

City of Sunrise



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2016-2017, 2017-2018 and 2018-2019

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I. Program Details:

A. Name of the participating local government:

City of Sunrise

Is there an Interlocal Agreement: Yes _____ No X

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 2016-2017, 2017-2018 and 2018-2019

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code.

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

E. Local Housing Partnership:

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

F. Leveraging:

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

G. Public Input:

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

H. Advertising and Outreach:

SHIP funding availability shall be advertised in a newspaper of general circulation and

periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. 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. Priorities for funding described/listed here apply to all strategies unless otherwise stated in the strategy: The City accepts applicants to be placed on the waiting lists from phone inquiries and personal visits to the Redevelopment and Grants office. Applicants will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted and an application will be mailed to them for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low, then moderate. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very-low income, then low, then moderate. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low, then moderate income groups.

Ranking Priority:

1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
2. Essential Services Personnel
 - a. Very low
 - b. Low
 - c. Moderate
3. After Special Needs Set-asides and ESP goals are met
 - a. Very Low
 - b. Low
 - c. Moderate

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. The City will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, and Foreclosure Counseling through qualified HUD approved agencies.

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

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 the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have

remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget:

A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. The City of Sunrise finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

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

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

Q. Program Administration:

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

Or

A third party entity or consultant will be contracted for all of part of the administrative of the program. The name of the entity is: N/A. The administrative duties they will provide are:

R. Project Delivery Costs: In addition to the administrative costs listed above, the City will charge a reasonable project delivery cost to cover initial inspection, bid reviews, construction oversight if necessary, final inspection, work write up/cost estimate, title searches, and lead based paint inspections performed by non-city employees for rehabilitation projects. The fees will be as per contract with the professional entities for these services and will be included in the amount of the recorded mortgage and note.

S. Essential Service Personnel Definition: For purpose of SHIP funding, the City considers the following groups as Essential Services to our city: First Responders, Educators in K-12, Nurses, Active Military, and National Guard stationed in the city.

T. Describe efforts to incorporate Green Building and Energy Saving products and processes: The City will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);

2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - a. Toilets: 1.6 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.2 gallons/minute or less;
3. Energy Star qualified refrigerator;
4. Energy Star qualified dishwasher, if provided;
5. Energy Star qualified exhaust fans in all bathrooms; and
6. Air conditioning: Minimum SEER of 14. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER;
7. Energy Star qualified Light fixtures/ceiling fans if provided;
8. Energy Star qualified light bulbs;
9. Energy Star water heaters if applicable.

Section II. LHAP Strategies:

A.

<i>Owner Occupied Rehabilitation</i>	<i>Code 3</i>
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- a. Summary of Strategy: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items. Other items may be included on rehabilitation projects if funds are available after completing all required repairs listed above.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, Low, and Moderate
- d. Maximum award: \$27,500 (Construction \$25,000 and up to \$2,500 project delivery costs)
- e. Terms:
 1. Deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Term: 10 years
 4. Forgiveness/Repayment: loan is forgiven on a prorated basis so that 10% of the principal is forgiven annually.
 5. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

The City's administrative policy allows for refinancing and subordination in the event of lowering the applicants' current mortgage interest rate, or converting the term of the applicant's current mortgage from adjustable to fixed rate. No cash out will be allowed. The City's Subordination Policy is attached as Exhibit H.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the City's approved contractor's list.

For income certification purposes for all applicants that are married but separated, the City of Sunrise will count the income of both spouses, unless the applicant can demonstrate that the spouse is not living at the current residence and has no intentions of living at the residence or must have documentation showing that the spouse does not contribute to household income. All spouses must sign the program mortgage and promissory note.

Repairs under this program may include:

Roof replacement: complete replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions and to prevent further roofing deterioration.

Home repairs and weatherization: window replacement, door replacement, weatherization, repair or replacement of deteriorated and unsafe electrical systems, re-plumbing, kitchen and bathroom remodeling to replace deteriorated conditions, exterior painting, exterior wall and stucco repair, a/c and heating systems, hot water heaters, insulation, floor covering to replace materials containing holes, rips or tears, or in otherwise poor condition, termite treatment and repair (termite inspection required), health and safety repairs in addition to addressing health hazards such as asbestos insulation and lead-based paint.

