

CITY OF BOCA RATON

SHIP LOCAL HOUSING ASSISTANCE PLAN

(LHAP)

FISCAL YEARS COVERED

2013-14, 2014-15, 2015-16



Prepared April 2013

Community Improvement Division
Development Services Department

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I. PROGRAM DESCRIPTION *Chapter 67-37.005, F.A.C. and Section 420.9072, F.S.*

A. Name of the participating local government and Interlocal if Applicable:
Section 420.9072(5), F.S.

City of Boca Raton

Interlocal : Yes _____ No X

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

N/A

B. Purpose of the program: *Section 420.9072, F.S. and Chapter 67-37.005, F.A.C.*

Creation of the Plan is for the purpose of meeting the housing needs of very low (up to 50% of median), low (51–80% of median), and moderate (81-120% of median) income households, to expand production of and preserve affordable housing, and to further the housing element of the local government comprehensive plan specific to affordable housing.

The need for affordable housing in Boca Raton has been documented by a variety of sources, including a 2003 Workforce Housing Study commissioned by the Boca Raton Chamber of Commerce and the 2006 Palm Beach County Housing Needs Assessment prepared by the Metropolitan Center at FIU. This study, which was updated in 2008, stated “Despite lowering single-family home values, substantial affordability gaps continue to exist.” As defined by U.S. Dept. of Housing & Urban Development (HUD) “cost burdened” households, regardless of income, pay more than 30% of their gross household income for housing, whether they own or rent. Households paying more than 50% of their income for housing are defined as “severely cost burdened.” Very low (up to 50% of median) and low income (up to 80% of median) households tend to have the greatest cost burden. Due to limited State Housing Initiatives Partnership (SHIP) funding, these are the income groups targeted for assistance by Boca Raton’s SHIP program. According to estimates prepared by the Shimberg Center for Housing Studies at the University of Florida, in 2010 60.1% of Boca Raton’s very low and low income households combined were estimated to be cost burdened, with 39.9% of them being severely cost burdened.

Benefits of an increased supply of workforce housing include improved quality of life and greater economic development potential. Ownership of a home permits Boca Raton’s families to participate in wealth creation through real estate appreciation. Additionally, homeownership contributes to neighborhood stability and security.

C. Fiscal years covered by the Plan: *Chapter 67-37.002, F.A.C.*

X 2013/2014

X 2014/2015

X 2015/2016

Note: These are State fiscal years (not City), each of which begin 7/1 and end 6/30.

D. Governance: *Chapter 67-37.005, F.A.C. and Section 420.9071, F.S.*
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The SHIP Program furthers the City's Comprehensive Plan housing element objective of providing increased housing opportunities for low income persons. Cities and Counties must be in compliance with these applicable statutes and rules.

E. Local Housing Partnership *Section 420.9072, F.S.*
The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

Early in the development of the City of Boca Raton's SHIP program, staff held both individual and group meetings with representatives of local lending institutions, developers, realtors, social service agencies, and non profit housing providers. These various representatives constituted our "Local Housing Partnership" and assisted staff with program design. As the program has grown, various persons in this partnership continue to provide valuable input with regard to the Local Housing Assistance Plan (LHAP) and the housing assistance strategies funded under the LHAP.

F. Leveraging: *Chapter 67-37.007, F.A.C. and Section 420.9075, F.S.*
The Plans are intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs. Use of SHIP funds in combination with Community Development Block Grant (CDBG) funds, leveraged with private sector financing and technical support, provides the foundation for both increasing the supply of and access to affordable housing for Boca Raton residents. The emphasis is on combining neighborhood improvement with the provision of home ownership opportunities to very low, low and moderate income households.

G. Public Input: *Chapter 67-37.005, F.A.C.*
Public input was solicited through face to face meetings as well as telephone and e-mail contact with local lenders, realtors, and non-profit providers of services relating to affordable housing (such as home buyer education providers). Public input was solicited through the local newspaper in the advertising of the LHAP and the Notice of Funding Availability.

