AGENDA
Commission Work Session
Tuesday, February 12, 2019
Community Room @ 4:00 p.m.

A. BUSINESS SPOTLIGHT

None

B. PRESENTATIONS

1. State Housing Initiatives Partnership (SHIP) 2019-2022 Local Housing Assistance Plan (LHAP)
   Agenda Memo #19-029 - Pdf

2. Community Outreach Update
   Agenda Memo #19-040 - Pdf

   Agenda Memo #19-043 - Pdf

C. BOARD/COMMITTEE REPORTS:

Forward Pinellas – Commissioner Smith
Homeless Leadership Board – Commissioner Holck
North Pinellas Cultural Alliance – Commissioner Robinson
Suncoast League of Cities – Vice Mayor Carroll
Pinellas Suncoast Transit Authority – Commissioner Fenger
Tampa Bay Regional Planning Council – Mayor Brown
Area Agency on Aging – Commissioner Fenger

D. ITEMS FROM VICE MAYOR CARROLL, COMMISSIONER SMITH, COMMISSIONER ROBINSON, COMMISSIONER HOLMES, COMMISSIONER HOLCK, COMMISSIONER FENER, MAYOR BROWN, CITY MANAGER SCHUBERT, ACTION ITEMS
State Housing Initiatives Partnership (SHIP) 2019-2022 Local Housing Assistance Plan (LHAP)

The State Housing Initiatives Partnership (SHIP) Program provides annual affordable housing funding to the City of Largo. The SHIP Program requires participating municipalities to submit a three-year Local Housing Assistance Plan (LHAP) to be used as a guide for housing program implementation. The LHAP, which would be in effect from July 1, 2019 through June 30, 2022 (three-year period) specifies the housing activities and program criteria to be followed for the City of Largo’s SHIP Program over the three-year period.

The Florida State legislature appropriates SHIP funds from the State’s Housing Trust Fund annually as part of its budget creation process. The State allocation has been drastically reduced over the past two years. The Plan was developed based on the current year’s funding level of approximately $113,000 per year. In addition to SHIP grant funding, the City also receives program income generated from the City's outstanding $5.6 million SHIP loan portfolio from prior housing projects. However, the SHIP Program requires the LHAP to be based on the estimated grant allocation only.

The draft LHAP retains the same strategies as the currently adopted LHAP with some modifications to the strategies. The proposed changes in strategy requirements and guidelines are outlined in the attached SHIP Policy Comparisons Table. A copy of the complete draft LHAP is also attached for review. Staff plans to amend the current LHAP concurrently with adoption of the new LHAP to ensure that any unspent funds have the same program requirements and guidelines.

The draft LHAP was presented to the City of Largo's Community Development Advisory Board on January 28, 2019. The Board recommended approval of the proposed changes. After feedback from the City Commission at the February 12, 2019 Work Session, the item will be scheduled for adoption in March 2019. The LHAP will then be submitted to the Florida Housing Finance Corporation, the lead agency for the SHIP Program, for review and approval. The LHAP is officially due to the Florida Housing Finance Corporation by May 1, 2019, and would take effect July 1, 2019 with the new State fiscal year.

POTENTIAL MOTION / DIRECTION REQUESTED:
DOES THE CITY COMMISSION CONCUR WITH THE SHIP 2019-2022 LHAP?

ATTACHMENTS:
Changes Table
Largo Draft LHAP 2019_2022_With Attachments
### SHIP LHAP Policy Comparisons

<table>
<thead>
<tr>
<th>Current LHAP</th>
<th>Proposed 2019-2022 LHAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting List Priorities organized by Special Needs/Non-Special Needs and then by income level for all Strategies.</td>
<td>Waiting Lists vary depending on each strategy: <strong>Owner-Occupied Housing Rehabilitation:</strong> Emergency Needs, Special Needs Accommodations and then by income level <strong>Home Replacement:</strong> Special Needs and then by income level <strong>Purchase Assistance:</strong> First qualified, first-eligible <strong>Rental Eviction Prevention:</strong> First qualified, first-eligible <strong>Rental &amp; Utility Start-Up Program:</strong> Prioritization from the homeless Coordinated Entry System. <strong>Disaster Assistance:</strong> Emergency Repairs, Repairs to mitigate residual damage. Within those categories - Special Needs &amp; Very Low income receive priority.</td>
</tr>
<tr>
<td><strong>Owner-Occupied Rehab:</strong> Allows home additions.</td>
<td><strong>Owner-Occupied Rehab:</strong> Allows home additions only for extreme overcrowding. The cost for home additions will be provided under the loan terms of the Owner-Occupied Home Replacement Program (not forgiven).</td>
</tr>
<tr>
<td><strong>Owner-Occupied Rehab:</strong> Demolition forgiven after first two years.</td>
<td><strong>Owner-Occupied Rehab:</strong> Removed this section – not applicable to rehabilitation projects.</td>
</tr>
<tr>
<td><strong>Owner-Occupied Rehab, Replacement, Purchase Assistance, AHD Homebuyer Assistance:</strong> If no longer owner-occupant, balance of loan is due and payable.</td>
<td>Added language to these strategies that the heir may assume the loan if the heir is income eligible and will be the owner-occupant as their primary residence.</td>
</tr>
<tr>
<td>N/A</td>
<td><strong>Owner-Occupied Rehabilitation &amp; Owner-Occupied Home Replacement:</strong> Clarified existing policy that sidewalk installation as part of site work is provided as a grant.</td>
</tr>
<tr>
<td><strong>Purchase Assistance:</strong> Maximum Awards: $37,500 – Very Low Income, $27,500 Low Income, and $12,500 Moderate Income</td>
<td><strong>Purchase Assistance:</strong> Maximum Awards: $36,500 – Very Low Income, $26,500 Low Income, and $11,500 Moderate Income (removed processing $1,000 fee – must be counted as Administration rather than project cost)</td>
</tr>
<tr>
<td><strong>Purchase Assistance:</strong> First-Time Homebuyer defined as not having owned and occupied a unit as a personal residence within 3 years.</td>
<td><strong>Purchase Assistance and Owner-Occupied Affordable Housing Development (AHD):</strong> Same definition, but added exceptions for: applicants whose dwelling was destroyed as a result of a declared disaster or other such event (ex. Fire) or a spouse fleeing domestic violence.</td>
</tr>
<tr>
<td><strong>Purchase Assistance:</strong> No contribution requirement.</td>
<td><strong>Purchase Assistance:</strong> $1,000 contribution (includes any pre-paid items)</td>
</tr>
<tr>
<td>Current LHAP</td>
<td>Proposed 2019-2022 LHAP</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>N/A</td>
<td><strong>Owner-Occupied AHD:</strong> Added an explanation that Habitat for Humanity projects typically do not require homebuyer assistance (downpayment) because of the favorable lending terms Habitat provides (0% first mortgage).</td>
</tr>
<tr>
<td><strong>Owner-Occupied AHD:</strong> Homebuyer Assistance (downpayment) Maximum Award: $50,000 (included processing costs).</td>
<td><strong>Owner-Occupied AHD:</strong> Homebuyer Assistance Maximum Award: $46,500 ($45,000 loan + related costs) for Very Low and Low Income Homebuyers and $36,500 ($35,000 loan + related costs) for Moderate Income.</td>
</tr>
<tr>
<td><strong>Owner-Occupied AHD Program:</strong> Included full details on Equity Sharing provision to retain unit affordability and had a 5 year period for equity sharing.</td>
<td><strong>Owner-Occupied AHD Program:</strong> Provided a summary of the equity sharing provision and increased the period of time for the equity sharing provision to 10 years to extend the affordability period.</td>
</tr>
<tr>
<td><strong>Rental AHD:</strong> Maximum Award: $750,000 per project, and not to exceed $250,000 per unit.</td>
<td><strong>Rental AHD:</strong> Maximum Award: Not to exceed $250,000 per unit.</td>
</tr>
<tr>
<td><strong>Rental AHD:</strong> Deferred Mortgage and forgiven after 15 years.</td>
<td><strong>Rental AHD:</strong> Low Income (51-80% median income) - Payback mortgage starting 3 years from project completion. Very Low Income (&lt;50% median income) – Deferred Payment Loan – forgiven after affordability period.</td>
</tr>
<tr>
<td><strong>Rental AHD:</strong> 0% interest</td>
<td><strong>Rental AHD:</strong> 0% if a 30-year affordability period is used, 2% if a 15-year affordability period is used.</td>
</tr>
<tr>
<td><strong>Rental &amp; Utility Start-Up Program:</strong> Selection Criteria: First qualified, first-served basis</td>
<td><strong>Rental &amp; Utility Start-Up Program:</strong> Added that clients will be referred through the Countywide Homeless Coordinated Entry System.</td>
</tr>
<tr>
<td><strong>Disaster Strategy:</strong> Included 5 types of funding uses.</td>
<td><strong>Disaster Strategy:</strong> Reduced to 3 main types of funding uses and then included an item that allows for other activities as proposed by the City and Florida Housing Finance Corporation.</td>
</tr>
<tr>
<td><strong>Disaster Strategy:</strong> Maximum Award: $20,000</td>
<td><strong>Disaster Strategy:</strong> Maximum Award: $15,000</td>
</tr>
<tr>
<td>N/A</td>
<td><strong>LHAP Incentive Strategies:</strong> Added a new strategy to include the City’s new Code Lien Forgiveness Program for non-profit affordable housing developers.</td>
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</table>
CITY OF LARGO

