



***CITY OF GAINESVILLE
LOCAL HOUSING
ASSISTANCE PLAN
(LHAP)
2011-2013***



Resolution # 100867

I. PROGRAM DESCRIPTION:

A. **Name of the participating local government and Interlocal if Applicable:**
City of Gainesville, Florida.

Interlocal: Yes X No _____

Name of participating local government(s) in the Interlocal Agreement:
Alachua County, Florida.

The Interlocal Agreement is for the provision of Special Needs Housing Program services. A copy of the Interlocal Agreement is attached as **Exhibit H.**

B. **Purpose of the Program:**

The City of Gainesville’s mission is to work to improve the quality of life for City residents and to revitalize neighborhoods by providing decent, safe affordable housing. Creation of the Local Housing Assistance Plan sets forth the three year plan to implement the State Housing Initiatives Partnership Program (SHIP) for the purpose of meeting the housing needs of the extremely low, very low, low and moderate-income households, to expand production of and preserve affordable housing, and to further the housing element of the City of Gainesville Comprehensive Plan specific to affordable housing. This will be accomplished through partnering with the public and private sectors who are interested in producing affordable housing such as lenders, realtors, building contractors and other community groups to provide a combination of the available public and private resources to preserve, improve and create affordable housing opportunities for income eligible households.

Through the SHIP Program, the City of Gainesville has funds to commit to affordable housing efforts to assist income eligible residents who live in the incorporated area of the City of Gainesville. During the next three fiscal years, the City of Gainesville will fund a range of housing programs and activities to further the development of affordable housing which includes housing rehabilitation, new construction, purchase assistance, mortgage foreclosure intervention, rental construction, special needs housing, and housing counseling to provide the foundation needed to aid in promoting homeownership and sustainable neighborhoods.

C. **Fiscal Years covered by the Plan:**

- ✓ 2011/2012
- ✓ 2012/2013
- ✓ 2013/2014

D. **Governance:**

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The City of Gainesville is in compliance with the Florida Statutes and Florida Administrative Code. The City of Gainesville SHIP Program furthers the housing element of the City of Gainesville Comprehensive Plan.

E. **Local Housing Partnership**

The City’s Comprehensive Housing Program continues to be facilitated through a partnership of

public, private and non-profit organizations. As a result of this public/private partnership, the City of Gainesville has demonstrated that combining available public and private resources is most effective in increasing the production of and preserving affordable housing. The City of Gainesville continues to encourage building public and private partnerships between governments, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups. The City of Gainesville maintains and will continue to work with the building industry, banking industry, real estate industry, social service providers and other community groups to promote the development of affordable housing and related housing services.

F. Leveraging:

The City of Gainesville Local Housing Assistance 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, including the U.S. Department of Housing and Urban Development (HUD) programs, Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), other state and local programs and private lending institutions.

G. Public Input:

Public input and citizen participation for the development of the City's Local Housing Assistance Plan was solicited through media press releases and local newspapers. Additionally, the SHIP Affordable Housing Advisory Committee conducted a series of public meetings to solicit input from groups such as housing agencies, realtors, builders, lenders, citizens and other groups involved in the development and preservation of affordable housing.

H. Advertising and Outreach:

The City of Gainesville shall advertise any Notice of Funding Availability (NOFA) in the local newspapers 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 and/or no funding available due to a waiting list, then no NOFA is required and will not be published. The City of Gainesville may also advertise additional application cycles at various times throughout the fiscal year as needed. Additional advertising and outreach may also be conducted via printed materials, community workshops and housing fairs.

I. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing. In addition to the SHIP funds, the City of Gainesville receives federal funding for housing programs and must comply with Fair Housing regulations. In the administration and implementation of the Comprehensive Housing Program, the City of Gainesville encourages and supports affirmative advertising and marketing programs in which there are no barriers to obtaining housing due to race, creed, religion, color, age, sex, marital status, familial status, national origin, handicap, sexual orientation or gender identity. A copy of the Fair Housing Logo is posted at the Housing Division Office and all documents relating to program activities will include the Fair Housing Logo.

J. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to:

- Homebuyer Education and Training*

- Credit and Budget Counseling
- Foreclosure Prevention Counseling
- Homeowner Education and Training
- Tenant Counseling
- Energy Audits to promote lower home energy costs.
- Referrals of residents to the proper agencies for assistance, which includes agencies such as the United Way Information and Referral, Alachua County Social Services Department, Interfaith Hospitality Network and local housing authorities.

*The City of Gainesville and Alachua County jointly conduct the Homebuyer Education and Training workshop for first-time homebuyers. The goal of the Homebuyer Education and Training is to educate potential homebuyers regarding the aspects of the home buying process in efforts to increase the rate of successful homeownership.

K. Purchase Price Limits:

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

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

The Purchase Price Limit for New and Existing homes is shown on the Housing Delivery Goals Charts.

L. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 F.S.

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

M. Welfare Transition Program:

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

N. Monitoring and First Right of Refusal:

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.

However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above. For those developments that the Florida Housing Finance Corporation provides the same monitoring and determination, the City of Gainesville may rely on such monitoring and determination of tenant eligibility.

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

O. Administrative Budget:

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These budgets are presented on an annual basis for each State fiscal year submitted. The City of Gainesville finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:

“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:

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

*The City of Gainesville has adopted the above findings in the attached Resolution, **Exhibit E**.*

P. Program Administration:

Administration of the local housing assistance plan is the responsibility of the *City of Gainesville*. Should a third party entity or consultant contract for all of or part of the administrative or other functions of the program., the City of Gainesville or the administrator shall provide in detail the duties, qualification and selection criteria. At this time, direct consulting services will not be used in the administration of the SHIP Program.

Q. Essential Service Personnel

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.

For the purposes of this local housing assistance plan, the City of Gainesville defines essential services personnel as: any household earning up to 120 % area median income (AMI); and employed in the education system as teachers and educators; police, fire and code enforcement personnel; government employees; military personnel; health care personnel; or skilled building trades. Other job categories may be included in the Essential Service Personnel definition as the City revises the definition to conform with local economic and industry trends.

- R. Section 420.9075(3)(d), F.S.:** Requires counties and eligible municipalities to describe initiatives in their local housing assistance plans that encourage or require innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance. Provide a brief description as required:

The Housing and Community Development Division (HCD) applies “green” principles in new construction and rehabilitation. Specifications for new and existing homes are tailored to meet green standards. Energy efficiency is a priority for existing homes and new homes are built to Energy Star standards or better. Because of the importance of green innovation and sustainability, the City advertises these type of projects as “green certified” to demonstrate a commitment to the citizens of Gainesville. The City selects materials such as, Hardi siding and metal roofing for durability and low maintenance whenever possible; thirty year Energy Star shingles are specified; low VOC paints are used; vinyl Energy Star insulated windows with argon gas and low E glass are used as replacement windows in rehabilitation and R-30 insulation is standard for all projects. City Construction Staff has been trained and is Certified as a Green Rater by the Florida Green Building Coalition.

II. LHAP HOUSING STRATEGIES:

A. Purchase Assistance Program – Downpayment /Closing Costs

a. **Summary of the Strategy:** The purpose of the Purchase Assistance Program-New or Existing is to promote homeownership for first-time homebuyers. Funds are provided to assist eligible first-time homebuyers with purchasing a new or existing home (with or without rehabilitation). To qualify, applicants must be able to obtain a mortgage loan from a Purchase Assistance Program certified lender; and select a home for purchase that meets the SHIP Program criteria. Eligible activities under this strategy shall include downpayment assistance and closing costs assistance. The homebuyer must pay a minimum of 2% of the sales price of the home. Only the amount of SHIP subsidy required to close will be awarded. All eligible recipients must complete a homebuyer education and training program, administered by a City of Gainesville approved entity. Mobile homes are eligible if the residential unit meets the standards of Chapter 553, Florida Statutes for homeownership.

b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**

c. Income Categories to be served: **Extremely Low to Moderate-Income Households.**

d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$10,000.**

e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable.

f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-ready, first-serve basis, following receipt of an application, income qualification, first mortgage approval, and attendance at the City approved homeownership training program.

g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this program.

h. **Additional Information:** Not Applicable.

B. Purchase Assistance Program- New Construction:

a. **Summary of the Strategy:** The purpose of the Purchase Assistance-New Construction Program is to provide affordable homeownership opportunities for eligible homebuyers; and to stabilize neighborhoods through the development of new affordable housing. The new housing units may be constructed on infill lots or as part of a larger development of vacant lots within the City. This program will address the need to provide decent, safe and affordable homes to eligible homebuyers. Funds will be used as a subsidy to provide subordinate financing to assist in making the purchase of the new home affordable.

b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**

c. Income Categories to be served: **Extremely Low to Moderate-Income Households.**

d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$35,000.**

- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-ready, first-serve basis, following receipt of an application, income qualification, first mortgage approval, and attendance at the City approved homeownership training program. Priority will be given to applicants who qualify as Essential Service Personnel.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this program.
- h. **Additional Information:** Not Applicable.