H. Advertising and Outreach: *Chapter 67-37.005, F.A.C.*
The county or eligible municipality or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.
In addition to advertising in the newspaper, the City publicizes the SHIP program on the

City's web site and informational flyers available to residents. Flyers have been distributed to local lenders and realtors, churches located in CDBG target neighborhoods, a Title XX Day Care Center, and to appropriate local social service agencies. Housing Authority staff members inform public housing residents, Section 8 recipients and Family Self-Sufficiency Program participants about the program. SHIP staff sometimes participate in local home buyer workshops.

I. Discrimination: *Section 420.9075, F.S.*

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing. In implementing its SHIP program, the City of Boca Raton is mindful of affirmatively furthering fair housing. The City utilizes CDBG funds to further fair housing outreach and education activities, as called for in the Consolidated Plan. All SHIP applicants are required to attend home buyer education seminars that include a segment on fair housing.

Priority processing is given to applicants identified as having special needs, including, but not limited to, homeless people, the elderly, migrant farmworkers, and persons with disabilities (as noted in Section 420.9075(1)(a), F.S.).

J. Support Services and Counseling: *Chapter 67-37.005, F.A.C.*

Support services are available from various sources. Available support services may include but are not limited to homeownership counseling (pre and post), and credit counseling. Support services are also available in the form of home buyer seminars, which educate prospective home buyers about credit, predatory lending, choosing a realtor, fair housing, and pre-purchase home inspections. Seminars also include post-purchase education on topics such as budgeting, home maintenance, energy conservation, and landscaping.

A maximum of 3% of the SHIP allocation will be available during all three fiscal years for providing home ownership training and counseling to prospective home buyers. Local financial institutions sometimes sponsor home buyer education provided by non-profit providers, but in order for such training to be provided on a regular basis, it is necessary for the City to sponsor some workshops as well.

K. Purchase Price Limits: *Section 420.9075, F.S. and Chapter 67-37.007(6), F.A.C.*

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 can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:
_____ Independent Study (copy attached)

X U.S. Treasury Department
 Local HFA Numbers

The purchase price limit will be the amount a home buyer can afford to purchase using the underwriting criteria established by the City, not to exceed \$386,202 for both new and existing homes. The purchase price limit may be revised as needed in response to changes in the local real estate market and mortgage interest rates. Any changes in purchase price will be subject to City Council and State approval.

L. Income Limits, Rent Limits and Affordability: *Chapter 67-37.005, F.A.C. and Section 420.9071, F.S.*

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

The City of Boca Raton has established a maximum limit of 35% of gross monthly income on the housing expenses of SHIP-assisted buyers. The City has also established a 25% minimum monthly mortgage payment for SHIP-assisted buyers to ensure purchases are not over-subsidized and to assist as many buyers as possible.

M. Welfare Transition Program: *Chapter 67-37.005(6)(b)(7), F.A.C.*

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

N. Monitoring and First Right of Refusal: *Section 420.9075, F.S.*

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitorings and determination of tenant eligibility requirements. Tenant eligibility will be monitored at least annually for 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.

- O. Administrative Budget:** *Chapter 67-37.005, F.A.C. and 420.9075(7), F.S.*
A detailed listing including line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted.

The City of Boca Raton finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

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

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

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

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

The City of Boca Raton has determined that 5% of the SHIP allocation is insufficient to adequately cover the administrative costs of the Program. Due to program size, it is necessary to maintain the percentage of funds available for administration at 10% of the Local Housing Distribution, plus 5% of any program income received. The City of Boca Raton has adopted the above findings in the attached resolution, **Exhibit E**.

The Community Improvement Division of the Development Services Department shall be responsible for administration of the LHAP. Administrative functions include program design, applicant processing and selection, coordination of outreach, training and counseling, preparing necessary paperwork to issue payments for program activities, tracking expenditures to ensure that statutory set-asides will be met, maintaining necessary records, preparing required reports, and all other duties pertaining to implementation of the LHAP.

- P. Program Administration:**
Administration of the local housing assistance plan is the responsibility of the City of Boca Raton. No third party entity or consultant performs any of the administrative or other functions of the program.
- Q. Essential Service Personnel:** *Include a definition as required in Rule Chapter 67-37.002 (8), F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.*

The City of Boca Raton's definition of essential services personnel includes, but is not limited to, persons employed in the following areas:

- education
- public safety
- other public services
- retail and other service jobs
- health care
- building trades.