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)


DRAFT: 1/4/2019

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<td>B. Owner-Occupied Home Replacement</td>
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<td>B. Timeline for Estimated Encumbrance and Expenditure</td>
<td></td>
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<td>C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan</td>
<td></td>
</tr>
<tr>
<td>D. Signed LHAP Certification</td>
<td></td>
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<tr>
<td>E. Signed, dated, witnessed or attested adopting resolution</td>
<td></td>
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</tbody>
</table>
I. Program Details:

A. LG(s)

<table>
<thead>
<tr>
<th>Name of Local Government</th>
<th>City of Largo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this LHAP contain an interlocal agreement?</td>
<td>No</td>
</tr>
<tr>
<td>If yes, name of other local government(s)</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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.


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 a public meeting at the City of Largo’s Community Development Advisory Board meeting. The Community Development Advisory Board consists of local residents from various neighborhoods in the community that provide input and recommendations to the Largo City Commission. A round-table discussion was also held with surrounding jurisdictions, local housing counseling providers, and a representative from a local lending institution to discuss best practices for downpayment assistance and owner-occupied housing rehabilitation programs. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability and copies of the Local Housing Assistance Plan were posted on the City’s website, Largo City Hall and the Largo Library Reference Desk.

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 the established funding priorities as described below.

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

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<tbody>
<tr>
<td>1.</td>
<td>Extremely Low Income (&lt;30% area median income adjusted for household size)</td>
</tr>
<tr>
<td>2.</td>
<td>Very Low Income (31-50% area median income)</td>
</tr>
<tr>
<td>3.</td>
<td>Low Income (51%-80% area median income)</td>
</tr>
<tr>
<td>4.</td>
<td>Moderate Income (81-120% area median income)</td>
</tr>
</tbody>
</table>

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. In addition, Pinellas County Code of Ordinances, Chapter 70 – Human Relations, Article II – Discrimination, prohibits discrimination in the areas of employment, government programs, and housing and public accommodations on the basis of race, color, religion, national origin, familial status, sex (including gender identity and gender expression), sexual orientation, and disability within the legal boundaries of Pinellas County, Florida, including all unincorporated and incorporated areas.

K. **Support Services and Counseling**: Support services are available from various sources. Available support services include but are not limited to: Homeownership Counseling (Pre and Post), foreclosure counseling, a coordinated entry system for people experiencing homelessness, emergency financial assistance, elderly chore services and fair housing legal counseling.

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:

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<tbody>
<tr>
<td>U.S. Treasury Department</td>
<td>x</td>
</tr>
<tr>
<td>Local HFA Numbers</td>
<td></td>
</tr>
</tbody>
</table>

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.

P. **Administrative Budget:** A line-item budget is attached as Exhibit A. The City 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:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Duties</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government</td>
<td>SHIP Plans, Reports, Owner-Occupied Housing Rehabilitation/Replacement Administration, Affordable Housing Development Administration, review/monitoring Third Party Entity for Purchase Assistance Strategy, Disaster Assistance Strategy (depending on event scale)</td>
<td>90%</td>
</tr>
<tr>
<td>Third Party Entity/Sub-recipient</td>
<td>Purchase Assistance Strategy, Rental Deposit/Eviction Prevention Strategies, Disaster Assistance Strategy (depending on event scale)</td>
<td>10%</td>
</tr>
</tbody>
</table>
R. Project Delivery Costs:

Project delivery costs for the Owner-Occupied Housing Rehabilitation Program include project-related activities, such as: performing inspections, developing work write-ups, performing construction bid tasks, managing construction contracts, and processing project payments.

The Rental/Owner-Occupied Affordable Housing Development Strategies vary in terms of the amount of work done by City staff versus those tasks done by the Sponsor agencies. Some projects are carried out entirely by the sponsor agency and tasks completed by City staff are Administration only. Other projects involve more direct staff involvement and have project delivery costs include project-related activities, such as: facilitating land acquisition, performing inspections, developing work write-ups, performing construction bid tasks, managing construction contracts, processing project payments, and coordinating re-sale of the homes. Time is tracked on timesheets for each case.

Due to the complexity of some of the cases, as well as the project amount in comparison to activities that must be completed on all projects, the percentage of project delivery costs vary from case to case. Time is tracked on timesheets for each case.

Project delivery costs for the Purchase Assistance Strategy include: housing counseling, homebuyer education, and inspections of the housing units.

S. Essential Service Personnel Definition:

The City of Largo defines Essential Service Personnel as: households whose income level is at or less than 120% of the area median income (AMI) as referenced in 420.9071 F.S. for the Tampa/St. Petersburg Metropolitan Statistical Area.

T. Describe efforts to incorporate Green Building and Energy Saving products and processes:

The City of Largo’s Owner-Occupied Housing Rehabilitation Strategy provides up to a $5,000 grant to benefit energy conservation improvements.

The following energy conservation, sustainability, and/or disaster resistance, will be incorporated into projects whenever financially feasible:

**Structural Items:**
1. Water saving plumbing fixtures;
2. Additional attic insulation to R-30;
3. Hip roof design for all new construction and reframing;
4. Hurricane clips to existing roof construction;
5. Secondary water membranes for roofs;
6. Pre-engineered roof trusses to reduce waste;
7. Reflective striping on roofs to reflect heat away;
8. Attic ventilation to include solar attic fans;
9. Programmable thermostats;
10. Ceiling fans to minimize heat/air conditioning usage;
11. SEER upgrades higher than code – SEER-15 available to homeowner for HVAC systems;
12. Energy Star appliances (or equivalent/higher standards) – including refrigerator and tankless or solar powered water heater;
13. Exhaust fans in all kitchens and baths to circulate air;
14. Utilize LED lighting;
15. Vinyl soffit and fascia;
16. Low odor and low VOC paints;
17. Seal ductwork;
18. Windows – impact glass required; insulated and low "e" available to homeowners;
19. Caulking and weather stripping;
20. Gutter and downspouts and door awnings to prevent water intrusion and flooding;
21. Metal studs where possible – resistance to infestation;
22. ICF (Insulated Concrete Form) or block construction for storm resistance, insulation factor and waste reduction for new and reconstruction;
23. Hurricane rated entrance doors and garage doors;
24. Contractor recycling of demolished materials, where possible;
25. Limit house sizes for reconstruction and new construction to conserve materials and energy usage; and
26. For reconstruction and new construction – design layout and placement of new home to maximize energy efficiency.

Property/Landscaping Items:
1. Drought resistant turf;
2. Grading away from housing to help prevent water intrusion;
3. Landscaping that promotes maximum summer shade;
4. Avoid excess plants/shrubs near the home (create humid microclimates);
5. Install bioswales; and
6. Maximize permeable membranes around the home.

U. Describe efforts to meet the 20% Special Needs set-aside:

The SHIP application includes the statutory special needs definition and asks if any household member meets the definition. A significant portion of the City’s applicants regularly qualify as special needs. Through the Owner-Occupied Housing Rehabilitation Program, the City offers up to $5,000 as a Barrier Removal Grant.

V. Describe efforts to reduce homelessness:

The City of Largo actively participates in countywide homeless planning efforts in partnership with the Pinellas Homeless Leadership Board, which serves as the Pinellas County Continuum of Care. City staff also participate in the annual homeless Point-in-Time count to obtain information on the street homeless population in the community. The City also funds homeless shelters and organizations through its federal Community Development Block Grant (CDBG) Program. People who contact the City of Largo directly for homeless services are referred to 2-1-1, where they can be referred to open shelter beds, and support agencies that can help get them prioritized for the countywide rapid re-housing programs. City staff also refer callers to http://www.floridahousingsearch.org for affordable housing availability listings.

