

**City of Lakeland**



**COMMUNITY & ECONOMIC DEVELOPMENT  
PLANNING & HOUSING DIVISION**

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

**2020-2021, 2021-2022, 2022-2023**

**April 6, 2020**

**Revised: March 24, 2022**

**Revised: November 17, 2022**



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E. Signed, dated, witnessed or attested adopting resolution	
F. Ordinance: (If changed from the original creating ordinance)-N/A	
G. Interlocal Agreement-N/A	
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**I. Program Details:**

**A. LG(s)**

Name of Local Government	City of Lakeland
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	

**B. Purpose of the program:**

- To meet the housing needs of the very low, low and moderate-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.

**C. Fiscal years covered by the Plan:** 2020-2021, 2021-2022, 2022-2023

**D. Governance:** The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 7-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

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

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

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

**H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding



availability is required.

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

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

The city will accept applications for assistance continuously. Applications are placed in the order they are received. All applications are date stamped. When funds are available, the applicant is contacted to update the application for SHIP assistance. Applicants will be placed in line for assistance when the required documentation has been received and has been deemed eligible under SHIP. Applicants will be processed on a first qualified, first served basis unless otherwise stated in a specific strategy.

- J. **Discrimination :** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. **Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- L. **Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

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



case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. **Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. **Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.
- P. **Administrative Budget:** A line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:** “A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:** “The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.” The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. **Program Administration:** Administration of the local housing assistance plan will be performed by:

Entity	Duties	Admin. Fee Percentage
Local Government	Wholly performed and maintained by the City of Lakeland	10%
Third Party Entity/Sub-recipient		

- R. **First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year*



*period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- S. Project Delivery Costs:** The city project delivery costs include inspections, work writeups, client meetings, payment processing, and other staff hours associated with its Rehabilitation/Reconstruction projects. This cost will not exceed 2% of the contracted SHIP award. The project delivery cost for the Home Purchase Assistance program is \$2,000 per closing.
  
- T. Essential Service Personnel Definition (ESP):** ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel, federal, State, County and local government personnel, and warehouse employees.
  
- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:** The City is committed to the production of energy efficient housing for long term affordability. Such improvements will be incorporated to reduce energy costs, base on funding availability. Specific improvements may include and are not limited to installation of energy efficient doors and windows; Replacement of heating and/or cooling systems with high energy efficient 15 SEER; Installing R30 insulation; Energy Star appliances and water heaters and low consumption toilets and faucets.
  
- V. Describe efforts to meet the 20% Special Needs set-aside:** In order to identify persons with Special Needs as defined in 420.0004 (13), the City has included a question on its client application inquiring if the applicant or the household meets this definition. If the answer is yes, staff sends a letter and/or calls to explain and asks for more detail, then determines eligibility based on the client's explanation. If the client qualifies under the SHIP definition of Special Needs, the client is assisted under the Special Needs Strategy.
  
- W. Describe efforts to reduce homelessness:** The City coordinates efforts with the Homeless Coalition of Polk County and the Continuum of Care (CoC) through active participation in strategic planning and the Point-in- Time (PIT) count. The city staff works closely with the local homeless and special needs providers to support their efforts in their program, to reduce and/or prevent homelessness. The City increases housing opportunities through its Homebuyer Education & Down Payment Assistance programs.

The City's Mayor's Taskforce to End Homelessness awards funds to a local non-profit agency along with City's SHIP funds to assist households and clients with homeless efforts.



**Section II. LHAP Strategies:**

<b>A. Strategy Name:</b> Purchase Assistance without Rehabilitation	Code 2
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a. Summary: The City of Lakeland will provide home purchase assistance for down payment and closing costs. It is anticipated that the homes purchased will include new and existing homes. Applications will be made through a nonprofit agency that will provide required and approved home ownership counseling and application processing.

b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023

c. Income Categories to be served: Very low, low, moderate and workforce

d. Maximum award: \$28,000

e. Terms:

1. Repayment loan/deferred loan/grant: The loan is secured by a recorded subordinate lien in the amount of assistance awarded, not including project delivery fees paid to the Sponsor.
2. Interest Rate: 0 %
3. Years in loan term: 10 Years
4. Forgiveness: Forgiven at the end of the term
5. Repayment: No repayment, so long as the loan is in good standing.
6. Default: The principal balance (10% of the loan up to year 5, 50% of the loan from years 6-10) of the deferred payment loan shall be due at the occurrence of the earliest of the following events:

- 1) Death of recipient or recipients
- 2) Sale or transfer of title
- 3) Property is no longer maintained as principal residence
- 4) Property is not maintained to minimum housing standards

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

f. Recipient/Tenant Selection Criteria: Eligible clients are assisted on a first qualified, first served basis. Completed applications will be forwarded to a consortium member for approval on first mortgage financing by the Sponsor and to the City of Lakeland’s Planning & Housing Division for home purchase



assistance approval. Applicants must contribute a minimum of \$1,000 of their own funds towards the purchase of the home. Habitat applicants must contribute a minimum of \$250 and 500 hours of sweat equity.