C. Housing Rehabilitation- Roof Program:

- a. **Summary of the Strategy:** The purpose of the Housing Rehabilitation-Roof Program is to prevent further damage to homes, and reduce rehabilitation costs of homes by repairing or replacing deteriorated or leaking roofs. Eligible repairs are limited to the roof of the structure on the home. Eligible costs include construction costs and related project soft costs. Mobile homes are not eligible to receive assistance from this program.
- b. **Fiscal Years Covered:** 2011/2012, 2012/2013, 2013/2014
- c. **Income Categories to be served:** Extremely Low to Low-Income Households.
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$15,000.
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this program.
- h. **Additional Information:** Not Applicable.

D. Housing Rehabilitation Program- Minor Rehabilitation:

- a. **Summary of the Strategy:** The Housing Rehabilitation Program - Minor Rehabilitation is designed to provide assistance to eligible homeowners to improve the health and safety conditions in the unit to preserve the home. The Housing Rehabilitation Program - Minor Rehabilitation will address the repair of health and safety violations on a home. The program addresses the minor rehabilitation of a home without requiring the issuance of a Code Violation Notice. All code violations may not be addressed. The program will be applied to homes that are

in need of deferred maintenance. The repair priorities include, but are not limited to: roof, electrical, heating, plumbing and handicap accessibility, if applicable. Eligible costs include construction costs and related project soft costs. Mobile homes are not eligible to receive assistance from this program.

- b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**
- c. Income Categories to be served: **Extremely Low to Low-Income Households.**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$30,000.**
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this program.
- h. **Additional Information:** Not Applicable.

E. Housing Rehabilitation Program- Major Rehabilitation:

- a. **Summary of the Strategy:** The Housing Rehabilitation Program - Major Rehabilitation is designed to provide assistance to eligible homeowners to improve the health and safety conditions in the unit to preserve the home. The Housing Rehabilitation Program - Major Rehabilitation will address the repair of serious health and safety violations on a home. This program addresses the substantial rehabilitation of a home without requiring the issuance of a Code Violation Notice. All code violations may not be addressed.

The homes eligible for rehabilitation under this program must be considered substandard with health and safety violations that exceed the repair priorities of the Housing Rehabilitation Program - Minor Rehabilitation. Eligible repair priority includes, but is not limited to: roof, electrical, heating, plumbing, structural and handicap accessibility, if applicable. Eligible costs include construction costs and related project soft costs. Mobile homes are not eligible to receive assistance from this program.

- b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**
- c. Income Categories to be served: **Extremely Low to Low-Income Households.**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$50,000.**
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults

on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable.

- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this program.
- h. **Additional Information:** Not Applicable.

F. Replacement Housing Program:

a. **Summary of the Strategy:** The Replacement Housing Program (RHP) will address housing units that are infeasible to rehabilitate due to the existing major health and safety violations, and the exorbitant cost of repairs required to make these dwellings meet the minimum housing code requirements. Funding for this program will be reserved for homeowners who applied to the Housing Rehabilitation Program for assistance and their homes were subsequently determined to be infeasible to rehabilitate. The RHP program will assist a homeowner with demolishing the existing home and rebuilding a new home on the same site or other equivalent site. The house plans will be provided by the City of Gainesville Housing Division.

- b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**
- c. Income Categories to be served: **Extremely Low to Low-Income Households.**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$125,000.**
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 30-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville staff shall administer this program.
- h. **Additional Information:** Not Applicable.

G. Mortgage Foreclosure Intervention Program:

a. **Summary of the Strategy:** The Mortgage Foreclosure Intervention Program (MFI) offers qualified homeowners an opportunity to avoid foreclosure and retain their homes. Funds will be provided to eligible homeowners to assist with bringing their mortgage payments current. Eligible expenses include, but are not limited to: delinquent mortgage payments (principal, interest, taxes and insurance), attorney’s fees, late fees and other customary fees, if applicable. Mobile homes are eligible if the residential unit meets the standards of Chapter 553, Florida Statutes for homeownership.

- b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**
- c. Income Categories to be served: **Extremely Low to Moderate-Income Households.**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$5,000.**

- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-ready, first-serve basis, following receipt of an application, income qualification and completion of a workout plan with a Certified HUD Housing Counselor.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this program.
- h. **Additional Information:** Not Applicable.

H. **Disaster Relief Program:**

- a. **Summary of the Strategy:** The Disaster Strategy provides assistance to households following a natural disaster as declared 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 natural disaster using any funds that have not yet been encumbered or additional disaster funds issued by the Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to: (a) purchase of emergency supplies for eligible households to weatherproof damaged homes; (b) interim repairs to avoid further damage; (c) construction of wells or repair of existing wells where public water is not available; (d) payment of insurance deductibles for rehabilitation of homes covered under homeowners insurance policies; (e) security deposit; (f) rental assistance for duration of Florida Office of Governor Executive Order, for eligible recipients that have been displaced from their homes due to disaster; and (g) other activities as proposed by the City of Gainesville and approved by the Florida Housing Finance Corporation that are in compliance with SHIP statutes and any emergency declarations that may be in effect at the time. Mobile homes are not eligible to receive assistance from this program.
- b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**
- c. Income Categories to be served: **Extremely Low to Moderate-Income Households.**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$5,000.**
- e. **Terms, Recapture and Default:** All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-ready basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this program.
- h. **Additional Information:** SHIP funds at all times must be used for eligible applicants and eligible housing. SHIP disaster funds may not be used for the purchase or rehabilitation of mobile homes.

I. **Special Needs Housing Program:**

a. **Summary of the Strategy:** Development of special needs housing is an eligible activity and is considered as rental housing construction. Through an inter-local agreement, the City of Gainesville and Alachua County will jointly sponsor a fund targeted to the construction and rehabilitation of housing for persons with special needs. Funds will be available for qualified sponsors who serve households of persons with special housing needs which include, but are not necessarily limited to the: persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome (“AIDS”) and Human Immunodeficiency Virus (“HIV”) disease; runaway and abandoned youth; the elderly; and disabled adults. New construction and rehabilitation are eligible activities.

b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**

c. Income Categories to be served: **Extremely Low to Low-Income Households.**

d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$10,000 per unit.**

e. **Terms, Recapture and Default:** A mortgage is recorded on the property. Funds are provided to sponsors as a 0% interest rate, 15-year due on sale loan. The housing must remain affordable and occupied by income eligible beneficiaries for a period of 15 years. All SHIP assisted rental properties offered for sale prior to the 15-year term of affordability must be subject to a right of first refusal for purchases at the current market value, less the amount of the SHIP subsidy, by eligible nonprofit organizations who would provide continued occupancy by eligible persons. Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements.

In determining the maximum allowable rents, “Affordable” means that monthly rents or monthly 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 Section 420.9071 (2), subsection (19) and subsection (28), Florida Statutes. *The maximum allowable rents will be established the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.*

f. **Recipient Selection Criteria:** Applicants must be extremely low to low income households as defined by the SHIP Program. The Sponsor shall select eligible recipients based on their specified application process. The Sponsor will be required to select tenants on the basis of compliance as determined by the SHIP Special Needs Housing Program. The Inter-Local Agreement for the Special Needs Housing Program (Exhibit H) does not restrict special needs housing facilities as to geographical location; however the Sponsor’s service facility must be located within the incorporated areas of Alachua County.

g. **Sponsor Selection Criteria, if applicable:** An eligible developer/sponsor may submit applications at any time for assistance. Applications for assistance under this program will be reviewed and approved on a first-come, first-ready-to-close basis based on funding availability. The Sponsor’s housing units must meet SHIP Program criteria. The City of Gainesville shall administer this program. The criteria to select eligible Sponsors include, but are not limited to the following:

- Overall Capacity of Organization to Fulfill Project Proposal
- Ability to Proceed and Expedite in a Timely Manner
- Management System for Effective Production, Cost, Quality and Control
- Financial Management and Resources
- Experience with support services such as, social services, special needs housing and/or rental housing programs and education

h. **Additional Information:** The City of Gainesville process for certifying income and monitoring Special Needs Housing projects is as follows:

Special Needs Strategy Income Certification Plan & Monitoring Strategy

It is recognized that special needs housing projects face unique situations that render some standard procedures, such as income certifications, difficult or impossible to comply with. For example, an emergency shelter does not have the time, manpower or resources to gather the essential documentation such as third party verifications, to verify that an individual meets program income requirements. For this reason, this plan provides alternative guidelines for determining income eligibility for special needs strategies. The following criteria shall be utilized for income certifications for the Special Needs Strategy:

Eligible persons shall include individuals, families and households that are determined by the City to have annual household incomes that are less than 80% of the median family gross income adjusted for family size as stipulated in the annual income limits published by the United States Department of Housing and Urban Development distributed and updated annually by the Florida Housing Finance Corporation. Annual gross income shall be determined under one of the following methods; 1) the Section 8 housing assistance payments programs in 24 C.F.R. part 5; 2) annual income as reported under the census long form; 3) adjusted gross income as defined for purpose of reporting under Internal Revenue Services Form 1040 for individual federal annual income tax purposes; 4) projected annual income using the deposits from three months of bank statements; or 5) projected annual income using one month of pay stubs. Within 30 days of executing a contract with a Special Needs sponsor, staff will review the sponsor's client records to determine which income certification procedures are applicable.

