

CITY OF TAMPA, FLORIDA

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

FISCAL YEARS COVERED

2007/2008, 2008/2009 AND 2009/2010

**Growth Management and Development Services
Housing and Community Development**

**City Hall
306 E. Jackson Street
Second Floor North
Tampa, Fl. 33602**

April, 2007

I. PROGRAM DESCRIPTION

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

City Of Tampa, Florida

Interlocal : Yes _____ No X _____

B. Purpose of the program.

This Local Housing Assistance Plan (LHAP) sets forth the plans for the entire jurisdiction of the City of Tampa. The creation of the City's LHAP 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 and to increase the supply and delivery of safe, decent and affordable housing in Tampa. Additionally, this Plan is created to further the housing element, specifically the affordable housing component, of the City's comprehensive plan.

C. Fiscal years covered by the LHAP:

2007/2008

2008/2009

2009/2010

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan.

As per 420.9075(4)(d) F.S., in each program year contained in this Plan, at least thirty (30%) percent of the funds are allocated on those activities that benefit very low income persons as defined by 420.9071(28) F.S and at least thirty (30%) percent of the funds are allocated on those activities that benefit low income persons as defined by 420.9071(19) F.S. The remainder of each year's allocation of the funds is allocated for a combination of activity that benefits very-low, low and moderate-income persons as defined by 420.9071(20), F.S.

The City has historically committed the majority of the SHIP allocation to provide down payment/closing cost assistance to first time homebuyers of newly constructed single-family housing. As required by 420.9075(4)(a) F.S. and by 420.9075(4)(b) F.S., a minimum of 65% of all SHIP funds will be dedicated to activities that will result in home ownership and 75% of SHIP funds will be reserved for construction, rehabilitation or emergency rehabilitation. As indicated by the SHIP Housing Delivery Goals Chart, this emphasis will be continued under the SHIP program administered by the City of Tampa.

E. Local Housing Partnership

The City's Affordable Housing Programs continue to be carried out through a partnership of public, private and non-profit organizations. As a result of this partnership, the City has demonstrated that combining available public and private resources to conserve and improve existing housing most effectively provides affordable housing. Further, this partnership provides resources to construct new housing available for very low, low and moderate-income households. Through the combination of the public, private and non-profit sectors, the City has realized the benefits of this cooperative effort by effectively combining all available resources and cost-savings measures to substantially reduce the cost of housing for income qualified residents. The City's affordable housing efforts are successful because this combination of resources encourages active partnerships between government sectors, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups to produce affordable housing and provide related services.

F. Leveraging

The use of the local SHIP program financial resources allows the City to better leverage funds from various sources of funding, such as the Federal Community Development Block Grant, HOME Investment Partnership Program, Florida Housing Finance Corporation programs and other state and local sources. Additionally SHIP program funds are used as local match to obtain federal housing grants and State program funds. The City's SHIP funds are leveraged to increase the availability of affordable residential units by combining local resources and cost saving measures into the local housing partnership, thereby reducing the cost of housing.

G. Public Input

During the initial development of the City's plan, public input and citizen participation were developed from citizen committees, various workshops, housing fairs, first-time homebuyer seminars, from public and private providers of community services, and from needs assessments that have been accomplished by a city wide committee of citizens, businessmen, government representatives and social service organizations. As part of the City's annual Consolidated Plan/One Year Action Plan citizen participation process, Tampa City Council periodically conducts public hearings pertaining to the needs for housing services and allocation of the limited resources. The public input and citizen comments received during the public hearing and citizen participation process are incorporated in the design parameters of each strategy. Additionally, public input was solicited through the local newspaper in the advertising of the availability of SHIP funds for Affordable Housing Developments as detailed in the Local Housing Assistance Plan.

H. Advertising and Outreach

The City coordinates an advertisement of the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required and will not be published. Additionally, the City, through its internal programs and through the use of Eligible Sponsors, performs outreach to identify potential eligible recipients. Eligible Sponsors shall be those organizations qualified and participating in the City's housing program(s). The success of the City affordable housing program is based on the various neighborhood community based organizations and their close relationships with the residents within their communities. Outreach will also be conducted via printed materials, newspaper ads, workshops, and housing fairs. In keeping with previously established procedures, the City of Tampa continues to provide citizens with adequate opportunities and encourages their participation in the SHIP program.

