



City of Sarasota/Sarasota County

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2022-2023, 2023-2024, 2024-2025



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I. Program Details:

A. LG(s)

Name of Local Government	City of Sarasota
Does this LHAP contain an interlocal agreement?	Yes
If yes, name of other local government(s)	Sarasota County

B. Purpose of the program:

- To meet the housing needs of the very low, low and moderate-income households;



- To expand production of and preserve affordable housing; and
- To further the housing element of the local government comprehensive plan specific to affordable housing.

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

- D. Governance:** The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.
- E. Local Housing Partnership:** The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.
- F. Leveraging:** The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.
- G. Public Input:** Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability. Public input was also solicited through the development of the Consolidated Plan, which includes funding for the SHIP program. Public meetings are conducted throughout the development of the Consolidated Plan. Public input was solicited from nonprofit housing, homeless, and special needs providers, public housing authorities, for profit developers, the business community, agencies representing minority groups and the community. The plan was advertised for a thirty-day public comment period.
- 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 completed applications were submitted as well as any established funding priorities as described in this plan.

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

All applications are accepted on a first qualified / first served basis. Exceptions will only be made if necessary to meet a statutory requirement close to the expenditure deadline.

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



- K. Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- L. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

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

- N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

- P. Administrative Budget:** A line-item budget is attached as Exhibit A. The City/County finds that the monies deposited in the local housing assistance trust fund are necessary to administer and



implement the local housing assistance plan.

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

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

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

Entity	Duties	Admin. Fee Percentage
Local Government	All tasks will be performed by the City of Sarasota	10%
Third Party Entity/Sub-recipient	N/A	

R. First-time Homebuyer Definition: For any strategies designed for first-time homebuyers, the following definition will apply:

- a. The Applicant cannot have owned a home within the last three years or previously received purchase assistance from a program administered by the Office of Housing and Community Development (OHCD). Exceptions will be made under the following conditions:
- b. The Applicant is a single parent who was divorced during the past three years and has children under the age of 18 who will live in the home. An Applicant who owned a home in fee simple title after the divorce will remain ineligible for assistance.
- c. The Applicant is a victim of documented domestic abuse who owned a home with the abusing party.
- d. The Applicant has been displaced or will be displaced as a result of a governmental entity purchasing the home.

S. Project Delivery Costs: N/A

T. Essential Service Personnel Definition (ESP): ESP includes: First Responders, Educators in K-12, Nurses and Medical Technicians, Skilled building trades, Active Military, National Guard stationed in the county.

U. Describe efforts to incorporate Green Building and Energy Saving products and processes:

When economically feasible, the following Green Building products will be installed:

1. HVAC: Minimum SEER of 16. In the event the existing space is too small to accommodate a SEER 16 unit, a SEER 15 unit will be accepted



2. Insulation: R-38 will be installed
3. Interior Painting: Low or No-VOC paint
4. Exterior Painting: Low or No-VOC paint using a light color.
5. Windows: Energy Star windows with impact resistant glass.
6. Refrigerators, Stoves and Range Hoods: Energy Star
7. Dishwashers: Energy Star
8. Ceiling Fans: Energy Star
9. Lighting: LED Lighting
10. Bathroom Plumbing:
 - a. Toilets: 1.6 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.2 gallons/minute or less.
11. Bathroom Exhaust Fans: Energy Star
12. Kitchen Faucets: 2.2 gallons/minute or less

V. Describe efforts to meet the 20% Special Needs set-aside:

The special needs set aside will be through the following strategies: Owner Occupied Rehabilitation, Purchase Assistance, Acquisition/Rehabilitation/New Construction – Homeownership, Special Needs Housing and Rental Development. Outreach will be conducted with special needs organizations who serve special needs households that meet the definition listed in Florida State Statutes 420.0004(13, if necessary, to meet the goals of special needs set-asides. Depending on availability of funding, the City/County may provide funding notification to local organizations informing them of opportunities available to provide services to its special needs clients.

W. Describe efforts to reduce homelessness:

The City of Sarasota and Sarasota County hired the Florida Housing Coalition to create a comprehensive strategy to address homelessness. The strategy includes creating 40 units of Permanent Supportive Housing (accomplished), 20 units of scattered site Permanent Supportive Housing (accomplished), increased rapid rehousing (funding provided with Emergency Solutions Grant and private funding) and a coordinated entry system (accomplished). Both the City and the County have established Homeless Outreach Teams that meet regularly with homeless individuals and families. These efforts will continue during the term of this LHAP.