- g. Sponsor Selection Criteria: This strategy shall be implemented by an eligible sponsor. The eligible sponsor will be selected by a Request for proposal (RFP) process. The successful respondent will have a proven record with administration of very low, low and moderate income, home buyer programs. The sponsor will have demonstrated capacity to process the anticipated number of loans, provide the required home buyer education, have experience with lenders, and has attended SHIP training within the last 12 months.
- h. Additional Information: Mobile Homes are not eligible for assistance.

<b>B. Strategy Name:</b> Owner Occupied Rehabilitation	Code 3
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a. Summary: Funds will be used to perform substantial owner-occupied housing rehabilitation. Rehabilitation will include repair to correct code violations and to provide general renovation of the housing stock. Rehabilitation is intended to extend the life of the housing stock. When the cost to rehabilitate the existing home exceeds 65% of the cost to construct a new home, a replacement home shall be constructed (see Strategy E).

- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low, and low
- d. Maximum award: \$85,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: The loan is secured by a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs such as payroll and inspections are provided to the clients as grants (included within the maximum award).
  2. Interest Rate: 0%
  3. Years in loan term:
 

Up to \$5,000	Grant
\$5,001 to \$40,000	10 years
Over \$40,000	15 years
  4. Forgiveness: Ten-year deferred payment loans are forgiven at the rate of 10% per year. Fifteen-year deferred payment loans are forgiven at the rate of 6.5% per year for the first fourteen years and the final 9% is forgiven at the end of the fifteenth year.
  5. Repayment: No repayment if loan is in good standing
  6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
    - 1) death of recipient or recipients;
    - 2) sale or transfer of title;
    - 3) property is no longer maintained as principal residence; and



- 4) property is not maintained to a minimum housing standard.

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

- f. Recipient/Tenant Selection Criteria: The Community Planning & Housing Division staff will accept applications, determine the extent of the needed rehabilitation and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance.

<b>C. Strategy Name:</b> Disaster Assistance	Code 5
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a. Summary: SHIP funds may be used to provide assistance related to a disaster as Declared by the President of the United States or the Governor of the State of Florida provided in section 420.9078(1) F.S. Funds will be used to address emergency housing repair. The intent of this strategy is to address immediate health and safety needs of eligible clients in the event of disaster. Relocation assistance may be provided.

Generally, such needs may include purchase of emergency supplies for income eligible households to weatherproof damaged homes; provide interim repairs to avoid further damage; tree and debris removal; or other assistance may be necessary to make individual housing units habitable. This assistance would additionally be for non-insured repairs such as insurance deductible expenses. New construction or reconstruction of housing units will be eligible under Strategy E.

- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low & low
- d. Maximum award: \$85,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: The loan is secured by a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs, such as payroll and inspections, are provided to the clients as grants and included in the maximum award.
  - 2. Interest Rate: 0%
  - 3. Years in loan term:
 

Up to \$5,000	Grant
\$5,001 to \$40,000	10 years



Over \$40,000                      15 years

4. Forgiveness: Ten-year deferred payment loans are forgiven at the rate of 10% per year. Fifteen-year deferred payment loans are forgiven at the rate of 6.5% for the first fourteen years and the final 9% is forgiven at the end of the fifteenth year.
5. Repayment: No repayment if loan is in good standing.
6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
  - 1) death of recipient or recipients;
  - 2) sale or transfer of title;
  - 3) property is no longer maintained as principal residence; and
  - 4) property is not maintained to a minimum housing standard.

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

- f. Recipient/Tenant Selection Criteria: The Community Planning & Housing Division staff will accept applications, determine the extent of the needed rehabilitation and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance.

