually.)

h. Additional Information: N/A

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<tr>
<th>C. Disaster Repair/Mitigation for Owner Occupants</th>
<th>Code 5</th>
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a. Summary of Strategy: The Disaster Strategy provides assistance to households following a disaster as declared by an Executive Order from the President of the United States or Governor of the State of Florida. This strategy may be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:
   1. purchase of emergency supplies for eligible households to weatherproof damaged homes;
   2. interim repairs to avoid further damage; tree and debris removal
required to make the individual housing unit habitable;
3. construction of wells or repair of existing wells where public water is not available;
4. payment of insurance deductibles for rehabilitation of homes covered under homeowner's insurance policies;
5. security deposit, rental assistance for the duration of the term of the Executive Order from the Florida Office of the Governor for eligible recipients that have been displaced from their homes due to damage from the storm;
6. other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.


c. Income Categories to be served: Households with annual income up to 140% of the median income are eligible for assistance under this strategy.

d. Maximum award: $12,000

e. Terms:
   1. Repayment loan/deferred loan/grant: Funds will be in the form of a grant.
   2. Interest Rate: N/A
   3. Years in loan term: N/A
   4. Forgiveness: Full grant
   5. Repayment: N/A
   6. Default: N/A

f. Recipient Selection Criteria: Eligible households will be served on a first qualified first served basis, with preference given first to applicants below 80% of median household income.

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information: N/A

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D. Acquisition/Rehabilitation for Ownership

a. Summary of Strategy: The program is open to for-profit and non-profit organizations which meet the stated objectives in the request for proposals for this activity and that are interested in developing homeownership units in need of a subsidy for infill projects that may otherwise not be economically feasible. The program is for the acquisition and rehabilitation of existing units. The program provides gap and/or construction financing in the form of a loan on projects that meet the program criteria; however, an affordability Covenant and Restriction must be recorded on the project prior to the unit being sold to an income eligible buyer. All homes must be the buyer's primary residence. Funding for each project is determined by the gap or "need" demonstrated by the developer through the project budget. The project gap is the difference between the cost to construct the unit and the sales price that the market will bear to sell that unit to an income eligible buyer who has secured mortgage financing using a conventional lender. At the sale of the unit to an eligible buyer, a payoff to the City of Jacksonville for the construction financing minus actual gap minus any third-party financing, shall occur and be considered program income. Construction must be completed (by a Certified of
Completion/Occupancy by the Building Department) within 12 months of award, as evidenced by a fully executed contract, and sold within 6 months of completion.


c. Income Categories to be served: Households with annual income up to 140% of the median income are eligible for assistance under this strategy.

d. Maximum award: $120,000 per unit

e. Terms:

Terms (Developer):

1. Repayment loan/deferred loan/grant: Direct loan for the construction financing minus actual gap. Gap amount will be in the form of a 10 year deferred payment loan as secured by the Declaration of Covenants and Restrictions which will be recorded on the property prior to the conveyance (purchase) by an eligible buyer.

2. Interest Rate: 0%

3. Years in loan term: 18 months

4. Forgiveness: Forgiveness will be at the end of the loan term. Construction must be completed (by a Certified of Completion/Occupancy by the Building Department) within 12 months of award, as evidenced by a fully executed contract, and sold within 6 months of completion. Units not sold within this timeline will convert to an affordable rental unit for the full applicable affordability period.'

5. Repayment: Gap amount will be immediately due if the Declaration of Covenants and Restrictions is not recorded on the property prior to the conveyance (purchase) by an eligible buyer.

6. Default: Default shall occur in the event that the Developer fails to sell and execute a Declaration of Covenants and Restrictions prior to the disposition of the said property to an income eligible buyer.

Terms (Homebuyer):

1. Repayment loan/deferred loan/grant: Deferred payment loan.

2. Interest Rate: 0%

3. Years in loan term: 5 years.

4. Forgiveness: Forgiveness will be at the end of the loan term.

5. Repayment: N/A

6. Default: Default shall occur upon one of the following:

   a. Homebuyer sells, transfers (including gifting), or disposes of the property by any means including bankruptcy, or deed in lieu of foreclosure;

   b. Homebuyer no longer occupies the unit as their principal residence; in the case of the demise of the applicant or the deployment of an active military and their immediate household, a relative may be able to assume said Affordability Covenant upon verification of income eligibility and assumption of the Deed.

   f. Recipient Selection Criteria: Eligible persons earning up to 140% of the area median income on a first come first qualified first served basis pending funding availability.

   g. Sponsor/Developer Selection Criteria: Eligible non-profit developers can be Duval County certified Community Housing Development Organizations, Habitat for Humanity of Jacksonville, Beaches Habitat for Humanity, or any developer creating affordable housing for ownership within Duval County/City of Jacksonville in
response to an advertised Request for Proposals.

h. Additional Information: N/A

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<tr>
<th>E. New Construction for Ownership</th>
<th>Code 10</th>
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| a. Summary of Strategy: The program is open to for-profit and non-profit organizations which meet the stated objectives in the request for proposals for this activity and that are interested in developing homeownership units in need of a subsidy for infill projects that may otherwise not be economically feasible. The program is for the construction of affordable housing on buildable parcels under site control. The program provides gap and/or construction financing in the form of a grant on projects that meet the program criteria; however an affordability Covenant and Restriction must be recorded on the project prior to the unit being sold to an income eligible buyer. If the home is sold to an income eligible buyer(s), who is also receiving purchase assistance from the City of Jacksonville, the property affordability will be captured within the recorded subordinate Mortgage and Note associated with the purchase assistance. All homes must be the buyer's primary residence. Funding for each project is determined by the gap or "need" demonstrated by the developer through the project budget. The project gap is the difference between the cost to construct the unit and the sales price that the market will bear to sell that unit to an income eligible buyer who has secured mortgage financing using a conventional lender. At the sale of the unit to an eligible buyer, a payoff to the City of Jacksonville for the construction financing minus actual gap minus any third-party financing, shall occur and be considered program income. Construction must be completed (by a Certified of Completion/Occupancy by the Building Department) within 12 months of award, as evidenced by a fully executed contract, and sold within 6 months of completion.
| c. Income Categories to be served: Households with annual income up to 140% of the median income are eligible for assistance under this strategy.
| d. Maximum award: $160,000
| e. Terms:

Terms (Developer):

1. Repayment loan/deferred loan/grant: Direct loan for the construction financing minus actual gap. Gap amount will be in the form of a deferred payment loan as secured by the Declaration of Covenants and Restrictions which will be recorded on the property prior to the conveyance (purchase) by an eligible buyer.
2. Interest Rate: 0%
3. Years in loan term: 18 months
4. Forgiveness: Forgiveness will be at the end of the loan term. Construction must be completed (by a Certified of Completion/Occupancy by the Building Department) within 12 months of award, as evidenced by a fully executed contract, and sold within 6 months of completion. Units not sold within this timeline will convert to an affordable rental unit for the full applicable affordability period.'
5. Repayment: Gap amount will be immediately due if the Declaration of
Covenants and Restrictions is not recorded on the property prior to the
conveyance (purchase) by an eligible buyer.
6. Default: Default shall occur in the event that the Developer fails to sell and
execute a Declaration of Covenants and Restrictions prior to the disposition
of the said property to an income eligible buyer.