Hurricane/Storm Shutter: The installation of hurricane shutters and storm shutters is an eligible item when included in the overall project to be performed by the Contractor. Impact windows and sliding glass doors can be installed instead of shutters when cost effective.

No person or household that has been previously assisted with the Residential Rehabilitation Program will be eligible for additional assistance under this program. These persons may apply for assistance under a different strategy if the need meets the program guidelines and such assistance was not previously provided, such as Roof Replacement, Disaster Mitigation, or Architectural Barrier Removal.

B.

<i>Purchase Assistance</i>	<i>Code 1,2</i>
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- a. Summary of Strategy: SHIP funds will be awarded for down payment, closing costs and principal reduction to households to purchase a newly constructed or existing home.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *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. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: Very-Low: \$30,000
 Low: \$20,000
 Moderate: \$10,000

- e. Terms:
1. Loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%

3. Term: 10 years
4. Forgiveness/Repayment: The funds will be forgiven on a prorated basis so that 10% of the principal is forgiven annually.
5. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

The City's administrative policy allows for refinancing and subordination in the event of lowering the applicants' current mortgage interest rate, or converting the term of the applicant's current mortgage from adjustable to fixed rate. No cash out will be allowed. The City's Subordination Policy is attached as Exhibit H.

- f. Recipient Selection Criteria: : Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage by an approved lender.

The applicant must have attended and completed a Homebuyer Education class provided by or approved by the City. This may include a Fannie Mae/Freddie Mac approved Certification class.

The applicant must contribute a minimum of \$1,500 towards the purchase of the home and must have these funds at the time of income certification for the loan.

The home to be purchased must be located in the City of Sunrise.

The applicant must reside in the home being assisted within sixty days after closing.

Eligible housing is any real property, excluding mobile homes, located within the municipality which is designated and intended for the primary purpose of providing decent, safe, and sanitary residential units which are designed to meet Chapter 553, F.S. including:

1. Detached single-family housing
2. Condominium unit
3. Townhouse
4. Villa

In regards to Condominiums, funds provided for purchase will not exceed more than 10 percent of the sales price. (i.e. The City will not participate in any purchase of a condominium that has a sales price of \$50,000 or less.)

C.

<i>Architectural Barrier Removal</i>	<i>Code 3</i>
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- a. **Summary of Strategy:** The Architectural Barrier Removal Program provides a five (5) year deferred payment loan to owner-occupants with a family member who is either disabled, elderly (62 years or older), or frail elderly who resides in the home. This strategy is to provide for health and safety repairs as needed to assist disabled persons to maintain their independence. In conjunction with architectural barrier removal, the funds may also be used to address health and safety repairs unrelated to accessibility and architectural barrier removal.
- b. **Fiscal Years Covered:** 2016-2017, 2017-2018 and 2018-2019
- c. **Income Categories to be served:** Very-low, low and moderate
- d. **Maximum award:** \$27,500.00 (Construction \$25,000 and \$2,500 project delivery costs)
- e. **Terms:**
 1. **Loan/deferred loan/grant:** Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
 2. **Interest Rate:** 0%
 3. **Term:** 5 years
 4. **Forgiveness/Repayment:** loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
 5. **Default/Recapture:** The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these

occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

The City's administrative policy allows for refinancing and subordination in the event of lowering the applicants' current mortgage interest rate, or converting the term of the applicant's current mortgage from adjustable to fixed rate. No cash out will be allowed. The City's Subordination Policy is attached as Exhibit H.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the City's approved contractor's list.

For income certification purposes for all applicants that are married but separated, the City of Sunrise will count the income of both spouses, unless the applicant can demonstrate that the spouse is not living at the current residence and has no intentions of living at the residence or must have documentation showing that the spouse does not contribute to household income. All spouses must sign the program mortgage and promissory note.

