

The City of Coconut Creek

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2017-2018, 2018-2019, and 2019-2020

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<ul style="list-style-type: none"> A. Administrative Budget for each fiscal year covered in the Plan B. Timeline for Estimated Encumbrance Expenditure C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan D. Signed LHAP Certification E. Signed, dated, witnessed or attested adopting resolution F. Ordinance: (If changed from the original creating ordinance) G. Interlocal Agreement (If applicable) H. Other Documents Incorporated by Reference (If applicable) 	

I. Program Details:

A. Name of the participating local government:

The City of Coconut Creek

Is there an Interlocal Agreement: Yes No

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: 2017-2018, 2018-2019 and 2019-2020

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership:

The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community based housing providers and service organization, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging:

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

G. Public Input:

Public input was solicited through 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 City of Coconut Creek Shall advertise a 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. Waiting List/Priorities:

A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

J. Discrimination:

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

K. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post) Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.

L. Purchase Price Limits:

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

The methodology used is:

- U. S. Treasury Department
- Local HFA Number

M. Income Limits, Rent Limits and Affordability:

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

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

bedroom size.

N. Welfare Transition Program:

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

O. Monitoring and First Right of Refusal:

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget:

A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. The City of Coconut Creek 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:

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

Q. Program Administration:

A third party entity or consultant will be contracted for all or part of the administration of the program. The name of the entity is: Community Redevelopment Associates of Florida, Inc.

The administrative duties they will provide are listed below:

Project Delivery Costs: The City’s Consultants are responsible for the following (as outlined in Contract);

- Preparation of Local Housing Assistance Plan Including Assisting C&ED Department with the Development and Revision of Strategies.
- Implementation of Local Housing Assistance Plan Strategies.
- Facilitate the Selection and Monitoring of Sponsors and Counseling Services.
- Maintain SHIP Tracking Report.
- Reconcile SHIP Tracking with Finance.
- Authorize Payments for SHIP Expenditure.
- Conduct Marketing and Outreach of Programs.
- Preparation of SHIP Annual Reports.

R. Essential Service Personnel Definition:

For the purpose of SHIP funding, the City considers the following groups as Essential Services to our City: First Responders, Educators in K-12, Health Care and Social Assistance, Accommodation and Food Services, Active Military, National Guard stationed in the county.

S. 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. Energy Star qualified appliances – refrigerators, stoves, water heaters,
2. Ceiling fans in living and bedrooms
3. Motion sensor light switches
4. Cool roofing – single polymer cover or elastomeric coating
5. Programmable thermostat
6. WaterSense Faucets, Toilets, shower heads
7. Green Label Certified Floor Coverings
8. Mold/Lead/Asbestos Removal
9. Extended warranty items
10. Quality standards for materials
11. New construction projects that are accessible by public transportation

These requirements may be adjusted for rental developments if the requirements of other construction funding sources require a more prescriptive list.

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

The City will advertise its SHIP funding availability to agencies that serve the qualified special needs population. In addition, the City regularly communicates with various organizations that serve this population.

U. Describe efforts to reduce homelessness:

The City of Coconut Creek participates with the Broward County Homeless counsel and the Continuum of Care.

Section II. LHAP Strategies:

A.

<i>Owner Occupied Rehabilitation</i>	<i>Code 3,11</i>
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- a. Summary of Strategy: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items. The primary purpose of the program is to provide repairs necessary to provide safe and decent housing, eliminate any instances of substandard housing, and preserve the City's affordable housing stock. Cosmetic improvements are not provided for in this strategy.

Loan funds shall be used to fund the following repairs/improvements subject to funding availability:

1. Eliminate building code violations.
 2. Abate any health and safety issues in the home.
 3. Repair or replace major building systems, as necessary. Major building systems include: Structural, Electrical, Plumbing, Heating, Ventilation, Air Conditioning and Sewer Systems.
 4. Prevent weather penetration; promote energy efficiency/green initiatives outlined on page 6, including the use of Energy Star products in the home.
 5. Provide barrier-free accessibility improvements to elderly – individuals 62 years old and older and disabled owner-occupied households.
 6. Painting will be limited to the exterior of the home. Interior painting will be addressed only as part of interior repair/rehabilitation.
 7. Address emergency conditions as determined by the City's building department.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, Low, and Moderate
- d. Maximum award: \$40,000
- e. Terms:
1. Loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Term: 15 years
 4. Forgiveness/Repayment: The loan is forgivable in its entirety at the end of (15) fifteen years from the recordation date of mortgage and note. There will be no yearly forgiveness of the

loan. Full repayment of the loan is due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the owner during the fifteen (15) year occupancy period.

Homeowners, who have received comprehensive repair assistance from the City, cannot re-apply for five (5) years, except for cases where emergency repairs are needed as determined by the City's Building Official or his designee or in cases where no waiting list exists and funds are available. Applicants must wait at least a period of 12 months before being eligible to apply for assistance. Maximum assistance will be twice in any five-year period.

Special Needs Owner-Occupied Households: Assistance is in the form of a 15 year, 0% interest deferred loan, forgiven at 10% each year.

5. Default/Recapture: Sewer connection projects, repair projects, or program costs incurred under \$5,000 will be granted and will not require the signing or recordation of the program's mortgage and note.

The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

In the event of default where there is failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership, the City may foreclose to recover funds made available for assistance which is secured by mortgage and note on the property.

- 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.

Applications must be 100% complete to be certified eligible for the program. Additional information may be requested upon review of application to determine program eligibility.

Property must be owner occupied. Verification of ownership, income, homeowners insurance, flood insurance (if required) and payment of property taxes will be conducted to determine eligibility. A warranty deed, or quit claim deed will be utilized to verify ownership and primary residences should maintain homestead exemption. Life Estates also qualify. Hazard and flood insurance should be in place at time of award and be maintained as long as first and/or second mortgage remains on property. If a property is not required to have flood insurance then the file will be documented that flood insurance is not required. In the event property is not insured and there is a severe case of hardship by household to maintain insurance and repairs are needed to eliminate substandard, code, health and safety issue, the Community & Economic Development Director or his designee may waive insurance requirements, as long as project is not leveraged with Federal funds, where flood insurance is required.