R. “Green” Initiatives: *Describe initiatives that encourage or require innovative design, green building principles, storm resistant construction, or other elements that reduce long term costs relating to maintenance, utilities or insurance as required in Section 420.9075(3)(d), F.S.*

Rehabilitation is a component of the City of Boca Raton’s Purchase Assistance strategy. When buyers purchase a home, rehab assistance is available, in addition to closing cost and down payment assistance. Buyers are strongly encouraged to utilize the following when considering rehab:

- The availability of FPL rebates for making the home more energy-efficient
- Energy-efficient air conditioning systems
- Energy Star appliances
- Ceiling fans
- Programmable thermostats
- Adequate insulation
- Caulking, weather stripping, and other weatherproofing items
- Water-conserving toilets, faucets, showerheads, etc.
- Landscaping and irrigation methods and materials that conserve water

Home buyer seminars include educational information on how the types of items listed above can lower their housing costs over the long term.

II. LHAP HOUSING STRATEGIES: *Chapter 67-37.005, F.A.C.*

A. Name of the Strategy: Purchase Assistance With or Without Rehabilitation

- Summary of the Strategy:** This strategy assists eligible first-time home buyers with a zero interest, deferred payment loan to be applied toward down payment, closing costs, and/or rehabilitation costs (if applicable) for the purchase of eligible owner-occupied housing, including single-family homes, townhouses, condominiums, or villas.
- Fiscal Years Covered:** State fiscal years 2013/2014, 2014/2015 and 2015/2016.
- Income Categories to be served:** Very low, low and moderate income households as defined in Section 420.9071 (19), (20), and (28), F.S.
- Maximum award is noted on the Housing Delivery Goals Charts.** The maximum award level varies by income category as shown below:

Income Category	Maximum Award
Up to 50% of Median (Very Low)	\$90,000
>51% to 80% of Median (Low)	\$55,000
>81% to 120% of Median (Moderate)	\$20,000

The maximum ceiling includes the aggregate of SHIP awards of purchase assistance and/or rehabilitation which may be used in combination to provide an eligible housing unit for purchase by an eligible household. The maximum award level is determined by staff researching the amount of subsidy necessary to enable households in the above income categories to purchase homes at the minimum market prices available for the Boca Raton area, taking mortgage interest rates and the cost of taxes, insurance, and homeowner association fees into account. Maximum award levels will be re-evaluated by staff on a regular basis and revised as needed in response to market fluctuations, at staff discretion.

The maximum award is not automatically provided on an individual basis; rather, the amount of subsidy awarded will be the minimum amount necessary to enable the buyer to purchase the property at a monthly payment affordable to him or her.

- e. Terms of the Award; Recapture and Default: Purchase and/or rehab assistance will be provided to eligible households in the form of a deferred payment, zero percent interest forgivable loan secured by a 20-year mortgage on the property. Repayment of the loan is immediately due to the City in the event any of the following occur within 20 years after purchase: transfer of title, the assisted homeowner fails to continuously occupy the home, the unit is rented, or the unit is refinanced without prior authorization of the City. All repayments shall be considered program income. Such repaid funds will be utilized in accordance with the approved LHAP in effect at the time the funds are recaptured; currently such funds will be made available to assist more first-time home buyers. If all terms and conditions of the mortgage and promissory note are satisfied, the loan is totally forgiven at the end of the 20 year term.

In cases of hardship, a homeowner or his or her heirs may petition the City for full or partial waiver of the repayment requirement. The City has an administrative policy on file for processing such waiver requests. Hardship is defined as the net proceeds of an arms-length sales transaction of a SHIP-assisted home being insufficient to repay the SHIP loan amount in full. Net proceeds are the sales price minus superior loan repayment (other than SHIP funds) and any closing costs. In the event that the homeowner wishes to refinance his or her first mortgage or take out an equity loan to make repairs or improvements, the City has an administrative policy on file pertaining to subordination requests. In the event that the owner dies prior to the end of the loan term, an income-eligible heir may assume the loan, provided that he or she resides in the property. Otherwise, a repayment schedule may be arranged.