I. Discrimination.

In accordance with the provisions of Florida Statutes 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.

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.

Pursuant to Chapter 67-37.007(6) F.A.C., 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. According to Florida Statute §420.9075 (4)(c) the sales price or value of new or existing eligible housing, as determined by a state certified appraiser, may not exceed 90% of the average median 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 City of Tampa has elected to use the independent study prepared by the Hillsborough County Property Appraisers Office to establish purchase price limits.

In accordance with the Hillsborough County Property Appraisers independent study, the average area sales price or value for the City of Tampa metropolitan statistical

area is \$226,000.00 for new and existing eligible housing. The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts. As authorized by Section 420.9075(4)(c) Florida Statutes, the City of Tampa elected to adopt to use the Numbers provided by the Hillsborough County Property Appraisers Office, as opposed to the alternative pricing option to the Median Area Purchase Price established by the U.S. Department of Treasury.

L. Income Limits and Rent Limits and Affordability .

Pursuant to Chapter 67-37.005(5)(e) Florida Administrative Code, 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. Pursuant to Sections 420.9071 (19), (20) and (28), F.S, 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. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing. 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.

For SHIP assisted rental housing, the rent limits of each unit, adjusted by family size and number of bedrooms, shall not exceed the figures established in the Florida Housing Finance Corporation Maximum Rents by Number of Bedrooms in Units Schedule. This schedule is updated annually and distributed by Florida Housing Finance Corporation.

M. Welfare Transition Program.

The City will continue to publish annually, or as necessary, an advertisement that SHIP funds are available for Eligible Sponsors and persons, in local newspapers serving general circulation and ethnic diverse neighborhoods. Organizations interested in participating in the City's SHIP Program, are instructed to apply to the City's Housing and Community Development Department. Each organization must complete an application and meet the SHIP Program Eligible Sponsor Qualification and Selection Procedures. Applications will be reviewed for eligibility on a first-come/first served preference, based on individual circumstances of each application. Pursuant to Rule 67-37.005(6)(b)7, Florida Administrative Code, eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives programs will be given preference in the selection process to receive SHIP funds.

The City will revise the application, the application process and eligibility criteria, as it sees applicable and as needed to conform to all the current rules and regulations of the State of Florida SHIP Program, City and any other programs in which SHIP funds are used.

N. Monitoring and First Right of Refusal.

In the case of rental housing receiving SHIP financial assistance, City staff shall annually monitor and determine tenant eligibility and project compliance. To the extent another governmental entity provides the same monitoring and determination, the City may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer.

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 are presented on an annual basis for each State fiscal year submitted.

The SHIP administration for the City of Tampa is currently budgeted at 10%. In addition to salary and benefits, administrative costs will include equipment, supplies, travel, training, supplies and membership expenses related to SHIP. The City has adopted the above findings in the attached resolution, Exhibit E.

As detailed below, the City of Tampa finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

P. Program Administration.

Administration of the local housing assistance plan is the responsibility of the City of Tampa.

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. and Section 420.9075(3)(a) FS.

Essential Service Personnel is defined to include, 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.

II. LHAP HOUSING STRATEGIES:

A. Down Payment/Closing Costs Assistance

The City may, through its existing programs, provide funds for Down Payment/Closing Costs Assistance for very low, low and moderate-income persons that are being assisted through the City's housing program. The City's shall award SHIP down payment/closing costs assistance to income eligible households on a first-come/first-served preference, based on individual circumstances of each applicant participating in the City's housing program. The first mortgages for these households may be obtained through such sources as, but not limited to, lenders, Federal Housing Administration (FHA) backed loans from a local lender, Veterans Administration (VA), or through any qualified lender, mortgage banker or broker.

