

***CITY OF DAYTONA BEACH***



**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)**  
**LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**State Fiscal Years Covered:**

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

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**I. Program Details:**

A. Name of the participating local government: City of Daytona Beach

Is there an Interlocal Agreement:  Yes  No

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 2017-2018, 2018-2019 and 2019-2020

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

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

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

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

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

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

Priorities for funding described here apply to all strategies unless otherwise stated in the strategy: The City of Daytona Beach will accept applications during the advertised “Application Period” which will be 30 days. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

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

Ranking Priority:

1. Special Needs Households
    - a. Very low
    - b. Low
    - c. Moderate
  2. Essential Services Personnel
    - a. Very low
    - b. Low
    - c. Moderate
  3. After Special Needs Set-asides and ESP goals are met
    - a. Very Low
    - b. Low
    - c. Moderate
- J. Discrimination: In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. Support Services and Counseling: Support services are available from various sources. The City of Daytona Beach will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Foreclosure Counseling through qualified HUD approved agencies.
- L. Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U. S. Treasury Department

Local HFA Numbers

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

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

- N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall periodically 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 \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

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

- P. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. The City of Daytona Beach finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

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

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:** "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(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: 1. Administration of the local housing assistance plan will be wholly performed and maintained by the City of Daytona Beach. 2. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program, the City will provide in detail the duties, qualification and selection criteria.
- R. Project Delivery Costs: In addition to the administrative costs listed above, the City of Daytona Beach will charge a reasonable project delivery cost to cover inspections performed by non-city employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.
- S. Essential Service Personnel Definition: For purpose of SHIP funding, the city considers the following groups as Essential Services to our city: First Responders, Police and Fire Personnel, Educators in K-12, College and University Personnel, Health Care Personnel, Skilled building trade personnel, hotel and restaurant service providers, Active Military, National Guard stationed in the city.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes: The city will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:
1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
  2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
    - a. Toilets: 1.6 gallons/flush or less,
    - b. Faucets: 1.5 gallons/minute or less,
    - c. Showerheads: 2.2 gallons/minute or less;
  3. Energy Star qualified refrigerator;
  4. Energy Star qualified dishwasher, if provided;
  5. Energy Star qualified washing machine, if provided in units;
  6. Energy Star qualified exhaust fans in all bathrooms; and
  7. Air conditioning: Minimum SEER of 14. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.
- U. Describe efforts to meet the 20% Special Needs set-aside: The city will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the owner occupied rehabilitation, emergency repair and rental assistance strategies.
- V. Describe efforts to reduce homelessness: The city will work with agencies serving the homeless populations primarily through rental assistance to place these individuals or families in rental or transitional housing for the purpose of providing a stable housing situation for twelve months or more.

**Section II. LHAP Strategies:**

<i>A. Owner Occupied Rehabilitation</i>	<i>Code 3</i>
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- a. Summary of Strategy: Funds to assist households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items. Cosmetic items (i.e. interior/exterior paint, kitchen cabinets, window/door screening, etc.) may be included on rehabilitation projects if funds are available after completing all required repairs listed.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, low and moderate.
- d. Maximum award:

Very Low	\$50,000
Low	\$50,000
Moderate	\$35,000
- e. Terms
  - 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred/forgivable loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Years in Loan term: Less than \$15,000 (5 years) - \$15,000 to \$40,000 (10 years) – greater than \$40,000 (15 years).
  - 4. Forgiveness: Loan is forgiven upon completion of Loan term. No prorated basis of the principal is forgiven annually.
  - 5. Repayment: Not required as long as the loan is in good standing.
  - 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the full loan amount will be due and payable.

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

If the home is foreclosed on by a superior mortgage holder, the city will

make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment after weighing the condition and assess value of the property.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: If project cost estimates exceed 65% of the property assessed value and determined not economically feasible to rehabilitate, then demolition and reconstruction on the same lot may be considered. All work will be performed by contractors cleared through the city’s purchasing policies and procedures.

<i>B. Purchase Assistance</i>	<i>Code 1, 2</i>
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- a. Summary of Strategy: Funds for down payment and closing costs to households to purchase a newly constructed or existing home. A newly constructed home must have received a certificate of occupancy within the last twelve months. An existing home must be in need of at least \$2,500 in rehabilitation.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *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 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.*

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: Very Low: \$50,000  
Low \$40,000  
Moderate \$30,000
- e. Terms:
  1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred/forgivable subordinate loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 0%



3. Years in Loan term: Less than \$15,000 (5 years) - \$15,000 to \$40,000 (10 years) – greater than \$40,000 (15 years).
4. Forgiveness: Loan is forgiven upon completion of Loan term. No prorated basis of the principal is forgiven annually.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment after weighing the condition and assess value of the property.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage by an approved lender.