Section II. LHAP Strategies:

A. Strategy Name: Owner Occupied Rehabilitation	Code 3
<p>a. Summary: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items. Cosmetic items may be included on rehabilitation projects if funds are available after completing all required repairs listed above. There are three distinct housing rehabilitation programs that are included in this strategy: Comprehensive Rehabilitation, Emergency Rehabilitation and Barrier Removal to allow special needs households to remain in their home. When there are differences in the three programs they will be delineated below.</p>	



- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low
- d. Maximum award: \$95,000
 - Comprehensive Rehabilitation Program - \$75,000.
 - Emergency Rehabilitation Program - \$25,000.
 - Barrier Removal Program - \$20,000
 - A family may receive both a Comprehensive Rehabilitation and Barrier Removal loan for a total award of \$95,000.
- e. Terms:
 - 1. Repayment loan/deferred loan/grant:
 - Funds will be awarded as a deferred loan secured by a recorded mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term:
 - Comprehensive and Emergency Programs – 30 Year Loan
 - Barrier Removal – 4 Year Loan
 - 4. Forgiveness:
 - Comprehensive and Emergency Rehabilitation –Not Forgiven.
 - Barrier Removal: Forgiven 25% each year until the loan is totally forgiven.
 - 5. Repayment:
 - Comprehensive and Emergency Rehabilitation: The loan is due at the end of the term.
 - Barrier Removal: Not required as long as the loan is in good standing.
 - 6. Default:

The loan will be determined to be in default if any of the following occurs during the Loan term: The property is sold, refinanced, transferred, leased, assigned, or no longer occupied as the primary residence of the applicant. If any of these occur, the outstanding balance of the loan will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County/City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient Selection Criteria:
 - Comprehensive and Emergency Rehabilitation– Recipients will be selected on a first qualified,



first served basis in accordance with Section I (I) of this Plan. Applicants will be deemed to be “qualified” when they have submitted all items necessary for the office to verify the eligibility of the applicant and who have selected the contractor that will do the work on their home.

- Barrier Removal – All applicants must meet the definition of Special Needs as defined in Florida Statutes 420.0004 (13). This definition defines a person with special needs as “an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.” For the first six months after advertising, funds will be reserved for households that include a household member with developmental disabilities that meets the definition described in this paragraph. Applicants will be selected using the first qualified, first served selection process. Applicants will be deemed to be “qualified” when they have submitted all items necessary for the office to verify the eligibility of the applicant and who have selected the contractor that will do the work on their home.

g. Sponsor Selection Criteria: N/A

- h. Additional Information: The applicant will obtain 3 estimates from contractors that are licensed and insured and select the contractor that will perform the work on their home based on the lowest most responsive bidder.
1. Emergency Repair and Barrier Removal: The contractors bid can be no higher than 15% of the in-house estimate prepared by the inspector based on the work write up.
 2. Comprehensive Rehabilitation: The contractors bid can be no higher than 25% of the in-house estimate prepared by the inspector based on the scope of work.
 3. Assistance to homeowners under the maximum award will include hard and soft cost.

B. Strategy Name: Purchase Assistance	Code 2
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| <p>a. Summary: SHIP funds will be awarded for gap financing, down payment and closing costs to eligible households to purchase a newly constructed or existing single-family home, townhome or condominium. Manufactured/mobile homes are not eligible.</p> |
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b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025

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

d. Maximum award: \$75,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded mortgage and note.



2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness: Loan is not forgiven
5. Repayment: The loan will be due and payable at the end of the term. The applicant must pay a shared appreciation upon repayment.
6. Default:
 1. At the time the Borrower sells, assigns, transfers, refinances, mortgages, leases, or no longer lives in the Mortgaged Property, or upon the 30th anniversary of the execution of the note and the mortgage, the Borrower must repay the original loan amount and, in addition, a share of appreciation in the value of the Mortgaged Property, if any.
 2. The share of appreciation due from the Borrower to the Lender shall be determined using the following formula, which incorporates terms that are defined and described below:
 - A. Approved Final Value: The value of the Mortgaged Property used by the City of Sarasota to establish the Net Appreciation. The Approved Final Value shall be the final contract sales price, unless that price is less than 90 percent of the appraised value as determined by an independent appraiser, in which case the appraised value shall become the Approved Final Value. The City of Sarasota may substitute its own, independently-obtained appraisal if it deems that the appraisal furnished by the Borrower does not accurately reflect the market price.
 - B. Eligible Improvements: Capital Improvements in excess of \$3,000.00 (three thousand dollars) that increase the value of the Mortgaged Property. Eligible Improvements shall not include maintenance items. All Eligible Improvements must be approved by the City of Sarasota in advance of construction. The Director of the City of Sarasota Office of Housing and Community Development is authorized to establish a list of improvements that qualify as Eligible Improvements and to set the method used to value those improvements.
 - C. Net Appreciation: When the Mortgaged Property is being sold, the Net Appreciation will be the difference between the Approved Final Value and the sum of: 1) the original contract sales price; 2) the Eligible Improvements; and 3) ten percent of the Approved Final Value. When the Property is not being sold, the Net Appreciation will be the difference between the Approved Final Value and the sum of: 1) the original contract sales price; 2) the Eligible Improvements; and 3) five percent of the Approved Final Value.
 3. The Borrower shall repay the original loan amount plus a percentage of the Net Appreciation. To determine the percentage of Net Appreciation due, the Borrower shall multiply the Net Appreciation by a fraction, the numerator of which is the principal sum of the Mortgage and the denominator of which is the Mortgaged Property's original contract sales price. In the event there is no Net Appreciation or Net Appreciation is a negative number, the amount of the original loan shall still be due and payable.
 4. In the event of default by the Borrower pursuant to the terms and conditions of the Mortgage to which this Rider is attached, the City of Sarasota may choose to waive its rights pursuant to this Rider for a share of any appreciation in value of the Mortgaged Property. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.