<b>D. Strategy Name:</b> Emergency Repairs	Code 6
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a. Summary: The City will provide owner-occupied emergency repair. Funds will be used to eliminate conditions that create a health or safety threat to the owners who occupy the housing. The City’s eligible emergency repairs policy is attached.
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- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low & low
- d. Maximum award: \$20,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: The loan is secured by a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs, such as payroll and inspections, are provided to the clients as grants.
  2. Interest Rate: 0%
  3. Years in loan term: Up to \$5,000                      Grant



\$5,001 to \$20,000      10 years

4. Forgiveness: Ten-year deferred payment loans are forgiven at the rate of 10% per year.
5. Repayment: No repayment if loan is in good standing.
6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
  - 1) death of recipient or recipients;
  - 2) sale or transfer of title;
  - 3) property is no longer maintained as principal residence; and
  - 4) property is not maintained to a minimum housing standard.

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

- f. Recipient/Tenant Selection Criteria: The Community Planning & Housing Division staff will accept applications, determine the extent of the needed rehabilitation and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance.

<b>E. Strategy Name:</b> Demolition and Reconstruction	Code 4
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<p>a. Summary: Funds will be used to build new housing units for clients whose current owner-occupied unit is scheduled to be demolished. When the cost to rehabilitate the existing home exceeds 65% of the cost to construct a replacement home, reconstruction may be performed. Relocation assistance may be provided.</p>
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- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low & low
- d. Maximum award: \$130,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: The loan is secured by a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs, such as payroll and inspections, are provided to the clients as grants.



2. Interest Rate: 0%
3. Years in loan term: 30
4. Forgiveness: Thirty-year deferred payment loans are forgiven at the rate of 3.5% per year for the first 14 years, 4.5% at the end of the fifteenth year and the remaining 50% will be forgiven at the end of the thirtieth year.
5. Repayment: No repayment if loan is in good standing.
6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
  - 1) death of recipient or recipients;
  - 2) sale or transfer of title;
  - 3) property is no longer maintained as principal residence; and
  - 4) property is not maintained to a minimum housing standard.

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

- f. Recipient/Tenant Selection Criteria: The Community Planning & Housing Division staff will accept applications, determine the extent of the needed rehabilitation and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance.

<b>F. Strategy Name:</b> Special Needs/Barrier Removal	Code 11
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a. Summary: Summary of Strategy: SHIP funds may be used to assist special needs households, particularly developmental disabilities. Those needing home modifications, including technological enhancements and devices, may allow the homeowner to remain independent in their own home.
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- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low & low
- d. Maximum award: \$85,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: The loan is secured by a deferred payment loan. Temporary relocation expenses (if needed), ownership and encumbrance reports and preliminary service costs, such as payroll and inspections, are provided to the clients as grants.
  2. Interest Rate: 0%
  3. Years in loan term: Up to \$5,000                      Grant



\$5,001 to \$40,000 10 years  
Over \$40,000 15 years

4. Forgiveness: Ten-year deferred payment loans are forgiven at the rate of 10% per year. Fifteen-year deferred payment loans are forgiven at the rate of 6.5% for the first fourteen years and the final 9% is forgiven at the end of the fifteenth year.
5. Repayment: No repayment if loan is in good standing.
6. Default: The portion of the deferred payment loan remaining will be due at the occurrence of the earliest of the following events:
  - 1) death of recipient or recipients;
  - 2) sale or transfer of title;
  - 3) property is no longer maintained as principal residence; and
  - 4) property is not maintained to a minimum housing standard.

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

- f. Recipient/Tenant Selection Criteria: The Community Planning & Housing Division staff will accept applications, determine the extent of the needed rehabilitation and qualify the clients based on income requirements. Clients are assisted on a “first-qualified, first-served” basis. Additional assistance in this regard may include relocation.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance.

<b>G. Strategy Name:</b> Rapid Re-Housing	Code 26
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a. Summary: This strategy will provide housing relocation and stabilization services and short (up to three months) and/or medium (four to twelve months) term rental assistance.
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- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low
- d. Maximum award: \$5,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: grant
  2. Interest Rate: N/A
  3. Years in loan term: N/A
  4. Forgiveness: N/A
  5. Repayment: N/A



6. Default: N/A

- f. Recipient/Tenant Selection Criteria: Applicants who meet the State of Florida’s definition of homelessness will be referred by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis.
- g. Sponsor Selection Criteria: The program will be advertised county wide for eligible sponsors that are interested in participating in Lakeland Housing’s Rapid Re-Housing Program.

