



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2019-2020, 2020-2021, 2021-2022



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I. Program Details:

A. LG(s)

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

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 2019-2020, 2020-2021, 2021-2022

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, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

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

G. **Public Input:** Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper and/or the City's website 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 and/or the City’s website, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.
- I. **Waiting List/Priorities:** A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding described/listed here apply to all strategies unless otherwise stated:

Waiting list is kept in a log and backed up on the computer to make sure there’s consistency with the waiting list log. The City gives priority for households with Special Needs and the elderly.

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

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual



household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

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

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

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

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

Entity	Duties	Percentage
City of Hialeah	Owner Occupied Residential Rehabilitation	65%
Citrus Health Network	Rental Assistance/Rapid Re-housing (if applicable)	Up to 15%



Hialeah Housing Authority	Rental Development (if applicable)	Up to 25%
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- R. **Project Delivery Costs:** The City will assess a 5% delivery cost to the homeowner and it will be part of their lien. The City will RFP for Contractors and inspectors to do this work.
- S. **Essential Service Personnel Definition:** Counties and eligible municipalities are required to include a definition of Essential Services Personnel as noted in Rule Chapter 67-37.002(8) F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S. F.A.C. Essential Services Personnel:
Essential service personnel are defined as City of Hialeah sworn fire personnel, sworn police officers, and state certified teachers.
- T. **Describe efforts to incorporate Green Building and Energy Saving products and processes:** Energy conservation and other green feature strategies will be implemented into all Rehabilitation and Reconstruction projects. This includes but is not limited to higher efficiency HVAC units, programmable thermostats, tank-less water heaters, energy conserving window and doors, a higher value of wall and attic insulation, low-flow plumbing fixtures and all applicable appliances to be Energy Star Rated.
- U. **Describe efforts to meet the 20% Special Needs set-aside:** The City focuses on helping Special Needs households and elderly first. Through our waiting list, we have a section marked for Special Needs households in order to highlight any special needs households cases, so the City is aware of any cases that need to prioritized. In conjunction with CDBG and ESG, the City is in contact with two agencies, SCLAD (Spinal Cord Living-Assistance Development Inc.) and Citrus Health Network that will refer homeowners to our department for any Special Needs assistance if any such cases should arise. Alliance for Aging is another agency that The City is in contact with that can refer Citizens to our department as well. Also if a homeowner calls the Mayor’s office needing Special Needs assistance, they would be referred to our office as well.
- V. **Describe efforts to reduce homelessness:** Through the Miami Dade Homeless Trust’s, Continuum of Care, the City of Hialeah has implemented a program to fight homelessness. The Rental Assistance/Rapid Re-housing program uses SHIP funds to help citizens with issues regarding homelessness. The City also leverages ESG funds for homelessness programs as well. The Continuum of Care has referred the City to work with the Citrus Health Network. They are an agency that provides help for Citizens with homelessness issues, provided that the Citizens qualifies for the help.

Section II. LHAP Strategies:

A. Strategy Name Owner Occupied Rehabilitation	Code 3
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a. Summary: Rehabilitation of single family residences; for homeowners that occupy the home as their primary residence. This program assists homeowners in assuring that their homes comply with the New Florida Building Code by addressing issues with structural, electrical, mechanical, plumbing and roofing components of the home.

b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022

c. Income Categories to be served: Very low, low and one moderate case for a veteran

d. Maximum award: \$80,000.00

e. Terms

1. Repayment loan/deferred loan/grant: deferred payment loan secured by a recorded mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 20 years
4. Forgiveness: Forgiven at 5% per year.
5. Repayment: N/A
6. Default: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and be payable immediately.

f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and elderly very low and low income households.

g. Sponsor Selection Criteria: "Eligible Sponsor" means a person or a private or public for-profit, nonprofit, or a section 3 business, or minority business or government entity that applies for an award under the local housing assistance plan for the purpose of assisting eligible income eligible persons with housing matters related to this strategy. The City of Hialeah will use an RFQ process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFQ includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary capacity, knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.

h. Additional Information: Mobile homes, trailers, condominiums, townhomes, duplexes, twin homes and villas are not eligible for this strategy.

