

HOUSING TRUST FUNDS IN 2013 CAN CREATE 15,770 JOBS AND OVER \$1.5 BILLION IN POSITIVE ECONOMIC ACTIVITY IN FLORIDA

Housing News

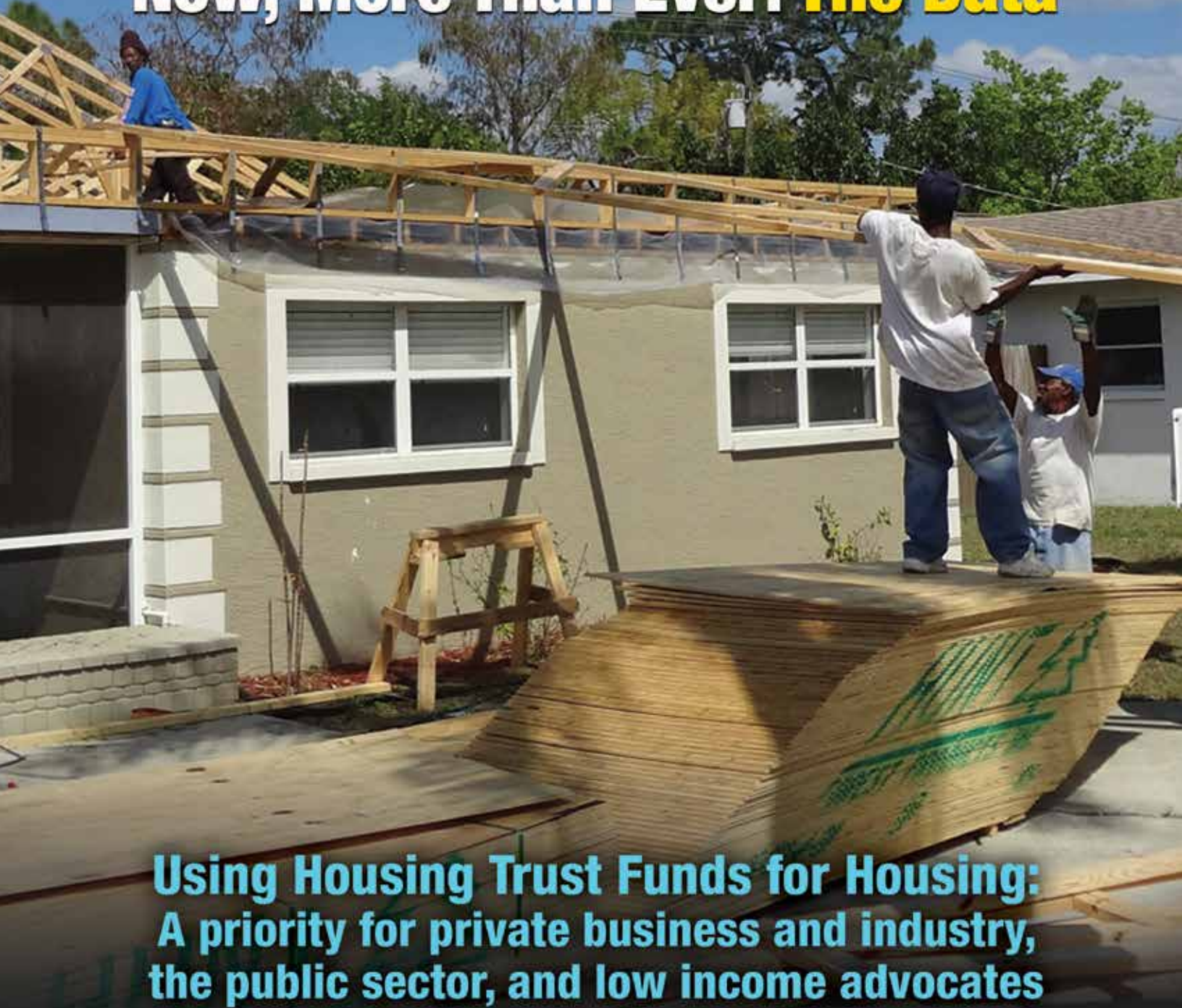
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NETWORK



Florida Needs Affordable Housing Now, More Than Ever: **The Data**



Using Housing Trust Funds for Housing:
A priority for private business and industry,
the public sector, and low income advocates

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The Florida Housing Coalition is a nonprofit, statewide membership organization whose mission is to act as a catalyst to bring together housing advocates and resources so that Floridians have a quality affordable home and suitable living environment. The *Housing News Network* is published by the Florida Housing Coalition as a service to its members, housing professionals and others interested in affordable housing issues. **Jaimie Ross**, Editor, with assistance from **Christine Call**, Communications Manager • Thank you to the successful grantees for submitting Before and After NSP images: Lee County, Sarasota County, Pasco County, Lake Worth CRA, Sugar Hill. Volunteers of America and Related Urban Development Group for their assistance with photos. • Email: info@flhousing.org, Website: www.flhousing.org.



by Jaimie Ross

Headling into the 2013 legislative session things are looking good. No budget deficit. A recovering economy that has generated an estimated \$204.81 million in Sadowski state and local housing trust funds (\$53.40 million for state programs like SAIL, and \$151.41 million for SHIP) and an

Attorney General settlement that has generated an additional \$200 million in bank settlement funds to be appropriated for housing related activities in the FY 2013-14 session.

Housing advocates are weary from four years of near total sweeps of the housing trust fund monies. SHIP programs around the state have long waiting lists for funds yet to be received. Without a budget deficit, this is the year for SHIP and SAIL to be fully funded.



The Florida Legislature has a constitutional obligation to pass a balanced budget. So when the Legislature swept housing trust funds to general

revenue during years of budget deficits, we didn't like it, but there was a rationale. But when there is no such deficit? Using tax dollars in accordance with the purpose for which they are raised is the fiscally responsible course of governing. When the documentary stamp tax was raised in 1992, with the adoption of the William E. Sadowski Affordable Housing Act, it was for the express purpose of funding the state and local housing trust funds. Would the industry groups such as the Florida Realtors and Florida Home Builders Association have agreed to an increase in the documentary stamp tax to fund general revenue? Of course not. Not only did the Florida Realtors and Florida Home Builders Association agree to an increase in the documentary stamp tax, they actively supported it. They supported the tax because it came with a statutory promise that those monies would be used to produce and preserve affordable housing in Florida. When the monies deposited into the state and local housing trust fund

Housing Trust Funds Available for Appropriation FY 2013-2014

(\$ Million)

	State Housing Trust Fund	Local Government Housing Trust Fund	Total
Projected 6-30-13 TF Balance	\$ 3.79	\$ 35.17	\$ 38.96
December 2012 Revenue Estimate FY 2013-2014	\$49.61	\$116.24	\$165.85
Total	\$53.40	\$151.41	\$204.81

accounts are swept into general revenue it is the equivalent of having raised the documentary stamp tax to fund general revenue. Again, something the industry groups such as the Florida Realtors and Florida Home Builders Association would not have supported.

In this volume of the *Housing News Journal*, the Shimberg Center for Housing Studies provides the data to answer any lingering questions that legislators may have about whether Floridians need affordable housing. Our nonprofit and for-profit housing developer members such as Keystone Challenge and the Palm Beach Community Land Trust, Habitat for Humanity, Related Housing, and Sage Partners highlight the wonderful single family and apartment homes that can be produced and preserved for Floridians in need when adequate subsidy is available. The Florida Housing Coalition's Technical Assistance Director and COO, Stan Fitterman, addresses the need for SHIP funding in today's economy and how SHIP matches the right recipients with the right amount of subsidy.

So, in legislative session 2013, let's encourage and expect our elected officials to use the housing trust funds for housing. It's time. [HNN](#)

JAIMIE ROSS is the president of the Florida Housing Coalition and the Affordable Housing Director of 1000 Friends of Florida. She initiated the Sadowski Coalition in 1991.

Florida Needs Affordable Housing Now, More Than Ever: The Data



by Anne Ray

There seems to be a widespread belief that the housing “bust” created affordable housing that meets the needs of Florida’s residents, most particularly with foreclosed homes. However, the housing affordability situation in Florida has worsened since the 2007 bust.

For more than a decade, the Shimberg Center has been tracking housing affordability in Florida. In that time we’ve seen the housing market move from boom to bust to recovery, but a constant has been the increase in the number of Florida households that are paying more than they can afford for their homes. This trend is confirmed by our recent analysis comparing U.S. Census and American Community Survey data from 2000, 2005 and 2011 (the latest year available).

A growing number of Floridians are “severely cost burdened;” that is, they pay more than half their income for housing costs, leaving little for other necessities such as food and medical care. In 2005, there were 813,000 severely cost burdened households with very low incomes, defined as incomes below 50 percent of area median. By 2011, 982,000 very low-income households were severely cost burdened, a 21 percent increase, even though the total number of households at this income level only went up by 12 percent.

In a nutshell, housing costs rose sharply in the first half of the 2000s without a corresponding increase in incomes. Then, as the effects of the economic slowdown set in, incomes fell in the second half of the decade. This led to an increasing housing affordability gap. In 2000, median rent for the state of Florida was \$837 per month and median monthly costs for owners with a mortgage was \$1,157 (all figures in 2011 dollars). By 2005, the median rent had increased by almost \$100 per month and owner costs by almost \$30, while incomes barely budged. Between 2005 and 2011, real incomes of renters and owners fell by 15 and 9 percent, respectively, while median housing costs held steady.

Median Gross Rent and Median Household Income 2000-2011 (2011 Dollars)

	2000	2005	2011
Rent	\$837	\$932	\$949
Income	\$34,480	\$34,051	\$28,714

Median Monthly Owner Costs for Units with a Mortgage and Median Household Income (All Owners) 2000-2011 (2011 Dollars)

	2000	2005	2011
Owner Costs	\$1,157	\$1,437	\$1,470
Income	\$58,772	\$59,361	\$53,050

The supply of affordable housing has not kept up with the need. In 2011, there were just 39 affordable and available rental units for every 100 very low-income households. For the lowest income households—those with incomes at or below 30 percent of area median income—there were just 22 affordable and available units for every 100 households. [HNN](#)

ANNE RAY is a Researcher with the Shimberg Center, where she works on the development of the Florida Housing Data Clearinghouse and has performed research on preservation of assisted rental housing, public housing, the housing needs of persons with disabilities, farmworker housing, and states’ implementation of the Low-Income Housing Tax Credit.