The Program may be implemented by a single entity or a consortium of eligible sponsors. The eligible sponsors or eligible sub-recipients will be chosen by a Request for Proposal process. The successful respondents will have a proven record with experience managing similar programs and background information on many applicants (through the Homeless Management Information System). In addition, they will have successfully demonstrated capacity to handle the administrative process for the service.

- h. Additional Information: This strategy will provide housing relocation and stabilization services as necessary to help individuals living in shelters or in places not meant for human habitation.

<b>H. Strategy Name:</b> Rental Development	Code 14, 21
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a. Summary: Funds will be awarded to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct or rehabilitate affordable rental units. This funding is intended to be used as gap financing for the projects.

- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award:  
Up to \$350,000,000 maximum subsidy per development
- e. Terms:
  1. Repayment loan/deferred loan/grant: The loan is secured by a mortgage and a note.
  2. Interest Rate: Determined by type of developer and terms of development agreement:  
     Non-Profit 0% - 1%  
     For-profit 2% - 3%
  3. Years in loan term: 20
  4. Forgiveness: The loan is forgiven at the end of the term.
  5. Repayment: Interest on the principal balance will be collected on an annual basis.
  6. Default: For all awards, a default will be determined as sale, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by and performed through any of the funding sources. If any of these occur, the outstanding balance will be due and payable.



- f. Recipient/Tenant Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer’s management company for development.
- g. Sponsor Selection Criteria: Developers will apply to the City through an RFA process. The RFA will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the City’s Land Development Code.
- h. Additional Information: Developers will be required to meet statutory requirements for compliance reporting.

<b>I. Strategy Name:</b> New Construction Home Ownership	Code 10
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a. Summary: Funds will be awarded to non-profit and for-profit developer/sponsor for construction of single-family housing units and resale to income eligible buyers. The program is designed to preserve the City’s housing stock, reduce the number of vacant and blighted properties and encourage the development of new affordable single-family homes, townhouses, and duplex units on infill lots, throughout the city.

- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: Sponsor/Developer - Up to \$100,000
 

Homebuyer award - Very Low Income	28,000
Low Income	20,000
Moderate Income	15,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Sponsor/Developer - A deferred loan secured by a mortgage and note.  
 Homebuyer - The loan is secured by a subordinate mortgage and note, for amount of assistance not including project delivery fees paid to the sponsor.
  - 2. Interest Rate: Sponsor/Developer - Determined by the type of developer and terms of the agreement.
    - Non-Profit - 0% to 1%
    - For-profit - 2% to 3%
    - Homebuyer - 0%
  - 3. Years in loan term: Sponsor/Developer - 18 months  
 Home buyer - 10 years
  - 4. Forgiveness: Sponsor/Developer - N/A  
 Homebuyer - Forgiven at the end of the loan
  - 5. Repayment: Sponsor/Developer - The loan will be due upon sale to an eligible homebuyer. If the



home is not sold within 18 months, the loan will be due. When the home is sold, SHIP funds not passed through to the buyer (minus a developer fee) shall be repaid to the city.

Homebuyer - No repayment if loan is in good standing.

6. Default: Sponsor/Developer - A default will occur if the developer fails to meet any of the following: program requirements; loan terms; home is sold to an ineligible homebuyer.

Homebuyer - The principal balance of the deferred payment loan shall be due at the occurrence of the earliest of the following events:

- 1) death of recipient or recipients;
- 2) sale or transfer of title;
- 3) property is no longer maintained as principal residence; and
- 4) property is not maintained to a minimum housing standard.

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

- f. Recipient Selection Criteria: Eligible Clients are assisted on a first-qualifies, first served basis. Completed applications will be forwarded to a consortium member for approval of first mortgage financing by the Sponsor and the city of Lakeland's Housing Division for home purchase assistance approval.
- g. Sponsor/Developer Selection Criteria: The eligible sponsor/developer will be selected by a Request for Proposal (RFP) process. The RFP will require proof of previous experience in providing affordable housing; proof of financial capacity; ability to leverage other financing resources to complete the project; other factors may also be considered in the selection process.
- h. Additional Information: Completion of a HUD approved Homebuyer's Education course will be required to become an eligible buyer.