City staff will review the unique income and asset documentation that is accessible to the applicant. Based upon this review, the applicant shall be deemed homeless if there is no access to income and shall be considered income eligible for residential placement. Special Needs project and income certification procedures will be defined as one of the following:

Stage One Housing Projects include those intended to serve those at risk of becoming homeless, economic homelessness, situational homelessness, or chronic homelessness. The housing serves as an entry shelter that functions on an emergency basis to provide immediate shelter, stabilization, treatment, and case management. A checklist shall be provided by the sponsor agency containing all income information gathered for each resident. Income Certification. Upon intake, gross family income will be determined through the use or information that is available including pay stubs, tax returns, verification from employers and financial institutions. Persons considered homeless according to HUD definition will be considered eligible. A determination of income eligibility shall be made upon provision of housing services.

Stage Two Housing. Projects which provide temporary housing, such as transitional shelters that function to provide family or personal accommodation for extended periods of time until the resident can move to permanent housing. Supportive services are coordinated and provide to the resident based on need. Income Certification. Anticipated annual gross income is certified according to standard SHIP rules, including the Section 8 housing assistance payments programs in 24 CFR, part 5 methodology.

Stage Three Housing. Permanent housing that will be affordable to persons with special needs. Supportive services and environmental modifications are provided as needed. The goal of the housing is to provide the greatest independence possible in the least restrictive setting with the purpose of enhancing the quality of life as well as functional abilities. Income Certification. Anticipated annual gross income shall be certified according to standard SHIP rules, including the Section 8 housing assistance payments programs in 24 CFR, part 5 methodology.

Rental units constructed, rehabilitated, or otherwise assisted with SHIP funds must be monitored at least annually for 15 years for compliance with tenant income and affordability requirements. However, if the Florida Housing

Finance Corporation provides the same monitoring and determination, the City will rely on such monitoring and determination of tenant eligibility. Annual monitoring shall be submitted to the city on a form provided by the city and shall include income level, race, age, amount of assistance provided, and other information. In determining the maximum allowable rents, "Affordable" means that monthly rents or monthly 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 Section 420.9071 (2), subsection (19) and subsection (28), Florida Statutes. The rent limit chart is provided by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. The number of rental units for each SHIP assisted project to be monitored and considered assisted with SHIP funds shall be based upon the pro-rata share of SHIP funds invested in the development in relationship to the development cost.

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 non-profit organizations for purchase at the current market value for continued occupancy by eligible persons, as provided by Section 420.9075 (4)(f), Florida Statutes.

J. Rental Construction Program:

- a. **Summary of the Strategy:** The purpose of the Rental Construction Program is to

provide a local government contribution to qualified developers to stimulate the construction of new rental housing and rehabilitation of existing units for income eligible tenant households. Eligible expenses include construction and rehabilitation costs only. Priority may be given to projects that are located in neighborhoods within the City that have no and/or a shortage of affordable rental units available for low-income households. Eligible applicants may include individuals, non-profit corporations, partnerships, for-profit corporations and/or limited liability companies.

- b. Fiscal Years Covered: **2011/2012, 2012/2013, 2013/2014**
- c. Income Categories to be served: **Extremely Low to Low-Income Households.**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts: \$100,000.**
- e. **Terms, Recapture and Default:** The terms and conditions of the funds used in this strategy will be determined on a case-by-case basis depending on the financial capacity of the rental housing project. SHIP funds may be provided as a loan and/or grant to support the financing structure and/or leveraging of the rental housing project. Funds may also be used as a match for the U.S. Department of Housing and Urban Development HOME Program and other related programs offered by federal, State of Florida and local government to produce and preserve rental housing. When HOME funds are used with SHIP, the most restrictive rules and regulations may apply. Loans may be a combination of deferred, due on sale, zero interest and/or low interest. A mortgage and/or other related instrument will be recorded on the property. Eligible sponsors assisted under this strategy must reserve rental housing for eligible persons for 15 years or the term of the assistance, whichever period is longer.

Eligible sponsors that offer rental housing for sale before 15 years or that have an outstanding loan and/or grant balance under this strategy must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons. However, if the new buyer is eligible for the program, then the terms and conditions of the loan and/or grant may be assumed, as long as, all other SHIP and/or local requirements are met. Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements. Recapture of any loan and/or grant may be repaid to SHIP, HOME and other related programs based on the percentage of the financing provided to the project, as applicable. For those developments that the Florida Housing Finance Corporation provides the same monitoring and determination, the City may rely on such monitoring and determination of tenant eligibility. The SHIP assisted units in a rental housing project must be occupied only by households that are eligible as extremely low, very low, and/or low-income families. *In determining the maximum allowable rents, "Affordable" means that monthly rents do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Section 420.9071 (2), subsection (19) and subsection (28), Florida Statutes. The maximum allowable rents will be established the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.*

- f. **Recipient Selection Criteria:** Applicants must be income eligible under SHIP Program guidelines. The Sponsor's housing units must meet SHIP Program criteria.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer this

program. An eligible developer/sponsor may submit applications at any time for assistance based on funding availability. The criteria to select eligible Sponsors include, but are not limited to the following:

- Overall Capacity of Organization to Fulfill Project Proposal
- Ability to Proceed and Expedite in a Timely Manner
- Management System for Effective Production, Cost, Quality and Control
- Financial Management and Resources
- Tenant Selection
- Leveraging Resources
- Developer Fee

h. **Additional Information:** Not Applicable.

III. LHAP INCENTIVE STRATEGIES

The incentives listed below have been recommended by the City's SHIP Affordable Housing Advisory Committee and adopted by the Gainesville City Commission in efforts to encourage and facilitate development of affordable housing in the City of Gainesville:

The City of Gainesville Affordable Housing Incentive Plan (AHIP) was established for the purpose of providing incentive programs to encourage affordable housing production. The AHIP was adopted by the Gainesville City Commission on April 11, 2005 (Resolution #041164). The AHIP consists of the following regulatory reforms and incentive programs to encourage or facilitate the production of affordable housing. On March 19, 2009, the LHAP was amended by Resolution #080870 to include recommendations that were considered by the City Commission as outlined in the City's SHIP Affordable Housing Advisory Committee (AHAC) Incentives and Recommendations Report to continue to encourage and facilitate development of affordable housing in the City of Gainesville.

1. Definition of Affordable Housing

In accordance with Part VII, Chapter 420 (Section 420.907, *et seq.*, Florida Statutes) and Chapter 67-37, Florida Administrative Code, the State Housing Initiative Partnership Program (SHIP) requires the City of Gainesville to use SHIP funds to provide housing for very low, low and moderate-income households. A standard definition of affordable housing is important in order to develop housing programs that will target very low, low and moderate-income households.

Affordable means that monthly rents or monthly 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 households as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. However, it is not the intent to limit an individual household's ability to devote more than 30 percent of its income for housing, and housing for which a household devotes more than 30 percent 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 percent benchmark. Eligible housing means any real and personal property located within the city which is designed and intended for the primary purpose of providing decent, safe, and sanitary residential units that are designed to meet the standards of Chapter 553, Florida Statutes for homeownership or rental (excludes mobile homes) for eligible persons as designated by the City of Gainesville. The purchase price of homeownership units must not exceed the maximum purchase price limitations for new homes or existing homes and must meet the affordability requirement to qualify as eligible, as established by City of Gainesville Local Housing Assistance Plan.

Very-low-income Persons or Households means one or more natural persons or a family that has a total annual gross household income that does not exceed 50 percent of the median annual income adjusted for family size for households within the Gainesville metropolitan statistical area as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.

With respect to rental units, the very-low-income household's annual income at the time of initial occupancy may not exceed 50 percent of the area's median income adjusted for family size. While occupying the rental unit, a very-low-income household's annual income may increase to an amount not to exceed 140 percent of 50 percent of the area's median income adjusted for family size.