THE SHIMBERG CENTER FOR HOUSING STUDIES was established at the University of Florida in 1988 by the Florida Legislature as a multi-disciplinary center designed to focus on affordable housing issues in the state consistent with the teaching research and outreach mission of UF.

SHIP Distribution Estimates 2013-14

Based on estimate of \$140.04 million of funds distributed to local SHIP jurisdictions

County/CDGB Cities	County Share/City Share	County/ CDGB Cities	County Share/City Share	County/ CDGB Cities	County Share/City Share	County/ CDGB Cities	County Share/City Share
Alachua	917,934	Columbia	525,004	Madison	350,000	Winter Haven	256,931
Gainesville	925,677	De Soto	350,000	Manatee	2,092,957	Putnam	552,226
Baker	350,000	Dixie	350,000	Bradenton	376,900	St. Johns	1,474,090
Bay	1,006,159	Duval	6,491,848	Marion	2,072,569	St. Lucie	535,376
Panama City	269,559	Escambia	1,854,435	Ocala	428,419	Ft. Pierce	311,900
Bradford	350,000	Pensacola	389,828	Martin	1,104,568	Port St. Lucie	1,253,060
Brevard	2,271,732	Flagler	156,712	Miami-Dade	7,816,442	Santa Rosa	1,166,802
Cocoa	128,812	Palm Coast	578,334	Hialeah	1,075,757	Sarasota	2,477,536
Melbourne	575,984	Franklin	350,000	Miami	1,963,166	City of Sarasota	392,973
Palm Bay	774,501	Gadsden	369,406	Miami Beach	426,198	Seminole	3,193,349
Titusville	325,290	Gilchrist	350,000	Miami Gardens	507,091	Sumter	762,269
Broward	2,838,214	Glades	350,000	North Miami	284,937	Suwannee	357,762
Coconut Creek	397,720	Gulf	350,000	Monroe	552,226	Taylor	350,000
Coral Springs	915,681	Hamilton	350,000	Nassau	563,897	Union	350,000
Davie	692,376	Hardee	350,000	Okaloosa	1,256,195	Volusia	2,618,174
Deerfield Beach	562,886	Hendry	350,000	Ft. Walton Beach	151,780	Daytona Beach	462,577
Ft. Lauderdale	1,257,905	Hernando	1,302,940	Okeechobee	350,000	Deltona	637,717
Hollywood	1,062,348	Highlands	750,598	Orange	6,946,823	Wakulla	350,000
Lauderhill	500,784	Hillsborough	6,820,594	Orlando	1,832,178	Walton	435,548
Margate	410,933	Tampa	2,549,641	Osceola	1,634,271	Washington	350,000
Miramar	920,966	Holmes	350,000	Kissimmee	466,065		
Pembroke Pines	1,158,805	Indian River	1,050,124	Palm Beach	7,585,726		
Plantation	634,238	Jackson	381,077	Boca Raton	636,787		
Pompano Beach	762,407	Jefferson	350,000	Boynton Beach	512,415		
Sunrise	642,166	Lafayette	350,000	Delray Beach	457,691		
Tamarac	455,858	Lake	2,244,263	W. Palm Beach	757,180		
Calhoun	350,000	Lee	3,069,007	Pasco	3,508,426		
Charlotte	1,108,195	Cape Coral	1,196,441	Pinellas	3,636,526		
Punta Gorda	128,630	Ft. Myers	499,351	Clearwater	805,520		
Citrus	1,065,675	Leon	705,908	Largo	581,459		
Clay	1,446,867	Tallahassee	1,378,876	St. Petersburg	1,849,535		
Collier	2,323,147	Levy	350,000	Polk	3,541,302		
Naples	146,710	Liberty	350,000	Lakeland	733,183	Total	140,039,025

Sadowski State and Local Housing Trust Funds Help People with Disabilities

The SHIP Program provides financing for a variety of housing needs for people with disabilities.

- Wheelchair ramps, handrails, grab bars and other accessibility modifications
- Purchase assistance for prospective homeowners with very low incomes along with needed home accessibility modifications
- Rehabilitation of substandard housing occupied by households where a family member has a disability
- Construction or rehab of supportive rental housing operated by nonprofit organizations who make sure residents have the services they need while living as independently as possible
- Site work and infrastructure for multifamily rental properties that serve people with disabilities—matching federal dollars

Below are some specific examples that illustrate the important role Sadowski funds play in providing housing for people with disabilities or making their homes accessible.

Rehabilitation

Nancy and Robert Mendola received SHIP-funded repair and accessibility modifications to the Coral Springs condo they own. This has been very helpful for their 13-year-old son Andrew, who uses a wheelchair. The modifications included the installation of a ceiling lift system which has allowed Andrew to remain in his home with family support. The lift helps family members transition him from the bed to the shower. The lift equipment and its initial installation



Andrew Mendola benefitted from SHIP-funded home modifications such as a ceiling lift system and an accessible bathroom, which allow him to stay in his home with family support.



Dolly Castillo (second from right) and her three daughters now live in an accessible home because of Habitat for Humanity and SHIP funding.

cost about \$21,000. Other repairs included widened doorways and a fully accessible bathroom with roll-in shower, grab bars and porcelain tile floor.

Home Purchase

Dolly Castillo and her three daughters purchased and helped build their own home with support from the Orlando chapter of Habitat for Humanity. Dolly's two eldest daughters have developmental disabilities.

Habitat designed and built the four bedroom home with vinyl floors, a wheelchair ramp, wide accessible doors and a roll-in shower.

The nonprofit helped make this home purchase affordable in many ways. First, the family received \$30,000 in down payment assistance from the City of Orlando's SHIP program. In addition, Habitat used building materials that were donated by local businesses and they recruited volunteers to assist with construction. Dolly and her family also helped build the home as it is a required part of the process for each Habitat buyer to contribute 300 hours of Sweat Equity work. Finally, Habitat provided Dolly with a mortgage loan at a zero percentage interest rate.

Rental Housing

Roque Cespedes has a safe and affordable home he rents with his family. He lives in Park Place apartments, a 34-unit multifamily property in Hialeah, Florida, that provides affordable housing thanks in part to \$800,000 of SHIP financial subsidy.



Roque uses a wheelchair and has benefited from accessibility features in his home, such as: automatic entrance doors, accessible mailboxes, barrier-free bathroom with roll-in shower, accessible kitchen and counters, an accessible washer and dryer and more.

The Park Place apartments were built and are managed by the nonprofit organization Spinal Cord Living-Assistance Development, Inc. (SCLAD). More than half of the apartment units are occupied by households with one or more members with a disability. The apartments on the first two floors are primarily occupied by households with residents who use wheelchairs. In addition to providing quality housing for its residents, this



nonprofit supports its residents with disabilities by offering services that promote independence. Residents can use the Resource Center and work with SCLAD staff to find jobs and engage in other activities that increase their independence.

Shared Living

Sometimes SHIP funds are invested in Shared Living housing, which offer roommates with developmental disabilities affordable rental housing in single-family homes scattered around a community. A small number of individuals—often two or three—live in the home, each paying an affordable level of rent.

Robert Miller lives in Jacksonville in a single-family home owned by Ability Housing of Northeast Florida, a nonprofit that owns and manages 29 single-family shared living homes. Robert and his roommate live in a three-bedroom house in Jacksonville's Mandarin neighborhood. The third bedroom is for care givers who stay overnight. Because of the extremely-low incomes of shared living housing residents, the rents are well below market. In Robert's case, he pays his rent with monthly income from Supplemental Security Income and Social Security Disability Income.

Both Robert and his roommate use wheelchairs. The house was modified by Ability Housing to be fully accessible with wide doorways and a roll-in shower. One of Robert's favorite features of the house is the screened in back porch. As a hobby, he grows and trims bonsai trees, which is an enjoyable and peaceful pastime on the porch. **HNN**



Robert enjoys his independence of living in a home with a roommate as a result of SHIP.

SHIP is Needed in Today's Housing Market



by Stan Fitterman

For Homeownership

Just as local governments adjusted their SHIP program to meet their community's needs during the housing boom, they too can adjust to meet the needs of our current housing market.

Foreclosures in Florida are still quite high. According to RealtyTrac, Florida posted the highest foreclosure rate in the nation in 2012, eclipsing Nevada for the first time. Twenty percent of the nation's foreclosure activity centered on Florida in 2012 with nearly 306,000 properties in some stage of foreclosure or bank owned. While the federal Neighborhood Stabilization Program (NSP) was able to help some Florida communities assist the market with acquiring, rehabbing, and reselling foreclosed units, this assistance was limited to very specific target areas. In addition, these funds have largely been expended with only at most 50 percent of the relatively small NSP3 left to be expended before February 2014.

When foreclosures rise, neighborhoods suffer. Research conducted by the Federal Reserve Bank of Cleveland has shown that a home that is simply foreclosed, but not vacant, lowers neighboring property values by up to 3.9 percent. However, if a home is foreclosed, tax delinquent, and vacant, it can lower neighboring property values by nearly two and a half times that amount. A fully funded SHIP program could assist communities by continuing to help the market repair and resell these foreclosed properties. This would not only benefit low-income families who continue to be priced out of the market, but it would also help maintain housing values for nearby property owners. Additionally, SHIP goes where NSP could not. A number of our nonprofit housing

providers around the state have found that NSP target areas were not expansive enough to provide families with the housing opportunities that can be provided by SHIP. Florida's NSP grantees will be able to use NSP program income to match SHIP dollars to continue to provide affordable housing in Florida.

For Aging in Place

Nearly every SHIP program has a homeowner emergency repair program. Typically, the homeowner is elderly and has long ago paid off the mortgage. But living on a fixed income, Social Security, or disability payments, there is no money for making the life and safety repairs that will enable the homeowner to age in place. Too often, the only alternative for a very low income elderly homeowner who does not have the funds to make habitability repairs is institutionalization in a nursing facility. That is usually a poor outcome for both the homeowner and society. Keeping an elderly member of the community in her home is win-win.