## I. LHAP Incentive Strategies

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

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

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

- 1) **Single Family Infill Construction:** The City's Building Inspection Division has a relatively short turnaround time for permitting single family infill construction. Special consideration will be given to speed the process of issuing building permits to those developers who have qualified as "affordable housing projects". The Housing Staff will email the Building Inspection Division by submitting a notification to [buildinginspection@lakelandgov.net](mailto:buildinginspection@lakelandgov.net) to let the Division that a specific general contractors/contractors are ready to submit a permit for an affordable housing project. The notification should include the address for the project. When the notification is received and the permit is submitted, the permit clerks may put that permit request in a "green alert" status which in turn will alert the plans examiner to expedite that plan. This "green alert" will draw attention of the plans examiner to the fact that the plans are to be treated as priority before non-affordable housing or commercial development and handled in an expeditious manner, resulting in the early issuance of building permits.
- 2) **Multi-Family Developments:** Affordable housing builders of multi-family developments shall be approved by the Affordable Housing Review Committee (AHRC). Multi-family developments shall receive expedited permitting as referenced above. However, by their nature, larger multi-family developments must be reviewed and approved by multiple City service areas such as plans examiner, planning and zoning, traffic, landscape, electric, water, fire, etc. Multi-family developers are encouraged to schedule early preliminary meetings with the different departments and the Development Review Team (DRT) to assist in an early resolution of any development/plan requirements. Definitions: "Affordable housing" - Housing offered for sale at or below the City's State Housing Initiatives Program (SHIP) maximum purchase price limit for new construction shall be defined as affordable. Purchase Price limits for the City's housing program shall correspond with the maximum area purchase price published by the Florida Housing Finance Corporation (see attached Goals Charts). Rental housing meets the affordable definition if the units are offered to tenants with rent at or below the Rents Adjusted to Number of Bedrooms in the Unit as published annually by Florida Housing Finance Corporation. The rents represent the maximum gross rents which must include an allowance for utilities. Household income cannot exceed 120% of the area median income.

"Affordable housing developer" - Developers who have made application and been approved for incentives through the City's Affordable Housing Review Committee (AHRC) and contractors working through the City's Housing Division grant programs to provide housing through rehabilitation, reconstruction, emergency repair, and new construction under the



Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and State Housing Initiatives Partnership (SHIP). Such developers provide housing assistance to low income residents of the City who earn less than 120% of the area median income as provided under said grants.

B. Name of the Strategy: **Ongoing Review Process**

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

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

The Affordable Housing Advisory Committee was established by resolution to review established policies and procedures, ordinances, and development regulations, and the adopted local comprehensive plan of the City, and shall recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of the property to increase in value. The Staff meets with AHAC for their input and recommendations on City's Plans, Reports and policy & procedures. Those plans and recommendations are then presented to the City Commission.

C. Name of Strategy: **Inventory of Publicly Owned Land Suitable for Affordable Housing**

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

Established policy and procedures: The City maintains a list of properties that are suitable for affordable housing. This inventory list is available on the City's website under the Affordable Housing Land Bank and is a tool to encourage the development of new affordable housing units, reduce the number of vacant and blighted properties, contribute to neighborhood stabilization, reduce City maintenance costs and increase tax base.



**IV. EXHIBITS:**

Required

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

Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement.
- H. Emergency Repairs Policy

**City of Lakeland, Florida**

Fiscal Year: 2020-2021	
Estimated SHIP Funds for Fiscal Year:	\$ 1,150,722.00
Salaries and Benefits	\$ 111,872.00
Office Supplies and Equipment	\$ 1,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 200.20
<b>Total</b>	<b>\$ 115,072.20</b>
Admin %	10.00%
	<b>OK</b>

Fiscal Year 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 1,150,722.00
Salaries and Benefits	\$ 111,872.00
Office Supplies and Equipment	\$ 1,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 200.20
<b>Total</b>	<b>\$ 115,072.20</b>
Admin %	10.00%
	<b>OK</b>

Fiscal Year 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 1,150,722.00
Salaries and Benefits	\$ 111,872.00
Office Supplies and Equipment	\$ 1,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 200.20
<b>Total</b>	<b>\$ 115,072.20</b>
Admin %	10.00%
	<b>OK</b>

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

Details:

**Exhibit B**  
**Timeline for SHIP Expenditures**

City of Lakeland, Florida affirms that funds allocated for these fiscal years will meet the following deadlines:  
(local government)

<b>Fiscal Year</b>	<b>Encumbered</b>	<b>Expended</b>	<b>1<sup>st</sup> Year AR</b>	<b>2<sup>nd</sup> Year AR</b>	<b>Closeout AR</b>
<b>2020-2021</b>	6/30/2022	6/30/2023	9/15/2021	9/15/2022	9/15/2023
<b>2021-2022</b>	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024
<b>2022-2023</b>	6/30/2024	6/30/2025	9/15/2023	9/15/2024	9/15/2025

