



City of Lauderdale

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2013/2014, 2014/2015, and 2015/2016

FIRST AMENDMENT

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I. PROGRAM DESCRIPTION:

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

City of Lauderhill, Florida

Interlocal: Yes _____ No X

Name of participating local government(s) in the Interlocal Agreement;

Not Applicable

B. Purpose of the program:

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan:

- Fiscal Year 2013-2014
- Fiscal Year 2014-2015
- Fiscal Year 2015-2016

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan. Cities and Counties must be in compliance with these applicable statutes and rules.

E. Local Housing Partnership

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging:

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

G. Public Input:

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

H. Advertising and Outreach

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Discrimination:

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

J. Support Services and Counseling:

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

Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation

K. Purchase Price Limits:

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

X **Local HFA Numbers (Broward County \$386,202)**

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 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 employ personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal:

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

financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

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

O. Administrative Budget:

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted.

City of Lauderhill 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 Lauderhill 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 applicable

city/county. Should a third party entity or consultant contract for all of part of the administrative or other functions of the program provide in detail the duties, qualification and selection criteria.

The City of Lauderhill staff will administer the local housing assistance plan. There will be no third party or consultant contract for any parts of the administrative or other functions of the program.

- Q. Essential Service Personnel:** Counties and eligible municipalities are required to include a definition of Essential Services Personnel as noted in Rule Chapter 67-37.002(8) F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.

Essential Service Personnel are employees in occupations or professions in which they are considered essential service personnel, as defined by the City of Lauderhill within its respective local housing assistance plan pursuant to Section 420.9075(3) (a), F.S.

- 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 City of Lauderhill has made the use of energy efficient appliances and products a priority within its repair program. As such, the City Commission has amended Ordinances to promote the implementation of green roofs and pervious paving throughout the City and has passed legislation for all new construction to be built to the U.S. Green Building Council's LEED Silver Standards and major renovations to LEED Certified Standards.

Section II. LHAP HOUSING STRATEGIES:

Provide Description:

A. Name of the Strategy: PURCHASE ASSISTANCE PROGRAM

- a. **Summary of the Strategy:** The City of Lauderhill Purchase Assistance Program assists ~~first-time homebuyers by paying a portion of their down payment and closing costs.~~ Homebuyers by [paying a portion of their down payment and closing costs.](#) The program provides second mortgage to eligible applicants to purchase newly constructed and existing single family homes

or condominiums.

- b. **Fiscal Years Covered:** Fiscal Year 2013-14; 2014-15; 2015-16
- c. **Income Categories to be served:** Assistance will be provided to households with incomes in the 50%, 80% and 120% range of the Area Median Income.
- d. **Maximum award (must be equal to maximum on the Housing Delivery Goals Charts):** \$20,000 **Terms of the award, Recapture and Default.** Include pay back terms in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership).
 - 1. All properties will be secured by a second mortgage
 - 2. Ten (10) year, deferred payment loan with a ten-percent (10%) yearly loan write down with Zero percent interest.
 - 3. The City will agree to subordinate under the following conditions:
 - A. The refinancing of the new loan must have equity equal to or greater than the amount of the financial assistance provided by the City of Lauderhill and no cash out.
 - B. Clients agree to pay a \$200 Subordination fee.
 - 4. No payments are required until the property is sold; transferred or no longer the primary residence of the homebuyer, within ten years from the date financial assistance was provided by the City of Lauderhill. Payments are pro-rates and applicants required to make payments will do so at zero percent interest.
- e. **Recipient Selection Criteria:** Applications will be taken on a first-come-first qualified basis from all applicants meeting the selection criteria. The selection criteria will include the following:
 - 1. ~~The applicant must be a first time homebuyer. A first time home buyer is defined as not having owner a home during the past three years.~~ **The applicant must have an accepted contract for a home and have applied for a first mortgage with a lender.**
 - 2. The home to be purchased must be located within the City of Lauderhill.
 - 3. The purchase price of the home may not exceed the maximum sales price allowed in the SHIP Program.