B. Strategy Name DEMOLITION/RECONSTRUCTION

Code 4

a. Summary: Property must be owner occupied, with or without existing mortgages. The existing structure must be determined to be unsafe structure (which is at least 70% deteriorated and the cost estimated to repair the existing structure is over 50% of what the current assess value on the property taxes



is), in accordance with the Florida Building Code by the Building Official and the housing inspector. The building must be a single family residence. The new structure will be built on the same lot. If there's a mortgage, the City will get clearance and approval from the Mortgaging Company to do demolition/reconstruction. It will be the City's discretion whether or not to proceed with project as a demolition case.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$250,000.00
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 20 years
 - 4. Forgiveness: Forgiven at 5% per year.
 - 5. Repayment: N/A
 - 6. Default: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and be payable immediately.
- f. Recipient Selection Criteria: Applicants will be processed on first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and then elderly very low and low income households.
- g. Sponsor Selection Criteria: "Eligible Sponsor" means a person or a private or public for-profit, nonprofit, or, a section 3 business, or minority business or, government entity that applies for an award under the local housing assistance plan for the purpose of assisting eligible income eligible persons with housing matters related to this strategy. The City of Hialeah will use an RFQ process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFQ includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary capacity, knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.
- h. Additional Information: Mobile homes, trailers, condominiums, townhomes, duplexes, twin homes and villas are not eligible for this strategy.

C. Strategy Name PURCHASE ASSISTANCE	Code 2
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a. Summary: Down payment; and closing cost for new and existing housing for first time homebuyer. A first time homebuyer is defined as an individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered **first-time** homebuyers). A single parent who has only owned with a former



spouse while married.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$20,000.00
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan; secured by a mortgage and note.
 - 2. Interest Rate: 3%
 - 3. Years in loan term: 20 years
 - 4. Forgiveness: Forgiven at 5% per year.
 - 5. Repayment: N/A
 - 6. Default: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and be payable immediately.
- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis; from a waiting list. Priority will be given to households with Special Needs and then elderly very low and low-income persons
- g. Sponsor Selection Criteria: "Eligible Sponsor" means a person or a private or public for-profit, nonprofit, or a section 3 business, or minority business or, government entity that applies for an award under the local housing assistance plan for the purpose of assisting eligible income eligible persons with housing matters related to this strategy. The City of Hialeah will use an RFQ process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFQ includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary capacity, knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.
- h. Additional Information: Mobile homes, trailers, condominiums, townhomes, duplexes, twin homes and villas are not eligible for this strategy.

D. Strategy Name DISASTER REPAIR/MITIGATION	Code 5
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a. Summary: The Disaster Strategy provides assistance to households following a disaster as declared by Executive Order of the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. Funds will be used to fund emergency storm related repairs including but not limited to: purchase emergency supplies, weatherproof homes, repairs to avoid further damage, repairs to make the housing unit habitable and post disaster



assistance with noninsured repairs and rehabilitation.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$20,000.00
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
 - 2. Interest Rate: 3%
 - 3. Years in loan term: 10 years
 - 4. Forgiveness: Forgiven at 10% per year.
 - 5. Repayment: N/A
 - 6. Default: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and be payable immediately.
- f. Recipient Selection Criteria: Applicants will be processed on first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and then elderly very low and low income households.
- g. Sponsor Selection Criteria: "Eligible Sponsor" means a person or a private or public for-profit, nonprofit, or a section 3 business, or minority business or, government entity that applies for an award under the local housing assistance plan for the purpose of assisting eligible income eligible persons with housing matters related to this strategy. The City of Hialeah will use an RFQ process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFQ includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary capacity, knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.
- h. Additional Information: Mobile homes, trailers, condominiums, townhomes, duplexes, twin homes and villas are not eligible for this strategy.