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

<b>Fiscal Year</b>	<b>Funds Not Encumbered</b>	<b>Funds Not Expended</b>	<b>1<sup>st</sup> Year AR Not Submitted</b>	<b>2<sup>nd</sup> Year AR Not Submitted</b>	<b>Closeout AR Not Submitted</b>
<b>2020-2021</b>	3/30/2022	3/30/2023	6/15/2021	6/15/2022	6/15/2023
<b>2021-2022</b>	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024
<b>2022-2023</b>	3/30/2024	3/30/2025	6/15/2023	6/15/2024	6/15/2025

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

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

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

**Other Key Deadlines:**

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

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2020-2021												
Name of Local Government:			City of Lakeland, Florida									
Estimated Funds (Anticipated allocation only):			\$ 1,150,722									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
2	Purchase Assistance without Rehab	Yes	1	\$25,000	3	\$17,000	4	\$12,000	\$124,000.00	\$0.00	\$124,000.00	8
3	Owner Occupied Rehabilitation	Yes	1	\$85,000	1	\$85,000		\$85,000	\$170,000.00	\$0.00	\$170,000.00	2
4	Demolition/Construction	Yes	1	\$130,000		\$130,000		\$130,000	\$130,000.00	\$0.00	\$130,000.00	1
5	Disaster Repair/Mitigation	Yes		\$85,000		\$85,000		\$85,000	\$0.00	\$0.00	\$0.00	0
6	Emergency Repairs	Yes	2	\$20,000	2	\$20,000		\$0	\$80,000.00	\$0.00	\$80,000.00	4
10	New Construction Home Ownership	Yes		\$100,000		\$100,000	1	\$100,000	\$100,000.00	\$0.00	\$100,000.00	1
11	Special Needs/Barrier Removal	Yes	2	\$85,000	1	\$85,000		\$85,000	\$255,000.00	\$0.00	\$255,000.00	3
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Homeownership</b>		7		7		5		\$859,000.00	\$0.00	\$859,000.00	19
Purchase Price Limits:			<b>New</b>	\$ 255,574	<b>Existing</b>	\$ 255,574						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
26	Rapid Re-Housing Rental	No		\$5,000		\$5,000		0	\$0.00	\$0.00	\$0.00	0
14, 21	Rental Development	Yes	1	\$150,000		\$150,000		150000	\$150,000.00	\$0.00	\$150,000.00	1
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Rental</b>		1		0		0		\$150,000.00	\$0.00	\$150,000.00	1
Administration Fees				\$ 115,072	10%		OK					
Home Ownership Counseling				\$ 25,000								
<b>Total All Funds</b>				\$ 1,149,072	OK							

Set-Asides

Percentage Construction/Rehab (75% requirement)		87.7%	OK
Homeownership % (65% requirement)		74.6%	OK
Rental Restriction (25%)		13.0%	OK
Very-Low Income (30% requirement)	\$ 600,000	52.1%	OK
Low Income (30% requirement)	\$ 261,000	22.7%	OK
Moderate Income	\$ 148,000	12.9%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2021-2022												
Name of Local Government:			City of Lakeland, Florida									
Estimated Funds (Anticipated allocation only):			\$ 723,608									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
2	Purchase Assistance without Rehab	Yes	0	\$28,000	1	\$20,000	6	\$15,000	\$110,000.00	\$0.00	\$110,000.00	7
3	Owner Occupied Rehabilitation	Yes	1	\$85,000	1	\$85,000		\$85,000	\$170,000.00	\$0.00	\$170,000.00	2
4	Demolition/Construction	Yes	1	\$130,000		\$130,000		\$0	\$130,000.00	\$0.00	\$130,000.00	1
5	Disaster Repair/Mitigation	Yes		\$85,000		\$85,000		\$85,000	\$0.00	\$0.00	\$0.00	0
6	Emergency Repairs	Yes	2	\$20,000		\$20,000		\$0	\$40,000.00	\$0.00	\$40,000.00	2
10	New Construction Home Ownership	Yes		\$100,000		\$100,000		\$100,000	\$0.00	\$0.00	\$0.00	0
11	Special Needs/Barrier Removal	Yes	1	\$85,000	1	\$85,000		\$85,000	\$170,000.00	\$0.00	\$170,000.00	2
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Homeownership</b>		5		3		6		\$620,000.00	\$0.00	\$620,000.00	14
Purchase Price Limits:			New	\$ 294,601	Existing	\$ 294,601						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
26	Rapid Re-Housing Rental	No		\$5,000		\$5,000		0	\$0.00	\$0.00	\$0.00	0
14, 21	Rental Development	Yes		\$350,000		\$350,000		350000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Rental</b>		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees			\$ 72,360	10%			OK				
	Home Ownership Counseling			\$ 25,000								
<b>Total All Funds</b>				\$ 717,360	OK							

