

**INTERLOCAL AGREEMENT  
BETWEEN THE  
CITY OF GAINESVILLE AND ALACHUA COUNTY  
FOR THE  
RENTAL ASSISTANCE PROGRAM (PROGRAM)**

THIS INTERLOCAL AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, between Alachua County, a charter county and political subdivision of the State of Florida, and through its Board of County Commissioners hereinafter referred to as "County", and the City of Gainesville, a municipal corporation created and existing under the laws of the State of Florida, and through its City Commission hereinafter referred to as "City".

WITNESSETH:

WHEREAS, the City and County are authorized by §163.01, Florida Statutes, to enter into Interlocal Agreements to cooperatively and efficiently use their powers to provide public services that will advance the general health, safety and welfare of the citizens of Alachua County; and

WHEREAS, the City and County have determined that the welfare of persons who are experiencing homelessness and persons who have special housing needs within Alachua County are the joint concern of both local governments and that a program to provide rental housing assistance to such persons can be more effectively and efficiently funded and administered through an Interlocal Agreement; and

WHEREAS, the issue of homelessness impacts all jurisdictions of Alachua County, Florida, and is a quality of life issue concerning Alachua County residents; and

WHEREAS, the City and County desire to support homeless services to enhance the general health, safety and welfare of the citizens of the City and the County; and

WHEREAS, the complexity of homelessness and the need for comprehensive support systems within the community to meet the basic needs of homeless persons requires a collaborative effort; and

WHEREAS, the City and County wish to provide rapid rehousing and eviction prevention assistance for persons who are experiencing homelessness and persons who have special housing needs within Alachua County; and

WHEREAS, the William E. Sadowski Affordable Housing Act, Chapter 92-137, Laws of Florida, created the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes, which authorizes distribution of monies in the Local Government Housing Trust Fund to be distributed to approved counties and eligible municipalities; and

WHEREAS, Alachua County is an approved County and the City of Gainesville is an approved eligible municipality within the County; and

WHEREAS, the William E. Sadowski Affordable Housing Act, Chapter 92-137, Laws of Florida, created the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes, which encourages local governments to create regional partnerships across jurisdictional boundaries through the pooling of appropriated SHIP Program funds to address homeless housing needs identified in Local Housing Assistance Plans (LHAP); and

WHEREAS, the County has adopted a Local Housing Assistance Plan (County LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City has adopted a Local Housing Assistance Plan (City LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the Florida Senate Bill 1534, Section (8), provides that a county or eligible municipality may not expend its portion of the local housing distribution to provide ongoing subsidies, except for: a rent subsidy program for very low-income families with at least one person with special needs as defined in s. 420.004 or one individual experiencing homelessness as defined in s. 420.621. The period of rental assistance may not exceed twelve (12) months for an eligible household for rapid rehousing assistance; and may not exceed six (6) months for eviction prevention assistance.

WHEREAS, the City and County have each therefore provided in their respective LHAPs for the establishment of a Rental Assistance Program, to be jointly funded by the City and the County; and administered by the County for the purpose of providing funding for rental housing assistance as defined in Florida Senate Bill 1534, Section (8); and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto do mutually agree as follows:

**1. TERM:**

The term of this Agreement shall remain effective until June 30, 2018 (the Effective Date), unless earlier terminated or amended herein. Pursuant to §163.01 (11), Florida Statutes, this Agreement shall be recorded with the Alachua County Clerk of the Courts.

**2. SCOPE OF SERVICES:**

The County shall fully perform the Scope of Services as described in Attachment A, Scope of Services.

**3. FUNDING APPROPRIATIONS:**

Funding for the Program shall consist of that portion of the funds allocated to the Program by an approved City LHAP and County LHAP, respectively, and pursuant to applicable provisions of the SHIP Act, SHIP rule, and adopted program guidelines; and that portion of the General Revenue funds allocated to the Program by the County pursuant to applicable provisions of the state and local laws as follows:

**County Appropriation**

The County shall contribute \$150,000 from its FY 2016-2017 SHIP Program allocation and FY 2016-2017 General Revenue budget:

- Direct Program Services \$120,000 (SHIP Program)
- Administrative Services (Case Manager) \$30,000 (General Revenue)

The County's performance and obligation under this Agreement is contingent upon specific annual appropriation by State of Florida SHIP Program and annual appropriation by the Board of County Commissioners.

**City Appropriation**

The City shall contribute \$120,000 from its FY 2016-2017 SHIP Program allocation:

- Direct Program Services \$100,000 (SHIP Program)
- Administrative Services (Case Manager) \$20,000 (SHIP Program)

The City's performance and obligation under this Agreement is contingent upon specific annual appropriation by State of Florida SHIP Program and annual appropriation by the City Commission.

The City and County funding priority for Direct Program Services is implementation of the Rapid Rehousing Services. The Rapid Rehousing Program will provide rental subsidies to assist eligible individuals and families with obtaining a lease on a rental unit to help those who are experiencing homelessness to be quickly re-housed and stabilized. Based upon funding availability the City and County may implement the Eviction Prevention Program to provide ~~one-time payment~~ assistance to eligible individuals and families with rent payments in arrears that are equal to no more than six (6) months to prevent eviction.

The total amount appropriated by the City and County for FY 2016-2017 is \$270,000.

The County shall be reimbursed on a monthly basis upon receipt by the City of an invoice for approved Program expenditures, provided that the invoice is accompanied by supporting documentation established in Exhibit 2, Rental Assistance Annual Report Household Data Summary, to the City's satisfaction that the County has expended the City funds for rental housing assistance services in accordance with Section 4, Duties of the County during the term of this Agreement.

**4. DUTIES OF THE CITY:**

- a. To monitor sponsor compliance with income levels, rental payments and other applicable program requirements of households assisted through the Program as required by the SHIP Act.
- b. To assist the County with any aspect of the Program, which is the City's responsibility under the terms of this agreement upon request.
- c. To reimburse the County in a timely manner, within 45 days of receipt of invoice and supporting documentation.
- d. Subject to the limits and provisions of Section 768.28, Florida Statutes, and to the extent of its negligence, to indemnify and hold the County, its officers and employees harmless should any claim, suit or legal action be brought against the City as a result of the implementation of the Rental Assistance Program. The City agrees to provide any legal defense necessary for such suit or legal action at no cost to the County.
- e. To make presentations and to provide Program reports to the City Commission, as requested.

**5. DUTIES OF THE COUNTY:**

- a. To establish a Rental Assistance Program funding account as a separate fund by program fiscal year within the Alachua County budgeting and accounting system.
- b. In accordance with Section 2, Funding Appropriations, of this Agreement, deposit into the Rental Assistance Program funding account those City funds which are allocated by an approved City LHAP to the Rental Assistance Program funding account, awarded to eligible beneficiaries and remitted to the County for such purpose.
- c. In accordance with Section 2, Funding Appropriations, of this Agreement, deposit into the Rental Assistance Program fund those County funds which are allocated by an approved County LHAP to the Rental Assistance Program funding account, awarded to eligible beneficiaries and contributed by the County for such purpose.
- d. To advertise available funding for the Program during the term of this Agreement for which funding is allocated by the City and County LHAPs, respectively.
- e. To determine the eligibility of all activities funded and all households assisted through the Program.
- f. To review and pay all invoices and requests for reimbursement of expenditures meeting the requirements of the Program.
- ~~g. To maintain Program files in accordance State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes. during the term of the Agreement and to provide copies of all City funded Program files to the City.~~
- h. To maintain all financial records pertaining to the Rental Assistance Program in accordance State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes.
- ~~i. To provide the City with quarterly reports regarding compliance monitoring as established in Exhibit 3, Quarterly Summary Report. Copies of all program files generated by the County shall be made available for review.~~
- j. Copies of all program files generated by the County shall be made available for review by the City, as requested.
- k. To provide housing inspection services for households assisted through the Program in accordance with the U.S. Department of Housing and Urban Development (HUD) Habitability Standards (Exhibit 1).

- l. To submit to the City annually or upon request a report on the activity of the Rental Assistance Program for each state fiscal year until all funds are expended for the fiscal year.
- m. To make presentations and to provide Program reports to the City and County Commissions, as requested.
- ~~n. To assist the City with any aspect of the Program, which is the County's responsibility under the terms of this Agreement upon request.~~
- o. Subject to the limits and provisions of Section 768.28, Florida Statutes, and to the extent of its negligence, to indemnify and hold the City, its officers and employees harmless should any claim, suit or legal action be brought against the County as a result of the implementation of Rental Assistance Program. The County agrees to provide any legal defense necessary for such suit or legal action at no cost to the City.

**6. THE CITY AND COUNTY AGREE:**

- a. Neither party shall use any revenues allocated and distributed for purposes other than those authorized by Section 420.9072(7), Florida Statutes, or permitted by the terms of Attachment B, Housing Focused Case Management Program Guidelines.

**7. FINANCIAL CLOSEOUT REPORTS**

The County shall provide the City with monthly program reports. Those reports shall include documentation of the expenditures of both City and County funds for rental housing assistance during the period of this Agreement.

Additionally, the reports shall describe with reasonable particularity program services rendered, the dates thereof, and the beneficiaries receiving such service. Reimbursement shall be contingent upon the County's submission of monthly expenditure reports, along with required source documentation, beginning with the first month of this Agreement. Monthly program reports must be received by the City within 20 days of the close of the month for which payment is requested and must be submitted according to the format as established by the City and the County.

**8. FUNDS NOT EXPENDED**

Based on the Monthly Program Reports, any funds provided for rental housing assistance services that are not expended by the end of term of this Agreement, or that are not expended due to termination of this Agreement, shall be returned to the City and County in the same percentage as actual funds were contributed.

**9. NOTICE**

Except as otherwise provided in this Agreement, any notice of default or termination from either party to the other party must be in writing and sent by certified mail, return receipt requested, or by personal delivery with receipt. For purposes of all notices, the City and County representatives are:

County: Claudia Tuck  
Community Support Services Director  
218 SE 24<sup>th</sup> Street  
Gainesville, FL 32641

City: Fredrick J. Murry  
Assistant City Manager  
P.O. Box 490, Station 6  
200 East University Avenue  
Gainesville, FL 32627

A copy of any notice, request or approval to the County must also be sent to:

J.K. "Jess" Irby  
Clerk of the Court  
201 E. University Avenue  
Gainesville, FL 32601  
Attn: Finance and Accounting

and

Purchasing Division  
12 SE 1<sup>st</sup> Street  
Gainesville, FL 32601  
Attn: Contracts

**10. DEFAULT AND TERMINATION**

The failure of either party to comply with any provision of this Agreement will place that party in default. Prior to terminating the Agreement, the non-defaulting party will notify the defaulting party in writing. This notification will make specific reference to the provision which gave rise to the default.

The non-defaulting party will give the defaulting party seven (7) days to cure the default. The Community Support Services Director is authorized to provide written notice of termination on behalf of the County, and if the default situation is not corrected within the allotted time, the Community Support Services Director is authorized to provide final termination notice on behalf of the County to the City.

The Assistant City Manager is authorized to provide written notice of termination on behalf of the City, and if the default situation is not corrected within the allotted time, the Assistant City Manager is authorized to provide final termination notice on behalf of the City to the County.

Either party may terminate this Agreement (through action of its respective Commission) with or without cause by first providing at least thirty (30) days written notice to the other, prior to the termination date. The Community Support Services Director is authorized to provide written notice of default on behalf of the County. The Assistant City Manager is authorized to provide written notice of default on behalf of the City.

In case of termination, the County shall refund to the City, a pro-rated share of the funds paid or due calculated from the date of termination through the end of the month, based upon the monthly payment schedule.

If funds to finance this Agreement become unavailable, either party may terminate the Agreement with not less than twenty-four (24) hour notice in writing to the other. The terminating party will pay the other for all work completed prior to any notice of termination.

**11. PROJECT RECORDS**

The parties will retain all records relating to this Agreement for three years after the completion of all work is performed. The parties will make available any and records relating to this Agreement for copying and inspection upon written request of the other. Furthermore, the parties will make any records relating to this Agreement available to any state, federal or regulatory authorities, who may wish to review, inspect or copy these records. Records which relate to any litigation, appeals or settlements of claims arising from the Agreement shall be maintained and made available until a final disposition has been made of such litigation, appeals, or claims.

**12. INSURANCE**

The parties represent and warrant that they are self-insured in accordance with the provisions of Section 768.28, Florida Statutes.