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Although the programs have had limited success in the past, the SHIP LHAP contains two strategies that can also help people experiencing homelessness or at risk of homelessness in Largo: Rental Deposit Strategy and the Eviction Prevention Strategy. The City is continuing to evaluate the best method to implement these programs that will be effective. SHIP funding has also been very limited over the past few years, which is further limited by the cap on the amount of funding that can be used for rental strategies.
Section II. LHAP Strategies:

| A. Owner-Occupied Housing Rehabilitation | Code 3 |

a. **Summary:** SHIP funds will be awarded to income-eligible households to correct housing code deficiencies, remove barriers for persons with disabilities, make energy efficiency improvements, abate toxic substances (ex. lead-based paint or mold), and harden the home for disaster resistance. Eligible unit types include: single-family homes, townhomes, and condominiums. Manufactured homes are eligible if the occupant owns the unit and the home was constructed after June 1994 in accordance with Section 420.9075(5)(c), F.S.

Home additions to address severe overcrowding will be processed under loan terms of the Owner-Occupied Demolition/Replacement Strategy.

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

c. **Income Categories to be Served:** Very-Low, Low and Moderate

d. **Maximum Award:** $75,000.00

*Manufactured Homes:* Limited to a Maximum Award of $5,000 for general rehabilitation, the $5,000 Barrier Removal Grant and the $5,000 Energy Efficiency Grant.

Grant Items listed under the “Terms” section are included in the Maximum Award.

e. **Terms:**

1. **Repayment Loan/Deferred Loan/Grant:**
   i. Assistance will be provided in the form of a deferred payment forgivable loan.
   ii. Grant items listed below do not require repayment:
      • Barrier Removal – up to $5,000
      • Energy Efficiency Improvements – up to $5,000
      • Toxic Substance Abatement – up to $10,000
      • Sidewalk Installation (installation of sidewalk in front of the property for safety improvements)
      • Temporary Relocations Costs
      • Project Delivery Costs

2. **Interest Rate:** 0%

3. **Years in Loan Term:** 15 years

4. **Forgiveness:** Beginning in the 6th year of the loan, the loan amount will be reduced by 10% per year on the anniversary date of the loan until the end of the 15-year term, at which time the loan will be...
satisfied unless a default occurs during the loan term.

5. **Repayment:** If a default occurs during the Loan Terms, the prorated balance (see Forgiveness) of the loan shall be due and payable.

6. **Default:**
   a. In the event any of the following conditions occur, the outstanding balance of the rehabilitation loan shall be in default and payable to the City of Largo:
      i. The sale of the property;
      ii. The property is leased or rented;
      iii. The property is refinanced with cash out to borrower;
      iv. The property is used as collateral for a home equity line of credit;
      v. The title is transferred, judicial sale levy, or foreclosure against the property; or
      vi. The qualifying homeowners(s) die(s) during the loan term (except as indicated below).

   b. If the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by an income-eligible heir who will occupy the home as a primary residence (owner-occupant as indicated by Property Records and Homestead Exemption). 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.

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

f. **Recipient Selection Criteria:**
   1. Applicants must be the owner-occupant of the property.
   2. The applicant must be current on their property taxes and mortgage.
   3. Properties with open equity lines of credit or reverse mortgages or with other mortgages in default are ineligible.
   4. Applicant must have sufficient equity in the property for the rehabilitation loan.
   5. Applicants who have received rehabilitation grants through this Program in the past are ineligible for the same grant in the future.
   6. **Waiting List Prioritization:**
      1. Emergency Needs (examples: active water leak, imminent fire hazard, substantial mold, physical inaccessibility, imminent risk of homelessness due to home conditions):
         a. Extremely Low Income
         b. Very Low Income
         c. Low Income
         d. Moderate Income

      2. Special Needs Accommodations for residents needing home modifications to remain independent in their homes:
         a. Extremely Low Income
         b. Very Low Income
         c. Low Income
d. Moderate Income

3. Non-Emergency/Non-Special Needs Cases:
   a. Extremely Low Income
   b. Very Low Income
   c. Low Income
   d. Moderate Income

g. Sponsor Selection Criteria: N/A

h. Additional Information:
   1. The property must be located in Largo city limits (property tax code “LA”).
   2. No more than 20% of the SHIP distribution may be used for manufactured housing.
   3. Manufactured homes must have been constructed after June 1994 to be eligible for improvements.

<table>
<thead>
<tr>
<th>B. Owner-Occupied Home Replacement</th>
<th>Code 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Summary: The City of Largo’s Housing Replacement Program provides an alternative when the home is deemed unrepairable (cost of rehabilitation exceeds the maximum rehabilitation amount of $75,000). The City of Largo financing assistance to help demolish and build a new home on the existing property.</td>
<td></td>
</tr>
<tr>
<td>c. Income Categories to be Served: Very Low and Low</td>
<td></td>
</tr>
<tr>
<td>d. Maximum Award: $250,000</td>
<td></td>
</tr>
</tbody>
</table>

Grant Items listed under the “Terms” section are included in the Maximum Award.

e. Terms:
   1. Repayment Loan/Deferred Loan/Grant: The following criteria below is used to determine if the project will have a Payback Loan, Deferred Loan or Grant:
      i. Payback Loans: Households whose monthly mortgage payment including principal, interest, taxes and insurance (PITI) and any applicable home association fees do not exceed 30% of income will make a monthly payment up to 30% of their gross monthly income. The balance will become a deferred loan.
      ii. Deferred Loans: Households whose monthly mortgage payment including PITI and home association fees exceeds 30% of income.
or

Households whose back end ratio exceeds 60% of their income will receive a deferred payment loan. Back end ratio includes housing expenses and all other long-term debt (such as medical bills, credit cards, car payments, etc.) as a ratio to their gross monthly income.

iii. The Items listed below will be provided as grants and shall not have payback requirements:
   • Barrier Removal (only for Items that are not included in the general design of the housing unit (ramp, grab bars, etc.) – up to $5,000
   • Temporary Relocations Costs
   • Sidewalk Installation (installation of sidewalk in front of the property as part of site development)
   • Project Delivery Costs

2. Interest Rate: 0%

3. Years in Loan Term: 20 years

4. Forgiveness: Demolition costs will be forgiven two years after project completion.

5. Repayment:
   a. Loans will be repaid on a monthly basis based on the owner’s ability to pay, as outlined in the “Repayment Loan/deferred Loan/Grant” section above. The amount covered by the deferred loan shall become due and payable at the end of the Loan Term. At that time, the client can request an extension to the deferral period or a payment plan. An extended deferment period or payment plan is subject to an analysis to determine the applicant’s ability to pay.
   
   b. For payback loans including escrow payments, the loan servicer will analyze the amount collected for property taxes and insurance once per year and, if necessary, will adjust payments to ensure that adequate amounts are escrowed.
   
   c. There will be no prepayment penalty. Borrowers may pay off all or any portion of the outstanding principal balance at any time.

7. Default:
   a. In the event any of the following conditions occur, the outstanding balance of the rehabilitation loan shall be in default and payable to the City of Largo.
      i. The sale of the property;
      ii. The property is leased or rented;
      iii. The property is refinanced with cash out to borrower;
      iv. The property is used as collateral for a home equity line of credit;
      v. The title is transferred, judicial sale levy, or foreclosure against the property; or
      vi. The qualifying homeowners(s) die(s) during the loan term (except as indicated below).
   
   b. If the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by an
income-eligible heir who will occupy the home as a primary residence (owner-occupant as indicated by Property Records and Homestead Exemption). 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.

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

f. **Recipient Selection Criteria:**
   1. Applicants must be the owner-occupant of the property.
   2. Waiting List Prioritization:
      a. Special Needs
      b. Very Low Income
      c. Low Income

g. **Sponsor Selection Criteria:** N/A

h. **Additional Information:**
   1. The property must be located in Largo city limits (property tax code “LA”).
   2. Funding is limited for this strategy due to the significant cost for replacement. If funding is not available and critical repairs are needed, the project can either be placed on a waiting list for funding or the project can revert back to Owner-Occupied Rehabilitation to address the most critical items within the Maximum Award for Owner-Occupied Rehabilitation.