Hardship is defined as:

- 1) Condition of property makes it uninsurable
or
- 2) At time of application household had no insurance and housing and insurance expenses exceed 50% of a fixed income household.

Program is not credit driven and credit reports will not be reviewed to determine eligibility for assistance.

Mortgage must be current and will be verified with mortgage statement or third party - verification of mortgage.

Title searches will be conducted. There must be evidence that there is no pending foreclosure on the property.

The property's assessed value must not exceed the value noted in the plan for new and existing homes. The current assessed value indicated on Broward County Property Appraiser's website shall be used to determine the value of the property after SHIP is provided.

- g. Sponsor/Developer Selection Criteria: Non construction related services will be selected through a bid process or other process in compliance with the City's procurement policies. The selection will be based on certification, experience, past performance and financial stability to perform services. Preference will be given to eligible contractors that employ personnel from Welfare Transition Program.

The City conducts outreach to encourage the participation of Minority and Women Owned enterprises in its housing assistance programs.

- h. Additional Information: The home must be located within the City limits, In the event of a disaster, declared by Executive Order by the President or Governor and disaster mitigation funds are no longer available, this program will assist with disaster related repairs as well. The program is not designed to remodel or upgrade homes with purely cosmetic repairs or replace working appliances because owner wants to upgrade.

The City's current subordination policy, maintained at the City Clerk's office shall apply for any refinance transactions. This subordination policy may be viewed by the public upon request to the City Clerk.

Housing units that have a pending foreclosure (Lis Pendens) from a mortgage company or homeowners/condo association cannot be assisted until resolved. Properties with a lien from the homeowners/condo association also will not be assisted until resolved. Households undergoing a loan modification will not be assisted until the modification is complete and a new mortgage acceptable to the program is provided.

- j. Change Orders: The City will only pay for change orders necessary to correct code violations, or to correct issues that could not be accurately assessed before the work started. Change orders will not be granted for purely cosmetic repairs. The City reserves the right to reject a change order that does not address code or property standard issues. Change orders will be denied if they do not address code violations or health and safety issues.

B.

<i>Purchase Assistance with Rehabilitation</i>	<i>Code 1, 2,11</i>
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- a. Summary of Strategy: SHIP funds will be awarded to assist eligible first-time homebuyers with a deferred payment loan to be applied towards the costs of purchasing existing or newly constructed (with a Certificate of Occupancy) eligible affordable housing. Eligible costs include the following: down payment, closing costs, mortgage buy down, rehabilitation, and other costs associated with purchasing a home. Eligible housing includes single-family homes, townhomes, condominiums, eligible manufactured homes, PUDs, and villas.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020

- c. Income Categories to be served: Very-Low, Low and Moderate

- d. Maximum award:
 - Very Low: \$40,000
 - Low: \$30,000
 - Moderate: \$20,000

- e. Terms:
1. Loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Term: 15 years
 4. Forgiveness/Repayment: The loan is forgivable in its entirety at the end of (15) fifteen years from the recordation date of mortgage and note. There will be no yearly forgiveness of the loan. Full repayment of the loan is due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the owner during the fifteen (15) year occupancy period.

Special Needs Owner-Occupied Households: Assistance is in the form of a 15 year, 0% interest deferred loan, forgiven 10% each year.

5. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

In the event of default where there is failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership, the City may foreclose to recover funds made available for assistance which is secured by mortgage and note on the property.

- 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.

Applications must be 100% complete to be certified eligible for the program. Additional information may be requested upon review of application to determine program eligibility.

Applicants will be required to sign program disclosures, including a

conflict of interest disclosure prior to completing application or the application being processed.

The applicant must be a first-time homebuyer. A first-time homebuyer is defined as one that has never owned a home, or one that has not owned a home within the last three years, a single parent with children under the age of 18 who has recently been divorced and displaced, a displaced victim of domestic abuse, or a person displaced as a result of a governmental action. Residents displaced from mobile home parks seeking to purchase a non-mobile home unit will also be considered first-time homebuyers.

Applicants must not own any other property used for residential purposes, and the home to be purchased must be located within the City limits. Applicant must use the mortgage programs offered by the mortgage providers in the City's lenders consortium.

Applicants are responsible for the upfront fee associated with the credit report in the form of a money order.

- g. Sponsor/Developer Selection Criteria: The City of Coconut Creek uses an open lender list. Participating in the program is open to interested lenders. Lenders must adhere to the guidelines for participating in the program.
- h. Additional Information: Applicants must secure a first mortgage by an approved lender.

The applicant must contribute a minimum of 1% of the sales price (including pre-paid) towards the purchase of the home. The Purchase Assistance Program cannot be utilized when the seller of the property is providing the financing for the mortgage. Funds may be leveraged with Broward County, HOME, CDBG or other purchase assistance related activities. In the case where bond or County assistance is being provided in conjunction with the City's SHIP funds, the City will take no less than third position in the transaction.

To qualify under the construction set-aside requirement for SHIP, files shall be documented using one of the following ways:

- Evidence of repairs or affidavit and/or receipt from sellers that repairs were conducted within 12 months prior to sale of home.
- Evidence of repairs completed from inspection reports. Funds will be held in escrow or leveraged from CBDG. Once repairs are completed and inspected, contractor will submit invoice for payment and repairs will be made. Repairs will be completed by pre-screened contractors or general contractors in the contractor's pool.

C.

