



**City of Cocoa**



**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**2022-2023, 2023-2024, 2024-2025**



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F. Ordinance: (If changed from the original creating ordinance) N/A	
G. Interlocal Agreement N/A	

**I. Program Details:**

**A. LG(s)**

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



**B. Purpose of the program:**

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

**C. Fiscal years covered by the Plan:** 2022-2023, 2023-2024, 2024-2025

**D. Governance:** The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

**E. Local Housing Partnership:** The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

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

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

**H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

**I. Waiting List/Priorities:** A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

Special Needs as defined in F.S. 420.0004 (13), will have priority over those on the waiting list, until the set-aside is met. If the funding requires a certain percentage expended on very low-or low-income persons, those meeting that income level will be processed next based on the date of the application, until the very low- or low-income level requirement is met. Once the set-asides have been fulfilled, the waiting list will resume in the date order the application was received and will be processed as first qualified, first served.



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

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

*“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.*

- N. **Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. **Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to



eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

- P. Administrative Budget:** A line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

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

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

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

Entity	Duties	Admin. Fee Percentage
Local Government	All administrative duties	10%
Third Party Entity/Sub-recipient	N/A	

- R. First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- S. Project Delivery Costs:** The City of Cocoa will not take project delivery costs.

- T. Essential Service Personnel Definition (ESP):** **ESP includes** teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.

- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:** The City of Cocoa will, when economically feasible, expend SHIP funds in a manner that encourages reduced long-term costs relating to maintenance, utilities, and/or insurance. Innovative design, green building principles, storm-resistant construction, or other elements will be incorporated in all housing strategies both for sustainability



and to promote greater affordability. These strategies include, but are not limited to:

1. Energy Star compliant appliances
2. Cool roofing-single polymer cover or elastomeric coating
3. Programmable thermostats
4. Water Sense labeled products
5. Green label certified floor coverings
6. Mold/Lead/Asbestos Removal
7. Solar Energy Panels

**V. Describe efforts to meet the 20% Special Needs set-aside:** In accordance with Section 67-37.007 (4), the City of Cocoa will pre-screen SHIP applications and review applicants currently on the waiting list for those eligible for assistance for persons with Special Needs as defined in F.S. 420.0004 (13). Those that meet the definition will have priority over those on the waiting list, until the set-aside is met.

**W. Describe efforts to reduce homelessness:** The City of Cocoa partners with the following agencies to assist special needs persons who are homeless- North Brevard Charities Sharing Center and Housing for the Homeless both provide transitional housing. Family Promise of Brevard assists homeless families at-risk-of-homelessness, Aging Matters of Brevard assisting Seniors, Central Brevard Sharing Center individuals/families at-risk-of-homelessness and the Salvation Army aids with rental or mortgage assistance. The Cocoa Housing Authority is provided referrals to place families and/or individuals seeking affordable rental housing. Phone calls received with a housing crisis are referred to the 211 Helpline which has a process in place through the Brevard Homeless Coalition, to quickly process and house those that need it when housing is available. Services are provided through these agencies as part of the process to help ensure that the household is able to be self-sufficient.

**Section II. LHAP Strategies:**

<b>A. Purchase Assistance With and Without Rehabilitation</b>	Code 1, 2
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a. Summary: The Purchase Assistance Program assists eligible first-timehomebuyers as defined in Section I , with a forgivable loan to be applied towards down payment, closing cost, and/or principal reduction, and rehabilitation for the purchase of eligible owner-occupied housing which includes single-family homes, townhouses, condominiums, or villas.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$40,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
  2. Interest Rate: 0%
  3. Years in loan term: 10
  4. Forgiveness: Forgivable at 10% per year



- 5. Repayment: None required as long as the loan is in good standing
- 6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

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

- f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, and income groups as described in Section I. (I) of this plan.
- g. Sponsor Selection Criteria: N/A.
- h. Additional Information: **Subordinations:** Only subordination requests which increase the affordability of the housing unit, decreases the term of the loan, assists with medical expenses, or provides a lower interest rate will be considered. Receiving cash back due to consumer debt repayment will not be considered. All requests will be reviewed on a case-by-case basis.

Any net proceeds from the sale of a previous home must be applied toward the purchase of a new home prior to receiving down payment assistance through this strategy. Eligible housing types under this strategy are existing and newly constructed. Housing repairs completed as part of the Purchase Assistance Program are capped at \$5,000 (included in the overall maximum).