4. The City will loan a maximum amount of \$20,000 or twenty percent (20%) of the purchase price, whatever is less for low and moderate applicants; and a maximum amount of \$20,000 or thirty percent (30%) of the purchase price, whichever is less for very-low applicants.
5. The applicant must have attended and completed a Homebuyer Education class approved by the U.S. Department of Housing and Urban Development – HUD and the City of Lauderhill.
6. The Purchase Assistance Program cannot be utilized when the seller of the property provides the financing for the mortgage.

g. **Sponsor Selection Criteria and duties, if applicable:** N/A

h. **Additional Information:** N/A

B. Name of the Strategy: MINOR HOME REPAIR / WEATHERIZATION

- a. **Summary of the Strategy:** Provides a ten year (10), deferred, 0% interest payment loan of for maintaining owner-occupied housing with priority given to correcting code violations, which are health and safety hazards, followed by work that is noticeable from the street level to make home storm-resistant reducing long-term cost relating to maintenance and insurance.
- b. **Fiscal Years Covered:** Fiscal Years 2013-14; 2014-15; 2015-16
- c. **Income Categories to be served:** Assistance will be to households with incomes up to 120% Area Median Income.
- d. **Maximum award (must be equal to maximum on the Housing Delivery Goals Charts):**
~~\$20,000.~~ \$25,000
- e. **Terms of the award; Recapture and Default.** Include pay back terms in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership).
 1. Ten (10) year deferred payment loan, with no monthly repayment required.
 2. Funding will be considered a grant for all applicants that receives less than \$15,000 and meets HUD's definition for elderly.
 3. Ten percent (10%) forgiven annually.
 4. Pro-rated, 0% interest, repayment due upon sale or transfer of property within the ten-year loan term.
 5. Refinancing is permitted as long as the amount of remaining equity is equal to or greater than the amount of financial assistance provided by the city with no cash out at closing.

6. In the event the property is sold, transferred, or no longer the primary residence of the recipient (within ten (10) year time limit) the total outstanding balance of the loan is due back to the City.

- f. **Recipient Selection Criteria:** The minor home repair/weatherization plan will be a fairness plan providing transparency and balance, with fairness in achieving public health and safety for City homeowners. Applications will be selected on a first come, first qualified, first served basis.

All applicants must meet the scheduled application deadline and the individual program documentation requirements to be eligible to received one of the Rehabilitation/Repair grants. Any necessary inspection fees will be taken form the grant amount awarded. All applicants will be income-certified.

1. The home must be located in the City of Lauderhill
2. The appraised value of the home may not exceed the maximum sales price allowable in the SHIP program.
3. The home must not be in violation of any housing codes after rehabilitation.
4. The maximum amount that may be borrowed is \$20,000.
5. The applicant must not be delinquent on any debt owed to the City of Lauderhill.

g. **Sponsor Selection Criteria and duties, if applicable:** N/A

h. **Additional Information:** N/A

C. Name of the Strategy: ACQUISITION PROGRAM

- a. **Summary of the Strategy:** This strategy is designed to facilitate the acquisition of vacant land that will be developed for affordable housing for income eligible households. Acquired land can be pledged as the primary lender as security collateral for a new home. Land acquisition does not permit land banking. Pursuant to Rule 67-37.007, D.A.C., in order to meet the 75% construction requirement for land acquisition, construction of the homes must be completed within 24 months from the close of the applicable State fiscal year.
- b. **Fiscal Years Covered:** Fiscal Year 2013-14; 2014-15; 2015-16
- c. **Income Categories to be served:** Assistance will be to households with incomes in the 50%, 80%, and 120% range of the Area Median Income. ~~adjusted for household size.~~

- d. **Maximum award (must be equal to maximum on the Housing Delivery Goals Charts):**
\$20,000.
- e. **Terms of the award; Recapture and Default.** The City will conduct an evaluation to find the most qualified developer. The loan for the value of the land will be at 0% interest rate. The loan will be recaptured when the property is sold.
- f. **Recipient Selection Criteria:**
 - 1. The financial strength of the agency.
 - 2. The ability of the developer to complete the development by the deadlines established by the City.
 - 3. The capacity of the developer.
 - 4. The features of the proposed house(s)
 - 5. The marketing plan for the sale of the homes.
 - 6. Whether or not the agency employs personnel from Welfare Transition Program.
 - 7. Whether the proposed housing is compatible with the neighborhood in terms of design and size.
 - 8. Affordability of the home being developed.
 - 9. The experience of the developer in completing similar projects.
- g. **Sponsor Selection Criteria and duties, if applicable; include qualification system and selection criteria for applications for Awards to eligible sponsors:** The developer must sell the completed home to an eligible family on a first-come, first-served basis.
- h. **Additional Information:** N/A