- 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. Funds may be used for items such as, but not limited to, temporary rental assistance (up to 6 months), emergency interim repairs for eligible households to avoid further damage, tree and debris removal required to make the individual housing unit habitable, condos and homeowner's assessments for post disaster repair, post disaster assistance for eligible non-insured repairs and soft costs required to process assistance applications. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-Low, Low and Moderate
- d. Maximum award: \$30,000
- e. Terms:
 1. Loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note
 2. Interest Rate: 0%
 3. Term: 10 years
 4. Forgiveness/Repayment: The loan is forgivable in its entirety at the end of (10) ten years from the recordation date of mortgage and note. There will be no yearly forgiveness of the loan. Full repayment of the loan is due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the owner during the ten (10) year occupancy period.
Special Needs Owner-Occupied Households: Assistance is in the form of a 10 year, 0% interest deferred loan, forgiven at 20% each year.
 5. Default/Recapture: Projects under \$5,000 may be granted and will not require the signing or recordation of the program's mortgage and note.

The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

In the event of default where there is failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership, the City may foreclose to recover funds made available for assistance which is secured by mortgage and note on the property.

This is a one-time assistance program and homeowners may not re-apply for this assistance, but may apply for assistance such as home repair/improvements if there is equity in property.

- f. Recipient Selection Criteria: Eligible applicants will be selected on a first qualified and first served basis, within income groups. Applications for disaster assistance will be given priority above others on a waiting list for other strategies. Eligibility will be performed on an expedited basis and may include alternative forms of documentation, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income, and assets.

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 will not be allocated to this strategy except in the case of a federal or state disaster. SHIP funds may leverage other federal and/or state emergency programs. The expenditure of funds must be for eligible activities as permitted by SHIP statute, rule and/or emergency rule as published by the Florida Housing Finance Corporation.

The Corporation may disburse funds for disaster relief as provided in Section 420.9073(2) (b), F.S. Local governments may use unencumbered SHIP funds to carry out activities of disaster relief. Recipients of SHIP funds under a local government's disaster strategy shall be required to verify income by executing a Disaster Self Certification of Income Form (08/04), hereby adopted and incorporated by reference with an effective date of 1-30-05 or a local government's form that requires the same information. Pay check stubs and other forms of proof are required, if available. Other documentation required for SHIP income qualification may be waived if unavailable. The county or eligible municipality shall make every effort reasonable to insure that the recipients of SHIP funds

are income qualified.

Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

D.

<i>Community Land Trust</i>	<i>Codes 1,2,9</i>
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- a. Summary of Strategy: SHIP funds may be used to provide down payment assistance to buyers of newly constructed or existing community land trust homes. The down payment assistance will be used to write down the purchase price of the property. Home rehabilitation is also an eligible use, as needed when purchasing existing homes. Up to \$50,000 may be spent to address health & safety concerns, fix code violations and increase energy efficiency.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-Low, Low and Moderate
- d. Maximum award: \$50,000
- e. Terms:
 - 1. Loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note
 - 2. Interest Rate: 0%.
 - 3. Term: 30 years
 - 4. Forgiveness/Repayment: Provided the home continues to be occupied by an income eligible household, the SHIP monies will not be subject to recapture upon resale.
 - 5. Default/Recapture: In the event of default on the first mortgage or the terms of the ground lease, the Community Land Trust must notify the City of Coconut Creek whether it intends to exercise its right of repurchase. In the event the CLT is not willing or able to exercise its right of repurchase, it shall transfer its right of repurchase to the City of Coconut Creek, giving the City of Coconut Creek the right, but not the obligation to foreclose.

The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will

occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

In the event of default where there is failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership, the City may foreclose to recover funds made available for assistance which is secured by mortgage and note on the property.

- 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.

First qualified, first served after completion of first time homebuyer class that contains a community land trust component. The recipient must be able to show and attest to a clear understanding of the difference between fee simple homeownership and community land trust homeownership. Also, the buyer must contribute to the closing costs.

Applications must be 100% complete to be certified eligible for the program. Additional information may be requested upon review of application to determine program eligibility.

Applicants will be required to sign program disclosures, including a conflict of interest disclosure prior to completing application or the application being processed.

The applicant must be a first-time homebuyer. A first-time homebuyer is defined as one that has never owned a home, or one that has not owned a home within the last three years, a single parent with children under the age of 18 who has recently been divorced and displaced, a displaced victim of domestic abuse, or a person displaced as a result of a governmental action. Residents displaced from mobile home parks seeking to purchase a non-mobile home unit will also be considered first-time homebuyers.

Applicants must not own any other property used for residential purposes, and the home to be purchased must be located within the City limits. Applicant must use the mortgage programs offered by the mortgage providers in the City's lenders consortium.

Applicants are responsible for the upfront fee associated with the credit report in the form of a money order.

- g. Sponsor/Developer Selection Criteria: The SHIP funds may also be made available directly to a Community Land Trust serving the City of Coconut Creek. In that event, the CLT shall follow the criteria in this SHIP strategy, but the CLT shall be operating as a sub-recipient, and not on behalf of the City. Coconut Creek will issue a Request for

Qualifications to choose eligible Community Land Trusts as sub-recipients of SHIP purchase assistance.

- h. Additional Information: Community Land Trusts are tax exempt nonprofit organizations that perform a charitable mission. They are key partners for increasing the stock of affordable homeownership without losing the subsidy that is provided to the income eligible household.

The Community Land Trust transfers title to the homebuyer but retains ownership of the land beneath the improvements. The CLT provides a 99 year ground lease for the use of the land to the homebuyer. A memorandum of that ground lease is recorded in the public records immediately following the deed. The terms of the ground lease restrict the resale of the property to an income eligible household and provide a right of repurchase to the CLT in the event of default.

The CLT has a stewardship role that continues in perpetuity to assure that the CLT home remains in the City's affordable housing stock. The monies provided to the community land trust homebuyer are used to write down the purchase price of the home. By taking the cost of the land out of the purchase price and by further writing down the purchase price in an amount equal to the SHIP funds provided by the City, the cost of the home is significantly reduced, creating an affordable opportunity for homeownership for the first family who purchases and for each family that purchases thereafter. The stewardship role of the CLT, its mission, and its vested interest in the property by virtue of retaining ownership of the land provides a safety net for the homeowner and substantially decreases the risk of foreclosure compared to fee simple ownership.

