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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Date: January 22, 2009

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Agenda Item No. 8(K)(1)(A)

Resolution No. R-36-09

Subject: Resolution to Approve the Amendment to the State Housing initiative Partnership (SHIP) Local Housing Assistance Plan (LHAP) for FY 2008-09 and 2009-10

RECOMMENDATION

It is recommended that the Board of County Commissioners ("Board") approve the attached resolution amending the State Housing Initiative Partnership (SHIP) Local Housing Assistance Plan (LHAP) for the remaining two years of its applicability. The amendment incorporates the following two changes: 1) recognizes the Office of Community and Economic Development (OCED) as the managing agency rather than the Miami Dade Housing Agency (MDHA) and Housing Finance Authority (HFA), and 2) incorporates a strategy that allows SHIP funds to be used as "rescue funds" for homeowners facing foreclosure.

SCOPE

The impact of the amended SHIP LHAP is countywide.

FISCAL IMPACT

Approval of this item will not create a fiscal impact to the County.

This item is simply requesting that the Florida Housing Finance Corporation (FHFC) approve the amendment to the SHIP LHAP submitted last year and applicable through 2010. Upon FHFC approval, staff will adjust SHIP funds accordingly to reflect this new activity.

Costs associated with the administration of this program are covered by SHIP funds as allowed under the administrative cap requirement.

TRACK RECORD/MONITORING

OCED is the County agency responsible for monitoring the use of SHIP funds.

BACKGROUND

The SHIP program provides housing opportunities for very low-, low- and moderate-income persons by encouraging the creation and rehabilitation of affordable housing units. The SHIP program provides funding to defray costs of land acquisition, site development, new construction, rehabilitation and/or other costs associated with the development of single family homeownership and affordable rental housing units. One of the more prominent uses of the SHIP program in Miami-Dade is the provision of second mortgages to facilitate the purchase of a home by families who are at 120 percent or lower of the median income.

Pursuant to Florida Statute 420.907 (FS 1992) local governments must develop a plan every three years (the LHAP) outlining how the SHIP funds will be used, which is then sent to the State for approval. Any amendment to the plan (as in the case of this item) must be approved by the Board and subsequently send to the State. The Board approved the current SHIP LHAP on April 24, 2007 through Resolution R-406-07 for the fiscal years 2007-08, 2008-09, and 2009-2010.

Staff is recommending two changes to the SHIP LHAP as follows:

- At the time of the LHAP approval by the Board, the administration of the SHIP program was divided among the Miami Dade Housing Agency and the Housing Finance Authority. Since then, the program has been consolidated under OCED. This amendment, which is administrative in nature, serves to update the record with the State of Florida.
- In April 2007, when the LHAP was approved, not as much attention was paid to the foreclosure problem currently faced around the nation. This second amendment includes a very important strategy not included at the time which is foreclosure prevention and mitigation.

Foreclosure Prevention and Mitigation

Very few existing funding sources available to the County may be used for such activities. Therefore, this recommended amendment will allow for SHIP funds to be used, given that the State of Florida has approved the use of SHIP funds for such activities in Duval County.

The rules for the program are defined in the attached Amended LHAP, but are itemized below for the Board's consideration:

- Households with annual income up to 120 percent of median income are eligible;
- Up to $5,000 may be paid toward eligible expenses which include delinquent mortgage payments and special assessment fees; and
- Recipients must show that the nonpayment of their mortgage is due to eligible reasons like loss of employment, sudden medial expenses or divorce/separation.

Homeowners will be given a zero interest deferred loan for a period of five years, upon which time, if the borrowers stays compliance with the program, the full amount shall become forgiven after the five year period.

The purpose of this program is to help homeowners prevent a foreclosure due to their inability to make mortgage payments. While there has been a significant amount of funding and action by local and federal governments reacting to foreclosures, very little has been allocated towards foreclosure prevention.

Attachment

Cynthia W. Curry
Senior Advisor to the County Manager

MEMORANDUM
(Revised)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: January 22, 2009

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 8(K)(1)(A)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(K)(1)(A)
1-22-09

RESOLUTION NO. **R-36-09**

RESOLUTION APPROVING AN AMENDMENT TO THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; TO DO ALL THINGS NECESSARY AND PROPER TO CARRYOUT THE TERMS AND CONDITIONS OF THE PROGRAM PURSUANT TO THE PLAN, AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, F.S. 420.907-420.9079, Florida Statutes (1992) and Rule Chapter 67-37, Florida Administrative Code requires local governments to approve any amendment to their local housing assistance plan ("Plan"); and

WHEREAS, Miami Dade County's current Plan is in effect until 2010; and

WHEREAS, the County's governance of the program funds has been reassigned to the Office of Community and Economic Development; and

WHEREAS, it is a requirement to notify the State of any changes to the program; and

WHEREAS, the County wishes to add a funding strategy for foreclosure prevention; and

WHEREAS, the Board of County Commissioners finds that it is in the best interest of the public for Miami Dade County to submit the amendment to the Plan for review and approval,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The Board approves the change in the Plan's language to identify the Office of Community and Economic Development as the Agency managing the SHIP program for Miami Dade County.

Section 2. The Board approves an additional strategy in the Plan to include foreclosure prevention and mitigation.

Section 3. The Mayor or designee, is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the terms and conditions of said program, except that SHIP awards to for-profit and not-for-profit entities shall be conducted through competitive process and shall be subject to approval by the Board of County Commissioners.

The foregoing resolution was offered by Commissioner **Katy Sorenson**, who moved its adoption. The motion was seconded by Commissioner **Dennis C. Moss** and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman **aye**
Jose "Pepe" Diaz, Vice-Chairman **aye**

Bruno A. Barreiro	**aye**	Audrey M. Edmonson	**absent**
Carlos A. Gimenez	**aye**	Sally A. Heyman	**aye**
Barbara J. Jordan	**aye**	Joe A. Martinez	**aye**
Dorrin D. Rolle	**aye**	Natacha Seijas	**aye**
Katy Sorenson	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**aye**		

The Chairperson thereupon declared the resolution duly passed and adopted this 22nd day of January, 2009. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **Kay Sullivan**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Shannon D. Summerset

MIAMI-DADE ~~HOUSING AGENCY~~

Office of Community and Economic Development

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

(AMENDED November 2008)

FISCAL YEARS COVERED

2007-2008, 2008-2009, 2009-2010

~~Miami-Dade Housing Agency~~
~~1401 N.W. 7th Street~~
~~Miami, Florida 33125~~

Miami Dade Office of Community and Economic Development
701 N.W. 1st Court
14th Floor
Miami, FL 33136

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.