- f. Recipient Selection Criteria: In addition to being income eligible as described above, applicants must meet the following selection criteria:
- Must be first time home buyers, which is defined as one of the following:
 - someone who has not owned a home during the past three years;
 - a single parent who has been divorced and displaced within the 12 month period prior to time of application, and whose household includes children under the age of 18;

- a displaced victim of domestic abuse;
- a person displaced as a result of a governmental action (other than eviction from public housing).
- May not currently own or have assets exceeding \$25,000 (monetary gifts and real estate are included in the asset calculation; retirement accounts are not).
- Must have a bank account.
- Average assets for the three month period prior to application must total at least \$2,500. Former SHIP home buyers have reported unexpected increases in property tax and condo maintenance fees; savings will help prepare them for such events. Since the City's maximum subsidy amount is high, it wishes to minimize the risk of loan default; buyers with savings should be at less risk.
- Must document completion of an approved home buyer education course (i.e., at least six hours in length, and conducted in a classroom setting).
- Must submit a loan pre-approval for a first mortgage acceptable to the City. The pre-approval must be one issued after the financial institution's review of an applicant's income and credit history. Loans must meet the affordability requirements of the program and be a fixed rate conventional, bond or FHA/governmental loan obtained through a financial institution.
- Must have a minimum gross annual household income of \$21,500. This minimum is established in order for the applicant to have a realistic chance of obtaining a first mortgage sufficient to purchase the lowest-priced units available in non-age restricted communities in our real estate market. This amount is based on periodic staff research of MLS listings and is thus subject to change at staff discretion. An exception to the minimum income requirement may be made if the applicant can demonstrate that a property is available that is priced at an amount affordable to him or her (i.e., at a monthly housing cost not exceeding 35% of household income).
- Priority processing is given to applicants identified as having special needs, including, but not limited to, homeless people, the elderly, migrant farmworkers, and persons with disabilities (as noted in Section 420.9075(1)(a), F.S.).

Applicants meeting the above requirements are selected for the program and SHIP funds are reserved on a first come, first ready basis, pending fund availability. The award period is periodically reviewed and adjusted as needed by staff based on real estate market conditions. Applicants who purchase a property must contribute a minimum of 1% of the purchase price toward the transaction (out-of-pocket expenses are included in this calculation).

g. Sponsor Selection Criteria: N/A – sponsors are not utilized in the City of Boca Raton's SHIP program.

h. Additional Information:

- Units acquired must be located within the Boca Raton city limits.
- Applicants owing money to other assisted housing programs (such as Section 8 and public housing) are ineligible for SHIP assistance until they make restitution.
- Assistance is awarded one-time only, i.e., prior recipients of SHIP assistance are ineligible. Exceptions will be made in the case of applicants who have been displaced due to divorce, domestic abuse, or governmental action.
- Buyers are strongly encouraged to utilize "green" initiatives in order to enhance long-term

affordability of their homes, as noted in Section I-R above. The rehab portion of the SHIP award under the Purchase Assistance strategy may be utilized to pay for such improvements.

B. Name of the Strategy: Sewer Connection Assistance

- a. Summary of the Strategy: This strategy will provide direct assistance to eligible single family homeowners to pay for City impact fees, City special assessment fees, private plumber sewer system connection fees and other related fees incurred as a result of the City's septic to central sewer system capital improvement program.
- b. Fiscal Years Covered: State fiscal years 2013/2014, 2014/2015 and 2015/2016.
- c. Income Categories to be served: Very Low and Low income households as defined in Section 420.9071 (19), (20), and (28), F.S.
- d. Maximum award is noted on the Housing Delivery Goals Charts: The maximum award is \$12,000 per unit.
- e. Terms of the Award; Recapture and Default: Sewer connection assistance will be provided to eligible households in the form of a deferred payment, zero percent interest loan secured by a seven-year mortgage on the property. If all terms and conditions of the mortgage and promissory note are satisfied, the loan will be forgiven in full at the end of the seven-year term. Repayment in full is immediately due to the City in the event any of the following occur within the seven year period after assistance is rendered: sale or transfer of deed, the assisted homeowner fails to continuously occupy the home, the unit is rented, or the homeowner refinances the property. All repayments shall be considered program income. Such repaid funds will be utilized in accordance with the approved LHAP in effect at the time the funds are recaptured. In cases of hardship, a homeowner or his/her heirs may petition the City for full or partial waiver of the repayment requirement. Hardship is defined as the net proceeds of an arms-length sales transaction of a SHIP-assisted home being insufficient to repay the SHIP loan amount in full. Net proceeds are the sales price minus superior loan repayment (other than SHIP funds) and any closing costs. The City has an administrative policy on file for processing such waiver requests. In the event that the owner dies prior to the end of the loan term, an income-eligible heir may assume the loan, provided that he or she resides in the property. Otherwise, a repayment schedule may be arranged.
- f. Recipient Selection Criteria: Applicants must be income eligible as described above. Recipients must be the owner-occupants of a single family home within the Boca Raton city limits which is being converted from septic to sewer by the City. Applicants may not currently own or have assets exceeding \$25,000 (real estate other than the assisted property is included in the asset calculation; retirement accounts are not). Applicants must be current in all obligations on the assisted property, including any mortgages secured by the property, property taxes, and homeowner assessments. The assessed value of the assisted property, as established by the Palm Beach County Property Appraiser, cannot exceed the maximum purchase price for the SHIP Program. Applicants will be served on a first come, first served basis, pending fund availability.