The Florida Legislature has recognized the public benefit of community land trusts in creating permanent affordability by providing direction in regard to assessment for real property taxes in Section 193.018, Florida Statutes, which requires the assessment to consider the resale restricted value of the community land trust home.

E.

<i>Acquisition/Rehabilitation</i>	<i>Code 9</i>
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- a. Summary of Strategy: This construction strategy is designed to promote the acquisition or construction of affordable housing for home ownership opportunities. Funds will be provided as deferred or low interest loans to support the acquisition and rehabilitation, replacement, or the new construction of single-family housing, or the single-family housing portion of a mixed use facility. The strategy is also designed to promote infill housing, green housing, and mixed income projects/neighborhoods for homeownership opportunities. For profit and non-profit developers will be requested to submit proposals to provide housing that conforms with the City's RFP, neighborhood redevelopment plans and

comprehensive plan.

Funds may be used as a match for U.S. Department of Housing and Urban Development's HOME program and various other programs offered by the federal government and the State of Florida to develop affordable housing.

Eligible expenses will include construction hard costs and soft costs necessary to rehabilitate or construct the project. This includes cost of land, cost to acquire structure and land, demolition cost, professional service fees such as environmental phase 1, engineering, survey, appraisal, architectural and interest buy downs.

Also allowed are infrastructure directly related to the project, including streets, roadways, parking, sidewalks, pathways, storm drainage, water, sewer and sanitary systems, sewer connections, hydrants, meters, utilities and utility easements for telephone, cable, electric lines, and right-of-ways and other acceptable fees.

Soft costs include plat reviews, plat reviews, recording fees, permits, environmental reviews and impact studies, land use amendment reviews and other acceptable fees. The strategy also allows for impact fees.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, Low and Moderate
- d. Maximum award: \$400,000
- e. Terms
 - 1. Loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Term: 30 years.
 - 4. Forgiveness/Repayment: N/A
 - 5. Default/Recapture: Loans provided to developers for single family housing constructed, rehabilitated, or otherwise assisted under this strategy must be reserved for eligible persons and include deed restrictions for long term affordability for no less than 15 years or the term of the assistance, whichever period is longer. As units are sold to eligible households, the end user will be responsible for securing a mortgage from a first lender. End users may be eligible for purchase assistance through the City's purchase assistance program. Home sales prices may not exceed the maximum sales price noted in this plan.
Default terms for not meeting program requirements shall be immediate repayment to the City trust account if the developer fails to meet the terms of the deferred payment loan, low interest loan, or fails to meet the program timeline for expenditure or having an eligible applicant occupying eligible housing. Default terms shall be described in mortgage and promissory note

securing property.

- f. Recipient Selection Criteria: For rehabilitated and new construction homeownership units, assistance will be provided on a first qualified, first served basis.
- g. Sponsor/Developer Selection Criteria: Request for proposals and competitive procurement process will be utilized to select a sponsor to implement these projects. Characteristics in determining the sponsor may include, but not be limited to:
 - 1. Capacity and capability to carry-out project
 - 2. Scale of Project/Utilization of Density Bonuses
 - 3. Experience in completing similar projects
 - 4. Use of personnel from Wages and Workforce Development programs.
 - 5. Leveraging.
 - 6. Site control.
 - 7. Neighborhood compatibility/Compatibility with Area Redevelopment Plan
 - 8. Creation of Mixed Income Communities.
 - 9. Recapture provisions.
 - 10. Incorporation of Partnerships with Local Employers, Institutions, Hospitals and Schools.
 - 11. Incorporation of Transit-Oriented Design/Proximity to State Road 7 Corridor.
 - 12. Attractiveness of design
 - 13. Multistory buildings must have elevators and be ADA Compliant.
 - 14. Use of green building techniques.
- h. Additional Information: Acquisition-Rehabilitation and New Construction related strategies in which assistance will be provided to a private or non-profit developer will be expected to demonstrate that the project(s) are affordable to low and moderate income households, meaning that no more than 30% of the household's income should go towards housing related expenses. Developer assisted projects that demonstrate affordability to low and moderate income households, using the definition above, will be considered for SHIP funding assistance. These projects shall receive priority consideration for funding.

The purchase price limit that is established by the U.S. Treasury Department is not to be misconstrued as the target price for affordable housing in the City of Coconut Creek.

Developers receiving assistance from both SHIP and the Low-Income Rental Housing Tax Credit (LIHTC) Program shall be required to comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from SHIP and other federal, State or local programs shall be required to comply with any requirements specified by the other program in addition to SHIP program

requirements. In the event both programs have restrictions on the same issue, the more restrictive regulation shall take precedence. If one program is silent on an issue, the program with a regulation on the issue shall apply. 67-37.007(12) F.A.C.

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** and Expedited Inspection.
Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Section 420.9071(16), F.S.

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

Established policy and procedures – Expedited Permitting:

Pursuant to the City's adoption of expedited permitting for affordable housing, contractors participating in the City's Minor Home Repair program and other housing rehabilitation program will have permit fees waived.

All contractors for the housing rehabilitation program are provided the opportunity to submit the final contract with homeowner, including scope of work, to City's Consultant to be stamped for expedited permit processing. The stamp identifies the job as eligible for the expedited permitting process when it is submitted to the City's Building Division to apply for permits.

Developers who are constructing affordable housing, units priced to accommodate the affordability of very low (<50% AMI), low (51%-80% AMI) and moderate (81% - 120%) incomes, and have some form of public financing assisting the proposed affordable housing project, are also eligible for expedited permitting.

The staff of the Department of Sustainable Development may identify eligible projects during the plan review process and make the expedited permitting available.

Established policy and procedures – Expedited Inspection:

Pursuant to the City's adoption of expedited inspections, projects determined to be eligible that have received expedited permitting will also receive expedited inspections. All shall be documented.

- 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.

Established Policy and procedures:

The review process for any action that would increase the costs of development begins with a justification analysis by the Department that is recommending the proposed action. It is then evaluated by the Finance Department and the City Manager's Office prior to being scheduled for adoption. Any such action is only to be adopted by ordinance, requiring two public hearings, providing sufficient opportunity for public input. The review process, as described above, generally includes calculating the impacts on housing.