Miami-Dade County

Interlocal: Yes _____ No____X___

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

_____

A copy of the Interlocal Agreement is attached as **Exhibit H.** 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 the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

Miami-Dade County, Florida established the Affordable Housing Program in accordance with the provisions of Chapter 420.9072, Florida Statues and Chapter 67-37 of the Florida Administrative Code (FAC), State Housing Initiative Partnership (SHIP) program. This program was enacted by the passage of Ordinance No. 97-65 on May 20, 1997.

It is the intent of this Program to increase housing opportunities for very-low, low- and moderate-income persons by encouraging the creation and rehabilitation of affordable housing units, both for homeownership and for rent. Assistance may be provided to eligible homebuyers and homeowners, developers and community development corporations in the form of first, second, and third mortgages.

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

__X___ 2007/2008
__X___ 2008/2009
__X___ 2009/2010

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 67-37.007 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan.

Cities and Counties must be in compliance with these applicable statutes and rules.

E. Local Housing Partnership *Section 420.9072, F.S.*

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

Through administration of the SHIP and local Documentary Surtax programs, Miami-Dade County partners with affordable housing developers to increase affordable housing stock.

Miami-Dade County has developed partnership with area lenders to encourage lending to very-low-, low income and moderate income homebuyers. Additionally, the County has implemented a foreclosure prevention program that provides post-homebuyer counseling for new homeowners. This program also works in conjunction with lenders to purchase the loan in the event of default. In that way, the County can protect its investment in the property, and perhaps restructure the loan to fit the homeowner's financial situation.

The County has contracted with several homebuyer counseling entities that provide pre-homebuyer counseling, budgeting, and money management services. Completion of a homebuyer counseling program is a homeownership requirement of the Miami-Dade Affordable Housing Program.

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.

Miami-Dade County has developed partnerships with local lenders to leverage SHIP funds. The County provides second mortgage financing on behalf of the homebuyer that makes up the difference between what the banks lend and the property's purchase price. Participating lenders have also agreed to limit the cost of the loan to the homebuyer. The County meets regularly with the lenders and their staff to keep them abreast of program guidelines and loan process. In specific cases, the County will provide additional mortgages to supplement the loan as needed on a case by case basis.

Through extensive coordination with other community resources, local SHIP funds are highly leveraged to reduce the cost of housing. For example, first mortgage funding is provided by participating lenders, while SHIP funds are being utilized for second mortgages or additional supplements with lower interest rates. This results in lower monthly payments with a combined lower interest rate. Also, local SHIP funds have been used in addition to local, state and federal housing dollars for multi-family developments and for providing housing to special needs and homeless populations. Miami-Dade County may provide construction loans to CDC's and private developers with the goal of preserving and increasing the affordable housing stock of Miami-Dade County. Loans are available for both homeownership and rental projects, as well as rehabilitation of the existing housing stock. The rate and term of each loan will vary in accordance with the funding source availability and the respective program restrictions.

G. Public Input: *Chapter 67-37.005, F.A.C.*

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.

During the last 12 months, public input was solicited for the Local Housing Assistance Plan primarily through one-on-one meetings with Private Developers, Community Development Corporation (CDC's), For Profit, Non-Profit Developers, realtors and participating lenders. These agencies provided extensive comments and made recommendations to Miami-Dade County on both programmatic and implementation issues which resulted in a number of enhancements to the prior years programs.

Additionally, the Miami-Dade County Affordable Housing Advisory Board (AHAB) consists of fifteen (15) members. The composition of the voting members is ethnically, racially, geographically and gender balanced and is composed of the following members.

1. The Board of County Commissioners appoints thirteen (13) members.
   a. One citizen actively engaged in the residential home building in connection with affordable housing, one citizen in the banking or mortgage banking industry in connection with affordable housing, one citizen in areas of labor actively engaged in home building in connection with affordable housing, one citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing, one citizen who is actively engaged as a for-profit provider of affordable housing, one citizen who is actively engaged as a not-for-profit provider of affordable housing, one citizen who is actively engaged as a real estate professional in connection with affordable housing, one citizen who actively serves on the local planning agency, and one citizen who resides within the jurisdiction of the local governing body making the appointments.
   b. For the remaining four (4) member positions, the Board of County Commissioners may consider the appointment of a member of the construction industry, a local community development corporation, attorney, architect, engineer or planning professional.
   c. Furthermore, a citizen shall not be eligible to serve on the Affordable Housing Advisory Board if that citizen owns financial interest in any entity that receives or applies for funding from Miami-Dade County through the Affordable Housing Advisory Board.
   d. The Mayor appoints one member who is a member of the construction industry, local community development corporation, attorney, architect, engineer, planning professional.
   e. The Overall Tenant Advisory Council (OTAC) appoints one of its members.

The Affordable Housing Advisory Board is required to meet at least six (6) times during the county's fiscal year where the developers and the public have an opportunity to address the Board with their concerns. In addition, the Board of County Commissioners (BCC) has two public meetings that the developers as well as the individuals can attend before the BCC awards funding allocations.

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.

Miami-Dade County will advertise funds availability in area newspapers with general circulation, participate in public information programs and housing fairs, make information

available on the County's website, and issue public service announcements to the print and broadcast media. To further announce the program's availability, the County distributes informational brochures to the general public and through local community based groups, lenders, and neighborhood organizations.

In addition, the County administers a virtual one-stop housing center which describes available housing assistance programs as well as offers a real-time, searchable listing of affordable homes for rent or purchase. Housing units funded in part by SHIP and other resources must be listed on this web-based housing locator service.

Notice of the competitive process employed to select for-profit and not-for-profit entities for participation in SHIP-funded programs is advertised in three (3) local newspapers thirty (30) days prior to the beginning of the application period.

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.

Miami-Dade County complies with the Fair Housing Act.

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), Credit Counseling, Tenant Counseling, ~~and Transportation;~~ Emergency foreclosure prevention rescue funds

Miami-Dade County has contracted with several homebuyer counseling entities that provide pre-homebuyer counseling, budgeting, and money management services. Completion of a homebuyer counseling program is a homeownership requirement of the Miami-Dade Affordable Housing Program. Miami Dade County is expanding its counseling services to include foreclosure prevention and mitigation.

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, 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:

__X__ Independent Study: Single Family Mortgage Limit under Section 203(b) of the National Housing Act for Miami-Dade County (see Exhibit I).
__X__ U.S. Treasury Department
_____ Local HFA Numbers
The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts.

Homeownership Strategy - New Construction and Rehabilitation for Homeownership

The County has identified a need to generate extremely affordable housing stock through new construction or rehabilitation. Therefore, the purchase price for any homeownership unit for which SHIP funds were awarded to a for-profit or non-profit developer to defray development costs may not exceed $225,000.

Homeownership Strategy – Homeownership Assistance Program

Second mortgage assistance to homebuyers is available to households with incomes up to 120% of area income. Eligible homebuyers may utilize the Program's second mortgage assistance to purchase affordable homes available on the private market as well as those produced under the County's capital award programs.