Set-Asides

Percentage Construction/Rehab (75% requirement)		85.7%	OK
Homeownership % (65% requirement)		85.7%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 340,000	47.0%	OK
Low Income (30% requirement)	\$ 190,000	26.3%	OK
Moderate Income	\$ 90,000	12.4%	

**FLORIDA HOUSING FINANCE CORPORATION**  
**HOUSING DELIVERY GOALS CHART**  
**2022-2023**

<b>Name of Local Government:</b>		<b>City of Lakeland, Florida</b>										
<b>Estimated Funds (Anticipated allocation only):</b>		<b>\$ 1,116,238</b>										
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
2	Purchase Assistance without Rehab	Yes		\$28,000	0	\$28,000	3	\$28,000	\$84,000.00	\$0.00	\$84,000.00	3
3	Owner Occupied Rehabilitation	Yes	1	\$85,000		\$85,000		\$85,000	\$85,000.00	\$0.00	\$85,000.00	1
4	Demolition/Construction	Yes	1	\$130,000		\$130,000		\$130,000	\$130,000.00	\$0.00	\$130,000.00	1
5	Disaster Repair/Mitigation	Yes		\$85,000		\$85,000		\$85,000	\$0.00	\$0.00	\$0.00	0
6	Emergency Repairs	Yes	2	\$20,000	1	\$20,000		\$20,000	\$60,000.00	\$0.00	\$60,000.00	3
10	New Construction Home Ownership	Yes		\$100,000		\$100,000	1	\$100,000	\$100,000.00	\$0.00	\$100,000.00	1
11	Special Needs/Barrier Removal	Yes	2	\$85,000	1	\$85,000		\$85,000	\$255,000.00	\$0.00	\$255,000.00	3
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Homeownership</b>		6		2		4		\$714,000.00	\$0.00	\$714,000.00	12
<b>Purchase Price Limits:</b>			<b>New</b>	\$ 294,601	<b>Existing</b>	\$ 294,601						

<b>OK OK</b>												
Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
26	Rapid Re-Housing Rental	No		\$5,000		\$5,000		5000	\$0.00	\$0.00	\$0.00	0
14, 21	Rental Development	Yes	1	\$250,000		\$250,000		250000	\$250,000.00	\$0.00	\$250,000.00	1
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Rental</b>		1		0		0		\$250,000.00	\$0.00	\$250,000.00	1
	<b>Administration Fees</b>			\$ 111,624	10%			<b>OK</b>				
	<b>Home Ownership Counseling</b>			\$ 25,000								
<b>Total All Funds</b>				\$ 1,100,624	<b>OK</b>							

<b>Set-Asides</b>				
Percentage Construction/Rehab (75% requirement)		86.4%	<b>OK</b>	1116238
Homeownership % (65% requirement)		64.0%	<b>Does Not Meet Requirement</b>	
Rental Restriction (25%)		22.4%	<b>OK</b>	
Very-Low Income (30% requirement)	\$ 675,000	60.5%	<b>OK</b>	
Low Income (30% requirement)	\$ 105,000	9.4%	<b>OK</b>	
Moderate Income	\$ 184,000	16.5%		

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: City of Lakeland, Florida Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.

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

Jaci D. Jerry  
Witness

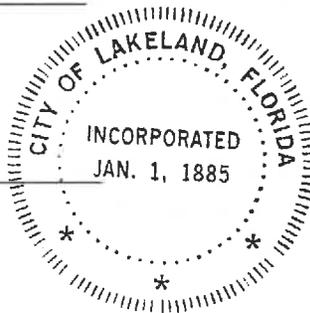
H. William Mutz  
Chief Elected Official or designee

Pamela Todd  
Witness

H. William Mutz, Mayor  
Type Name and Title

April 8, 2020  
Date

OR  
Kelly S. Koos  
Attest: Kelly S. Koos, City Clerk  
(Seal)



APPROVED AS TO FORM  
AND CORRECTNESS:  
Palmer C. Davis  
Palmer C. Davis, City Attorney

Certified as a true and correct copy of the original document(s) on file in the office of City Clerk, City of Lakeland, Florida. this 16th day of April 2020