- C. Name of Strategy: **Allowance in Flexibility of Density for Housing Units.**
A strategy that allows increased and flexible densities to promote affordable housing. The City supports flexible densities for affordable housing and implements this strategy as currently permitted in existing policies and procedures outlines below.

Established policy and procedures:

The City's Future Land Use Map includes residential densities ranging from 1 dwelling unit per acre to 10 dwelling units per acre. Within the City's MainStreet Regional Activity Center, densities are provided for at up to 40 dwelling units per acre. To date, several of the City's rental communities, built at 10 dwelling units to the acre, have included government subsidized Section 8 housing. No other utilization of the City's flexible density provisions have been utilized specifically for affordable housing. The existing strategies are currently underutilized. The only restrictions to the utilization of the high densities in MainStreet are those included within the MainStreet Design Standards, including but not limited to LEED certified buildings and open space bonuses.

- D. Name of Strategy: **Preparation of a Printed Inventory of Locally Owned Public Lands Suitable For Affordable Housing.**

The City implements this strategy as the State requirement to maintain a printed inventory of locally owned public lands suitable for affordable housing.

Established Policy and Procedures:

All City-owned properties have been mapped. This inventory map is maintained and updated as required.

While the City owns several parcels of developable land, each is platted for commercial use and has a commercial zoning designation. Therefore, they are not considered suitable for affordable housing. The City Commission made a formal determination on this matter by Resolution in May of 2013.

Every three years, the City Commission will review the inventory of City-owned

lands and their suitability for use as affordable housing.

E. Name of Strategy: Support of Development near Transportation Hubs and Major Employment Centers and Mixed-Use Development.

A strategy that supports development of affordable housing near transportation. The City implements this strategy as currently permitted in existing policies and procedures outlines below.

Established Policy and Procedures:

The Future Land Use Element and the Housing Element of the City's Comprehensive Plan provide for policies that achieve this area of focus. The Comprehensive Plan includes Goals, Objectives, and Policies that address the following issues:

- Facilitating the movement of people from homes to work by correlating density with the roadway and transit facility network.
- Coordination of future land uses and availability of facilities.
- Discouraging sprawl development.
- Promoting the efficient use of land through mixed land use activities.
- Coordinating transportation and land use planning activities.

The City's Comprehensive Plan has not specifically identified specific areas for affordable housing development. However, the City's Affordable Housing Impact Fee Ordinance which is assessed to commercial projects, including mixed-use developments, provides for an alternative to payment by providing for affordable units to be produced within the mixed use project.

F. Name of Strategy: Reduction of Parking and Setback Requirements.

A strategy that provides for the reduction of parking and setback requirements for affordable housing projects. The City implements this strategy as currently permitted in existing policies and procedures outlines below.

Established Policy and Procedures:

The Future Land Use Element (Objective II-9.1.0 and its corresponding Policies 9.1.1 thru 9.1.4) of the City's Comprehensive Plan encourage the development and implementation of flexible design standards and innovative site planning concepts. These strategies are already available to all types of housing through the PUD zoning category. The MainStreet Design Standards also provide for great flexibility with mixed-used concepts and high density residential projects. Flexible design standards are approved as part of an overall project approval and are available to any developer seeking to build in the City.

While there are no true barriers or restrictions to this flexibility, the City will typically seek enhanced site design amenities (architecture, landscaping other site amenities) in exchange for allowing the desired flexibility in standard requirements.

G. Name of Strategy: Allowance of Flexible Lot Configurations

A strategy that provides for the allowance of flexible lot configurations for affordable housing projects. The City implements this strategy as currently permitted in existing policies and procedures outlines below.

Established Policy and Procedures:

The Future Land Use Element (Objective II-9.1.0 and its corresponding Policies 9.1.1 thru 9.1.4) of the City's Comprehensive Plan encourage the development and implementation of flexible design standards and innovative site planning concepts, including flexible lot configurations. These strategies are already available to all types of housing through the PUD zoning process. The MainStreet Design Standards also provide for great flexibility with mixed-used concepts and high density residential projects. Flexible design standards, including lot configuration, are approved as part of an overall project approval and are available to any developer seeking to build in the City. While there are no true barriers or restrictions to this flexibility, the City will typically seek enhanced site design amenities (architecture, landscaping other site amenities) in exchange for allowing the desired flexibility in our standard requirements.

H. Name of Strategy: Modification of Street Requirements for Affordable Housing

A strategy that provides for the modification of street requirements for affordable housing projects. The City implements this strategy as currently permitted in existing policies and procedures outlined below.

Established Policy and Procedures:

The Future Land Use Element (Objective II 9.1.0 and its corresponding Policies 9.1.1 thru 9.1.4) of the City's Comprehensive Plan encourage the development and implementation of flexible design standards and innovative site planning concepts, including modifications to street requirements. These strategies are already available to all types of housing through the PUD zoning process. The MainStreet Design Standards also provide for certain flexibility. Flexible design standards, including modification to street requirements, are approved as part of an overall project approval and are available to any developer seeking to build in the City. The design relief is typically limited to width of roadway, allowing a project to have roadways designed at less than the standard 24-foot minimum. The only restrictions and/or barriers to the use of this flexibility is the ultimate maintenance responsibility for a project roadway. The City typically does not assume maintenance responsibilities if it does not meet minimum design standards. Therefore, an HOA or other entity would have to assume maintenance responsibility. Police and Fire must also approve any deviation to the minimum design standards from a public safety perspective.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan
- B. Timeline for Estimated Encumbrance and Expenditure
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan
- D. Signed LHAP Certification
- E. Signed, dated, witnessed or attested adopting resolution
- F. Ordinance: (If changed from the original creating ordinance)
- G. Interlocal Agreement (If applicable)
- H. Other Documents Incorporated by Reference (If applicable)

LHAP 2009-001

Exhibit A

Revised: 6/2016

(Local Government name)