To maximize homeownership opportunities under the Homebuyer Assistance Program, the maximum purchase price limit under the Homeownership Assistance Program shall be adjusted annually at the same time each year at the start of the SHIP Program fiscal year (July 1). The maximum purchase price shall be ninety percent (90%) of the Single Family Mortgage Limit under Section 203(b) of the National Housing Act in effect as of July 1. The County will adjust the maximum purchase price annually, consistent with the above formula, for the Homebuyer Assistance Program. In accordance with Section 420.9071(22), F.S., the County will revise its LHAP and transmit it to the Corporation for purposes of notifying the Corporation of the technical revision to the LHAP.

Effective July 1, 2007, the maximum purchase price under the Homebuyer Assistance Program is $326,511.00.

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 from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in sections 420.9071 (19), (20) and (28), 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.

Although the applicant's income level may not exceed 120% of the Miami-Dade County area median income adjusted for family size, preference will be given to families with an annual income of under 80% of median.

Through a competitive Request for Applications (RFA), issued annually, SHIP funds are awarded to non-profit and for-profit builders/developers towards new construction or rehabilitation of homeownership and rental units. By local policy, units constructed or rehabilitated for sale to eligible households may not exceed a sales price of $225,000. Multi-family rental units must be affordable as defined above.

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

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

Not applicable.

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 monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

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

Miami-Dade County monitors Developers/Owners for both programmatic and project-related compliance. A Field Officer conducts an annual on-site visit to ensure that proper procedures, tenant files and forms are in accordance with program requirements. In addition, a Housing Inspector will conduct an annual on-site inspection of the assisted units to ensure that they meet Housing Quality Standards (HQS) requirements.

During the monitoring visit the Field Officer will verify that the maximum monthly rents and the utility allowances charged are consistent with the rental regulatory agreement and revisions thereof. In addition, during the affordability period, the Field Officer will monitor the tenant annual income for compliance with the number of units set aside for the very-low, low and moderate income families as stated in the rental regulatory agreement.

Developers/Owners must conduct an annual on-site inspection for compliance with Federal HQS. Failure to maintain the property as per Federal HQS during the affordability period may

result in the County declaring the Developer/Owner in default and calling the Note due and payable.

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.

Miami-Dade County (local government) finds that:

The moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. . 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. Therefore, 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 $50,000 may use up to 10 percent of program income for administrative costs.

Miami-Dade County has adopted the above findings in the attached resolution, **Exhibit E.**

Miami-Dade County, through ~~Miami-Dade Housing Agency and the Housing Finance Authority,~~ the Office of Community and Economic Development is responsible for the following:

1. Overseeing the receipt and expenditures of SHIP program funds in accordance with the criteria set forth in the State Housing Initiatives Partnership Act and the Local Housing Assistance Plan.
2. Coordinating Miami-Dade County's efforts to promote the construction and development of affordable housing with state agencies, municipalities within the County and other public and private entities.
3. Evaluating the effectiveness of the County's Local Housing Assistance Program and providing recommendations to the Board of County Commissioners on an annual basis as to the performance of the Program.

The cost of administering Miami-Dade County's Local Housing Assistance Program shall not exceed ten percent (10%) of the County's distribution of SHIP Program funds. Miami-Dade County will require approximately five percent (5%) of program income not to exceed ten percent (10%) of the SHIP allocation.

Essential Service Personnel: ***Include a definition as required in Chapter 67-37.002(6), F.A.C.***

Miami-Dade County defines "essential service personnel" as follows:

"Emergency Service Personnel" means emergency personnel, including firefighters, health care workers, teachers, and law enforcement and criminal justice personnel.

Q. Encumbrance and Expenditure of Local Housing Distribution Funds as required in Chapter 67-37.005(6)(f), F.A.C.

Miami-Dade County will encumber the local housing distribution funds deposited into the local housing assistance trust fund for each State fiscal year by June 30 one year following the end of the applicable State fiscal year.

The local housing distribution deposited into the local housing assistance trust fund will be expended by eligible person(s) or eligible sponsor(s) within 24 months of the close of the applicable State fiscal year. In all cases, funds will be deemed expended when the project is completed as evidenced by documentation of final payment to the contractor and release of all lien waivers, issuance of the certificate of occupancy by the local building department in the case of a new home or proof of the final building inspection for housing rehabilitation, and occupancy by an eligible person or eligible household, The above language pertaining to expenditure of funds will be incorporated into loan documents to county departments, for-profit and not-for profit builders/developers, and homeowners receiving rehabilitation loans.

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

NOTE: Strategy titles must match strategy titles shown on the Housing Delivery Goals Charts

NOTE: Include a separate strategy for Disaster Mitigation

Provide Description:

1. Name of the Strategy: ***Homeownership Strategy - New Construction and Rehabilitation for Homeownership***

a. Summary of the Strategy:

The Miami-Dade County Housing Development strategy will provide funds to defray the costs of land acquisition, new construction, rehabilitation and/or other costs associated with the development or rehabilitation of homeownership units by County departments and for-profit and not-for-profit builders/developers. SHIP awards to for-profit and not-for-profit builders/developers will be made through the County's competitive Consolidated Plan Request for Applications (RFA) or other competitive process.

b. Fiscal Years Covered:

FY 2007/2008, FY 2008/2009, FY 2009/2010

c. Income Categories to be served:

It is the intent of this program to increase housing opportunities for very-low, low, and moderate-income persons by encouraging the creation and rehabilitation of affordable housing units. Although applicant's income level may not exceed 120% of the Miami-Dade County area median income adjusted for family size, preference will be given to families with an annual income of under 80% of median. A competitive process is employed to select not-for-profit and for-profit builders/developers for participation in the program. A limit restricting the amount of assistance (30% of total development cost) per builder/developer will be established in order to expand the level of participation and diversity of the products. The developers are required that the end applicants will be selected on a first-come, first-serve basis and to the extent permitted

by law, on a basis that promotes fair housing opportunities based on need after the availability of program funds or activity are advertised.

d. Maximum award is noted on the Housing Delivery Goals Charts:

All homes sold under the program must be affordable to very-low, low- and moderate-income persons. The sales price or value of new or existing homes which are sold or rehabilitated under the SHIP Program may not exceed 90 percent of the median purchase price for either new or existing homes, as applicable for the area where the housing is located. However, the local government at its direction may set the purchase price below the 90 percent benchmark.

For the fiscal periods covered by this Plan, the sales price for any homeownership unit for which SHIP funds were awarded to defray the cost of its construction or rehabilitation by a for-profit or non-profit developer may not exceed $225,000.

e. Terms of Payment, Recapture and Default. Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership).