If the home is foreclosed on by a superior mortgage holder, the County/City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient Selection Criteria:

1. Applicants will be processed on a first qualified, first served basis in accordance with Section I. (I) of this plan.
2. The Applicant must have qualified for a first mortgage loan from a mortgage lender to purchase the home under contract and have a firm financial commitment from the lender.
Borrower and co-borrower must have completed a qualified community homebuyer education class conducted by a HUD certified housing counselor.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. The program will follow the approved purchase assistance guidelines.
2. All homes purchased using this assistance must be located in Sarasota County.
3. Assistance to homeowners under the maximum award will include hard and soft cost.

C. Strategy Name: Acquisition/Rehabilitation/New Construction -Homeownership	Code 9, 10
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- a. Summary: This strategy is designed to revitalize residential communities through the acquisition and rehabilitation of existing housing or new construction to be sold to eligible homebuyers. SHIP funds will be awarded to for-profit and not-for-profit organizations. Buyers can receive gap financing, down payment and closing cost assistance to make the home affordable.

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

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

d. Maximum award:

Homebuyer: up to \$75,000

Developer: up to \$450,000 per unit

e. Terms:

Terms: Developer

1. Repayment Loan/Grant: Funds will be awarded to the Developer as a deferred loan secured by a recorded subordinate mortgage and note until conveyed to the buyer.
2. Interest Rate: 0%



3. Years in Loan Term: Ends upon conveyance of property to a homebuyer, but not later than 18 months after the award.
4. Forgiveness: Loan is not forgiven.
5. Repayment: Once the Developer has acquired, completed the repairs, and sold the house to an income eligible buyer, the proceeds from the sale of the property will be used to pay off 100% of the developer's loan minus a reasonable profit/fee (up to 15%) to the developer to be determined by the City. If all conditions are met, the City/lender will release the property and satisfy the mortgage.
6. Default: Failure on the part of the developer to complete repairs and transfer ownership to an income eligible buyer within 18 months of receiving the award will constitute a default. The Office of Housing and Community Development General Manager will have the ability to grant exceptions in the case of a national, state or locally declared emergency.

Terms: Homeowner

1. Repayment Loan/Grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in Loan Term: 30 years
4. Forgiveness: Loan is not forgiven.
5. Repayment: Repayment required at the end of the loan term.
6. Default:
 1. At the time the Borrower sells, assigns, transfers, refinances, mortgages, leases, or no longer lives in the Mortgaged Property, or upon the 30th anniversary of the execution of the note and the mortgage, the Borrower must repay the original loan amount and, in addition, a share of appreciation in the value of the Mortgaged Property, if any.
 2. The share of appreciation due from the Borrower to the Lender shall be determined using the following formula, which incorporates terms that are defined and described below:
 - A. Approved Final Value: The value of the Mortgaged Property used by the City of Sarasota to establish the Net Appreciation. The Approved Final Value shall be the final contract sales price, unless that price is less than 90 percent of the appraised value as determined by an independent appraiser, in which case the appraised value shall become the Approved Final Value. The City of Sarasota may substitute its own, independently-obtained appraisal if it deems that the appraisal furnished by the Borrower does not accurately reflect the market price.
 - B. Eligible Improvements: Capital Improvements in excess of \$3,000.00 (three thousand dollars) that increase the value of the Mortgaged Property. Eligible Improvements shall not include maintenance items. All Eligible Improvements must be approved by the City of Sarasota in advance of construction. The Director of the City of Sarasota Office of Housing and Community Development is authorized to establish a list of improvements that qualify as Eligible Improvements and to set the method used to value those improvements.