City of Coconut Creek

Fiscal Year: 2017-2018		
Estimated Allocation for Calculating:	\$	357,958.00
Salaries and Benefits		\$22,000
Office Supplies and Equipment		\$6,795
Travel Per diem Workshops, etc.		\$5,000
Advertising		\$2,000
Other*		\$0
Total	\$	35,795.00
		10%
Fiscal Year: 2018-2019		
Estimated Allocation for Calculating:	\$	357,958.00
Salaries and Benefits		\$22,000
Office Supplies and Equipment		\$6,795
Travel Per diem Workshops, etc.		\$5,000
Advertising		\$2,000
Other*		\$0
Total	\$	35,795.00
		10%
Fiscal Year 2019-2020		
Estimated Allocation for Calculating:	\$	357,958.00
Salaries and Benefits		\$22,000
Office Supplies and Equipment		\$6,795
Travel Per diem Workshops, etc.		\$5,000
Advertising		\$2,000
Other*		\$0
Total	\$	35,795.00
		10%

*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.

Details: Based on a \$357,958.00 Distribution

**Exhibit B
Timeline for SHIP Expenditures**

The City of Coconut Creek

_____ affirms that funds allocated for these fiscal years will
(local government)
meet the following deadlines:

Fiscal Year	Encumbered	Expended	1st Year AR	2nd Year AR	Closeout AR
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022

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

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1st Year AR Not Submitted	2nd Year AR Not Submitted	Closeout AR Not Submitted
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022

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

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

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

Other Key Deadlines:

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

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2017-2018

Please check applicable box													
										New Plan:			
										Amendment:			
										Fiscal Yr. Closeout:			
										2020			
Name of Local Government: Coconut Creek													
Strategy #	HOME OWNERSHIP	VLI	Max. SHIP Award	LI	Max. SHIP Award	MI	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
From Plan Text	Code	Units		Units		Units		SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
Section II A.	3	3	\$40,000	3	\$40,000	1	\$40,000		\$322,163.00		\$322,163.00	90.00%	7
Section II B.	2	0		0		0					\$0.00	0.00%	0
Section II C.	5	0		0		0					\$0.00	0.00%	0
Section II D.		0	\$50,000	0	\$50,000	0	\$50,000				\$0.00	0.00%	0
Section II E.	9	0	\$400,000	0	\$400,000	0	\$400,000				\$0.00	0.00%	0
Subtotal 1 (Home Ownership)		3		3		1		\$0.00	\$322,163.00	\$0.00	\$322,163.00	90.00%	7
RENTAL STRATEGIES		VLI	Max. SHIP Award	LI	Max. SHIP Award	MI	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Subtotal 2 (Non-Home Ownership)		0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	10.00%	0
Administration Fees												0.00%	
Admin. From Program Income												0.00%	
Home Ownership Counseling												0.00%	
GRAND TOTAL		3		3		1		\$0.00	\$322,163.00	\$0.00	\$357,958.00	100.00%	7
Add Subtotals 1 & 2, plus all Admin. &		3		3		1		\$0.00	\$322,163.00	\$0.00	\$357,958.00	100.00%	7
Percentage Construction/Rehab												90%	
Maximum Allowable													
Purchase Price:													
Allocation Breakdown													
Very-Low Income			\$120,000.00		33.5%			Projected Program Income:		Max Amount Program Income For Admi	\$0.00		
Low Income			\$120,000.00		33.5%			Distribution:	\$357,958.00				
Moderate Income			\$82,163.00		23.0%			Total Available Funds:	\$357,958.00				
TOTAL			\$322,163.00		90.0%								

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

New

Existing

Allocation Breakdown

Very-Low Income

Low Income

Moderate Income

TOTAL

GRAND TOTAL

Subtotal 2 (Non-Home Ownership)

Administration Fees

Admin. From Program Income

Home Ownership Counseling

Subtotal 1 (Home Ownership)

Section II E.

Section II D.

Section II C.

Section II B.

Section II A.

From Plan Text

Strategy #

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: Coconut Creek

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.

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

Witness

Chief Elected Official or designee

Witness

Type Name and Title

Date

OR

Attest:
(Seal)

RESOLUTION NO. 2017-071

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA, ADOPTING THE FISCAL YEAR (FY) 2017-2018, 2018-2019, AND 2019-2020 LOCAL HOUSING ASSISTANCE PLAN (LHAP), WHICH INCLUDES THE AFFORDABLE HOUSING ADVISORY COMMITTEE'S (AHAC) 2016 INCENTIVE STRATEGIES, ATTACHED HERETO AND MADE A PART HEREOF AS EXHIBIT "A," PURSUANT TO THE REQUIREMENTS OF THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) ACT, AND AUTHORIZING TRANSMITTAL OF THE LHAP TO THE FLORIDA HOUSING FINANCE CORPORATION, IN ACCORDANCE WITH PROGRAM REQUIREMENTS; PROVIDING AN EFFECTIVE DATE

WHEREAS, on June 12, 2008, the City Commission approved Resolution No. 2008-72, which provided for the adoption of a Local Housing Assistance Plan (LHAP) as defined in Section 420.9071(14) of the State Housing Initiatives Partnership (SHIP) Act ("Act") and in accordance with the requirements of Section 2-254 of the City's Code of Ordinances; and

WHEREAS, the LHAP covers three fiscal years and is set to expire on June 30, 2017; and

WHEREAS, the FY 2017-2018, 2018-2019, 2019-2020 LHAP is consistent with the City's Comprehensive Plan and with the SHIP Act, as contained in Sections 420.907 through 420.9079, Florida Statutes; and

WHEREAS, at its meeting of December 8, 2016, the City Commission accepted the AHAC's 2016 Incentive Plan Strategies Report and said strategies are incorporated in the LHAP; and

WHEREAS, prior to adopting the FY 2017-2018, 2018-2019, 2019-2020 LHAP, a public hearing was held by the City Commission on March 23, 2017 in the City Commission Chambers, which was duly noticed in the Sun-Sentinel on February 19, 2017; and

WHEREAS, the City Commission finds and determines the adoption of the FY 2017-2018, 2018-2019, 2019-2020 LHAP is in the best interests of the residents of the City of Coconut Creek and serves a public purpose;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2: That the City Commission finds and determines that the Local Housing Assistance Plan, for the three-year period covering 2017-2020, is in the best interests of the residents of the City of Coconut Creek and serves a public purpose.