<i>C. Foreclosure Prevention</i>	<i>Code 7</i>
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- a. Summary of Strategy: Funds to assist homeowners that are in arrears on their first mortgage. The arrearage must be at least three months, but no more than six months and cannot be under an active foreclosure action/notice (Must be in delinquent status only).
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: Very Low: \$7,500, Low: \$7,500 and Moderate: \$7,500

- e. Terms:
1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred/forgivable loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 0%
  3. Years in loan term: 5 years
  4. Forgiveness: Loan is forgiven upon completion of Loan term. No prorated basis of the principal is forgiven annually.
  5. Repayment: Not required as long as the loan is in good standing.
4. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.
- In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment after weighing the condition and assess value of the property.
- f. Recipient Selection Criteria: In addition to being selected on a first-qualified, first – served basis, applicants must:
1. Provide proof on the arrearage in the form of notification from the mortgage holder. This cannot be from a private mortgage holder.
  2. Provide evidence of a hardship that caused the arrearage (health issue, loss of employment/income, death of household member, divorce).
  3. Provide a written statement as evidence of the ability to resume making payments after the assistance is used which includes an explanation of how the hardship has been overcome and an indication of the budget plan that will allow for resumption of payments.
  4. Receive counseling from a HUD approved agency trained in foreclosure counseling as assigned by the county housing staff. The counseling agency must sign off on the budget plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants will also be made aware and encouraged to apply to other known foreclosure assistance programs (Hardest Hit Fund, Foreclosure Counseling Program) for assistance when City funding has been depleted.

<i>D. Disaster Mitigation</i>	<i>Code 5</i>
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- a. Summary of Strategy: Funds to assist applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:
  - 1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
  - 2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
  - 3. Repairs necessary to make the home habitable.
  - 4. Repairs to mitigate dangerous situations (exposed wires)
  
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
  
- c. Income Categories to be served: Very-low, low and moderate
  
- d. Maximum award: Very Low: \$10,000  
Low: \$10,000  
Moderate: \$10,000
  
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
  - 2. Interest Rate: 0%
  - 3. Years in loan term: N/A
  - 4. Forgiveness: N/A
  - 5. Repayment: N/A
  - 6. Default: N/A
  
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:
  - 1. Must provide proof of homeowner's insurance
  - 2. Must file for and use proceeds from insurance as first option
  
- g. Sponsor/Developer Selection Criteria: N/A
  
- h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

<i>E. Rental Assistance</i>	<i>Code 13</i>
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- a. Summary of Strategy: Funds to assist renters that are in need of a one-time payment to assist with in obtaining a lease on a rental unit and qualify under 420.9072(10) with regards to utility and security deposits for any eligible household. Additionally, rent subsidy may be provided for very-low-income households with at least one adult who is a person with special needs as defined in State Statute 420.0004 or homeless as defined in State Statute 420.621 whereby the period of rental assistance will not exceed 12 months for any eligible household.
  
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, low
- d. Maximum award: Very low: \$5,000  

Low: \$5,000
  
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a 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 Selection Criteria: Applicants will be referred by a lead or social service agency and be assisted on a first-qualified, first-served basis.
  
- g. Sponsor/Developer Selection Criteria: N/A
  
- h. Additional Information: The lease must be at least twelve months.

<i>F. Accessibility/Obstruction Removal</i>	<i>Code 6</i>
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- a. Summary of Strategy: Funds to assist with home modifications for persons who cannot access their home due to a disabling condition, or who cannot remain in the home without the required modifications. Modifications include but are not limited to widening of doorways, adding grab bars to steps and bathtubs, and enlarging/re-sizing rooms within the household that cannot be adequately utilized because of a disability. Funds will also be used for obstruction removal (primarily trees) to prevent deteriorated obstructions from damaging housing structures due to foundational instability and/or the potential hazard of high winds impact.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: Very low: \$50,000  
Low: \$50,000  
Moderate: \$35,000
- e. Terms:
  - 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred/forgivable loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Years in Loan term: For Construction activity: Less than \$15,000 (5 years) - \$15,000 to \$40,000 (10 years) – greater than \$40,000 (15 years). For Tree /Obstruction Removal: Funds will be awarded as a grant.
  - 4. Forgiveness: Loan is forgiven upon completion of Loan term. No prorated basis of the principal is forgiven annually.
  - 5. Repayment: Not required as long as the loan is in good standing.
  - 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the full loan amount will be due and payable.  
  