Low-income Persons or Households means one or more natural persons or a family that has a total annual

gross household income that does not exceed 80 percent of the median annual income adjusted for family size for households within Gainesville metropolitan statistical area as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. With respect to rental units, the low-income household's annual income at the time of initial occupancy may not exceed 80 percent of the area's median income adjusted for family size. While occupying the rental unit, a low-income household's annual income may increase to an amount not to exceed 140 percent of 80 percent of the area's median income adjusted for family size.

Moderate-income Persons or Households means one or more natural persons or a family that has a total annual gross household income that does not exceed 120 percent of the median annual income adjusted for family size for households within the Gainesville metropolitan statistical area as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. With respect to rental units, the moderate-income household's annual income at the time of initial occupancy may not exceed 120 percent of the area's median income adjusted for family size. While occupying the rental unit, a moderate-income household's annual income may increase to an amount not to exceed 140 percent of 120 percent of the area's median income adjusted for family size. Schedule for Implementation: In effect at time of adoption.

2. Expedited Permitting

The City of Gainesville Fast Track program was created to provide applicants such as contractors, developers and homeowners the option to request the fast track review when making an application for a building permit. This program provides a faster process for approving permits because the applicants are willing to pay an additional fee for the expedited review.

The City of Gainesville Building Inspection Department administers the Fast Track Program and provides fast track service at no cost for housing projects that are designated as affordable. The Fast Track Program will provide an automatic fee-waiver for projects that include between 10% and 50% affordable units.

Any project that includes affordable housing shall receive priority processing under Fast Track review. To obtain an affordable housing certification, applicants must apply to the City's Housing and Community Development Division (HCD) for a Certificate of Housing Affordability (CHA). The CHA process ensures that the project meet the definitions and other applicable requirements as affordable housing in accordance with the City's adopted certification standards, policies, and procedures. The City's HCD will evaluate the application to determine if the project meets the requirements to be designated as affordable housing. If approved, the applicant will qualify to receive expedited permitting at no cost for the project. The project will be placed on the next available fast track review cycle. Schedule for Implementation: In effect at the time of adoption.

3. Historic Preservation Board Review Process

The Affordable Housing Advisory Committee identified the Historic Preservation Board Review process as a barrier to addressing affordable housing needs in targeted neighborhoods within the Historic Districts. This incentive requires a streamlining process for affordable housing projects. The implementation of this incentive may impact the public welfare by reducing development restrictions in historic districts. The public safety and welfare will be increased by removing impediments to the production of affordable housing and to the removal of slum and blight conditions in target neighborhoods. The City allows pre-approved affordable housing plans in targeted neighborhoods within historic districts to be modified through staff approvals instead of requiring a new review by the Historic

Preservation Board. The staff approval process allows for a more streamlined process of review for affordable housing units. It is anticipated that the staff approval process could reduce approximately 15 to 20 days from the review process. Schedule for Implementation: This policy is currently functioning to

the extent required.

4. Removal of Non-Contributing Properties Located in Historic Districts

There are numerous dilapidated/substandard units located within historic districts, which contribute significantly to slum Tenant Counseling and blight. Policy 1.3.3 of the City's Historic Preservation Element encourages the use and rehabilitation of historic structures, relocation to another site for re-use, selective dismantling for re-use and as a last resort demolition of historic structures. This incentive will have no direct impact on housing costs, although it will make more land available for residential infill development at sites where infrastructure is in place. There are currently no programs for the wide-spread removal of these units from historic districts. The most extremely dilapidated units are removed periodically if rehabilitation is completely infeasible. Schedule for Implementation: This policy is currently functioning to the extent required.

5. Reservation of Infrastructure Capacity

(1) A lack of infrastructure capacity can add significantly to the cost of housing due to the delays and expense of providing such capacity. The reservation of infrastructure capacity refers to a system by which a portion of the existing infrastructure capacity is not a barrier to the provision of affordable housing in the City of Gainesville. If infrastructure capacity becomes a problem at a future date, this incentive directs the City to make reservations for affordable housing developments.

(2) The Transportation Concurrency Exception Area (TCEA) covers a substantial portion of the City and allows for development to occur along roads that are over their traffic capacity to encourage development such as urban redevelopment and infill (mitigation is required in the form of various improvements that must be made by developers). This incentive will reduce housing costs on a case-by-case basis by avoiding the expense and delays associated with a lack of infrastructure for affordable housing. The savings will benefit eligible households by lowering per unit costs. Schedule for Implementation: There are currently no provisions to reserve infrastructure capacity for affordable housing in the City. Schedule for Implementation: Implementation of this incentive will occur when and if infrastructure capacity becomes a problem in the City of Gainesville. The Gainesville Regional Utility company maintains ample water/wastewater capacity. Storm water capacity is handled on a site-by-site basis.

6. Increased Densities

The allowance of increased densities for affordable housing developments can reduce land costs. The City of Gainesville currently awards density bonus points for affordable housing. Such a project shall be awarded 8 points if 10% of the housing of the project are set aside as affordable housing. Such a project shall be awarded 10 points if at least 20% of the project is set aside as affordable housing. The continued implementation of this incentive will reduce per unit housing costs by lowering land costs for affordable housing. These savings will result in lower housing costs for eligible households. Schedule for Implementation: On-going.

7. Reduction of Parking Requirements

Despite less traffic volume, residential uses often have the same parking requirements as commercial uses. The reduction of parking requirements can lower development and land costs for affordable housing. The Transportation Element for the City contains a policy that calls for parking requirements to be reduced, where appropriate. The City has a process that would allow for the reduction of the number of required parking spaces when evidence that the proposed use will generate less parking than the minimum required by city ordinances. The City's current parking policy provides for less parking in

appropriate areas, which will indirectly result in increased public safety, since larger parking lots reduce public safety, and reduce the amount of walking, bicycling, and transit since car trips are increased. The City's parking requirements in place do not contribute unnecessarily to housing costs. The City's parking requirements specifically require fewer parking spaces for low and moderate-income housing, the code requires one space per unit compared to one space per bedroom for market rate multi-family housing.

Schedule for Implementation: On-going.

8. Zero-Lot-Line Developments

The City should continue to allow zero-lot-line developments as was done in the Ingleside Villas. Zero-lot-line developments have no required setbacks. These developments therefore allow the use of more land construction and smaller lot sizes. The continued allowance of zero-lot-line (or small setback) developments in appropriate locations will lower overall housing costs by reducing land costs on a case-by-case basis. This reduction will benefit eligible households by lowering per unit costs.

The City currently allows zero-lot-line developments as evidenced by its use in the Ingleside Villas development. Ingleside Villas was developed as a Planned Development (PD); a new zero-lot-line development can still be developed as a PD. Cost savings in subdivision and building design can also be achieved through the cluster subdivision ordinance (Section 30-190 of Land Development Code).

Schedule for Implementation: On-going.

9. Modification of Street Requirements

The City generally requires relatively modest street widths. The required street width in the City is currently 24 feet. Housing cost reductions will vary on a case-by-case basis depending upon the street widths required in the particular development. These savings will result in lower costs for eligible households. Schedule for Implementation: On-going.

10. Evaluation of Regulations Prior to Adoption

The City of Gainesville has a process by which new regulations are reviewed to determine their impact on affordable housing, and to mitigate any negative impacts if feasible and appropriate.

The City reviews and evaluates zoning and other regulations that pertain to housing to insure that the requirements are to be continued reasonably and do not unduly limit opportunities for lower income groups to secure housing throughout the City. All petitions regulating land use will include a fiscal impact statement regarding the impact any proposed new regulation will have on affordable housing. As a part of this process, a staff person from the City's HCD Division will be assigned to serve as Affordable Housing Ombudsman (AHO) to vet proposed changes to local policies, ordinances, regulations, and comprehensive plan provisions that impact the cost of housing. Schedule for Implementation: On-going.

11. Inventory of Public Lands

The City of Gainesville currently maintains an inventory of the public land available for affordable housing. An inventory of the public lands available for the development of affordable housing is an important resource for housing developers. Schedule for Implementation: On-going.

12. Public-Private Partnerships

The City encourages continued participation by the private sector in providing affordable housing and adequate housing education programs. Private sector involvement is key to the achievement of the City's affordable housing goals. This incentive greatly expands the resource base available for affordable housing by maximizing the leveraging of public-private dollars. The City continues to spearhead public-private partnerships through its Comprehensive Housing Program in efforts to build and maintain public-private partnerships. Schedule for Implementation: On-going.

13. Support of Affordable Housing Development Near Transportation Hubs and Major Employment Centers and Mixed Use Developments.

Currently, the City of Gainesville encourages developments near transportation hubs and major employment centers and mixed-used developments through zoning and land use requirements. The City of Gainesville's implementation of Special Area Plans (SAPs) in designated areas of the city is an example of the City's commitment to development near many employment centers as well as transit routes. However, the City of Gainesville currently does not have in place a consistent process to support

residential development near transportation hubs and major employment centers and mixed use developments. The City’s Planning & Development Services Division will make available an inventory of high quality GIS maps comparing existing location of transportation hubs; major employment centers (grouped by ¼ mile radius); mixed use development; and existing affordable housing to identify areas that would benefit from the development of attainable housing in mixed use and mixed income developments located in catalyst areas that have high redevelopment potential. Schedule for Implementation: In effect at the time of adoption.

