

Start Date: 7/1/2016

**CITY OF LAUDERHILL  
S.H.I.P.  
LOCAL HOUSING ASSISTANCE PLAN**



~~FINANCE DEPARTMENT~~ ADMINISTRATION DEPARTMENT  
~~HOUSING AND ECONOMIC DEVELOPMENT~~ GRANTS  
DIVISION

TAMEKA L. DORSETT, ~~NEIGHBORHOOD BUSINESS ENRICHMENT ASSISTANT~~  
GRANTS MANAGER  
~~JULIE SAUNDERS, OPERATIONS ADMINISTRATOR~~



## *City of Lauderhill*

### **FIRST AMENDMENT**

**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**2016-2017, 2017-2018 and 2018-2019**

**Approved by: Resolution No. 13R-04-77**

**Amended on:**

**By Resolution No.**



<b>Program Description</b>	<b>Page #</b>
<b>Section I. Program Details</b>	<b>4</b>
<b>A. Local Government</b>	<b>4</b>
<b>B. Purpose of the Program</b>	<b>4</b>
<b>C. Fiscal Years Covered by the Plan</b>	<b>4</b>
<b>D. Governance</b>	<b>4</b>
<b>E. Local Housing Partnership</b>	<b>4</b>
<b>F. Leveraging</b>	<b>4</b>
<b>G. Public Input</b>	<b>4</b>
<b>H. Advertising and Outreach</b>	<b>4</b>
<b>I. Waiting List/Priorities</b>	<b>4</b>
<b>J. Discrimination</b>	<b>5</b>
<b>K. Support Services and Counseling</b>	<b>5</b>
<b>L. Purchase Price Limits</b>	<b>5</b>
<b>M. Income Limits, Rent Limits, and Affordability</b>	<b>5</b>
<b>N. Welfare Transition Program</b>	<b>6</b>
<b>O. Monitoring and First Right of Refusal</b>	<b>6</b>
<b>P. Administrative Budget</b>	<b>6</b>
<b>Q. Program Administration</b>	<b>7</b>
<b>R. Project Delivery Costs</b>	<b>7</b>
<b>S. Essential Service Personnel Definition</b>	<b>7</b>
<b>T. Green Building and Energy Saving Products</b>	<b>7</b>
<b>Section II. Housing Strategies</b>	<b>7</b>
<b>A. Owner Occupied Rehabilitation – Code 3</b>	<b>8</b>
<b>B. Purchase Assistance without Rehab – Code 2</b>	<b>9</b>
<b>C. Emergency Repair – Code 6</b>	<b>10</b>
<b>D. Foreclosure Prevention – Code 7</b>	<b>12</b>
<b>E. Disaster Repair/Mitigation – Code 5</b>	<b>13</b>
<b>F. Tenant Based Assistance/Security and Utility Deposits (Rental) – Code 13, 23</b>	<b>14</b>

<b>Section III. Incentive Strategies</b>	<b>15</b>
<b>A. Expedited Permitting</b>	<b>15</b>
<b>B. Ongoing Review Process</b>	<b>15</b>
<b>C. Other Incentive Strategies Adopted</b>	<b>15</b>

**Exhibits**

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

**I. Program Details:**

**A. Name of the participating local government:**

*City of Lauderhill, Florida*

---

Is there an Interlocal Agreement: Yes \_\_\_\_\_ No X

**B. Purpose of the program:**

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

**C. Fiscal years covered by the Plan:** 2016-2017, 2017-2018 and 2018-2019

**D. Governance:**

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code.

Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

**E. Local Housing Partnership:**

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

**F. Leveraging:**

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

**G. Public Input:**

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

**H. Advertising and Outreach:**

SHIP funding availability shall be advertised in a newspaper of general circulation and

periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

**I. Waiting List/Priorities:**

A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan. Priorities for funding described/listed here apply to all strategies unless otherwise stated in the strategy:

The City will accept applications after the notice of funding advertisement is ran for 30 days. After the notice, applicants will be contacted and will be given 8 business days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible. The waiting list will close once 250 names are added. Clients will be contacted based on placement. Once the City has given 200 households the opportunity to participate in the income qualification process, more names will be accepted for waiting list placement.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low, then moderate. After serving enough Special needs households to meet set-asides and any qualified Essential Services Personnel (ESP) for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low, then moderate groups.