Priority processing is given to applicants identified as having special needs, including, but not limited to, homeless people, the elderly, migrant farmworkers, and persons with disabilities (as noted in Section 420.9075(1)(a), F.S.).

- g. Sponsor Selection Criteria: N/A – sponsors are not utilized in the City of Boca Raton’s SHIP program.
- h. Additional Information: This strategy will be implemented only in areas in which the City is installing improvements to convert properties from septic to the sewer system, using any SHIP funds that have not been encumbered.

C. Name of the Strategy: Disaster Relief

- a. Summary of the Strategy: In the event of a disaster (which has been declared by Executive Order as provided in 67-37.005(7), F.A.C.), SHIP funds will be used to leverage available federal and state funds to provide assistance to income eligible households for the purpose of repairing eligible housing located within the city limits of Boca Raton. Generally, such needs for single family homes may include: purchase of emergency supplies for eligible households to weatherproof damaged homes, interim repairs to avoid further damage, tree and debris removal required to make individual housing units habitable, and post disaster assistance with homeowner insurance deductibles and/or non-insured repairs. SHIP funds may also be used for owner-occupants of single-family homes, townhouses, condominiums and villas with the payment of Home Owner Association (HOA) special assessments for repairs resulting from a declared disaster.
- b. Fiscal Years Covered: State fiscal years 2013/2014, 2014/2015 and 2015/2016.
- c. Income Categories to be served: Very Low and Low income households as defined in Section 420.9071 (19), (20), and (28), F.S.
- d. Maximum award is noted on the Housing Delivery Goals Charts: The maximum award is \$15,000 per unit.
- e. Terms of the Award; Recapture and Default: Assistance will be provided to eligible households in the form of a deferred payment, zero percent interest loan secured by a seven-year mortgage on the property. If all terms and conditions of the mortgage and promissory note are satisfied, the loan will be forgiven in full at the end of the seven-year term. Repayment in full is immediately due to the City in the event any of the following occur within the seven year period after assistance is rendered: sale or transfer of deed, the assisted homeowner fails to continuously occupy the home, the unit is rented, or the homeowner refinances the property. All repayments shall be considered program income. Such repaid funds will be utilized in accordance with the approved LHAP in effect at the time the funds are recaptured. In cases of hardship, a homeowner or his/her heirs may petition the City for full or partial waiver of the repayment requirement. Hardship is defined as the net proceeds of an arms-length sales transaction of a SHIP-assisted home being insufficient to repay the SHIP loan amount in full. Net proceeds are the sales price minus superior loan repayment (other than SHIP funds) and any closing costs. The City has an administrative policy on file for processing such waiver requests. In the event that the owner dies prior to the end of the loan term, an income-eligible heir may assume the loan, provided that he or she resides in the property. Otherwise, a repayment schedule may be arranged.