14. A) Support for SHIP Staff

- **Housing Complaint Procedure**

The City of Gainesville will implement a Housing Complaint Procedure process to provide information on the procedures that a housing client may take to make an informal or formal housing complaint. This process will also provide an intermediary level of assistance to the City’s HCD Division to reduce the time expended on responding to complaints and to help monitor and improve the quality of housing services provided to residents. The SHIP AHAC will serve as a citizen panel for first level appeal of complaints or grievances from members of the public in the operation of the City’s SHIP Program.

- **Application Review & Ranking Process**

The SHIP AHAC will sit as a citizen panel to review and rank applications for Special Housing Needs City/County Grants. The SHIP AHAC will advise the City of Gainesville about various aspects of the SHIP Special Needs Housing Program such as, program guidelines, program implementation and program evaluation. The SHIP AHAC may also serve in this capacity for other related housing programs.

B) Energy Efficiency

- **Find Effective Means to Encourage Energy Efficiency Upgrades to Rental Units**

- **Evaluate How Bundled Rebates are Effective at Encourage Most Cost-Effective Upgrades**

Evaluate how often bundled rebates are used by rental property owners (as opposed to homeowners, builders or others).

- **Explore Ways for Private Investors to Install Energy Efficient Upgrades in Rental Units (Affordable & Homeowner Housing)**

Explore ways to obtain resources such as Federal tax incentives, state incentives and local incentives and also reducing housing costs.

The SHIP AHAC will partner with the public section, private sector, housing providers, citizens and the local municipal utility, Gainesville Regional Utilities to identify energy efficiency resources to develop programs and services that will address energy efficiency needs in the community.

Schedule for Implementation: In effect at the time of adoption.

15. Community Housing Workshops & Forums

The SHIP AHAC will host affordable housing workshops to conduct on-going study of ways to improve affordable housing opportunities in our community, and to recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate it value. The housing workshops and forums will include topics on the housing incentives such as:

- | | |
|--|--------------------------|
| Reduced Impact Fees | Flexible Densities |
| Reservation of Infrastructure Capacity | Accessory Dwelling Units |

Reduced Parking & Setback
 Modified Street Requirements
 Inclusionary Zoning

Flexible Lot Configurations
 Community Land Trusts
 Weatherization Programs

Schedule for Implementation: In effect at the time of adoption.

IV. OTHER PROGRAM ACTIVITIES

Housing Counseling Program

The City of Gainesville Housing Division is a certified HUD Housing Counseling Agency. This certification allows the City of Gainesville to provide comprehensive housing counseling and education programs to the at-large community. The Housing Counseling Program is designed to expand homeownership opportunities and improve access to affordable housing. The Housing Counseling Program enables any person who wants to (or already does) rent or own housing to obtain the counseling and resources needed for seeking, financing, maintaining, renting, or owning a home to become successful homeowners and responsible renters. The Housing Counseling program works to prevent homelessness and to promote safe, stable and affordable housing. The Housing Counseling Program offers advice, information and assistance to clients interested in pre- and post-purchase counseling and homeownership training. To meet this goal, the Housing Counseling Program offers one-on-one counseling, as well as counseling over the telephone. In addition, group seminars are conducted to provide general consumer information on the home purchase process, financing options, credit repair, financial literacy and other topics that help meet the goals of homeownership to assist clients with making informed and reasonable decisions regarding their housing needs. The Housing Counseling Program offers counseling and training in the following areas:

- *Homebuyer Education and Training Workshops;*
- *Homeowner Maintenance Education and Training Workshops;*
- *Renter Power Education and Training Workshops*
- *Mortgage Default Counseling;*
- *Budget and Credit Counseling;*
- *Fair Housing Practices;*
- *Predatory Lending Practices; and*
- *Community outreach activities.*

The City of Gainesville shall administer this program. The Housing Counseling Program is available to households in all income levels. Counseling and training is available on a first-come, first-served basis.

V.

EXHIBITS

- A. Administrative Budget for each fiscal year covered in the Plan. **Exhibit A.**
- B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005, F.A.C.*
A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.**
Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: Completed HDGC for each fiscal year is attached as **Exhibit C.**
- D. Certification Page: Signed Certification is attached as **Exhibit D.**
- E. Adopting Resolution: Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**
- F. Program Information Sheet: Completed program information sheet is attached as **Exhibit F.**
- G. Ordinance: If changed from the original ordinance, a copy is attached as **Exhibit G.**
- H. Interlocal Agreement: A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**

EXHIBIT A

ADMINISTRATIVE BUDGET (FOR EACH FISCAL YEAR)

FISCAL YEAR	2011/ 2012	2012/ 2013	2013/ 2014
Program Delivery	\$0	\$0	\$0
Operating	\$0	\$0	\$0
Travel/Training	\$0	\$0	\$0
Total	\$0	\$0	\$0

EXHIBIT B

TIME LINE FOR EXPENDITURE

FISCAL YEAR	2011-2012	2012-2013	2013-2014
FUNDS RECEIVED	JULY 2011	JULY 2012	JULY 2013
NOFA	JULY 2011	JULY 2012	JULY 2013
APPLICATION PERIOD (On-going)	AUGUST 2011	AUGUST 2012	AUGUST 2013
ANNUAL REPORT	SEPTEMBER 2012	SEPTEMBER 2013	SEPTEMBER 2014
MID-YEAR PLAN REVIEW	JANUARY 2012	JANUARY 2013	JANUARY 2014
END OF YEAR PLAN REVIEW	JUNE 2013	JUNE 2014	JUNE 2015
FINAL PROGRAM REVIEW	JUNE 2014	JUNE 2015	JUNE 2016
FUNDS ENCUMBERED	JUNE 2013	JUNE 2014	JUNE 2015
FUNDS EXPENDED	JUNE 2014	JUNE 2015	JUNE 2016

EXHIBIT C

HOUSING DELIVERY GOALS CHART

2011/2012

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART FY 2011-2012											Please check applicable box, & if Amendment, enter number			
Name of Local Government: <u>City of Gainesville</u>											New Plan:		X	
											Amendment:			
											Fiscal Yr. Closeout:		2014	
											Available Funds:		\$0.00	
		A		B		C		D		E		F		
HOMEOWNERSHIP STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units	
Purchase Assistance-New or Existing		0	\$10,000	0	\$10,000	0	\$10,000	\$0	\$0	\$0	\$0	0.0%	0	
Purchase Assistance-New Construction		0	\$35,000	0	\$35,000	0	\$35,000	\$0	\$0	\$0	\$0	0.0%	0	
Housing Rehabilitation-Major		0	\$50,000	0	\$50,000			\$0	\$0	\$0	\$0	0.0%	0	
Housing Rehabilitation- Minor		0	\$30,000	0	\$30,000			\$0	\$0	\$0	\$0	0.0%	0	
Housing Rehabilitation-Roof		0	\$15,000	0	\$15,000			\$0	\$0	\$0	\$0	0.0%	0	
Replacement Housing		0	\$125,000	0	\$125,000			\$0	\$0	\$0	\$0	0.0%	0	
Mortgage Foreclosure Intervention		0	\$5,000	0	\$5,000	0	\$5,000	\$0	\$0	\$0	\$0	0.0%	0	
Disaster Relief		0	\$5,000	0	\$5,000	0	\$5,000	\$0	\$0	\$0	\$0	0.0%	0	
Subtotal 1 (Homeownership)		0		0		0		\$0	\$0	\$0	\$0	0.00%	0	
RENTAL STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units	
Special Needs		0	\$10,000	0	\$10,000			\$0	\$0	\$0	\$0	0.0%	0	
Rental Construction		0	\$100,000	0	\$100,000			\$0	\$0	\$0	\$0	0.0%	0	
Subtotal 2 (Non-Homeownership)		0		0		0		\$0	\$0	\$0	\$0	0.00%	0	
Administration Fees											\$0	0.00%		
Admin. From Program Income											\$0	0.0%		
Home Ownership Counseling											\$0	0.00%		
GRAND TOTAL		0		0		0		\$0	\$0	\$0	\$0	0.0%	0	
Add Subtotals 1 & 2, plus all Admin. & H.O. Counseling														
Percentage Construction/Rehab											Calculate Constr./Rehab by adding Grand Total columns A&B, then divide by Annual Allocation Amt.		0.0%	
Maximum Allowable														
Purchase Price:											New	\$243,945	Existing	\$243,945
Allocation Breakdown		Amount	%			Projected Program Income		\$0	Max Amount Program Income For Admin:		5.0%			
Very-Low Income		\$0	0%			Projected Recaptured Funds:		\$0						
Low Income		\$0	0%			Distribution:		\$0						
Moderate Income		\$0	0%			Total Available Funds:		\$0						
TOTAL		\$0	0.00%											