Eligible uses for barrier removal and home modifications include:

1. modifications to widen doorways, install accessible doors and hardware, widen halls, kitchens, bathrooms and bedrooms to accommodate mobility aides (canes, walkers, wheelchairs and scooters); grab bars; entry ramps, railings, walkways and landings;
2. non-slip floor surfaces throughout the home environment, many include carpeting, push-able or lever hardware; delaying opening and closing mechanisms on egress and garage doors; interior doors; improved lighting; accessible appliances which include but are not limited to front or touch-type controls; lever faucets;
3. installation of accessible cabinets, shelves, drawers, sinks, toilets, kitchen appliances and fixtures; , bathroom, utility and swimming pool;

4. installation and provision of assisted technology products to increase accessibility in the home environment including but not limited to roll in style or permanent shower chair, environmental control system, hand held shower, non-slip surfacing on accessible roll in with or without curb shower, accessible touch- type light switches and thermostats;
5. smoke alarms and fire detectors; and removal of other architectural barriers; and
6. Building Code violations are not required to be related to accessibility issues.

Health and safety and security related repairs include but shall not be limited to the following:

1. window repair and/or replacement;
2. weatherization;
3. re-wiring;
4. re-plumbing;
5. termite treatment and repair (termite inspection required);
6. interior wall repairs and painting;
7. heating, ventilation, and air-conditioning systems, insulation; and
8. repair of cracked driveways and repair cracked or hazardous sidewalks.

No person or household that has been previously assisted with the Architectural Barrier Removal Program will be eligible for additional assistance under this program. These persons may apply for assistance under a different program if the need meets the program guidelines and such assistance was not previously provided, such as Roof Replacement, Disaster Mitigation, or Residential Rehabilitation.

D.

<i>Roof Replacement</i>	<i>Code 3</i>
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- a. Summary of Strategy: The Roof Replacement Program provides a five (5) year deferred payment loan to assist owner occupied homeowners with complete replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions, and to prevent further roofing deterioration.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: \$17,000 (Construction \$16,000 and \$1,000 program delivery costs)

e. Terms:

1. Loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Term: 5 years
4. Forgiveness/Repayment: loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

The City's administrative policy allows for refinancing and subordination in the event of lowering the applicants' current mortgage interest rate, or converting the term of the applicant's current mortgage from adjustable to fixed rate. No cash out will be allowed. The City's Subordination Policy is attached as Exhibit H.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the City's approved contractor's list.

For income certification purposes for all applicants that are married but separated, the City of Sunrise will count the income of both spouses, unless the applicant can demonstrate that the spouse is not living at the current residence and has no intentions of living at the residence or must have documentation showing that the spouse does not contribute to household income. All spouses must sign the program mortgage and promissory note.

Roof replacement: complete replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions and to prevent further roofing deterioration.

Repairs to roofs in a condominium complex are contingent upon all owners being determined eligible per SHIP statute. In the event all residents are not income eligible, the non-eligible residents will be responsible for their portion of the cost of repairs.

No person or household that has been previously assisted with the Roof Replacement Program will be eligible for additional assistance under this program. These persons may apply for assistance under a different program if the need meets the program guidelines and such assistance was not previously provided, such as Architectural Barrier Removal, Disaster Mitigation, or Residential Rehabilitation.

E.

<i>Disaster Mitigation</i>	<i>Code 5</i>
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- a. Summary of Strategy: This strategy is to harden the owner occupied home from any future major storms and/or hurricanes.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: \$17,500 (Construction \$16,000 and \$1,500 program delivery costs)
- e. Terms:
 1. Loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Term: 5 years
 4. Forgiveness/Repayment: loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
 5. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the



loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the city will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

The City's administrative policy allows for refinancing and subordination in the event of lowering the applicants' current mortgage interest rate, or converting the term of the applicant's current mortgage from adjustable to fixed rate. No cash out will be allowed. The City's Subordination Policy is attached as Exhibit H.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the City's approved contractor's list.

For income certification purposes for all applicants that are married but separated, the City of Sunrise will count the income of both spouses, unless the applicant can demonstrate that the spouse is not living at the current residence and has no intentions of living at the residence or must have documentation showing that the spouse does not contribute to household income. All spouses must sign the program mortgage and promissory note.

No person or household that has been previously assisted with the Disaster Mitigation Program will be eligible for additional assistance under this program. These persons may apply for assistance under a different program if the need meets the program guidelines and such assistance was not previously provided, such as Roof Replacement, Architectural Barrier Removal, or Residential Rehabilitation.

F.