- f. Recipient Selection Criteria: Applicants must be income eligible as described above, and will be served on a first come, first served basis, pending fund availability. Their residence must be located within the Boca Raton city limits. Applicants may not currently own or have assets exceeding \$25,000 (real estate other than the assisted property is included in the asset calculation; retirement accounts are not). Applicants must be current in all obligations on the assisted property, including any mortgages secured by the property, property taxes, insurance and homeowner assessments. The assessed value of the assisted property, as established by the Palm Beach County Property Appraiser, cannot exceed the maximum purchase price for the SHIP Program.

Priority processing is given to applicants identified as having special needs, including, but not limited to, homeless people, the elderly, migrant farmworkers, and persons with disabilities (as noted in Section 420.9075(1)(a), F.S.).

- g. Sponsor Selection Criteria: N/A – sponsors are not utilized in the City of Boca Raton’s SHIP program.
- h. Additional Information: This strategy will be implemented only in the event of a natural disaster declaration using any SHIP funds that have not been encumbered.

III. LHAP INCENTIVE STRATEGIES *Section 420.9071(16) and Section 420.9076(6), F.S.*

A. Name of the Strategy: Expedited Permitting

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

- a. Description of the procedures used to implement this strategy: The City Manager has authorized the Development Services Director to be responsible for processing and facilitating affordable housing projects. The Development Services Director will assign an ombudsman from existing staff who will shepherd the individual affordable housing project through the review process. This ombudsman will be the developer’s point of contact for all questions concerning the review process. The Chief Building Code Administrator will be responsible for expediting the building permitting process for affordable housing projects. The Permit and Customer Service Manager will be assigned to walk through any building permit application that has been administratively determined to be an affordable housing project. Such applications will be given priority ahead of all other permit applications.

B. Name of the Strategy: Ongoing Review Process

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

- a. Description of the procedures used to implement this strategy: In August 1994, the City Manager authorized the Development Services Director or designee to review all proposed City ordinances to determine effects, if any, on the cost of housing. When it is determined that there is an impact, an analysis is prepared by appropriate departmental staff. This strategy has successfully functioned as intended, and is currently implemented by the Development Services Director.

C. Name of the Strategy: Waiver of Building Permit Fees

An ongoing process for reducing the cost of building or rehabilitating affordable housing.

- a. Description of the procedures used to implement this strategy: The City will continue waiving building permit fees for rehab and construction of low to moderate income housing, as it has for over 25 years. Specifically, permit fees are waived for infill housing construction funded with SHIP or CDBG dollars, and for homes built by non-profit organizations. Also, permit fees are waived for rehab work performed by contractors under the CDBG Housing Rehab program, in conjunction with the SHIP Purchase Assistance program, or on properties owned by the Boca Raton Housing Authority.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.**

- B. Timeline for Encumbrance and Expenditure:** *Chapter 67-37.005, F.A.C.*
A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:** *Chapter 67-37.005, F.A.C.*
Completed HDGC for each fiscal year is attached as **Exhibit C.**

- D. Certification Page:** *Chapter 67-37.005, F.A.C.*
Signed Certification is attached as **Exhibit D.**

- E. Adopting Resolution:** *Section 420.9072, F.S.*
Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**

- F. Program Information Sheet:** Completed program information sheet is attached as **Exhibit F.**

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A

Title: LHAP Template 2009

Exhibit A Admin Budget

No. 001

67-37.005(1), F.A.C.

Effective Date: 11/09

Fiscal Year 2013/2014		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Professional Services (audit)	\$	-
Travel & Training	\$	-
Advertising	\$	-
Total	\$	-

Fiscal Year 2014/2015		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Professional Services (audit)	\$	-
Travel & Training	\$	-
Advertising	\$	-
Total	\$	-

Fiscal Year 2015/2016		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Professional Services (audit)	\$	-
Travel & Training	\$	-
Advertising	\$	-
Total	\$	-

Based on a distribution of \$0.00

TIMETABLE FOR STATE FISCAL YEAR: 2015-2016

Exhibit B

Name of Local Government: City of Boca Raton

Program Activities	Year 2015/2016												2016/2017												2017/2018												2018												
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
Advertise Availability of Funds	X																																																
Application Period(On-Going)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																								
Start Program Year	X																																																
Annual Report																X												X												X									
Mid-Year Review/Adjustments						X																																											
End-Year Review/Adjustments											X													X																							X		
Encumbrance Deadline																								X																									
Expenditure Deadline																																																	X
Final Program Review																																																	X

Directions: Type in the applicable years across the top line.
 List Program Activities down left hand side. Type in an "X"
 on applicable activity line under month and year the activity will be initiated or completed.
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: City of Boca Raton

- (1) The local government will advertise the availability of SHIP funds, if available, pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for assistance.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if, at any time, the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments and Technical Revisions to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities as program income.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation by June 30 of each calendar year.