SHIP funds can be used for modifications / retrofits to keep a person living in the least restrictive setting.

For Persons with Special Needs and Homeless Veterans

SHIP plays an important role in helping people with special needs live in the least restrictive settings. Sometimes all that is needed to keep a person who is

no longer ambulatory in their home are retrofits or modifications that make the home wheelchair accessible. SHIP can also be used in combination with other resources to provide supportive housing for persons who would otherwise be homeless. For veterans, in particular, SHIP can provide the one time move-in funds, such as security and utility deposits that HUD-VASH recipients need to get into an apartment. HUD-VASH provides the on-going rent and case management services to the formerly homeless veteran. **HNN**



www.SadowskiCoalition.com

HOW ARE FLORIDA'S STATE AND LOCAL HOUSING PROGRAMS FUNDED?

- Doc stamp tax paid on all real estate transactions was increased in 1992;
- Those monies were dedicated to the state and local housing trust funds;
- 70% of directed funds to local governments (all 67 counties) and Florida's entitlement cities to fund the State Housing Initiatives Partnership (SHIP) program;
- 30% of funds used by the Florida Housing Finance Corporation for programs such as the State Apartment Incentive Loan (SAIL) program.

HOW CAN THESE PROGRAMS HELP FLORIDA NOW?

- SHIP funds can be used for rehabilitation/renovation of existing empty housing stock to ready it for families to move in;
- SHIP funds can be used to move the existing housing stock by providing down payment and closing cost assistance;
- SHIP can help everyone from the homeless (The National Center on Family Homelessness estimates that more than 83,500 children experience homelessness each year in Florida) to moderate income families.
- SHIP can make emergency, life safety repairs to keep Florida's most vulnerable residents housed, and prevent unnecessary institutionalization.
- SAIL funds can be used to rehabilitate existing apartments in dire need of repair; apartments that house Florida's most vulnerable populations, such as the frail elderly and persons with disabilities who might otherwise need to live in an institutional setting.

WHY IS THIS THE BEST USE OF STATE AND LOCAL HOUSING TRUST FUNDS RIGHT NOW?

- The faster Florida's housing market recovers, the faster Florida's economy recovers.
- Housing dollars will put Florida's out-of-work housing industry back to work repairing homes and improving the real estate market.
- The appropriation of the estimated \$204.81 million in the housing trust funds in Fiscal Year 2013-14 into Florida's housing programs will create 15,770 jobs and \$1.569 BILLION in positive economic impact in Florida.*
- Using housing monies for housing will help Florida avoid future budget deficits.

* \$204.81 million based upon documentary stamp projection of \$165.85 million (December 2012 revenue estimate) plus balance in housing trust funds as of July 1, 2012, of \$38.96 million.

Business/ Industry Groups

- Associated Industries of Florida
- Coalition of Affordable Housing Providers
- Florida Realtors
- Florida Bankers Association
- Florida Chamber of Commerce
- Florida Home Builders Association
- Florida Manufactured Housing Association
- Florida Retail Federation
- Florida Green Building Coalition

Social Services/Low Income Housing Advocates

- Florida Legal Services
- Florida Coalition for the Homeless
- Florida Housing Coalition
- Florida Supportive Housing Coalition
- United Way of Florida

Government

- Florida Association of Counties
- Florida Association of Local Housing Finance Authorities
- Florida League of Cities
- Florida Regional Councils Association

Faith-Based Organizations

- Florida Catholic Conference
- Florida Impact
- Habitat for Humanity of Florida

Advocates for the Elderly & Veterans

- AARP of Florida
- LeadingAge

Planning Organizations

- 1000 Friends of Florida
- Florida Chapter of American Planning Association

Member Spotlight - Keystone Challenge Fund

SHIP Means Stability for Families and The Economy

In these tough economic times, families are faced with life altering decisions. Some families skimp on food and prescription drugs to keep a roof over their head and find that they have to move around, making it very hard for their children to be successful at school. They are also at risk of losing their jobs, and most traumatically, becoming homeless. With the flexibility of SHIP funds we are not restricted to target neighborhoods; this allows us to serve all of Polk County. Homebuyers are not forced to move out of their current neighborhood in order to purchase a home.

The most important stories about SHIP come from families who have benefited from the program. Padricca was renting a home in central Polk County with her two children. She paid her rent on time, life was going pretty good. Until that is, she went to the rental agency to pay her rent and was informed



Padricca became a homeowner with SHIP assistance.



Padricca and her children benefited from the SHIP program and are now living in their own home. The kids are enrolled and succeeding in their neighborhood school. SHIP meets the direct housing needs of the community and stabilizes the economy.



This bungalow style home located in the City of Lakeland was developed by Keystone Challenge Fund with assistance from the City of Lakeland SHIP program. SHIP provided low- and moderate-income families with first-time homeownership.

that the house she called home was being foreclosed and she would have to move out. With not much time and very little money for first month's rent and security deposit, Padricca had no other choice but to pack up her "so called home" and move to southern Polk County to live with her mother. This move impacted her life dramatically. Her teenage children had to transfer to a new school in the middle of the school year. Padricca works in the health care sector and works 12-hour shifts. The commute to work was longer, meaning more gas and more time away from her children. Even though Padricca was grateful she had her mother to live with, she constantly dreamed of owning her own home. Padricca received SHIP down payment and closing cost assistance and was able to turn her dream into a reality. Her children are enrolled in their neighborhood school with their friends and succeeding. Padricca's commute is shorter, which saves on gas. Most importantly Padricca is able to be home every night for quality family time.

Keystone Challenge Fund



Jeff Bagwell

Jeff Bagwell has been the president and executive director of the Keystone Challenge Fund, Inc. since its inception in 1991. The Keystone Challenge Fund is a nonprofit corporation organized to advance the development and financing of affordable housing. Keystone is also a Community Housing Development Organization (CHDO).

Keystone is a full service provider of affordable housing services. They:

- Provide down payment/closing cost program administrations services for local governments and agencies;
- Provide homebuyer education and counseling services; and
- Develop affordable housing.

Keystone's down payment / closing cost assistance strategy is offered countywide and helps remove homeownership barriers. Keystone customers must complete Homebuyer Education requirements to be

eligible for down payment and closing cost assistance. The Homebuyer Education classes average 70 - 80 families each month.

Keystone partners with the three local governments: the City of Winter Haven; the City of Lakeland; and Polk County governments. Keystone provides hands-on assistance to homebuyers. Keystone will:

- Educate you about the home buying process.
- Work with you and your mortgage lender to arrange for the assistance.
- Provide the necessary paperwork and documentation to the local governments so they will assist you!

Keystone forges new partnerships, maximizes resources and identifies new strategies to develop and preserve affordable housing. Through these partnerships, financing resources are leveraged to benefit very low, low-, and moderate-income homebuyers. Keystone has directly assisted 3,508 families since 1991 with lender participation approximately \$253 million.

Visit <http://keystonechallenge.org/> to learn more about the Keystone Challenge Fund. **HNN**

SHIP funding is essential to our community. Jeff Bagwell, President / Executive Director said, "These funds are highly leveraged and are flexible. We are able to meet the housing needs of the community and stabilize the economy." Construction directly employs a large workforce such as electricians, carpenters and roofers, as well as professionals involved in the development, such as bankers, engineers, architects, and real



SHIP funds help families become homeowners and make a dream become a reality.

estate professionals. Construction also provides the purchase of building materials. This creates jobs in manufacturing and sales. According to the University of Florida's Shimberg Center for Housing Studies (the state's housing data clearing house), each \$1 million of construction creates 25.88 jobs. Florida is in need of SHIP program funds to continue to support today's affordable housing market. **HNN**

Member Spotlight - Tampa Bay CDC

SHIP Has A Proven Track Record of Success

The Tampa Bay Community Development Corporation (TBCDC) promotes homeownership opportunities for low- and moderate-income households. As a way to encourage homeownership, the State Housing Initiative Program (SHIP) was a primary source for down payment assistance to qualified buyers; however, the past several years, SHIP has not been funded by the Florida Legislature because the money in the state and local housing trust funds was redirected to general revenue. Gregg Schwartz, President of TBCDC, said, “SHIP provided down payment assistance with flexibility for local governments to meet the needs of our constituents. SHIP permitted people to buy a house in the neighborhood that was best for them and helped keep their housing costs affordable.”

SHIP was also used to administer Pinellas County’s “Hometown Heroes” Program, which focused on providing housing assistance to firefighters, military personnel, or to anyone employed by the School Board,



SHIP funds can be used to purchase and rehabilitate existing property.

or by a local hospital or law enforcement agency. These folks were mostly between 80% and 120% of the area median income, and because of SHIP, Tampa Bay CDC was able to assist 27 families under the Hometown Heroes Program, also called Workforce-assisted housing, preventing them from falling through the housing cracks. More than \$579,000 of SHIP assistance was provided to these 27 families. Tampa Bay CDC still receives 15 to 20 calls monthly from these Heroes. If SHIP is funded they would be helped when the funds are made available.

In addition, SHIP could be used to acquire and rehabilitate existing properties, which would be sold to eligible buyers. The properties would have to be in decent shape and not completely inhabitable. Once rehabilitated and ready to sell, the properties are inspected by the county / city to meet minimum state housing standards. These funds keep neighborhoods viable and provide affordable homeownership.



SHIP provided down payment assistance to qualified buyers and gave flexibility to local governments to meet their residents’ needs.

Schwartz pointed out that Pasco County decided to use SHIP dollars for emergency repairs keeping people in their homes. Emergency repairs consisted of fixing a leaky roof; plumbing problems; a failed septic system; or electrical wiring to name a few. Schwartz said, “The key to the decision making was in the County’s hands. They know what their communities need, which translates to being able to use our finite resources to assist the largest number of people.”

If SHIP were fully funded today, Schwarz highlighted that TBCDC would use the money for:

1. Homebuyer education and counseling;
2. Down payment assistance;
3. Acquisition, rehabilitation and sale;
4. Workforce-assisted housing; and
5. Foreclosure intervention / Loan modifications.

