

From: [John Holic](#)
To: [Mercedes Barcia](#)
Subject: Fwd: SHIP Program Eligibility
Date: Monday, October 21, 2019 1:30:09 PM
Attachments: [image009.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)

Mercedes,
Please put this on the next agenda under Council Discussion.
Thanks,
John

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From: Robert Dearduff <Robert.Dearduff@floridahousing.org>
Sent: Monday, October 21, 2019 9:03:40 AM
To: gjarvis@cityofdestin.com <gjarvis@cityofdestin.com>; sshelley@cityofhomestead.com <sshelley@cityofhomestead.com>; townCouncil@jupiter.fl.us <townCouncil@jupiter.fl.us>; Norton.Bonaparte@Sanfordfl.gov <Norton.Bonaparte@Sanfordfl.gov>; council@cityofsebastian.org <council@cityofsebastian.org>; John Holic <JHolic@Venicegov.com>; agerwig@wellingtonfl.gov <agerwig@wellingtonfl.gov>; city_council@cityofmarcoisland.com <city_council@cityofmarcoisland.com>; mmarciano@pbgfl.com <mmarciano@pbgfl.com>
Subject: SHIP Program Eligibility

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This notification is intended to inform you that due to the City's designation as a Community Development Block Grant entitlement Community by HUD, the City is also eligible to become a direct entitlement City in the State Housing Initiatives Partnership (SHIP) Program administered by the Florida Housing Finance Corporation (www.floridahousing.org). This notification may mean that the City has recently achieved this status or has previously been notified of this status, but chose not to pursue direct SHIP entitlement status. We are notifying both groups as part of a standard process.

About SHIP

The State of Florida Legislature passed and then Governor Chiles signed the William E. Sadowski Affordable Housing Act into law on July 7, 1992. This law created the SHIP Program which is funded with the proceeds of the documentary stamp surtax on real estate transfers. This legislation was passed for the express purpose of developing and preserving affordable housing for all Florida Counties and CDBG Entitlement Cities.

Eligibility Process

To receive SHIP funds, the City must submit by May 2, a Local Housing Assistance Plan (LHAP) for approval by the Florida Housing Finance Corporation's SHIP Review Committee. This would need to be completed by May 2, 2020 to be eligible for funds from the 2020-2021 fiscal year allocation or by May 2, 2021 to be eligible for funds from the 2021-2022 fiscal year allocation (based on appropriations from the Florida Legislature).

The submission to the Corporation must include the following items:

1. An Ordinance that creates the Local Affordable Housing Assistance trust fund, establishes the local Housing Assistance Program, designates who will be responsible for implementing and administering the Program, creates an Affordable Housing Advisory Committee and appoints the Committee members by resolution;
2. A Local Housing Assistance Plan (LHAP) - which provides a concise description of the City's local housing assistance Strategies and provides specific descriptions of the way the City proposes to spend the funds, a sample outline and applicable Exhibits are posted on our web page at: [https://www.floridahousing.org/programs/special-programs/local-housing-assistance-plan-\(lhap\)/lhap-template-and-exhibits](https://www.floridahousing.org/programs/special-programs/local-housing-assistance-plan-(lhap)/lhap-template-and-exhibits)
3. A list of applicable Exhibits are as follows:
 - An Administrative budget.
 - A Timeline for expending of funds.
 - A Housing Delivery Goals Chart which identifies the strategies the City will use to increase affordable housing production.
 - Original Signed and Witnessed Certification which documents the City's intent to comply with program guidelines and requirements.
 - A Signed Resolution adopting the Local Housing Assistance Plan, which must include the identification of the average cost per unit, the maximum cost per unit and the maximum SHIP funds allowable for eligible housing for each strategy and, if applicable, a finding that five percent of the Local Housing Distribution is insufficient to adequately cover the administrative costs of the SHIP Program and a provision increasing administrative expenses to no more than ten percent.
 - Development and submission of a report from an Affordable Housing Advisory Committee (AHAC) that the City would be required to establish made up of 11 members as described in statute.

If the City is not interested in developing and managing its own Local Housing Assistance Plan, the City may, if it wishes, enter into an interlocal agreement with the County in which the City is located for the administration of its local housing assistance program. Should the City elect to manage its own plan at a later date, the County and City would amend this interlocal agreement and the City would establish a new housing assistance plan.

Funding Estimates

Funding is population based and dependent upon the amount of funds appropriated by the legislature.

Administration

The City would be responsible for all administrative functions required by the SHIP program including development of the LHAP, monitoring of projects, legal documents and tracking of all expended funds. The allowance for administration of the program is capped at 10% of the allocation.

Technical Assistance

The Sadowski Act also created the Affordable Housing Catalyst Program of Training and Technical Assistance to assist participants in the SHIP, HOME, and other affordable housing programs. If you need assistance in setting up your program, direct technical assistance is provided by the Florida Housing Coalition under contract with the Corporation, which may be contacted by calling (850) 878-4219.

I hope this information is helpful. Please remember, to be eligible to receive funds in 2016 or 2017, the Local Housing Assistance Plan, Ordinance and Resolutions appointing the Advisory Committee and adopting the Local Housing Assistance Plan must be received in this office no later than May 2, 2016 or May 2, 2017, respectively.

Whether or not the City chooses to participate in SHIP, I would appreciate a response within 30 days to notify Florida Housing of your intentions.

I look forward to working with the City and its SHIP Program. If you have any questions regarding the SHIP Program, please contact me at (850) 488-4197 or Robert.dearduff@floridahousing.org. I am also requesting that you provide a written response via email or letter stating the City's intent as to becoming eligible for SHIP.



Robert Dearduff | Assistant Director of Special Programs

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robert.dearduff@floridahousing.org | Visit our website at www.floridahousing.org.

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