- 13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation by June 30.
- 14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- 15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- 16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- 17) Rental units constructed or rehabilitated with SHIP funds shall be monitored annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- 18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- 19) The provisions of Chapter 83-220, Laws of Florida *has not* been implemented.
(except for Miami Dade County)

Witness

Susan Whelchel
Chief Elected Official or designee

Witness

Susan Whelchel
Type Name and Title

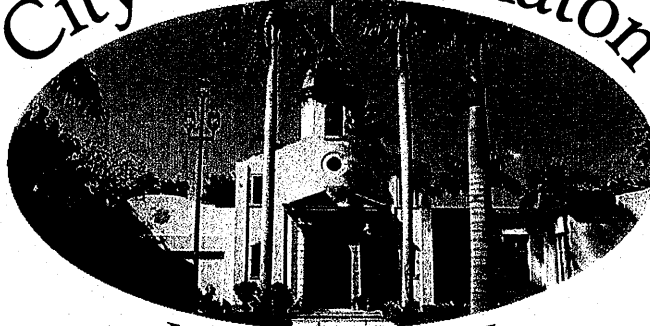
4/30/2013
Date

OR

Susan S. Saxton

Attest:
(Seal)

City of Boca Raton



Incorporated 1925

RESOLUTION

39-2013

1
2 A RESOLUTION OF THE CITY OF BOCA RATON
3 ADOPTING A LOCAL HOUSING ASSISTANCE PLAN FOR
4 FISCAL YEARS 2013-14, 2014-15 AND 2015-16 PERTAINING
5 TO THE STATE HOUSING INITIATIVES PARTNERSHIP
6 PROGRAM; ESTABLISHING A MAXIMUM PURCHASE
7 PRICE PER UNIT; AUTHORIZING THE CITY MANAGER OR
8 DESIGNEE TO APPROVE EXPENDITURES OF FUNDS IN
9 ACCORDANCE WITH THE LOCAL HOUSING ASSISTANCE
10 PLAN; ESTABLISHING MAXIMUM ADMINISTRATIVE
11 EXPENDITURES; AUTHORIZING AND DIRECTING THE
12 MAYOR AND CITY MANAGER TO EXECUTE ANY
13 REQUIRED DOCUMENTS AND CERTIFICATIONS RELATED
14 TO THE LOCAL HOUSING ASSISTANCE PLAN;
15 AUTHORIZING THE CITY MANAGER TO SUBMIT ANY
16 PLAN REVISIONS NECESSARY BASED ON SUBSEQUENT
17 STATE ALLOCATION OF FUNDS; PROVIDING FOR
18 SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING
19 AN EFFECTIVE DATE

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WHEREAS, the Florida Legislature enacted the William E. Sadowski Affordable Housing Act in 1992 and established a State Housing Trust Fund, with a dedicated revenue source from an increase in the documentary stamp tax on real estate transactions, for the express purpose of funding housing programs that would assist local governments in meeting the affordable housing needs of its population; and

WHEREAS, pursuant to Chapter 420, Part VII, Florida Statutes, and Rule 67-37, Florida Administrative Code, local governments are required to develop a Local Housing Assistance Plan outlining how State Housing Initiatives Partnership (SHIP) Program funds will be used; and

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

WHEREAS, local governments are required to establish a maximum purchase price for the SHIP Program and describe the methodology used to establish it; and

WHEREAS, the City of Boca Raton has determined that five percent (5%) of the Local Housing Distribution is insufficient to adequately fund the administrative costs of the SHIP Program and that an expenditure of not more than ten percent (10%) of the total annual SHIP Program Fund allocation and plus five percent (5%) of program income is needed; and

WHEREAS, the Development Services Department has prepared a three-year Local Housing Assistance Plan for 2013-14, 2014-15 and 2015-16 for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Council finds that it is in the best interest of the public for the City of Boca Raton to submit the Local Housing Assistance Plan to Florida Housing Finance Corporation for review and approval; now therefore

1 BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOCA RATON:

2
3 Section 1. The Local Housing Assistance Plan for State Fiscal Years 2013-14, 2014-15, and
4 2015-16, a copy of which is attached hereto as Exhibit "A", is hereby approved.