E. Strategy Name SPECIAL NEEDS BARRIER REMOVAL	Code 11
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a. Summary: Special needs strategy provides assistance to families in owner occupied units that have special needs. For instance needing a ramp or making a bathroom more accessible for any household member needing accessibility.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022



- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$20,000,00
- e. Terms :
 1. Repayment loan/deferred loan/grant: Deferred payment Loan secured by a mortgage and note.
 2. Interest Rate: 3 %
 3. Years in loan term: 10 years
 4. Forgiveness: Forgiven 10% per year
 5. Repayment: N/A
 6. Default: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the outstanding balance of the loan will be due and be payable immediately.
- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis. Priority will be given to households with Special Needs and then very low and low-income persons.
- g. Sponsor/Sub-recipient Selection Criteria: "Eligible Sponsor" means a person or a private or public for-profit, nonprofit, or a section 3 business, or minority business or, government entity that applies for an award under the local housing assistance plan for the purpose of assisting eligible income eligible persons with housing matters related to this strategy. The City of Hialeah will use an RFQ process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFQ includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary capacity, knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.
- h. Additional Information: Mobile homes, trailers, condominiums, townhomes, duplexes, twin homes and villas are not eligible for this strategy.

F. Strategy Name RENTAL ASSISTANCE/RAPID RE-HOUSING	Code 13, 23
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a. Summary: Funds will be awarded to renter households that are in need of assistance for: (1) security and utility deposit assistance; (2) eviction prevention not to exceed 6 months' rent; and/or (3) rent subsidies for up to 12 months. To be eligible for rent subsidies, the households receiving assistance must include at least one adult who is a person with special needs as defined in S.420.0004 or homeless as defined in S. 420.621.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Extremely Low and Very low
- d. Maximum award: \$10,000.00

e. Terms :

1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant.
2. Interest Rate: N/A
3. Years in loan term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default: N/A

f. Recipient Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred for assistance by the Homeless Trust's Coordinated Outreach Assessment and Placement (COAP) Program, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly.

- Miami-Dade County Homeless Trust, has established the COAP to provide coordinated single entry referral and placement into permanent housing programs, including Rapid Re-housing Assistance. Referral to housing programs assisted by, or through partnerships with, the Homeless Trust is coordinated by the Homeless Trust's Housing Coordinator. All persons entering the shelters, transitional housing and those engaged on the streets are assessed utilizing the VI-SPDAT assessment tool and referral is based on chronicity and medical vulnerability assessment scores and the housing assistance needed.
- Applicant must be an extremely low to very-low income homeless household and which may include at least one adult who is a person with special needs as defined in section 420.0004.

Eligibility will be performed on an expedited basis and may include alternate forms of documentation, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income, and assets.

g. Sponsor Selection Criteria: The City of Hialeah intends to administer this program through a sub-recipient agency, sponsor or agencies. A competitive Request for Proposals process in accordance with Chapter 67-37.005(6)(b)7 of the Florida Administrative Code will be conducted by the Miami-Dade County Homeless Trust to select an eligible sub-recipient agency or agencies. Eligible persons, sponsors or other sub-recipients of assistance under this program will be required to contractually commit and comply with all SHIP Program requirements and the Miami-Dade CoC Standards of Care, policies and procedures governing COAP and its Rapid Re-Housing Strategy. It is the City's discretion to award to any of the top 3 sub-recipients from the RFP.

h. Additional Information:

- The lease must be at least six months.
- Assistance will be provided directly to the utility or landlord, not the assisted household.
- Recipients of assistance must go through an assessment to determine likelihood of housing sustainability and stabilization once the assistance period runs out. Such assessment process shall be governed by the Homeless Trust's Rapid Re-Housing Standards of Care, policies and procedures. As long as the tenant meets the criteria after being assessed, they will receive the financial assistance. The sub-recipient, through the Stabilization Case Plan, will illustrate to



the tenant how to maintain a proper budget so they can remain renting at the property once assistance is over or terminated.