<i>Disaster Recovery</i>	<i>Code 5</i>
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- a. Summary of Strategy: SHIP funds may be used to provide emergency repairs to owner occupied very-low, low- and moderate-income households following a disaster as declared by an Executive Order of the President of the United States or the Governor of the State of Florida. This strategy will only be implemented in the event of a disaster subject to funding availability, using any funds that have not yet

been encumbered or additional disaster funds issued by the Florida Housing Finance Corporation. Homeowners will be required to declare assistance received from Federal, State or private insurance.

Funds may be used for items such as, but not limited to, purchase of emergency supplies for eligible households to weatherproof damaged homes, interim repairs to avoid further damage (i.e. ceiling repairs), tree and debris removal required to make the individual housing unit habitable, post disaster assistance with non-insured repairs, payment of security deposits and rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to damage caused by the disaster, and soft costs required to process assistance applications. The City will not repair damages that are covered by the homeowner's insurance policy and/or FEMA.

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very Low, Low and Moderate
- d. Maximum award: \$11,000 (Award \$10,000 and \$1,000 program delivery costs)
- e. Terms:
 - 1. Loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
 - 2. Interest Rate: 0%
 - 3. Term: N/A
 - 4. Forgiveness/Repayment: N/A
 - 5. Default/Recapture: N/A
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first served basis with the following additional requirements:
 - 1. Must provide proof of homeowner's insurance
 - 2. Must file for and use proceeds from insurance as first option
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Funds will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

Recipients must sign an attestation statement that the assistance received is disaster related and that they have not received any other source of help for the particular assistance being provided, or the assistance received from the insurance claim was not enough to cover the item, therefore; the difference between insurance reimbursement and actual costs of repairs will be eligible. Applicant must provide documentation of insurance reimbursement and proof of repairs.

Personal effects and household items (i.e. furniture, appliances, clothing, etc.) are not covered under this program.

The applicant-homeowner is required to provide verifiable receipts for the disaster related expenses.

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:

All program contractors must submit the building permit application package to the Redevelopment and Grants (R&G) staff. A cover memo executed by the Grants Administrator and the Community Development Director is placed on top of the permit package, and then the R&G staff delivers the package to the Building Division for processing.(City Ordinance No. 402-95-B)

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:

The Planning and Development Division is responsible for performing the analysis for this incentive and presenting the results to the decision-makers. The City Commission also holds two regular meetings per month during which all proposed changes are considered and discussed before adoption

C. Name of the Strategy: **Increased Density Levels**

Provided by Ordinance No. 402.

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

The City considers increased density levels through Land Use Plan amendments. The City provides for Affordable Housing Density Bonus as per the City's Comprehensive Plan: Future Land Use Element Policy 1.2.4 and 1.3.5, Administrative Rules of the Future Land Use Element 1.1(6) and 3.7(5), and Housing Element Policy 1.2.11

D. Name of the Strategy: **Zero-Lot-Line**

The City allows zero-lot-line construction as provided by Ordinance No. 402.

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

The City provides for zero-lot-line configurations and additional flexible lot configurations as per the City's Comprehensive Plan Future Land Use Element, Policy 12.3.5 and as

granted per the City Land Development Code, Article V "District Regulations" under the residential zoning districts.

E. Name of the Strategy: **Definition of Affordable Housing**

The City of Sunrise defines affordable housing as defined in the SHIP Act. Affordable means that monthly mortgage payments, including taxes and insurance, do not exceed 30 percent of an amount representing the percentage of the area's median annual gross income for the household as indicated in subsections (19) (20), or (28). However, it is not the intent to limit an individual or household's ability to devote more than 30 percent of its income for housing. Housing for which a household devotes more than 30 percent of its income shall be deemed affordable if the institutional first mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30 percent benchmark or, for rental housing, rents do not exceed those limits adjusted for bedroom size published annually by the Florida Housing Finance Corporation.

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).
- G. Interlocal Agreement. *N/A*
- H. Subordination Policy.