Upon BCC approval of awards, the developer enters into a contract with the County in which the terms of the contract and scope of services are outlined and finalized. The County maintains the SHIP funds until a SHIP construction loan has closed. The developer must submit formal draw requests as construction work is completed.

The rates charged and terms of the capital loans are between 0%-6%. The criteria for Miami Dade County's Loan Terms and Conditions are attached. Final determination of the rate and term will be made by County staff depending on project feasibility. Loans made to not-for-profit developers will be for a period of 24 months. Loans made to for-profit developers will be for a period for 18 months. During the period of construction, all developers will pay interest only. Any unpaid principal and accrued interest will be payable at the end of the loan.

If the developer fails to meet the SHIP rules and requirements, and does not comply with the terms and conditions of the contract, the County will recapture the funds and reallocate them to a different strategy or developer as needed. The loan note defines that the recapture of funds is due immediately at a default interest rate of 18%.

f. Recipient Selection Criteria:

Although homeownership applicant's income level may not exceed 120% of the Miami-Dade County area median income adjusted for family size, preference will be given to families with an annual income of 80% of the median or below.

Housing units developed under this strategy will be marketed to eligible households seeking or participating in the County's home buyer programs and through listing in the County's online housing locator system.

At least 75% of all homeownership units will be made available to very-low and low-income families and individuals with at least 30% of the units made available to very-low income families and individuals.

g. Sponsor Selection Criteria:

Funds are awarded as part of the County's Consolidated Plan Request for Applications (RFA) or other competitive process. All funded allocations are approved by the Board of County Commissioners. A sponsor must be in good standing with Miami-Dade County to be recommended for an award of SHIP funds.

h. Additional Information:

SHIP funds allocated for this strategy will be leveraged with private funds, Community Development Block Grant (CDBG), HOME, other federal funds or local Documentary Surtax Homeownership Assistance Loan Program (HALP).

2. Name of the Strategy: ***Homeownership Strategy – Homeowner Assistance Program***

a. Summary of the Strategy:

The Miami-Dade Homeowner Assistance Program will provide funds to very-low, low- and moderate-income persons to acquire newly-constructed or existing affordable homeownership units. All potential homebuyers must be pre-qualified by participating lenders for the affordable housing program. The program also requires potential homebuyers to receive homebuyer counseling and to complete an approved homebuyer education training. The education training will cover such topics as: choosing a realtor, qualifying for a mortgage, inspecting a house, entering a contract for sale, maintaining a home, handling credit affairs and other skills needed for homeownership.

b. Fiscal Years Covered:

FY 2007/2008, FY 2008/2009, FY 2009/2010

c. Income Categories to be served:

Although applicant's income level may not exceed 120% of the Miami-Dade County area median income adjusted for family size, preference will be given to families with an annual income of 80% of the median or below.

d. Maximum award is noted on the Housing Delivery Goals Charts.

Maximum subsidies are set forth in the Program Policies (**Attachment A**), as may be amended. Furthermore, the sales price or value of new or existing homes which are purchased under this strategy may not exceed the maximum purchase price limit established in accordance with Part I, Section K of Miami-Dade's Local Housing Assistance Plan.

e. Terms, Recapture and Default. Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership)

All homebuying mortgages provided are in the form of a loan for a term of 30 years in accordance with the Program Policies set forth in **Attachment A**, as may be amended. Interest rates and monthly payments are tiered based on income.

If the family sells, transfers, rents or vacates the property, the balance of the mortgage loan, including accrued interest, will be due upon vacating, selling, renting or transferring of the property. Upon sale, refinance, or transfer of title in any other manner within the thirty-year affordability period, the homeowner must pay to Miami-Dade County the principal amount of the loan, together with a proportionate share of the appreciation in the value of the property.

As set forth in Program Policies found in **Attachment A**, such share shall be determined by applying (1) the percentage which represents the ratio of the original principal amount of the Loan to the original certified appraised value at the time of this security agreement in connection with the purchase of the property (The "Principal to Original Appraised Value Ratio") to (2) the amount if any, by which the appraised value upon refinance or transfer of the Property exceeds such original appraised value. If the Loan is not evidenced by funds but by a benefit conferred by the Lender (Miami-Dade County) or other public agency on the seller of the property, and the homeowner is not in default under this note or the Subordinate Security Instrument, the share of appreciation due to the Lender herein shall be reduced by the sum of (a) the amount of any cash down payment from the borrower's own funds for the purchase of the property, (b) the reasonable and customary costs of sale of the property paid by the homeowner, including any broker's commission, and (c) the value of any documented, permanent improvements to the Property that are in compliance with any applicable requirements established by the Lender.

The SHIP proceeds repaid to the County will be used by the County for other SHIP assistance. In the event that the proceeds from the sale are insufficient to repay the outstanding SHIP subsidy, the County will recapture whatever proceeds are available after the first mortgage from a private lender (if any) has been repaid.

All loans, are assumable. A new buyer, if income eligible, may qualify for and assume the remaining balance of the loan with approval.

f. Recipient Selection Criteria:

Applicants are assisted on a first-come, first serve basis after the availability of program funds or activity are advertised. Applicants seeking assistance are pre-qualified by first mortgage lenders and then referred by the lender to the County.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

SHIP funds allocated for this strategy will be leveraged with private funds, HOME, other federal funds and/or local Documentary Surtax Homeownership Assistance Loan Program (HALP).

3. Name of the Strategy: *Homeownership Strategy - Owner-Occupied Rehabilitation Loans*

a. Summary of the Strategy:

The Miami-Dade County Housing Development strategy will direct funds toward rehabilitation of owner-occupied existing housing units. Additional SHIP funding may

be used for health/safety issues related to disability or barrier-free modification and rehabilitation of properties.

b. Fiscal Years Covered:

FY 2007/2008, FY 2008/2009, FY 2009/2010

c. Income Categories to be served:

Although homeownership applicant's income level may not exceed 120% of the Miami-Dade County area median income adjusted for family size, preference will be given to families with an annual income of 80% of the median or below.

d. Maximum award is noted on the Housing Delivery Goals Charts.

Program guidelines allow loans up to $20,000, with a cap of $30,000 for elderly or disabled borrowers. A supplemental loan may be approved by the Director or his/her designee when, during rehabilitation, work items not anticipated or are necessitated by change in local codes or ordinance, are subsequently required and the work exceeds the standard maximum loan amount, however, such supplemental loan shall not exceed $5,000..

e. Terms, Recapture and Default. Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership).

Rehabilitation Loan Terms for General Population:

Non-elderly, non-disabled income-eligible applicants (meaning owners 61 and younger who have no disabled household members) are offered repayment terms dependent upon total debt to income ratio. Specifically at ratios exceeding 45%, the mortgage term balloons in 20 years and the monthly payment is deferred requiring $0.00 monthly payment. For applicants whose total debt to income ratio is no greater than 45%, a payment is assessed in the form of an amortized loan based on the HUD median income using an interest rate of 0 – 6% in one percent increments generally on a 20-year term (see chart below). The interest rate applied may not result in a debt to income ratio greater than 45%.