EXHIBIT C

HOUSING DELIVERY GOALS CHART 2012/2013

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART FY 2012-2013											Please check applicable box, & if Amendment, enter number		
Name of Local Government: <u>City of Gainesville</u>										New Plan: <input checked="" type="checkbox"/> X			
										Amendment: <input type="checkbox"/>			
										Fiscal Yr. Closeout: 2015			
Available Funds:										\$0.00			
		A		B		C		D		E		F	
HOMEOWNERSHIP STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units
Purchase Assistance-New or Existing		0	\$10,000	0	\$10,000	0	\$10,000	\$0	\$0	\$0	\$0	0.0%	0
Purchase Assistance-New Construction		0	\$35,000	0	\$35,000	0	\$35,000	\$0	\$0	\$0	\$0	0.0%	0
Housing Rehabilitation-Major		0	\$50,000	0	\$50,000			\$0	\$0	\$0	\$0	0.0%	0
Housing Rehabilitation- Minor		0	\$30,000	0	\$30,000			\$0	\$0	\$0	\$0	0.0%	0
Housing Rehabilitation-Roof		0	\$15,000	0	\$15,000			\$0	\$0	\$0	\$0	0.0%	0
Replacement Housing		0	\$125,000	0	\$125,000			\$0	\$0	\$0	\$0	0.0%	0
Mortgage Foreclosure Intervention		0	\$5,000	0	\$5,000	0	\$5,000	\$0	\$0	\$0	\$0	0.0%	0
Disaster Relief		0	\$5,000	0	\$5,000	0	\$5,000	\$0	\$0	\$0	\$0	0.0%	0
Subtotal 1 (Homeownership)		0		0		0		\$0	\$0	\$0	\$0	0.00%	0
RENTAL STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units
Special Needs		0	\$10,000	0	\$10,000			\$0	\$0	\$0	\$0	0.0%	0
Rental Construction		0	\$100,000	0	\$100,000			\$0	\$0	\$0	\$0	0.0%	0
Subtotal 2 (Non-Homeownership)		0		0		0		\$0	\$0	\$0	\$0	0.00%	0
Administration Fees											\$0	0.00%	
Admin. From Program Income											\$0	0.0%	
Home Ownership Counseling											\$0	0.00%	
GRAND TOTAL		0		0		0		\$0	\$0	\$0	\$0	0.0%	0
Add Subtotals 1 & 2, plus all Admin. & H.O. Counseling													
Percentage Construction/Rehab Calculate Constr./Rehab by adding Grand Total columns A&B, then divide by Annual Allocation Amt.											0.0%		
Maximum Allowable													
Purchase Price:								New	\$243,945	Existing	\$243,945		
Allocation Breakdown		Amount	%										
Very-Low Income		\$0	0%										
Low Income		\$0	0%										
Moderate Income		\$0	0%										
TOTAL		\$0	0.00%										
								Projected Program Income	\$0	Max Amount Program Income For Admin:		5.0%	
								Projected Recaptured Funds:	\$0				
								Distribution:	\$0				
								Total Available Funds:	\$0				

EXHIBIT C

HOUSING DELIVERY GOALS CHART 2013/2014

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART FY 2013-2014											Please check applicable box, & if Amendment, enter number			
Name of Local Government: <u>City of Gainesville</u>											New Plan:		X	
											Amendment:			
											Fiscal Yr. Closeout:		2016	
Available Funds:											\$0.00			
		A		B		C		D		E		F		
HOMEOWNERSHIP STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units	
Purchase Assistance-New or Existing		0	\$10,000	0	\$10,000	0	\$10,000	\$0	\$0	\$0	\$0	0.0%	0	
Purchase Assistance-New Construction		0	\$35,000	0	\$35,000	0	\$35,000	\$0	\$0	\$0	\$0	0.0%	0	
Housing Rehabilitation-Major		0	\$50,000	0	\$50,000	0	\$50,000	\$0	\$0	\$0	\$0	0.0%	0	
Housing Rehabilitation- Minor		0	\$30,000	0	\$30,000	0	\$30,000	\$0	\$0	\$0	\$0	0.0%	0	
Housing Rehabilitation-Roof		0	\$15,000	0	\$15,000	0	\$15,000	\$0	\$0	\$0	\$0	0.0%	0	
Replacement Housing		0	\$125,000	0	\$125,000	0	\$125,000	\$0	\$0	\$0	\$0	0.0%	0	
Mortgage Foreclosure Intervention		0	\$5,000	0	\$5,000	0	\$5,000	\$0	\$0	\$0	\$0	0.0%	0	
Disaster Relief		0	\$5,000	0	\$5,000	0	\$5,000	\$0	\$0	\$0	\$0	0.0%	0	
Subtotal 1 (Homeownership)		0		0		0		\$0	\$0	\$0	\$0	0.00%	0	
RENTAL STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units	
Special Needs		0	\$10,000	0	\$10,000	0	\$10,000	\$0	\$0	\$0	\$0	0.0%	0	
Rental Construction		0	\$100,000	0	\$100,000	0	\$100,000	\$0	\$0	\$0	\$0	0.0%	0	
Subtotal 2 (Non-Homeownership)		0		0		0		\$0	\$0	\$0	\$0	0.00%	0	
Administration Fees											\$0	0.00%		
Admin. From Program Income											\$0	0.0%		
Home Ownership Counseling											\$0	0.00%		
GRAND TOTAL		0		0		0		\$0	\$0	\$0	\$0	0.0%	0	
Add Subtotals 1 & 2, plus all Admin. & H.O. Counseling														
Percentage Construction/Rehab Calculate Constr./Rehab by adding Grand Total columns A&B, then divide by Annual Allocation Amt.											0.0%			
Maximum Allowable														
Purchase Price:		New		Existing				\$243,945	\$243,945					
Allocation Breakdown		Amount	%											
Very-Low Income		\$0	0%											
Low Income		\$0	0%											
Moderate Income		\$0	0%											
TOTAL		\$0	0.00%											
Projected Program Income		\$0										Max Amount Program Income For Admin:		5.0%
Projected Recaptured Funds:		\$0												
Distribution:		\$0												
Total Available Funds:		\$0												

EXHIBIT D

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Name of Local Government: **CITY OF GAINESVILLE**

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation with in 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.
- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC)

Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.

- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida _____ *has* or *has not* been implemented.

Witness

Chief Elected Official or designee

Witness

Craig Lowe, Mayor- City of Gainesville

Date

OR

Attest:
(Seal)

EXHIBIT E

RESOLUTION NO. _____

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

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

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

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

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

WHEREAS, as required by *Chapter 67-37.005(6)(f)3, F.A.C.* .It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.

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

WHEREAS, the Economic and Community Development Department has prepared a three-year

Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

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

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

Section 1: The City Commission (commission or council) of the City of Gainesville (local government) 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 2011-2012, 2012-2013, 2013-2014.

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

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

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Craig Lowe, Mayor- City of Gainesville

ATTEST: (CORPORATE SEAL)

Kurt M. Lannon, Clerk of the Commission

APPROVED AS TO FORM AND LEGALITY:

City Attorney

EXHIBIT F

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET**

LOCAL GOVERNMENT: City of Gainesville

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Craig Lowe, Mayor

ADDRESS: Station 19, PO Box 490, Gainesville, Florida 32602

SHIP ADMINISTRATOR: Jacqueline S. Richardson, HCD Manager

ADDRESS: Station 22, PO Box 490, Gainesville, Florida 32602

TELEPHONE: (352) 334-5026 FAX: (352) 334-2272

EMAIL ADDRESS: richardsjs@cityofgainesville.org

ADDITIONAL SHIP CONTACTS: John Wachtel, Neighborhood Planning Coordinator

ADDRESS: ADDRESS: Station 22, PO Box 490, Gainesville, Florida 32602

EMAIL ADDRESS: wachteljs@cityofgainesville.org

INTERLOCAL AGREEMENT: YES/NO (If yes, list other participants in the inter-local agreement):
Alachua County, Tom Webster, Housing Program Manager

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-60000325

MAIL DISBURSEMENT TO: Jacqueline S. Richardson, HCD Manager

ADDRESS: Station 22, PO Box 490, Gainesville, Florida 32602

OR: IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED FORM:

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

Provide any additional updates the Corporation should be aware of in the space below:

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST, STE 5000 TALLAHASSEE, FL 32301 Fax: (850) 922-7253

EXHIBIT G

NOT APPLICABLE.