LHAP 2009-001

Exhibit A

Revised: 6/2015

City of Sunrise

Fiscal Year: 2016-2017		
Estimated Allocation for Calculating:	\$	421,558.00
Salaries and Benefits	\$	33,630.00
Office Supplies and Equipment	\$	1,800.00
Travel Per diem Workshops, etc.	\$	4,000.00
Advertising	\$	
Other* (Contract services)	\$	2,720.00
Total	\$	42,150.00
0.099986		
Fiscal Year: 2017-2018		
Estimated Allocation for Calculating:	\$	421,558.00
Salaries and Benefits	\$	33,630.00
Office Supplies and Equipment	\$	1,800.00
Travel Per diem Workshops, etc.	\$	4,000.00
Advertising	\$	
Other* (Contract services)	\$	2,720.00
Total	\$	42,150.00
0.099986		
Fiscal Year 2018-2019		
Estimated Allocation for Calculating:	\$	421,558.00
Salaries and Benefits	\$	33,630.00
Office Supplies and Equipment	\$	1,800.00
Travel Per diem Workshops, etc.	\$	4,000.00
Advertising	\$	
Other* (Contract services)	\$	2,720.00
Total	\$	42,150.00
0.099986		

*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:

Exhibit B
Timeline for SHIP Expenditures

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

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2016-2017	6/30/2018	6/30/2019	9/15/2017	9/15/2018	9/15/2019
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021

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
2016-2017	3/30/2018	3/30/2019	6/15/2017	6/15/2018	6/15/2019
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021

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/county) 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 by **December 31** of the year prior to the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
 2016-2017

Name of Local Government: **City of Sunrise**

Allocation: **\$421,558.00**

LHAP Exhibit C 2015
 Please check applicable box
 New Plan: **X**
 Amendment:
 Fiscal Yr. Closeout: **2019**

Strategy # From Plan Text	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A			B			C			D		E		F
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Percentage	Total Units	Total SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Percentage	Total Units		
A	Owner Occupied Rehabilitation	2	\$27,500	2	\$27,500																4
B	Purchase Assistance		\$30,000	1	\$20,000	1	\$10,000			\$30,000.00											2
C	Architectural Barrier Removal	2	\$27,500	2	\$27,500						\$110,000.00										4
D	Roof Replacement	2	\$17,000	2	\$17,000						\$64,000.00										4
E	Disaster Mitigation	2	\$17,500	2	\$17,500						\$66,000.00										4
F	Disaster Recovery	0	\$11,000	0	\$11,000					\$0.00		\$0.00									0
	Subtotal 1 (Home Ownership)	8		9		1				\$0.00	\$350,000.00	\$30,000.00									0
	Subtotal 2 (Non-Home Ownership)	0		0		0				\$0.00	\$0.00	\$0.00									0
	Administration Fees																				0
	Admin. From Program Income																				0
	Home Ownership Counseling																				0
	GRAND TOTAL	8		9		1				\$0.00	\$350,000.00	\$30,000.00									18
	Add Subtotals 1 & 2, plus all Admin. & H																				
	Percentage Construction/Rehab																				
	Maximum Allowable																				
	Purchase Price:																				
	Allocation Breakdown		Amount		%																
	Very-Low Income		\$195,000.00		46.3%						\$0.00										\$0.00
	Low Income		\$175,000.00		41.5%						\$0.00										\$0.00
	Moderate Income		\$10,000.00		2.4%						\$421,558.00										\$0.00
	TOTAL		\$380,000.00		90.1%						\$421,558.00										\$0.00

Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

Percentage Construction/Rehab

Maximum Allowable

Purchase Price:

Allocation Breakdown

Very-Low Income

Low Income

Moderate Income

TOTAL

Subtotal 1 (Home Ownership)

Subtotal 2 (Non-Home Ownership)

Administration Fees

Admin. From Program Income

Home Ownership Counseling

GRAND TOTAL

Add Subtotals 1 & 2, plus all Admin. & H

Percentage Construction/Rehab

Maximum Allowable

Purchase Price:

Allocation Breakdown

Very-Low Income

Low Income

Moderate Income

TOTAL

Subtotal 1 (Home Ownership)

Subtotal 2 (Non-Home Ownership)

Administration Fees

Admin. From Program Income

Home Ownership Counseling

GRAND TOTAL

Add Subtotals 1 & 2, plus all Admin. & H

Percentage Construction/Rehab

Maximum Allowable

Purchase Price:

Allocation Breakdown

Very-Low Income

Low Income

Moderate Income

TOTAL

Subtotal 1 (Home Ownership)

Subtotal 2 (Non-Home Ownership)

Administration Fees

Admin. From Program Income

Home Ownership Counseling

GRAND TOTAL

Add Subtotals 1 & 2, plus all Admin. & H

Percentage Construction/Rehab

Maximum Allowable

Purchase Price:

Allocation Breakdown

Very-Low Income

Low Income

Moderate Income

TOTAL

Subtotal 1 (Home Ownership)

Subtotal 2 (Non-Home Ownership)

Administration Fees

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
 2018-2019

Name of Local Government: **City of Sunrise**

Allocation: \$421,558.00

LHAP Exhibit C 2015

Please check applicable box

New Plan: X
 Amendment:
 Fiscal Yr. Closeout: 2021

Strategy # From Plan Text	Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.	A			B			C			D			E			F		
			VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	Total SHIP Dollars	Total Percentage	Total Units			
A	3	Owner Occupied Rehabilitation	2	\$27,500	2	\$27,500	1	\$27,500		\$27,500		\$27,500		\$27,500	26.09%	4				
B	1.2	Purchase Assistance		\$30,000	1	\$20,000				\$10,000		\$30,000.00		\$30,000.00	7.12%	2				
C	3	Architectural Barrier Removal	2	\$27,500	2	\$27,500				\$27,500		\$110,000.00		\$110,000.00	26.09%	4				
D	3	Roof Replacement	2	\$17,000	2	\$17,000				\$17,000		\$64,000.00		\$64,000.00	15.18%	4				
E	5	Disaster Mitigation	2	\$17,500	2	\$17,500				\$17,500		\$66,000.00		\$66,000.00	15.66%	4				
F	5	Disaster Recovery	0	\$11,000	0	\$11,000				\$11,000		\$0.00		\$0.00	0.00%	0				
										\$0.00		\$0.00		\$0.00	0.00%	0				
		Subtotal 1 (Home Ownership)	8		9		1			\$30,000.00		\$390,000.00		\$390,000.00	90.14%	18				
		RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units						
			0		0		0		\$0.00	\$0.00	\$0.00	\$42,150.00	10.00%	0						
		Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$42,150.00	10.00%	0						
		Administration Fees																		
		Admin. From Program Income																		
		Home Ownership Counseling																		
		GRAND TOTAL	8		9		1		\$0.00	\$350,000.00	\$30,000.00	\$422,150.00	100.14%	18						
		Add Subtotals 1 & 2, plus all Admin. & H																		
		Percentage Construction/Rehab											83%							
		Maximum Allowable Purchase Price:							New	\$329,269	Existing	\$329,269								
		Allocation Breakdown	Amount	%					Projected Program Income:	\$0.00	Max Amount Program Income For Admi	\$0.00								
		Very-Low Income	\$195,000.00	46.3%					Projected Recaptured Funds:	\$0.00										
		Low Income	\$175,000.00	41.5%					Distribution:	\$421,558.00										
		Moderate Income	\$10,000.00	2.4%					Total Available Funds:	\$421,558.00										
		TOTAL	\$380,000.00	90.1%																

Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

16 APR 11 AM 10: 35

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government: City of Sunrise

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

for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.

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

Witness



Chief Elected Official or designee

Witness

Michael J. Ryan, Mayor

Type Name and Title

April 11, 2016
Date

OR

Attest:
(Seal)



CERTIFICATION

I certify this to be a true and correct copy of the original document on file at Sunrise City Hall.

Witness my hand and official seal of the City of Sunrise, Florida this 11th day of March, 2016.

SUNRISE, FLORIDA

CITY CLERK
CITY OF SUNRISE

RESOLUTION NO. 16-44

16 MAR 29 PM 1:00



Felicia M. Gray
Felicia M. Gray, Sunrise City Clerk

A RESOLUTION OF THE CITY OF SUNRISE, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SECTIONS 402.907 TO 420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the State Housing Initiatives Partnership Act, Sections 420.907-420.9079, Fla. Stat. (2015) ("SHIP Act"), and Rule Chapter 67-37, Florida Administrative Code, require local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act and such methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by Section 420.9075, Fla. Stat., it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in Section 120.52(17), Fla. Stat., 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; and

WHEREAS, the Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Commission finds that it is in the best interest of the public for the City of Sunrise to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA:

Section 1. The City Commission of the City of Sunrise, Florida hereby approves the SHIP Local Housing Assistance Plan, 2016-2017, 2017-2018 and 2018-2019, attached hereto as Exhibit "A" and incorporated herein for submission to the Florida Housing Finance Corporation as required by Sections 420.907 to 420-9079, Fla. Stat., for fiscal years 2016-2017, 2017-2018, and 2018-2019.