~~**13. PERMITS**~~

~~The County will obtain and pay for all necessary permits, permit application fees, licenses or any fees required.~~

**14. LAWS & REGULATIONS**

Each party will comply with all laws, ordinances, regulations, and requirements applicable to the performance of this Agreement by each party. Each party is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect their performance under this Agreement.

**15. LIABILITY**

Each party shall be solely responsible for the negligent or wrongful acts of its public officials and employees. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.

**16. ASSIGNMENT OF INTEREST**

Neither party will assign or transfer any interest in this Agreement without prior written consent of the other party.

**17. SUCCESSORS AND ASSIGNS**

The County and City each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants, and provisions of this Agreement.

**18. THIRD PARTY BENEFICIARIES**

This Agreement does not create any relationship with, or any rights in favor of, any third party.

**19. SEVERABILITY**

If any provision of this Agreement is declared void by a court of law, all other provisions will remain in full force and effect

**20. NON WAIVER**

The failure of any party to exercise any right in this Agreement shall not be considered a waiver of such right.

**21. GOVERNING LAW AND VENUE**

This Agreement is governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

**22. ATTACHMENTS**

All exhibits attached to this Agreement are incorporated into and made part of this Agreement by reference.

**23. AMENDMENTS**

The parties may amend this Agreement only by mutual written agreement of the parties.

**24. CAPTIONS AND SECTION HEADINGS**

Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.

**25. CONSTRUCTION**

This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that both parties have substantially contributed to the preparation of this Agreement.

**26. COUNTERPARTS**

This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument.

**27. RECORDING OF AGREEMENT**

The County, upon execution of this Agreement by both parties shall record this Interlocal Agreement in the public records of Alachua County, Florida.

**28. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement and supersedes all prior written or oral agreements, understandings, or representations.

**ALACHUA COUNTY, FLORIDA**

Attest: \_\_\_\_\_  
Jesse K. Irby II, Clerk

By: \_\_\_\_\_  
Ken Cornell, Chair

**Board of County Commissioners**

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Alachua County Attorney

**CITY OF GAINESVILLE, FLORIDA**

Attest: \_\_\_\_\_  
Kurt Lannon  
Clerk of the Commission

By: \_\_\_\_\_  
Lauren Poe, Mayor  
City of Gainesville

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Nicolle M. Shalley, City Attorney

## ATTACHMENT A

### SCOPE OF SERVICES

#### **RAPID REHOUSING**

The County shall administer the Rapid Rehousing Program to award funding to eligible recipients who are in need of a rental subsidy to assist with obtaining a lease on a rental unit. Eligible recipients must qualify as very-low income household with at least one adult who is person with special needs as defined in s. 420.004, or a person who is homeless as defined in s. 420.621 at the time of application. Rent subsidy assistance may include utility deposits, security deposits and payment of rent equal to no more than twelve (12) months with a maximum grant funding award of \$6,000.

Additionally, applicants must be entered into the local Homeless Management Information System (HMIS) and assistance will be provided based upon priority ranking as established by the local Continuum of Care (CoC).

The recipient's lease must be at least twelve (12) months. Case management services will be provided by Alachua County Community Support Services Department Social Services Division or referred to community social service agencies. Collaboration with local Continuum of Care (CoC) lead agency, landlords and realtors will be fostered to provide monitoring and improve program efficiency and effectiveness.

#### **EVICTION PREVENTION**

The County shall administer Strategy the Eviction Prevention Program to award funding to eligible recipients who are in need of one-time payment assistance with rent payments that are in arrears. Eviction prevention applies only to rental dwellings to prevent homelessness. Eligible recipients may seek assistance for rent payments in arrears that are equal to no more than six (6) months' rent with a maximum grant funding award of \$3,000.

Applications for assistance under this program will be reviewed and approved based on a first-come, first-qualified, first-served basis.

The recipient's lease must be at least twelve (12) months. Case management services will be provided by Alachua County Community Support Services Department Social Services Division or referred to community social service agencies. Collaboration with local Continuum of Care (CoC) lead agency, landlords and realtors will be fostered to provide monitoring and improve program efficiency and effectiveness.

The City and County funding priority for the Direct Program Services is the implementation of the Rapid Rehousing Services. The Rapid Rehousing Program to provide rental subsidies to assist eligible individuals and families with obtaining a lease on a rental unit, including from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. Based upon funding availability the City and County may implement the Eviction Prevention Program to provide ~~one-time payment~~ assistance to eligible individuals and families with rent payments in arrears that are equal to no more than six (6) months to prevent eviction.



**ATTACHMENT B**

Housing Focused Case Management Program  
**Program Overview**

<b>Operations</b>	
<b>Project Period</b>	SFY 2017/2018 (FY 18) Launch - July 2017
<b>Funder(s)</b>	Inter-local Agreement: Alachua County - (SHIP & General Revenue) City of Gainesville - (SHIP)
<b>Program Services Oversight Responsibility</b>	Alachua County Community Support Services - Division of Social Services
<b>Program Budget</b>	\$ - Total Budget \$ - Operations \$46,000 for one HF Social Service Coordinator (\$23,000 County/\$20,000+ City) \$220,000 - Direct Assistance (3 <sup>rd</sup> party payments on behalf of clients) (\$100,000 City of Gainesville SHIP & \$121,000 Alachua County SHIP)
<b>Staffing Resources</b>	One (1) Housing Focused Case Manager
<b>Approach</b>	Housing First
<b>Data Tracking</b>	Client Service Network (CSN) – Alachua County Case Management System (CMS) Homeless Management Information System (HMIS)
<b>Agreements for Priority Access to Services</b>	GRACE Marketplace Dignity Village St. Francis House Family Promise of Gainesville
<b>Partnerships</b>	Alachua County Division of Court Services Alachua County Housing Authority Alachua County School Board Career Source of North Central Florida Catholic Charities City of Gainesville Department of Children & Families Department of Health (WIC, etc.) DOE Vocational Rehabilitation Early Learning Coalition Gainesville Housing Authority Meridian Behavioral Healthcare Three Rivers Legal Services  As well as other Community Based Organizations (CBOs), Faith Based Organizations (FBOs), community health providers, and local law enforcement agencies.  Special relationship building efforts will be made with private landlords, realtors, property investors, and income based properties (LIHTC identified) to increase housing opportunities for households served under HFCMP.

<b>Program Details</b>	
<b>Project Description</b>	The Housing Focused Case Management (HFCM) Program’s goal is to quickly re-house individuals and families, who are experiencing homelessness. HFCM’s goal is to reduce and/end homelessness by helping individuals and families secure attainable housing and through the provision of case management.
<b>Target Population</b>	Alachua County Residents meeting the VI-SPDAT score range and SHIP Special Needs criteria: <ul style="list-style-type: none"> <li>• Developmental Disabilities (DD)</li> <li>• Recipient of SSD/SSI or other Disability Benefits</li> <li>• Youth Aging Out of Foster Care</li> <li>• Survivor of Domestic Violence</li> <li>• Person with Disabling Condition requiring independent living services</li> </ul> Or SHIP Homeless definition
<b>Geography Served</b>	Alachua County Residents NOTE: City SHIP funds will be restricted to City of Gainesville Residents
<b>Capacity</b>	25 to 35 Households per year, per staff (figures may vary depending on case intensity)
<b>Accessibility</b>	Referrals will only be accepted from the Coordinated Entry System (CES) – exceptions apply with administrative approval
<b>Length of Services</b>	Not to exceed a total of twelve (12) months; program applicability
<b>Assistance Limits</b>	Deposits: \$1,700 Rent Subsidy: \$ 6,000 - max per household (SHIP) NOTE: Additional funds may be available through GR
<b>Eligibility Criteria</b> Note: exceptions apply with administrative approval	VI-SPDAT: Score of 4 – 10 Income: 50% SHIP Income Limits Housing Status: Homeless per Florida Statue Residency: Must have ability to demonstrate prior established residency in Alachua County 90 (ninety) days prior to application date
<b>Disqualifiers</b>	Prior SHIP Security/Deposits recipients cannot receive deposits again Prior SHIP Eviction Prevention/Rent Subsidy recipients cannot receive assistance within 2 years of their last assistance Unable to become or no longer being the primary resident of the unit
<b>Sustainability Criteria</b>	Ability to maintain housing and meet basic needs post services
<b>Eligible Services</b>	<ul style="list-style-type: none"> <li>• Case Management/Supportive Services/Wrap Around Care</li> <li>• Housing Application Fees (including background checks)</li> <li>• Security Deposit</li> <li>• First Month’s Rent</li> <li>• Last Month’s Rent</li> <li>• Rental Subsidy (not to exceed 12 months – including First &amp; Last)</li> <li>• Utility Assistance (TBD)</li> </ul>

<b>Housing Unit Requirements</b>	Monthly rent may not exceed maximum rents as established by FHFC Rent Schedule (120%) Must pass HUD Habitability Standards (See Exhibit 1) Lease must be for one (1) year Must be able to contribute 30% of their income towards their rent expenses
<b>Assessments</b>	Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) at point of referral Self-Sufficiency Matrix (SSM) and (SPDAT) will be conducted at entry and SSM will be conducted again at interim, exit, and follow-up to track progress throughout the life of the case
<b>Certification Requirements</b>	Income certification will occur at program entry. Households will meet with SSC on a minimum of a monthly basis, but case plan review and goal development will be revisited every ninety (90 days) for continued determination of participation based on household's desire for continued services and demonstrated need. If household is recommended for closure – compliant households may be provided one month of additional assistance to assist with transition off program services.
<b>Outcomes</b>	75% of HHs Served will remain housing stable 90 days post exit date 85% of HHs, that completed program with housing stability, will remain housed one year post exit
<b>Appeal Process</b>	Alachua County Protocol

**Florida Statue 420.621 – Homeless Definition:**

(5) “Homeless,” applied to an individual, or “individual experiencing homelessness” means an individual who lacks a fixed, regular, and adequate night time residence and includes an individual who:


- (a) Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- (b) Is living in a motel, hotel, travel trailer park, or camping ground due to a lack of alternative adequate accommodations;
- (c) Is living in an emergency or transitional shelter;
- (d) Has a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- (e) Is living in a car, park, public space, abandoned building, bus or train station, or similar setting; or
- (f) Is a migratory individual who qualifies as homeless because he or she is living in circumstances described in paragraphs (a)-(e).

The terms do not refer to an individual imprisoned pursuant to state or federal law or to individuals or families who are sharing housing due to cultural preferences, voluntary arrangements, or traditional networks of support. The terms include an individual who has been released from jail, prison, the juvenile justice system, the child welfare system, a mental health and developmental disability facility, a residential addiction treatment program, or a hospital, for whom no subsequent residence has been identified, and who lacks the resources and support network to obtain housing.

**SHIP Special Needs:**

**Types of Special Needs  
defined in S.420.0004**

Developmental Disabilities (DD)  
Receives SSD/SSI or other Disability Benefits  
Youth Aging Out of Foster Care  
Survivor of Domestic Violence  
Person with Disabling Condition requiring  
independent living services



**EXHIBIT 1**  
**Housing Habitability Standards**  
**Rental Assistance Program**  
**Inspection Checklist**

**About this Tool**

The following are the standards for housing unit inspections under the Rental Assistance Program:

These standards apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of Rental Program Assistance.

The housing unit inspections will be conducted by Alachua County Division of Social Services using the format below to document compliance:

**Instructions:** Mark each statement as ‘A’ for approved or ‘D’ for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved or Deficient	Element
	1. <i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. <i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply:</i> The water supply must be free from contamination.
	6. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. <i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. <i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.

	10. <i>Sanitary condition</i> : The housing and any equipment must be maintained in sanitary condition.
	<p>11. <i>Fire safety</i>: Both conditions below must be met to meet this standard.</p> <ul style="list-style-type: none"> <li>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</li> <li>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</li> </ul>

(Source: U.S. Department of Housing and Urban Development, Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees under the Recovery Act)

DRAFT

**CERTIFICATION STATEMENT**

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

Therefore, I make the following determination:

- Property is approved.
- Property is not approved.