Terms (Homebuyer):

1. Repayment loan/deferred loan/grant: Deferred payment loan .
2. Interest Rate: 0%
3. Years in loan term: 5 years.
4. Forgiveness: Forgiveness will be at the end of the loan term.
5. Repayment: N/A

7. Default: Default shall occur upon one of the following:
   c. Homebuyer sells, transfers (including gifting), or disposes of the
      property by any means including bankruptcy, or deed in lieu of
      foreclosure;
   d. Homebuyer no longer occupies the unit as their principal residence;
      in the case of the demise of the applicant or the deployment of an
      active military and their immediate household, a relative may be
      able to assume said Affordability Covenant upon verification of
      income eligibility and assumption of the Deed.

f. Recipient Selection Criteria: Eligible persons earning up to 140% of the area median
   income on a first come first qualified first served basis pending funding availability.

g. Sponsor/Developer Selection Criteria: Eligible non-profit developers can be Duval
   County certified Community Housing Development Organizations, Habitat for
   Humanity of Jacksonville, Beaches Habitat for Humanity, or any developer creating
   affordable housing for ownership within Duval County/City of Jacksonville in
   response to an advertised Request for Proposals.

h. Additional Information: N/A

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<thead>
<tr>
<th>F. Rehabilitation for Rental</th>
<th>Code 14</th>
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<tr>
<td>a. Summary of Strategy: This program may be provided to for-profit and non-profit organizations for the rehabilitation of rental housing projects to increase the supply of affordable rental units in Duval County. The latter can also be used in conjunction with a neighborhood revitalization initiative.</td>
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<tr>
<td>c. Income Categories to be served: Projects assisted can be occupied by persons up to 140% of the area median income.</td>
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<tr>
<td>d. Maximum award: $100,000 per project.</td>
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<td>e. Terms:</td>
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<tr>
<td>1. Repayment loan/deferred loan/grant: Deferred payment loan as secured by a Mortgage, Note, and Land Use Restriction Agreement.</td>
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</tr>
<tr>
<td>2. Interest Rate: 0%</td>
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<tr>
<td>3. Years in loan term: 15 years</td>
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<tr>
<td>4. Forgiveness: Forgiveness will be at the end of the loan term.</td>
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<tr>
<td>5. Repayment: N/A</td>
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</table>
a. Default: Developer (property owner) sells, transfers (including gifting), or disposes of the property by any means including bankruptcy, or deed in lieu of foreclosure;

b. Said unit is no longer being kept up to minimum housing quality standard, is no longer being occupied by income eligible tenants, the rent amounts are not consistent with the annually published ‘Rent Limits’ by the Florida Housing Finance Corporation, or the Developer violates Fair Housing guidelines.

f. Recipient Selection Criteria: Eligible tenants will be served on a first qualified first served basis, with preference given first to applicants below 80% of median household income.

g. Sponsor/Developer Selection Criteria: Eligible non-profit developers can be Duval County certified Community Housing Development Organizations, Habitat for Humanity of Jacksonville, Beaches Habitat for Humanity, or any developer creating affordable housing for ownership within Duval County/City of Jacksonville in response to an advertised Request for Proposals.

h. Additional Information: Preference of funding will be for projects being funded through Florida Housing Finance Corporation, serving populations below 80% of the area median income, and/or serving populations with special needs.

Property must be under site control of the organization. All assisted units will be monitored annually for tenant eligibility and unit affordability for a minimum period of 15 years. Any rental development where the award amount is $10,000 or less will not be subject to annual monitoring or determination of tenant eligibility requirement and will be in the form of a grant.

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G. Disaster Repair/Mitigation for Rental Properties

a. Summary of Strategy: The Disaster Strategy provides assistance to any property owners of affordable rental housing following a disaster as declared by an Executive Order from the President of the United States or Governor of the State of Florida. This strategy may be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

1. purchase of emergency supplies for eligible households to weatherproof damaged homes;
2. interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
3. construction of wells or repair of existing wells where public water is not available;
4. payment of insurance deductibles for rehabilitation of homes covered under property insurance policies;
5. security deposit, rental assistance for the duration of the term of the Executive Order from the Florida Office of the Governor for eligible households that have been displaced from their homes due to damage from the storm;
6. other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.


c. Income Categories to be served: Households with annual income up to 140% of the median income are eligible for assistance under this strategy.

d. Maximum award: $12,000 per unit single-family rental unit. Terms:
   1. Repayment loan/deferred loan/grant: Funds will be in the form of a grant.
   2. Interest Rate: N/A
   3. Years in loan term: N/A
   4. Forgiveness: N/A
   5. Repayment: Full grant
   6. Default: N/A

f. Recipient Selection Criteria: Eligible households will be served on a first qualified first served basis, with preference given first to property owners whose income is below 80% of median household income and whose tenant’s income is below 80% of median household income.

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information: N/A

---

H. New Construction Development for Rental

a. Summary of Strategy: This program may be provided to for-profit and non-profit organizations for the construction of rental housing projects to increase the supply of affordable rental units in Duval County. Property must be under site control of the organization. All assisted units will be monitored annually for tenant eligibility and unit affordability for a minimum period of 20 years.


c. Income Categories to be served: Projects assisted can be occupied by persons up to 140% of the area median income.

d. Maximum award: $160,000

e. Terms:
   1. Repayment loan/deferred loan/grant: Deferred payment loan as secured by a Mortgage, Note, and Land Use Restriction Agreement.
   2. Interest Rate: 0%
   3. Years in loan term: 20 years
   4. Forgiveness: Forgiveness will be at the end of the Loan term.
   5. Repayment: Repayment shall be in the event of a default of the affordability terms.
      a. Default: Developer (property owner) sells, transfers (including gifting), or disposes of the property by any means including bankruptcy, or deed in lieu of foreclosure;
      b. Said unit is no longer being kept up to minimum housing quality standard, is no longer being occupied by income eligible tenants, the rent amounts are not consistent with the annually published ‘Rent Limits’ by the Florida Housing Finance Corporation, or the Developer violates Fair Housing guidelines.

f. Recipient Selection Criteria: Eligible tenants will be served on a first qualified first served basis, with preference given first to applicants below 80% of median
household income.

g. Sponsor/Developer Selection Criteria: Eligible non-profit developers can be Duval County certified Community Housing Development Organizations, Habitat for Humanity of Jacksonville, Beaches Habitat for Humanity, or any developer creating affordable housing for ownership within Duval County/City of Jacksonville in response to an advertised Request for Proposals.

h. Additional Information: Preference of funding will be for projects being funded through Florida Housing Finance Corporation, serving populations below 80% of the area median income, and/or serving populations with special needs.