The City's assistance may be in the form of a grant, or a zero (0%) interest, Deferred Payment Loan (DPL). A grant will be given in cases where the financial assistance shall be tailored to the individual affordability and financing needs of the participating homebuyer. The loan terms shall be in accordance with the conditions in the City's SHIP Program Mortgage Documents and the SHIP Program Funding Agreements. As stipulated in the SHIP Program Mortgage Documents, if a borrower does not remain owner-occupant, or if all or any part of the property or an interest therein is rented, leased, sold or transferred by borrower, the City shall declare all the SHIP funds secured by the mortgage immediately due and payable.

The length of the zero (0%) interest, Deferred Payment Loan is fifteen (15) Years. If the length of the DPL extends beyond fifteen years, the loan will continue to serve eligible persons pursuant to SHIP Rule 67-37.007(7) requirements. DPLs will be the most common type of loan under this strategy.

These activities will be performed in State Fiscal Years 2007/2008, 2008/2009 and 2009/2010 State Fiscal Years 2007/2008, 2008/2009 and 2009/2010.

The maximum SHIP award per unit under this strategy shall be determined on an individual case basis with a maximum award not to exceed \$60,000.00.

B. Single Family Infill/New Construction

The City may, through its housing programs, work with Eligible Sponsors to develop or construct affordable single-family housing units and/or subdivisions for eligible very-low, low and moderate-income persons. Pursuant to Section I(j) Selection and Wages to Work of this LHAP, each organization participating in the City's SHIP program must meet the SHIP Eligible Sponsor Qualification requirements and satisfy the Selection Procedures.

The SHIP assistance to purchase these newly constructed units may be in the form of a grant, or a zero percent (0%) interest deferred payment loan (DPL). A grant will be given in cases where a development subsidy is required to maintain affordable housing or to address the individual affordability and financing needs of the participating homebuyer. The City's shall

award SHIP to income eligible households on a first-come/first-served preference, based on individual circumstances of each applicant participating in the City's housing program.

The City's assistance in the form of a zero percent (0%) interest, Deferred Payment Loan (DPL) and the loan terms shall be in accordance with the conditions in the City's SHIP Program Mortgage Documents and the SHIP Program Funding Agreements. As stipulated in the SHIP Program Mortgage Documents, if a borrower does not remain owner-occupant, or if all or any part of the property or an interest therein is rented, leased, sold or transferred by borrower, the City shall declare all the SHIP funds secured by the mortgage immediately due and payable.

The length of the zero percent (0%) interest, Deferred Payment Loan is thirty (30) Years. If the length of the zero percent (0%) interest DPL's extends beyond thirty years, the loan will continue to serve eligible persons pursuant to SHIP Rule 67-37.007(7) requirements.

These activities will be performed in State Fiscal Years 2007/2008, 2008/2009 and 2009/2010 State Fiscal Years 2007/2008, 2008/2009 and 2009/2010.

To achieve affordability, the SHIP financial assistance shall be tailored to individual financing needs of the participating homebuyer, while providing needed subsidy to maintain project affordability. The maximum SHIP award per unit under this strategy will be determined on an individual case basis with a maximum subsidy of \$90,000.00 per unit.

C. Owner-Occupied Rehabilitation

Owner-Occupied Rehabilitation strategy provides for the upgrading of substandard owner-occupied housing units, while eliminating housing code violations. Additionally, this strategy provides for the construction or installation of non-luxury general property improvements to provide basic amenities and to bring units into conformity with applicable housing standards. This strategy is for eligible very-low, low, and moderate-income persons who own and occupy single family housing units. The City's shall award SHIP owner-occupied rehabilitation assistance to income eligible households on a first-come/first-served preference, based on individual circumstances of each applicant participating in the City's housing program.

The SHIP subsidy may be in the form of a grant or a zero percent (0%) interest, Deferred Payment Loan (DPL). A grant will be given on an individual case basis, where there is an extreme hardship for, but not limited to, emergency repairs/retrofits, handicap accessibility modifications and cases of immediate need.