<u><b>Case Name:</b></u> _____			
<u><b>Street Address:</b></u> _____			
<u><b>Apartment:</b></u> _____	<u><b>City:</b></u> _____	<u><b>State:</b></u> _____	<u><b>Zip:</b></u> _____
<u><b>Evaluator's Signature:</b></u> _____			<u><b>Date:</b></u> _____
<u><b>Please Print. Name:</b></u> _____			
<u><b>Exec. Dir. Initial:</b></u> _____			

DRAFT

**EXHIBIT 2**  
**Rental Assistance Annual Report Household Data Summary**

**Name of Client:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City & State Name:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**City or County:** \_\_\_\_\_ **Unincorporated area:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Age of Head of Household:** \_\_\_\_\_

**Number of persons in household:** \_\_\_\_\_

**Race:** \_\_\_\_\_ **Special Needs:** \_\_\_\_\_

**Type of Assistance:** Rapid Rehousing or Eviction Prevention

**Applicant Name or Project Identifier:** CG- \_\_\_\_\_ or AC- \_\_\_\_\_

\_\_\_\_\_ **Total gross household income**

\_\_\_\_\_ **VERY LOW** \_\_\_\_\_ **EXTREMELY LOW** \_\_\_\_\_

\_\_\_\_\_ **Utility deposits**

\_\_\_\_\_ **Rental deposits**

\_\_\_\_\_ **Total amount of funds expended**

\_\_\_\_\_ **Expenditure date** (date funds are fully expended and unit is occupied.)

\_\_\_\_\_ **Monthly Rent**

\_\_\_\_\_ **Number of Bedrooms**

Exhibit 3  
Quarterly Summary Report

Date Period:

Measure	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
# of HH Served YTD						
# of Applicants						
# of Assessments Completed						
# of Program Entries						
# of Program Exits						
% of Income Increase						
% Housing Stable at Exit						
% Reduction in Expenses at Exit						
% Non-compliance						

DRAFT





# **STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

## **LOCAL HOUSING ASSISTANCE PLAN**

**STATE FISCAL YEARS  
2014-2015/2015-2016/2016-2017  
LHAP Amendment**

**Resolution # \_\_\_\_\_**

**Passed \_\_\_\_\_**



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**I. PROGRAM DESCRIPTION:**

- A. **Name of the participating local government and Interlocal if Applicable:**  
**City of Gainesville, Florida.**

Interlocal: Yes \_\_\_\_\_ No  X

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

1. Interlocal Agreement with Alachua County:  
a. Special Needs Housing Program. A copy of the Interlocal Agreement is attached as **Exhibit H.**

- B. **Purpose of the Program:**

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

- C. **Fiscal Years covered by the Plan:**

✓  2014/2015;  ✓  2015/2016;  ✓  2016/2017

- D. **Governance:**

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The City of Gainesville SHIP Program furthers the housing element of the City of Gainesville Comprehensive Plan.

- E. **Local Housing Partnership**

The City of Gainesville continues to encourage public/private partnerships among housing developers, lending institutions, real estate professionals, community-based organizations, housing providers and advocates for low income persons and community groups to promote the development of affordable housing and related housing services.

- F. **Leveraging:**

The Plans are intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing programs, including the U.S. Department of Housing and Urban Development (HUD) programs, Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), other state and local programs and private lending institutions.

Any units or applicants receiving assistance from SHIP and other federal, state or local programs shall be required to comply with any requirements specified by other programs in addition to SHIP Program requirements. In the event the SHIP and other programs have restrictions on the same issue, the more restrictive regulation shall take precedence. If one program is silent on the issue, the program with a regulation on the issue shall apply per Florida Administrative Code 67-37.007(12).

**G. Public Input:**

Public input was solicited through face to face meetings with housing providers, local lenders, housing inspectors and community residents. The Affordable Housing Advisory Committee conducted a public hearing to solicit input on the Plan. Public input was also solicited through the local newspaper and public press releases.

**H. Advertising and Outreach:**

The City of Gainesville shall advertise any Notice of Funding Availability (NOFA) in the local newspapers 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 and/or no funding available due to a waiting list, then no NOFA is required and will not be published.

**I. Discrimination:**

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing. In addition to the SHIP funds, the City of Gainesville receives federal funding for housing programs and must comply with Fair Housing regulations. In the administration and implementation of the Comprehensive Housing Program, the City of Gainesville encourages and supports affirmative advertising and marketing programs in which there are no barriers to obtaining housing due to race, religion, color, age, sex, marital status, familial status, national origin, handicap, sexual orientation or gender identity. A copy of the Fair Housing Logo is posted at the Housing Division Office and all documents relating to program activities will include the Fair Housing Logo.

**J. Support Services and Counseling:**

Support services are available from various sources. Available support services may include but are not limited to:

- Homebuyer Education and Training
- Credit and Budget Counseling
- Foreclosure Prevention Counseling
- Homeowner Education and Training
- Tenant Counseling

**K. Purchase Price Limits:**

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:

- Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers

[The Purchase Price Limits used in the SHIP Program are updated annually by the U.S. Department and Urban Development \(HUD\) and posted at \[www.hudexchange.info/\]\(http://www.hudexchange.info/\). The Purchase Price Limit for New and Existing homes for the Gainesville Metropolitan Are is shown on the Housing Delivery Goals Charts.](#)

**L. Income Limits, Rent Limits and Affordability:**

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 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.

**M. Welfare Transition Program:**

Should an eligible sponsor be awarded SHIP funds, the City of Gainesville has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

**N. Monitoring and First Right of Refusal:**

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance whichever is longer unless as specified above. For those developments that the Florida Housing Finance Corporation provides the same monitoring and determination, the City of Gainesville may rely on such monitoring and determination of tenant eligibility.

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

**O. Administrative Budget:**

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These budgets are presented on an annual basis for each State fiscal year submitted. The City of Gainesville finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

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

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:** “The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.”

**The City of Gainesville has adopted the above findings in the attached Resolution, Exhibit E.**

**P. Program Administration:**

Administration of the local housing assistance plan is the responsibility of the City of Gainesville. Should a third party entity or consultant contract for all of or part of the administrative or other functions of the program., the City of Gainesville or the administrator shall provide in detail the duties, qualification and selection criteria.

**Q. Essential Service Personnel**

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.

For the purposes of this local housing assistance plan, the City of Gainesville defines essential services personnel as: any household earning up to 120 % area median income (AMI); and employed in the education system as teachers and educators; police, fire and code enforcement personnel; government employees; military personnel; health care personnel; or skilled building trades. Other job categories may be included in the Essential Service Personnel definition as the City revises the definition to conform with local economic and industry trends.

**R. Section 420.9075(3)(d), F.S.:**

In order to encourage innovative design and green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance in new construction and housing rehabilitation, specifications for New Construction and Housing Rehabilitation strategies will be tailored to meet green standards. Energy efficiency is a priority for existing homes; and new homes will be designed to include to Energy Star standards. Because of the importance of green innovation and sustainability, the City advertises these type of projects as “green certified” to demonstrate a commitment to the citizens of Gainesville. The City selects materials such as, Hardi siding and metal roofing for durability and low maintenance whenever possible; 30-year Energy Star shingles are specified; low VOC paints are used; vinyl Energy Star insulated windows with argon gas and low E glass are used as replacement windows in rehabilitation and R-30 insulation is standard for all projects.

## II. LHAP HOUSING STRATEGIES:

<b>A. Purchase Assistance Program- Downpayment Assistance Program</b> <a href="#"><u>Code 2</u></a>
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- a. **Summary of the Strategy:** The purpose of the Purchase Assistance Program-New or Existing is to promote homeownership for first-time homebuyers. Funds are provided to assist eligible first-time homebuyers with purchasing a new or existing home (with or without rehabilitation). To qualify, applicants must be able to obtain a mortgage loan from a Purchase Assistance Program certified lender; and select a home for purchase that meets the SHIP Program criteria. Eligible activities under this strategy shall include downpayment assistance and closing costs assistance. The homebuyer must pay a minimum of 2% of the sales price of the home. In accordance with a homebuyer feasibility analysis, only the amount of SHIP subsidy required to close will be awarded. All eligible recipients must complete a homebuyer education and training program, administered by a City of Gainesville approved entity.
- b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017
- c. **Income Categories to be served:** Very Low/Low/Moderate
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$10,000.
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due upon sale loan, forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-qualified, first-serve basis, following receipt of an application, income qualification, first mortgage approval, completion of a City-approved homeownership training program and other criteria as required to determine applicant eligibility.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Purchase Assistance Program- Downpayment Assistance Program.
- h. **Additional Information:** Not Applicable.

**B. Purchase Assistance Program- New Construction**[Code 10](#)

- a. **Summary of the Strategy:** The purpose of the Purchase Assistance-New Construction Program is to provide affordable homeownership opportunities for eligible homebuyers; and to stabilize neighborhoods through the development of new affordable housing. The new housing units may be constructed on infill lots or as part of a larger development of vacant lots within the City. This program will address the need to provide decent, safe and affordable homes to eligible homebuyers. Funds will be used as a subsidy to provide subordinate financing to assist in making the purchase of the new home affordable. Eligible costs include construction costs and related project soft costs (e.g., architectural, engineering, related professional services such as credit reports, recordation and filing fees, appraisal fees, survey fees, building permits, builders fees).
- b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017
- c. **Income Categories to be served:** Very Low/Low/Moderate
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$35,000.
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due upon sale loan, forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-qualified, first-serve basis, following receipt of an application, income qualification, first mortgage approval, completion of a City-approved homeownership training program and other criteria as required to determine applicant eligibility. Priority will be given to applicants who qualify as Essential Service Personnel.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Purchase Assistance-New Construction Program.
- h. **Additional Information:** Not Applicable.

**C. Housing Rehabilitation- Roof Program**[Code 3](#)

- a. **Summary of the Strategy:** The purpose of the Housing Rehabilitation-Roof Program is to prevent further damage to homes, and reduce rehabilitation costs of homes by repairing or replacing deteriorated or leaking roofs. Eligible repairs are limited to the roof of the structure on the home. Eligible costs include construction costs and related project soft costs (e.g., architectural, engineering, related professional services such as credit reports, recordation and filing fees, appraisal fees, lead based paint inspections, building permits, builders fees). Mobile homes are not eligible to receive assistance from this program.



- b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017
- c. **Income Categories to be served:** Extremely Low/Very Low/Low
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$15,000.
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due on sale loan forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-qualified, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Housing Rehabilitation-Roof Program.
- h. **Additional Information:** Not Applicable.

<b>D.</b>	<b>Housing Rehabilitation Program- Minor Rehabilitation</b>	<a href="#"><u>Code 3</u></a>
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- a. **Summary of the Strategy:** The Housing Rehabilitation Program - Minor Rehabilitation is designed to provide assistance to eligible homeowners to improve the health and safety conditions in the unit to preserve the home. The Housing Rehabilitation Program - Minor Rehabilitation will address the repair of health and safety violations on a home. The program addresses the minor rehabilitation of a home without requiring the issuance of a Code Violation Notice. All code violations may not be addressed. The program will be applied to homes that are in need of deferred maintenance. The repair priorities include, but are not limited to: roof, electrical, heating, plumbing and handicap accessibility, if applicable. Eligible costs include construction costs and related project soft costs (e.g., architectural, engineering, related professional services such as credit reports, recordation and filing fees, appraisal fees, lead based paint inspections, building permits, builders fees). Mobile homes are not eligible to receive assistance from this program.
- b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017
- c. **Income Categories to be served:** Extremely Low/Very Low/Low
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$30,000.
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due upon sale loan, forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.

- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-qualified, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Housing Rehabilitation-Minor Rehabilitation Program.
- h. **Additional Information:** Not Applicable.

<b>E.</b>	<b>Housing Rehabilitation Program- Major Rehabilitation</b>	<a href="#"><u>Code 3</u></a>
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- a. **Summary of the Strategy:** The Housing Rehabilitation Program - Major Rehabilitation is designed to provide assistance to eligible homeowners to improve the health and safety conditions in the unit to preserve the home. The Housing Rehabilitation Program - Major Rehabilitation will address the repair of serious health and safety violations on a home. This program addresses the substantial rehabilitation of a home without requiring the issuance of a Code Violation Notice. All code violations may not be addressed.

The homes eligible for rehabilitation under this program must be considered substandard with health and safety violations that exceed the repair priorities of the Housing Rehabilitation Program - Minor Rehabilitation. Eligible repair priority includes, but is not limited to: roof, electrical, heating, plumbing, structural and handicap accessibility, if applicable. Eligible costs include construction costs and related project soft costs (e.g., architectural, engineering, related professional services such as credit reports, recordation and filing fees, appraisal fees, lead based paint inspections, building permits, builders fees). Mobile homes are not eligible to receive assistance from this program.