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:
   Under the Planning and Development Department affordable housing projects are identified in order to expedite the permitting process.

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:
   The Planning and Development Department, Housing and Community Development Division, and Regulatory Review Committee reviews, evaluates, and makes recommendations on all future ordinances, plans, regulations, policies, and procedures which have an impact on the provision of affordable housing.

C. Other Incentive Strategies Adopted:
   1. Modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing: Consistent with the Housing Element of the Comprehensive Plan: Sections 1.2.15 & 1.3.5 in order to increase the availability of affordable housing. The City shall participate with private and nonprofit groups seeking to leverage or obtain new funding sources aimed at solving housing problems by supporting or jointly pursuing foundation funds and social investment by corporations, and by assisting with grant writing and with completing applications for available federal and State funds. The City shall ensure that the Zoning Code provides a mechanism for expeditious site locations of public housing development.

   2. Allowance of flexibility in densities for affordable housing - Consistent with the Housing Element of the Comprehensive Plan: Section 1.1.1. The City in its Land Development Regulations shall continue to provide incentives such as higher densities or special design considerations, to encourage the building of a wide variety of housing
types, designs, and price ranges; and promote an equitable distribution of housing choices throughout the City.

3. **Allowance of affordable accessory residential units in residential zoning districts** - Consistent with the Housing Element of the Comprehensive Plan: Section 1.1.2. The City's Planning and Development Department shall continue to provide technical assistance and market data to builders and developers interested in participating in the City's future growth, and continue to improve and enlarge a data base of timely market information to assist City agencies and the general public with decision making and policy setting.

4. **Printed Inventory of Locally Owned Public Lands Suitable for Affordable Housing** - Consistent with the Housing Element of the Comprehensive Plan: Sections 1.1.4., 1.2.3, 1.2.5, and 1.4.3. The City's Planning and Development Department shall ensure that the Future Land Use Element shall include an adequate supply of land for various types of residential uses needed in the City and that the required infrastructure will be in place concurrent with the impact of proposed developments. The City shall continue to provide information and assistance on City-owned property suitable for low and moderate income housing or for special needs housing. The City shall continue to acquire vacant lots which are suitable for infill housing by various for profit and non-profit developments. The City's Real Estate Division shall maintain and have available a complete inventory of parcels of surplus properties and structures. The City shall continue to offer incentives (which may include land donations and write-downs) to developers of low income dwellings in all planning districts of the City. The City will continue to donate or reduce the cost of vacant lots and structures appropriate for in-fill housing to organizations engaged in providing homes for low income families in established neighborhoods.

5. **Support of Development near Transportation Hubs and Major Employment Centers and Mixed-Use Developments** - Consistent with the Housing Element of the Comprehensive Plan: Sections 1.2.5, and 1.4.4. The City shall continue to acquire vacant lots which are suitable for infill housing by various for profit and non-profit developments. Commercial and other non-residential uses lying adjacent to residential neighborhoods shall not be expanded into residential neighborhoods unless such uses enhance or do not diminish or degrade the residential character of the neighborhood.

6. **Lien Forgiveness Program for Parcels Donated to or Purchased by Non-Profit or For Profit Partner Agencies/Organizations to be used for Affordable Housing** - Consistent with the Housing Element of the Comprehensive Plan: Section 1.4.10. The Housing & Community Development Division shall target rehabilitation efforts toward clusters of units or toward sound, established neighborhoods where the use of resources will result in desirable living environments, and discourage developers from demolishing existing housing units.
IV. **EXHIBITS:**

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.

F. Ordinance: (If changed from the original creating ordinance).

G. Interlocal Agreement.

H. Other Documents Incorporated by Reference.
# Exhibit A

**LHAP 2018-2021**

**Exhibit A**

**Revised: 6/2016**

(Local Government name)  
Duval County/City of Jacksonville

<table>
<thead>
<tr>
<th>Fiscal Year: 2018-2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Allocation for Calculating:</td>
<td>$ 3,946,988.00</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$ 371,698.80</td>
</tr>
<tr>
<td>Office Supplies and Equipment</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td>Travel Per diem Workshops, etc.</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$ 3,000.00</td>
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<tr>
<td>Other*</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 394,698.80</td>
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</tbody>
</table>

<table>
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<th>Fiscal Year: 2019-2020</th>
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</thead>
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<tr>
<td>Estimated Allocation for Calculating:</td>
<td>$ 4,946,988.00</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$ 468,698.80</td>
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<tr>
<td>Office Supplies and Equipment</td>
<td>$ 18,000.00</td>
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<tr>
<td>Travel Per diem Workshops, etc.</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>Other*</td>
<td>$</td>
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<tr>
<td><strong>Total</strong></td>
<td>$ 494,698.80</td>
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</table>

<table>
<thead>
<tr>
<th>Fiscal Year 2020-2021</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Estimated Allocation for Calculating:</td>
<td>$ 5,946,988.00</td>
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<td>$ 574,698.80</td>
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<tr>
<td>Office Supplies and Equipment</td>
<td>$ 10,000.00</td>
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<tr>
<td>Travel Per diem Workshops, etc.</td>
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<tr>
<td>Advertising</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>Other*</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 594,698.80</td>
</tr>
</tbody>
</table>

*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:
Duval County/City of Jacksonville affirms that funds allocated for these fiscal years will meet the following deadlines:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Encumbered</th>
<th>Expended</th>
<th>1st Year AR</th>
<th>2nd Year AR</th>
<th>Closeout AR</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Funds Not Encumbered</th>
<th>Funds Not Expended</th>
<th>1st Year AR Not Submitted</th>
<th>2nd Year AR Not Submitted</th>
<th>Closeout AR Not Submitted</th>
</tr>
</thead>
</table>

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 and terry.auringer@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 terry.auringer@floridahousing.org when you are ready to “submit” the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government’s LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.
## FLORIDA HOUSING FINANCE CORPORATION

### HOUSING DELIVERY GOALS CHART

**2018-2019**

<table>
<thead>
<tr>
<th>Name of Local Government:</th>
<th>Duval County/City of Jacksonville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation:</td>
<td>$3,948,988.00</td>
</tr>
</tbody>
</table>