C. Net Appreciation: When the Mortgaged Property is being sold, the Net Appreciation will be the difference between the Approved Final Value and the sum of: 1) the original contract sales price; 2) the Eligible Improvements; and 3) ten percent of the Approved Final Value. When the Property is not being sold, the Net Appreciation will be the difference between the Approved Final Value and the sum of: 1) the original contract sales price; 2) the Eligible Improvements; and 3) five percent of the Approved Final Value.

3. The Borrower shall repay the original loan amount plus a percentage of the Net Appreciation. To determine the percentage of Net Appreciation due, the Borrower shall multiply the Net Appreciation by a fraction, the numerator of which is the principal sum of the Mortgage and the denominator of which is the Mortgaged Property's original contract sales price. In the event there is no Net Appreciation or Net Appreciation is a negative number, the amount of the original loan shall still be due and payable.

4. In the event of default by the Borrower pursuant to the terms and conditions of the Mortgage to which this Rider is attached, the City of Sarasota may choose to waive its rights pursuant to this Rider for a share of any appreciation in value of the Mortgaged Property. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County/City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria:

Assistance will be provided on a first-qualified, first-served basis in accordance with Section 1 (I) of this Plan. The homebuyer must meet the following qualifications:

1. Qualify for a first mortgage through a qualified lender or approved not-for-profit sponsor providing first mortgage financing.
2. Complete a HUD certified homebuyer education class within the 12 months prior to closing.
3. Applicant must be a first-time homebuyer. A first-time homebuyer is defined in section 1(R) of this document.

g. Sponsor Selection Criteria:

Request for proposals and/or open application process will be utilized to select a sponsor to implement these projects. Characteristics in determining sponsor developer may include, but are not limited to:

1. Capacity and capability to carry out project.
2. Scale of project.
3. Has a pool of income-eligible homebuyers.
4. Experience in completing similar projects; and
5. Use of green building techniques to the greatest extent practicable.

h. Additional Information:



1. Funds may be used as a match for other programs offered by the federal government and the State of Florida to develop affordable housing.
2. Developers will be required to submit proposals to provide housing that conforms to the City's proposal request specifications, neighborhood redevelopment plans and the Comprehensive Plan.
3. Eligible properties include single-family housing up to four units including a mixed-use facility.
4. Developers will provide a budget for acquisition and rehabilitation and the city will pay for project expenses on a reimbursement basis.
5. In all cases the property must be brought up to code before it is sold to an income eligible buyer.
6. A homebuyer may only receive assistance once in a lifetime.
7. Properties must be located in Sarasota County.
8. Assistance under the maximum award will include hard and soft cost.

D. Strategy Name: Special Needs Housing	Code 12
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- a. Summary: Funds will be awarded to developers of affordable rental units that are awarded financing through other state or federal housing programs to construct or rehabilitate affordable rental units for persons who meet the definition of special needs. This funding is intended to be used as gap financing required for the project. In cases where no applicant is able to receive financing from another state or federal program, 100% of the financing may be provided directly by the City of Sarasota.

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

- c. Income Categories to be served: Very low, low

- d. Maximum award:

\$75,000 maximum per unit

\$400,000 project maximum

- e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a loan secured by a recorded mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 30
4. Forgiveness: Not forgiven
5. Repayment: Repayment required at the end of the loan term.
6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property, conversion to another use, refinance, no longer being used to house persons with special needs, failure to maintain standards for compliance as required by any of the funding sources.



- f. Tenant Selection Criteria: All residents in SHIP assisted units must meet the definition of special needs as defined in Florida Statutes 420.0004 (13). This definition defines a person with special needs as “an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.”

All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer’s management company for the development.

- g. Sponsor Selection Criteria: Developers will apply to the City of Sarasota through an RFQ process that is open year-round as funding opportunities become available. The RFQ will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the jurisdiction’s housing element in the Comprehensive Plan.

The City reserves the right to select developments that meet all the above requirements and:

1. Are in areas of immediate need due to lack of available units.
2. Propose to preserve and improve existing units.

All funding awards will be subject to closing on other funding sources, if applicable.

- h. Additional Information: 1. Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units. 2. Assistance under the maximum award will include hard and soft cost.

E. Strategy Name: Rental Development	Code 21
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- a. Summary: Funds will be awarded to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct affordable rental units. This funding is intended to be used as gap financing required for the project.

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

- c. Income Categories to be served: Very low, low

- d. Maximum award:

\$95,000 maximum per rental unit

Project maximum: \$1,500,000



e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a loan secured by recorded land use restrictions and subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 20 years
4. Forgiveness: The loan is not forgiven
5. Repayment: The loan is due and payable at the end of the term unless the Consortium through the Office of Housing and Community Development (OHCD) negotiates an extended loan term to secure affordable rental units in the best interest of the county's residents.
6. Default: A default will be determined as: sale, transfer, or conveyance of property, conversion to another use, failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance will be due and payable.

f. Tenant Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer's management company for the development in accordance with the written agreement.

g. Sponsor/Sub-recipient Selection Criteria: Developers will apply to the County through an RFQ or RFP process. The RFQ or RFP will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the Consortium's housing element in the Comprehensive Plan.