### C. Purchase Assistance Program

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td>a. <strong>Summary:</strong></td>
<td>SHIP funds will be awarded for downpayment/closing cost assistance for first-time homebuyers through the City’s “Sold on Largo” program. The program is designed to provide guidance to first-time homebuyers through homebuyer education and housing counseling to prepare first-time homebuyers for homeownership.</td>
</tr>
<tr>
<td>b. <strong>Fiscal Years Covered:</strong></td>
<td>2019-2020, 2020-2021, 2021-2022</td>
</tr>
<tr>
<td>c. <strong>Income Categories to be Served:</strong></td>
<td>Very Low, Low and Moderate</td>
</tr>
</tbody>
</table>
| d. **Maximum Award:** | Each of the following Maximum Award amounts listed below includes $1,500 for Housing Quality Standards (HQS) inspection, homebuyer education and pre-purchase housing counseling:  
   1. $36,500 ($35,000 downpayment assistance + $1,500) – Very-Low Income  
   2. $26,500 ($25,000 downpayment assistance + $1,500) – Low Income  
   3. $11,500 ($10,000 downpayment assistance + $1,500) – Moderate Income |
e. **Terms:**

1. **Repayment Loan/Deferred Loan/Grant:**
   i. Downpayment assistance funding will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
   ii. The cost for the HQS inspection and education/counseling are provided as a grant.

2. **Interest Rate:** 0%

3. **Years in loan Term:** 20 years

4. **Forgiveness:** N/A

5. **Repayment:** The deferred subordinate mortgage becomes due after the loan term. At that time, the loan will revert to a payback loan through monthly installments at an interest rate not to exceed the original interest rate indicated on the promissory note. The extended period or payment plan is subject to an analysis to determine the applicant’s ability to pay.

6. **Default:**
   a. In the event any of the following conditions occur, the loan shall be in default and payable to the City of Largo:
      i. The sale of the property;
      ii. The property is leased or rented;
      iii. The property is refinanced with cash out to the borrower;
      iv. The property is used as collateral for a home equity line of credit;
      v. The original borrower(s) is no longer the owner-occupant of the property;
      vi. The title is transferred, judicial sale levy, or foreclosure against the property; or
      vii. The qualifying homeowners(s) die(s) during the loan term (except as indicated below).

   b. If the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by an income-eligible heir who will occupy the home as a primary residence (owner-occupant as indicated by Property Records and Homestead Exemption). 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.

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

f. **Recipient Selection Criteria:**

1. Property to be purchased must be the primary residence of the buyer.
2. The applicant must be a first-time homebuyer, which is defined as not having owned and occupied a unit as a personal residence within three (3) years from the date of application. Exceptions to this requirement are: applicants whose dwelling was destroyed as a result of a declared disaster or other such event (ex. fire) or a spouse fleeing domestic violence.
3. Waiting List Priority: Applicants will be ranked for assistance based on first-qualified, first-eligible basis following receipt of a complete application, income qualification, first mortgage approval,
and completion of the City-approved Homebuyer Education class.

4. Applicants must be able to obtain a first mortgage from a licensed lending institution. The first mortgage term cannot exceed a term of 30 years with a fixed rate. Subprime mortgages are ineligible.

g. **Sponsor Selection Criteria:** Not Applicable

h. **Additional Information:**

1. The property must be located in Largo City limits (Property Tax Code “LA”).
2. Eligible housing units include: single-family detached homes, townhomes and condominiums.
3. All buyers must complete a City-approved eight (8) hour homebuyer education class and a financial fitness class through a HUD-approved housing counseling agency. The homebuyer education class must be taken prior to closing. The financial fitness class must be taken within 6 months of closing. One-on-one housing counseling is also available to assist households with working toward their goal of homeownership.
4. Other state, federal, county, private and homeowner contributions may be leveraged with SHIP funds.
5. All properties must meet the HUD HQS standards. An inspection is required to verify that the property meets applicable safety/code requirements.
6. Applicants will be required to contribute $1,000. Required pre-paid items that the homebuyer pays, such as earnest money deposit, appraisal fees, home inspection fees, and homeowner’s insurance, qualify as part of this contribution.
7. The sales price cannot exceed the City’s Maximum Purchase Price (see Section I.L. of this document).

<table>
<thead>
<tr>
<th>D. Owner-Occupied Affordable Housing Development Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Summary:</strong> Funds will be awarded to developers of affordable housing for rehabilitation, reconstruction or new construction of affordable owner-occupied housing units. The program assists in infill redevelopment since there is minimal vacant land available in the City, which is often cost-prohibitive for affordable housing developers to pursue without assistance. The program aids in bringing vacant, dilapidated properties up to code either through rehabilitation or reconstruction of existing units and construction of housing units on vacant infill lots. The program may also provide assistance with impact fee and building permit fees for multi-unit owner-occupied affordable housing.</td>
</tr>
<tr>
<td>Eligible costs include: property acquisition, demolition/clearance, site improvements, payment of impact fees, rehabilitation and new construction.</td>
</tr>
<tr>
<td>Houses rehabilitated or constructed will be sold to SHIP income-eligible buyers. Financial assistance (Homebuyer Assistance) will also be provided to the homebuyer of the housing unit in the form of downpayment/closing cost assistance. Homebuyer Assistance is awarded as a 0% deferred subordinate mortgage to reduce the first mortgage payment for the homeowner and provides the necessary downpayment amount required by most first mortgage lenders. When the City provides funds for a Habitat for Humanity project, the homebuyer does not require downpayment and closing assistance because of the favorable first mortgage terms provided by the Habitat for Humanity model.</td>
</tr>
</tbody>
</table>
b. **Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022

c. **Income Categories to be Served:** Very Low, Low and Moderate

d. **Maximum Award:**
   1. **Developer Awards:** $250,000 per unit
   2. **Homebuyer Assistance:** Each of the following Maximum Award amounts listed below includes $1,500 for Housing Quality Standards (HQS) inspection, homebuyer education and pre-purchase housing counseling:
      a. $46,500 ($45,000 downpayment assistance + $1,500) – Very-Low Income
      b. $46,500 ($45,000 downpayment assistance + $1,500) – Low Income
      c. $36,500 ($35,000 downpayment assistance + $1,500) - Moderate Income

e. **Terms:**
   1. **Repayment Loan/Deferred Loan/Grant:**
      a. **Developer Assistance:** Funds will be awarded as a repayment loan secured by a recorded mortgage and note. Project Delivery Costs will be provided as a grant.
      b. **Homebuyer Assistance:** Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
      c. Project delivery costs are considered a grant.

2. **Interest Rate:** 0% (both developer and homebuyer assistance)

3. **Years in Loan Term:**
   a. **Developer Assistance:** Not to Exceed 2 Years
   b. **Homebuyer Assistance:** 20 Years

4. **Forgiveness:**
   a. **Developer Assistance:** Affordable Housing Development in the City of Largo primarily occurs through redevelopment rather than new housing construction. The City has focused its Owner-Occupied Affordable Housing Development Program on removing blighted residential structures and replacing them with new affordable housing units. The City recognizes there is a higher cost to redevelop such properties than there would be on new housing construction on vacant lots, and therefore, total project costs typically exceed the post-construction appraised value and consequent sales price of the homes. Upon sale of the housing unit to an income-eligible household, the total project costs that exceed the sale price of the home will be forgiven (SHIP subsidy).

5. **Repayment:**
   a. **Developer Assistance:** The full amount of the project costs provided by SHIP funds will be awarded as a loan at the time of assistance is provided to the Developer. At the end of the project, the amount of SHIP funds provided, less the SHIP subsidy (see Forgiveness above) are due and payable from the proceeds at re-sale to an income-eligible homebuyer.
b. **Homebuyer Assistance:** Financial assistance will be provided to the homebuyer of the housing unit in the form of downpayment assistance/closing cost assistance. The downpayment (Homebuyer Assistance) is awarded as a deferred subordinate mortgage to reduce the first mortgage payment for the homebuyer and provides the necessary downpayment amount required by most first mortgage lenders. The amount of homebuyer assistance will be converted to a second mortgage from the proceeds of the sale (similar to the NSP strategy) at the same time of the first mortgage loan closing.

The deferred subordinate mortgage becomes due after the loan term. At that time, the loan will revert to payback loan through monthly installments at an interest rate not to exceed the original interest rate indicated on the promissory note. The extended period or payment plan is subject to an analysis to determine the applicant’s ability to pay.