Schwartz said, “Currently we are closing on 35 to 40 homes a year. If SHIP were fully funded, we would close on 200 homes. With affordable prices and low interest rates, now is the time to buy and it’s competitive with cash paying investors. SHIP would help low- and moderate-income, hardworking people own their home.”



Tampa Bay CDC closes on another house. If SHIP is funded, they could close on 200 homes a year.

The long-term success of SHIP and specifically providing housing counseling and down-payment assistance is highlighted by the fact that 99 percent of the first families who received down-payment assistance from TBCDC are still in their houses. Schwartz added they are seeing second generations starting early and following the lead of their parents.

Because SHIP is an established program, when funded again, the TBCDC SHIP network will be ready to use the money as soon as available. [HNN](#)

Tampa Bay CDC



Gregg Schwartz

Gregg Schwartz is President / CEO of Tampa Bay Community Development Corporation (TBCDC), a nonprofit organization that was established in 1982 to promote homeownership in a targeted Clearwater neighborhood. After much success, TBCDC expanded its service area to include Pinellas, Hillsborough

and Pasco counties. Since 2007, their programs have benefited people in seven counties: Pinellas, Pasco, Hillsborough, Polk, Sarasota, Manatee and Lee.

They provide down payment/closing cost assistance to qualified homebuyers who wish to purchase a

property. To date, over 3,550 individuals and families have been assisted through these various programs. The Agency also offers properties for sale through its acquisition, rehabilitation and sale program, as well as its new construction program. In addition, Tampa Bay CDC provides free pre-purchase homeownership counseling, education, guidance and support on an individual basis to Tampa Bay residents who have the goal of owning their own home. The emphasis is on one-on-one counseling with the client’s resources and problems the prime consideration in the development of an “action plan” to correct any issues. Counseling includes credit and debt resolution, as well as budgeting and purchase assistance. Since 1994, this Program has assisted more than 1,900 members become successful homeowners.

Visit www.tampabaycdc.org for more information.

SHIP Matches the Right Recipient with the Right Amount of Assistance



by Stan Fitterman

All housing markets are local. Not the deepest phrase ever written, and certainly not the most original, but it is a simple concept that is at the heart of Florida's State Housing Initiative Partnership (SHIP) program. Since 1992, Florida's local jurisdictions have administered SHIP to implement

a variety of housing assistance programs including disaster relief for hurricane survivors; supportive housing for homeless and extremely low income special needs populations; and emergency repairs for very low income homeowners. These programs were locally designed and implemented in accordance with locally determined needs. Given the diverse housing markets in the state, it is not surprising that local programs differ in target populations, types of assistance, and amounts of assistance per household.

This article addresses the use of SHIP to help low- to moderate-income Floridians become homeowners. A purchase assistance program is a strategy in more than 90 percent of all SHIP programs. Assistance is provided to fill the gap between housing cost and the mortgage amount that a low- or moderate-income family can afford. The assistance is usually offered as a deferred payment loan and is repaid if the family sells the house during the loan term.

Housing Prices and Subsidies

As housing markets changed over time, SHIP programs changed with them. In 2002, some communities were able to get families into their first home with as little as \$3,000 in subsidy. This was in markets with relatively low housing costs compared to incomes, and in most

cases this amount was needed to help the buyer meet the down payment requirements of the lender. In other markets, buyers needed both assistance with the down payment plus additional subsidy to make up the difference between the mortgage amount they could afford and the price of the home. In 2002, the median amount of SHIP-funded purchase assistance was \$11,550 per unit.

From March 2001 to March 2006, housing prices in Florida increased over 111 percent. During this same time, household incomes in the state increased by just 10.9 percent. As housing costs began to rise faster than incomes, purchase assistance amounts offered by the SHIP program also needed to increase. During the same period, the median amount of assistance rose from \$11,550 to nearly \$23,000.

The statewide averages; however, do not tell the story as well as numbers that show how local SHIP programs reacted. In 2002, the median sales price of a home in the Tampa Bay metro area was \$117,000. At that time, the City of Tampa provided an average of \$7,400 per unit in purchase assistance. For families earning between 80-120 percent of median, this amount was probably less, for families earning less than 80 percent of median, probably a little more. By 2006, the median sales price for a home in the Tampa metro area had risen nearly 70%, to \$198,000. During this same time, median income rose just 8 percent. To serve the same target market, the City of Tampa increased its purchase assistance. But in contrast to the mortgage products that were all too common during the housing boom, the SHIP program would only couple its purchase assistance with fixed rate long-term mortgages that families would be able to sustain.

Housing Prices and Income

While it is true that housing prices in Florida have dropped from previous record highs, homeownership is still out of reach for many Florida families. In the third quarter of 2012, the median sales price for a home in the West Palm Beach metro area, for example, was \$144,000. Purchasing the median priced home would take an income of about \$48,000 or about \$23 per hour for a single wage earner. While the median income for the West Palm Beach MSA is \$64,000, according to Enterprise Florida, the average annual wage from employment is just \$45,832. So, the average worker in the West Palm Beach MSA is not able to purchase the median priced home. About 20 percent of the labor force works in the category of trade, transportation and utilities. The average salary for this industry is \$39,381. Another 14 percent work in the hospitality industry. The average wage for this industry is just \$22,419.

Calculating the Right Amount of Assistance

Because SHIP operates at the retail level, families receive pre-purchase counseling and are provided only that amount of SHIP funding needed for that family to purchase a home that is affordable over the long term. There is always a ceiling on the amount of funds that SHIP will provide to help a family get into homeownership (also determined locally) and if a family needs more than that amount they will not be able to purchase using the SHIP program. They may be placed into a homebuyer savings club so that they can purchase a home in the future after they are able to accumulate more of their own funds for closing. SHIP

has been successfully operating statewide, from large urban areas to small rural communities for more than 20 years.



As housing markets changed over time, SHIP programs changed with them giving local governments needed flexibility to meet the local housing needs.

The SHIP program's flexibility allows local governments to design their housing programs to meet their community's needs and revise local strategies in accordance with changes in the market, provided they continue to meet statutory criteria. Given the number of foreclosed and potentially vacant units coming on to the market, combined with workers who are still priced out of the market, the SHIP program is as important as ever. **HNN**

While it is true that housing prices in Florida have dropped from previous record highs, homeownership is still out of reach for many Florida families. In the third quarter of 2012, the median sales price for a home in the West Palm Beach metro area, for example, was \$144,000. Purchasing the median priced home would take an income of about \$48,000 or about \$23 per hour for a single wage earner. While the median income for the West Palm Beach MSA is \$64,000, according to Enterprise Florida, the average annual wage from employment is just \$45,832. So, the average worker in the West Palm Beach MSA is not able to purchase the median priced home.

Member Spotlight - Related Urban Development Group

State and Local Housing Trust Funds Provide Critically Needed Rental Housing

The research is clear. Apartments for renters, especially very low income and extremely low income renters living on fixed incomes are badly needed in Florida. Multi-family affordable rental development, whether new construction or rehabilitation/preservation of existing multi-family housing, is no easy task. It takes a sophisticated development team capable of layering multiple funding sources. Without a robust private for-profit sector in the affordable rental business in Florida, we would be unable to meet our affordable apartment needs. And when our for-profit and non-profit affordable housing developers partner the results can be ideal.

Emerald Villas, the first affordable housing redevelopment in Pine Hills, Florida in 10 years is a case in point. Emerald Villas was acquired through a joint venture by Related Urban Development Group (RUDG) and Orlando Neighborhood Improvement Corporation (ONIC) in April 2011. The property underwent extensive renovations since its groundbreaking in January of last year. The 264 units are all updated with new flooring,

wiring, plumbing, appliances and windows. The now energy-efficient buildings, formerly Seville Place Apartments, were also remodeled with new roofs, landscaping and the property now features a brand new clubhouse, complete with classrooms, business office, fitness center and pool, and a youth activities center.

Orange County contributed \$7 million of NSP1 funds to the project with an additional \$1.6 million from the SHIP program. Other funding includes NIBP bonds and 4 percent housing credits. The new housing units transformed the community from a blighted neighborhood into a vibrant place to call home, and have improved conditions in the area along with the brand new Evans High School, located directly across the street from Emerald Villas. Both are integral parts of Orange County's efforts in the revitalization of Pine Hills.



Emerald Villas was made possible because SHIP funds were combined with other funding.

Related Urban has several developments underway, including, Dante Fascell, Jack Orr Plaza, Joe Moretti, and South Miami Plaza, to substantially rehabilitate and preserve housing for seniors in South Florida. By preserving these properties, Related is preventing hundreds of Florida's most vulnerable citizens from losing their homes or continuing to live in unsafe, substandard conditions. To avoid any unnecessary trauma to the elderly residents, Related Urban will, whenever possible, avoid relocation of the tenants by rehabilitating one floor at a time so that residents can be temporarily housed within their own building while the floor that they live on is being renovated.

One of the Related Urban Development's preservation properties is Edificio Pineiro. It is a 34-unit development that will provide high quality, completely rehabilitated very low-income affordable rental units for the local community where there is a high demand for quality elderly affordable housing. All units in the project will be set-aside for elderly residents at 35% and 45% of AMI.



Stirrup Plaza which consists of 100 residential units for the elderly is currently being substantially rehabilitated to preserve this critical housing stock for Florida's seniors

The property is in the beautiful Shenandoah neighborhood of Miami. The Shenandoah neighborhood is a very quiet residential area consisting mostly of long-term homeowners with deep roots and a vested interest in the local community. The rehabilitation of Edificio Pineiro is of great importance to the area because the property currently sits vacant and that often invites unsavory trouble.

The property's current state poses a potential threat to residents of the neighborhood including the students of Shenandoah Elementary School. The rehab of this property will provide true neighborhood stabilization. HNN



Joe Moretti, A redevelopment of 96 Miami-Dade County Public Housing Units, will be a 116-residential unit for seniors.