The City's assistance in the form of a zero percent (0%) interest, Deferred Payment Loan (DPL) and the loan terms shall be in accordance with the conditions in the City's SHIP Program Mortgage Documents and the SHIP Program Funding Agreements. As stipulated in the SHIP Program Mortgage Documents, if a borrower does not remain owner-occupant, or if all or any part of the property or an interest therein is rented, leased, sold or transferred by borrower, the City shall declare all the SHIP funds secured by the mortgage immediately due

and payable. The length of the zero (0%) interest, Deferred Payment Loan is fifteen (15) Years. If the length of the DPL's extends beyond fifteen years, the loan will continue to serve eligible persons pursuant to SHIP Rule 67-37.007(7) requirements.

These activities will be performed in State Fiscal Years 2007/2008, 2008/2009 and 2009/2010 State Fiscal Years 2007/2008, 2008/2009 and 2009/2010.

The maximum SHIP award per unit under this strategy shall be determined on an individual unit basis with a maximum subsidy of \$50,000.00 per unit.

In an effort to limit the number of times a recipient may receive rehabilitation work and ensure equitable distribution of resources, this Local Housing Assistance Plan imposes a five-year period between which an applicant, who has received assistance for rehabilitation work, may become eligible to reapply for additional assistance. Recipients that receive assistance under the emergency repair strategy may be considered, on a case by case basis, for additional repairs within the 5-year period.

D. Replacement Housing on Site

The SHIP replacement housing on site strategy is available to very low-income and elderly homeowners in-lieu of rehabilitation when the home is deteriorated to the extent that repair is unfeasible due to unreasonable costs or extensive structural problems, and the homeowner has sufficient equity and income to maintain a monthly mortgage debt payment. The goal is to prevent imminent displacement of very low income and elderly homeowners due to distressed conditions, encourage revitalization of low income neighborhoods and increase the supply of safe, decent and sanitary housing.

The City's shall award SHIP financial assistance for housing assistance on site to income eligible households on a first-come/first-served preference, based on individual circumstances of each applicant participating in the City's housing program. The replacement housing on site is available to the following eligible property:

- A. The dwelling must be an owner occupied single-family home in conformance with land use and zoning restrictions and located within the city limits of Tampa.
- B. The dwelling must be in violation of the Minimum Housing Standards Code and the extent of structural deterioration precludes the economic feasibility of undertaking repairs to correct code violations and provide a decent, safe and sanitary living environment.
- C. Ownership of the property must be fee simple estate at the time of loan closing with title in the name of the applicant(s).
- D. Property taxes must be current. Applications shall not be approved for funding if there are delinquent property taxes outstanding.

- E. Total project costs (all funding sources) may not exceed the FHA 203(b) limits in effect as of the date of the assistance. The value of the dwelling after construction may not exceed State Housing Initiatives Partnership (SHIP) Program maximum allowable purchase price for existing homes. These limits are established in the City's Local Housing Assistance Plan and are subject to change from time to time.
- F. The replacement home will be consistent with the needs of the household, the character of the neighborhood, and area-wide market conditions.
- G. Replacement home specifications will be prepared, made available for bid and awarded according to the standards established in Policy B27 Construction Specification and Bid Policy.

Applicant Eligibility and Assistance Policy

- A. **Maximum Income Eligibility Limits:** The applicant's total annual household income shall not exceed 80% of the area median income as published by the U.S. Department of Housing and Urban Development.
- B. Replacement Housing targets very low-income homeowners with gross incomes between 30% and 50% of area median income that have sufficient equity and income to support limited mortgage, insurance and tax payments.
- C. The applicant must qualify for a first mortgage with PITI payments limited to 30% of gross monthly income. The balance of project costs will be financed by a deferred payment loan at zero percent (0%) interest that remains deferred as long as dwelling remains the occupant's primary residence. At a minimum, the homeowner should afford the monthly escrow for property taxes and hazard insurance.
- D. Temporary relocation benefits for the owner-occupant and family will be provided per HUD requirements and HCD policy and procedures.
- E. Fire and Extended Coverage Insurance will be required and the structure shall be insured to value. The initial annual insurance premium will be an eligible loan closing expense.
- F. Flood insurance will be required in special flood hazard areas and the initial annual insurance premium will be an eligible loan closing expense.
- G. The interest rate on the amortized loan shall not exceed 3% and will be amortized monthly. Interest rate on the deferred payment loan shall be zero percent and the loan shall be deferred while the property remains the applicant's primary homestead residence.