**J. Discrimination:**

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

**K. Support Services and Counseling:**

Support services are available from various sources. The city will provide applicants with a list of available support services that may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, and Foreclosure Counseling offered through qualified HUD approved agencies.

**L. Purchase Price Limits:**

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

The methodology used is:

U.S. Treasury Department  
 Local HFA Numbers

**M. Income Limits, Rent Limits and Affordability:**

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

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

**N. Welfare Transition Program:**

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

**O. Monitoring and First Right of Refusal:**

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides 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 annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

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

**P. Administrative Budget:**

A line-item budget of proposed Administrative Expenditures is attached as [Exhibit A. City of Lauderhill, Florida](#) finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

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

“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local

housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

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

“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(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 applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

**Q. Program Administration:**

Administration of the local housing assistance plan will be wholly performed and maintained by the City of Lauderhill, Florida.

**R. Project Delivery Costs:** In addition to the administrative costs listed above, the City will charge a reasonable project delivery cost to cover inspections performed by non-city employees for rehabilitation projects. The fee will not exceed 3% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.

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

**T. Describe efforts to incorporate Green Building and Energy Saving products and processes:** The City will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
2. Low-flow water fixtures in bathrooms – WaterSense labeled products or the following specifications:
  - a. Toilets: 1.6 gallons/flush or less;
  - b. Faucets: 1.5 gallons/minute or less;
  - c. Showerheads: 2.2 gallons/minute or less;
3. Energy Star qualified refrigerator;
4. Energy Star qualified dishwasher, if provided;
5. Energy Star qualified washing machine, if provided in units;
6. Energy Star qualified exhaust fans in all bathrooms; and
7. Air conditioning: minimum SEER of 14. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 SEER.

**Section II. LHAP Strategies:**

A.

- a. **Summary of Strategy:** SHIP funds will be awarded to households in need of repair to correct code violations, health and safety issues, electrical, plumbing, roofing, windows, doors, and other structural items. Cosmetic items may be included on rehabilitation projects if funds are available after completing all required repairs listed above.
- b. **Fiscal Years Covered:** 2016-2017, 2017-2018 and 2018-2019
- c. **Income Categories to be served:** Very-low, low, moderate
- d. **Maximum award:** ~~\$20,000.00~~ \$35,000.00
- e. **Terms:**
  - 1. **Loan/deferred loan/grant:** Funds will be awarded as a deferred loan secured by a recorded subordinated mortgage and note.
  - 2. **Interest Rate:** 0%
  - 3. **Term:** 5 years for elderly, 10 years for all non-elderly
  - 4. **Forgiveness/Repayment:** Loan is forgiven on a prorated basis at 10 percent/10 years and 20 percent/5 year of the principal is forgiven annually.
  - 5. **Default/Recapture:** The loan will be determined to be in default if any of the following occurs during the loan term:
    - a. Sale; transfer or conveyance of property;
    - b. Conversion to a rental property;
    - c. Loss of homestead exemption status;
    - d. Failure to occupy the home as primary residenceIf any of these occur, the outstanding balance will be due and payable.  
In case where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.  
If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. **Recipient Selection Criteria:** Applicants will be ranked for assistance based on a

first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.

- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the city's approved contractor's list.

The City will use HUD's "elderly" definition under 24 CFR 891.505(1): Families of two or more persons, the head of which (his or her spouse) is 62 years of age or older; or (3): A single person (head-of-household) who is 62 years of age or older. The applicant must be 62 years of age or older at the time of application submittal to be considered as elderly.

B.