Section 3: That the City Commission finds and determines that the LHAP is consistent with the City's adopted Comprehensive Plan and the SHIP Act.

Section 4: That the City Commission has reviewed and hereby approves the Local Housing Assistance Plan (LHAP), attached hereto and made a part hereof as Exhibit "A," pursuant to the Act.

Section 5: That this Resolution shall take effect immediately upon its passage and adoption.

Adopted this _____ day of _____, 2017.

Mikkie Belvedere, Mayor

Attest:

Leslie Wallace May, City Clerk

Belvedere _____

Rydell _____

Sarbone _____
Tooley _____
Welch _____

SR:dn
O:\Documents\PLANNING & ZONING\Project Coordinator\Resolutions\RES 2017-071 Final LHAP Adoption.docx

ORDINANCE NO. 2008-017

AN ORDINANCE OF THE CITY OF COCONUT CREEK, FLORIDA, AMENDING CHAPTER 2, CODE OF ORDINANCES, ENTITLED "ADMINISTRATION" BY AMENDING ARTICLE V THEREOF, ENTITLED "BOARDS, COMMISSIONS, AND COMMITTEES," BY AMENDING DIVISION 5 THEREOF, ENTITLED "RESERVED" BY CREATING SECTIONS 2-249 TO 2-255 WHICH SECTIONS ESTABLISH A LOCAL HOUSING ASSISTANCE PROGRAM PURSUANT TO THE REQUIREMENTS OF THE STATE HOUSING INITIATIVES PARTNERSHIP ACT; ESTABLISHING A LOCAL HOUSING ASSISTANCE PROGRAM TO BE ADMINISTERED BY THE CITY'S CONSULTANT; PROVIDING FOR THE ESTABLISHMENT OF A LOCAL HOUSING ASSISTANCE PLAN (LHAP) BY RESOLUTION; CREATING A STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AFFORDABLE HOUSING ASSISTANCE TRUST FUND; ESTABLISHING AN AFFORDABLE HOUSING ADVISORY COMMITTEE PURSUANT TO THE REQUIREMENTS OF THE STATE HOUSING INITIATIVES PARTNERSHIP ACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE

WHEREAS, the State Housing Initiatives Partnership Act ("Act") as contained in Sections 420.907 through 420.9079, Florida Statutes, provides for the establishment of a local housing assistance program; and

WHEREAS, the City of Coconut Creek ("City") has a Comprehensive Plan, which encourages the City to implement affordable housing measures; and

WHEREAS, the City wishes to provide for the housing needs of its citizens and to promote the efficient location, design, and provision of affordable housing; and

WHEREAS, the City intends to establish and implement a local housing assistance program;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF COCONUT CREEK, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption.

Section 2: That Chapter 2, Code Of Ordinances, entitled "Administration" is hereby amended by amending Division 5 thereof, entitled "Reserved" by creating Sections 2-249 to 2-255 to read and provide as follows:

CHAPTER 2. ADMINISTRATION

DIVISION 5. RESERVED. LOCAL HOUSING ASSISTANCE PROGRAM

Section 2-249. Local Housing Assistance Program.

There is hereby established a Local Housing Assistance Program ("Program") through the State Housing Initiatives Partnership Act ("Act") as contained in Sections 420.907 through 420.9079, Florida Statutes, The City of Coconut Creek has adopted a Comprehensive Plan, which encourages the implementation of affordable housing measures. The City wishes to provide for the housing needs of its citizens and to promote the efficient location, design, and provision of affordable housing.

Section 2-250. Definitions.

The definitions contained in the Act, and Chapter 67-37, Florida Administrative Code, as they may be amended from time to time, are adopted herein by reference.

Section 2-251. Purpose.

The City shall implement the Program consistent with the requirements of the Act. The purposes of this program are, including without limitation, the following:

- a. To provide incentive for the creation of local housing partnerships;
- b. To expand production of and preserve affordable housing;
- c. To further the housing element of the City's Comprehensive Plan specific to affordable housing;
- d. To increase housing related employment.

Section 2-252. Responsible Party.

That the responsibility for the administrative functions of the program is hereby designated to the Director of Development Services, who shall have the authority to sub-contract such functions with the approval of the City Commission by Resolution.

Section 2-253. Trust Fund.

A State Housing Initiatives Partnership (SHIP) affordable housing assistance trust fund ("Fund"), as described in Section 420.9075(6) of the Act, is hereby established and shall be documented within the official and fiscal accounting records of the City. All monies deposited in the Fund shall be subject to the requirements of the Act and the City Ordinance establishing the Fund. The City shall cause the Fund to be audited and shall report the results of such audit as required by the Act. The Fund established by this section is separate and distinct from the Affordable Housing Linkage Fee Trust Fund established by Section 13-117, City of Coconut Creek Code of Ordinances, and the two funds shall be separately accounted.

Section 2-254. Local Housing Assistance Plan.

The City shall establish, by resolution, a Local Housing Assistance Plan ("LHAP"), as defined in Section 420.9071(14) of the Act, to be implemented through a local housing assistance partnership as defined in Section 420.9071(18) of the Act.

Section 2-255. Affordable Housing Advisory Committee.

a. Pursuant to the requirements of the Act, an Affordable Housing Advisory Committee ("Committee") consisting of eleven (11) members with varying qualifications, is hereby created and established, as provided in Section 420.9076 of the Act. Composition of the Committee shall be consistent with all such provisions. Members of the Committee shall be appointed by Resolution. Terms of the members of the Committee shall be for one (1) year, but members may be reappointed by resolution.

b. Pursuant to the requirements of the Act, the Committee shall meet at least one (1) time per year, or more frequently if necessary. The Committee shall, in

conformance with Section 420.9076(4) et seq., review the established policies and procedures of the City, and shall recommend specific actions or initiatives to encourage or facilitate affordable housing.