Rehabilitation Loan Terms for Elderly and Disabled:

Elderly population applicants are defined as owners 62 and older who have no disabled household members. Repayment terms are dependent upon total debt to income ratio. Specifically at ratios exceeding 45%, the mortgage term is forgivable in 10 years time prorated at 10% per year with the monthly payment being deferred requiring $0.00 monthly payment. For Elderly applicants whose total debt to income ratio is no greater than 45%, a payment is assessed in the form of an amortized loan based on the HUD median income using an interest rate of 0 – 6% in one percent increments generally on a 20-year term (see chart below). The interest rate applied may not result in a debt to income ratio greater than 45%.

Disabled population applicants are defined as anyone in the household is disabled. For all disabled applicants the mortgage term is forgivable in 10 years prorated at 10% per year with a $0.00 monthly payment.

The SHIP proceeds repaid to the County will be used by the County for other SHIP assistance. In the event that the proceeds from the sale are insufficient to repay the outstanding SHIP subsidy, the County will recapture whatever proceeds are available after the first mortgage from a private lender (if any) has been repaid.

Interest Rate Chart

	Percent of Area Median Income / Maximum Income Limit* (Effective March 28, 2007 subject to revision by US HUD)								
Household % of Median Income	30%	40%	50%	60%	70%	80%	100%	120%	140%
Interest Rate	0%		1%	2%	3%	4%	5%	6%	6%

f. Recipient Selection Criteria:

The applicants are selected on a first-come, first serve basis, with priority given to elderly and disabled households, and to the extent permitted by law, on a basis that promotes fair housing opportunities based on need after the availability of program funds or activity are advertised.

Exceptions on a case by case are made on the basis of emergency factors (i.e. disability accessibility emergencies or any circumstance that imminently impacts health, safety or sanitation).

g. Sponsor Selection Criteria: N/A

h. Additional Information:

SHIP funds allocated for this strategy will be leveraged with private funds, CDBG, HOME, other federal funds, or local Documentary Surtax Homeownership Assistance Loan Program (HALP).

Name of the Strategy: ***Rental Strategies – Housing Development***

a. Summary of the Strategy:

Funds will be provided to defray the costs of land acquisition, new construction, rehabilitation and/or other costs associated with the development or rehabilitation of affordable rental housing units by County departments and for-profit and not-for-profit builders/developers. SHIP awards to for-profit and not-for-profit builders/developers will be made through the County's competitive Consolidated Plan Request For Applications (RFA) or other competitive process.

A one-person household shall be used for an efficiency unit, and for units with separate bedrooms, one and one-half person per bedrooms shall be used. Notice of the competitive process is advertised in three (3) local newspapers thirty (30) days prior to the beginning of the application period.

b. Fiscal Years Covered:

FY 2007/2008, FY 2008/2009, FY 2009/2010

c. Income Categories to be served:

Although applicant's income level may not exceed 120% of the Miami-Dade County area median income adjusted for family size, preference will be given to families with an annual income of 80% of the median or below.

d. Maximum award is noted on the Housing Delivery Goals Charts:

A competitive process will be utilized to select not-for-profit and for-profit builders/developers for participation in the program. A limit restricting the amount of assistance per builder/developer will be established in order to expand the level of participation and diversity of the products.

e. Terms, Recapture and Default. Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership)

Loans for eligible rental housing constructed, rehabilitated, or otherwise assisted from the local housing assistance trust fund must be subject to recapture requirements as provided by the county or eligible municipality in its local housing assistance plan unless reserved for eligible persons for 15 years or the term of assistance, whichever period is longer. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible non-profit organizations for purchase at the current market value for continued occupancy by eligible persons.

Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements. In determining the maximum allowable rents, 30 percent of the applicable income category divided by 12 months shall be used based on the number of bedrooms.

Developers may receive SHIP assistance, which may be deferred or in the form of a loan at 0%-6% interest for a term of 30 years. Final determination of rate and term will be made by the MHDA staff depending on project feasibility. During the period of construction, payments of interest only will be made. All permanent loans are for a period of 30 years.

Tax credit projects will pay 0% interest for the period of compliance. After the compliance period ends, principal and interest payments will begin at up to 3% interest rate for the remainder of the loan term. Non-tax credit projects will be charged principal and interest from 0%-6%.

Funds are awarded through the Consolidated Plan RFA or other competitive process. Upon Board of County Commissioners' approval of awards, the developer enters into a contract with the County in which the terms of the contract and scope of services are outlined and finalized. The County maintains the SHIP funds until a SHIP construction loan has closed. The developer must submit formal draw requests as construction work is completed. If the developer fails to meet the SHIP rules and requirements, the County will recapture the funds and funds are reallocated to a different strategy or developer as needed.

f. Recipient Selection Criteria:

Housing units developed under this strategy will be marketed to SHIP-eligible households through listing in the County's online housing locator system. Tenants are selected on a first-come, first serve basis and to the extent permitted by law, on a basis that promotes fair housing opportunities.

g. Sponsor Selection Criteria:

A competitive process will be utilized to select not-for-profit and for-profit builders/developers for participation in the program. A limit restricting the amount of assistance per builder/developer will be established in order to expand the level of participation and diversity of the products. A sponsor must be in good standing with Miami-Dade County to be recommended for an award of SHIP funds.

h. Additional Information:

SHIP funds allocated for this strategy will be leveraged with local CDBG, HOME or Documentary Surtax Homeownership Assistance Loan Program (HALP).

5. Name of the Strategy: ***Disaster Response Strategy***

a. Summary of the Strategy:

This is an initially un-funded contingency strategy to be utilized used if a disaster, and/or a declaration by Executive Order, the local authorities, State of Florida and/or federal government of a disaster. In the case of a natural or man made calamity, priorities need to be changed to meet emergency conditions. In an effort to maximize the effect of funds utilized for disaster recovery and mitigation, funds not contractually committed for rehabilitation, construction, design, homeownership purchase or other activity will be redirected to the post-disaster recovery and mitigation effort. In an effort to maximize the effect of funds utilized for disaster recovery and mitigation, Miami-Dade County reserves the right to suspend any waiting lists developed before the occurrence of a disaster and redirect funds to areas of worst damage. These funds will be used for the following activities:

- Purchase of emergency supplies to waterproof damaged homes.
- Interim repairs to avoid further damage, such as tree and debris removal required to make individual housing units habitable.
- Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance polices.
- Rehabilitation loans in absence of insurance for very low income households.
- Relocation costs for displaced households.
- Removal of incipient hazards that may damage a structure.
- Other activities as proposed by the federal government, counties, and eligible municipalities and approved by the Florida Housing Finance Corporation.

b. Fiscal Years Covered:

FY 2007/2008, FY 2008/2009, FY 2009/2010

c. Income Categories to be served:

Although applicant's income level may not exceed 120% of the Miami-Dade County area median income adjusted for family size, preference will be given to families with an annual income of 80% of the median or below.

d. Maximum award is noted on the Housing Delivery Goals Charts:

Awards will be consistent with FEMA reimbursement guidelines.

e. Terms, Recapture and Default. Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership).