6. **Default:**
   a. **Developer Assistance:** A default will be determined as: sale, transfer, or conveyance of property to a non-income eligible household or prior to completion of the unit; conversion to another use; failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the amount of SHIP funds provided to the Developer, including any portion of the developer fee paid will be due and payable. A default will also occur if the property is not sold to an income eligible household within the term of the Developer’s SHIP loan.

   b. **Homebuyer Assistance:**
      i. In the event any of the following conditions occur, the loan shall be in default and payable to the City:
         a. The sale of the property;
         b. The property is leased or rented;
         c. The property is refinanced with cash out to the borrower;
         d. The property is used as collateral for a home equity line of credit;
         e. The original borrower(s) is no longer the owner-occupant of the property;
         f. The title is transferred, judicial sale levy, or foreclosure against the property; or
         g. The qualifying homeowners(s) die(s) during the loan term (except as indicated below).

      ii. If the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by an income-eligible heir who will occupy the home as a primary residence (owner-occupant as indicated by Property Records and Homestead Exemption). 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.

      ii. **Shared Equity:** A ten-year shared equity provision will be utilized to maintain the affordability of the unit. Equity sharing is required unless the housing unit is re-sold to an income-eligible client at no more than the Maximum Purchase Price during the term of the equity sharing provision.
         a. For Homebuyer Assistance cases, the shared equity provision will be included in the Homebuyer Assistance mortgage and note.
         b. For Habitat for Humanity (or similar) cases that do not use the Homebuyer Assistance, a
Land Use Restriction Agreement will be recorded with the land for the shared equity provision.

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

f. **Recipient Selection Criteria:**
   1. Applicants will be ranked for assistance based on first-qualified, first-eligible basis following receipt of a complete application, income qualification, first mortgage approval, completion of the City-approved Homebuyer Education class, and a one-on-one housing counseling session.
   2. The applicant must be a first-time homebuyer, which is defined as not having owned and occupied a unit as a personal residence within three (3) years from the date of application. Exceptions to this requirement are: applicants whose dwelling was destroyed as a result of a declared disaster or other such event (ex. fire) or a spouse fleeing domestic violence.
   3. Property to be purchased must be the primary residence of the buyer.
   4. Applicants must be able to obtain a first mortgage from a licensed lending institution. The first mortgage term cannot exceed a term of 30 years with a fixed rate. Subprime mortgages are ineligible.
   5. Waiting List Priority: A waiting list will not be utilized for households to purchase homes through this program. Applications will not be accepted on a housing unit until the unit is listed for sale.

g. **Sponsor Selection Criteria:** Applications from project sponsors (developers) will be reviewed on an ongoing basis, pending funding received. The following factors will be taken into consideration when reviewing proposals:
   1. Capacity and capability to carry out the project, including financial capacity and capability;
   2. Experience in completing affordable housing projects;
   3. Leveraging;
   4. Timeframe for project completion;
   5. Compatibility with the City’s Comprehensive Development Code;
   6. Use of green building and disaster hardening features/techniques;
   7. Funding availability; and
   8. Whether the sponsor employs personnel from the Welfare Transition Program.

h. **Additional Information:**
   1. The property must be located in Largo City limits (Property Tax Code “LA”).
   2. Eligible housing units include: single-family detached homes, townhomes and condominiums.
   3. All buyers receiving Homebuyer Assistance must complete a City-approved eight (8) hour homebuyer education class and a financial fitness class through a HUD-approved housing counseling agency. The homebuyer education class must be taken prior to closing. The financial fitness class must be taken within 6 months of closing.
   4. Other state, federal, county, private and homeowner contributions may be leveraged with SHIP funds.
   5. Applicants using the Homebuyer Assistance will be required to contribute $1,000. Required pre-paid items that the homebuyer pays, such as earnest money deposit, appraisal fees, home inspection fees, and homeowner’s insurance, qualify as part of this contribution. In the case of Habitat for Humanity
projects, the homebuyers contribute sweat equity hours toward their home purchase.

6. The sales price cannot exceed the City’s Maximum Purchase Price (see Section I.L. of this document).

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**E. Rental Affordable Housing Development Program**

| Code | 14, 21 |

a. **Summary:** This strategy is designed to provide local investment/contribution toward the creation of new affordable rental housing in partnership with private and non-profit developers. This strategy can be utilized in conjunction with affordable incentives offered in Chapter 14 of the City of Largo Comprehensive Development Code (CDC), such as affordable housing density bonuses. Rental units such as single family, duplex, triplex and multifamily units are eligible under this program. Special needs housing is also eligible under this program.

Due to the City’s limited SHIP funding available for rental housing, this program is suitable mainly for gap financing and/or local match to leverage acquisition or construction financing from other funding sources. Funding may be used for property acquisition, rehabilitation or construction of small-scale rental developments, such as infill duplexes or single-family homes; however limitations on funding also restrict the amount available for these purposes as well.

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

c. **Income Categories to be Served:** Extremely Low, Very Low, Low

d. **Maximum Award:** $250,000 per unit

e. **Terms:**

1. **Repayment Loan/Deferred loan/Grant:**
   
   i. Funds will be awarded as a loan secured by a recorded subordinate mortgage and note. Payment will be deferred for three (3) years to provide for construction, lease-up and property stabilization and then amortized for the remaining loan term.
   
   ii. For units reserved specifically for 50% median income or lower: Assistance will be provided in the form of a deferred payment loan.
   
   iii. Project delivery costs are considered a grant.

2. **Interest Rate:**

   a. 0-2% (2% interest if 15 Year Term or 0% interest if 30 Year Term)

3. **Years in Loan Term:**

   a. 15 years for projects with a 2% interest rate (see above)
   
   b. 30 years for projects with a 0% interest rate, including for projects eligible for the deferred mortgage (serving Very Low Income).

4. **Forgiveness:** Loans will be forgiven at the end of the loan term only for loans for units reserved for 50% median income.
5. **Repayment:** Monthly payments on payback loans will be made on the loan starting after the three-year lease-up period. Deferred payment loans do not require payback unless a default occurs during the loan term.

6. **Default:** The loan will be considered in default and due and payable if any of the following occur:
   a. Sale of the property;
   b. Transfer of the property;
   c. Conversion to another use; and/or
   d. Failure to maintain compliance standards as required by the funding source.

f. **Recipient Selection Criteria:** All households that occupy a SHIP assisted unit must be income eligible for the program as determined by the City of Largo staff or third party entity hired by the developer to annually monitor for compliance.

g. **Sponsor/Sub-recipient Selection Criteria:**
   i. Affordable Housing Development applications will be funded on a first qualified, first eligible basis according to the established Affordable Housing Development guidelines and underwriting criteria.
   ii. Proposed projects are reviewed by staff to determine project viability and the developer’s ability to repay a loan under the terms and conditions requested.
   iii. When providing subordinate financing, the senior lender’s underwriting will be used.
   iv. Preference will be given to sponsors who employ personnel from the Welfare Transition Program.

h. **Additional Information:**
   1. Developers 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 non-profit organizations for purchase at the current market value for continued occupancy by eligible persons.
   2. Loan terms above can be flexible if the project is receiving federal/state funding, such as Low Income Housing Tax Credit, that has specific terms for local government match. Such terms will be incorporated into a Development Agreement.

<table>
<thead>
<tr>
<th>F. Rental Eviction Prevention Program</th>
<th>Code 13</th>
</tr>
</thead>
</table>

a. **Summary:** The Eviction Prevention Program assists and protects families and individuals from eviction from their rental units, due to a disruption in payment caused by an unavoidable short-term financial hardship. Assistance can include up to six (6) months past due rent and late fees related to the lease.

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

c. **Income Categories to be Served:** Extremely Low, Very Low, Low

d. **Maximum Award:** $10,000
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:**
   1. Applicants will be ranked for assistance based on a first-qualified, first-eligible basis with the priorities for Emergency, Special Needs, Essential Services Personnel and income groups as described in Section I.(I) of this Plan.
   2. Applicant must be in danger of being evicted from their rental dwelling because of late or non-payment as a result of an unavoidable, short-term financial hardship.
   3. Applicants must show ability to resume monthly rent payments after assistance is given.
   4. Gross annual household income limits cannot exceed limits outlined above.
   5. This is a one-time grant per household.

g. **Sponsor Selection Criteria:** N/A

h. **Additional Information:**
   1. Rental property must be in Largo city limits (property tax code “LA”).
   2. Rental rates cannot exceed the maximum SHIP-approved rental rates for the client’s income level.
   3. The City will utilize a third-party subrecipient to administer this strategy. The City will utilize a Request for Proposals (RFP) process or piggyback on established contracts for similar services that have used an RFP (or similar) process with other local jurisdictions and/or Pinellas County. Preference will be given to eligible subrecipients that have proven experience in managing eviction prevention programs.