- Recipients of other ongoing rental assistance (such as Section 8) are not eligible to receive assistance under this Strategy.

Assistance will be limited to a one time grant not to exceed \$10,000 per household.

G. Strategy Name RENTAL PRESERVATION	Code 14
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a. Summary: Funds will be used for the preservation of rental developments including affordable rental developments owned and managed by the City of Hialeah. Funds will be used to update major systems in danger of failure, and make sure the units and common areas are decent, safe and sanitary so the property remains in good physical condition for an extended period of time. These units all serve the elderly, aged 62 years and over.

b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022

c. Income Categories to be served: Extremely Low, and Very low

d. Maximum award: \$500,000 per project/building, with a maximum of \$30,000 per unit

e. Terms:

1. Repayment loan/deferred loan/grant: For for-profit owners, funds will be awarded as a loan secured by a recorded subordinate mortgage and note and restrictive covenant.

For non-profit developers and City owned affordable housing projects, funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note and a restrictive covenant

2. Interest Rate: 0 %
3. Years in loan term: 20 years
4. Forgiveness: For Non-profits and City owned properties, the loan will be forgiven at the end of the twenty-year term.
5. Repayment: No repayment required for non-profit and city owned properties. For-profits, the loan is due and payable at the end of the term unless the City negotiates an extended loan term to secure affordable rental units in the best interest of the City's residents.
6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use, failure to maintain the units in decent, safe and sanitary condition, failure to pay all taxes, licenses, insurance when due, failure to comply with the terms of the written agreement and the restrictive covenants, failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance will be due and payable.

f. Recipient Selection Criteria: All tenants must meet income qualifications of the SHIP program.

g. Sponsor Selection Criteria:

Priority will be given to affordable housing rental housing projects owned and managed by the City of Hialeah.



For profit and non-profit property owners will apply to the City through an RFQ process when applications are open. The RFQ will require proof of property owner has experience in managing rental housing, proof of financial capacity, proof organization is in good standing, evidence of site control, proof that all licenses, taxes and insurance have been paid and are active, and the owner’s ability to proceed with repairs.

The City reserves the right to select developments that meet all the above requirements and:

1. Properties that needs rehabilitation including disaster mitigation, green building, and universal design improvements.
2. Repairs that will preserve and improve existing units.
3. Leverage funding for rehabilitation improvements.

All funding awards will be subject to closing on other funding sources, if applicable

h. Additional Information: Property owners will be required to meet compliance reporting requirements to meet the statutory requirements for monitoring of SHIP rental units. For City owned property, the city may rely on monitoring reports from other federal or state monitoring reports.

H. Strategy Name RENTAL DEVELOPMENT	Code 21
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a. Summary: The SHIP Rental Development Program is designed to promote and create affordable housing opportunities for families and individuals. SHIP Program funds designated for this strategy will be used to assist not-for-profit and for-profit housing developers or the City. SHIP funds for this strategy will be utilized by the City to finance the project cost that’s associated with site development, hard and construction financing and permanent financing associated with the development of affordable housing units by not-for-profit or for profit housing developers or the City.

b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022

c. Income Categories to be served: Extremely Low, Very low, and low

d. Maximum award: \$80,000.00 per unit for developments of less than 50 units
\$125,000.00 per unit for developments of 50 or more units

e. Terms:

1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a mortgage and note
2. Interest Rate: 0%
3. Years in loan term: 20 years
4. Forgiveness: The SHIP assistance shall have an affordability period of 20 years. Upon the successful maturity, the SHIP funds shall be forgiven.
5. Repayment: N/A
6. Default: The loan will be determined to be in default if the not-for-profit or for-profit Developer does not comply with the loan terms contained herein. If this occurs the full amount will be due and payable. The City of Hialeah will annually monitor the assisted units for the length of the affordability period, which is no less than 20 years. Monitoring will ensure compliance with tenant income and



affordability requirements as described in the restrictive covenant. The restrictive covenant will remain in effect for the entire affordability period. The covenant and restrictions shall run with the land and shall be binding on future owners of the property for the affordability period. If the developer/owner fails to meet the income or rental rate requirements, the loan used to acquire and rehabilitate the project will be subject to full recapture from the developer/owner. The City has policies in place for determining the level of risk factor for each sub-recipient. If a sub-recipient is found to be high risk, annual on-site monitoring may be required. Low risk sub-recipients may be subject to desk reviews.

- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis.
- g. Sponsor Selection Criteria: Selection of projects and the amount of funding awarded will be presented to the City of Hialeah’s City Council for funding and approval, the City will enter into a loan agreement with each award recipient after receiving approval from City Council. The agreement will specify conditions that must be met for the developer to receive the SHIP loan. The City of Hialeah intends to administer this program through an RFP process for contractors and inspection companies.
- h. Additional Information: Mobile homes, trailers, condominiums, townhomes, duplexes, twin homes and villas are not eligible for this strategy.

I. Strategy Name HAZARD MITIGATION	Code 5
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a. Summary: Hurricane shutters and hazard mitigation improvements will be installed properties to provide protection from future disasters.

- b. Fiscal Years Covered: 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served: Very low
- d. Maximum award: \$20,000.00
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Grant.
 - 2. Interest Rate: N/A
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria: Applicants will be processed on first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and then elderly very low and low income households.



g. Sponsor Selection Criteria: "Eligible Sponsor" means a person or a private or public for-profit, nonprofit, or, a section 3 business, or minority business or, government entity that applies for an award under the local housing assistance plan for the purpose of assisting eligible income eligible persons with housing matters related to this strategy. The City of Hialeah will use an RFQ process, to select a for-profit or nonprofit corporation(s), individual(s), or partnership(s) to carry out this strategy. The selection criteria outlined in the RFQ includes, but is not limited to, organizational capacity, performance delivery plan, financial capacity, past experience and must demonstrate the necessary capacity, knowledge, and experience to effectively provide the services required by the City. Preference will be given in the selection process to sponsors that employ personnel from Florida's Welfare Transition Program.

h. Additional Information: Mobile homes, trailers, condominiums, townhomes, duplexes, twin homes and villas are not eligible for this strategy.

III. LHAP Incentive Strategies

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

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

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

1. Established policy and procedures: Provide Description: *Appointment of an affordable housing expediter*. The City provides a form, with a priority number assigned, to identify and certify the affordable housing status of an application for a development order. A different colored folder will be used for these projects. In order to certify the application as involving affordable housing, a representative from the Dept. of Grants and Human Services will initially review the project to determine whether it meets affordability criteria and contact the Planning and Development Department. The same representative will act as an affordable housing expediter charged with the responsibility of ensuring a consistent, expedited review of the project. In addition, the same staff person will act as an advocate and access person for developers of affordable housing projects if they encounter unexplained delays or problems. The Building Department will perform review in 10 working days for affordable housing residential projects.

• *Permitting process*. Pre-application site inspection for renovation. Grants Inspector and/or certified inspection company shall conduct pre-application site inspections for applications for building permit for renovations, including interior changes, roof and façade alterations but excluding renovations involving structural repairs.

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

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

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

- Housing proposed policies, procedures, ordinances regulations, or plan provisions that increase the cost of housing that are reviewed by the Planning and Zoning Board. Written comments will be solicited and received from the Department of Grants and Human Services regarding the impact on affordable housing with respect to the application under review and consideration. The Department of Grants and Humans Services will in return submit its impact statement to the committee for consideration. This incentive is functioning as intended.