Related Urban Development Group



Jorge M. Perez

Related Urban works to enhance the quality of community life and achieve neighborhood revitalization through comprehensive housing, community development programs and public /private partnerships that pursues and balances historic preservation and urban design, economic vitality and increasing job opportunity, and support for a diverse, eclectic and successful neighborhood social fabric. The principals have developed and sustained affordable communities since the 1970s.

Related Urban combines the development experiences of two of the leading developers in South Florida. Jorge M. Perez is one of the nation's leading developers of multifamily apartments and condominiums. He was also one of the leading developers of low income rental properties with financing attained through tax exempt bonds and low income housing tax credits since the inception of the program in 1986. Alberto Milo, Jr., founded The Urban Development Group, LLC in January 2002 to revitalize communities by creating affordable homeownership. The team has collectively developed and/or preserved more than 15,000 affordable units in Florida.

For more information visit: <http://relatedgroup.com/intro.php> HNN

Member Spotlight - Community Land Trust of Palm Beach County

Davis Landings

The Community Land Trust of Palm Beach County, Inc. (CLT of PBC) celebrated the completion of the Davis Landings Apartments, located in suburban Lake Worth.

The Department of Economic Sustainability (DES) partnered with the CLT of PBC to build the 25-unit affordable family rental community on 2.13 acres within the county's urban redevelopment area. Common amenities include a community meeting room, a playground and tot lot, an outdoor grilling area, an exercise walking path, on-site property management, and a homebuyer club offering financial literacy classes.

The nonprofit CLT of PBC was formed in 2006 to provide permanently affordable housing opportunities for county residents. Per county NSP2 guidelines, 25 percent of the units at Davis Landings will be rented to households with incomes at or below 30 percent of area median income (AMI); 55 percent will be rented to households with incomes no greater than 50 percent of AMI. Palm Beach County's AMI is \$64,100 for a family of four.

According to an economic impact analysis performed by DES, NSP2 expenditures will result in an infusion of \$79.5 million and 702 jobs into the local economy within five years.

For more information on Davis Landings, please visit: [http://cltofbbc.org/Davis Landings Rentals.html](http://cltofbbc.org/Davis_Landings_Rentals.html)



Davis Landings, a 25-unit apartment complex, opened last October, is centrally located in a quiet neighborhood.

The \$5.7 million project was financed through the HUD Neighborhood Stabilization Program 2 (NSP2). The project management was handled by Zabik & Associates. Colome' and Associates headed the design team, and the contractor was GL Redevelopment. To promote sustainability, the project includes green features such as high-efficiency air-conditioning units and water heaters, and Energy Star appliances. Green certification was received through the Florida Green Building Commission.



Davis Landings, a NSP 2 project, has three floor plans ranging from 700 to 1,400 square feet.

Community Land Trust of Palm Beach County



Cindee LaCourse-Blum

The Community Land Trust of Palm Beach County, Inc. (CLT of PBC), a countywide housing nonprofit organization, provides affordable housing opportunities for Palm Beach County residents. Cindee LaCourse-Blum, Executive Director, said, “We have

provided safe, decent, and permanently affordable homeownership and rental opportunities to 94 individuals. We are also working with a number of other families to purchase the units listed.” The CLT of PBC separates ownership of the land from ownership of the house. The homes are sold to income-eligible households at an affordable price. The land is owned by the CLT and made available to homeowners through a \$25.00 a month lease. They also provide continued post-purchase support to ensure homeowners’ long-term success.

The CLT of PBC achieves their mission through the following activities:

Housing Development—See article on previous page about Davis Landings. In addition, there are single-family homes and condos for sale.

Housing Acquisition and Neighborhood Stabilization—Through the Urban Infill Housing Program and Neighborhood Stabilization Program (NSP), the CLT of PBC acquired 27 vacant and/or foreclosed housing units to make available to very-low and low-income households.

Lease with an Option to Purchase—Manages an affordable rental with an option to purchase program.

Homebuyer Counseling—Provides one-on-one confidential homebuyer counseling and a two hour CLT-specific orientation in-house. All buyers of CLT of PBC homes are provided pro-bono legal counseling to review all purchase-related documents.

Coordinate Services—Coordinates services with other providers for credit and budget counseling,



The CLT of PBC used NSP 1 and NSP 2 funds to rehab these homes and sell them to income-eligible Palm Beach County residents.



to establish Individual Development Accounts, for financial literacy classes, for homebuyer post-purchase counseling and to obtaining financing from homebuyer assistance programs.

1st Mortgage Financing—Assists clients in obtaining first mortgage financing from one of the partner lenders.

Stewardship—Once a homeowner purchases a CLT home, they will continue to ensure the owners are well served during their tenure of ownership. The role of stewardship is assisting homebuyers with their homestead exemption and reviewing annual tax assessments; assistance with questions about escrow accounts; homeowner warranties; home improvements and permits; and on-going budget counseling.

LaCourse-Blum said her goal for this year is to “bring the general public, local public policy makers and funders in particular to an understanding of the historic opportunity we have to leverage today’s deflated housing market prices with perpetuity by locking the prices into a shared equity model of homeownership such as a community land trust.”

For more information on the CLT of PBC, please visit: <http://clttopbc.org/> or call (561)318-8442. **HNN**

Habitat for Humanity of Florida Urges the Legislature to Use SHIP Funds for SHIP



by Barbara Inman

Habitat for Humanity provides decent, affordable homes for low-income Floridians. Habitat's 52 affiliates in Florida are separately incorporated organizations that build or renovate homes through partnership with the community and sell the homes at no-profit, financed with a 0% interest mortgage. Habitat bolsters the local economy, creates jobs and strengthens some of Florida's most at-risk communities.

The Importance of SHIP

The down payment and closing cost assistance historically provided by the SHIP program, enabled Habitat affiliates in Florida to get more families into sustainable homeownership than any other state in the U.S. The diversion of SHIP funding has had a significant impact on Habitat's ability to deliver needed home rehabilitation or provide new affordable housing. The loss of SHIP funds hurts the families we serve and the Florida economy. Habitat generates construction/subcontractor jobs, makes it possible for low-income families to own a home, revitalize neighborhoods, produce tax revenue for local governments, and helps build safe and secure neighborhoods.



Volunteers and experienced builders work together to build a house.

The need in Florida has never been greater.

Much more must be done; we're proud of what's been accomplished so far:

- Last year, Habitat homeowners paid more than \$5 million in city, county, school board and other property taxes.
- Our Florida affiliates build more than 20 percent of all the Habitat homes constructed each year in the United States.
- In 2011, Florida Habitat affiliates built, recycled, rehabbed and repaired 1,120 homes, contributing more than \$350 million to local communities; over the years, 12,000 homes in all.
- Habitat affiliates have expanded beyond traditional homebuilding to acquire and rehabilitate vacant/foreclosed housing stock and provide critical home repairs and weatherization for existing homeowners including returning veterans. [HNN](#)



The Aktel (above) and Burgess families each worked hundreds of hours on their homes and now are proud home owners.

BARBARA INMAN, President of Habitat for Humanity of Florida, President / CEO of Habitat for Humanity of Pinellas County and a Florida Housing Coalition Board member. In 19 years with HFH, she has been instrumental in creating more than 800 affordable housing units in California, Florida and in developing countries.



Closing the §196.1978 Statutory Loophole

The Florida Nonprofit Housing Advocates Network (FNHAN) supports closing a statutory loophole that could hurt the future development of affordable housing in Florida. The provision at issue is a portion of Section 196.1978, Florida Statutes, that now directs property appraisers to exempt limited partnerships provided the sole general partner is a 501 (c) (3) and limited liability companies or limited partnerships which are disregarded as an entity for federal income tax purposes pursuant to Treasury Regulations. While this provision may have been enacted for good purpose, its potential abuse is likely to undermine local government and community support for affordable housing.

The statutory language at issue (hereinafter sometimes referred to as tax provision) ostensibly would provide a benefit to nonprofits using the Florida Housing Finance Corporation's (FHFC) Housing Credit program by giving them the same property tax exemption historically only available for 501 (c)(3) nonprofits providing affordable housing when not using the Housing Credit program. Unfortunately, the consequence of the tax provision is that for-profit developers are able to transfer ownership in a way that removes properties from the local tax rolls that would otherwise have been paying real property taxes. The cost to local governments is currently estimated to be over \$11 million per year based on applications received since enactment of the tax provision in 2011.

Legislative history for the tax provision, (originally passed in 2009 via SB 360 and then reenacted in SB 176 in 2011) is devoid of analysis. But FHFC staff reported in a January, 2012 rulemaking workshop that the fiscal impact analysis by the legislative appropriations staff showed the fiscal impact anticipated to have been nominal. This leads us to believe that the legislative

appropriations staff did not envision that existing tax credit properties owned by for-profits would be reconfigured to take advantage of the tax provision. Although we have no evidence of the legislative intent beyond the nominal fiscal impact it anticipated, a reasonable justification would be the following:

This is completely unrelated to the statute sometimes referred to as the "Habitat Amendment" which permits property tax exemption to a nonprofit while affordable housing construction is underway but not yet complete. That provision is found in §196.196, F.S.

The two prongs for a real property tax exemption are (1) ownership by a tax exempt entity; (2) using the property for a charitable purpose. When a 501 (c)(3) organization (a tax exempt entity) uses property for affordable housing (a charitable purpose) it is entitled to property tax exemption. But when a 501 (c)(3) uses Section 42 Housing Credits to finance an affordable housing development, it is unable to get its property tax exemption because it has to make an application for tax credits as a limited partnership or limited liability company. This basically penalizes an otherwise tax exempt entity which would have received its exemption but for the type of financing it is using (Section 42 Housing Credits) for providing affordable housing.

The legislative change to Section 196.1978 F.S. that now directs property appraisers to exempt a Florida-based limited partnership, the sole general partner of which is a 501 (c)(3) is not intended to provide a vehicle that enables for-profit organizations to structure its ownership entity for the purpose of receiving a property tax exemption. At this point in time no one has been able to offer a solution to close the loophole, which means repealing the section of the law that creates this loophole is what is needed. We join our local government partners in urging the Florida Legislature to do just that. [HNN](#)

JAIMIE ROSS, Attorney at Law, is the president of the Florida Housing Coalition and directs the FNHAN, working group, open to all FHC nonprofit members. She is the Affordable Housing Director at 1000 Friends of Florida, where her position is funded primarily from a Florida Bar Foundation grant.