Section 2. The Mayor is hereby designated and authorized to execute the Certification to Florida Housing Finance Corporation, which is included as Exhibit "D" to the SHIP Local Housing Assistance Plan. The Mayor is further authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the terms and conditions of said program, subject to review and approval of the Community Development Director and the City Attorney. The Community Development Director shall provide copies of all executed documents to the City Clerk.

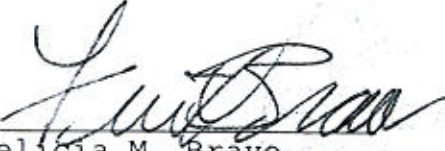
Section 3. Effective Date. This Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED THIS 22ND DAY OF MARCH, 2016.



Mayor Michael J. Ryan

Authentication:



Felicia M. Bravo
City Clerk

MOTION: ROSEN
SECOND: SOFIELD

KERCH: YEA
ROSEN: YEA
SCUOTTO: YEA
SOFIELD: YEA
RYAN: ABSENT

Approved by the City Attorney
as to Form and Legal Sufficiency.



Kimberly A. Kisslan

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

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

Local Government	City of Sunrise
Chief Elected Official	Mayor Michael J. Ryan
Address	10770 West Oakland Park Blvd, Sunrise, FL 33351
SHIP Administrator	Ms. Robin Buller
Address	1601 NW 136 Avenue, Sunrise, FL 33323
Telephone	(954) 578-4769
EMAIL	Rbuller@sunrisefl.gov
Alternate SHIP Contact	Ms. Shannon Ley, Director
Telephone	(954) 746-3288
EMAIL	sley@sunrisefl.gov
Interlocal Agreement (list other local governments in interlocal)	n/a
Local Government Employer Federal ID #	59-0944587
Disbursement (list bank account information if changed from previous)	Same as before
Other Information	

Please attach this form as Exhibit F and submit along with your completed LHAP.

Original Ordinance No. 859-X has not changed.

CITY OF SUNRISE SUBORDINATION POLICY

City of Sunrise Resolution 89-228-00-A authorizes the Mayor to execute subordination agreements when the homeowner is refinancing the mortgage on the residence only.

It is the policy of the City of Sunrise to review all requests for subordinating the restrictive covenant when the homeowner is requesting one or more of the following:

- to refinance the first mortgage (plus second mortgage if applicable) in order to lower the interest rate, to reduce the monthly mortgage payments.
- to refinance the first mortgage to convert the term of the loan from an adjustable rate mortgage to a fixed rate mortgage.
- to refinance the first mortgage to convert the term of the loan from a balloon mortgage to a fixed 30 year or 15 year mortgage.

The following conditions must be met in order for a subordination agreement to be prepared:

- No cash out to homeowner or payment of debt other than primary mortgage.
- New loan cannot be an Adjustable Rate Mortgage.
- Homeowner must retain at least 10% equity.
- City of Sunrise must stay in second lien place.

The attached exhibit details the required documentation for review and determination.

SUBORDINATION INFORMATION

The borrower has requested information regarding the possibility of subordinating a mortgage held by the City of Sunrise in reference to refinancing the home. The following conditions must be met in order for subordination to be considered:

- No cash out to homeowner or payment of debt other than primary mortgage.
- New loan cannot be an Adjustable Rate Mortgage.
- Homeowner must retain at least 10% equity.
- City of Sunrise must stay in second lien place.

If the above criteria have been met, please submit documentation identifying the following information for consideration.

- Current principal balance of mortgage
- Current interest rate
- Current terms (15, 20, 30 yr. - fixed or adjustable)
- Current monthly principal & interest
- Current lender

- Proposed loan/mortgage balance
- New interest rate
- New terms
- New monthly principal & interest
- New mortgage holder/lender (must be registered with the State of Florida)

Additional documentation required:

First 2 pages of appraisal

Proposed HUD Settlement statement or Good Faith Estimate

The borrower will be notified once a determination is made. If approved, processing time is approximately two weeks due to the document being prepared, and then reviewed by the City Attorney's Office and then forwarded to Mayor for execution.