D. Name of the Strategy: DISASTER MITIGATION AND RECOVERY

- a. **Summary of the Strategy:** SHIP funds may be used to provide emergency repairs to very low, low and moderate income households following a natural disaster as declared by Executive Order, as noted. Funds may be used for items such as, but not limited to, purchase of emergency supplies for eligible households to weatherproof damaged homes, interim repairs to avoid further damage, tree and debris removal required to make the individual housing unit habitable, post disaster assistance with non-insured repairs and soft cost required to process assistance applications. This strategy will only be implemented in the event of a natural disaster using any funds that have not been encumbered.
- b. **Fiscal Years Covered:** Fiscal Year 2013-14; 2014-15; 2015-16
- c. **Income Categories to be served:** Assistance will be to households with incomes in the 50%, 80%, and 120% range of the Area Median Income.

d. Maximum award (must be equal to maximum on the Housing Delivery Goals Charts):
\$20,000.

e. Terms of the award; Recapture and Default.

1. Ten (10) year, deferred payment loan with a ten-percent (10%) yearly loan write down with zero percent interest.
2. The City will agree to subordinate under the following conditions:
 - A. The refinancing of the new loan must have equity equal to or greater than the amount of the financial assistance provided by the City of Lauderhill and no cash out.
 - B. Client agrees to pay a \$200 Subordination fee.
3. No payments are required until the property is sold; transferred or no longer the primary residence of the homebuyer, within ten years from the date financial assistance was provided by the City of Lauderhill.
4. Payments are pro-rated and applicants required to make payment will do so at zero percent interest.

f. Recipient Selection Criteria: N/A

g. Sponsor Selection Criteria and duties, if applicable, include qualification system and selection criteria for applications for Awards to eligible sponsors: N/A

h. Additional Information: N/A

E. Name of the Strategy: EMERGENCY ROOF REPAIR PROGRAM

a. Summary of the Strategy: This strategy is designed to provide a one-time repair deferred payment loan to improve significant roof damage conditions of eligible low- income families.

b. Fiscal Years Covered: Fiscal Years 2013-14; 2014-15; 2015-16

c. Income Categories to be served: Assistance will be to households with incomes in the 50% and 80% range of the Area Median Income.

d. Maximum award (must be equal to maximum on the Housing Delivery Goals Charts):
Maximum award will be \$30,000.

1. **Terms of the award; Recapture and Default.** Ten (10) year, deferred payment loan with a ten-percent (10%) yearly loan with down with zero percent interest.
2. The City will agree to subordinated under the following conditions:
 - A. The refinancing of the new loan must have equity equal to or greater than the amount of the financial assistance provided by the city of Lauderhill and no cash out.
 - B. Client agrees to pay a \$200 Subordination fee.

3. No payments are required until the property is sold; transferred or no longer the primary residence of the homebuyer, within ten years from the date financial assistance was provided by the City of Lauderhill.
 4. Payments are pro-rated and applicants required to make payment will do so at zero percent interest.
- e. Recipient Selection Criteria:** Eligible persons for this program will be selected on a first-come, first-qualified application served basis. Eligibility for the Emergency Repair Program is as follows:
1. Limited to owner-occupied households. To be eligible for this program, homeowner must live in the house, have homestead exemption and deed must be in homeowner's name.
 2. The beneficiaries of this strategy will be elderly, disabled, Very Low and Low-income families living within the City Limits.
 3. Household income cannot exceed 80% of median family income. Income guidelines are based on information received from HUD yearly. Applicants must be at or below the current income guidelines.
 4. Applicants are required to have current Homeowner, Flood and Wind Insurances.
 5. Hardship Applicants, who do not have Homeowner, Flood and Wind Insurance, will be considered on an individuals case-by-case basis.
- f. Sponsor Selection Criteria and duties, if applicable, include qualification system and selection criteria for applications for Awards to eligible sponsors:** N/A
- g. Additional Information:** N/A