EXHIBIT H

INTERLOCAL AGREEMENT

(See Attached)

ALACHUA COUNTY/CITY OF GAINESVILLE
INTERLOCAL AGREEMENT
FOR THE ADMINISTRATION OF S.H.I.P. SPECIAL HOUSING
NEEDS CONTRACTS DATED AFTER APRIL 12, 2005

THIS INTERLOCAL AGREEMENT (Agreement), entered into this 12 day of April, 2005, by and between Alachua County, a charter county and political subdivision of the State of Florida, acting by and through its Board of County Commissioners (County), and the City of Gainesville, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Commission (City):

WITNESSETH:

WHEREAS, the parties hereto previously entered into an Interlocal Agreement dated May 28th, 1996, for the provision of Special Needs Housing Program services, recorded in the public records in Alachua County, Florida; and

WHEREAS, the City and County desire to enter into a new Interlocal Agreement wherein the City and County administer each Special Needs Housing project individually yet jointly perform some preliminary functions; and

WHEREAS, the City and County are authorized by the Florida Interlocal Cooperation Act, Section 163.01, et seq., Florida Statutes, to enter into interlocal agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

WHEREAS, the William E. Sadowski Affordable Housing Act, Chapter 92-137, Laws of Florida, created the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes, which authorizes distribution of monies in the Local Government Housing Trust Fund for the purpose of providing funds to counties and

eligible municipalities as an incentive for the creation of local housing partnerships, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing, and to increase housing-related employment; and

WHEREAS, Alachua County is an approved County and the City of Gainesville is an approved eligible municipality within the County; and

WHEREAS, the County has adopted a Local Housing Assistance Plan (County LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City has adopted a Local Housing Assistance Plan (City LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City and County have determined that the welfare of persons who have special housing needs within Alachua County are the joint concern of both local governments and that a program to provide transitional housing to such persons within the City and County can be more effectively and efficiently funded and administered through an interlocal agreement; and

WHEREAS, the City and County have each therefore provided in their respective LHAPs for the establishment of a Special Needs Housing Program, to be jointly administered by the City and the County, for the purpose of providing funding for transitional housing for such persons.

NOW, THEREFORE, IT IS AGREED as follows:

Section #1. After April 12, 2005, all projects awarded funds as part of the Special Needs Housing Program shall be administered and monitored under the terms of

this agreement. All projects awarded funds under the terms of the agreement dated May 28th, 1996, shall continue to be governed by the terms of that agreement.

Section #2. The Alachua County/City of Gainesville Special Needs Housing Program (Program) is hereby established for the purpose of providing and administering funding pursuant to the requirements of the SHIP Act to provide for transitional housing needs of persons who have special housing needs, including, but not limited to, persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaway and abandoned youth; public assistance recipients; migrant and seasonal farm workers; refugees and entrants; the elderly; and disabled adults.

Section #3. Unless terminated earlier pursuant to Section 6.e. of this Agreement, the term of this Agreement shall begin on the date first above-written and run for the period of implementation of all Program years for which funding is contractually awarded to eligible program sponsors. The period of implementation shall include the term of monitoring established by the SHIP Act for each Program year.

Section #4. Funding for the Program shall consist of that portion of the funds allocated to the Program by approved City LHAP and County LHAP, respectively and contractually awarded to eligible sponsors pursuant to applicable provisions of the SHIP Act, SHIP rule and adopted program guidelines.

Section #5. The Program shall be administered consistent with the Alachua County/City of Gainesville SHIP Special Needs Housing Program Guidelines, attached hereto and incorporated herein by this reference as Attachment I to the Agreement, as the same may be amended as applicable, by mutual agreement of the parties.

Section #6. The City and County agree:

a. To jointly advertise available funding for the Special Needs Housing Program by which funding is allocated by the City and County LHAP's respectively.

b. To jointly receive and review applications for sponsor funding through the Special Needs Housing Program.

c. To jointly review applications for funding and make recommendations to the City and/or County Commissions, respectively for separate funding awards in accordance with the Special Needs Housing Program Guidelines.

d. To individually monitor sponsor compliance assisted through the Program as required by the SHIP Program for each contract awarded with its respected funds.

e. If, at any time during the term of this Agreement, the City or County which are the parties to the Agreement believe that the intent of the parties as set forth herein is not being accomplished, or that the terms of the Agreement are not fair and equitable, such party may, upon provision of ninety days written notice, renegotiate the terms and provisions of this Agreement to become effective on the first day of the next state funding cycle. If the parties are unable to renegotiate the terms and provisions of the Agreement prior to the start of the next state funding cycle, or if one party ceases to be eligible for allocation and distribution of Local Housing Assistance Trust Fund monies, then this Agreement will terminate with respect to the next funding cycle and any future funding cycle but will continue as provided herein with respect to the responsibilities of the parties associated with past and current funding cycles.

Section #7. The City agrees as follows:

a. To enter into an agreement with each approved sponsor applicant for which City's funding is awarded through the Program for the purpose of implementing the Program.

b. Each party shall be solely responsible for the negligent or wrongful acts of its officers and employees. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of §768.28, Florida Statutes.

c. To assist the County with any aspect of the Program which is its responsibility under the terms of this Agreement upon request.

Section #8. The County agrees as follows:

a. To enter into an agreement with each approved sponsor applicant for which County's funding is awarded through the Program for the purpose of implementing the Program.

b. Each party shall be solely responsible for the negligent or wrongful acts of its officers and employees. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of §768.28, Florida Statutes.

c. To assist the City with any aspect of the Program which is its responsibility under the terms of this Agreement upon request.

Section #9. This Agreement and Attachment I embody the whole understanding between the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

Section #10. This Agreement may only be amended by a written document approved and signed by both the parties and filed with the Clerk of the Court of Alachua County, Florida.

Section #11. This Agreement shall take effect upon filing with the Clerk of the Court of Alachua County, Florida, pursuant to Section 163.01(11), Florida Statutes.

Section #12. Nothing in this Agreement shall be interpreted as a waiver by the City or the County of its sovereign immunity except as provided under Section 768.28, Florida Statutes.

IN WITNESS WHEREOF the parties hereto have caused the execution hereof by their duly authorized officials on the dates stated below.

ALACHUA COUNTY, FLORIDA

By: *Cynthia Moore Chestnut*
Cynthia Moore Chestnut, Chair
Board of County Commissioners
4/26/05

ATTEST:

J.K. "Buddy" Irby
J.K. "Buddy" Irby, Clerk
(SEAL)

CITY OF GAINESVILLE

By: *Pegeen Hanrahan*
Pegeen Hanrahan
Mayor City of Gainesville

ATTEST:

Kurt M. Long
Kurt M. Long, Clerk of the City Commission

Approved As To Form

Robert Livingston
Robert Livingston
Assistant Alachua County Attorney

Approved As To Form and Legality

Marion J. Radson
Marion J. Radson
City Attorney

Attachment I

ALACHUA COUNTY/CITY OF GAINESVILLE SHIP
PROGRAM SPECIAL NEEDS HOUSING PROGRAMPROGRAM GUIDELINES
FOR CONTRACTS DATED AFTER APRIL 12, 2005

I. GENERAL PURPOSE

A. Project Area and Purpose

Through an inter-local agreement, the City of Gainesville (City) and Alachua County (County) will sponsor a fund pool targeted to the construction and rehabilitation of temporary, transitional or long term rental housing addressing the following housing needs: persons who have Special Housing Needs means individuals because of particular social, economic, or health related circumstances, may have greater difficulty acquiring or maintaining affordable housing. Such persons may have, for example, encountered resistance to their residing in particular communities, and may have suffered increased housing costs resulting from their unique needs and high risk of institutionalization. Such persons may include, but are not limited to, persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaway and abandoned youth; the elderly; and disabled adults. (b)(1)

- B. This Program shall be operated in accordance with all applicable rules and regulations of the County, City, State of Florida and Florida Housing Finance Corporation.

II. FUNDING SOURCE

The funding source shall be the SHIP Special Needs Housing Program as allocated in the City and County Local Housing Assistance Plans (LHAP) respectively.

III. ELIGIBLE PROGRAM SPONSORS

An eligible program sponsor must meet the following key eligibility criteria in order to participate:

- ✓ Sponsor organizations must be a quasi-governmental agency or a non-profit entity with current 501 (c) (3) tax exempt status;
- ✓ Sponsor organizations must demonstrate success in providing Special Needs Housing secured services during the previous three (3) consecutive years from date of application for Special Needs Housing Program funds.

- ✓ Sponsor organizations must demonstrate that other funds and financing are available before SHIP funds will be committed and must certify that all assisted individuals must qualify as very low and low-income households as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. Housing projects must meet income certification guidelines as provided by City and/or County Special Needs Income Certification Plan & Monitoring Strategy.
- ✓ Sponsor organizations must have applicable federal, state and/or local license(s) as required to operate an entity within the City and/or the County.
- ✓ To the extent funds are available, Sponsor organizations must make the assisted housing and related services available to all eligible persons regardless of jurisdiction of residence within Alachua County prior to or at the time of request or referral for services.