<i>Purchase Assistance without Rehab</i>	<i>Code 2</i>
--	---------------

- a. Summary of Strategy: SHIP funds will be awarded for down-payment and closing costs to households to purchase a newly constructed or existing home. A newly constructed home must have received a certificate of occupancy within the last twelve months.  
Prospective homebuyers are not required to meet the First Time Homebuyer definition under the HUD definition.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low, moderate
- d. Maximum award:      Very low:      \$25,000  
                                  Low:            \$20,000  
                                  Moderate:   \$15,000
- e. Terms:
  - 1. Loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinated mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Term: 10 years
  - 4. Forgiveness/Repayment: Funds will be forgiven on a prorated basis so that 10% of the principal is forgiven annually.
  - 6. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the loan term:
    - a. Sale; transfer or conveyance of property;

- b. Conversion to a rental property;
- c. Loss of homestead exemption status;
- d. Failure to occupy the home as primary residence

If any of these occur, the outstanding balance will be due and payable.

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

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

- f. **Recipient Selection Criteria:** Applicants will be ranked for assistance on a first-qualified, first served basis with priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. **Sponsor/Developer Selection Criteria:** N/A
- h. **Additional Information:** Applicants must secure a first mortgage by an approved lender. Applicant must also bring no less than 1.5% towards the down-payment of the purchase price of their own funds. Funds may be in the form of a gift from a family member only. Family members consist of mother, father, spouse, or children. A notarized gift letter is required.  
The City will provide a specific percentage of the purchase price up to the maximum award based on income levels as follows:
  - 1. Very-low.....30%
  - 2. Low.....20%
  - 3. Moderate.....10%

C.

<i>Emergency Repair</i>	<i>Code 6</i>
-------------------------	---------------

- a. **Summary of Strategy:** Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately. This includes: damaged roofing that is leaking, damaged windows causing exposure to the

elements, or electrical or plumbing problems that could cause damage (fire) to the home or is an immediate health hazard to the occupants. This strategy will only be used for an applicant who has applied for, but will not receive assistance through the owner occupied rehabilitation strategy within the next three months. When an applicant is assisted with emergency repairs, they will not lose their place on the rehabilitation waiting list should one be active at that time. However, the amount of funds expended for the emergency repairs will be counted towards the maximum award if the applicant received subsequent assistance through the rehabilitation strategy. Funds may also be awarded to pay insurance deductibles for any emergency repairs covered by the homeowner's policy.

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$15,000
- e. Terms:
  - 1. Loan/deferred loan/grant: Funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Term: 5 years for elderly, 10 years for all non-elderly
  - 4. Forgiveness/Repayment: Loan is forgiven on a prorated basis at 10 percent/10 years and 20 percent/5 year of the principal is forgiven annually.
  - 7. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the loan term:
    - a. Sale, transfer, or conveyance of property;
    - b. Conversion to a rental property;
    - c. Loss of homestead exemption status;
    - d. Failure to occupy the home as primary residence

If any of these occur, the outstanding balance will be due and payable.

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

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

recapture.

- f. Recipient Selection Criteria: Applicants will be selected on a first-qualified, first-served basis. In addition, the applicant must be on the rehabilitation waiting list and have the need for an immediate repair.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: An applicant requesting an emergency repair will be required to:
  - 1. Allow the rehabilitation specialist to access the home for an inspection to determine the need for the repair.
  - 2. Provide proof of homeowner's insurance policy and any proof of whether or not the insurance will cover any part of the repair.The City will use HUD's "elderly" definition under 24 CFR 891.505(1): Families of two or more persons, the head of which (his or her spouse) is 62 years of age or older; or (3): A single person (head-of-household) who is 62 years of age or older. The applicant must be 62 years of age or older at the time of application submittal to be considered as elderly.

D.

<i>Foreclosure Prevention</i>	<i>Code 7</i>
-------------------------------	---------------

- a. Summary of Strategy: Funds will be awarded to homeowners that are in arrears on their first mortgage. The arrearage must be at least three months, but no more than six months and cannot be under an active foreclosure action.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$7,500
- e. Terms:
  - 1. Loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Term: 5 years
  - 4. Forgiveness/Repayment: The loan will be forgiven on a prorated basis so that 20% is forgiven annually.
  - 8. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the loan term:

- a. Sale; transfer or conveyance of property;
- b. Conversion to a rental property;
- c. Loss of homestead exemption status;
- d. Failure to occupy the home as primary residence

If any of these occur, the outstanding balance will be due and payable.