- H. Refinancing of existing mortgage debt is an eligible expense provided the refinanced debt does not cause combined loan-to-value to exceed 100%.
- I. Loan-to-value ratio after completion of construction should not exceed 100% of property value.
- J. The property value after construction improvements will be determined by a certified professional property appraisal.
- K. An eligible applicant or property may not have received rehabilitation assistance within the five years prior to a current application for such assistance.

These activities will be performed in State Fiscal Years 2007/2008, 2008/2009 and 2009/2010.

City financing for this strategy will typically involve a combination of federal HOME and State SHIP funding. The maximum SHIP award per unit under this strategy shall be determined on an individual unit basis with a maximum subsidy of \$30,000 per unit.

E. New Construction/Rehabilitation of Multi-Family Rental Units

SHIP Funds may also be used for the construction of multi-family rental units for very low, low and moderate-income households. The City may use a portion of the SHIP allocation as part of the Local Government Contribution or Match when participating in such programs such as the Florida Housing Finance Corporation Housing Tax Credit (HTC) and Florida State Apartment Incentive Loan (SAIL) Programs as they apply to the development of new construction and/or rehabilitation of affordable multi-family rental housing developments.

In the event the SHIP funds are provided for development of new construction or rehabilitation of affordable multi-family rental units, the financial assistance may be in the form of a grant or a zero percent (0%) interest, deferred payment loan (DPL). The City shall award SHIP financial assistance to SHIP eligible sponsors constructing or rehabilitating affordable multi-family rental projects on a first-come/first-served preference, based on individual circumstances of each project.

A grant will be given in cases where a development subsidy is required to maintain affordable housing or to address a specific project related cost factor that adversely affects affordability.

The zero percent (0%) interest DPL is required to be repaid in full in the event it is determined the multi-family project is out of compliance with the requirements of either the HTC or the SAIL program. The minimum term of the zero percent (0%) interest Deferred Payment Loan for multi-family rental units is fifteen 15 years. If the loan exceeds 15 years, the rental unit must continue to serve eligible persons pursuant to the SHIP program requirements. The maximum term limits for zero percent (0%) interest Deferred Payment Loans under this

strategy is 30 years. Rental units assisted with SHIP funds shall be monitored, in accordance with LIHTC and SAIL program requirements, on an annual basis for 15 years for compliance with tenant income and affordability requirements. The minimum affordability period is 20 years for newly constructed rental units and 15 years for rehabilitated rental units. In the event a rental unit is offered for sale prior to the end of the 15-year loan period, the rental unit shall be subject to right of first refusal for purchase at the current market value by eligible nonprofit organizations that would continue occupancy by eligible persons. Eligible persons must occupy any rental units sold for the duration of the terms of the SHIP loan.

SHIP funds have the potential to also be used for the rehabilitation of multi-family rental units for very low, low, and moderate-income households. The City has determined several multi-family structures in targeted areas that have potential affordable housing opportunities. These structures were initially developed as small multi-family units and will be retained as such. However, a need to bring them up to Housing Quality Standards is a necessity.

For these projects where SHIP funds are provided for the development of affordable rental housing, the financial assistance is in the form of a zero percent (0%) interest Deferred Payment Loan (DPL).

These activities will be performed in State Fiscal Years 2007/2008, 2008/2009 and 2009/2010.

The maximum SHIP award per unit under this strategy for new construction of multi-family rental units will be determined on an individual project basis with a maximum subsidy not to exceed \$30,000 per unit.

The maximum SHIP award per unit for rehabilitation of multi-family rental units will be determined on an individual project basis. The maximum per unit award will not exceed the per unit dollar limits established under 221(d)(3)(ii) of the National Housing Act (12 U.S.C. 17151(d)(3)(ii)). These limits are available from the Multifamily Division in HUD field offices.