<table>
<thead>
<tr>
<th>G. Rental &amp; Utility Start-Up Program</th>
<th>Code 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. <strong>Summary:</strong> This strategy is targeted to homeless and at-risk of homeless households to acquire quality, safe, decent and affordable rental housing. Eligible expenses include rental and utility deposits and associated application fees. Assistance for very-low income homeless households can include up to six (6) months of rental assistance (rent subsidy).</td>
<td></td>
</tr>
<tr>
<td>b. <strong>Fiscal Years Covered:</strong> 2019-2020, 2020-2021, 2021-2022</td>
<td></td>
</tr>
<tr>
<td>c. <strong>Income Categories to be Served:</strong> Extremely Low, Very low, Low</td>
<td></td>
</tr>
<tr>
<td>d. <strong>Maximum Award:</strong> $10,000</td>
<td></td>
</tr>
</tbody>
</table>
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:**
   1. Applicants will be referred through the Coordinated Entry System established for Pinellas County.
   2. Applicants must be homeless or have imminent risk of homelessness.
   3. Assistance will be provided on a first qualified, first served basis.

g. **Sponsor Selection Criteria:** N/A

h. **Additional Information:**
   1. The household is required to have a minimum twelve month lease.
   2. The unit must pass a Housing Quality Standards (HQS) inspection. The cost of the HQS inspection can be included as Project Delivery Costs.

**H. Disaster Assistance**

<table>
<thead>
<tr>
<th>Code 5</th>
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a. **Summary:** The Disaster Strategy provides assistance to households following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

1. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
2. Payment of insurance deductibles for rehabilitation of homes covered under homeowners’ insurance policies;
3. Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster; and/or
4. Other activities as proposed by the City and approved by Florida Housing.

Assistance will only be provided for repairs not covered by insurance or other disaster programs.

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

c. **Income Categories to be Served:** Very Low, Low and Moderate

d. **Maximum Award:** $15,000
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:
1. Applicant(s) must own and occupy the property as principal residence.
2. The residence must have been damaged in a declared disaster area.
3. The property must be located within Largo city limits (property tax code “LA”).
4. Eligibility will be performed on an expedited basis and may include alternative forms of documentation, such as current pay stubs and benefits letters, as well as oral verification of employment wages, other income and assets.
5. Waiting List Priorities:
   a. Emergency Repairs – Immediate Threat to Health and Safety
      i. Special Needs & Very-Low Income
      ii. Low Income
      iii. Moderate Income
   b. Repairs to mitigate residual damage to the home (ex. spread of mold)
      i. Special Needs & Very-Low Income
      ii. Low Income
      iii. Moderate Income

g. Sponsor Selection Criteria: N/A

h. Additional Information:
1. Annual funding is not allocated toward this Strategy. In the event of a disaster declaration, unencumbered funds and/or additional funds award through Florida Housing Finance Corporation for the disaster will be used to fund this Strategy.
2. Documentation must be provided that the applicant has attempted to obtain all other resources first, such as insurance coverage, Federal Emergency Management Agency (FEMA) funds and any funding available through the Small Business Administration. Funding received from these for related repairs will be applied to the cost of repairs first.

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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:

The City of Largo shall endeavor to expedite processing of all affordable housing projects (AHP).

Definition: An AHP is a housing development or rehabilitation that is sponsored, funded, or owned by a not-for-profit or government agency that requires habitation by very low, low, moderate or middle income households; or has signed or will sign a Community Development approved deed restriction limiting habitation to very low, low, moderate or median income (0% - 120% of median income) households.

Processing: Applicants desiring an AHP designation will apply to the Housing Manager in the Community Development Department. The Housing Manager will determine if the project meets the AHP criteria within five (5) working days of receipt of all required application information.

Once the project receives the AHP designation, the Housing Manager, or his/her designee, will notify the Building Division, Planning Division and Fire Rescue Department, if applicable, of the designation and will schedule a meeting for the Applicant with these offices to discuss and accelerate the processing schedule. AHP projects will be processed before all non-AHP projects.

The Housing Manager or his/her designee will monitor the progress of the site development review, the fire and building plans reviews and the issuance of permits.

Community Development staff will provide continuous review of the process to ensure that AHP’s are receiving the expedited permitting. Any new ideas for more efficient processing and permitting systems will be submitted to the offices involved, to the Community Development Director and to the City Commission/Administration for review and approval.

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 City has adopted a policy in the Housing Element of the Comprehensive Plan requiring the review of all city policies, prior to adoption, to determine their impact on the cost of housing (Objective 1.1.7-Housing Element).
C. Other Incentive Strategies Adopted:

Development Fees: Impact fees and development fees may be paid (or waived for some fees) for on behalf of the developers of affordable units in accordance with the Impact Fee Assistance Strategies. Under the Impact Fee Assistance Strategies, SHIP funds may be utilized to pay impact fees, infrastructure improvements, and development fees on behalf of the developer/builder for qualified set-aside units, provided program funds are available. The incentives have been adopted in Chapter 14 of the Largo Comprehensive Development Code.

Code Lien Waiver Program for Affordable Housing: The City adopted a Code Lien Waiver Program for non-profit affordable housing developers. The program allows code liens to be administratively forgiven if a residential property with code liens is purchased by a non-profit affordable housing developer for rehabilitation/reconstruction of the housing unit. This program eliminates the process and risk of going before the Code Enforcement Board to request a lien reduction, which was a barrier for affordable housing developers to risk purchasing properties with significant code liens.

Transfer of Development Rights: Developments may utilize the City’s “Transfer of Development Rights” codes to transfer the density and intensity for affordable housing units from environmentally sensitive parcels of land to areas more suited for development. The code provisions for the utilization of Transfer of Development Rights are located in Section 4.7 of the Largo Comprehensive Development Code.

Increased Densities: Density bonuses may be permitted in all land use designations that allow residential uses. The density bonus is based on the number of units per each size of unit (1-bedroom, 2-bedroom, 3-bedroom), and the number of units set aside at the 80% and 50% of gross median income levels. The code provisions for the utilization of the density bonus are located in Chapter 14 of the Largo Comprehensive Development Code.

The City also allows a smaller lot size for duplexes and triplexes than what would otherwise be required on a “per-unit” basis for the same number of units. The duplex/triplex standards are established in Section 15.1 of the Largo Comprehensive Development Code.

Additional density bonuses are available for the creation of workforce housing (up to 120% of area median income) in the Clearwater-Largo Road Community Redevelopment District. Information on these density bonus incentives are included in Chapter 7 of the Largo Comprehensive Development Code and further described in the City’s adopted West Bay Drive and Clearwater-Largo Road Community Redevelopment District Plan.

Reduced Parking Requirements: Reduced parking requirements are permitted for Assisted Living Facilities based on the mobility of the clients served and the medical accommodations provided. The parking standards are established in Subsection Section 9 of the Largo Comprehensive Development Code.
Land Bank Inventory: An inventory of locally owned public lands suitable for affordable housing will be maintained. All properties identified will be presented to the City Commission for inclusion in the Largo Affordable Housing Program. The term "suitable" is defined as City-owned, appropriate for affordable housing based on land use, location and site conditions and not already earmarked for a specific City use.

Proximity: Support the development of affordable housing near transportation hubs, major employment centers and mixed use developments.

Development Standards: The following alternative development standards are permitted for affordable housing developments: (A) Hammerheads and Y-shaped turn-a-rounds may be used in lieu of cul-de-sacs; (B) Transfer of development rights is permitted from conservation areas to upland areas; (C) Zero lot line developments are allowed in all land use designations; (D) Density exchange for open space and other community amenities in order to enhance environmental quality is permissible; (E) There are no minimum floor area requirements for residential uses within residential land use designations; (F) Infill lots within existing single-family subdivisions may be development even if less than the 5,000 square feet minimum lot size; (H) Clustering of dwelling units is permitted on lots less than 5,000 square feet, provided the total site does not violate the gross density permitted; and (H) There are no minimum lot widths contained in the CDC. The alternative development standards are established in Chapter 14 of the Largo Comprehensive Development Code.

Homebuyer Seminar: The City actively participates in the annual housing “fair” (HOPE Expo). This is a free informational workshop and exhibit for potential home owners. The event is sponsored by non-profit housing providers, such as Tampa Bay Community Development Corporation, Community Services Foundation, local lenders, realty professionals, municipalities, and other housing-related service providers.