In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.  
  
If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment after weighing the condition and assess value of the property.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A

- h. Additional Information: For accessibility assistance, documentation from a licensed medical practitioner or a lawfully designated agent will be used to qualify and determine the type of accessibility need, unless City caseworker is able to assess and qualify the client need when visual observation/confirmation is evident.

<i>G. Owner Occupied Reconstruction Assistance</i>	<i>Code 4</i>
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- a. Summary of Strategy: Funds to assist households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items that in total exceed 65% of the property assessed value to rehabilitate and has been determined not economically feasible to rehabilitate.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very-low, low and moderate.
- d. Maximum award:
 

Very Low	\$50,000
Low	\$50,000
Moderate	\$35,000
- e. Terms
  1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred/forgivable loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 0%
  3. Years in Loan term: Less than \$15,000 (5 years) - \$15,000 to \$40,000 (10 years) – greater than \$40,000 (15 years).
  4. Forgiveness: Loan is forgiven upon completion of Loan term. No prorated basis of the principal is forgiven annually.
  5. Repayment: Not required as long as the loan is in good standing.
  6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the full loan amount will be due and payable.

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

payable.

If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment after weighing the condition and assess value of the property.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Projects assisted will require demolition and reconstruction on the same lot, therefore, funds for storage and new utility deposit assistance may also be provided. If project cost estimates (excluding storage and deposits) are less than 65% of the property assessed value and determined economically feasible to rehabilitate, then *Owner Occupied Rehabilitation* assistance may be considered to remedy repairs needed. All work will be performed by contractors cleared through the city's purchasing policies and procedures.

### III. LHAP Incentive Strategies

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

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

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

*Expedited processing of permits for affordable housing projects-Ordinance #94-27 – Adopted 01/19/94.*

City staff will help guide the project through development and construction phases until a certificate of occupancy is issued. If any applicable affordable housing incentive is denied, the city's SHIP administrator will assist in resolving the issue. Developers will be required to meet the definition of affordable and workforce housing as defined in Section I. Program Description.

- 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:

Affordable housing goals have been incorporated in the housing element of the City's Comprehensive Plan. The Affordable Housing Advisory Committee (AHAC)

review established policies and procedures, ordinances, land development regulations and, the adopted Comprehensive Plan, and recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of property to appreciate in value. Such recommendations will include those in Section 420.9076 (4) (a-i) Florida Statutes.

All affordable housing development applications shall be reviewed as conditional uses. A denial may be appealed to the city's Planning Board. If an appeal is heard by the Planning Board, the SHIP administrator shall be notified prior to the hearing and may offer comments, suggestions, and recommendations.

The SHIP administrator or their designee shall assist in determining eligibility for all affordable housing incentives.

C. Other Incentive Strategies Adopted:

**a. Name of the Strategy:** *Single-family dwelling on nonconforming lot*

**Established policy and procedures:** Construction of a new affordable single-family dwelling shall be permitted on any nonconforming lot located in a district where the use is permitted without obtaining a variance, pursuant to the following conditions:

1. The lot shall not be located in a planned district.
2. The development must be an infill project located in an existing developed subdivision or in an area surrounded by developed properties.
3. Each lot shall be a minimum of 50 feet wide and 5,000 square feet in area.
4. The minimum side yard setback shall be five feet. The minimum rear yard setback shall be 15 feet. The minimum front yard setback shall be as established for the district in which the lot is located.

**b. Name of the Strategy:** *Multifamily density incentive.*

**Established policy and procedures:** The maximum density permitted in any multifamily district shall be increased in order to encourage construction of additional new affordable housing units pursuant to the following conditions:

1. The resulting density shall not exceed 150 percent of the density permitted on the parcel by the Comprehensive Plan or shall not exceed 20 units per acre, whichever is less intense.
2. A minimum of one-half of the additional units permitted by this section shall be affordable housing units as provided herein. It is anticipated that no more than 65 percent of the total units shall be affordable as that term is defined herein.
3. If the contiguous development area is less than one acre, it must be an infill parcel located in an existing developed subdivision.
4. The development shall be consistent with policy 1.3.7 of the land use element of the comprehensive plan.