C. Name of the Strategy: **Impact Fees Exemption**

- Exemption from payment of Park, Recreation and Open Space Impact Fees for affordable housing properties developed and owned by the City of Hialeah. See HIALEAH, FLA., CODE § 98-2530(5). Notice is provided to the Planning and Zoning Division stating that the Dept. of Grants and Human Services deems the project eligible for exemption. This incentive is functioning as intended.

D. Name of the Strategy: **Expansion of Expedited Final Decisions**

- The Planning and Zoning Board along with the City Council, has the authority to review limited nonuse variances which have no relation to change of use of property and which relating only to matters concerning setback requirements, landscaping requirements, sign regulations, floor area requirements, yard requirements, lot coverage, parking space requirements, height, width and length limitations for structures of buildings and spacing requirements between principal and accessory buildings. The review of the Planning and Zoning Board and City Council is limited to variance requests on qualified developed individual lots except that the Board and City Council may review requested variances and Final Decisions of undeveloped individual lots intended for development of affordable housing: See HIALEAH, FLA., CODE § 98-258. This incentive is functioning as intended.

E. Name of the Strategy: **Revision of Parking Requirements for Downtown Development**

- Required off-street parking areas are generally required to be located on the same lot, parcel or premises as the use to be served. However, in Commercial-Residential (CR) zoning districts, the maximum distance limitation for off-street parking was extended to a 600-foot radius of the main entrance of the mixed commercial-residential use served. In Central Business District (CBD) zoning districts, the maximum distance limitation was extended to a 900-foot of the main entrance of the mixed commercial-residential use served. This incentive is functioning as intended.

F. Name of the Strategy: **Expanded Criteria for Granting Adjustments, Variances and Special Use Permits**

- Expanded criteria for granting adjustments, variances and special use permits. Zoning variances, adjustments and special use permits are judged by the same criteria that includes a determination based on whether the development is in harmony with the general purpose and intent of the zoning code and the Hialeah, Fla., Land Development Code and consistent with the Hialeah, Fla., Comprehensive Plan and whether the development will



provide substantial justice, not be contrary to the public interest and adversely affect the use and development of neighboring properties. This incentive is functioning as intended.

G. Name of the Strategy: **Development Near Transportation Hubs and Major Employment Centers and Mixed-use Developments**

- The City will support the possible development near transportation hubs, major employment centers and mixed-use developments, when land is available to do so. Any possible development, will require the developer to get in contact with the Director of Planning and Zoning to see what type of development can be done on the land in these areas and if any Variances or Final Decisions need to be done on the land. This incentive is functioning as intended

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance: (If changed from the original creating ordinance). N/A
- G. Interlocal Agreement. N/A
- H. Other Documents Incorporated by Reference.

City of Hialeah

Fiscal Year: 2019-2020	
Estimated SHIP Funds for Fiscal Year:	\$ 191,866.00
Salaries and Benefits	\$ 14,186.60
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$ 2,500.00
Other*	\$ 2,500.00
Total	\$ 19,186.60
Admin %	10.00%
OK	

Fiscal Year 2020-2021	
Estimated SHIP Funds for Fiscal Year:	\$ 191,866.00
Salaries and Benefits	\$ 14,186.60
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$ 2,500.00
Other*	\$ 2,500.00
Total	\$ 19,186.60
Admin %	10.00%
OK	

Fiscal Year 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 191,866.00
Salaries and Benefits	\$ 14,186.60
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$ 2,500.00
Other*	\$ 2,500.00
Total	\$ 19,186.60
Admin %	10.00%
OK	

*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.
 Details: Florida Housing Coalition, filing releases or any other applicable admin cost

**Exhibit B
Timeline for SHIP Expenditures**

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

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022
2020-2021	6/30/2022	6/30/2023	9/15/2021	9/15/2022	9/15/2023
2021-2022	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024

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

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022
2020-2021	3/30/2022	3/30/2023	6/15/2021	6/15/2022	6/15/2023
2021-2022	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024

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

1. A statement that City of Hialeah requests an extension to the expenditure deadline for fiscal year _____.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

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

Other Key Deadlines:

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