The Office of Housing and Community Development reserves the right to select developments that meet all the above requirements and:

1. Are in areas of immediate need due to lack of available units.
2. Propose to preserve and improve existing units.

All funding awards will be subject to closing on other funding sources.

h. Additional Information: 1. Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units. The SHIP program states in Section 420.9075(5)(i) that eligible sponsors that offer rental housing for sale before the end of the affordability period must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons. 2. Assistance under the maximum award will include hard and soft cost.

F. Strategy Name: Disaster Recovery	Code 5, 16
--	------------

- a. Summary: This strategy provides assistance to households following a disaster as declared by Executive Order by the President of the United States or Governor of the State of Florida. This strategy will only 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 homeowner's insurance policies.
5. Security deposit for eligible recipients that have been displaced from their homes due to disaster; and
6. Rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients who have been displaced from their homes due to disaster.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$60,000 for homeowners. \$15,000 for renters.
- e. Terms:
 1. Repayment loan/deferred loan/grant: Assistance to homeowners will be provided as a deferred payment loan secured by a note and mortgage. Rental assistance will be awarded as a grant.
 2. Interest Rate: 0%
 3. Years in loan term: 30 years
 4. Forgiveness: Loan not Forgiven
 5. Repayment: Repayment required at the end of the loan term.
 6. Default: The loan will be determined to be in default if any of the following occurs: property is sold, refinanced, transferred, leased, assigned, no longer occupied as the primary residence of the applicant. If any of these occur, the outstanding balance of the loan and any shared equity will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County/City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient/Tenant Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:



1. Must file for and use proceeds from insurance as first option.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Assistance under the maximum award will include hard and soft cost.

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:

City of Sarasota:

Any applicant with an affordable housing project meeting any one of the following conditions be given expedited review and approval from the time the development application or building permit is submitted through the issuance of the certificate of occupancy or final inspection:

- a. Individuals or organizations that are receiving assistance through the Office of Housing and Community Development.
- b. Builders and developers who are applying for Federal and/or State Affordable Housing Programs.
- c. Non-Profit Organizations that are building affordable housing with a sales price that does not exceed the maximum sales price for the Housing Partnership Program.
- d. Any organization building affordable housing in the Community Reinvestment Area (CRA) with a sales price that does not exceed the maximum sales price for the Housing Partnership Program (\$270K).
- e. Non-Profit Organizations that are building rental housing and agree to lease the property for no more than the HUD fair market rent for a period of at least 30 years.
- f. Any organization that is building rental housing in the City that commits to lease the property for no more than the HUD fair market rent for a period of at least 30 years.
- g. Applicants applying for a rezone or conditional use for a project where a minimum of fifteen (15) percent of the total units within the development are affordable to households earning less than 120% of area median income.
- h. Applicants applying for site plan approval, plats and building permits for any project where a minimum of fifteen (15) percent of the total units within the development are affordable to households earning less than 120% of area median income.

Sarasota County:



Any applicant with a project meeting one of the following conditions be given expedited review and approval:

- a. Individuals or organizations that are receiving assistance through the Office of Housing and Community Development.
- b. Builders and developers who are applying for Federal and/or State Affordable Housing Programs.
- c. Non-Profit Organizations that are building affordable housing with a sales price that does not exceed the maximum sales price for the Housing Partnership Program.
- d. Non-Profit Organizations that are building rental housing and agree to lease the property for no more than the HUD fair market rent for a period of at least 30 years.
- e. Applicants applying for a rezone or special exception for a project where a minimum of fifteen (15) percent of the total units within the development are affordable to households earning less than 120% of area median income.
- f. Applicants applying for site and development plan approval, plats and building permits for any project where a minimum of fifteen (15) percent of the total units within the development are affordable to households earning less than 120% of area median income.

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:

City of Sarasota:

Each agenda item that goes to the City Commission is reviewed by the originator to determine if it increases the cost to housing. If it does, the agenda cover sheet that goes to the City Commission describes the cost per home. The committee also recommended that staff should provide information to advisory committees with information on how policies, procedures, ordinances, regulations or plan provisions that they are considering impact the cost of housing, along with the estimated cost to implement the provision.

Sarasota County:

That Sarasota County ensure that the County Commission considers, before adoption, policies, procedures, regulations or plan provisions that may increase the cost of housing.