**c. Name of the Strategy:** *Sidewalk modifications or waiver*

**Established policy and procedures:** Modification or waiver of sidewalk requirements in single-family subdivisions for housing units developed in accordance with this section may be permitted if the developer demonstrates a low demand for sidewalks because of the nature of the project and level of anticipated traffic on the affected streets.

**d. Name of the Strategy:** *Development Fee Incentives*

**Established policy and procedures:**

1. The development fees set forth below which are otherwise due in connection with construction of a housing unit shall be waived for development of an affordable housing unit as provided in this section, except as provided in paragraph 3 below.
2. The development fees set forth below which are otherwise due for construction of housing units in an affordable housing development for units which are not used to establish eligibility for the incentives provided in this section, and fees relating to an entire development project which includes some affordable housing units, shall be partially waived at the ratio of the number of affordable housing units to the number of all housing units in the development.
3. The development fees set forth below shall not be waived for developments consisting of new multifamily housing units where, within the three-year period prior to the date of the requested fee waiver, other fee waivers have been granted under this section for multifamily affordable housing developments located within a 1.5-mile radius of the proposed development.

**DEVELOPMENT FEE INCENTIVES**

Fees wholly or partially waived for affordable housing development:

Tree removal

Building permit

Electrical permit

Plumbing permit

Mechanical permit

Storm water management

Subdivision review

Concurrency and traffic review

Application assistance. If a development proposal includes the construction of new affordable housing units, the development services department shall assist the applicant throughout the application, review, and permitting process.

**e. Name of the Strategy:** *Affordable Housing Inventory List-Resolution #07-344 –*

*Adopted 09-19-07.*

**Established policy and procedure:** Commencing in 2007 and every 3 years thereafter an inventory list shall be prepared of all real property within the city to which the City holds fee simple title that is appropriate for use as affordable housing per the Disposition of Municipal Property for Affordable Housing Law, Florida Statute 166.0451.

Per the Statue, the real property on the inventory list may be offered for sale and the proceeds may be used to purchase land for the development of affordable housing or to increase the City's fund earmarked for affordable housing, or may be sold with a restriction that requires development of the property as permanent affordable housing, or may be donated to a nonprofit housing organization for the construction of permanent affordable housing. Alternatively, the City may otherwise make the property available for use for the production and preservation affordable housing.

**f. Name of the Strategy:** *Lien Hardship Transfer Policy*

**Established policy and procedure:** In cases of hardship, as determined by the City, the SHIP forgivable loan, including the lot value (if applicable) may be transferred to a new home purchase and therefore not become due and payable at the moment of sale. The following conditions must be met:

1. Prior to selling the property that is subject to the SHIP forgivable loan, a written request must be made to the City including sufficient documentation to substantiate the hardship. Hardship means that the owner is being forced to sell the property due to circumstances beyond his/her control, such as in the event of a threatened condemnation.

2. The City shall have the right to determine whether a hardship in fact exists. The City shall not conclude that a hardship exists if the hardship is self-created.

In addition, the home to which the forgivable loan will be transferred must be affordable to the homeowner and the lending conditions must remain virtually unchanged. Changes in lending conditions must benefit the homeowner. Also, the home to which the lien will be transferred must be code compliant and comparable to the original property (i.e., amenities, square footage, lot size, number of bedrooms, etc.) The forgivable loan will be transferred as a soft second lien on the new home being purchased.

3. The City may condition the transfer upon execution of sufficient documents required to ensure that the City's lien on the new property is valid and superior to all interest other than a purchase money mortgage.

4. Any net proceeds from the sale must be applied toward reduction/repayment of the forgivable loan at the time of sale of the original property. Homeowners cannot receive any cash proceeds from sale of the original property. The amount of the forgivable loan will be reduced dollar for dollar for any net proceeds received by the City from the sale of the original property.