NSP Expenditure Deadlines and Closeout Roll Forward



by Gladys Schneider

The Neighborhood Stabilization Program (NSP) was a critical piece of the federal package that Florida so desperately needed to help our state recover from the foreclosure crisis. More than \$1 billion in NSP dollars have flowed through Florida's entitlement communities, non-entitlement local governments, and nonprofits as thousands of abandoned or foreclosed properties were purchased, rehabilitated and sold or rented to low-income households. Many properties were completed for community development and others are held in land banks awaiting future disposition.

NSP 1 and NSP2 expenditure deadlines are approaching and grantees have either already made their final reports to HUD or are in the process of doing so. NSP3 grantees are meeting their 50% expenditure deadline this spring and will expend 100% by March-April of 2014. HUD has not signaled any intention of issuing a further round of NSP.

PROGRAM YEAR	EXPENDITURE DEADLINE
NSP 1	Spend 100% of grantee's allocation within four years of signing the grantee's grant agreement (deadline generally February - March 2013)
NSP 2	Spend 100% of the grantee's allocation within three years of allocation (deadline February 11, 2013)
NSP 3	Spend 100% of the allocation within three years of signing grant agreement (deadline generally March-April 2014)

HUD has held several webinars on the Expenditure Deadline and a NSP Closeout Guide is in the works. The Florida Housing Coalition is part of the team preparing the NSP Closeout Guide. Grantees are reminded that meeting expenditure deadlines is of critical importance at this time. (See table)



NSP funds leveraged millions of dollars in construction labor and materials in Florida and provided necessary financing for small scale rental projects.

Expenditure and Closeout are not the same-far from it.

Expenditure means payments have been made to contractors, employees, homeowners and other payees. Expended funds can also include invoiced amounts owed to contractors for goods, property or services. It also includes amounts paid to third party sellers of foreclosed properties or accrued salaries. Expenditure is not strictly defined as amounts drawn down from the DRGR system. Documentation should include contracts, invoices, closing documents, loan documents, subrecipient agreements or payroll. Homes do not have to be occupied by the expenditure deadline, but because all expenditures must be made they should be completed and ready for occupancy. Funds paid into revolving loan funds or loan loss reserves can be considered expended if done as part of an approved strategy. Future administration costs, property under construction and not completed or property under a purchase contract that has not been closed are not considered expended funds.

There is no set deadline for closing out the NSP grant-this is a process that begins after all initial grant funds have been expended. This amount may be a combination of initial line of credit funds with program income so long as the initial grant allocation amount has been expended. Activities must be completed with a national objective met-occupied with eligible households, benefiting a target area, housing serving a limited clientele, or creating jobs.

HUD published the Closeout Notice on December 27,

2012, to begin the process of closing out NSP grants for each of the three program years (NSP1, NSP2, NSP3). NSP closeout will be similar to CDBG-R closeout, which many will be familiar with. The Closeout Notice included the requirements for closing out the grant, but also included some technical corrections. One of the most significant is the addition of special economic activities as eligible for NSP1 under the redevelopment use. This expands the possibility for redevelopment projects to include the national objective of creating or maintaining jobs for persons whose incomes are at or below 120 percent of median income (LMMJ), for example funding for a home-based day care. The Closeout Notice also added the possibility to include acquisition and disposition as part of the Demolition strategy, which may help grantees meet an area benefit national objective by clearing blighted structures.

Closeout can take place after expenditure deadlines have been met when the grantee and the HUD Field Office determine that all grant-related administrative and project activities have been completed. Grant closeout is described in four phases:

1. Meeting the Expenditure Deadlines and Using Line of Credit Funds

Expenditure deadlines are met when 100% of the original grant amount in combined line of credit funds (original grant) and program income are expended by the established deadline. If the expenditure deadline is met, the line of credit will remain open for use on NSP eligible activities. If the expenditure deadline is NOT met, the line of credit will be blocked. However,



NSP funds allowed thousands of abandoned or foreclosed properties to be purchased, rehabilitated and sold or rented to low-income households.

grantees may continue to use program income in both cases.

2. Preparing for Closeout

In preparing for closeout, grantees will correct and perfect their most recent Quarterly Performance Reports. A confirmation will be made that all activities and obligated land bank properties have met a national objective. All funded activities will be completed in whole or in part by line of credit funds. Grantees will review their agreements with partners to ensure that continuing affordability provisions are established and in place. At this time, not less than 25% of the NSP grant (initial allocation plus any program income) must have been expended to house individuals or families whose incomes do not exceed 50% of the area median income.

3. Completing the Closeout Process

Grantees will work closely with their HUD field office CPD representative. HUD will determine that closeout criteria have been met and send a Closeout Notification Letter. The grantee will submit the closeout package to HUD. Once HUD approves the package, a Closeout Agreement will be signed by the grantee and HUD. HUD will cancel any unused line of credit funds. The grantee may identify costs that have been incurred but not expended such as audit costs. The grantee's next audit will cover any unaudited costs.

4. Complying with Post-Closeout Requirements

Going forward, many grantees

will continue to receive program income. The Closeout Notice provided the rules that will guide the use of these funds according to the type of grantee—Entitlement, Non-Entitlement, or Nonprofit NSP2 Consortium member. The NSP Closeout Guide explains these income rules. The Closeout Agreement will note the amount of program income on hand at the time of closeout. Grantees will be responsible for ensuring long-term affordability of NSP homes. The inventory of properties and terms of compliance will be contained in a continuing affordability management plan that will be part of the Closeout Agreement. Grantees will report annually during the affordability period. Land bank properties that have not met a national objective at the time of closeout will be subject to a 10-year disposition rule beginning from the date of the Closeout Agreement. Grantees with land banks will include a land bank management plan with the Closeout Agreement that identifies the proposed use and timeframe for meeting a national objective for each property. **HNN**

HUD will be providing extensive guidance during the expenditure and closeout periods. The Florida Housing Coalition welcomes your questions about meeting expenditure deadlines and preparing for closeout. Please email us at info@flhousing.org or call 850-877-4219.



Grant Writing Tips for Nonprofits



by Lisa Hoffmeyer

Whether you are responding to a Request for Proposal from your local government or you are seeking an award from a foundation, submitting a well written, professional and responsive application can dramatically increase your chance of success. Here are some tips.

Read the Full Application and Instructions

Applications can sometimes be confusing so it's important that you understand exactly what information is being requested, what documents should be attached, how many copies are needed, and how the response should be organized. Make sure your project meets the goals of the grant offer.

Appearances and Timeliness Matter

First impressions are important! With few exceptions, most funding applications can be completed in Word, fillable PDF or submitted online.

Pay close attention to submission deadlines and leave yourself plenty of time to complete the application so that it is delivered prior to the deadline. It is unprofessional to ask for extensions and in many cases, a late submission will be disqualified.

Write Succinctly

An application that is clear, well written, and provides the information requested will be appreciated. Do not submit extraneous information. Most applications begin with an invitation to describe the nature of the program or project for which you are requesting funds. Use this opportunity to open with a simply stated request such as: "ABC nonprofit is requesting \$100,000 to partially fund the construction of a 10-unit affordable rental property in the XYZ neighborhood of Anytown, Florida."

Your opening statements should confirm that your project represents what the funder wants to support and is consistent with their mission. A reviewer can use this information to quickly determine that your project meets the basic requirements of the grant so they can move on to the details of the submission.

Acronyms

If you use acronyms, include the full name the first time it is used. For example: "We intend to leverage these funds with a Community Development Block Grant (CDBG) provided by Anytown Housing Department." The next time you mention this funding source you can use the acronym. Grant applications may be reviewed by people with limited knowledge of the details of your business so briefly explain technical terms and concepts.

Review

Always have someone else proof read your response. A good proof reader with a fresh eye should be able to catch grammatical errors, inconsistencies, duplications and misspellings that you may have overlooked. This may be a task for one of your Board Members.

Organize and Include Pertinent Attachments

When funders request additional exhibits, such as financial statements, audit reports, organizational charts, project timelines, etc., have these properly labeled and organized so they are easy for a reviewer to locate. Copies must be legible and easy to read. Do not include anything that was not specifically requested.

Seek Help

If your organization does not have sufficient capacity to submit a professional and responsive application, consider engaging a qualified grant writer to assist. Grant writers frequently work on a contract basis paid by the hour. When a grant writer first comes on board, they begin with familiarizing themselves with your organization and work, so using the same person or firm on a regular basis is cost effective. [HNN](#)

Federal Housing Programs Suffer as Budget Lurches from Crisis to Crisis



by Charles Elsesser

Despite the downturn in housing prices in Florida, low-income families continue to suffer severely from a lack of affordable housing. A recent analysis by the Center for Budget and Policy Priorities found that in Florida alone, 680,800 very low-income renter households pay more than half their monthly cash income for housing costs. The median monthly income of these households is \$1,210 and the median housing costs are \$1,040, leaving only \$170 to pay for other necessities. About 35 percent of these severely cost-burdened renter households are headed by people who are elderly or have disabilities, while 31 percent are other families with children. With the State legislature withholding dedicated housing funds, there are virtually no State resources addressing these needs.

Thus, while we must redouble our efforts to restore State housing funds, we must also continue and increase our advocacy as federal funds assume an even greater importance. The Center's study estimates that there are a total of approximately 200,000 units in Florida assisted with HUD funding, including all Section 8 programs and Public Housing. And this housing is often the only housing available to the lowest income households.

And this year federal advocacy is consumed by the federal budget crises. There are actually three separate crises: the sequestration required by the Budget Control Act of 2011 (BCA); the debt ceiling limit; and the need for a 2013 Budget or Continuing Resolution. The BCA required the sequestration of discretionary funds for 10 years starting January 2, if Congress did not reach a comprehensive budget deal. The sequestration would mean making across-the-board cuts to achieve a \$1.2 trillion reduction in the deficit over a 10-year period. The National Low Income Housing Coalition had predicted that the sequestration would have required HUD and USDA to cut affordable housing programs by 8.2% to comply with the cuts required by the BCA.