### Strategy #

<table>
<thead>
<tr>
<th>Code</th>
<th>STRATEGIES (strategy title must be the same as the title used in plan text.)</th>
<th>Units</th>
<th>Award</th>
<th>SHIP Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Purchase Assistance w/Rehab</td>
<td>10</td>
<td>$14,959</td>
<td>$1,289,990.00</td>
</tr>
<tr>
<td>B</td>
<td>Owner Occupied Rehabilitation</td>
<td>10</td>
<td>$65,000</td>
<td>$1,300,000.00</td>
</tr>
<tr>
<td>C</td>
<td>Disaster Repair/Mitigation for Owners</td>
<td>10</td>
<td>$12,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>D</td>
<td>Acquisition/Rehab for Ownership</td>
<td>10</td>
<td>$120,000</td>
<td>$120,000</td>
</tr>
<tr>
<td>E</td>
<td>New Construction for Ownership</td>
<td>10</td>
<td>$160,000</td>
<td>$160,000</td>
</tr>
</tbody>
</table>

### Subtotal 1 (Home Ownership)

<table>
<thead>
<tr>
<th>Units</th>
<th>Award</th>
<th>SHIP Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td></td>
<td>$2,589,990.00</td>
</tr>
</tbody>
</table>

### RENTAL

<table>
<thead>
<tr>
<th>STRATEGIES (strategy title must be the same as the title used in plan text.)</th>
<th>Units</th>
<th>Award</th>
<th>SHIP Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Rehabilitation for Rental</td>
<td>2</td>
<td>$100,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>G Disaster Repair/Mitigation for Rental Properties</td>
<td>1</td>
<td>$12,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>H New Construction for Rental</td>
<td>1</td>
<td>$160,000</td>
<td>$160,000</td>
</tr>
</tbody>
</table>

### Subtotal 2 (Non-Home Ownership)

<table>
<thead>
<tr>
<th>Units</th>
<th>Award</th>
<th>SHIP Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>$940,000.00</td>
</tr>
</tbody>
</table>

### Grand Total

<table>
<thead>
<tr>
<th>Units</th>
<th>Award</th>
<th>SHIP Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td></td>
<td>$4,146,988.00</td>
</tr>
</tbody>
</table>

### Percentage Construction/Rehab

Calculate Constr/Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. 69%

### Purchase Price:

| New | $300,982 |
| Existing | $300,982 |

### Allocation Breakdown

<table>
<thead>
<tr>
<th>Income Level</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very-Low Income</td>
<td>$1,479,990.00</td>
<td>37.5%</td>
</tr>
<tr>
<td>Low Income</td>
<td>$1,860,000.00</td>
<td>47.7%</td>
</tr>
<tr>
<td>Moderate Income</td>
<td>$190,000.00</td>
<td>4.8%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,529,980.00</td>
<td>89.4%</td>
</tr>
</tbody>
</table>

### Projected Program Income:

- Projected Program Income: $200,000.00
- Projected Reconverted Income: $3,948,988.00
- Total Available Funds: $4,146,988.00
- Max Allowable: $10,000.00
- Percentage Construction/Rehab: 69%
- Purchase Price: New $300,982, Existing $300,982
<table>
<thead>
<tr>
<th>Code</th>
<th>HOME OWNERSHIP</th>
<th>VLI Units</th>
<th>Max. SHIP Award</th>
<th>LI Units</th>
<th>Max. SHIP Award</th>
<th>MI Units</th>
<th>Max. SHIP Award</th>
<th>A New ConstructionSHIP Dollars</th>
<th>B RehabRepairSHIP Dollars</th>
<th>C Without ConstructionSHIP Dollars</th>
<th>D TotalSHIP Dollars</th>
<th>E Percentage</th>
<th>F TotalUnits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Purchase Assistance w/Rehab</td>
<td>9</td>
<td>$14,999</td>
<td>78</td>
<td>$12,500</td>
<td>20</td>
<td>$10,000</td>
<td>$1,284,991.00</td>
<td></td>
<td></td>
<td>$1,284,991.00</td>
<td>25.98%</td>
<td>105</td>
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<tr>
<td>2</td>
<td>Owner Occupied Rehabilitation</td>
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<td>18</td>
<td>$65,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,625,000.00</td>
<td>32.85%</td>
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<tr>
<td>6</td>
<td>Disaster Repair/Mitigation for Owners</td>
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<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Acquisition/Rehab for Ownership</td>
<td>1</td>
<td>$120,000</td>
<td>120,000</td>
<td>120,000</td>
<td>120,000</td>
<td>120,000</td>
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<td></td>
<td></td>
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<td>10</td>
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<td>160,000</td>
<td>160,000</td>
<td>160,000</td>
<td>$640,000.00</td>
<td></td>
<td></td>
<td>$640,000.00</td>
<td>12.94%</td>
<td>4</td>
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<tr>
<td></td>
<td>Subtotal 1 (Home Ownership)</td>
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<td>88</td>
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<td>$3,029,991.00</td>
<td>74.19%</td>
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<tr>
<td>14</td>
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<td>$160,000</td>
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<td>$300,000.00</td>
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<td>8.06%</td>
<td>3</td>
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<tr>
<td>16</td>
<td>Disaster Repair/Mitigation for Rental Properties</td>
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<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
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<tr>
<td>18</td>
<td>New Construction for Rental</td>
<td>3</td>
<td>$160,000</td>
<td>1</td>
<td>$160,000</td>
<td></td>
<td></td>
<td></td>
<td>$640,000.00</td>
<td>$640,000.00</td>
<td>12.94%</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal 2 (Non-Home Ownership)</td>
<td>5</td>
<td>2</td>
<td>0</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$940,000.00</td>
<td>$940,000.00</td>
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<tr>
<td></td>
<td>Admin. From Program Income</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>$494,698.80</td>
<td>$494,698.80</td>
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<tr>
<td></td>
<td>Home Ownership Counseling</td>
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<td>0.30%</td>
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<td>GRAND TOTAL</td>
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<td></td>
<td></td>
<td></td>
<td>$5,249,988.00</td>
<td>$5,249,988.00</td>
<td>106.06%</td>
<td>142</td>
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</tbody>
</table>

Percentage Construction/Rehab: Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. 93%