Kelly S. Koos  
Kelly S. Koos, City Clerk  
City of Lakeland, Florida  
(Seal)

**RESOLUTION NO. 5608**

**PROPOSED RESOLUTION NO. 20-017**



**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKELAND, FLORIDA; MAKING FINDINGS; APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES 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 LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

**WHEREAS**, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, require local governments to develop a one to three-year Local Housing Assistance Plan outlining how funds will be used; and

**WHEREAS**, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

**WHEREAS**, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards

made pursuant to the Act; the methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

**WHEREAS**, as required by section 420.9075, Florida Statutes, and Chapter 67-37.005(6)(f)3, Florida Administrative Code, it is found 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs. As required by Section 67-37.005(6)(f)3, Florida Administrative Code, the City of Lakeland has determined 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund.

**WHEREAS**, the Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

**WHEREAS**, the City Commission finds that it is in the best interest of the public for the City of Lakeland, Florida to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF  
THE CITY OF LAKELAND, FLORIDA:**

**SECTION 1:** The Commission of the City of Lakeland hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2020-2021, 2021-2022 and 2022-2023, and shall be in effect from July 1, 2020 through June 30, 2023.

**SECTION 2:** That H. William Mutz, Mayor, 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.

**SECTION 3:** The maximum SHIP award for each strategy and the SHIP maximum allowable purchase price for new and existing housing as set forth in the Local Housing Assistance Plan shall apply to the funding received under the new 2020-2023 plan and to any unexpended SHIP funding for the non-close out program years of 2017-2020.

**SECTION 4:** This resolution shall take effect immediately upon its adoption.

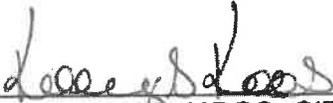
PASSED AND CERTIFIED AS TO PASSAGE this 6th day of April, A.D.

2020.



A handwritten signature in black ink, appearing to read "H. William Mutz".

H. WILLIAM MUTZ, MAYOR

ATTEST:   
KELLY S. KOOS, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:   
PALMER C. DAVIS  
CITY ATTORNEY

## **Emergency Repairs**

The City may provide owner occupied emergency repair to assist very low, low, and moderate income clients in their housing needs. City funding may be used to correct limited housing code violations or other conditions that create an immediate health or safety threat to the owners who occupy the housing.

Emergency repairs are generally considered to be events that are unforeseen and not due to a lack of maintenance or neglect of the homeowner's residence. Repairs that may be addressed under this emergency repair strategy include, but are not limited to, roofing, plumbing (supply line leak, sewer/septic tank systems failure, no water, etc.), heating, air conditioning (only if documented medical necessity) and dangerous electrical hazards constituting an immediate threat to the health, safety and welfare of the occupants. Damage resulting from crime including theft and vandalism may be considered for repair provided it is fully documented by the Lakeland Police Department and the damage is not otherwise covered by the owner's property insurance.

Emergency repairs not exceeding \$5,000 require a soft income certification and use of Dixieland funds. Emergency repairs which exceed \$5,000 shall require full income certification and fall under the strategy of Home Owner Occupied Emergency Repair. Emergency repair assistance shall be limited to a maximum \$20,000.

Emergency repair of a home may be considered a priority need and eligible for immediate assistance without the client waiting until their name comes to the top of the applicant list. Determination of priority need shall be made through an assessment by the Housing Rehabilitation Specialist with the approval of the Housing Programs Supervisor.

In order for a client to receive emergency repair assistance, that client must have the above mentioned emergency needs. If after the emergency repairs are complete the homeowner requires further rehabilitation assistance, they may submit an application during the Open Enrollment period of the Community Planning & Housing Division's Owner Occupied Rehabilitation Program. If a client is currently on the applicant list and a dire emergency arises, the emergency repairs may be completed and the date for placing the client's name on the applicant list shall be the date of the first request for assistance.

Although emergency repair as a priority as referenced above is a strategy available for use by the Community Planning & Housing Division staff in assisting qualified clients, the strategy may not necessarily be open for use at all times. The Housing Programs Supervisor may suspend the emergency repair strategy's use as priority assistance for various reasons, including but not limited to, lengthy waiting list, comparative needs of applicants who have been waiting for some time for assistance, limited funding, and staffing considerations.

Revised 3/6/03  
Revised 8/31/06  
Revised 5/12/09  
Revised 1/22/2016  
Revised 09/16/2019