**IV. EXHIBITS:**

- A. Administrative Budget for each fiscal year covered in the Plan. (**Attached**)
- B. Timeline for Estimated Encumbrance and Expenditure. (**Attached**)
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan. (**Attached**)
- D. Signed LHAP Certification. (**Attached**)
- E. Signed, dated, witnessed or attested adopting resolution. (**Attached**)
- F. Ordinance: (If changed from the original creating ordinance). (**N/A – No changes**)
- G. Interlocal Agreement (N/A)
- H. Other Documents Incorporated by Reference

**LHAP 2009-001**

**Exhibit A**

**Revised: 6/2016**

City of Daytona Beach

Fiscal Year: 2016-2017		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	27,000.00
Office Supplies and Equipment	\$	4,000.00
Travel Per diem Workshops, etc.	\$	2,500.00
Advertising	\$	1,500.00
Other*	\$	
<b>Total</b>	<b>\$</b>	<b>35,000.00</b>
		0.1
Fiscal Year: 2017-2018		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	27,000.00
Office Supplies and Equipment	\$	4,000.00
Travel Per diem Workshops, etc.	\$	2,500.00
Advertising	\$	1,500.00
Other*	\$	
<b>Total</b>	<b>\$</b>	<b>35,000.00</b>
		0.1
Fiscal Year 2018-2019		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	27,000.00
Office Supplies and Equipment	\$	4,000.00
Travel Per diem Workshops, etc.	\$	2,500.00
Advertising	\$	1,500.00
Other*	\$	
<b>Total</b>	<b>\$</b>	<b>35,000.00</b>
		0.1

\*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 Daytona Beach affirms that funds allocated for these fiscal years will  
(local government)  
meet the following deadlines:

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

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

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

**Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to [robert.dearduff@floridahousing.org](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 \_\_\_\_ N/A\_\_\_\_\_.
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											Please check applicable box					
HOUSING DELIVERY GOALS CHART											New Plan:		X			
2017-2018											Amendment:					
Name of Local Government: City of Daytona Beach											Allocation:		\$350,000.00	Fiscal Yr. Closeout:		
								A	B	C	D	E	F			
HOME OWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
3	Owner Occupied Rehabilitation	2	\$50,000	2	\$50,000		\$35,000		\$150,000.00		\$150,000.00	42.86%	5			
1,2	Purchase Assistance	1	\$50,000	1	\$40,000		\$30,000			\$40,000.00	\$40,000.00	11.43%	1			
7	Foreclosure Prevention		\$7,500	1	\$7,500		\$7,500				\$0.00	0.00%	1			
5	Disaster Mitigation	1	\$10,000	1	\$10,000		\$10,000		\$10,000.00		\$10,000.00	2.86%	2			
6	Accessibility/Obstruction Removal	1	\$50,000	1	\$50,000		\$35,000	\$25,000.00		\$7,000.00	\$32,000.00	9.14%	2			
4	Owner Occupied Reconstruction/Rehabilit		\$50,000	1	\$50,000		\$35,000	\$80,000.00			\$80,000.00	22.86%	1			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
Subtotal 1 (Home Ownership)		5		7		0		\$105,000.00	\$160,000.00	\$47,000.00	\$312,000.00	89.14%	12			
RENTAL STRATEGIES		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
13	Rental Assistance	1	\$5,000	1	\$5,000		\$0			\$3,000.00	\$3,000.00	0.86%	2			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
Subtotal 2 (Non-Home Ownership)		1		1		0		\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.86%	2			
Administration Fees												0.00%				
Admin. From Program Income												0.00%				
Home Ownership Counseling												0.00%				
GRAND TOTAL																
Add Subtotals 1 & 2, plus all Adm		6		8		0		\$105,000.00	\$160,000.00	\$50,000.00	\$315,000.00	90.00%	14			
Percentage Construction/Reh		Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									75.71%					
Maximum Allowable																
Purchase Price:								New	\$253,809	Existing	\$253,809					
Allocation Breakdown		Amount		%				Projected Program Income:		Max Amount Program Income For Adm		\$0.00				
Very-Low Income		\$110,000.00		31.4%				Projected Recaptured Funds:								
Low Income		\$200,000.00		57.1%				Distribution:		\$350,000.00						
Moderate Income		\$40,000.00		11.4%				Total Available Funds:		\$350,000.00						
TOTAL				100.0%												

FLORIDA HOUSING FINANCE CORPORATION											Please check applicable box					
HOUSING DELIVERY GOALS CHART											New Plan:		X			
2018-2019											Amendment:					
Name of Local Government: City of Daytona Beach											Allocation:		\$350,000.00	Fiscal Yr. Closeout:		
								A	B	C	D	E	F			
HOME OWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
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											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
Subtotal 1 (Home Ownership)		5		7		0		\$105,000.00	\$160,000.00	\$47,000.00	\$312,000.00	89.14%	12			
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Subtotal 2 (Non-Home Ownership)		1		1		0		\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.86%	2			
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GRAND TOTAL																
Add Subtotals 1 & 2, plus all Adm		6		8		0		\$105,000.00	\$160,000.00	\$50,000.00	\$315,000.00	90.00%	14			
Percentage Construction/Reh		Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									75.71%					
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Low Income		\$200,000.00		57.1%				Distribution:		\$350,000.00						
Moderate Income		\$40,000.00		11.4%				Total Available Funds:		\$350,000.00						
TOTAL				100.0%												