On January 1, 2013, the night before the sequestration was to begin, Congress passed legislation, signed by the

President, which delayed the sequestration for three months. The bill extended unemployment insurance and refundable tax credits. It increased revenue by failing to continue income tax cuts on higher income households, and also provided some regulatory assistance to Low Income Housing Tax Credit projects so as to allow them to take advantage of a minimum credit rate of 9% provided by the Housing and Economic Recovery Act of 2008. And it delayed the sequestration until March 1, 2013. While the amount of the sequestration has been reduced it would still require a cut in the HUD budget of more than 5%. The Debt Ceiling limit was reached late last year. However, the government was able to continue to operate until late February at which time a shutdown would have been required. Again a last minute agreement was reached to increase the limit so as to allow the government to continue to operate until May 2013. Needless to say given this uncertainty about the government's income, there is no long term FY 2013 Federal Budget and the government is currently operating on a Continuing Resolution which expires March 27, 2013.

While the imminent crisis has been delayed a few months, the potential for serious harm to federal housing programs is very real. The sequestration would require HUD Budget cuts of over 5% from the FY 2012 Budget. However, several programs, including the Housing Choice Voucher Program and the Public Housing Operating Fund, would be greatly impacted if FY13 funding levels were not increased over FY12 levels, simply to account for inflation, as well as rapidly increasing rental costs. To continue serving all current residents, Section 8 voucher funding would need to be increased to account for inflation. Also in FY12, the Public Housing Operating Fund was cut when HUD required one-time contributions of reserves from public housing agencies (PHAs) to supplement the lower appropriation. That was a one-time saving and those funds must be restored in FY 13 if Public Housing is to be maintained. Thus even continuing the current level of funding constitutes a significant cut. [HNN](#)

Author's Note: Much of the information for this article, as well as additional information on the federal housing budget, is available at www.NLIHC.org.

Section 8 Housing Serving Seniors and Persons with Disabilities

The state and local housing trust funds were critical to the renovation and preservation of this property serving Florida's most vulnerable populations. According to Sage President, Debra Koehler, "We pieced together numerous federal, state, and local funding sources; approximately 30% of the funding came from the Sadowski state and local housing trust funds and the Pinellas County Housing Trust Fund dollars. Koehler added, "We could not have preserved this property without our government and private sector partners."

The Viridian: Sadowski Funds Aid in Preservation of Affordable Housing

Carl

Pleasantly surprised at how smoothly construction went.
"The nicest place I've lived in to accommodate the wheelchair"
Lived at Columbian for 3 years
Disabled since 1984, on SSI since 1996
Paraplegic
Salesman, 5 years with Merrill Lynch



Richard

"This is my home."
"This has raised my standard of living."
Regarding rehab changes – "It's all to the ease of the tenant"
"You run your business like a family."
Lived at Columbian for 12 years
Worked in local manufacturing /carpentry

Linda

"I love my apartment."
"Removing the carpeting has made me healthier."
Regarding no-smoking policy – "Best thing that could have been done."
"New kitchen is awesome – the big refrigerator and the big stove, that's a big plus."
Lived at Columbian for 4 years
Disabled since 1999
Worked in electronics manufacturing
Linda suffers from emphysema



Opal

"I love my new apartment."
"It's so spacious and easy to keep up."
"The kitchen is wonderful."
Lived at Columbian for 10 years
Varied careers – Telemarketing, sales for Olan Mills, manufacturing

Saving Project-Based Section 8 Housing



by Michael Bodaken



by Laura Abernathy

Nelly Benitez is 88 years old. Born and raised in Cuba, she immigrated to the United States in 1967. She worked a series of low-paying jobs in New York City, California, and Florida. As a widow with no family to rely on, she moved into Los Robles, an affordable senior apartment complex in Miami where residents earn an average of \$11,000 annually. Through a Project-Based Section 8 contract with the federal government, Nelly Benitez and other Los Robles residents are able to live affordably and independently.

When Los Robles' Section 8 contract expires in the summer of 2015; however, Nelly and the other residents of Los Robles may find themselves out of luck. Assisted housing—privately-owned multifamily housing receiving government subsidies to keep rents affordable to low-income tenants—is at risk in Florida. Currently, there are 42,000 Section 8 apartments throughout the State of Florida. Those apartments primarily serve seniors, people with disabilities, veterans and families with children.

Why should Floridians care about Section 8? First, affordability restrictions expire and owners may choose to “opt-out” of Section 8. As a consequence, these assisted properties are disappearing from the affordable housing stock. The University of Florida's Shimberg Center for Housing Studies found that during the last decade, 38,000 assisted apartments were lost in Florida. Meanwhile, the need for affordable housing continues to rise. The number of renters earning less than 80% of the area median income and paying more than 50% of their income on housing will swell by more than 100,000 households by 2030 in Florida (Shimberg Center for Housing Studies). Unless we save Section 8 housing,

renters will be competing for an ever shrinking share of available, affordable housing.

Second, Section 8 Housing offers more than a roof over one's head; it serves as a platform for improving residents' lives and a catalyst for revitalizing communities. The rehabilitation of rental housing creates desperately needed jobs and adds economic activity to local markets, providing millions in annual property tax revenue to local communities and supporting local jobs. According to HUD, Project-Based Section 8 provides more than \$400 million in taxes to localities and generates more than 100,000 jobs every year. In short, Section 8 funding is a critical part of any community's healthy housing mix, ensuring job creation, diversity, opportunity, and a labor force for essential community services.

Section 8 housing also helps reduce health care costs. By freeing up limited financial resources for nutritious food, health care and prescriptions, affordable housing helps improve renters' health. Children who are stably housed show lower levels of hospitalization, asthma, anemia and developmental delays than homeless children. Housing that is energy efficient not only saves money but reduces exposure to hazardous materials and airborne toxins commonly found in substandard housing.



Los Robles is an affordable senior apartment complex in Miami with a Project-Based Section 8 contract with HUD. Unless Section 8 housing is saved, renters will be competing for an ever shrinking share of available, affordable housing.

Finally, Section 8 is a bargain for the U.S. taxpayer. A one year stay in preserved and improved elderly housing with supportive services—like Los Robles, which offers transportation to local grocery stores, daily visits by a home health aide and medication management—costs less than \$10,000 while a one year stay in a nursing home subsidized by Medicaid costs about \$50,000. The list continues.

As federal, state and local governments form budgets for 2013, it is critical that policymakers understand the critical role that affordable assisted housing plays in local communities. Florida’s low-income residents, especially the elderly, depend on the availability of these apartments in order to maintain their independence and stay connected to local neighborhoods. Supporting programs like Project-Based Section 8 is not only good for properties like Los Robles and residents like Nelly, it’s a job creator, reduces health care costs and is good for the American taxpayer. A good deal all around. **HNN**

MICHAEL BODAKEN, *President, has been head of the Trust for over 19 years. Under his guidance, the Trust has become the primary national nonprofit intermediary dedicated to the preservation and improvement of affordable multifamily homes. He is chiefly involved in business planning, finance and public policy. To date, his endeavors have involved the preservation and improvement of more than 25,000 affordable multifamily homes, requiring a combined acquisition and rehabilitation financing of over \$1 billion.*

LAURA ABERNATHY, *Public Policy Associate, monitors and analyzes housing policy proposals on both the state and federal levels, paying particular attention to the ways in which policies address the preservation of affordable housing, the greening of the existing housing stock, and the transportation opportunities available to low- and moderate- income households. Her work also includes conducting data research and analysis of the affordable multifamily housing stock.*

Sequestration Cuts Will Harm Florida Residents in Stable Housing

HUD’s Project-Based Section 8 program provides rental assistance for 1.2 million households nationwide, each year generating \$460 million in property taxes for local governments and supporting 100,000 jobs annually. The program primarily serves seniors, families with children and low-income persons with disabilities. The sequestration that is set to take place in March will decrease funding for the Project-Based Section 8 program by \$476 million, hurting more than 42,000 households in Florida.

Cutting funding eliminates stable supportive housing for vulnerable populations: The Project-Based Section 8 program provides stable housing for over 25,500 seniors and persons with disabilities in Florida. Owners provide supportive services that residents depend on to remain active participants in their local communities, such as transportation to local grocery stores, job training programs, computer skills classes and on-site case management.

Cutting funding for rental assistance increases taxpayer costs: Stable housing is cost-effective compared to the alternatives of nursing homes, temporary shelters and emergency services. In Florida, a one-year stay at a nursing home can cost \$93,000, while housing with supportive health services costs only \$13,500 a year.

Cutting funding for Project-Based rental assistance hurts FHA. According to HUD, there is \$13.6 billion in FHA-insured financing underlying projects assisted by Project-Based Section 8 contracts. Without ongoing rental income for operations and debt-servicing, projects will default. In HUD’s own words, without full funding “the value of this underlying [\$41 Billion] debt to both FHA and private lenders as well as existing equity in the physical structures would be severely eroded, contributing to significant loss of privately held wealth and community investment.” (HUD Budget, 2012)

	Florida	National
Number of PBS8 Properties	~ 500	> 17,700
Number of apartments	~42,000	>1,200,000
Number of elderly or disabled apartments	~25,500	> 800,000
Number of rural (515) apartments	~ 1,000	> 43,000



Consulting Services

The Florida Housing Coalition can help Local Governments, Nonprofits, and their Developer and Financial Partners



We Can Assist Local Government With:

- Affordable Housing Program Design and Implementation
- Preparation of Policies and Procedures Manuals
- Project Development
- Developing Underwriting Practices for Rental and Homeownership Projects
- Long-Term Affordability Mechanisms
- Energy Efficient Housing
- Predevelopment, Development, and Rehabilitation Process for Rental and Homeownership Programs
- Meeting Low-Income Set-Asides for Extremely Low Income and Special Needs Housing
- Income Compliance and Eligibility Determination
- Compliance with Program Regulations and Administration
- Implementation of systems to properly maintain records, tracking, reporting, and monitoring of programs
- Rehabilitation Policies and Strategies
- Design of RFPs and RFQs

Special Projects

Everything from Needs Analysis to Document Preparation:

- Shared Equity Models
- Lease Purchase Programs
- Housing Element Strategies and Implementation
- Regulatory Reform Measures
- Strategies for Changing Markets
- Inclusionary Housing Policies
- Education / presentations to Advisory Groups and Elected Bodies
- Facilitation of Community Meetings
- Community Land Trusts



We Can Assist Nonprofits With:

- How to form a CHDO or a CDC
- How to write grants and proposals
- Board and Staff Training / Organizational Capacity Building
- Strategic and Business Plans
- Best Practices for Operating Nonprofit Housing Organizations
- Preparation and Review of Operating Manuals
- Project-Level Assistance in Financing, Development, and Asset Management
- Strengthening Partnerships and Joint Ventures
- Community Land Trusts
- Accessory Dwelling Units
- Energy Efficient Housing
- Strategies for Changing Markets
- NIMBY issues



The FHC is a nonprofit, statewide membership organization whose mission is to bring together housing advocates and resources so that everyone has a quality affordable home and suitable living environment.