E. Emergency Repairs

The City, through the existing housing program, will work with Eligible Sponsors to provide emergency repairs for very low, low and moderate-income homeowners. The intent of the providing emergency repair assistance is to stop the imminent displacement of owner-occupants due to distressed conditions. The emergency repairs are not intended to bring the home into full building code. The goal of this strategy is to complete the emergency repairs in a timely manner that will leave the dwelling in stable and habitable condition. Homeowners that accept the emergency repairs, will be eligible for assistance under the Owner Occupied Rehabilitation Strategy, but will be placed at the bottom of the waiting list.

The SHIP funds provided to income qualified residents for emergency repairs shall be in the form of a grant.

These activities will be performed in State Fiscal Years 2007/2008, 2008/2009 and 2009/2010.

Recipients that receive assistance under the emergency repair strategy may be considered, on a case by case basis, for additional repairs under the Owner Occupied Rehabilitation Strategy within the 5-year period.

The maximum SHIP award per unit under this strategy shall be determined on an individual unit basis with a maximum subsidy of \$12,000.00 per unit. The cost of the emergency repairs, plus the cost to complete the balance of the repairs that will bring the home into full building code compliance, cannot exceed the \$50,000.00 limit established for the Owner Occupied Rehabilitation Strategy.

F. DISASTER 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 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; tree and debris removal required to make the individual housing unit habitable;
- (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 homeowner's insurance policies;
- (e) security deposit, rental assistance for the duration of Florida Office of the Governor Executive Order 04-206, for eligible recipients that have been displaced from their homes due to damage from the storm;
- (f) other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.

Fiscal Years Covered: 2007/2008, 2008/2009 and 2009/2010.

Income Categories to be served: Very Low, Low and Moderate as defined in Section 420.9071(19), (20), (28), F.S.

Terms, Recapture and Default:

- (a) All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture; OR

- (b) All SHIP funds provided to eligible households will be in the form of a deferred payment loan at 0% interest for a period of 10 years and are contractually subject to recapture. Should the owner move, vacate, rent or sell the home before the 10 years have passed, the balance of the SHIP loan will be immediately due and repayable to the city.

Recipient Selection Criteria: First come, first serve or as determined by the City. Priority shall be given to individuals or household that qualify as Elderly as defined in 420.503, F.S.

Sponsor Selection Criteria: Not applicable.

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.

G. Homeowner Preservation

- a. Summary of Strategy: It is not only important to help people become homeowners, it is also important to make sure those homeowners stay in their homes. The programs under these strategies are designed to assist households that need funds to either stop their homes from being foreclosed, sold for non-payment of taxes, or protect if it is damaged.

The City of Tampa will address homeowner preservation through the following programs:

1. Foreclosure Prevention Program – Provides assistance to homeowners under threat of foreclosure from mortgage holders.
 2. Insurance and Taxes Payment Program – Provides assistance to homeowners to pay for their taxes and insurance
- b. Fiscal Years Covered: 2007/2008, 2008/2009 and 2009/2010.
 - c. Income Categories to be served: Very Low, Low and Moderate as defined in Section 420.9071(19), (20), (28), F.S.
 - d. The maximum SHIP award per unit under this strategy shall be determined on an individual unit basis with a maximum subsidy of \$5,000.00 per unit for Foreclosure Prevention. For Taxes and Insurance, the maximum SHIP award will be the difference between 30% of your gross income on mortgages, taxes and insurance, and the amount owed.
 - e. Terms, Recapture and Default

1. Foreclosure Prevention – Three year, 0% deferred loan. When the deferral period is over, the homeowner will fill out a new application and a determination will be made as to whether they can afford payments (using the 28% - 38% standard mentioned above under HAP). If they cannot, the loan will be deferred for another three years.
2. Insurance and Taxes Payment Program – Due upon sale, vacation, or rental of home.

For all programs listed above, The City of Tampa reserves the right to buy the property at foreclosure sale to protect its loan interest. At that time, the City may re-sell the property to the homebuyer and restructure the financing, or sell the property to another agency. The agency will rehabilitate the property and sell it to a new homeowner.