- b. **Fiscal Years Covered:** **2014/2015, 2015/2016, 2016/2017**
- c. **Income Categories to be served:** **Extremely Low/Very Low/Low**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** **\$50,000.**
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year deferred due upon sale loan, forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-qualified, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Housing Rehabilitation-Major Rehabilitation Program.
- h. **Additional Information:** Not Applicable.

**F. Replacement Housing Program**[Code 4](#)

- a. **Summary of the Strategy:** The Replacement Housing Program (RHP) will address housing units that are infeasible to rehabilitate due to the existing major health and safety violations, and the exorbitant cost of repairs required to make these dwellings meet the minimum housing code requirements. Funding for this program will be reserved for homeowners who applied to the Housing Rehabilitation Program for assistance and their homes were subsequently determined to be infeasible to rehabilitate. The RHP program will assist a homeowner with demolishing the existing home and rebuilding a new home on the same site or other equivalent site. The house plans will be provided by the City of Gainesville Housing Division. Eligible costs include construction costs and related project soft costs (e.g., architectural, engineering, related professional services such as credit reports, recordation and filing fees, appraisal fees, survey fees, lead based paint inspections, building permits, builders fees). Mobile homes are not eligible to receive assistance from this program.
- b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017
- c. **Income Categories to be served:** Extremely Low/Very Low/Low
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$125,000.
- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 30-year due upon sale loan, forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved based on a first-come, first-qualified, first-served basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville staff shall administer the Replacement Housing Program.
- h. **Additional Information:** Not Applicable.

**G. Mortgage Foreclosure Intervention Program**[Code 7](#)

- a. **Summary of the Strategy:** The Mortgage Foreclosure Intervention Program (MFI) offers qualified homeowners an opportunity to avoid foreclosure and retain their homes. Funds will be provided to eligible homeowners to assist with bringing their mortgage payments current. Eligible expenses include, but are not limited to: delinquent mortgage payments (principal, interest, taxes and insurance), attorney's fees, late fees and other customary fees, if applicable. Mobile homes are eligible if the residential unit meets the standards of Chapter 553, Florida Statutes for homeownership.
- b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017
- c. **Income Categories to be served:** Extremely Low/VeryLow/Low/Moderate
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$5,000.

- e. **Terms, Recapture and Default:** The funds shall be made available in the form of a 0% interest rate, 10-year due upon sale loan, forgivable at the end of the compliance period. A mortgage is recorded on the property. The recipient is required to own and occupy the property as a principal residence during the compliance period. If the recipient defaults on any terms of the mortgage and note during the compliance period, then the full balance of the loan shall become due and payable. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-qualified, first-serve basis, following receipt of an application, income qualification and completion of a workout plan with a Certified HUD Housing Counselor.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Mortgage Foreclosure Intervention Program.
- h. **Additional Information:** Not Applicable.

<b>H.</b>	<b>Disaster Relief Program</b>	<a href="#"><u>Code 5</u></a>
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- a. **Summary of the Strategy:** The Disaster Strategy provides assistance to households following a natural disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a natural disaster using any funds that have not yet been encumbered or additional disaster funds issued by the Florida Housing Finance Corporation.  
  
SHIP disaster funds may be used for items such as, but not limited to: (a) purchase of emergency supplies for eligible households to weatherproof damaged homes; (b) interim repairs to avoid further damage; (c) construction of wells or repair of existing wells where public water is not available; (d) payment of insurance deductibles for rehabilitation of homes covered under homeowners insurance policies; (e) security deposit; (f) rental assistance for duration of Florida Office of Governor Executive Order, for eligible recipients that have been displaced from their homes due to disaster; and (g) other activities as proposed by the City of Gainesville and approved by the Florida Housing Finance Corporation that are in compliance with SHIP statutes and any emergency declarations that may be in effect at the time. Mobile homes are not eligible to receive assistance from this program.
- b. **Fiscal Years Covered:** **2014/2015, 2015/2016, 2016/2017**
- c. **Income Categories to be served:** **Extremely Low/VeryLow/Low/Moderate**
- d. **Maximum Award is noted on the Housing Delivery Goals Charts:** **\$5,000.**
- e. **Terms, Recapture and Default:** All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture.
- f. **Recipient Selection Criteria:** Applications for assistance under this program will be reviewed and approved on a first-come, first-qualified basis.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Disaster Relief Program.

- h. **Additional Information:** SHIP funds at all times must be used for eligible applicants and eligible housing. SHIP disaster funds may not be used for the purchase or rehabilitation of mobile homes.

<b>I. Housing Counseling Program</b>
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- a. **Summary of Strategy:** The City of Gainesville Housing Division is a certified HUD Housing Counseling Agency. This certification allows the City of Gainesville to provide comprehensive housing counseling and education programs to the at-large community.

The Housing Counseling Program is designed to expand homeownership opportunities and improve access to affordable housing. The Housing Counseling Program enables any person who wants to (or alqualified does) rent or own housing to obtain the counseling and resources needed for seeking, financing, maintaining, renting, or owning a home to become successful homeowners and responsible renters.

The Housing Counseling program works to prevent homelessness and to promote safe, stable and affordable housing. The Housing Counseling Program offers advice, information and assistance to clients interested in pre- and post-purchase counseling and homeownership training. To meet this goal, the Housing Counseling Program offers one-on-one counseling, as well as counseling over the telephone. In addition, group seminars are conducted to provide general consumer information on the home purchase process, financing options, credit repair, financial literacy and other topics that help meet the goals of homeownership to assist clients with making informed and reasonable decisions regarding their housing needs. The Housing Counseling Program offers, but is not limited to, counseling and training in the following areas:

- o *Homebuyer Education and Training;*
- o *Homeowner Maintenance Education and Training;*
- o *Tenant Education and Training*
- o *Mortgage Default Counseling; and*
- o *Budget and Credit Counseling.*

- b. **Fiscal Years Covered:** **2014/2015, 2015/2016, 2016/2017**
- c. **Income Categories to be served:** **Extremely Low/VeryLow/Low/Moderate**
- d. **Maximum Award:** Not Applicable.
- e. **Terms, Recapture and Default:** Not Applicable.
- f. **Recipient Selection Criteria:** Provide housing counseling services and other support services to extremely low-to-moderate income persons/families within the Gainesville/Alachua County area.
- g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Housing Counseling Program. On a limited basis, the City and Alachua County may also partner with Neighborhood Housing Development Corporation, a non- profit housing provider, to provide homebuyer training for the Purchase Assistance- Downpayment Assistance Program.
- h. **Additional Information:** Not applicable.

## J. Special Needs Housing Program

[Code 12](#)

a. **Summary of the Strategy:** Development of special needs housing is an eligible activity and is considered as rental housing construction. Through an inter-local agreement, the City of Gainesville and Alachua County will jointly sponsor a fund targeted to the construction and rehabilitation of housing for persons with special needs.

Funds will be available for qualified sponsors who serve households of persons with special housing needs which include, but are not necessarily limited to the: persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome (“AIDS”) and Human Immunodeficiency Virus (“HIV”) disease; runaway and abandoned youth; the elderly; and disabled adults. New construction and rehabilitation are eligible activities.

b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017

c. **Income Categories to be served:** Extremely Low/Very Low/Low

d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$6,000/unit

e. **Terms, Recapture and Default:** A mortgage is recorded on the property. Funds are provided to sponsors as a 0% interest rate, 15-year due upon sale loan, on a first- come, first-qualified, first-served basis. The housing must remain affordable and occupied by income eligible beneficiaries for a period of 15 years. All SHIP assisted rental properties offered for sale prior to the 15-year term of affordability must be subject to a right of first refusal for purchases at the current market value, less the amount of the SHIP subsidy, by eligible nonprofit organizations who would provide continued occupancy by eligible persons. Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability unless the original amount of the loan is \$3,000.00 or less. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.

f. **Recipient Selection Criteria:** See Exhibit H- SHIP Special Needs Interlocal Agreement, Program Guidelines.

g. **Sponsor Selection Criteria, if applicable:** See Exhibit H- SHIP Special Needs Interlocal Agreement, Program Guidelines.

h. **Additional Information:** SHIP funds may be used as leveraged funds for the HUD Continuum of Care Program and/or other applicable federal, state, local or private funding programs.

**K. Rental Construction Program**[Code 14,15,21](#)

a. **Summary of the Strategy:** The purpose of the Rental Construction Program is to provide a local government contribution to qualified developers to stimulate the construction of new rental housing and rehabilitation of existing units for income eligible tenant households. Eligible expenses include construction and rehabilitation costs only. Priority may be given to projects that are located in neighborhoods within the City that have no and/or a shortage of affordable rental units available for low-income households. Eligible applicants may include individuals, non-profit corporations, partnerships, for-profit corporations and/or limited liability companies.

b. **Fiscal Years Covered:** 2014/2015, 2015/2016, 2016/2017

c. **Income Categories to be served:** Extremely Low/Very Low/Low

d. **Maximum Award is noted on the Housing Delivery Goals Charts:** \$100,000.

e. **Terms, Recapture and Default:** The terms and conditions of the funds used in this strategy will be determined on a case-by-case basis depending on the financial capacity of the rental housing project. SHIP funds may be provided as a loan and/or grant to support the financing structure and/or leveraging of the rental housing project. Funds may also be used as a match for the U.S. Department of Housing and Urban Development HOME Program and other related programs offered by federal, State of Florida and local government to produce and preserve rental housing. When HOME funds are used with SHIP, the most restrictive rules and regulations may apply. Loans may be a combination of deferred, due on sale, zero interest and/or low interest. A mortgage and/or other related instrument will be recorded on the property.

Eligible sponsors assisted under this strategy must reserve rental housing for eligible persons for 15 years or the term of the assistance, whichever period is longer. A subordination of this mortgage will only be approved under the guidelines of the Loan Subordination Policy established by the City of Gainesville.

Eligible sponsors that offer rental housing for sale before 15 years or that have an outstanding loan and/or grant balance under this strategy must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons. However, if the new buyer is eligible for the program, then the terms and conditions of the loan and/or grant may be assumed, as long as, all other SHIP and/or local requirements are met. Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements. Recapture of any loan and/or grant may be repaid to SHIP, HOME and other related programs based on the percentage of the financing provided to the project, as applicable. For those developments that the Florida Housing Finance Corporation provides the same monitoring and determination, the City may rely on such monitoring and determination of tenant eligibility.

f. **Recipient Selection Criteria:** Applicants must be income eligible under SHIP Program guidelines.

g. **Sponsor Selection Criteria, if applicable:** The City of Gainesville shall administer the Rental Construction program. An eligible developer/sponsor may submit applications at any time for assistance based on funding availability. The criteria to select eligible Sponsors include, but are not limited to the following:



- Overall Capacity of Organization to Fulfill Project Proposal
- Ability to Proceed and Expedite in a Timely Manner
- Management System for Effective Production, Cost, Quality and Control
- Financial Management and Resources
- Tenant Selection
- Leveraging Resources
- Developer Fee

The SHIP assisted units must meet Rent Limits and Affordability requirements as outlined in the Plan.

h. **Additional Information:** Not Applicable.

<b>L. <u>RENTAL ASSISTANCE PROGRAM</u></b>	<b>Code 13</b>
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**a. Summary of the Strategy**

The Rental Assistance Program provides funding to pay rental security and utility deposits, as well as ongoing monthly rent subsidies on behalf of eligible very low- income persons and/or households within the city limits of the City of Gainesville.

Rental Assistance Program funds may be used for the following activities:

**1) Rapid Rehousing:**

Rapid Rehousing is defined as an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing.

Rental subsidies for Rapid Rehousing are only available to eligible households with: 1) at least one adult who is a person with special needs as defined by Florida Statutes in s.420.0004; or 2) a person who is homeless as defined in s.420.621 when the person initially qualified for a rent subsidy as follows:

**i. Rental Subsidies**

Rental subsidies not to exceed 12 months' rent for eligible households.

**ii. Rental Deposits:**

~~Landlord~~Vendor-mandated first month rent, last month rent and/or security deposits.

**iii. Utility Deposits:**

Vendor-mandated utility deposits for water, sewer, electricity, and gas only.

**2) Eviction Prevention:**

Eviction prevention is designed to keep eligible individuals and families in their rental dwelling and to help them avoid entering into homelessness.

**i. Eviction Prevention Subsidies**

Eviction prevention subsidies not to exceed 6 months' rent.

To ensure maximum effectiveness, this program will be coordinated with individual case management and supportive services with community agencies. This program will be administered by the Alachua County Department of Community Support Services.

**b. Fiscal Years Covered: 2016-2017**



c. Income Categories to be Served: Very-Low

d. Maximum Award: \$7,700\*

i. Rapid Rehousing:

1. Rental Subsidies \$6,000\*

2. Rental Deposits \$1,700\*

ii. Eviction Prevention:

1. Eviction Subsidies: \$3,000

e. Terms, Recapture and Default:

Funds will be awarded as a grant with no recapture terms.

f. Recipient Selection Criteria

Eligible applicants will be approved for assistance subject to funding availability using the following criteria:

- Applicant referrals accepted from the local Continuum of Care (CoC) Coordinated Entry System/Homeless Management Information System (HMIS) to prioritize the provision of services. Exceptions may apply with City of Gainesville administrative approval.
- Applicants must have a Vulnerability Index -Service Prioritization Decision Assistance Tool (VI-SPDAT) score of 5-10. The purpose of using the VI-SPDAT system is to quickly assess the health and social needs of eligible applicants and match them with the most appropriate support and housing interventions that are available within the community. Exceptions may apply with City of Gainesville/Alachua County administrative approval.
- Applicants must meet income eligibility requirements.
- Applicant may not be a college student unless employed 32 hours per week or more.
- For Rapid Rehousing assistance only: Applicants must have: 1) at least one adult household member who is a person with special needs as defined in 420.0004, F.S. or 2) a person who is homeless as defined in 420.621 when the person initially qualified for a rent subsidy.
- Rent Subsidy assistance is limited to twelve (12) months of rent.
- For Rapid Rehousing assistance only: Rental Security and Utility Deposit assistance is one-time only; applicants must not have been previously assisted.
- Eviction Prevention assistance, including rent arrears, is limited to six (6) months of rent.
- Applicants assisted under this strategy must lease, for at least one year (12 months), a dwelling unit which meets applicable U.S. Department of Housing and Urban and Development (HUD) Habitability Standards.
- Applicant must be the primary tenant of the dwelling unit to be leased, exceptions may apply for extenuating circumstances such as illness, death, divorce and/or other related hardship as determined by City of Gainesville/Alachua County administrative approval).
- Applicants must complete a housing stability evaluation to determine affordable monthly rents.
- Monthly rents may not exceed maximum rents, as established by the Florida Housing Finance Corporation's annual Rent Schedule
-

**g. Sponsor Selection Criteria**

The Alachua County Department of Community Support Services will administer the City of Gainesville Rental Assistance Program via ~~contract an Interlocal Agreement~~ between the City of Gainesville and Alachua County.

**h. Additional Information**

Case management will be provided by Alachua County Community Support Services Department Social Services Division or referred to community social service agencies as needed. Collaboration with local Continuum of Care (CoC) lead agency, landlords and realtors will be instrumental in program efficiency and effectiveness.

### III. LHAP INCENTIVE STRATEGIES

The City offers several incentives as recommended by the City's SHIP Affordable Housing Advisory Committee and adopted by the Gainesville City Commission in efforts to encourage and facilitate development of affordable housing in the City of Gainesville:

- 1) **Incentive: The processing of approvals of development orders or permits, as defined in s.163.3164 for affordable housing projects is expedited to a greater degree than other projects.**

The City's Fast Track Permitting Process was developed to make the option of requesting a faster permitting process available to applicants, including contractors, developers and homeowners, when applying for a building permit. If applicants pay an additional fee, this program provides them with faster permit review. Housing developments that qualify as affordable are provided with the fast track service for no additional fee by the Building Department, although they do pay for building permits. Housing developments funded by SHIP, CDBG, HOME or associated programs are qualified as affordable. In order to receive expedited permitting, applicants in the City may apply to the Housing & Community Development Division for a Certificate of Housing Affordability. The City also offers the affordable housing concept review and approval process to assist all certified affordable housing developments in meeting the State of Florida Low-Income Housing Tax Credit Program application requirements. The review process notifies applicants as to problems and objections pertaining to proposed developments. The money saved by developers through the reduced expenditures in the development of detailed engineered plans is meant to result in the delivery of housing at a lower cost than it would have been without these savings.

The AHAC also considered a variety of proposals to simplify regulatory compliance for all development, including affordable housing. Staff indicated they are already pursuing better indexing and simplification of the Land Development Code (LDC), for which the AHAC is supportive.

Recommendation: In the interest of integrating affordable and market-rate housing, provide automatic fee waived Fast Track review for projects that include at least 10% affordable units. Any project that meets this standard shall receive priority processing under Fast Track review.

- 2) **Incentive: Modification of impact fee requirements including reduction or waiver of fees and alternative methods of fee payment.**

The City does not currently require the payment of impact fees for new development. Connection fees for water and wastewater services, however, can be expensive. The City's Connect Free Program can reduce or eliminate connection fees for some existing and new affordable housing units.

The City Commission established the Connect Free Program by Resolution #030223 on July 28, 2003; and amended by Resolution #050601 on November 14, 2005 authorizing GRU to collect a 25 percent surcharge on connection charges for customer connection to the water and wastewater system outside of the City limits. The Connect Free Program is funded from one-half of the surcharge monies collected. The Connect Free Program funding is used to extend water, wastewater and reclaimed water services within the City.

The funds are allocated to address Public Health/ Safety/Environmental Problems, Affordable Housing, and Programmed Extensions.

In the event that funds allocated to Public Health/Safety/Environmental Problems or Affordable Housing are not encumbered by the end of each Fiscal Year, those funds are used the subsequent year for Programmed Extensions.

Recommendation: In the event that Connect Free Program funds allocated to Affordable Housing are not encumbered by the end of each Fiscal Year, use those funds in the subsequent year for Affordable Housing (rather than Programmed Extensions). The Committee also recommends the City increase outreach to make the community more aware of the Connect Free Program for affordable housing.

Note: Since the initial approval of the City's 2014-2017 Local Housing Assistance Plan in April 2014, the Gainesville City Commission approved Resolution #160146 in July 2016 amending the ConnectFree Program criteria to identify and prioritize projects eligible to receive ConnectFree Program assistance. The ConnectFree Program policy established in this resolution is as follows: 1) grants shall assist with the payment of costs associated with the extension, construction, and connection to the City's water, wastewater, and reclaimed water systems throughout the entire Gainesville Regional Utilities (GRU) service area; 2) households with incomes at or below the 80% median income level for Gainesville, as established by the U.S. Department of Housing and Urban Development, are eligible to receive additional funding to assist with any necessary on-site plumbing modifications; 3) priority is given to low-income households and areas, as well as projects that promote the elimination or reduction of threats to public health, safety and environmental welfare; 4) a maximum funding limit is provided per customer and per neighborhood, with the limit to be evaluated annually; 5) the City Commission shall approve any projects receiving \$50,000 or greater; 6) criteria for the use of program funds by non-profits/governments that serve special needs populations; and 7) staff reporting back in eighteen (18) months to provide an assessment of the administration of the ConnectFree Program.

### **3) Incentive: Allowance of flexibility in densities for affordable housing.**

In some multiple-family zoning districts, the City currently allows developers to increase density, within specified limits, based on a point system. In this system, points are awarded for certain design and development features, including affordable housing. Under this system, affordable housing is defined as monthly rent or mortgage payments, including taxes and insurance, not exceeding 30% of the median annual gross income for households in the Gainesville Metropolitan Area.

The percentage of units that must be affordable for a project to be awarded the bonus points is not defined. According to staff, in the few instances when this provision has been implemented, the City has negotiated with the applicant to determine the percentage of affordable units needed to obtain the bonus points. These density bonus points allow projects to be developed at a higher density than is otherwise allowed by the City.

This incentive is meant to lower land costs for affordable housing projects and subsequently lower per unit housing costs for eligible households. However, the City's system of density bonuses and its affordable housing density bonus, in particular, are rarely used. There are probably several reasons for that fact, including the following:

- compared to recent market demand, most City residential zoning districts allow relatively high density by right; as a result, most residential projects are permitted their preferred density without having to utilize the density bonus system; and

- even in the City’s highest density zoning district, providing affordable housing would result in only a small density increase—less than 2 units per acre.

For these reasons, the City, as part of a larger LDC update, is studying how to revise the density bonus system to increase its usage.

Recommendation: Increase the value (density bonus points) for providing affordable housing; and use a sliding scale where the number of points awarded increases (or decreases) as the number of affordable units provided increases (or decreases). If the LDC update results in the elimination of the density bonus points system, the City should retain some type of simple direct density bonus, such as more units or more height, for the provision of affordable housing.

**4) Reservation of infrastructure capacity for housing for very-low income persons, low-income persons, and moderate-income persons.**

As stated in the Local Housing Assistance Plan, City policy is to reserve a portion of existing infrastructure capacity for affordable housing in the future.

At the present, GRU maintains sufficient water and wastewater capacity, while stormwater retention capacity is met on a site-by-site basis. The Transportation Mobility Program Area (TMPA) covers a large portion of the City and allows for development such as urban redevelopment and infill development to occur along roads that are over their traffic capacity.

Although the development may be allowed, the exemption does not relieve the developer from various improvements stated in the Transportation Mobility Element of the Comprehensive Plan.

Recommendation: Continue to reserve infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons; Study the possibility of reserving a portion of the Feed In Tariff capacity for Affordable Housing.

**5) Allowance of affordable accessory residential units in residential zoning districts.**

Accessory residential units (ARU) were historically an effective means to provide mixed-income housing widely dispersed throughout the City. ARUs can provide affordable housing at little government cost, in neighborhoods where it is otherwise costly or impractical to create new affordable housing. ARUs can also generate a revenue stream to existing homeowners, making their home ownership more affordable and funding better property maintenance. Many ARUs currently exist in successful older single family residential neighborhoods, but new ones are generally not allowed by City’s current LDC. By comparison, in the unincorporated part of Alachua County, the County does allow “Accessory Living Units” in all single family residential zoning districts. There are concerns about the impacts of ARUs on neighborhood quality of life.

Those concerns are greatest in the neighborhoods north of the University of Florida, where it is anticipated that the demand for ARUs would be the greatest. These neighborhoods have already been impacted by the conversion of owner occupied units to rental units.

These concerns have been addressed, with varying degrees of success, in Alachua County and around the country in a variety of ways, including one or more of the following:

- Limiting the number of ARUs to one per lot;
- Limiting the size of ARUs;
- Limiting the number of parking spaces;
- Requiring owner-occupancy of the primary residence;

- Limiting the number of new ARUs created each year;
- Prohibiting new ARUs in single family neighborhoods where the number of existing rental units (primary or accessory) exceed a particular threshold;
- Developing design requirements intended to ensure ARUs complement their neighborhood.

The City has begun working on a possible ordinance, which includes many of the provisions mentioned above. In the past, there has been a lack of consensus, and even organized opposition, regarding allowing ARUs. Because ARUs are difficult to track and document, enforcement of many of these regulations can be difficult.

Recommendation: Further study. There is a significant amount of literature suggesting that ARUs can be an effective tool to provide affordable housing within various types of single family residential neighborhoods.

**6) Reduction of parking and setback requirements for affordable housing.**

The City's Comprehensive Plan contains a policy that allows for reduced parking requirements, where appropriate. In instances where it is proven that the proposed use will generate less parking than the minimum required by City ordinances, a City process allows for the reduction of required parking spaces. The City's current parking regulations require fewer parking spaces for low- and moderate-income housing. City code currently requires one parking space per bedroom for market rate multiple-family housing.

Recommendation: Further study of reducing setback requirements (other than zero lot line) for affordable housing.

**7) Allowance of flexible lot configurations, including zero lot line configurations, for affordable housing.**

Zero lot line developments have no required setbacks on one or more sides. Consequently, they allow the use of a greater percentage of the lot. As a result, the allowance of zero lot line developments in appropriate locations can lower overall housing costs by reducing land costs. Additional cost savings in subdivision and building design can also be gained through the *Cluster Subdivision Ordinance*, found in *Section 30-190 of the LDC*.

Recommendation: On-going.

**8) Modification of street requirements for affordable housing.**

The City's street width requirements are relatively modest. However, there may still be opportunities to allow further modification of street requirements. Many thriving older neighborhoods have long benefited from much smaller street widths, even including on-street parking and two-way traffic. Changes could allow alternative street specifications (and other reductions in hardscape) for all residential development, to reduce construction costs while benefiting the environment. Methods may include minimizing right of way widths, pavement widths, turn around dimensions, intersection curb radii, reduced curb and gutter requirements, etc. Modified street requirements, can reduce construction costs for all housing, including affordable housing.

Recommendation: Further study required. Coordinate with the Public Works Department regarding new streets and alleys.

**9) Establishment of a process by which the City considers before adoption policies, procedures, ordinances, regulations or plan provisions that increase in the cost of housing.**

Review Synopsis: The City has implemented an ongoing review of local policies, ordinances, regulations and comprehensive plan provisions that impact the cost of housing. Through this process, new regulations are reviewed to determine potential impact on affordable housing, and negative impacts are mitigated, when appropriate and feasible.

As part of this process, the City reviews and evaluates zoning and other housing regulations to ensure that they do not limit housing opportunities for lower-income groups within the City. Petitions that regulate land use are required to include a fiscal impact statement regarding the impact of proposed development on affordable housing in the City.

Recommendation: On-going.

**10) Preparation of a printed inventory of locally owned public lands suitable for affordable housing.**

An inventory of public lands available for affordable housing is currently maintained by the City.

Recommendation: On-going.

**11) Support of affordable housing development near transportation hubs and major employment centers and mixed use developments.**

The City's implementation of Special Area Plans in the College Park, University Heights, S.W. 13<sup>th</sup> Street as well as other areas is an example of Gainesville's commitment to development near many employment centers as well as transit routes.

Recommendation: Coordinate with the University of Florida's Shimberg Center for Affordable Housing and/or other similar agencies, to create a high quality Geographic Information System map comparing the existing location of transportation hubs; major employment centers (grouped by ¼ mile radius); mixed use development; and existing affordable housing.

**IV. Additional Recommendations**

**Other affordable housing incentives identified by the advisory committee.**

- Energy Efficiency: Currently GRU offers many energy saving programs to property owners, including landlords, and renters.  
Recommendation: Find effective means to encourage energy efficiency upgrades to rental units. Further study required.

Recommendation: Evaluate how bundled rebates are effective at encouraging most cost-effective upgrades, and in particular how often they are used by rental property owners (as opposed to homeowners, builders or others). Further study required.

Recommendation: Explore ways that private investors could install energy efficiency upgrades in affordable rental or homeowner housing, while tapping Federal tax incentives, state incentives, and local/GRU incentives and also reducing total housing costs. Further study required.

SHIP Staff Support: Occasionally, members of the public have complaints or grievances regarding how staff operates SHIP programs. Currently, there is no formal procedure to hear those issues. As a result, staff often is the only entity available to consider problems with staff. This sometimes results in a real or perceived conflict of interest. To counter that problem, some have suggested that the AHAC is a good body to hear these complaints and grievances, and to make corrective recommendations.

This allows an entity, other than staff, that is familiar with real estate, to hear complaints and grievances regarding staff.

Recommendation: AHAC serve as a citizen panel for first level appeal of complaints or grievances from members of the public in the operation of Housing programs.

- Property Taxes and Insurance: The costs of property taxes and insurance often rise dramatically after the first year for first-time home buyers, particularly for those in the low-income category.

Recommendation: Further study required.

- Community Land Trust: According to the website of the National Community Land Trust Network, a community land trust (CLT) is a private non-profit community organization that safeguards land in order to provide affordable housing opportunities. CLTs buy and hold land permanently, preventing market factors from causing prices to rise. CLTs build and sell affordably-priced homes to families with limited incomes. CLTs keep the price of homes affordable by separating the price of the house from the cost of the land. When a family decides to sell a CLT home, the home is resold at an affordable price to another homebuyer with a limited income. The goal of CLTs is to balance the needs of homeowners to build equity and gain stability in their lives, with the needs of the community to preserve affordable home ownership opportunities for future generations.

Recommendation: Further study required. Explore establishment of a community land trust for affordable housing.

- Mobile Homes: An advantage of mobile homes is that they are generally, much more affordable than site built homes. That advantage must be weighed against certain disadvantages such as they contribute less to the local construction economy, and they are more likely to be seriously damaged by hurricanes and tropical storms than site built homes.

Recommendation: Further study required. Consider public incentives to increase the availability of mobile home slots, and mobile home communities, in the area (particularly in light of recent closings of mobile home parks).



IV.

**EXHIBITS**

- A. Administrative Budget for each fiscal year covered in the Plan. **Exhibit A.**
- B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005, F.A.C.*  
A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: Completed HDGC for each fiscal year is attached as **Exhibit C.**
- D. Certification Page: Signed Certification is attached as **Exhibit D.**
- E. Adopting Resolution: Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**
- F. Program Information Sheet: Completed program information sheet is attached as **Exhibit F.**
- G. Ordinance: If changed from the original ordinance, a copy is attached as **Exhibit G.**
- H. Interlocal Agreement: Special Needs Program. A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**

# EXHIBIT A

## ADMINISTRATIVE BUDGET (FOR EACH FISCAL YEAR)

### CITY OF GAINESVILLE

<u>Fiscal Year 2014/2015</u>		
Salaries and Benefits	\$	<u>47,000</u>
Office Supplies and Equipment	\$	<u>6,245</u>
Travel Per Diem Workshops, etc.	\$	<u>2,000</u>
Advertising	\$	<u>3,000</u>
Other	\$	-
<b>Total</b>	<b>\$</b>	<b>58,245</b>
<u>Fiscal Year 2015/2016</u>		
Salaries and Benefits	\$	<u>50,000</u>
Office Supplies and Equipment	\$	<u>6,450</u>
Travel Per Diem Workshops, etc.	\$	<u>2,000</u>
Advertising	\$	<u>3,000</u>
Other	\$	-
<b>Total</b>	<b>\$</b>	<b>61,450</b>
<u>Fiscal Year 2016/2017</u>		
<u>Salaries and Benefits</u>	<u>\$</u>	<u>70,000</u>
<u>Office Supplies and Equipment</u>	<u>\$</u>	<u>7,000</u>
<u>Travel Per Diem Workshops, etc.</u>	<u>\$</u>	<u>1,500</u>
<u>Advertising</u>	<u>\$</u>	<u>3,000</u>
<u>Other</u>	<u>\$</u>	<u>-----</u>
<b><u>Total</u></b>	<b><u>\$</u></b>	<b><u>81,500</u></b>

# **EXHIBIT B**

## **TIME TABLE FOR STATE FISCAL YEAR CITY OF GAINESVILLE**

<b>FISCAL YEAR</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
<b>FUNDS RECEIVED</b>	<b>JULY 2014</b>	<b>JULY 2015</b>	<b>JULY 2016</b>
<b>NOFA</b>	<b>JULY 2014</b>	<b>JULY 2015</b>	<b>JULY 2016</b>
<b>APPLICATION PERIOD (On-going)</b>	<b>AUGUST 2014</b>	<b>AUGUST 2015</b>	<b>AUGUST 2016</b>
<b>ANNUAL REPORT</b>	<b>SEPTEMBER 2015</b>	<b>SEPTEMBER 2016</b>	<b>SEPTEMBER 2017</b>
<b>MID-YEAR PLAN REVIEW</b>	<b>JANUARY 2015</b>	<b>JANUARY 2016</b>	<b>JANUARY 2017</b>
<b>END OF YEAR PLAN REVIEW</b>	<b>JUNE 2016</b>	<b>JUNE 2017</b>	<b>JUNE 2018</b>
<b>FINAL PROGRAM REVIEW</b>	<b>JUNE 2017</b>	<b>JUNE 2018</b>	<b>JUNE 2019</b>
<b>FUNDS ENCUMBERED</b>	<b>JUNE 2016</b>	<b>JUNE 2017</b>	<b>JUNE 2018</b>
<b>FUNDS EXPENDED</b>	<b>JUNE 2017</b>	<b>JUNE 2018</b>	<b>JUNE 2019</b>

# EXHIBIT C

## Housing Delivery Goals Chart

### FY 2014-2015

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART      FY 2014-2015										Please check applicable box, & if Amendment, enter number							
Name of Local Government: <u>City of Gainesville</u>										Available Funds:		<b>\$616,258.00</b>		New Plan:		X	
										Amendment:		Fiscal Yr. Closeout:		2017			
HOMEOWNERSHIP STRATEGIES							A	B	C	D	E	F					
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						
Housing Rehabilitation-Major	4	\$50,000	4	\$50,000			\$345,000		\$345,000	55.98%	8						
Replacement Housing	3	\$125,000		\$125,000			\$131,263		\$131,263	21.30%	3						
Purchase Assistance-Downpayment Assistance	4	\$10,000	7	\$10,000	2	\$10,000		\$102,340	\$102,340	16.61%	13						
Mortgage Foreclosure Intervention	1	\$5,000		\$5,000				\$3,622	\$3,622	0.59%	1						
<b>Subtotal 1 (Homeownership)</b>	<b>12</b>		<b>11</b>		<b>2</b>	<b>\$ -</b>	<b>\$476,263</b>	<b>\$105,962</b>	<b>\$582,225</b>	<b>94.48%</b>	<b>25</b>						
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						
<b>Subtotal 2 (Non-Homeownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0</b>						
Administration Fees									\$58,245	9.45%							
Admin. From Program Income									\$350	0.0%							
Home Ownership Counseling									\$3,210	0.52%							
<b>GRAND TOTAL</b>																	
Add Subtotals 1 & 2, plus all Admin. & H.O. Counseling	<b>12</b>		<b>11</b>		<b>2</b>	<b>\$0</b>	<b>\$476,263</b>	<b>\$105,962</b>	<b>\$644,031</b>	<b>104.45%</b>	<b>25</b>						
<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab by adding Grand Total columns A&B, then divide by Annual Allocation Amt.										<b>77.28%</b>						
<b>Maximum Allowable</b>																	
<b>Purchase Price:</b>	<b>New</b>		<b>\$200,000</b>		<b>Existing</b>		<b>\$148,000</b>										
<b>Allocation Breakdown</b>	<b>Amount</b>	<b>%</b>					Projected Program Income	\$27,772.59	Max Amount Program Income/Admin:		5.0%						
<b>Very-Low Income</b>	\$276,263	42.90%					Projected Recaptured Funds:										
<b>Low Income</b>	\$200,000	31.05%					Distribution:	\$616,258.00									
<b>Moderate Income</b>	\$0	0.00%					<b>Total Available Funds:</b>	<b>\$644,030.59</b>									
<b>TOTAL</b>	<b>\$476,263</b>	<b>73.95%</b>															

# EXHIBIT C

## Housing Delivery Goals Chart

### FY 2015-2016

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART      FY 2015-2016											Please check applicable box, & if Amendment, enter number			
Name of Local Government: <u>City of Gainesville</u>											New Plan:	X		
											Amendment:			
											Fiscal Yr. Closeout:	2017		
											Available Funds:	\$622,618.00		
HOMEOWNERSHIP STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F	
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units	
Housing Rehabilitation-Major		3	\$50,000	5	\$50,000				\$355,650		\$355,650	57.12%	8	
Housing Rehabilitation-Minor		4	\$30,000		\$30,000				\$118,964		\$118,964	19.11%	4	
Replacement Housing		1	\$125,000		\$125,000				\$50,000		\$50,000	8.03%	1	
Purchase Assistance-Downpayment Assistance			\$10,000	9	\$10,000	1	\$10,000			\$80,000	\$80,000	12.85%	10	
Subtotal 1 (Homeownership)		8		14		1		\$ -	\$524,614	\$80,000	\$604,614	97.11%	23	
RENTAL STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F	
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units	
Subtotal 2 (Non-Homeownership)		0		0		0		\$ -	\$ -	\$ -	\$ -	0.00%	0	
Administration Fees											\$61,450	9.87%		
Admin. From Program Income											\$549	0.0%		
Home Ownership Counseling											\$2,500	0.40%		
<b>GRAND TOTAL</b> <small>Add Subtotals 1 &amp; 2, plus all Admin. &amp; H.O. Counseling</small>		<b>8</b>		<b>14</b>		<b>1</b>		<b>\$0</b>	<b>\$524,614</b>	<b>\$80,000</b>	<b>\$669,113</b>	<b>107.38%</b>	<b>23</b>	
<b>Percentage Construction/Rehab</b> <small>Calculate Constr./Rehab by adding Grand Total columns A&amp;B, then divide by Annual Allocation Amt.</small>											<b>84.26%</b>			
<b>Maximum Allowable</b>														
<b>Purchase Price:</b>											<b>New</b>	<b>\$228,000</b>	<b>Existing</b>	<b>\$157,000</b>
<b>Allocation Breakdown</b>		<b>Amount</b>	<b>%</b>											
Very-Low Income		\$100,000	14.95%					Projected Program Income		\$46,494.67	Max Amount Program Income/Admin:		5.0%	
Low Income		\$270,964	40.50%					Projected Recaptured Funds:						
Moderate Income		\$233,650	34.92%					Distribution:		\$622,618.00				
<b>TOTAL</b>		<b>\$604,614</b>	<b>90.36%</b>					<b>Total Available Funds:</b>		<b>\$669,112.67</b>				

# EXHIBIT C

## Housing Delivery Goals Chart

### FY 2016-2017

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART      FY 2016-2017											Please check applicable box, & if Amendment, enter number			
Name of Local Government: <u>City of Gainesville</u>											New Plan:			
											Amendment:		X	
											Fiscal Yr. Closeout:		2019	
											Available Funds:		\$815,270.00	
							A	B	C	D	E	F		
HOMEOWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units		
Housing Rehabilitation-Major	4	\$50,000	4	\$50,000				\$282,000		\$282,000	34.59%	8		
Housing Rehabilitation- Minor	2	\$30,000	2	\$30,000				\$100,000		\$100,000	12.27%	4		
Housing Rehabilitation-Roof Replacement Housing	3	\$15,000	2	\$15,000				\$80,000		\$80,000	9.81%	5		
Purchase Assistance-Downpayment Assistance	1	\$125,000	1	\$125,000				\$150,000		\$150,000	18.40%	2		
		\$10,000	1	\$10,000	1	\$10,000			\$20,000	\$20,000	2.45%	2		
<b>Subtotal 1 (Homeownership)</b>	<b>10</b>		<b>10</b>		<b>1</b>		\$ -	\$612,000	\$20,000	\$632,000	77.52%	<b>21</b>		
RENTAL STRATEGIES														
VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	TOTAL SHIP Dollars	TOTAL Percentage	TOTAL Units			
Rental Assistance Program	20	\$7,700						\$100,000	\$100,000	12.27%	20			
<b>Subtotal 2 (Non-Homeownership)</b>	<b>20</b>		<b>0</b>		<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>12.27%</b>	<b>20</b>			
Administration Fees									\$81,500	10.00%				
Admin. From Program Income									\$0	0.0%				
Home Ownership Counseling									\$1,770	0.22%	100			
<b>GRAND TOTAL</b>	<b>30</b>		<b>10</b>		<b>1</b>	<b>\$0</b>	<b>\$612,000</b>	<b>\$120,000</b>	<b>\$815,270</b>	<b>100.00%</b>	<b>41</b>			
Add Subtotals 1 & 2, plus all Admin. & H.O. Counseling														
Percentage Construction/Rehab      Calculate Constr./Rehab by adding Grand Total columns A&B, then divide by Annual Allocation Amt.											<b>75.1%</b>			
Maximum Allowable														
Purchase Price:											New	\$228,000	Existing	\$157,000
Allocation Breakdown											Amount	%		
Very-Low Income											\$416,000	51.03%		
Low Income											\$306,000	37.53%		
Moderate Income											\$10,000	1.23%		
TOTAL											\$732,000	89.79%		
Projected Program Income												Max Amount Program Income/Admin:	5.0%	
Projected Recaptured Funds:														
Distribution:											\$815,270			
Total Available Funds:											\$815,270			

# **EXHIBIT D**

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

Name of Local Government: **CITY OF GAINESVILLE**

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

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Elected Official or designee

\_\_\_\_\_  
Witness

Lauren Poe, Mayor- City of Gainesville

\_\_\_\_\_  
Date

**OR**

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





# **EXHIBIT D**

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

Name of Local Government: **CITY OF GAINESVILLE**

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

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Elected Official or designee

\_\_\_\_\_  
Witness

Lauren Poe, Mayor- City of Gainesville

\_\_\_\_\_  
Date

**OR**

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

# **EXHIBIT E**

RESOLUTION NO. \_\_\_\_\_

PASSED \_\_\_\_\_

**A resolution of the City Commission of the City of Gainesville, Florida approving the Local Housing Assistance Plan as required by the State Housing Initiatives Partnership Program Act, Sections 420.907-420.9079, Florida Statutes; and 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; and 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, Sections 420.907-420.9079, Florida Statutes, and Chapter 67-37, Florida Administrative Code, requires 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, 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% of program income deposited into the trust fund, except that eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs; and

**WHEREAS**, the Neighborhood Improvement 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 Gainesville to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

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

**Section 1.** The City Commission of the City of Gainesville hereby approves the Local Housing Assistance Plan attached as Exhibit “A” and incorporated hereto, for submission to the Florida Housing Finance Corporation as required by Sections 420.907-420-9079, Florida Statutes, for fiscal years 2014-2015, 2015-2016, and 2016-2017.

**Section 2.** The 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, including the Certification attached as Exhibit “B” and incorporated hereto, and to do all things necessary and proper to carry out the terms and conditions of said program.

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
LAUREN POE  
MAYOR

Attest:

Approved as to form and legality:

\_\_\_\_\_  
KURT LANNON  
CLERK OF THE COMMISSION

\_\_\_\_\_  
NICOLLE M. SHALLEY  
CITY ATTORNEY

# EXHIBIT F

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

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LOCAL GOVERNMENT: City of Gainesville

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Lauren Poe, Mayor

ADDRESS: Station 19, PO Box 490, Gainesville, Florida 32602

SHIP ADMINISTRATOR: Jacqueline S. Richardson, HCD Manager

ADDRESS: Station 22, PO Box 490, Gainesville, Florida 32627

TELEPHONE: (352) 393-8628 FAX: (352) 334-3166

EMAIL ADDRESS: richardsjs@cityofgainesville.org

ADDITIONAL SHIP CONTACTS: John Wachtel, Neighborhood Planning Coordinator

ADDRESS: ADDRESS: Station 22, PO Box 490, Gainesville, Florida 32627

EMAIL ADDRESS: wachteljs@cityofgainesville.org

INTERLOCAL AGREEMENT: YES/NO (If yes, list other participants in the inter-local agreement): Alachua County, Tom Webster, Housing Program Manager  
The following information must be furnished to the Corporation before any funds can be disbursed.

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-60000325

MAIL DISBURSEMENT TO: Jacqueline S. Richardson, HCD Manager

ATTACHED FORM:

ADDRESS: S

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

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

---

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

# **EXHIBIT G**

**NOT APPLICABLE.**

# **EXHIBIT H**

**INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF GAINESVILLE AND ALACHUA  
COUNTY FOR THE SHIP SPECIAL NEEDS HOUSING  
PROGRAM**



ALACHUA COUNTY/CITY OF GAINESVILLE  
INTERLOCAL AGREEMENT  
FOR THE ADMINISTRATION OF S.H.I.P. SPECIAL HOUSING  
NEEDS CONTRACTS DATED AFTER APRIL 12, 2005

THIS INTERLOCAL AGREEMENT (Agreement), entered into this 12 day of April, 2005, by and between Alachua County, a charter county and political subdivision of the State of Florida, acting by and through its Board of County Commissioners (County), and the City of Gainesville, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Commission (City):

WITNESSETH:

WHEREAS, the parties hereto previously entered into an Interlocal Agreement dated May 28th, 1996, for the provision of Special Needs Housing Program services, recorded in the public records in Alachua County, Florida; and

WHEREAS, the City and County desire to enter into a new Interlocal Agreement wherein the City and County administer each Special Needs Housing project individually yet jointly perform some preliminary functions; and

WHEREAS, the City and County are authorized by the Florida Interlocal Cooperation Act, Section 163.01, et seq., Florida Statutes, to enter into interlocal agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

WHEREAS, the William E. Sadowski Affordable Housing Act, Chapter 92-137, Laws of Florida, created the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes, which authorizes distribution of monies in the Local Government Housing Trust Fund for the purpose of providing funds to counties and

eligible municipalities as an incentive for the creation of local housing partnerships, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing, and to increase housing-related employment; and

WHEREAS, Alachua County is an approved County and the City of Gainesville is an approved eligible municipality within the County; and

WHEREAS, the County has adopted a Local Housing Assistance Plan (County LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City has adopted a Local Housing Assistance Plan (City LHAP) meeting the requirements of the SHIP Act and establishing affordable housing programs; and

WHEREAS, the City and County have determined that the welfare of persons who have special housing needs within Alachua County are the joint concern of both local governments and that a program to provide transitional housing to such persons within the City and County can be more effectively and efficiently funded and administered through an interlocal agreement; and

WHEREAS, the City and County have each therefore provided in their respective LHAPs for the establishment of a Special Needs Housing Program, to be jointly administered by the City and the County, for the purpose of providing funding for transitional housing for such persons.

NOW, THEREFORE, IT IS AGREED as follows:

Section #1. After April 12, 2005, all projects awarded funds as part of the Special Needs Housing Program shall be administered and monitored under the terms of

this agreement. All projects awarded funds under the terms of the agreement dated May 28<sup>th</sup>, 1996, shall continue to be governed by the terms of that agreement.

Section #2. The Alachua County/City of Gainesville Special Needs Housing Program (Program) is hereby established for the purpose of providing and administering funding pursuant to the requirements of the SHIP Act to provide for transitional housing needs of persons who have special housing needs, including, but not limited to, persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaway and abandoned youth; public assistance recipients; migrant and seasonal farm workers; refugees and entrants; the elderly; and disabled adults.

Section #3. Unless terminated earlier pursuant to Section 6.e. of this Agreement, the term of this Agreement shall begin on the date first above-written and run for the period of implementation of all Program years for which funding is contractually awarded to eligible program sponsors. The period of implementation shall include the term of monitoring established by the SHIP Act for each Program year.

Section #4. Funding for the Program shall consist of that portion of the funds allocated to the Program by approved City LHAP and County LHAP, respectively and contractually awarded to eligible sponsors pursuant to applicable provisions of the SHIP Act, SHIP rule and adopted program guidelines.

Section #5. The Program shall be administered consistent with the Alachua County/City of Gainesville SHIP Special Needs Housing Program Guidelines, attached hereto and incorporated herein by this reference as Attachment I to the Agreement, as the same may be amended as applicable, by mutual agreement of the parties.

Section #6. The City and County agree:

a. To jointly advertise available funding for the Special Needs Housing Program by which funding is allocated by the City and County LHAP's respectively.

b. To jointly receive and review applications for sponsor funding through the Special Needs Housing Program.

c. To jointly review applications for funding and make recommendations to the City and/or County Commissions, respectively for separate funding awards in accordance with the Special Needs Housing Program Guidelines.

d. To individually monitor sponsor compliance assisted through the Program as required by the SHIP Program for each contract awarded with its respected funds.

e. If, at any time during the term of this Agreement, the City or County which are the parties to the Agreement believe that the intent of the parties as set forth herein is not being accomplished, or that the terms of the Agreement are not fair and equitable, such party may, upon provision of ninety days written notice, renegotiate the terms and provisions of this Agreement to become effective on the first day of the next state funding cycle. If the parties are unable to renegotiate the terms and provisions of the Agreement prior to the start of the next state funding cycle, or if one party ceases to be eligible for allocation and distribution of Local Housing Assistance Trust Fund monies, then this Agreement will terminate with respect to the next funding cycle and any future funding cycle but will continue as provided herein with respect to the responsibilities of the parties associated with past and current funding cycles.

Section #7. The City agrees as follows:

a. To enter into an agreement with each approved sponsor applicant for which City's funding is awarded through the Program for the purpose of implementing the Program.

b. Each party shall be solely responsible for the negligent or wrongful acts of its officers and employees. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of §768.28, Florida Statutes.

c. To assist the County with any aspect of the Program which is its responsibility under the terms of this Agreement upon request.

Section #8. The County agrees as follows:

a. To enter into an agreement with each approved sponsor applicant for which County's funding is awarded through the Program for the purpose of implementing the Program.

b. Each party shall be solely responsible for the negligent or wrongful acts of its officers and employees. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of §768.28, Florida Statutes.

c. To assist the City with any aspect of the Program which is its responsibility under the terms of this Agreement upon request.

Section #9. This Agreement and Attachment I embody the whole understanding between the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

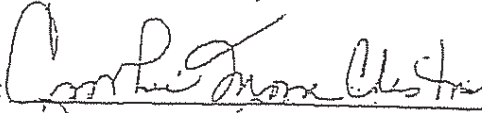
Section #10. This Agreement may only be amended by a written document approved and signed by both the parties and filed with the Clerk of the Court of Alachua County, Florida.