In business since 1982, we have proven expertise and serve the entire state with seven offices located throughout Florida.

Contact the Florida Housing Coalition at 850-878-4219 or info@flhousing.org to discuss the services that would be most helpful for your local government, nonprofit, or developer and financial partners, and we will quickly tailor a proposal that meets your needs within your budget.



CDBG, HOME, and CHDO Workshop Facilitation



The Florida Housing Coalition will help with CDBG, HOME, and CHDO Workshops.

Would your local government like help with citizen participation workshops for FY2013/2014? The Florida Housing Coalition will facilitate CDBG, HOME Sub-recipient, and CHDO workshops for Participating Jurisdictions.

Better Preparation Results in Better Proposals.

The Florida Housing Coalition provides expert technical assistance services to prepare workshop materials and facilitate required public meetings for sub-recipients and Community Housing Development Organizations (CHDOs). The Coalition will prepare the agenda, workshop materials and presentation to facilitate public hearings and prepare your community partners to submit qualified proposals for HUD entitlement funds. The Coalition will help ensure that applicants are well prepared and understand the funding available, eligible activities and other program requirements. The workshops will be vibrant and interactive.

Topics include:

- How to become a certified CHDO.
- The roles, responsibilities and requirements for CHDO's.
- Project Visioning: including eligibility for CDBG or HOME funding; capacity and skill sets needed; project budgeting and compliance; and a comprehensive overview of other pertinent federal requirements.
- Identifying and using other sources of funding to leverage your entitlement dollars.
- How to submit a well drafted proposal.

With better preparation, your community will have better proposals. With better proposals, your community can access greater funding to meet your housing and community development needs.

If you are interested in hosting vibrant and interactive workshops this year with the help of the Florida Housing Coalition, contact us at info@flhousing.org or call 850-877-4219.



STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM



by Michael Chaney

Q: With the diversion of SHIP funds by the legislature for the past four years, we have so little SHIP money left that

we are unsure about how to expend the small distribution we received when Florida Housing Finance Corporation disbursed approximately \$7.4 million in SHIP funds that were previously set-aside for disaster recovery. What guidance can you provide to help us properly spend this small amount of funds?

A: Funding for the state Fiscal Year 2012/13 has been allocated according to the population formula used for SHIP distributions. A county-level minimum of \$25,000 has been established, but some cities that administer their own SHIP program received less, such as \$16,533 in Ft. Pierce, \$14,597 in North Miami and \$6,767 in Cocoa.

There is no change to the statutory requirement of three years to expend and there is no restriction on which strategies the money may be expended. Before spending 2012/13 funds, confirm that your jurisdiction has an approved LHAP that governs funding for this state fiscal year. Most SHIP jurisdictions have at least one strategy in their LHAP that would permit assisting one or more applicants with the amount of 2012/13 SHIP funds you received. For example, one or more rehabilitation projects could benefit from this funding.

When you assist an applicant with 2012/13 funds, you must comply with the SHIP set-asides. A minimum of 65 percent of funds must be devoted to homeownership activities, like rehabilitation and purchase assistance. At the same time, 75 percent must be spent on construction or rehabilitation activities. At least 30 percent of funds must be devoted to assisting very low-income applicants, while the amount spent on very low-income household plus low-income households must total at least 60 percent. If you only assist one household, this must be a very low-income household. In practice, therefore, you must spend 2012/13 funds to provide at least one very low income household with homeownership assistance, such as emergency repairs or rehabilitation activity.

Providing emergency repairs or rehabilitation assistance can comply with all set-aside requirements. In contrast, you cannot use this money for foreclosure prevention or security deposits. Neither activity is construction or rehabilitation-related, and the latter also does not comply with the homeownership set-aside.

If the 2012/13 SHIP allocation is too small to fully assist a SHIP applicant, you may combine 2012/13 funds with SHIP money previously received (or possibly a future SHIP allocation) to assist an eligible household. For example, any 2012/13 funds not expended on SHIP administration may be combined with money from the 2011/12 distribution by including more expenses than revenue on the 2011/12 annual report. The web-based annual report form will automatically calculate a negative

carry forward amount in the amount of your 2012/13 allocation, minus any funds spent on administration. Here is an example:

1. Combine 2012/13 funds with previously received SHIP funds...

\$10,000 Total 12/13 allocation
- \$1,000 Spent on administration
 \$9,000 Amount of 12/13 funds to combine with 11/12 funds

2. To fully assist a SHIP-eligible household....

\$9,000 12/13 funds
+ \$3,000 11/12 funds
 \$12,000 Purchase assistance for Ms. Ann Smith

3. And report this assistance on your 11/12 annual report:

\$389,000 11/12 Expenses PLUS Encumbrances (including Ms. Smith assistance)
- \$380,000 11/12 Revenue
 \$9,000 Negative Carry Forward on 11/12 annual report

If you plan to carry back funds in this manner, review the other expenses and encumbrances on your 2011/12 tracking spreadsheet. Confirm that the expenses for the next household you plan to assist will not jeopardize overall set-aside compliance on the 2011/12 annual report.

Q: Please provide guidance on monitoring SHIP-assisted rental units.

A: The SHIP monitoring requirements for rental housing are included in the SHIP Rule:

"Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance

trust fund must be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements..." 67-37.007(11), F.A.C.

An exception is stated in section 420.9075(3)(e) of the SHIP Statute, which indicates that no monitoring is needed when renters receive small amounts of SHIP assistance: "Any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements."

This part of the SHIP statute also includes a time saving measure that might pertain to your SHIP-assisted properties. If the rental development also includes SAIL, Tax Credits or Florida Housing Finance Corporation (FHFC) bonds, you can rely on the annual monitoring information collected by the FHFC's contracted monitors for those programs:

"...to the extent another governmental entity provides the same monitoring and determination, a municipality, county, or local housing financing authority may rely on such monitoring and determination of tenant eligibility." 420.9075(3)(e), Florida Statutes.

If you are unable to rely on the data collected by the FHFC's contracted monitors, you will have to collect it yourself. Check each rental property for 1) income eligibility, 2) Rent Limits for Affordability Requirements and 3) the property's physical condition.

INCOME ELIGIBILITY

You must confirm that the tenants living in SHIP-assisted rental units are still income eligible. Review the written agreement between your city or county and the property owner. The agreement will indicate if all or a portion of the rental units in a multi-family property must be occupied by SHIP-eligible tenants. It may also reserve some or all of the SHIP-assisted units for very low- or low-income households. The agreement will also likely require the property managers of your SHIP-assisted units to complete annual re-certifications of income eligibility.

Some households may experience a significant increase in income from one year to the next. This raises the question about whether long-time income eligible tenants might one day earn an increased amount of income that tips the scales making them ineligible. The subject is addressed in the SHIP statute, where the definition for "low-income household" addresses rental housing: "With respect to rental units, the low-income household's annual income at the time of initial occupancy may not exceed 80 percent of the area's median income adjusted for family size. While occupying the rental unit, a low-income household's annual income may increase to an amount not to exceed 140 percent of 80 percent of the area's median income adjusted for family size." Corresponding rental-related stipulations are included in the definitions for "moderate-income household" and "very low-income household." Property managers should provide over-income tenants with a letter of non-renewal at least

30 days before their lease expires, to give them time to find new housing.

AFFORDABILITY REQUIREMENT: RENT LIMITS

After you confirm that tenants are income eligible, you must review whether their monthly rent is set at an affordable level. The FHFC annually posts to its website a rent limits chart. Using the area median rent for a county or metropolitan statistical area, the chart lists rent information that you can use to confirm affordable rents for SHIP households at 30, 50, 80 or 120 percent of the area median income. You must document each tenant's monthly rent and confirm that it complies with the rent limits chart.

PHYSICAL CONDITION

Check the exterior of all properties and the interior of sample units to assess each building's physical condition and ensure that property standards are maintained. Issues of disrepair or deferred maintenance should be addressed with the property owner and a plan of action should be developed. If the agreement with the property owner requires ongoing property and liability insurance coverage, ask to see current policies. As part of your physical inspection, assess whether tenant files are organized, properly maintained, and secured in a confidential manner.

Once you complete your annual monitoring of SHIP-assisted rental properties, you must report to FHFC the amount of rent for each bedroom size per unit by rental strategy. In practice, you will collect many more details during your rental monitoring. [HNN](#)



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Partners for Better Housing membership support Florida Housing Coalition's work by making a tax deductible donation of \$500 or more. Membership benefits include:

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Basic membership is for anyone who wishes to subscribe to *Housing News Network*, post job vacancy announcements free on the Coalition's website and receive membership-rate conference registrations. An **individual member** receives one subscription and one member-rate registration. **Organizational members** receive up to five subscriptions and five member-rate registrations. All memberships are on a unified membership cycle, memberships are due on August 1st and expire on July 31st of each year. (Please indicate additional names, addresses and phone numbers on an attached sheet.) Each membership is entitled to be represented by one voting member at the Coalition's annual meeting as designated below.

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For more information, e-mail Johnitta Richards Wells at the Florida Housing Coalition at richards@flhousing.org.