C. Other Incentive Strategies Adopted:

City of Sarasota:

The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing:

- a. To continue allowing nonprofit housing organizations building housing for families with incomes below 100% of the Area Median Income remain eligible to receive a Temporary Certificate of Occupancy (Temporary CO) that allows the nonprofit organization to receive all final inspections and



defer impact fee payments until the home is sold to the low-income homebuyer. The impact fees are paid when the home is sold, and the nonprofit organization receives their Final Certificate of Occupancy.

- b. To continue allowing nonprofit agencies that are building rental housing and promise to lease the property for no more than the fair market rent for a period of 10 years to remain eligible to receive a Temporary Certificate of Occupancy (Temporary CO) that allows the nonprofit organization to receive all final inspections and to defer impact fee payments and allows them to be paid when the property is leased to the first occupant. The impact fees are then paid when the home is leased, and the nonprofit organization receives their Final Certificate of Occupancy.
- c. To continue allowing low-income families to receive a low interest loan from the County to enable them to pay the water and sewer capacity (impact) fees to connect to public water and sewer lines. This is available in the unincorporated county and the four municipalities.
- d. To continue to allow affordable housing projects funded through OHCD to include the cost of impact fees in the development costs and pay those fees using federal and / or state funds.
- e. During the next year, the City should study how impact fees are determined and assessed to see if there are ways to mitigate the cost of impact fees on affordable housing and to identify other tools and incentives that are available to make a positive impact on affordable housing.

The allowance of flexibility in densities for affordable housing:

- a. Implement provisions that allow for increased density for affordable housing to be granted administratively or by right, rather than making the developer go through a public hearing process;
- b. The City should consider additional density incentives; and
- c. Conditioning density and other structural bonuses such as height, lot coverage, FAR, and parking on use for long-term affordable housing is a tool that should be utilized by the City to incentivize workforce housing development.

The allowance of affordable accessory residential units in residential zoning districts:

- a. To increase the maximum size of accessory dwelling units from 600 square feet to 650 square feet; and
- b. The City should expand opportunities for accessory dwelling units.

The reduction of parking and setback requirements for affordable housing:

- a. The City should research ways to provide more flexibility in creating incentives to create more affordable housing units closer to walkable areas;
- b. The City should look to expand alternative parking strategies and setback reduction for affordable housing outside the downtown zone districts; and
- c. The City should offer structural bonuses such as density, height, lot coverage, FAR, and parking close to employment centers.

The allowance of flexible lot configurations, including zero-lot line configurations for affordable housing:

- a. The City should explore additional flexible lot configurations; and



- b. The City should include additional building types that promote flexible lot configurations such as cottage courts.

The modification of street requirements for affordable housing:

- The City should promote reduced infrastructure costs with infill through a complete street program that reduces vehicular motor traffic.

The preparation of a printed inventory of locally owned public lands suitable for affordable housing:

- Identified lots to be designated as suitable for affordable housing. A list of such properties must be completed at least every three (3) years as required by 166.0451 FS.

The support of development near transportation hubs and major employment centers and mixed- use developments:

- a. That the development near transportation hubs, major employment centers and mixed- use development should be identified and supported with transit opportunities.
- b. Adaptive reuse of former commercial shopping centers should also be considered.

Other Affordable Housing Recommendations:

- a. The City of Sarasota accepts the recommendation that the AHAC or another citizen committee review the best practices and develop a comprehensive program to increase affordable housing opportunities for the City of Sarasota.
- b. Studies to help shape policy and perception related to opposition of affordable housing may be of benefit:
 - 1. Traffic – review peak hour and in and out movements at multi-family projects, post construction.
 - 2. Parking – review day and night parking.
 - 3. Compatibility – review height, design, density, setbacks, etc.
 - 4. Demographics – review population of children, retired persons, and other demographics.
 - 5. Tax Revenue
 - 6. Noise – review noise at property lines, post construction.
 - 7. Property values on single family residences when multi-family develops nearby.
- c. During land use hearings, consider the impact of development decisions on affordable housing supply.

Sarasota County:

The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing:

- a. To continue allowing low-income families to receive a low interest loan from the county to enable



them to pay the water and sewer capacity (impact) fees to connect to public water and sewer lines. This is available in the unincorporated county and the 4 municipalities. Note: This program is for areas where utility lines have been extended, not for new construction.

- b. To continue to allow affordable housing projects funded through OHCD to include the cost of impact fees in the development costs and pay those fees using federal and / or state funds.

During the next Impact Fees and Mobility Fees review cycle, the County should study how impact fees are determined and assessed to see if there are ways to mitigate the impact of impact fees on affordable housing and to identify other tools that are available to make a positive impact on affordable housing.