The City may foreclose itself if the homebuyer does not meet the terms of the County mortgage.

f. Recipient Selection Criteria:

1. Home value less than SHIP sales price limit.
2. For Foreclosure Prevention, completion of counseling with Division's counseling agency.
3. Foreclosure prevention applicants must show that the nonpayment of their mortgage is not through their own doing. Eligible reasons are:
 - a. Loss of employment.
 - b. Sudden medical expenses.
 - c. Divorce or separation.
 - d. Death in the family.
 - e. Unforeseen home repair bills.

Applicants must also show that they will be able to keep the house out of default, genuinely want to keep the house, and must show they can make monthly mortgage payments.

4. Insurance and Taxes Program applicants must be very-low income, with a family member 62 years of age or older, or a family member with a disability receiving disability payments from Social Security.

Additionally, eligibility for this strategy shall be done in an expedited manner and may include alternative forms of documentation, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income, and assets.

- a. Sponsor Selection Criteria – No sponsors will be involved in this strategy.

III. LHAP INCENTIVE STRATEGIES

The following is a list of the City of Tampa affordable housing incentive strategies that are currently in place to facilitate, encourage, preserve, and produce affordable housing, in order to assure safe, decent and affordable housing for the City's very-low, low and moderate income households.

A. Expedited Permitting

All affordable projects are now expedited since the City of Tampa reorganized its permitting process in June 1995. Residential projects are reviewed and permitted within 3-5 days, more than 90% receive permits in less than 3 days. Permits expedited: building, electrical, mechanical and plumbing. The City has established an express permit process where permit authorization can be obtained over the phone and permits can be faxed. Residential building plan review has a "plans on file" process where a sealed set of plans are reviewed and approved and placed on file. Subsequent projects using the same plans can then be expedited. The development permit process has been reorganized with personnel from all permit review and approval agencies have been organized into the Construction Services Center.

Established policy and procedures:

Tampa City Council approved ordinance No. 2002-66 on February 28, 2002. Please note that Chapter 5-104.4.1.5. includes language that specifically establishes that priority processing of approvals (as defined in s. 163.3164(7) and (8) for affordable housing) shall be given for development orders or permits for affordable housing projects.

Chapter 5 was modified to include the following language:

5-101.4.2.3.2.4 residential redevelopment. Any one- or two-family residential building altered or repaired under the direct supervision of the City of Tampa Community Redevelopment Agency through the affordable housing incentive plan may comply with the specific requirements of this chapter by the use of alternative materials and methods of construction when the following conditions have been met:

1. The building is subject to an "order to re-pair" pursuant to Chapter 19, City of Tampa Code;
2. The applicant submits and makes a part of the permit documents a written description of the alternate materials and methods used to provide and equivalent level of compliance with the specific requirements of this chapter, and the reasons for the alternative measures, and
3. The building official approves the submittal.

5-104.4.1.5 A building permit for a single-family residential dwelling must be issued within thirty (30) working days of application therefore unless unusual circumstances require a longer time for processing the application or unless the permit application fails to satisfy the Florida Building Code or the City of Tampa's laws or ordinances. Priority processing of approvals shall be given for development orders or permits for affordable housing projects.

B. Ongoing Review Process

Policy implemented by a Policy Memorandum issued by the City's Department of Business and Housing Development in October 1994 (then named Department of Housing and Development Coordination). The Strategy is functioning as intended. The City has appointed the Deputy Director of the Department of Business and Housing Development as the affordable housing advocate responsible for the review of existing and proposed policies, procedures, ordinances, regulations and plan provisions that may have a significant impact on the cost of housing. Periodically, the Deputy Director will assemble City staff involved with the regulation of housing to review, analyze and provide input concerning proposed policies, procedures, ordinances, regulations and plan provisions.

- a. Established policy and procedures: Provide Description

Policy Memorandum was issued in October 1994 appointed the Deputy Director of the Department of Business and Housing Development as the affordable housing advocate responsible for the review of existing and proposed policies, procedures, ordinances, regulations and plan provisions that may have a significant impact on the cost of housing.

IV. EXHIBITS:

A. Administrative Budget for each fiscal year covered in the Plan.

B. Timeline for Encumbrance and Expenditure.

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.

D. Certification Page.

E. Adopting Resolution.

F. Program Information Sheet