Maximum Allowable Purchase Price: New $303,882 Existing $303,882

Allocation Breakdown

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>%</th>
<th>Projected Program Income: $300,000.00</th>
<th>Max Amount Program Income For Admin. $15,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Low Income</td>
<td>$229,991.00</td>
<td>45.1%</td>
<td>Projected Recaptured Funds: $4,946,988.80</td>
<td></td>
</tr>
<tr>
<td>Low Income</td>
<td>$340,000.00</td>
<td>64.9%</td>
<td>Distribution: $4,946,988.80</td>
<td></td>
</tr>
<tr>
<td>Moderate Income</td>
<td>$200,000.00</td>
<td>40.0%</td>
<td>Total Available Funds: $5,249,988.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$4,609,991.00</td>
<td>93.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOME OWNERSHIP</td>
<td>VLI</td>
<td>Max. SHIP</td>
<td>LI</td>
<td>Max. SHIP</td>
</tr>
<tr>
<td>----------------</td>
<td>-----</td>
<td>-----------</td>
<td>----</td>
<td>-----------</td>
</tr>
<tr>
<td>1 &amp; 2 Purchase Assistance w/Rehab</td>
<td>10</td>
<td>$14,999</td>
<td>76</td>
<td>$12,500</td>
</tr>
<tr>
<td>2 Owner Occupied Rehabilitation</td>
<td>15</td>
<td>$65,000</td>
<td>12</td>
<td>$65,000</td>
</tr>
<tr>
<td>5 Disaster Repair/Mitigation for Owners</td>
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<td>$12,000</td>
<td>1</td>
<td>$12,000</td>
</tr>
<tr>
<td>9 Acquisition/Rehab for Ownership</td>
<td>1</td>
<td>$120,000</td>
<td>1</td>
<td>$120,000</td>
</tr>
<tr>
<td>10 New Construction for Ownership</td>
<td>2</td>
<td>$160,000</td>
<td>2</td>
<td>$160,000</td>
</tr>
<tr>
<td>Subtotal 1 (Home Ownership)</td>
<td>28</td>
<td>91</td>
<td>25</td>
<td>25</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RENTAL</th>
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<th>Max. SHIP</th>
<th>LI</th>
<th>Max. SHIP</th>
<th>MI</th>
<th>Max. SHIP</th>
<th>New Construction</th>
<th>Rehab/Repair Without Construction</th>
<th>Total</th>
<th>Percentage</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Rehabilitation for Rental</td>
<td>2</td>
<td>$100,000</td>
<td>3</td>
<td>$100,000</td>
<td>1</td>
<td>$100,000</td>
<td>$500,000.00</td>
<td>$500,000.00</td>
<td>8.41%</td>
<td>5</td>
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<td>16 Disaster Repair/Mitigation for Rental Properties</td>
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<td>$12,000</td>
<td>1</td>
<td>$12,000</td>
<td>1</td>
<td>$12,000</td>
<td>$800,000.00</td>
<td>$800,000.00</td>
<td>13.45%</td>
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<tr>
<td>21 New Construction for Rental</td>
<td>3</td>
<td>$160,000</td>
<td>2</td>
<td>$160,000</td>
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<td>$160,000</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
<td>16.67%</td>
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<tr>
<td>Subtotal 2 (Non-Home Ownership)</td>
<td>5</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
<td>21.66%</td>
<td>10</td>
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<td>Administration Fees</td>
<td>33</td>
<td>95</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>$6,348,988.00</td>
<td>$6,348,988.00</td>
<td>100%</td>
<td>154</td>
<td></td>
</tr>
</tbody>
</table>

| Percentage Construction/Rehab | Calculate Constr/Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. | 93% |

| Maximum Allowable Purchase Price: | New | $303,882 | Existing | $303,882 |

<table>
<thead>
<tr>
<th>Allocation Breakdown</th>
<th>Amount</th>
<th>%</th>
<th>Projected Program Income:</th>
<th>$400,000.00</th>
<th>Max Amount Program Income For Admin:</th>
<th>$20,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very-Low Income</td>
<td>$2,244,990.00</td>
<td>37.8%</td>
<td>Projected Recaptured Funds:</td>
<td>$5,046,088.00</td>
<td>Distribution</td>
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<tr>
<td>Low Income</td>
<td>$2,680,000.00</td>
<td>44.7%</td>
<td>Total Available Funds:</td>
<td>$6,348,988.00</td>
<td></td>
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<tr>
<td>Moderate Income</td>
<td>$440,000.00</td>
<td>7.4%</td>
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<tr>
<td>TOTAL</td>
<td>$5,364,988.00</td>
<td>99.9%</td>
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</tr>
</tbody>
</table>
CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: Duval County/ City of Jacksonville

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 insure 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 to the document 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

Sam Mousa, Chief Administrative Officer

Chief Elected Official or designee

Type Name and Title

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

Date

12/12/17

OR

Attest:

(Seal)
Introduced by Council President at the Request of the Mayor and
amended by the Neighborhoods, Community Services, Public Health and
Safety Committee:

RESOLUTION 2017-747-A
A RESOLUTION 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; 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
government for the development and maintenance of affordable
housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act,
Sections 420.907 - 420.9079, Florida Statutes (1992)), and Rule 67-
37, Florida Administrative Code, require 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 of new and existing housing benefiting from awards made pursuant to the Act, with the methodology and purchase prices used defined in the Local Housing Assistance plan; and

WHEREAS, as required by Section 420.9075, F.S., it is found that five percent (5%) of the local housing distribution plus five percent (5%) 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 five percent (5%) of program income deposited into the trust fund, except that small counties as defined in Section 120.52(17), F.S., and ineligible municipalities receiving a local housing distribution of up to $350,000.00 may use up to 10 percent of program income for administrative costs; and

WHEREAS, the Housing and Community Development Division of the Neighborhoods Department has prepared a three-year Local Housing Assistance Plan (the “Plan”) for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Council finds that it is in the best interest of the public for Duval County and the City of Jacksonville to submit the Plan for review and approval so as to qualify for said documentary stamp tax funds; now therefore

BE IT RESOLVED by the Council of the City of Jacksonville:

Section 1. Local Housing Assistance Plan approved. There is hereby approved for submission to the Florida Housing Finance Corporation as required by subsections 420.907 - 420.9079, Florida Statutes, the Local Housing Assistance Plan for fiscal years 2018-2019, 2019-2020, and 2020-2021. A copy of the Plan has been placed Revised On File with the Office of Legislative Services. A copy of
the excerpt from the September 6, 2017, Jacksonville Housing and Community Development Commission Special Meeting regarding the Plan is attached hereto as Revised Exhibit 1, labeled as "Revised Exhibit 1, Revised Excerpt, November 20, 2017 - NCSPHS".

Section 2. Authorizing execution. The Mayor, or his designee, is hereby authorized to execute and deliver any documents and certifications required by the Florida Housing Finance Corporation as related to the Plan, and to do all things necessary and proper to carry out the terms and conditions of said Plan.

Section 3. Effective Date. This resolution shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

Form Approved:

/s/ Paige Hobbs Johnston
Office of General Counsel
Legislation prepared by: James R. McCain, Jr.
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

Universal Funding Application Cycle
FY 2018-2019

Funding Applications are available on-line.
Call the Housing and Community Development Division for details at (904) 255-8200.