The allowance of flexibility in densities for affordable housing:

- a. The County should study this topic further during the next year to see if there are additional incentives related to increased densities that could be implemented.
- b. Conditioning density and other structural bonuses such as height, lot coverage, floor area ratio, and parking on use for long-term affordable housing is a tool that should be utilized by the County to incentivize workforce housing development.

The allowance of affordable accessory residential units in residential zoning districts:

- a. To update the Sarasota County Comprehensive Plan to include policies that encourages the production of diversity in housing types and prices.
- b. The County's policy on accessory residential units should be reviewed to see if there are ways to create additional affordable housing opportunities; and
- c. The County should review its zoning code to determine if changes could be made to increase additional affordable housing opportunities.

The reduction of parking and setback requirements for affordable housing:

- a. To continue to allow alternative parking plans to reduce required parking to be approved by the Zoning Administrator.
- b. The County's policies on parking and setback requirements should be reviewed to see if there are ways to create additional affordable housing opportunities.
- c. The County should offer structural bonuses such as density, height, lot coverage, floor area ratio, and parking close to employment centers.

The allowance of flexible lot configurations, including zero-lot line configurations for affordable housing:

- The County's policies on flexible lot configurations, including zero-lot configurations, should be reviewed to see if there are ways to create additional affordable housing opportunities.

The preparation of a printed inventory of locally owned public lands suitable for affordable housing:

- Identified escheated lots or other County owned property be designated as suitable for affordable housing. A list of such properties must be completed every three (3) years as required by 125.379 FS.



The support of development near transportation hubs and major employment centers and mixed-use developments:

- a. That the development near transportation hubs, major employment centers and mixed- use development should be identified and supported with transit opportunities as part of the Code.
- b. Adaptive reuse of former commercial shopping centers should also be considered.

Other Affordable Housing Recommendations:

- a. Sarasota County accepts the recommendation that the AHAC or another citizen committee review the best practices and develop a comprehensive program to increase affordable housing opportunities for Sarasota County. The AHAC is convened annually to do this task.
- b. Studies to help shape policy and perception related to opposition of affordable housing may be of benefit:
 - 1. Traffic – review peak hour and in and out movements at multi-family projects, post construction.
 - 2. Parking – review day and night parking.
 - 3. Compatibility – review height, design, density, setbacks, etc.
 - 4. Demographics – review population of children, retired persons, and other demographics.
 - 5. Tax Revenue
 - 6. Noise – review noise at property lines, post construction.
 - 7. Property values on single family residences when multi-family develops nearby.
- c. During land use hearings, consider the impact of development decisions on affordable housing supply.

IV. EXHIBITS:

Required

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

Optional

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

**Exhibit A (2022)**

City of Sarasota/Sarasota County	
Fiscal Year: 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 4,523,637.00
Salaries and Benefits	\$ 448,363.00
Office Supplies and Equipment	\$ 2,000.00
Travel Per diem Workshops, etc.	\$
Advertising	\$ 2,000.00
Other*	\$
Total	\$ 452,363.00
Admin %	10.00%
	OK
Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 4,523,637.00
Salaries and Benefits	\$ 448,363.00
Office Supplies and Equipment	\$ 2,000.00
Travel Per diem Workshops, etc.	\$
Advertising	\$ 2,000.00
Other*	\$
Total	\$ 452,363.00
Admin %	10.00%
	OK
Fiscal Year 2024-2025	
Estimated SHIP Funds for Fiscal Year:	\$ 4,523,637.00
Salaries and Benefits	\$ 448,363.00
Office Supplies and Equipment	\$ 2,000.00
Travel Per diem Workshops, etc.	\$
Advertising	\$ 2,000.00
Other*	\$
Total	\$ 452,363.00
Admin %	10.00%
	OK
*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.	



Exhibit B
Timeline for SHIP Expenditures

City of Sarasota/Sarasota County affirms that funds allocated for these fiscal years will
(local government)
meet the following deadlines:

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

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

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

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

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

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

Other Key Deadlines:

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

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2019-2020												
Name of Local Government:			City of Sarasota									
Estimated Funds (Anticipated allocation only):			\$ 600,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
3	Rehabilitation	Yes	10	\$75,000	10	\$75,000	0	\$0	\$200,000.00	\$0.00	\$200,000.00	20
3	Essential Rehabilitation Program	Yes	4	\$25,000	5	\$25,000			\$210,000.00	\$0.00	\$210,000.00	9
3	Barrier Removal Program	Yes	2	\$25,000	2	\$25,000			\$40,000.00	\$0.00	\$40,000.00	4
2	Disaster Strategy	Yes		\$60,000		\$60,000			\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		16		17		0		\$450,000.00	\$0.00	\$450,000.00	33
Purchase Price Limits:			New	\$ 515,804	Existing	\$ 515,804						