5 Section 2. The maximum purchase price limit for the SHIP Program is \$386,202. This limit
6 shall apply to the expenditure of SHIP funds allocated in conjunction with the Local Housing Assistance
7 Plan for Fiscal Years 2013-14, 2014-15, and 2015-16, any remaining funds from prior year SHIP
8 allocations and any SHIP program income received.

9 Section 3. The City Manager or designee is authorized to approve the expenditure of SHIP
10 funds in an amount not to exceed \$90,000 per case. The maximum assistance permitted for each strategy
11 shall apply to the expenditure of SHIP funds allocated in conjunction with the Local Housing Assistance
12 Plan for Fiscal Years 2013-14, 2014-15, and 2015-16, any remaining funds from prior year SHIP
13 allocations and any SHIP program income received.

14 Section 4. An expenditure of not more than ten percent (10%) of the total annual SHIP
15 Program fund allocation, plus five percent (5%) of program income received, may be utilized for
16 administrative expenses of the City of Boca Raton SHIP Program.

17 Section 5. The Mayor and City Manager are hereby authorized and directed to execute any
18 documents and certifications required by Florida Housing Finance Corporation as related to the Local
19 Housing Assistance Plan, and to do all things necessary and proper to carry out the terms and conditions
20 of said program.

21 Section 6. The City Manager or designee is authorized to submit revisions to the
22 administrative budget exhibit and the projected units in the housing delivery goal exhibits of the Local
23 Housing Assistance Plan approved herein, based on SHIP funds allocated to the City of Boca Raton after
24 SHIP appropriations are made by the State legislature.

25

1 Section 7. The Mayor and City Clerk are authorized to execute two originals of this
2 Resolution. One original shall be retained as part of the public record of the City of Boca Raton and one
3 original shall be forwarded to the Community Improvement Administrator for submission to the Florida
4 Housing Finance Corporation for review and approval.

5 Section 8. If any section, subsection, clause or provision of this resolution is held invalid, the
6 remainder shall not be affected by such invalidity.

7 Section 9. All resolutions or parts of resolutions in conflict herewith shall be and hereby are
8 repealed.

9 Section 10. This resolution shall take effect immediately upon adoption.

10 PASSED AND ADOPTED by the City Council of the City of Boca Raton this 23^d day of
11 April, 2013.

CITY OF BOCA RATON, FLORIDA

15 ATTEST:

17 Susan S. Saxton
18 Susan S. Saxton, City Clerk

Susan Whelchel
Susan Whelchel, Mayor

lrm

COUNCIL VOTE			
	YES	NO	ABSTAINED
MAYOR SUSAN WHELCHER		<u>Absent</u>	
DEPUTY MAYOR SUSAN HAYNIE	<u>✓</u>		
COUNCIL MEMBER ANTHONY MAJHESS	<u>✓</u>		
COUNCIL MEMBER MICHAEL MULLAUGH	<u>✓</u>		
COUNCIL MEMBER CONSTANCE J. SCOTT	<u>✓</u>		

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

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

Local Government	City of Boca Raton
Chief Elected Official	Susan Whelchel
Address	201 W. Palmetto Park Road, Boca Raton, FL 33432
SHIP Administrator	Teresa McClurg
Address	201 W. Palmetto Park Road, Boca Raton, FL 33432
Telephone	(561) 393-7758
EMAIL	TMcClurg@ci.boca-raton.fl.us
Alternate SHIP Contact	Tami Tobolski
Telephone	(561) 393-7797
EMAIL	TTobolski@ci.boca-raton.fl.us
Interlocal Agreement (list other local governments in interlocal)	N/A
Local Government Employer Federal ID #	59-600279
Disbursement (list bank account information if changed from previous)	No change from previous.
Other Information	

Please attach this form as Exhibit F and submit along with your completed LHAP.