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.
### Fiscal Year: 2019-2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Estimated SHIP Funds for Fiscal Year</td>
<td>$113,012.00</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$8,160.00</td>
</tr>
<tr>
<td>Office Supplies and Equipment</td>
<td>$300.00</td>
</tr>
<tr>
<td>Travel Per diem Workshops, etc.</td>
<td>$500.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$100.00</td>
</tr>
<tr>
<td>Other*</td>
<td>$2,240.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$11,300.00</td>
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<tr>
<td><strong>Admin %</strong></td>
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**OK**

### Fiscal Year: 2020-2021

<table>
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<tr>
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<th>Amount</th>
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<tbody>
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<td>10.00%</td>
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**OK**

### Fiscal Year: 2021-2022

<table>
<thead>
<tr>
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<th>Amount</th>
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<tbody>
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<tr>
<td>Advertising</td>
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<tr>
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<tr>
<td><strong>Total</strong></td>
<td>$11,300.00</td>
</tr>
<tr>
<td><strong>Admin %</strong></td>
<td>10.00%</td>
</tr>
</tbody>
</table>

**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:** "Other" budget item is for one-third of the cost of the housing software management license fees for the four Housing staff. All projects funded by SHIP are managed through this system and the loan portfolio included in this program.
The City of Largo affirms that funds allocated for these fiscal years will meet the following deadlines:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Encumbered</th>
<th>Expended</th>
<th>1st Year AR</th>
<th>2nd Year AR</th>
<th>Closeout AR</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Funds Not Encumbered</th>
<th>Funds Not Expended</th>
<th>1st Year AR Not Submitted</th>
<th>2nd Year AR Not Submitted</th>
<th>Closeout AR Not Submitted</th>
</tr>
</thead>
</table>

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 the same year as the local government’s LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.
### Housing Delivery Goals Chart

**City of Largo**

<table>
<thead>
<tr>
<th>Code</th>
<th>Strategies</th>
<th>Qualifies for 75% set-aside</th>
<th>VLI Units</th>
<th>Max. SHIP Award</th>
<th>LI Units</th>
<th>Max. SHIP Award</th>
<th>Mod Units</th>
<th>Max. SHIP Award</th>
<th>New Construction</th>
<th>Without Construction</th>
<th>Total</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>1</td>
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<td>1</td>
<td>$75,000</td>
<td></td>
<td>$75,000</td>
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<td>$0.00</td>
<td>$99,712.00</td>
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<tr>
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<td>$250,000</td>
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<td>2</td>
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<tr>
<td>9, 10</td>
<td>Owner-Occupied Affordable Housing Development Program</td>
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<td>$250,000</td>
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<td>5</td>
<td>Disaster Assistance</td>
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Total Homeownership 1 1 0 $99,712.00 $0.00 $99,712.00 2

#### Purchase Price Limits:

- **New**: $253,809
- **Existing**: $253,809

<table>
<thead>
<tr>
<th>Code</th>
<th>Rental</th>
<th>Qualifies for 75% set-aside</th>
<th>VLI Units</th>
<th>Max. SHIP Award</th>
<th>LI Units</th>
<th>Max. SHIP Award</th>
<th>Mod Units</th>
<th>Max. SHIP Award</th>
<th>New Construction</th>
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<tr>
<td>23</td>
<td>Rental &amp; Utility Start-Up Program</td>
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<td>$10,000</td>
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<td>$10,000</td>
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</table>

Total Rental 0 0 0 $0.00 $0.00 $0.00 0

#### Administration Fees:

- $11,300 10% **OK**

#### Home Ownership Counseling:

- $2,000 **OK**

Total All Funds $113,012 **OK**

### Set-Asides

<p>| Percentage Construction/Rehab (75% requirement) | 88.2% <strong>OK</strong> |
| Homeownership % (65% requirement) | 88.2% <strong>OK</strong> |
| Rental Restriction (25%) | 0.0% <strong>OK</strong> |
| Very-Low Income (30% requirement) | $75,000 66.4% <strong>OK</strong> |
| Low Income (30% requirement) | $75,000 66.4% <strong>OK</strong> |
| Moderate Income | $ - 0.0% <strong>OK</strong> |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Strategies</th>
<th>Qualifies for 75% set-aside</th>
<th>VLI Units</th>
<th>Max. SHIP Award</th>
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<td>3</td>
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<td>Yes</td>
<td>1</td>
<td>$75,000</td>
<td>1</td>
<td>$75,000</td>
<td>1</td>
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<tr>
<td>4</td>
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<tr>
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</table>

**Purchase Price Limits:**
- New: $253,809
- Existing: $253,809

<table>
<thead>
<tr>
<th>Code</th>
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<th>LI Units</th>
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<th>Mod Units</th>
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<td>Rental Eviction Prevention Program</td>
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</table>

**Set-Asides**
- Percentage Construction/Rehab (75% requirement): 88.2% OK
- Homeownership % (65% requirement): 88.2% OK
- Rental Restriction (25%): 0.0% OK
- Very-Low Income (30% requirement): $75,000 66.4% OK
- Low Income (30% requirement): $75,000 66.4% OK
- Moderate Income: $ - 0.0%
## Housing Delivery Goals Chart

**FLORIDA HOUSING FINANCE CORPORATION**

**Housing Delivery Goals Chart**

**2021-2022**

### Name of Local Government:

City of Largo

### Estimated Funds (Anticipated allocation only):

<table>
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<tr>
<th>Code</th>
<th>Strategies</th>
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<td>1</td>
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<table>
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<th>Purchase Price Limits:</th>
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<tr>
<td>New</td>
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<tr>
<td>Existing</td>
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<tr>
<th>Code</th>
<th>Strategies</th>
<th>Qualifies for 75% set-aside</th>
<th>VLI Units</th>
<th>Max. SHIP Award</th>
<th>LI Units</th>
<th>Max. SHIP Award</th>
<th>Mod Units</th>
<th>Max. SHIP Award</th>
<th>New Construction</th>
<th>Without Construction</th>
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<td>14, 21</td>
<td>Rental Affordable Housing Development Program</td>
<td>Yes</td>
<td>1</td>
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<td>Rental Eviction Prevention Program</td>
<td>No</td>
<td>1</td>
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<td>23</td>
<td>Rental &amp; Utility Start-Up Program</td>
<td>No</td>
<td>1</td>
<td>$10,000</td>
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<table>
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<th>Total Rental</th>
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| Administration Fees | $11,300 | 10% | OK |
| Home Ownership Counseling | $2,000 | |

| Total All Funds | $113,012 | OK |

## Set-Asides

| Percentage Construction/Rehab (75% requirement) | 88.2% | OK |
| Homeownership % (65% requirement) | 88.2% | OK |
| Rental Restriction (25%) | 0.0% | OK |
| Very-Low Income (30% requirement) | $75,000 | 66.4% | OK |
| Low Income (30% requirement) | $75,000 | 66.4% | OK |
| Moderate Income | $113,012 | 0.0% | OK |
CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: City of Largo

Certifies that:

(1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, 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, color, national origin, sex, handicap, familial status, or religion.

(3) A process to determine eligibility and for selection of recipients for funds has been developed.

(4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.

(5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).

(6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.

(7) The LHAP 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 LHAP.

(8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.

(9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.

(10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.

(11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.
(12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.

(13) SHIP funds will not be pledged for debt service on bonds.

(14) 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.

(15) 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 serve eligible persons.

(16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). 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.

(17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.

(18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness

Chief Elected Official or designee

__________________________________
Henry Schubert, City Manager

Type Name and Title

Date

OR

Attest:
(Seal)
RESOLUTION 2229

A RESOLUTION OF THE CITY OF LARGO, FLORIDA
APPROVING THE 2019-2022 LOCAL HOUSING ASSISTANCE
PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES
PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-
420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37,
FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND
DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY
DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE;
AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING
ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE
FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING
AN EFFECTIVE DATE.

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

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

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

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

WHEREAS, as required by section 420.9075, F.S. It is found that five percent (5%) of the local housing distribution plus five percent (5%) 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 five percent (5%) of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to $350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the 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 Largo 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 LARGO CITY COMMISSION THAT:

Section 1: The City Commission of the City of Largo hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2019-2020, 2020-2021, 2021-2022.

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

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

PASSED AND ADOPTED THIS _______ DAY OF _____________________, 2019.

_________________________________
Louis L. Brown, Mayor
(SEAL)

REVIEWED AND APPROVED: ATTEST:

Alan Zimmet, City Attorney Diane Bruner, City Clerk
### Commission Work Session

#### AGENDA ITEM REPORT

<table>
<thead>
<tr>
<th>Meeting:</th>
<th>Commission Work Session - 12 Feb 2019</th>
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<tbody>
<tr>
<td>Presenter:</td>
<td>Brenda Clark, Administration</td>
</tr>
<tr>
<td>Staff Contact:</td>
<td>Brenda Clark, Community Outreach Coordinator</td>
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</table>

**TITLE**

Community Outreach Update

**SUMMARY:**

Staff will provide a status update on the strategic plan project to build an outreach program that responds to community needs. The report will share information related to community needs, identification, and outreach efforts.

**POTENTIAL MOTION / DIRECTION REQUESTED:**

Presentation only.