Online proposals for non-housing related activities will be accepted from public and private nonprofit 501(c) (3) agencies until Friday, March 9, 2018 at 11:59PM.
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

Universal Application Required Documents

Required Universal Application attachments to be uploaded:

- Resolution from the Board of Directors authorizing the application for and use of funds from the City of Jacksonville’s Neighborhoods Department, Housing and Community Development Division for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations
- Current 501(c)(3) status
- Articles of Incorporation
- Most recent Organization By-Laws
- Year to date Financial Statement
- Most recent Certified Audit, Management letter and Agency Response
- Letters of commitment from other funding sources
- Organizational Chart with employee names and titles
- Job descriptions with pay scales for proposed positions to be funded
- Resumes of Executive Director, Fiscal Officer, Program Administrator, Staff, copies of certifications and Consultant Contract (if applicable)
- List of Board Members
- Conflict of Interest Form for Board Members/Commission Members, Executive Management/Officers and Program Staff associated with Delivery of Program
- Procedures for selecting contractors/consultants/purchasing
- Letters of Support
- Proof of General Liability Coverage
- Proof of Fidelity Bond Coverage for principals on staff
- Copy of Sunbiz Agency Report (Page showing Officers and Active Status, etc.)
- Maps showing area served and census tract - may be obtained from the public library, the Property Appraisers database and/or the Planning Department
- Technical Assistance Workshop Assistance Certificate
- Budget Workshop Assistance Certificate
- Other optional documents
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

Introductory Section

Applicant organizations must be either a (1) public agency or (2) private, non-profit entity with current 501(c)(3) status and must be in good standing with the State and the City of Jacksonville.

To be considered for funding, a project must meet one of the following National Objectives:

- BENEFIT LOW AND MODERATE INCOME PERSONS
- AID IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT

Applicants must demonstrate they have attempted to obtain funding from other sources. Evidence (an award letter, statement, or other documentation) of this should be included as part of the project narrative and submitted with the proposal, with response from potential funding sources.

All applicant organizations must attend one of the following Mandatory Technical Assistance workshops and Budget and Financial Analysis workshops to be eligible to apply for funding:

Technical Assistance Workshops:
- **Monday, January 22, 2018, 4:00 p.m.**, MPSS Division of Florida State College at Jacksonville, 101 West State Street, Auditorium Room A1068, Jacksonville, FL
- **Thursday, January 25, 2018, 3:00 p.m.**, Highlands Regional Branch, 1826 Dunn Avenue, Auditorium, Jacksonville, FL
- **Thursday, February 8, 2018, 5:30 p.m.**, Ed Ball Building, 214 N. Hogan Street, 1st Floor, Room 110, Jacksonville, FL

Budget and Financial Analysis Workshops:
- **Monday, January 29, 2018, 3:00 p.m.**, MPSS Division of Florida State College at Jacksonville, 101 West State Street, Auditorium Room A1068, Jacksonville, FL
- **Wednesday February 7, 2018, 6:00 p.m.**, Ed Ball Building, 214 N. Hogan Street, 1st Floor, Room 110, Jacksonville, FL

Housing and Community Development Division (HCDD) staff will be available by appointment only throughout the application period beginning January 22, 2018, to provide technical assistance. Contact HCDD at (904) 255-8200 to schedule an appointment.

**FUNDING GUIDELINES:**
- Proposed projects will only be eligible for funding October 1, 2018 to September 30, 2019. Pending Council Approval.
- Project goals should be attainable within a defined period of time (typically one year) and should achieve measurable results.
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

- Funds will not be granted to reduce existing deficits, entertainment, lobbying expenses, audits, or other ineligible expenses under the Universal Funding Application Guidelines.

- Applicants will be required to execute a contract with the City before receiving any approved funds. Funding is disbursed on a reimbursement basis. If you do not have the capacity to work on a reimbursement basis, you are ineligible to proceed.

- All applicants approved for funding must provide the City with Certificates of Insurance in a form acceptable to the City for all required insurance.

- Projects must meet all applicable grant requirements of the U.S. Department of Housing and Urban Development (HUD).

- Applicants must demonstrate adequate management and fiscal controls within its current organization to undertake the proposed project.

- Applicants must demonstrate the ability to leverage or match the requested funds from other sources. The following leverage/match requirements apply:

  ➢ PUBLIC SERVICE PROJECTS (CDBG ONLY) – Minimum 100% MATCHING FUNDS required (minimum of 50% cash match required and maximum of 50% of matching funds in the form of in-kind contributions and/or volunteer labor. The current rate for volunteer match time is $23.07 per hour.)

  ➢ CONSTRUCTION/REHABILITATION – Minimum 100% CASH MATCH required, dedicated to the specific construction project. No in-kind contributions or operating funds will be considered as MATCHING FUNDS.

  ➢ ACQUISITION PROJECTS (CDBG ONLY) – Minimum 50% CASH MATCH required, dedicated to the specific acquisition project. No in-kind contributions or operating funds will be considered as MATCHING FUNDS.

All leverage/matching funds must be dedicated and documented to the requested project and available during the project period, i.e., October 1, 2018– September 30, 2019.

APPLICATION CRITERIA

- Applicants must report the status of all funds that are requested or proposed from other sources.

- Strong consideration will be given to projects that serve low to moderate-income residents within designated targeted neighborhoods, i.e., Neighborhood Action Plan Implementation Areas, or low-moderate income areas.

- Applications must address one or more of the following priorities set forth in the Consolidated Plan/Action Plan:

  - Neighborhood Revitalization (Public Safety, Blight and Health Initiatives)
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

- Housing Rehabilitation
- Economic Development/Job Creation
- Public Facility Improvements (Streets, Drainage, etc.)
- Housing Counseling/Financial Management
- Non-Housing/Special Needs (Elderly Homebound, Physical/Mental/Behavioral
Disabilities, Homeless Services/Prevention, Case Management, Street Outreach,
Rapid Re-housing, Shelter Activities, Public Service)
- Housing Development for Homeownership
- Housing Development for Rental

- **Davis-Bacon Act.** Agencies awarded construction or rehabilitation projects must
ensure that they meet requirements specified under the Davis-Bacon Act. The Act
requires that all laborers and mechanics employed by contractors or subcontractors in the
performance of construction work financed in whole or in part with assistance received
under HUD programs shall be paid wages at rates not less than those prevailing on
similar construction in the locality as determined by the Secretary of Labor in accordance
with the Davis-Bacon Act, as amended (40 U.S.C. 276a—276a-5): Provided, that this
section shall apply to the rehabilitation of residential property only if such property
contains not less than 8 units. (Note: This provision does not apply to gap financing
project proposals.)

- **Environmental Review Record.** Consideration should be taken in the selection of
projects and in the preparation of applications to ensure that environmental and historic
preservation impediments do not cause an application to be denied, or approval severely
delayed. Applicants should canvas the service area and note any environmental
concerns and address how their program will mitigate them.

- **Section 3.** Contract in excess of $200,000 and Subcontracts in excess of $100,000
awarded to sub-recipients to complete Section 3 covered activities, such as (1) housing
rehabilitation (2) housing construction and (3) other public construction projects.
Applicants requesting $100K or more for Section 3 covered activities must provide
procurement policies and procedures that include Section 3 guidelines. (Note: This
provision does not apply to gap financing project proposals.)

- **CDBG, HOME, ESG, AND HOPWA FUNDS MAY NOT BE OBLIGATED UNTIL
THE CONTRACT IS ACCEPTED AND SIGNED BY ALL PARTIES.**

Online applications must be submitted no later than 11:59 p.m. on Friday, March 9, 2018.