F. Name of the Strategy: CODE ENFORCEMENT VIOLATION PROGRAM

- a. Summary of the Strategy:** The Code Enforcement Violations Program of the City of Lauderhill is designed to provide a one-time repair deferred payment loan to eliminate health and safety issues of eligible low-income families.
- Repairs are limited to corrections of code violations issued by the City of Lauderhill Code Enforcement Division, Building Officials or the Fire Chief for interior and exterior repairs. After repairs have been made, a lien is placed on Owner-Occupied, single-family detached homes properties for ten (10) years. In cases of extreme hardship, in a case-by-case basis, the City may consider payment of a homeowners' insurance deductible to facilitate the needed repairs. All applicants will be income-certified.
- b. Fiscal Years Covered:** Fiscal Years 2013-14; 2014-15; 2015-16
- c. Income Categories to be served:**

This strategy will only assist Very Low income applicants

d. Maximum award (must be equal to maximum on the Housing Delivery Goals Charts):

\$20,000.

e. Terms of the award; Recapture and Default.

1. Ten (10) year, deferred payment loan with a ten-percent (10%) yearly loan write down with Zero percent interest.
2. The City will agree to subordinated under the following conditions:
 - A. The refinancing of the new loan must have equity equal to or greater than the amount of the financial assistance provided by the City of Lauderhill and no cash out at closing.
 - B. Clients must refinance for a lower interest rate only; and
 - C. Client agrees to pay a \$200 Subordination fee.
3. If the client is trying to consolidate their existing or new debt through a subordination agreement, payment of grant funds will be due at a pro-rated amount with zero percent interest.
4. No payments are required until the property is sold; transferred or no longer the primary residence of the homebuyer, within ten years from the date financial assistance was provided by the City of Lauderhill.
5. Payments are pro-rated and application required to make payment will do so at zero percent interest.

h. Recipient Selection Criteria: Eligible persons for this program will be selected on a first-come, first-qualified application served basis. Eligibility for the Emergency Repair Program is as follows:

1. Limited to owner-occupied households. To be eligible for this program, homeowner must live in the house, have homestead exemption and deed must be in homeowner's name.
2. The beneficiaries of this strategy will be elderly, disabled and Very Low income families living within the City Limits. (Verification of income and proof of income and proof of home ownership are required for the Emergency Repair program).
3. Household income cannot exceed 50% of median family income. Income guidelines are based on information received from HUD yearly. Applicants must be at or below the current income guidelines.
4. Applicants are required to have current Homeowner, Flood and Wind Insurances.

5. Hardship Applicants, who do not have Homeowner, Flood and Wind Insurance, will be considered on an individuals case-by-case basis.

- f. **Sponsor Selection Criteria and duties, if applicable, include qualification system and selection criteria for applications for Awards to eligible sponsors:** N/A
- g. **Additional Information:** N/A

III. LHAP INCENTIVE STRATEGIES

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

A. **Name of the Strategy: Expedited Permitting**

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

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

A series of incentive strategies were implemented by the City's defunct Community Development during State Fiscal Year 1997-1998 and updated currently by the Planning and Zoning Department. The implemented strategies include:

- The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- The allowance of increased density levels for affordable housing.
- The reservation of infrastructure capacity for housing for very-low income persons and low-income persons.
- The processing of approvals of development orders or permits, as defined in s.163.3164 (7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
- The allowance of affordable accessory residential units in residential units in residential zoning districts.
- The reeducation of parking and setback requirements for affordable housing.
- The allowance of zero-lot-line configurations for affordable housing.
- The modification of street requirements for affordable housing.
- The establishment of a process by which the City government considers, before adoption, policies, ordinances, regulations or plan provisions that increase the cost of housing.
- The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

B. Name of the Strategy: Ongoing Review Process

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

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

Public workshops are held by the City of Lauderhill Commission, to review and explain to the public terms and conditions of the standard form of agreement and request comments that anyone may have. All resolutions and ordinances states the City's intent to participate on a project-by-project basis. The Commission then decides whether or not the resolution or ordinance will be approved or declined.

IV. 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: **Fiscal Years 2013/14; 2014/15; and 2015/16**
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.