**SUMMARY:**
The City Commission approved a two-year annexation strategy that was used January 1, 2017 through December 31, 2018. As a result of the strategy implementation along with the addition of a new Economic Development Coordinator position, the following accomplishments were made in regards to annexation:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Annexation Agreements collected*</th>
<th>Incentives (dollar amount)</th>
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</thead>
<tbody>
<tr>
<td>2017</td>
<td>65 (20 non-contiguous)</td>
<td>$17,968</td>
</tr>
<tr>
<td>2018</td>
<td>56 (26 non-contiguous)</td>
<td>$78,793</td>
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<tr>
<td>Total</td>
<td>121</td>
<td>$96,761</td>
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Note: Some annexation agreements have multiple properties included within (130 total properties).

<table>
<thead>
<tr>
<th>Year</th>
<th># of Properties</th>
<th>Acres</th>
<th>TaxableValue*</th>
<th>Largo Taxes</th>
<th>Population</th>
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<tbody>
<tr>
<td>2017</td>
<td>47</td>
<td>28.22</td>
<td>$6,985,383</td>
<td>$38,307.20</td>
<td>72.65</td>
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<tr>
<td>2018</td>
<td>66</td>
<td>53.31</td>
<td>$12,633,040</td>
<td>$72,530.70</td>
<td>93.81</td>
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<tr>
<td>Total</td>
<td>113</td>
<td>81.53</td>
<td>$19,618,423</td>
<td>$110,837.27</td>
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*Taxable value was noted at the time of annexation; most properties’ taxable values have increased since then.

Twelve enclaves were reduced in the Planning Service Area (PSA) and one commercial enclave was completely eliminated. With the Lake Avenue Sewer Expansion Project, staff was able to successfully collect annexation agreements along Lake Avenue, Southwind Lane and Cheryl Road. The total taxable value for all annexation agreements collected is a little over $12.1 million.

The current status of properties within the Largo PSA is as follows:

1. There are twenty-six Type A enclaves; ten (10) of these are neighborhoods.
2. As of January 1, 2019, the City has approximately 743 annexation agreements
3. 242 annexation agreements are located within the Greater Ridgecrest area. 102 annexation agreements are located within the High Point area.

Staff is proposing a new three-year annexation strategy for 2019 through December 31, 2021, attached, that will continue the success of the previous strategy. The intent of the strategy is to outline the priorities for the City’s Annexation Program with the ultimate goal of eliminating unincorporated properties within the Largo PSA.
One of the objectives of the previous strategy was to produce new marketing materials for the annexation program. Staff is in the last steps of working with Marketing to produce these materials and thus one of the focuses of the new strategy will be to use these marketing materials to provide a more cohesive message and to conduct outreach to targeted neighborhoods. The Annexation web page will be kept up to date in order to provide the most relevant information to potential residents.

Staff will also continue focusing on reducing enclaves by examining where we have the most non-contiguous annexation agreements and look at ways to make them contiguous and proceed with the annexation process. Enclaves with neighborhood associations will be identified as well to schedule presentation opportunities and make personal contact with possible residents.

City infrastructure, such as sanitary sewer, is a focus of the strategy as it is a great benefit to property owners when considering annexation. Staff will continue to engage unincorporated property owners who are impacted by the City’s sanitary sewer or reclaimed water systems to become a part of the City. Possible expansions of the City’s sanitary sewer system will also be looked at in order to provide an incentive to these property owners who are in close proximity to a sanitary sewer line.

The implementation of the new strategy will be measured by tracking the number of web page visits as a result of the new marketing outreach materials, the number of annexation agreements received and annexations processed within 6 months of the recorded date of agreement, and the reduction of existing Type A enclaves within the PSA.

CONSISTENT WITH:
Economic Development Plan

POTENTIAL MOTION / DIRECTION REQUESTED:
DOES THE CITY COMMISSION CONCUR WITH THE PROPOSED ANNEXATION STRATEGY?

ATTACHMENTS:
Annexation Strategy 2019-2021
The intent of this document is to outline the priorities for the City's Annexation Program with the ultimate goal of eliminating unincorporated Pinellas County properties within the Largo Planning Service Area (PSA). Since the implementation of the two year Annexation Strategy in January 2017, the City of Largo has brought in over $19.6 million dollars' worth of taxable value through the annexation of 113 properties. These annexations added 81 acres which expanded the City’s municipal boundary by 0.13 square miles. 61% of the properties were residential which grew the Largo population by an estimated 166 persons. With twelve enclaves having been reduced and one enclave being completely eliminated, Largo must continue to follow its natural growth pattern into unincorporated pockets within the PSA. The consolidation of these properties is essential to the economic vitality and fiscal health of Largo and is required to ensure efficient and effective service delivery.

This document will continue many of the efforts that were started in the previous Annexation Strategy. This strategy is a three year plan that is intended to reduce unincorporated pockets throughout the Largo PSA.

The annexation strategy priorities for properties will be as follows:

1. Process annexation agreements when the properties are eligible for annexation.
2. Proactively work to promote annexation at the neighborhood level by communicating the benefits and encouraging residential properties to enter into voluntary annexation agreements.
3. Target commercial properties within enclaves and provide tailored annexation agreements.
4. Identify strategic opportunities for voluntary annexation, such as the expansion of the sanitary sewer system.

The following objectives, strategies and measurements have been identified based upon these priorities.

Objective 1: Create a Cohesive Annexation Message

Relay the benefits of being a part of the City of Largo by providing an overall message for the annexation program, one being tailored to residential properties and the other to commercial properties. The message will be on the website, used as mailed information, and when appropriate integrated into presentations.

Strategies:

A. Keep information on the annexation web-pages up to date and not static.
   1. Residential page: highlight success stories and/or quotes from property owners who went through the annexation process and their experience thus far.
   2. Commercial page: Provide examples of development standards compared to unincorporated Pinellas County, including allowable uses and review timelines.
B. Produce written materials to work in conjunction with the annexation web pages. Use these materials as direct mailing and handouts to property owners in order to have a cohesive message.

1. Targeted Neighborhoods: Direct mailings will be sent to certain neighborhoods where the benefit of annexation will be most beneficial to both the property owners and the City.
2. City Infrastructure: Send letters using the newly produced materials to both commercial and residential properties that are being extended City infrastructure such as sanitary sewer.
3. Welcome Packages: Following the completion of the annexation process, property owners will be sent ‘Welcome to Largo’ packages that will contain important information as a new resident.

C. Work with the City’s Community Outreach Coordinator to collaborate on outreach efforts, targeting those neighborhoods within enclaves to connect with HOAs, residents, and other neighborhood groups.

Objective 2: Reducing Enclaves within the PSA

There are twenty-six (26) Type A Enclaves (properties that are completely surrounded by the City of Largo’s municipal boundary) within the Largo PSA. Ten of these enclaves are neighborhoods that vary from as small as 14 residential units to as many as 330 residential units. The others are more commercial in nature and are made up of one to five parcels.

Strategies:

A. Identify those neighborhoods that have neighborhood associations and schedule presentation opportunities. Use direct mailing when appropriate and make personal contact with the residents to solicit their support in being a part of the City.

B. Outreach to those property owners within commercial enclaves and strategically collect annexation agreements within an enclave in order to have more than 50% of the total acreage and parcels owned by property owners that have consented to the annexation. This will allow for the elimination the entire enclave through State approved procedures.

C. Target those enclaves that have numerous existing annexation agreements that are non-contiguous and conduct outreach to surrounding properties in an attempt to make them contiguous and proceed with the annexation process.

Objective 3: Utilize the City’s infrastructure system to promote Annexation

As the City reviews opportunities to expand its infrastructure (i.e. sanitary sewer system), it should take into consideration the location of unincorporated properties where the owner may consider annexation based on the availability of the service.
Strategies:

A. Engage unincorporated property owners who are impacted by the City’s sanitary sewer or reclaimed water systems and possible expansions to become a part of the City.

   1. Create an outreach program to sign up properties, including unincorporated properties, that are along an existing reclaimed water line network but are not hooked into the system. Conduct the same with those along an existing sanitary sewer line.

B. Underwrite small expansions of the City sanitary sewer system in order to provide an incentive to existing unincorporated Pinellas County property owners who are in close proximity to a sanitary sewer line in order to annex into the City of Largo.

Measurements for these strategies will be:

- Tracking of the number of web page visits as a result of direct mailings.
- Number of annexation agreements received.
- Percentage of properties annexed within 6 months of the recorded annexation agreement date.
- The reduction of existing Type A enclaves within the Largo PSA.