ELIGIBLE SPONSOR SELECTION CRITERIA

The following selection criteria and measures will be used to evaluate applications for funds submitted by an eligible sponsor:

SELECTION CRITERIA	MEASURES
Overall Capacity of Organization to Fulfill Project Proposal	Experience with similar housing construction activities; Financial resources and systems in place
Ability to Proceed and Expedite in a Timely Manner	Site Control, Zoning, Land Use Plan, Site Suitability, Engineering, Architectural
Management System for Effective Production, Cost, Quality and Control	Staffing, Operation Procedures, Project personnel availability, Staff/Agency Experience, Board Experience.
Financial Management and Resources	Pro forma, Project budget, Documented Cost Estimates, Audit Reports, Adequate Cash Flow, Basic Underwriting Principles
Previous/Current Contract Compliance	Findings, Completions of other Projects funded
Experience with support services such as, special needs and/or homeownership programs and education	Training required or provided
WAGES and Workforce Development Initiatives Program participation	Documentation organization employees WAGES and Workforce Development Initiatives Program participants (if applicable).
Developer Fee	Appropriate for Level of Work Involved

The following documents may be requested as a part of the competitive application process:

Approved site plan, Letters of commitment for other funding, Evidence of site control, Three years of tax returns, Three years financial statements, Interim financial statements, Project description, Company history, Resumes of all company principals, Application form, Survey and other documentation as may be required.

V. ELIGIBLE PROGRAM RECIPIENTS

An eligible recipient must meet the following key eligibility criteria in order to occupy a SHIP funded unit or receive assistance from eligible program sponsors:

- ✓ Must be in one of the special needs groups listed in I (A); and
- ✓ Assisted individuals must qualify as very low and low-income households as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.

VI. ELIGIBLE PROPERTY

An eligible property for which SHIP Special Needs Housing Program Funds can assist must meet the following key eligibility criteria:

- ✓ Eligible properties shall be located in Alachua County, including the incorporated limits of the City of Gainesville;
- ✓ Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements, as otherwise exempted from Florida Statue 420.9075 (3) (e). In determining the maximum allowable rents, "Affordable" means that monthly rents or monthly 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 Section 420.9071 (2), subsection (19) and subsection (28), Florida Statutes. The rent limit chart is provided by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.
- ✓ Mobile homes shall not be assisted.

VII. FORM OF OWNERSHIP

Ownership types include the following:

- ✓ Fee simple title in a single-family or multi-family attached or detached unit;
- OR
- ✓ Long-term lease for a minimum duration of the period of construction/rehabilitation plus the income compliance period.
 - ✓ Proof of ownership shall consist of a copy of a recorded deed and of an executed recorded mortgage instrument (if applicable) showing that title to the property has been conveyed to the sponsor organization and containing a legal description of the property. Proof of long-term lease shall consist of copy of the lease agreement.

III. AWARD

- ✓ The City and County will jointly review sponsor applications for funding and make recommendations to the City and/or County Commissions, respectively for funding awards in accordance with the SHIP Special Needs Housing Programs.
- ✓ The maximum assistance will be the lesser of up to 50% of the eligible construction project cost or \$6,000 per unit. Maximum dollar amounts per unit (per bed for single-room occupancy units, per bedroom for multi-bedroom units, per bed for dormitories) will be based on the number of single or multi-occupancy bedrooms.
- ✓ Funds are provided to sponsor as a due on sale loan recorded in the public records of Alachua County, Florida. The housing must remain affordable and occupied by income eligible beneficiaries for a period of 15 years. Sponsor organizations shall comply with and provide written certification of income and rent levels for the compliance period of 15 years. All SHIP assisted rental properties offered for sale prior to the 15-year term of affordability must be subject to a right of first refusal for purchases at the current market value, less the amount of the SHIP subsidy, by eligible nonprofit organizations who would provide continued occupancy by eligible persons.

Collateral:

The sponsor organization shall execute a SHIP Mortgage Agreement in the amount of the loan for Special Needs Housing Program Assistance to be recorded in the public records in Alachua County, FL.

IX. ELIGIBLE COSTS

Eligible costs include the following:

Construction or rehabilitation of a unit or building for the purpose of providing temporary, transitional or long term rental housing for eligible households who are included in one of the special needs groups as listed in IA.

X. CONTRACTING

This sets forth requirements and procedures with respect to Special Needs Housing contracts financed through the Special Needs Housing Program.

A. Contract

Repair work done through the Special Needs Housing Program shall be undertaken only through a written contract between the Contractor and the sponsor organization receiving SHIP funds.

B. Sponsor organization shall obtain or prepare the following documents:

- ✓ Scope of Work & Cost Estimate;

- ✓ Prepare construction contract documents for project and obtain bids and proposals from contractors; and
- ✓ Conduct bid opening, which is open to the public.

XI. DISBURSEMENT

City and/or County staff shall be responsible for the following as applicable:

- ✓ Inspect repair work;
- ✓ Make final inspection of repair work, ensure that the County and/or City Building Divisions perform applicable inspections and receive Certificate of Final Approvals; and
- ✓ Obtain warranties and releases of liens from manufacturers, suppliers and contractors prior to final payment for repair work.

Final payment shall be made to sponsor organizations upon receipt of the following:

- ✓ Application for payment;
- ✓ Copies of all invoices, receipts, cancelled checks and/or other related documents;
- ✓ SHIP Financial Report for the funding reimbursement request (Attachment II);
- ✓ Certificate of Occupancy; and
- ✓ Income Certification forms and/or other related documentation, for occupants of the project as required by the City and/or County.

XII. TERMS & CONDITION

The sponsor organization shall agree to abide by the following terms and conditions:

A. Sponsor organizations awarded funds through the Special Needs Housing Program will be required to enter into an agreement with Alachua County and/or City of Gainesville prior to the expenditure of any funds pursuant to the award.

B. Discrimination: *Section 420.9075(3)(c), F.S.*

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

C. Wages to Work *Chapter 67-37.003(6)(b)7, F.A.C.*

Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives programs will be given preference in the selection process.

D. Use of Proceeds

Use loan proceeds only to pay for eligible costs to carry out the construction or rehabilitation work for which the funding is approved.

E. Compliance Inspection

The Sponsor organization and contractor must allow inspection of the property constructed and/or repaired under this Program by City of Gainesville and/or Alachua County for compliance with applicable City and/or County Building Code and other applicable federal, state and/or local codes and requirements.

F. Completion of Work

Staff will assure that work is carried out promptly and efficiently according to standard construction and rehabilitation program procedures. No payment submission will be made to the sponsor organization until a release of liens from each supplier and subcontractor and general contractor Final Approvals Certificate and warranty papers are received by County/City staff.

ATTACHMENT II

ALACHUA COUNTY/CITY OF GAINESVILLE
SPECIAL NEEDS HOUSING PROGRAM
SHIP FINANCIAL REPORT

OFFICE USE ONLY	
Date Received:	_____
Date Approved:	_____
Staff Initials:	_____

- A. SUBRECIPIENT ORGANIZATION: _____
- B. REPORTING PERIOD: _____
- C. PROGRAM REVENUES:

	APPROVED BUDGET	CURRENT PERIOD	CUMMULATIVE TO-DATE	AVAILABLE BALANCE
1. SHIP Funds	_____	_____	_____	_____
2. Sub recipient/Matching Contribution	_____	_____	_____	_____
3. Program Income	_____	_____	_____	_____
Total Cash Received	_____	_____	_____	_____

D. PROGRAM EXPENDITURES:

	APPROVED BUDGET	CURRENT PERIOD	CUMMULATIVE TO-DATE	AVAILABLE BALANCE
New Construction Costs	_____	_____	_____	_____
2. Rehabilitation Costs	_____	_____	_____	_____
3. Other (Specify):	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Expenditures	_____	_____	_____	_____

- E. SHIP funds now requested: \$ _____
- F. SHIP cash balance at end of this reporting period: \$ _____

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE DATA REPORTED HEREIN IS CORRECT, THAT THE AMOUNTS REPORTED HEREIN HAVE BEEN SPENT FOR A PUBLIC PURPOSE, AND THAT NONE OF THESE PAYMENTS, NOR ANY PORTION THEREOF, HAVE BEEN SUBMITTED TO OR REIMBURSED BY ANY OTHER PUBLIC OR PRIVATE ORGANIZATION OR PERSON OR BY THE CITY OR THE COUNTY UNDER ANY OTHER AGREEMENT.

Authorized SIGNATURE: _____

TITLE: _____ DATE: _____

ADDRESS: _____ PHONE NUMBER: _____