Section 3: That in the event any provision or application of this Ordinance shall be held to be invalid; it is the legislative intent that the other provisions and applications hereof shall not be thereby affected.


Section 4: That the provisions of this Ordinance shall be codified within the Code of Ordinances of the City of Coconut Creek, Florida, and any paragraph or section may be renumbered to conform with the Code of Ordinances.

Section 5: That all ordinances or parts of ordinances in conflict herewith are to the extent of said conflict, hereby repealed.

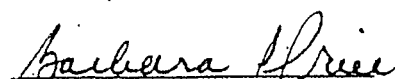
Section 6: That this Ordinance shall be in full force and effect thirty (30) days following passage and adoption, on second reading in accordance with the requirements of the Act.

PASSED FIRST READING THIS 27th DAY OF March, 2008.

PASSED SECOND READING THIS 10th DAY OF April, 2008.


Rebecca A. Tooley, Mayor

ATTEST:


Barbara S. Price, MMC
City Clerk

	<u>1st</u>	<u>2nd</u>
Tooley	<u>Aye</u>	<u>Aye</u>
Freund	<u>Aye</u>	<u>Aye</u>
Gerber	<u>Aye</u>	<u>Aye</u>
Sarbone	<u>Aye</u>	<u>Aye</u>
(Vacant)	_____	_____

CITY OF COCONUT CREEK SUBORDINATION POLICY AND PROCEDURE

This is the policy and procedure regarding the possibility of subordinating a mortgage held by the City of Coconut Creek in reference to refinancing/modifying a loan mortgage for a housing unit that has been assisted by the Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, State Housing Initiatives Partnership (SHIP) Program, or any other local, state or federal funding provided by the City of Coconut Creek. The following conditions must be met in order for the subordination request to be considered by the City:

- No cash out to homeowner (does not include debt consolidation as required by a lender)
- New loan cannot be an Adjustable Rate Mortgage (ARM)
- Homeowner must retain at least 10% equity including City liens, **unless** the owner demonstrates participation in a hardship loan modification or refinance program
- The City of Coconut Creek's mortgage must be in second position after subordination

If the above criteria have been met, documentation identifying the following must be submitted.

- A copy of the new loan commitment (with no conditions), or loan commitment letter on financial institution letterhead. New commitment must reflect proposed loan interest rate, terms and monthly payment. Lender must be an institutional lender.
- Copy of current appraisal, completed within the last 60 days.
- Copy of new title insurance policy.
- Good Faith Estimate for proposed loan.
- Current lender and principal balance of mortgage
- Current interest rate
- Current terms (15, 20, 30 yr. – fixed or adjustable)
- Current monthly principal & interest

The new loan must be a fixed rate loan that increases the affordability of the homeowner's monthly payment and/or financial position.

Subordination requests (including requested documentation) can be faxed, mailed, e-mailed or hand delivered to the City of Coconut Creek, Department of Sustainable Development, 4800 W. Copans Road, Coconut Creek, Florida 33063. The e-mail address is designated on the City's subordination agreement and is subject to change. The fax number is 954-956-1424. Only copies of the above information should be submitted. The City will not make copies.

The processing time will be approximately 10 business days from receipt of the subordination request with required documentation. The homeowner will be notified once a determination is made. The homeowner will be responsible for recording any documents in conjunction with this request, as may be required by the proposed lender.

CITY OF COCONUT CREEK SUBORDINATION AGREEMENT

This is the policy and procedure regarding the possibility of subordinating a mortgage held by the City of Coconut Creek in reference to refinancing/modifying a loan mortgage for a housing unit that has been assisted by the Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, State Housing Initiatives Partnership (SHIP) Program, or any other local, state or federal funding provided by the City of Coconut Creek. The following conditions must be met in order for the subordination request to be considered by the City:

- No cash out to homeowner (does not include debt consolidation as required by a lender)
- New loan cannot be an Adjustable Rate Mortgage (ARM). It must be a fixed rate loan that increases the affordability of the homeowner's monthly payment and/or financial position
- Homeowner must retain at least 10% equity including City liens, *unless* the owner demonstrates participation in a hardship loan modification or refinance program
- The City of Coconut Creek's mortgage must be in second position after subordination

If the above criteria have been met, the following documentation must be submitted.

- A copy of the new loan commitment (with no conditions), or loan commitment letter on financial institution letterhead. New commitment must reflect proposed loan interest rate, terms and monthly payment. Lender must be an institutional lender.
- Copy of current appraisal, completed within the last 60 days.
- Copy of new title insurance policy.
- Good Faith Estimate for proposed loan.
- Current lender and principal balance of mortgage
- Current interest rate
- Current terms (15, 20, 30 yr. – fixed or adjustable)
- Current monthly principal & interest

Only copies of the above information should be submitted. The City will not make copies. Subordination requests (including requested documentation) can be faxed, mailed, hand delivered, or emailed to:

City of Coconut Creek
Department of Sustainable Development
4800 West Copans Road
Coconut Creek, Florida 33063
E-mail: mbowers@coconucreek.net (subject to change, call 954-956-1470 to verify)
Fax number: 954-956-1424

The processing time will be approximately 10 business days from receipt of the subordination request with required documentation. The homeowner will be notified once a determination is made. The homeowner will be responsible for recording any documents in conjunction with this request, as may be required by the proposed lender.

The signature below constitutes acknowledgment and agreement to the terms and requirements of the City of Coconut Creek's Subordination Policy.

Applicant's Signature

Date

Co-Applicant's Signature

Date

STATE OF FLORIDA)

COUNTY OF BROWARD)

THE FOREGOING INSTRUMENT was acknowledged before me this _____ day of _____, by _____ (hereinafter BORROWER(S)) who is/are personally known to me or has/have produced _____ / _____ as identification.

NOTARY PUBLIC

Print or Type Name

My Commission Expires:
My Commission number is: