

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop

SHORT TITLE OR MOTION: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE ANY NECESSARY CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; PROVIDING AN EFFECTIVE DATE (Fiscal Impact - SHIP Funds).

Summary of Purpose and Why:

This resolution approves the City's 2015-2018 Local Housing Assistance Plan (LHAP) as required by the State Housing initiatives Partnership Program Act (SHIP). The signed LHAP must be submitted to the State no later than May 2, 2015 for review and approval in order for the City to receive the SHIP funding necessary to carry out the affordable housing programs outlined in it.



Goal 5.2.1-Superior Capacity/Improve Neighborhoods.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Office of Housing and Urban Improvement
- (2) Primary staff contact: Mark Korman/Miriam Carrillo, Director Ext. 4656
- (3) Expiration of contract, if applicable: _____
- (4) Fiscal impact and source of funding: None

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
OHUI	<u>3/27/15</u>	Approval	<u>[Signature]</u>
City Attorney	<u>3/27/15</u>		<u>[Signature]</u>
Finance	<u>4/2/15</u>	Approve	<u>[Signature]</u>

City Manager [Signature] | [Signature]

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1st Reading _____	1st Reading _____	Results: _____	Results: _____



City Attorney's Communication #2015-776

March 26, 2015

TO: Mark Korman, Program Compliance Manager

FROM: Gordon B. Linn, City Attorney

RE: Resolutions – Approving the LHAP and the Land Bank and Land Re-Use Policies and Procedures

As requested in your e-mail of March 24, 2015, I have prepared and attached the following form of resolutions:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE ANY NECESSARY CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; PROVIDING AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING LAND BANK AND LAND RE-USE POLICIES AND PROCEDURES FOR THE CITY OF POMPANO BEACH AND DIRECTING IMPLEMENTATION OF SAID POLICIES; PROVIDING AN EFFECTIVE DATE.

Please feel free to contact me if I may be of further assistance.

GORDON B. LINN

CITY OF POMPANO BEACH
Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE ANY NECESSARY CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, 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, F.S., it is found that five percent of the local housing distribution plus five 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 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.

WHEREAS, the Department of Housing and Urban Improvement 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 Pompano Beach 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 POMPANO BEACH, FLORIDA:

SECTION 1. The City Commission of the City of Pompano Beach hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2015-2016, 2016-2017, 2017-2018.

SECTION 2. The City Manager is hereby designated and authorized to execute any certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

SECTION 3. City staff is hereby authorized and directed to submit the said approved plan for review and approval by the Florida Housing Finance Corp.

SECTION 4 This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of _____, 2015.

LAMAR FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK

GBL/jrm
3/26/15
l:reso/2015-275

City of Pompano Beach

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2015-2016, 2016-2017, and 2017-2018



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I. General Program Description

A. Name of the participating local government and Interlocal if Applicable

City of Pompano Beach

Interlocal: Yes _____ No X

If “Yes”, name of participating local government(s) in the Interlocal Agreement;

A copy of the Interlocal Agreement must be attached as Exhibit H.

B. Purpose of the program

Creation of the Plan is for the purpose of:

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

C. Fiscal years covered by the Plan: 2015-2016, 2016-2017 and 2017-2018

D. Governance

The SHIP Program is established in accordance with Section 420.907-9079,

Florida Statutes and Chapter 67-37, Florida Administrative Code.

Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership

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

F. Leveraging

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

G. Public Input

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

H. Advertising and Outreach

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

I. Discrimination

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

J. Support Services and Counseling

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation.

K. Purchase Price Limits

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- U.S. Treasury Department
- Local HFA Numbers

The purchase price limit for new and existing homes 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 by the Department of Housing and Urban Development and posted at www.floridahousing.org.

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

M. Welfare Transition Program

Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides 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 annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

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

O. Administrative Budget

A line-item budget of proposed Administrative Expenditures is attached as Exhibit

A.

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

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

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

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

“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(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 applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

P. Program Administration

Administration of the local housing assistance plan will be wholly performed and maintained by the City of Pompano Beach.

Q. Essential Service Personnel Definition

Essential Services Personnel are defined as, but not limited to, teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, skilled building trades personnel, and other job categories as the City of Pompano Beach may deem essential during the course of the administration of the local housing assistance plan. Essential Service Personnel means, pursuant to Chapter 2006-69, Laws of Florida, persons in need of affordable housing who are employed in occupations or professions in which they are considered essential service personnel, as defined by each county and eligible municipality within its respective local housing assistance plan pursuant to Section 420.9075(3)(a), F.S.

R. Green Building and Energy Saving products and processes:

In accordance with Section 420.9075 (3) (d), Florida Statutes, in the rehabilitation and construction of housing, the City will encourage innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance. When required, all work will meet the Florida Building Code standards. The City will also encourage the use of building materials and installation of appliances that improve energy efficiency and/or meet energy star requirements.

II. LHAP Strategies

A. Rehabilitation	Code 3
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a. Summary of the Strategy:

This Strategy will use SHIP funds to assist with repairs of owner-occupied homes. The funds will be used to correct some or all minimum housing code violations and incipient defects to their property.

b. Fiscal Years Covered: 2015-2016, 2016-2017 and 2017-2018

- c. Income Categories to be served: Assistance will be provided to a property occupied by very low, low and moderate-income households whose income does not exceed 140% of the median. Priority will be given to very low and low income households and households with special needs until all program set asides have been met.
- d. Maximum award: \$30,000. A higher amount can be approved by the Director of housing and urban improvement on a case by case basis for unanticipated change orders or additional improvements that may be required not to exceed \$60,000.
- e. Terms of the award: Interest Rate, Repayment (hard pay, forgiveness), Recapture and Default.

The funds to each applicant will be in the form of a 15 year deferred payment loan at 0% interest as a mortgage and note on the property. The sum will be completely forgiven in 15 years, providing there is no conveyance, encumbrance, transfer, rental, or refinancing of the property, as well as, the continued occupancy of the property as the applicant's principal residence.

Repayment Provision: Should the property be sold, rented or refinanced during the 15 years, the full amount of the loan becomes due and payable to the SHIP Housing Trust Fund. If the applicant requests a refinance of their current mortgage a Subordination of Loan may be approved under certain circumstances as stated in the City of Pompano Beach, Office of Housing and Urban Improvement Policy and Procedures Manual. Income Eligible Heirs may be able to assume the note upon qualification.

Recapture Provision: In the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership) the loan will be in default and the funds will be recaptured.

- f. Recipient Selection Criteria:

Applicants for assistance will be received after an advertisement period in the local newspaper and flyers. The City of Pompano Beach typically accepts applications once a year. Only those who comply with the preliminary application process are eligible to submit an application. The applications are then processed on a first qualified, first served basis until all funds are expended. Priority will be given to very low and low income applicants and applicants with special needs until all program set asides have been met. The only applicants eligible to apply for funds under this strategy are owner occupied residences.

- g. Sponsor Selection Criteria and duties, if applicable: N/A
- h. Additional Information: N/A

B.	<i>Demolition/Reconstruction</i>	<i>Code 4</i>
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- a. Summary of the Strategy: Properties that are determined substandard and beyond repair by the rehabilitation inspector will be demolished and a new home built on the site.
- b. Fiscal Years Covered: 2015-2016, 2016-2017 and 2017-2018
- c. Income Categories to be served: Assistance will be provided to a property occupied by very low, low and moderate-income households whose income does not exceed 140% of the median. Priority will be given to very low and low income households and households with special needs until all program set asides have been met.
- d. Maximum award: \$140,000
- e. Terms of the award: Interest Rate, Repayment (hard pay, forgiveness), Recapture and Default. The funds to each applicant will be in the form of a 15 year deferred payment loan at 0% interest as a mortgage on the property. The sum will be completely forgiven in 15 years, providing there is no conveyance, encumbrance, transfer, rental, or refinancing of the property, as well as, the continued occupancy of the property as the applicant's principal residence.

Repayment Provision: Should the property be sold, rented or refinanced during the 15 years, the full amount of the loan becomes due and payable to the SHIP Housing Trust Fund. If the applicant request to refinance their current mortgage a Subordination of Loan may be approved under certain circumstances as stated in the City of Pompano Beach, Office of Housing and Urban Improvement Policy and Procedures Manual. Income Eligible Heirs may be able to assume the note upon qualification.

Recapture Provision: In the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership) the loan will be in default and the funds will be recaptured.

- g. Sponsor Selection Criteria and duties, if applicable: N/A
- h. Additional Information: N/A

- a. Summary of the Strategy: This assistance is for very low, low and moderate income households of the City who wish to purchase an existing or new construction home within the City limits of Pompano Beach. The funds are used for purchase assistance, which includes but is not limited to, down payment assistance, mortgage subsidy and/or principal reduction, closing costs, repairs or reduction of the purchase price to make the home affordable.
- b. Fiscal Years Covered: 2015-2016, 2016-2017 and 2017-2018
- c. Income Categories to be served: Assistance will be provided to a property occupied by very low, low and moderate-income households whose income does not exceed 140% of the median. Priority will be given to very low and low income households and households with special needs until all program set asides have been met.
- d. Maximum award: \$40,000
- e. Terms of the award: Interest Rate, Repayment (hard pay, forgiveness), Recapture and Default. 20 Year Deferred Payment Loan at 0% interest rate, which will be forgiven at the end of twenty-years after closing. If at any time during the twenty (20) years, the property is sold, leased, rented or title to the property is transferred, the loan will become due and payable immediately. The loan will be reduced 20% per year in the last 5 years in accordance with the table below. At the end of the 20 year term the loan will be satisfied and the mortgage lien will be released.

Year	Principal
15	100%
16	80%
17	60%
18	40%
19	20%
20	0%

Repayment Provision: Should the property be sold, rented or refinanced during the 20 years, the loan becomes due and payable to the SHIP Housing Trust Fund. If the applicant elects to refinance their current first mortgage a Subordination of Loan may be approved under certain cases as stated in the City of Pompano Beach, Office of Housing and Urban Improvement Policy

and Procedure Manual. Income Eligible Heirs may be able to assume the note upon qualification.

Recapture Provision: In the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership) the loan will be in default and the funds will be recaptured.

- f. Recipient Selection Criteria: There will be an ongoing application process year round, after advertisement of the program in the local newspapers and flyers 30 days prior to accepting applications. Applicants will be selected on first qualified, first served basis until all funds are expended. The City will close the waiting once funds are expended. The City of Pompano Beach will give priority to very low and low income households and households with special needs until the statutory set asides under the SHIP Program have been complied with.
- g. Sponsor Selection Criteria and duties, if applicable: N/A
- h. Additional Information:

Applicant must attend an 8 hour Homebuyer Education class from a HUD-approved housing counseling agency and receive a certificate of Pre-purchase housing counseling upon completion of the course. This certificate is required prior to loan closing.

Applicant must use pre-approved lenders. The lender of any first mortgage loan provided to an income eligible household must comply with Treasury's guidance for nontraditional mortgages. (<http://www.fdic.gov/regulations/laws/rules/5000-5160.html>). Compliance must be documented. All loans must be at a fixed rate mortgage not to exceed a term of forty (40) years.

D. <i>Emergency Repair</i>	<i>Code 6</i>
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- a. Summary of the Strategy: The Emergency Housing Rehabilitation strategy will address emergency repairs to eligible homeowners to carry out limited improvements such as roofing, electrical and plumbing to immediately rectify life hazardous and potentially dangerous conditions that threaten the safety and health of the occupants of the home as determined by the housing inspector.
- b. Fiscal Years Covered: 2015-2016, 2016-2017 and 2017-2018

- c. Income Categories to be served: Assistance will be provided to a property occupied by very low, low and moderate-income households whose income does not exceed 140% of the median. Priority will be given to very low and low income households and households with special needs until all program set asides have been met.
- d. Maximum award: \$15,000
- e. Terms of the award: Interest Rate, Repayment (hard pay, forgiveness), Recapture and Default. Assistance will be provided in the form of a grant. Individual households will not be required to repay funds used for emergency repairs.
- f. Recipient Selection Criteria: Applicants for assistance will be received after an advertisement period in the local newspaper and a public awareness campaign of flyers. The City of Pompano Beach typically accepts applications once a year. Only those who comply with the preliminary application process are eligible to submit an application. The applications are then processed on a first qualified, first served basis until all funds are expended for the year. All properties must be single family owner occupied and located in Pompano Beach.
- g. Sponsor Selection Criteria and duties, if applicable: N/A
- h. Additional Information: N/A

E.	<i>New Construction-Rental</i>	<i>Code 21</i>
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- a. Summary of the Strategy: This strategy will provide acquisition and development assistance to eligible sponsors (Not for Profit and for Profit) to develop affordable rental housing for very low, low and moderate-income households.
- b. Fiscal Years Covered: 2015-2016, 2016-2017 and 2017-2018
- c. Income Categories to be served: Assistance will be provided to project that serves very low, low and moderate-income households whose income does not exceed 140% of the median. Priority will be given to very low and low income households and households with special needs until all program set asides have been met.
- d. Maximum award: \$10,000 per unit.
- e. Terms of the award: Interest Rate, Repayment (hard pay, forgiveness),

Recapture and Default. The funds will be in the form of a deferred mortgage at 0% interest rate for a minimum of 20 years. The loan will decrease at 1/20th of its value each year so that the sum will be completely forgiven in 20 years, providing there is no conveyance, no encumbrance, no refinancing of the property, or that less than 51% of the units are made available for rent by very low, low and moderate income renter persons or households.

Default Provisions: Should the property be sold, encumbered, refinanced or less than 51% of the units available for rent to the very low, low and moderate income households the remaining 100% of the loan funds plus 6% interest will become due and payable to the SHIP Housing Trust Fund. The City of Pompano Beach Office of Housing and Urban Improvement shall on an annual basis for at least 20 years monitor the multi-family development to determine tenant eligibility and project affordability for very low, low and moderate-income families.

Recapture Provision: In the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership) the loan will be in default and the funds will be recaptured.

- f. Recipient Selection Criteria: Recipients will submit application packets in response to the City's Request for Proposals (RFP) process that will be developed by the City and advertised in the local newspaper. Each submitted application packet will be reviewed, evaluated and ranked by a SHIP Review Committee. All eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process as required by Rule 67-37.005(6)(b) 7, Florida Administrative Code.

Recipients that offer rental housing for sale before the end of the 20 year affordability period 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.

- g. Sponsor Selection Criteria and duties, if applicable: N/A
- h. Additional Information: N/A

F.	<i>Disaster Repair/Mitigation</i>	Code 5
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- a. Summary of the Strategy: The Disaster Strategy provides assistance to households following a natural disaster as declared by Executive Order 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 Florida Housing Finance Corporation. SHIP funds will be used to provide emergency housing repairs to income eligible households in the aftermath of a natural disaster. SHIP disaster funds may be used for items such as, but not limited to:

1. Purchase of emergency supplies for eligible households to weatherproof damaged homes;
2. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
3. Construction of wells or repair of existing wells where public water is not available;
4. Payment of insurance deductibles for rehabilitation of homes covered under homeowners insurance policies;
5. Security deposit for eligible recipients that have been displaced from their homes due to disaster;
6. rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to disaster;
7. Other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.

- b. Fiscal Years Covered: 2015-2016, 2016-2017 and 2017-2018
- c. Income Categories to be served: Assistance will be provided to property that is occupied by very low, low and moderate-income households whose income does not exceed 140% of the median. Priority will be given to very low and low income households and households with special needs until all program set asides have been met.
- d. Maximum award: \$30,000
- e. Terms of the award: Interest Rate, Repayment (hard pay, forgiveness), Recapture and Default. Assistance will be provided in the form of a grant. No payments or repayment will be required and no security instrument will be recorded against the property.
- f. Recipient Selection Criteria: First qualified, first served basis pending funding availability. The property must be located in the City limits of Pompano Beach, Florida.
- g. Sponsor Selection Criteria and duties, if applicable: N/A

- h. Additional Information: N/A

III. LHAP Incentive Strategies

On October 1, 2013 the Affordable Housing Advisory Committee held a public hearing to receive comments and finalize the affordable housing incentives to be recommended to the City Commission. On February 25, 2014 through resolution 2014-143 the City Commission adopted the recommendations of the advisory committee as listed below.

A. Name of the Strategy: Expedited Permitting

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

Established policy and procedures: This incentive is presently implemented through an adopted One-Stop new construction permitting process for affordable housing projects within the city limits for the City of Pompano Beach. The Office of Housing and Urban Improvement is the lead Agency in this process. The One-Stop process has a pre-approved checklist of requirements that contractors must follow to implement the process. On the third Friday of each month contractors submits all permits checklists, applications, and plans to the Office of Housing and Urban Improvement (OHUI) for distribution to Zoning, Building and Engineering Departments. The Development team members have four and a-half (4½) days to review and process the plans for the scheduled monthly meeting which usually takes place a week later. If no negative comments are raised, a construction permit will be issued (processing time 5 working days). If negative comments are raised, the contractor has ten (10) days to make corrections and resubmit the plans through the Office of Housing and Urban Improvement for review. The City will then have five (5) days to review and issue permitted. If the contractor does not meet the ten (10) day timeframe for re-submittals, and if the resubmitted plans are not 100% corrected, the contractor will then be required to submit his plans through the Building Department's normal permitting process for a building permit.

B. Name of the Strategy: Ongoing Review Process

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

Established policy and procedures: The Office of Housing and Urban Improvement has been assigned to the City's review development process team. Wherein, all proposed changes in the City's policies, procedures, ordinances, regulations, plans, or infrastructure improvements in the city limits that have significant impacts on the cost of housing must be reviewed and commented by the Office of Housing and Urban Improvement. These comments are then submitted to the various governing boards and City Commission to be addressed at consideration of procedural changes. This process is accomplished through a checklist procedure implemented by the Development Services Director when major land use, variances, planning policies and documents are up for consideration. This checklist identifies all departments requiring comments to be submitted.

C. Name of the Strategy: The affordable housing definition on the appointment Resolution.

Established policy and procedures: This incentive has been incorporated into the City's application process for qualifying eligible affordable housing cost for the very low, low and moderate-income families.

D. Name of the Strategy: The modification of impact fee requirements including reduction or waiver of fees and alternative methods of fee payment, providing no city general funds are expended.

Established policy and procedures: The incentive is implemented by the Office of Housing and Urban Improvement using grant funds to pay these fees for contractors as an incentive to reduce the cost of housing to low and moderate income homebuyers by the same amount of grant funds to the contractor. This incentive is implemented by an individual applicant submitted process to Office of Housing and Urban Improvement on a case by case basis, and the availability of funds. The criterion for determination is based on the composition of the tenants, such as low to moderate income households or senior facilities, and the amount of funding asked for and available amount of funds.

E. Name of the Strategy: Reservation of infrastructure capacity for housing for very low and low-income persons.

Established policy and procedures: This incentive is presently established with the cooperation of the Department of Development Services to insure the infrastructure capacity of water and sewer for housing for low and very low income households.

F. Name of the Strategy: The preparation of a printed inventory of locally owned public land suitable for affordable housing.

Established policy and procedures: This incentive has been implemented and updates are made annually. The Office of Housing and Urban Improvement in collaboration with the City's Department of Development Services have created an inventory list of lands owned by the City of Pompano Beach and the City of Pompano Beach Community Redevelopment Agency.

G. Name of the Strategy: The provision of a financing vehicle to aid very low, low and moderate-income families in securing a home.

Established policy and procedures: This incentive is implemented annually through advertisement of the City's various affordable Housing Programs to very low, low and moderate-income persons, as well as, through application processing for applicant eligibility.

H. Name of the Strategy: The allowance of flexibility in densities for Affordable Housing.

Established policy and procedures: This incentive is being reviewed by the Department of Development Services and will be taken into consideration when the new Zoning Ordinance is drawn.

I. Name of the Strategy: Reduce parking and setback requirements for Affordable Housing.

Established policy and procedures: This incentive is established with an individual applicant based application on a case by case basis.

J. Name of the Strategy: Proximity of development near transportation hubs/major employers.

Established policy and procedures: This incentive is being reviewed by the Office of Housing and Urban Improvement with the cooperation of the Department of Development Services to establish incentives for developers.

K. Name of the Strategy: Notification and input of all affordable housing projects

Established policy and procedures: The Office of Housing and Urban Improvement should be given notification and input in determining eligibility of all affordable housing projects. This incentive is in combination with Strategy B.

L. Name of the Strategy: Incentives for affordable homes that include energy efficiency.

Established policy and procedures: The City will give preferential incentives for affordable homes that include energy efficiency, i.e. windows, fans, tank less water heaters, and energy star rated appliances. The Office of Housing and Urban Improvement will establish a handbook that will outline the policy and procedures to be used in giving preferential incentives for affordable homes that include energy efficiency.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan Page 17
- B. Timeline for Estimated Encumbrance and Expenditure Page 18
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal
Year Covered in the plan Page 19-21
- D. Signed Certification. Page 22-23
- E. Signed, dated, witnessed or attested adopting resolution Page 24-25
- F. Program Information Sheet Page 26

LHAP 2015

Exhibit A

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

Effective Date: 10/2014

City Of Pompano Beach

Fiscal Year: 2015-2016		
Estimated Allcoation for Calculating:	\$	470,623.00
Salaries and Benefits	\$	44,812.00
Office Supplies and Equipment	\$	1,000.00
Travel Perdiem Workshops, etc	\$	500.00
Advertising	\$	750.00
Other	\$	
Total	\$	47,062.00
		0.099999
Fiscal Year: 2016-2017		
Estimated Allcoation for Calculating:	\$	470,623.00
Salaries and Benefits	\$	44,812.00
Office Supplies and Equipment	\$	1,000.00
Travel Perdiem Workshops, etc	\$	500.00
Advertising	\$	750.00
Other	\$	
Total	\$	47,062.00
		0.099999
Fiscal Year 2017-2018		
Estimated Allcoation for Calculating:	\$	470,623.00
Salaries and Benefits	\$	44,812.00
Office Supplies and Equipment	\$	1,000.00
Travel Perdiem Workshops, etc	\$	500.00
Advertising	\$	750.00
Other	\$	
Total	\$	47,062.00
		0.099999

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2016-2017

LHAP Exhibit C 2015

Please check applicable box

New Plan:	x
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: City of Pompano Beach

Estimated Funds: \$470,623.00

Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
1	Purchase Assistance with Rehab		\$40,000		\$40,000	1	\$40,000		\$40,000.00		\$40,000.00	8.50%	1
3	Rehabilitation	2	\$60,000	2	\$60,000		\$60,000		\$240,000.00		\$240,000.00	51.00%	4
4	Demolition/Reconstruction		\$140,000		\$140,000		\$140,000				\$0.00	0.00%	0
5	Disaster Repair/Mitigation		\$10,000		\$10,000		\$10,000				\$0.00	0.00%	0
6	Emergency Repair	8	\$15,000	2	\$15,000		\$15,000		\$143,561.00		\$143,561.00	30.50%	10
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	10		4		1		\$0.00	\$423,561.00	\$0.00	\$423,561.00	90.00%	15

Code	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
21	New Construction-Rental		\$10,000		\$10,000		\$10,000.00				\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Owners)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
	Administration Fees										\$47,062.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	GRAND TOTAL												
	Add Subtotals 1 & 2, plus all Ad	10		4		1		\$0.00	\$423,561.00	\$0.00	\$470,623.00	100.00%	15

Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.	90%
Maximum Allowable Purchase Price:		
	New	Existing
	\$391,154	\$391,154

Allocation Breakdown	Amount	%
Very-Low Income	\$141,187.00	30.0%
Low Income	\$141,187.00	30.0%
Moderate Income	\$141,187.00	30.0%
TOTAL	\$423,561.00	90.0%

Projected Program Income:		Max Amount Program Income For Admin	\$0.00
Projected Recaptured Funds:			
Distribution:	\$470,623.00		
Total Available Funds:	\$470,623.00		

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2017-2018

LHAP Exhibit C 2015

Please check applicable box

New Plan:	x
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: City of Pompano Beach

Estimated Funds: \$470,623.00

HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Purchase Assistance with Rehab		\$40,000		\$40,000	1	\$40,000		\$40,000.00		\$40,000.00	8.50%	1
Rehabilitation	2	\$60,000	2	\$60,000		\$60,000		\$240,000.00		\$240,000.00	51.00%	4
Demolition/Reconstruction		\$140,000		\$140,000		\$140,000				\$0.00	0.00%	0
Disaster Repair/Mitigation		\$10,000		\$10,000		\$10,000				\$0.00	0.00%	0
Emergency Repair	8	\$15,000	2	\$15,000		\$15,000		\$143,561.00		\$143,561.00	30.50%	10
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	10		4		1		\$0.00	\$423,561.00	\$0.00	\$423,561.00	90.00%	15

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
New Construction-Rental		\$10,000		\$10,000		\$10,000.00				\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
Administration Fees										\$47,062.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling											0.00%	
GRAND TOTAL	10		4		1		\$0.00	\$423,561.00	\$0.00	\$470,623.00	100.00%	15

Percentage Construction/Reh	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.	90%
Maximum Allowable Purchase Price:		
	New	Existing
	\$391,154	\$391,154

Allocation Breakdown	Amount	%	Projected Program Income:	Max Amount Program Income For Admin	\$0.00
Very-Low Income	\$141,187.00	30.0%	Projected Recaptured Funds:		
Low Income	\$141,187.00	30.0%	Distribution:	\$470,623.00	
Moderate Income	\$141,187.00	30.0%	Total Available Funds:	\$470,623.00	
TOTAL	\$423,561.00	90.0%			

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government: City of Pompano Beach, Florida

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation 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.
(note: Miami Dade County will check "has")

 Witness

 Chief Elected Official or designee

 Witness

 Type Name and Title

 Date

OR

 Attest:
 (Seal)

RESOLUTION #: _____

CITY OF POMPANO BEACH, FLORIDA

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF POMPANO BEACH FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; 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, ss. 420.907-420.9079, Florida Statutes (1992), and Rule 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, F.S.* 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 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.

WHEREAS, the Department of Housing and Urban Improvement 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 Pompano Beach to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

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

Section 1: The City Commission of the City of Pompano Beach hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2015-2016, 2016-2017, 2017-2018.

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, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Mayor

(SEAL)

ATTEST:

City or County Clerk

of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Department of Housing and Urban Improvement 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 Pompano Beach to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

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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, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Mayor

(SEAL)

ATTEST:

City or County Clerk

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
PROGRAM INFORMATION SHEET

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

Local Government	City of Pompano Beach, Florida
Chief Elected Official	Lamar Fisher, Mayor
Address	100 West Atlantic Boulevard, Pompano Beach, Florida 33060
SHIP Administrator	Miriam Carrillo, Director
Address	100 West Atlantic Boulevard, Suite 220, Pompano Beach, Florida 33060
Telephone	954-786-4651
EMAIL	miriam.carrillo@copbfl.com
Alternate SHIP Contact	Mark Korman, Compliance Officer
Telephone	954-786-7839
EMAIL	Mark.Korman@copbfl.com
Local Government Employer Federal ID #	59-6000411
Other Information	