**REVIEW PROCESS:**

- The following must be met or the application will not be reviewed for funding:
  - Application complete, approved and submitted by Board of Directors or
designated representative.
  - Proposed service/program/project meets one of the National Objectives.
  - Complete and accurate fiscal year 2018-2019 Budget Form
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

- All applicants will be notified of the funding recommendations in writing, on or about August 15, 2018. **Receipt of an award letter is not a guarantee of funding.** Final approval by the Mayor's Budget Review Committee and City Council is required. All awards are subject to further pre-contract negotiation, an award of the annual entitlement appropriation by the U.S. Department of Housing and Urban Development to the City of Jacksonville and an Environment Review.

It is the responsibility of the City of Jacksonville to ensure that City funds are disbursed and managed in accordance with funding regulations. To fulfill this responsibility, the City of Jacksonville will conduct a review of all applicants applying for funding to evaluate their operation, services, projects, and budgets. Any project and/or organization not receiving, at least, **a minimum score of 70** is not eligible for further review. Receipt of maximum scoring points is not a guarantee of funding. Receipt of an award letter is **NOT** a guarantee of funding. **Prior** funding awards do not guarantee continued or future funding.

The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all applications either in whole or in part, waive any informalities or irregularities of any applications, cancel this Universal Funding Application at any time and/or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required.

- Currently funded agency or agencies who have received prior funding from the HCDD will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, other programmatic and fiscal contractual requirements will be considered. These other factors will be considered in conjunction with the proposal score in developing an overall recommendation for agency funding.
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

AGENCY INFORMATION

Data Universal Numbering System (DUNS Number): ________________________________
Fed. I.D. # __________________________
System for Award Management CAGE Code#__________________ EXP Date_______
Organization or Agency: ________________________________________________________
Address: ________________________________________________________________ Zip Code: _________________
Primary Contact Person(s): _______________________________ Title:______________
Telephone No: ___________________________ E-mail: ____________________________
President/Executive Director: ____________________________ Title:__________________
Telephone No: ___________________________ E-mail: ____________________________

COMPLIANCE CERTIFICATION

1. Were there any compliance/monitoring findings or concerns reported for the previous program year relative to the goals/objectives? Yes____ No____
   If yes is check marked - If the agency has any compliance/monitoring findings the application may not be reviewed for funding.

2. Were there any Responsiveness to Davis –Bacon and Section 3 Notice of Discrepancies? (Construction Only) Yes____ No____
   If yes is check marked - If the agency has any Responsiveness to Davis –Bacon and Section 3 Notice of Discrepancies the application may not be reviewed for funding.

3. Are funds being expended in a timely manner in accordance with the contractual requirements? (PSG & Housing Activities) Yes____ No____
   If no is check marked - If the agency is not expending funds in a timely manner in accordance with the contractual requirements the application may not be reviewed for funding.

4. Are all compliance/monitoring issues resolved (for any and all open/outstanding COJ contracts)?
   Yes____ No____
   If yes is check marked - If the agency has a compliance issue with the City of Jacksonville the application may not be reviewed for funding.
Universal Funding Application Cycle  
Fiscal Year 2018 - 2019  
Application

CERTIFYING REPRESENTATIVE
Person authorized to sign contract, if approved - per the State of Florida’s website: www.sunbiz.org  
(Please attach copy from website.) Generally the President, Vice-President, and/or Chief Executive  
Officer (If other than those listed above, we must have a Corporate Resolution, signed by the  
Corporate Secretary, specifically bestowing signatory authority to individual signing this application.

Representations and Warranties of Recipient
(i) The Recipient is not in breach of any prior donation agreement or City Code provisions by which  
the City donated property to the Recipient for the development of affordable housing;  
(ii) The Recipient is not on the Council Auditor’s noncompliance list pursuant to Chapter 118, or the  
Vendor Debarment List pursuant to Chapter 126, Ordinance Code;  
(iii) The Recipient is not in breach of any of the conditions or requirements of a City grant award or  
program;  
(iv) The Recipient is not delinquent on taxes or payment of liens, including code enforcement,  
nuisance liens, demolition liens, or other municipal liens or fines, on real property owned by the  
Recipient and incurred after the Recipient took ownership of the real property;  
(v) The Recipient is not in litigation against the City other than as an agent, attorney, guardian, or  
personal representative of an estate.

To the best of my knowledge and belief, data in this proposal are true and correct and the  
governing body of the applicant has duly authorized the document.

<table>
<thead>
<tr>
<th>NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please Print)</td>
<td>(Signature)</td>
</tr>
<tr>
<td>TITLE:</td>
<td>DATE SIGNED:</td>
</tr>
</tbody>
</table>
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

GRANT REQUEST
Select only one funding source, one eligible activity

☐ CDBG
  o Public Facilities Improvements
  o Public Services
    Are you providing a new program or existing program to new clients?
      ☐ New
      ☐ Increase
  o Economic Development
  o Fair Housing
  o Infrastructure

☐ HOME
  o Operating Subsidy for Certified for CHDO’S only

☐ HOPWA
  o Administration
  o Short-Term Rent, Mortgage and Utility (STRMU)
  o Case Management
  o Supportive Services

☐ ESG
  o Case Management
  o Rapid Re-housing
  o Data Collection (HMIS)
  o Homeless Prevention

FUNDING

Amount of Funding Requested: $ _______________ Total Project Cost: $ _______________
Projected/Approximate # of Persons/Participants to be Served: _______________
Projected/Approximate # of units to be Served: __________
Matching/Leveraged Funds: $ _______________
In Kind Contributions: $ ______________________
Location of proposed service/program/project:
  Street Address: ________________________________
  Census Tract or Block: __________________________

Will moving and relocation assistance be required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended?
  ☐ Yes
  ☐ No
Proposed Service/Program/Project meets one of the following National Objectives

_____ Benefit to low/moderate income persons

_____ Low/moderate income area (lma)

_____ Low/moderate income clientele (lmc)

_____ Low/moderate income housing (lmh)

_____ Prevention or elimination of slums or blight

_____ Slum/blighted area (sba)

_____ Slum/blighted spot (sbs)

AGENCY SUMMARY AND CAPACITY ANALYSIS (Up to 20 pts.)

1. Include a brief history of the organization, including the organization’s mission and explanation in carrying out the type of activities proposed in the application.

2. Provide evidence of your grant administration capabilities. Detail the staff’s experience in working with projects of this type in general and in the proposed service area. If the agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs.

STATEMENT OF NEED (Up to 15 pts)

1. Describe the community problem or need this program/project is designed to address. Include the target population and target service delivery area and support the urgency of meeting this need using current data.