A grant may be issued for assistance related to disaster response strategies other than rehabilitation loans. For rehabilitation loans, assistance provided under this strategy will be in the form of either a low-interest or deferred payment loan, consistent with the Owner-Occupied Rehabilitation Loan Program as follows:

Terms for Non-Elderly, Non-Disabled Households

Non-elderly, non-disabled income-eligible applicants (meaning owners 61 and younger who have no disabled household members) are offered repayment terms dependent upon total debt to income ratio. Specifically at ratios exceeding 45%, the mortgage term balloons in 20 years and the monthly payment is deferred requiring $0.00 monthly payment. For applicants whose total debt to income ratio is no greater than 45%, a payment is assessed in the form of an amortized loan based on the HUD median income using an interest rate of 0 – 6% in one percent increments generally on a 20-year term (see chart below). The interest rate applied may not result in a debt to income ratio greater than 45%.

Terms for Elderly and Disabled:

Elderly population applicants are defined as owners 62 and older who have no disabled household members. Repayment terms are dependent upon total debt to income ratio. Specifically at ratios exceeding 45%, the mortgage term is forgivable in 10 years time prorated at 10% per year with the monthly payment being deferred requiring $0.00 monthly payment. For Elderly applicants whose total debt to income ratio is no greater than 45%, a payment is assessed in the form of an amortized loan based on the HUD median income using an interest rate of 0 – 6% in one percent increments generally on a 20-year term (see chart below). The interest rate applied may not result in a debt to income ratio greater than 45%.

Disabled population applicants are defined as anyone in the household is disabled. For all disabled applicants the mortgage term is forgivable in 10 years prorated at 10% per year with a $0.00 monthly payment.

If an owner sells the property, refinances, changes title, no longer uses the home as his or her primary residence, falls into foreclosure, or passes away, the balance becomes due and payable by the owner/survivor. The SHIP proceeds repaid to the County will be used by the County for other SHIP assistance. In the event that the

proceeds from the sale are insufficient to repay the outstanding SHIP subsidy, the County will recapture whatever proceeds are available after the first mortgage from a private lender (if any) has been repaid.

Interest Rate Chart

	Percent of Area Median Income / Maximum Income Limit* (Effective March 28, 2007 subject to revision by US HUD)								
Household % of Median Income	30%	40%	50%	60%	70%	80%	100%	120%	140%
Interest Rate	0%		1%	2%	3%	4%	5%	6%	6%

f. Recipient Selection Criteria:

Eligible recipients will be selected using method(s) that the County may develop to expedite the distribution of disaster response resources during disaster periods.

g. Sponsor Selection Criteria:

Eligible Sponsors will be selected using the County's Consolidated Plan RFA or any other method(s) that the County may develop to expedite the selection of Eligible Sponsors during disaster periods.

h. Additional Information: N/A

6. Name of the Strategy: *Foreclosure Prevention and Mitigation*

a. Summary of Stratety:

Funds will be provided to assist qualified homeowners with retaining their home and preventing foreclosure action of the first mortgage. Applicants must be delinquent at least two full monthly mortgage payments, in receipt of a letter from the mortgager notifying the applicant of delinquency and/or intent to foreclose.

b. Fiscal Years Covered:

2007-2008, 2008-2009

c. Income Categories to be served:

Households with annual income up to 120% of median income are eligible for assistance under this strategy and will be selected on a first come, first eligible, first served basis. .

d. Maximum Award per Project:

$5,000 toward eligible expenses. Eligible expenses include delinquent mortgage payments (principal, interest, taxes and insurance), special assessment fees from condominium and/or neighborhood associations, late fees and other customary fees

associated with delivery costs (but excluding brokerage fees).

e. Terms Recapture and Default:

All homeowners receiving assistance will be given a zero interest deferred loan where permissible as the first mortgage. The term of each deferred loan is based as described on the Matrix below:

AMOUNT OF ASSISTANCE	TERM OF FORGIVENESS
$1 - $5,000	5 Years

A deferred payment loan shall be satisfied upon completion of the below mentioned terms provided the owner continues to occupy the home as their principal residence. Repayment of the full amount shall become due if any of the following occurs within the deferred loan term:

1. Homeowner sells, transfers, or disposes of the property by any means, including bankruptcy, foreclosure, or deed in lieu of foreclosure;
2. Homeowner no longer occupies the unit as their principal residence;
3. Homeowner fails to meet any of the terms of the Office of Community and Economic Development's Subordination Policy.

An heir may assume the debt as long as said heir becomes the owner occupant and meets income guidelines.

f. Recipient Selction Criteria:

- This strategy is designed to assist individuals who have fully amortizing conventional mortgages;
- Applicants may receive funding under this program only one time.
- Applicants must attend and complete a budget/credit/debt reduction course through an approved counseling agency,
- Applicant must show their ability to keep the house out of default, genuinely want to keep the house, and must show they can make monthly mortgage payment
- Foreclosure prevention applicants must show that the nonpayment of their mortgage is due to the following elibible reasons:
    - i. Loss of employment
    - ii. Sudden medical expenses
    - iii. Divorce or separation
    - iv. Death in a family
    - v. Unforeseen home repair bills

g. Sponsor Selction Criteria:

Eligible sponsors will be selected utilizing the selection criteria as approved by the local government.

h. **Additional Information:**

SHIP funds allocated for this strategy may be leveraged with federal, state, local, private funds and volunteer labor.

INCENTIVE STRATEGIES
0.9071(16) and Section 420.9076(6)), F.S.
Name of the Strategy: Expedited Permitting
Permits as defined in s. 163.3164(7) and (8) for affordable housing are expedited to a greater degree than other projects.

a. Established policy and procedures: Provide Description:

Miami-Dade County has established an expediting permitting review process for affordable housing.

Step 1. The developers/agencies (applicant) who are developing properties under the affordable housing guidelines must obtain a process number from the building department's permit issuance counter.

Step 2. Once the applicant receive the process number he/she must inform the affordable housing coordinator (AHC) that plans were submitted and give those process numbers to the AHC.