Section #11. This Agreement shall take effect upon filing with the Clerk of the Court of Alachua County, Florida, pursuant to Section 163.01(11), Florida Statutes.

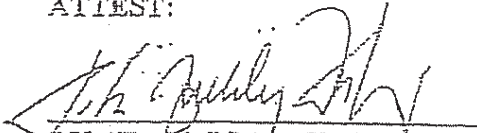
Section #12. Nothing in this Agreement shall be interpreted as a waiver by the City or the County of its sovereign immunity except as provided under Section 768.28, Florida Statutes.

IN WITNESS WHEREOF the parties hereto have caused the execution hereof by their duly authorized officials on the dates stated below.


ALACHUA COUNTY, FLORIDA

By:   
Cynthia Moore Chestnut, Chair  
Board of County Commissioners  
4/26/05

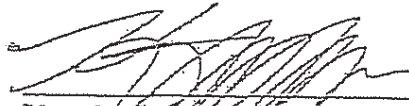
ATTEST:

  
J.K. "Buddy" Irby, Clerk  
(SEAL)


CITY OF GAINESVILLE

By:   
Pegen Hanrahan  
Mayor City of Gainesville

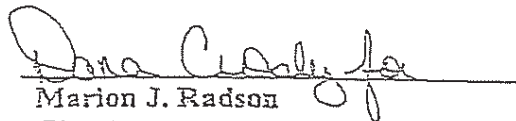
ATTEST:

  
Kurt M. Long, Clerk of the City Commission

Approved As To Form

  
Robert Livingston  
Assistant Alachua County Attorney

Approved As To Form and Legality

  
Marion J. Radson  
City Attorney

Attachment I

ALACHUA COUNTY/CITY OF GAINESVILLE SHIP  
PROGRAM SPECIAL NEEDS HOUSING PROGRAM

PROGRAM GUIDELINES  
FOR CONTRACTS DATED AFTER APRIL 12, 2005

I. GENERAL PURPOSE

A. Project Area and Purpose

Through an inter-local agreement, the City of Gainesville (City) and Alachua County (County) will sponsor a fund pool targeted to the construction and rehabilitation of temporary, transitional or long term rental housing addressing the following housing needs: persons who have Special Housing Needs means individuals because of particular social, economic, or health related circumstances, may have greater difficulty acquiring or maintaining affordable housing. Such persons may have, for example, encountered resistance to their residing in particular communities, and may have suffered increased housing costs resulting from their unique needs and high risk of institutionalization. Such persons may include, but are not limited to, persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaway and abandoned youth; the elderly; and disabled adults. (part)

B. This Program shall be operated in accordance with all applicable rules and regulations of the County, City, State of Florida and Florida Housing Finance Corporation.

II. FUNDING SOURCE

The funding source shall be the SHIP Special Needs Housing Program as allocated in the City and County Local Housing Assistance Plans (LHAP) respectively.

III. ELIGIBLE PROGRAM SPONSORS

An eligible program sponsor must meet the following key eligibility criteria in order to participate:

- ✓ Sponsor organizations must be a quasi-governmental agency or a non-profit entity with current 501 (c) (3) tax exempt status;
- ✓ Sponsor organizations must demonstrate success in providing Special Needs Housing secured services during the previous three (3) consecutive years from date of application for Special Needs Housing Program funds.



- ✓ Sponsor organizations must demonstrate that other funds and financing are available before SHIP funds will be committed and must certify that all assisted individuals must qualify as very low and low-income households as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. Housing projects must meet income certification guidelines as provided by City and/or County Special Needs Income Certification Plan & Monitoring Strategy.
- ✓ Sponsor organizations must have applicable federal, state and/or local license(s) as required to operate an entity within the City and/or the County.
- ✓ To the extent funds are available, Sponsor organizations must make the assisted housing and related services available to all eligible persons regardless of jurisdiction of residence within Alachua County prior to or at the time of request or referral for services.

#### ELIGIBLE SPONSOR SELECTION CRITERIA

The following selection criteria and measures will be used to evaluate applications for funds submitted by an eligible sponsor:

<u>SELECTION CRITERIA</u>	<u>MEASURES</u>
Overall Capacity of Organization to Fulfill Project Proposal	Experience with similar housing construction activities; Financial resources and systems in place
Ability to Proceed and Expedite in a Timely Manner	Site Control, Zoning, Land Use Plan, Site Suitability, Engineering, Architectural
Management System for Effective Production, Cost, Quality and Control	Staffing, Operation Procedures, Project personnel availability, Staff/Agency Experience, Board Experience.
Financial Management and Resources	Pro forma, Project budget, Documented Cost Estimates, Audit Reports, Adequate Cash Flow, Basic Underwriting Principles
Previous/Current Contract Compliance	Findings, Completions of other Projects funded
Experience with support services such as, special needs and/or homeownership programs and education	Training required or provided
WAGES and Workforce Development Initiatives Program participation	Documentation organization employees WAGES and Workforce Development Initiatives Program participants (if applicable).
Developer Fee	Appropriate for Level of Work Involved

The following documents may be requested as a part of the competitive application process:

Approved site plan, Letters of commitment for other funding, Evidence of site control, Three years of tax returns, Three years financial statements, Interim financial statements, Project description, Company history, Resumes of all company principals, Application form, Survey and other documentation as may be required.

## V. ELIGIBLE PROGRAM RECIPIENTS

An eligible recipient must meet the following key eligibility criteria in order to occupy a SHIP funded unit or receive assistance from eligible program sponsors:

- ✓ Must be in one of the special needs groups listed in I (A); and
- ✓ Assisted individuals must qualify as very low and low-income households as defined by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.

## VI. ELIGIBLE PROPERTY

An eligible property for which SHIP Special Needs Housing Program Funds can assist must meet the following key eligibility criteria:

- ✓ Eligible properties shall be located in Alachua County, including the incorporated limits of the City of Gainesville;
- ✓ Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements, as otherwise exempted from Florida Statue 420.9075 (3) (e). In determining the maximum allowable rents, "Affordable" means that monthly rents or monthly 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 Section 420.9071 (2), subsection (19) and subsection (28), Florida Statutes. The rent limit chart is provided by the U.S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program.
- ✓ Mobile homes shall not be assisted.

## VII. FORM OF OWNERSHIP

Ownership types include the following:

- ✓ Fee simple title in a single-family or multi-family attached or detached unit;
- OR
- ✓ Long-term lease for a minimum duration of the period of construction/rehabilitation plus the income compliance period.
  - ✓ Proof of ownership shall consist of a copy of a recorded deed and of an executed recorded mortgage instrument (if applicable) showing that title to the property has been conveyed to the sponsor organization and containing a legal description of the property. Proof of long-term lease shall consist of copy of the lease agreement.

### III. AWARD

- ✓ The City and County will jointly review sponsor applications for funding and make recommendations to the City and/or County Commissions, respectively for funding awards in accordance with the SHIP Special Needs Housing Programs.
- ✓ The maximum assistance will be the lesser of up to 50% of the eligible construction project cost or \$6,000 per unit. Maximum dollar amounts per unit (per bed for single-room occupancy units, per bedroom for multi-bedroom units, per bed for dormitories) will be based on the number of single or multi-occupancy bedrooms.
- ✓ Funds are provided to sponsor as a due on sale loan recorded in the public records of Alachua County, Florida. The housing must remain affordable and occupied by income eligible beneficiaries for a period of 15 years. Sponsor organizations shall comply with and provide written certification of income and rent levels for the compliance period of 15 years. All SHIP assisted rental properties offered for sale prior to the 15-year term of affordability must be subject to a right of first refusal for purchases at the current market value, less the amount of the SHIP subsidy, by eligible nonprofit organizations who would provide continued occupancy by eligible persons.

#### Collateral:

The sponsor organization shall execute a SHIP Mortgage Agreement in the amount of the loan for Special Needs Housing Program Assistance to be recorded in the public records in Alachua County, FL.

### IX. ELIGIBLE COSTS

Eligible costs include the following:

Construction or rehabilitation of a unit or building for the purpose of providing temporary, transitional or long term rental housing for eligible households who are included in one of the special needs groups as listed in IA.

### X. CONTRACTING

This sets forth requirements and procedures with respect to Special Needs Housing contracts financed through the Special Needs Housing Program.

#### A. Contract

Repair work done through the Special Needs Housing Program shall be undertaken only through a written contract between the Contractor and the sponsor organization receiving SHIP funds.

#### B. Sponsor organization shall obtain or prepare the following documents:

- ✓ Scope of Work & Cost Estimate;

- ✓ Prepare construction contract documents for project and obtain bids and proposals from contractors; and
- ✓ Conduct bid opening, which is open to the public.

#### XI. DISBURSEMENT

City and/or County staff shall be responsible for the following as applicable:

- ✓ Inspect repair work;
- ✓ Make final inspection of repair work, ensure that the County and/or City Building Divisions perform applicable inspections and receive Certificate of Final Approvals; and
- ✓ Obtain warranties and releases of liens from manufacturers, suppliers and contractors prior to final payment for repair work.

Final payment shall be made to sponsor organizations upon receipt of the following:

- ✓ Application for payment;
- ✓ Copies of all invoices, receipts, cancelled checks and/or other related documents;
- ✓ SHIP Financial Report for the funding reimbursement request (Attachment II);
- ✓ Certificate of Occupancy; and
- ✓ Income Certification forms and/or other related documentation, for occupants of the project as required by the City and/or County.

#### XII. TERMS & CONDITION

The sponsor organization shall agree to abide by the following terms and conditions:

A. Sponsor organizations awarded funds through the Special Needs Housing Program will be required to enter into an agreement with Alachua County and/or City of Gainesville prior to the expenditure of any funds pursuant to the award.

B. Discrimination: *Section 420.9075(3)(c), F.S.*

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

C. Wages to Work *Chapter 67-37.003(6)(b)7, F.A.C.*

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

D. Use of Proceeds

Use loan proceeds only to pay for eligible costs to carry out the construction or rehabilitation work for which the funding is approved.

E. Compliance Inspection

The Sponsor organization and contractor must allow inspection of the property constructed and/or repaired under this Program by City of Gainesville and/or Alachua County for compliance with applicable City and/or County Building Code and other applicable federal, state and/or local codes and requirements.

F. Completion of Work

Staff will assure that work is carried out promptly and efficiently according to standard construction and rehabilitation program procedures. No payment submission will be made to the sponsor organization until a release of liens from each supplier and subcontractor and general contractor Final Approvals Certificate and warranty papers are received by County/City staff.

ATTACHMENT II

ALACHUA COUNTY/CITY OF GAINESVILLE  
SPECIAL NEEDS HOUSING PROGRAM  
SHIP FINANCIAL REPORT

OFFICE USE ONLY	
Date Received:	_____
Date Approved:	_____
Staff Initials:	_____

- A. SUBRECIPIENT ORGANIZATION: \_\_\_\_\_
- B. REPORTING PERIOD: \_\_\_\_\_
- C. PROGRAM REVENUES:

	APPROVED BUDGET	CURRENT PERIOD	CUMMULATIVE TO-DATE	AVAILABLE BALANCE
1. SHIP Funds	_____	_____	_____	_____
2. Sub recipient/Matching Contribution	_____	_____	_____	_____
3. Program Income	_____	_____	_____	_____
Total Cash Received	_____	_____	_____	_____

D. PROGRAM EXPENDITURES:

	APPROVED BUDGET	CURRENT PERIOD	CUMMULATIVE TO-DATE	AVAILABLE BALANCE
1. New Construction Costs	_____	_____	_____	_____
2. Rehabilitation Costs	_____	_____	_____	_____
3. Other (Specify):	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Expenditures	_____	_____	_____	_____

- E. SHIP funds now requested: \$ \_\_\_\_\_
- F. SHIP cash balance at end of this reporting period: \$ \_\_\_\_\_

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE DATA REPORTED HEREIN IS CORRECT, THAT THE AMOUNTS REPORTED HEREIN HAVE BEEN SPENT FOR A PUBLIC PURPOSE, AND THAT NONE OF THESE PAYMENTS, NOR ANY PORTION THEREOF, HAVE BEEN SUBMITTED TO OR REIMBURSED BY ANY OTHER PUBLIC OR PRIVATE ORGANIZATION OR PERSON OR BY THE CITY OR THE COUNTY UNDER ANY OTHER AGREEMENT.

Authorized SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_