PROJECT DESCRIPTION AND DELIVERY (Up to 35 pts)

1. Describe the program/project being proposed.

2. Select one and describe how the program / project being proposed will address it:
   - Public Safety, Blight and Health Initiatives
   - Housing Rehabilitation
   - Economic Development/Job Creation
   - Public Facilities and Improvements
   - Infrastructure
   - Housing Counseling/Financial Management
   - Non-Housing/Special Needs
   - Housing Development for Homeownership or Rental
Description:


3. Complete the following Project Implementation Schedule. List the key steps or activities required. Check the month(s) in which each step or activity will occur.

<table>
<thead>
<tr>
<th>Implementation Steps</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
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<td>Step 5:</td>
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</table>

4. Describe the goals and objectives. Each goal requires a separate chart. (Goals should be S.M.A.R.T. – Specific, Measurable, Assignable, Realistic and Time-related.)

Project Name: ____________________________________________

Project Goal: ____________________________________________

Approximate number of participants to be served: ______________

### PROJECT GOALS & OBJECTIVES:

<table>
<thead>
<tr>
<th>Objective:</th>
<th>Expected Outcomes:</th>
<th>Indicators:</th>
<th>When Measured:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activities</td>
<td>Person Responsible</td>
<td>Due Date</td>
</tr>
<tr>
<td>1)</td>
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<td>4)</td>
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</table>

5. Describe how the project will continue in the long-term without public funding.


6. If you are only partially funded how will that affect the project?
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

7. Is this a Construction Project?
   □ Yes
   □ No
   *If No – question #8 is N/A

8. Check the following construction project items that have been completed:
   □ Construction Estimates
   □ Preliminary Designs
   □ Elevations
   □ Blueprints
   □ Specifications
   □ Proof of Proper Zoning and Building Codes
   □ Environmental Review
   □ Environmental Assessment

BUDGET (Up to 30 pts.)

1. List source(s), including funding amounts, to which you have committed (documented) for the proposed activity. (Dates, outcomes, etc.)

2. List source(s), including funding amounts, to which your organization has applied for funding the proposed activity.

MATCH FUNDS: (YOUR ORGANIZATION’S CASH FLOW)

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>AMOUNT ($)</th>
<th>USES</th>
</tr>
</thead>
<tbody>
<tr>
<td>*FUNDING SOURCE(S) – COMMITTED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCAL</td>
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<td>FEDERAL</td>
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<tr>
<td>FUNDING SOURCE</td>
<td>AMOUNT ($)</td>
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<tr>
<td>*FUNDING SOURCE(S) – COMMITTED</td>
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<td>FEDERAL</td>
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<td>STATE</td>
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<td></td>
<td>$</td>
</tr>
<tr>
<td>FUNDING SOURCE(S) – PENDING - NO CREDIT</td>
<td></td>
</tr>
<tr>
<td>LOCAL</td>
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</tbody>
</table>

*Note: Attach required documentation from funding source(s) of committed funds to this project/program to be considered matching funds. If source(s) are not documented and clearly identified for this funding cycle, the source(s) will not be considered in scoring.
Universal Funding Application Cycle
Fiscal Year 2018 - 2019
Application

Required Documents:

**Required Universal Application attachments to be uploaded.**

- Resolution from the Board of Directors authorizing the application for and use of funds from the City of Jacksonville’s Neighborhoods Department, Housing and Community Development Division for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations
- Current 501(c)(3) status
- Articles of Incorporation
- Most recent Organization By-Laws
- Year to date Financial Statement
- Most recent Certified Audit, Management letter and Agency Response
- Letters of commitment from other funding sources
- Organizational Chart with employee names and titles
- Job descriptions with pay scales for proposed positions to be funded
- Resumes of Executive Director, Fiscal Officer, Program Administrator, Staff, copies of certifications and Consultant Contract (if applicable)
- List of Board Members
- Conflict of Interest Form for Board Members/Commission Members, Executive Management/Officers and Program Staff associated with Delivery of Program
- Procedures for selecting contractors/consultants/purchasing
- Letters of Support
- Proof of General Liability Coverage
- Proof of Fidelity Bond Coverage for principals on staff
- Copy of Sunbiz Agency Report (Page showing Officers and Active Status, etc.)
- Maps showing area served and census tract - may be obtained from the public library, the Property Appraiser’s database and/or the Planning Department
- Technical Assistance Workshop Assistance Certificate
- Budget Workshop Assistance Certificate
- Other optional documents

To the best of my knowledge and belief, data in this proposal are true and correct and the governing body of the applicant has duly authorized the document.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>(Please Print)</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>(Signature)</td>
</tr>
<tr>
<td>DATE SIGNED:</td>
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</table>
**Example documents:**

**CONFLICT OF INTEREST DISCLOSURE FORM**

Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Therefore, please answer the following disclosure questions:

1. Are you currently a (Please Check One):
   
   _ Board Member  _ Commission Member  _ Officer
   
   _ Executive Management Staff  _ Staff (associated with delivery of program)

2. State position held ________________________

3. Are you a business partner of any City of Jacksonville employee(s), member of City Council or member of the Jacksonville Housing and Community Development Commission (JHCDC)?
   
   NO _____  YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or JHCDC Board Member.

4. Are you an immediate family member of any City of Jacksonville employee(s), member of City Council or member of the JHCDC?  NO _____  YES _____

   If yes, please state the name of the City employee(s) and the Department, City Council Member(s) or JHCDC Board Member and the relationship.

   ____________________________________________

   ____________________________________________

Signature:____________________________________  Name (Please Print):__________________________

Name of Current Employer:_____________________  Date:_________________

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(1) 24 CFR: 570.611 (CDBG, ESG, NSP1, NSP3); 24 CFR: 92.356 (HOME); 24 CFR: 574.625 (HOPWA) and/or any other citations applicable to any future funding that may be awarded to this jurisdiction.
RESOLUTION

At a meeting held on the following date _____________________________, the Executive Committee/Board of Directors of the following agency: _____________________________ passed the following resolution:

The Board of Directors authorizes the application for and use of funds from the City of Jacksonville’s Neighborhood’s Department, Housing and Community Development Division for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations.

__________________________
Signature of Board President

Date

__________________________
Printed Name of Board President

Telephone Number
Sample Corporate Resolution
CORPORATE RESOLUTION CERTIFICATION

The undersigned Secretary of _________________________, a Florida non-profit corporation ("Corporation"), does hereby certify that the following Resolution was adopted by the corporation at a meeting of the Board of Directors of the Corporation held on _________________, 20__.  

RESOLVED that _________________________, the ______________ of the Corporation is hereby authorized and empowered to execute on behalf of the Corporation any and all documents, contracts and/or grant agreements between the City of Jacksonville and the Corporation ("Authority").

FURTHER RESOLVED that in addition and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take or cause to be taken, such further action, and to execute and deliver or cause to be delivered, for in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate any documents or instruments executed in accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED:_________________

Printed Name:_________________

Secretary