Step 3. The AHC will retrieve the plans from the front counter and process the zoning review. This review is for compliance with the Miami-Dade County Zoning Code, as to building set backs, lot coverage, building height, required parking, etc. Next the AHC will set up a file for the project which will tract the plans through out the system.

Step 4. The AHC will personally take the plans to the appropriate trades in the following order:

- DERM (Department of Environment Resource Management)
- Mechanical
- Energy: Air Conditioning
- Plumbing
- Electrical
- Structural
- Building
- Handicap
- Planning
- Public Works Department
- Fire

Step 5. Once the plans have been seen by the appropriate reviewers the AHC will notify the applicant that the plans are ready for pickup.

Note: Applicant is responsible for taking the plans to the following departments:
1. Impact Fees (Public Works Impact Fees)
2. Public Works Concurrency

The turn-around time for the initial review of new construction of this type is taking approximately two weeks, when the affordable housing coordinator expedites the plans through the system. Normal time will take approximately 30 days.

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. Established policy and procedures: Provide Description

The Miami-Dade Office of Community and Economic Development ~~Housing Agency~~ has four elements for the review process of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption. These processes are the Request for Applications (RFA) Policy Paper, the RFA Review Process, the Affordable Housing Advisory Board (AHAB), Committees established by the AHAB, before approved by the Board of County Commissioners (BCC), items must be discussed and approved by the Economic Development and Human Services Committee established by the BCC.

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.**

G. Ordinance: *Section 420.907, F.S.*
If changed from the original ordinance, a copy is attached as **Exhibit G.**

H. Interlocal Agreement: *Section 420.9072, F.S.*
A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**

I. Source for Average Area Purchase Price in Statistical Area
A copy of Single Family Mortgage Limit under Section 203(b) of the National Housing Act for Miami-Dade County as published by HUD and primary source for methodology employed to establish limit.

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A

LHAP Template 6/06

Exhibit A Admin Budget

Fiscal Year 2008	
Salaries and Benefits	$ 1,000,000.00
Office Supplies and Equipment	$ 50,000.00
Travel Perdiem Workshops, etc	$ 10,000.00
Advertising	$ 35,000.00
	$ 1,095,000.00

Fiscal Year 2009	
Salaries and Benefits	$ 1,020,000.00
Office Supplies and Equipment	$ 40,000.00
Travel Perdiem Workshops, etc	$ 10,000.00
Advertising	$ 35,000.00
	$ 1,105,000.00

Fiscal Year 2010	
Salaries and Benefits	$ 1,040,400.00
Office Supplies and Equipment	$ 40,000.00
Travel Perdiem Workshops, etc	$ 10,000.00
Advertising	$ 35,000.00
	$ 1,125,400.00

Based on a distribution of

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2007-2008

Please check applicable box, & if Amendment, enter number	
New Plan:	X
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government:

Available Funds: $8,225,432.00

Strategy # From Plan Text	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A New Construction SHIP Dollars	B Rehab/Repair SHIP Dollars	C Without Construction SHIP Dollars	D Total SHIP Dollars	E Total Percentage	F Total Units
1	Housing Development	8	$89,500	20	$62,650	5	$35,800	$2,148,000.00			$2,148,000.00	28.27%	33
2	Homeowner Assistance	11	$80,000	21	$70,000	6	$60,000			$2,710,000.00	$2,710,000.00	28.66%	38
3	Owner-Occupied Rehabilitation Loans	15	$30,000	15	$30,000	3	$30,000		$990,000.00		$990,000.00	13.07%	33
5	Disaster Response - Rehabilitation Loans	0	$30,000	0	$30,000	0	$30,000				$0.00	0.00%	0
5	Disaster Response - Emergency Supplies	0	$2,500	0	$2,500	0	$2,500				$0.00	0.00%	0
5	Disaster Response - Interim Repairs/Removal of Hazards	0	$5,000	0	$5,000	0	$5,000				$0.00	0.00%	0
5	Disaster Response - Relocation Assistance	0	$2,500	0	$2,500	0	$2,500				$0.00	0.00%	0
5	Disaster Response - Insurance Deductible	0	$5,000	0	$5,000	0	$5,000				$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	34		56		14		$2,148,000.00	$990,000.00	$2,710,000.00	$5,848,000.00	70.00%	104

	RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
											$0.00	0.00%	0
4	Housing Development	6	$72,500	18	$50,750	6	$29,000	$1,522,500.00			$1,522,500.00	20.13%	30
											$0.00	0.00%	0
											$0.00	0.00%	0
											$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownership)	6		18		6		$1,522,500.00			$1,522,500.00	20.13%	30
	Administration Fees										$754,932.00	9.87%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	GRAND TOTAL Add Subtotals 1 & 2, plus all Admin. & HO Counseling	40		74		20		$3,670,500.00	$990,000.00	$2,710,000.00	$8,125,432.00	100.00%	134

	Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.				75%	
1	Maximum Allowable Purchase Price:		New	$225,000	Existing	$225,000	
2	Maximum Allowable Purchase Price:	Note: Subject to revision on June 1 per purchase price limit formula.	New	$326,511	Existing	$326,511	

Allocation Breakdown	Amount	%
Very-Low Income	$2,481,000.00	30.16%
Low Income	$4,086,500.00	49.68%
Moderate Income	$803,000.00	9.76%
TOTAL	$7,370,500.00	89.61%

Projected Program Income:	$100,000.00	Max Amount Program Income For Ad	$0.00
Projected Recaptured Funds:			
Distribution:	$8,125,432.00		
Total Available Funds:	$8,225,432.00		

25-Nov-08

30

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2008 - 2009

Please check applicable box, & if Amendment, enter number	
New Plan:	X
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government:

Available Funds: $8,900,000.00

Strategy # From Plan Text	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A New Construction SHIP Dollars	B Rehab/Repair SHIP Dollars	C Without Construction SHIP Dollars	D Total SHIP Dollars	E Total Percentage	F Total Units
1	Housing Development	8	$89,500	20	$62,650	5	$35,800	$2,148,000.00			$2,148,000.00	24.13%	33
2	Homeowner Assistance	11	$80,000	21	$70,000	6	$60,000			$2,710,000.00	$2,710,000.00	30.45%	38
2	Foreclosure Prevention and Mitigation	45	$5,000	35	$5,000	20	$5,000			$500,000.00	$500,000.00	5.62%	100
3	Owner-Occupied Rehabilitation Loans	15	$30,000	15	$30,000	3	$30,000		$990,000.00		$990,000.00	11.12%	33
5	Disaster Response - Rehabilitation Loans	0	$30,000	0	$30,000	0	$30,000				$0.00	0.00%	0
5	Disaster Response - Emergency Supplies	0	$2,500	0	$2,500	0	$2,500				$0.00	0.00%	0
5	Disaster Rerponse - Interim Repairs/Removal of Hazards	0	$5,000	0	$5,000	0	$5,000				$0.00	0.00%	0
5	Disaster Response - Relocation Assistance	0	$2,500	0	$2,500	0	$2,500				$0.00	0.00%	0
5	Disaster Response - Insurance Deductible	0	$5,000	0	$5,000	0	$5,000				$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	79		91		34		$2,148,000.00	$990,000.00	$3,210,000.00	$6,348,000.00	71.33%	204

	RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
											$0.00	0.00%	0
4	Housing Development	6	$72,500	18	$50,750	6	$29,000	$1,522,500.00			$1,522,500.00	17.11%	30
											$0.00	0.00%	0
											$0.00	0.00%	0
											$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownership)	6		18		6		$1,522,500.00			$1,522,500.00	17.11%	30
	Administration Fees										$880,000.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	GRAND TOTAL Add Subtotals 1 & 2, plus all Admin, & HO Counseling	85		109		40		$3,670,500.00	$990,000.00	$3,210,000.00	$8,750,500.00	98.32%	234

	Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation AmL				75%	
1	Maximum Allowable Purchase Price:		New	$225,000	Existing	$225,000	
2	Maximum Allowable Purchase Price:	Note: Subject to revision on June 1 per purchase price limit formula.	New	$326,511	Existing	$326,511	

Allocation Breakdown	Amount	%
Very-Low Income	$2,706,000.00	30.40%
Low Income	$4,261,500.00	47.88%
Moderate Income	$903,000.00	10.15%
TOTAL	$7,870,500.00	88.43%

Projected Program Income:	$100,000.00	Max Amount Program Income For Ad	$0.00
Projected Recaptured Funds:			
Distribution:	$8,800,000.00		
Total Available Funds:	$8,900,000.00		

25-Nov-08

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FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2009-2010

Please check applicable box, & if Amendment, enter number

New Plan:	
Amendment:	X
Fiscal Yr. Closeout:	

Name of Local Government:

Available Funds: $8,900,000.00

Strategy # From Plan Text	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A New Construction SHIP Dollars	B Rehab/Repair SHIP Dollars	C Without Construction SHIP Dollars	D Total SHIP Dollars	E Total Percentage	F Total Units
1	Housing Development	8	$89,500	20	$62,650	5	$35,800	$2,148,000.00			$2,148,000.00	0.24	33
2	Homeowner Assistance	11	$80,000	21	$70,000	6	$60,000			$2,710,000.00	$2,710,000.00	0.30	38
2	Foreclosure Prevention and Mitigation	45	$5,000	35	$5,000	20	$5,000			$500,000.00	$500,000.00	0.06	100
3	Owner-Occupied Rehabilitation Loans	15	$30,000	15	$30,000	3	$30,000		$990,000.00		$990,000.00	0.11	33
5	Disaster Response - Rehabilitation Loans	0	$30,000	0	$30,000	0	$30,000				$0.00	0.00	0
5	Disaster Response - Emergency Supplies	0	$2,500	0	$2,500	0	$2,500				$0.00	0.00	0
5	Disaster Response - Interim Repairs/Removal of Hazards	0	$5,000	0	$5,000	0	$5,000				$0.00	0.00	0
5	Disaster Response - Relocation Assistance	0	$2,500	0	$2,500	0	$2,500				$0.00	0.00	0
5	Disaster Response - Insurance Deductible	0	$5,000	0	$5,000	0	$5,000				$0.00	0.00	0
	Subtotal 1 (Home Ownership)	79		91		34		$2,148,000.00	$990,000.00	$3,210,000.00	$6,348,000.00	71.33%	204

	RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
											$0.00	0.00	0
4	Housing Development	6	$72,500	18	$50,750	6	$29,000	$1,522,500.00			$1,522,500.00	0.17	30
											$0.00	0.00	0
											$0.00	0.00	0
											$0.00	0.00	0
	Subtotal 2 (Non-Home Ownership)	6		18		6		$1,522,500.00			$1,522,500.00	17.11%	30
	Administration Fees										$880,000.00	0.10	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	GRAND TOTAL												
	Add Subtotals 1 & 2, plus all Admin. & HO Counseling	85		109		40		$3,670,500.00	$990,000.00	$3,210,000.00	$8,750,500.00	98.32%	234

	Percentage Construction/Rehab	Calculate Constr./Rehab Percent by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.			75%
1	**Maximum Allowable Purchase Price:**	New	$225,000	Existing	$225,000
2	**Maximum Allowable Purchase Price:**	Note: Subject to revision on June 1 per purchase price limit formula. New	$326,511	Existing	$326,511

Allocation Breakdown	Amount	%
Very-Low Income	$2,706,000.00	30.40%
Low Income	$4,261,500.00	47.88%
Moderate Income	$903,000.00	10.15%
TOTAL	$7,870,500.00	88.43%

Projected Program Income:	$100,000.00	Max Amount Program Income For Admin:	$0.00
Projected Recaptured Funds:			
Distribution:	$8,800,000.00		
Total Available Funds:	$8,900,000.00		

25-Nov-08

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CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

Name of Local Government: Miami Dade County

(1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.

(2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.

(3) A process for selection of recipients for funds has been developed.

(4) The eligible municipality or county has developed a qualification system for applications for awards.

(5) Recipients of funds will be required to contractually commit to program guidelines.

(6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.

(7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.

(8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.

(9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation with in 21 days after adoption.

(10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.

(11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.

(12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.

13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.

Certification

(14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.

(15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.

(16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.

(17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)

(18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.

(19) The provisions of Chapter 83-220, Laws of Florida ____***has or*** ____ ***has not*** been implemented.

_____ _____
Witness Chief Elected Official or designee

_____ _____
Witness Type Name and Title

_____
Date

OR

_____
Attest:
(Seal)

LHAP Template 6/06
Exhibit F
67-37.005 F.A.C.

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET

LOCAL GOVERNMENT: Miami Dade County

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Mayor Carlos Alvarez

ADDRESS: Stephen P. Clark Center, 111 NW 1st Street, 29th Floor, Miami, FL 33128

SHIP ADMINISTRATOR: Sheila K. Martinez, Executive Assistant to the Director of OCED

ADDRESS: 701 NW 1st Court, 14th floor, Miami, FL 33136

TELEPHONE:(786)469-2193 FAX:(786)469-2230

EMAIL ADDRESS: cco@miamidade.gov

ADDITIONAL SHIP CONTACTS: Director, Office of Community and Economic Development

ADDRESS: 701 NW 1st Court, 14th Floor, Miami, FL 33136

EMAIL ADDRESS: n/a

INTERLOCAL AGREEMENT: YES/NO (IF yes, list other participants in the inter-local agreement): NO

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: NO CHANGE

MAIL DISBURSEMENT TO:

ADDRESS:

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

√ NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

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

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