## **CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION**

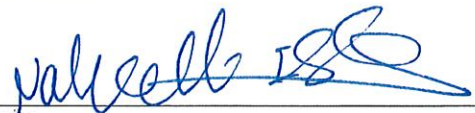
Local Government or Interlocal Entity: City of Daytona Beach

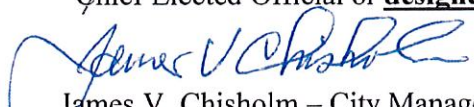
Certifies that:

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

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

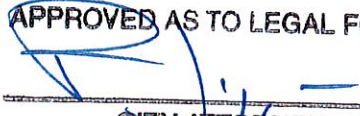
  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Elected Official or **designee**  
  
James V. Chisholm – City Manager  
\_\_\_\_\_  
Type Name and Title

04-23-17  
\_\_\_\_\_  
Date

OR  
  
\_\_\_\_\_  
Attest:  
(Seal)

APPROVED AS TO LEGAL FORM:  
  
\_\_\_\_\_  
CITY ATTORNEY

RESOLUTION NO. 17-104

A RESOLUTION ADOPTING THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM 2017-2020 LOCAL HOUSING ASSISTANCE PLAN; APPROVING SUBMISSION OF THE PLAN TO THE FLORIDA HOUSING FINANCE CORPORATION; AUTHORIZING EXECUTION OF DEEDS, CONTRACTS, AND OTHER DOCUMENTS NECESSARY FOR IMPLEMENTATION OF THE PLAN; INCREASING THE CITY MANAGER'S SMALL PURCHASE AUTHORITY UNDER SECTION 30-52(a) OF THE PURCHASING CODE TO \$50,000 FOR THE PURCHASE OF GOODS AND SERVICES MADE IN IMPLEMENTATION OF THE PLAN; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the requirements of the State Housing Initiatives Partnership Program, the City is required to adopt a Local Housing Assistance Plan including a maximum per project award amount; and

WHEREAS, a proposed Local Housing Assistance Plan has been prepared for the period beginning July 1, 2017 and ending on June 30, 2020; and

WHEREAS, pursuant to § 420.9075, Florida Statute, 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 proposed Local Housing Assistance Plan; and

WHEREAS, the proposed Local Housing Plan provides for 10 percent of the local housing distribution plus 5 percent of the program income to be used for such administrative costs; and

WHEREAS, the Economic/Community Development Director recommends that the City adopt the proposed Local Housing Assistance Plan for the next three fiscal years; and

WHEREAS, the Economic/Community Development Director also recommends the City Manager's small purchase authority under Section 30-52(a) of the City Purchasing Code be increased to \$50,000 for purchases necessary to implement the Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH, FLORIDA:

SECTION 1. The State Housing Initiatives Partnership Program (“SHIP”), 2017-2020 Local Housing Assistance Plan for the period beginning July 1, 2017, and ending on June 30, 2020, is hereby adopted. A copy of the Plan in substantially final form is attached hereto and made a part hereof by reference.


SECTION 2. The City Commission hereby approves the submission of the 2017-2020 Local Housing Assistance Plan to the Florida Housing Finance Corporation.

SECTION 3. The Mayor and City Clerk are hereby designated and authorized to execute any necessary documents and certifications, including form deeds, required by the Florida Housing Finance Corporation for implementation of projects and activities approved by the Plan.

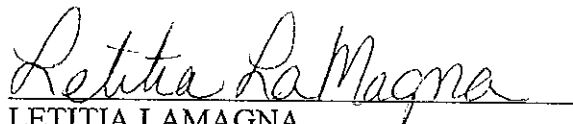
SECTION 4. The City Manager is hereby designated and authorized to execute form security documents required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the terms and conditions of the program.

SECTION 5. The City Manager’s small purchase authority under Section 30-52(a) of the City Purchasing Code is hereby increased to \$50,000 for purchases necessary to implement the Plan, provided that SHIP or other federal or state grant funding source for the Plan are used for such purchases.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

  
DERRICK L. HENRY  
Mayor

ATTEST:

  
LETITIA LAMAGNA  
City Clerk

Adopted: April 19, 2017