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

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

- f. **Recipient Selection Criteria:** In addition to being selected on a first-qualified, first-served basis, applicants must:
  - 1. Provide proof on the arrearage in the form of notification from the mortgage holder. This cannot be from a private mortgage holder.
  - 2. Provide evidence of a hardship that caused the arrearage (health issue, loss of employment/income, death of household member, divorce).
  - 3. Provide a written statement as evidence of the ability to resume making payments after the assistance is used which includes an explanation of how the hardship has been overcome and an indication of the budget plan that will allow for resumption of payments.
- g. **Sponsor/Developer Selection Criteria:** N/A
- h. **Additional Information:** Applicants shall be required to apply to other foreclosure assistance programs (Hardest Hit Funds, Foreclosure Counseling Program) for assistance prior to being approved for assistance under this strategy.

E.

<i>Disaster Repair/Mitigation</i>	<i>Code 5</i>
-----------------------------------	---------------

- a. **Summary of Strategy:** Funds will be awarded to applicants in need of home repairs

directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:

1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
  2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
  3. Repairs necessary to make the home habitable.
  4. Repairs to mitigate dangerous situations (exposed wires).
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low, moderate
- d. Maximum award: \$20,000
- e. Terms:
1. Loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
  2. Interest Rate: N/A
  3. Term: N/A
  4. Forgiveness/Repayment: N/A
  5. Default/Recapture: N/A
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:
1. Must provide proof of homeowner's insurance
  2. Must file for and use proceeds from insurance as first option
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

F.

<i>Tenant Based Assistance/Security and/or Utility Deposit (Rental)</i>
---

<i>Codes 13,23</i>
--------------------

- a. Summary of Strategy: Funds will be awarded to renters that are in need of a one-time payment to assist with in obtaining a lease on a rental unit and qualify under 420.9072(10). This may include utility deposits, security deposits and rent equal to no more than twelve months' rent.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019

- c. Income Categories to be served: *Very-low, low*
- d. Maximum award: *\$3,000*
- e. Terms:
  - 5. Loan/deferred loan/grant: *Funds will be awarded as a grant.*
  - 6. Interest Rate: *N/A*
  - 7. Term: *N/A*
  - 8. Forgiveness/Repayment: *N/A*
  - 9. Default/Recapture: *N/A*
- f. Recipient Selection Criteria: *Applicants will be referred by a lead or social service agency and be assisted on a first-qualified, first-served basis.*
- g. Sponsor/Developer Selection Criteria: *N/A*
- h. Additional Information: *The lease must be at least twelve months. Property must be located in Central Lauderhill.*

### III. LHAP Incentive Strategies

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

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

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

- *The Finance Department is responsible for processing and facilitating affordable housing projects. The Housing and Economic Development Division shall oversee the projects certified as “affordable” through the review process in an effort to make sure that they are processed within reasonable time. This division will be the main point of contact for all questions concerning the review process. The Building Official will be responsible for expediting the building permitting process for affordable housing projects. He has designated individuals who have successfully guided and given these projects top priority. Staff will continue to obtain training in affordable housing development.*

- B. Name of the Strategy: **Ongoing Review Process**  
An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

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

- *The affordable housing advisory committee, as established in Section 420.9076(3), F.S., shall approve the local affordable housing incentive strategy recommendations at a public hearing by affirmative vote of a majority of the membership of the advisory committee.*

- The affordable housing committee shall evaluate established policies, procedures, ordinances, land development regulations, and the local government comprehensive plan submitted and report to City Commission including recommended changes as established in Section 420.9076, F.S.

C. Other Incentive Strategies Adopted:

- The modification of impact-fee requirements, including reduction waiver of fees;
- 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 reduction 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 establishments of a process by which the City government considers, before adoption, policies, ordinances, regulations, or plan provisions that increase the cost of housing; and
- The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

**IV. EXHIBITS:**

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