[illegible]

Set-Asides				
Percentage Construction/Rehab (75% requirement)		90.0%		OK
Homeownership % (65% requirement)		75.0%		OK
Rental Restriction (25%)		15.0%		OK
Very-Low Income (30% requirement)		\$ 315,000	52.5%	OK
Low Income (30% requirement)		\$ 540,000	90.0%	OK
Moderate Income		\$ -	0.0%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2020-2021												
Name of Local Government:			City of Sarasota									
Estimated Funds (Anticipated allocation only):			\$ 600,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
3	Rehabilitation	Yes	10	\$75,000	10	\$75,000	0	\$0	\$200,000.00	\$0.00	\$200,000.00	20
3	Essential Rehabilitation Program	Yes	4	\$25,000	5	\$25,000			\$210,000.00	\$0.00	\$210,000.00	9
3	Barrier Removal Program	Yes	2	\$25,000	2	\$25,000			\$40,000.00	\$0.00	\$40,000.00	4
5	Disaster Strategy	Yes		\$60,000		\$60,000			\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		16		17		0		\$450,000.00	\$0.00	\$450,000.00	33
Purchase Price Limits:			New	\$ 515,804	Existing	\$ 515,804						

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
12	Rental Development	Yes	1	\$270,000					\$90,000.00	\$0.00	\$90,000.00	1
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		1		0		0		\$90,000.00	\$0.00	\$90,000.00	1
	Administration Fees		\$ 60,000		10%		OK					
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 600,000 OK									

Set-Asides				
Percentage Construction/Rehab (75% requirement)		90.0%		OK
Homeownership % (65% requirement)		75.0%		OK
Rental Restriction (25%)		15.0%		OK
Very-Low Income (30% requirement)		\$ 1,170,000	195.0%	OK
Low Income (30% requirement)		\$ 925,000	154.2%	OK
Moderate Income		\$ -	0.0%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2021-2022												
Name of Local Government:			City of Sarasota									
Estimated Funds (Anticipated allocation only):			\$ 600,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
3	Comprehensive Rehabilitation Program	Yes	3	\$65,000	10	\$65,000			\$200,000.00	\$0.00	\$200,000.00	13
3	Essential Rehabilitation Program	Yes	4	\$25,000	5	\$25,000			\$210,000.00	\$0.00	\$210,000.00	9
3	Barrier Removal Program	Yes	2	\$25,000	2	\$25,000			\$40,000.00	\$0.00	\$40,000.00	4
5	Disaster Strategy	Yes		\$60,000		\$60,000			\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		9		17		0		\$450,000.00	\$0.00	\$450,000.00	26
Purchase Price Limits:			New	\$ 515,804	Existing	\$ 515,804						

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
12	Rental Development	Yes	1	\$270,000					\$90,000.00	\$0.00	\$90,000.00	1
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		1		0		0		\$90,000.00	\$0.00	\$90,000.00	1
	Administration Fees		\$ 60,000		10%		OK					
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 600,000 OK									

Set-Asides			
Percentage Construction/Rehab (75% requirement)		90.0%	OK
Homeownership % (65% requirement)		75.0%	OK
Rental Restriction (25%)		15.0%	OK
Very-Low Income (30% requirement)		\$ 360,000 60.0%	OK
Low Income (30% requirement)		\$ 540,000 90.0%	OK
Moderate Income		\$ - 0.0%	



Exhibit D
67-37.005(1), F.A.C.
2022

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: City of Sarasota

Certifies that:

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

[eff. Date 7/1/2021]



Exhibit D
67-37.005(1), F.A.C.
2022

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

Witness


Chief Elected Official or Designee - Signature

Witness

Erik Arrovo, Mayor
Printed Name and Title

Date

OR

Attest:



(Seal)

RESOLUTION 22R-3101

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SARASOTA, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CITY MANAGER 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 FOR READING BY TITLE ONLY; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

WHEREAS, as required by section 420.9075, Florida Statutes, it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs; and



WHEREAS, the Sarasota Office of Housing and Community Development has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

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

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

Section 1. The City Commission of the City of Sarasota hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2023, 2024 and 2025.

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

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



ADOPTED by the City Commission of the City of Sarasota, Florida upon reading by title only, after posting on the bulletin board at City Hall for at least three (3) days prior to adoption, as authorized by Article IV, Section 2 of the Charter of the City of Sarasota, this 5 day of July 2022.

Mayor Erik Arroyo

ATTEST:

Shayla Griggs, MBA, CMC
City Auditor and Clerk

Yes Mayor Erik Arroyo

Yes Vice Mayor Kyle Battie

Yes Commissioner Liz Alpert

Yes Commissioner Jen Ahearn-Koch

Absent Commissioner Hagen Brody