<b>B. Owner Occupied Rehabilitation</b>	Code 3
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a. Summary: Funds will be awarded to repair owner occupied homes to alleviate code violations, health hazards, and life and safety issues.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$60,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.



2. Interest Rate: 0%
3. Years in loan term: 15
4. Forgiveness: Forgivable at 6% per year
5. Repayment: None required as long as loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as a primary residence. If any of these occur, the outstanding balance will be due and payable.

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

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

- f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in section I.
- g. Sponsor Selection Criteria: N/A.
- h. Additional Information: **Subordinations:** Only subordination requests which increase the affordability of the housing unit, decreases the term of the loan, assist with medical expenses, or provides a lower interest rate will be considered. Receiving cash back due to consumer debt repayment will not be considered. All requests will be reviewed on a case-by-case basis.

**Requests for a Second Assistance:** Households which have previously been assisted through the City's housing programs shall be limited to receiving one additional instance of minor repairs. These repairs shall be limited to health/safety repairs whose cost shall be no more than \$20,000 if the household has no need for accessibility upgrades. If client is elderly or has need of handicap accessibilities, assistance will be up to \$60,000 for handicap accessibilities to include (but not limited to) ramps, grab bars, and walk-in showers.

<b>C. Demolition/Reconstruction</b>	Code 4
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<p>a. Summary: When an applicant's home has been approved for owner occupied rehabilitation but is determined to be beyond reasonable repair (more than 50% of structure is deemed unlivable and estimated rehab exceeds maximum award for that strategy), the homeowner will be eligible for the demolition and reconstruction of a new home.</p>
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- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025



- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$150,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
  2. Interest Rate: 0%
  3. Years in loan term: 20
  4. Forgiveness: Forgivable at 5% per year
  5. Repayment: None required as long as the loan is in good standing.
  6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

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

- f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in section I.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: **Subordinations:** Only subordination requests which increase the affordability of the housing unit, decreases the term of the loan, assist with medical expenses, or provides a lower interest rate will be considered. Receiving cash back due to consumer debt repayment will not be considered. All requests will be reviewed on a case-by-case basis.

<b>D. Disaster Assistance</b>	Code 5
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- a. Summary: Funds shall be provided to households following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. Funds will be used for:
  - Purchase of emergency supplies for eligible households to weatherproof damaged homes;
  - Interim repairs to avoid further damage such as tree and debris removal to make the



- individual housing unit habitable;
- Insurance Deductible assistance up to \$2,500;
- Other activities approved by Florida Housing Finance Corporation in this LHAP

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$15,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: All SHIP funds awarded under this Strategy are provided to eligible households in the form of a grant and are not subject to recapture.
  - 2. Interest Rate: N/A
  - 3. Years in loan term: N/A
  - 4. Forgiveness: N/A
  - 5. Repayment: N/A
  - 6. Default: N/A
- f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in section I.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile Homes are not covered under this strategy.

**III. LHAP Incentive Strategies**

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

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

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

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects, are expedited to a greater degree than other projects. On February 14, 2006, City Council adopted Resolution No. 2006-20 waiving building permits and inspection fees for City projects or projects completed on City property, this includes SHIP funded projects.

- B. Name of the Strategy: **Ongoing Review Process**  
An ongoing process for review of local policies, ordinances, regulations and plan



provisions that increase the cost of housing prior to their adoption.

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

The City utilizes a development review process that reviews all proposed changes to ordinances, resolutions, regulations, procedures, or policies to determine the impact on housing cost prior to the adoption by City Council. The ongoing review process was adopted through Resolution No. 94-34 by City Council on June 28, 1994 and amended on December 13, 1994.

C. Other Incentive Strategies Adopted: **Modification of Impact Fees**

Resolution No. 98-2 allows for the reduction or waiver of rates, fees, charges, and assessments for individual users located within the City limits of any component or components of the water and sewer system if the City determines and finds that it is in the best interests of the health, safety, and general welfare of its citizens to grant such reduction or waiver.

D. **Allowance of Flexibility in Densities for Affordable Housing**

The City can enter into development agreements pursuant to the Florida Municipal Home Rule Powers Act. Any agreement may also provide for variances or waivers from any applicable Land Development Regulation (LDR) of the City, provided the owner of real property demonstrates a bona fide need for the variance or waiver and agrees to provide significant enhancements to the subject property in exchange for the variance or waiver.

In order to encourage the creation of new affordable housing within the City and in order to preserve and augment the residential character of the RU-2-10 Single-Family and Multifamily Dwelling District within the Redevelopment Area, a Housing Bonus Program was created to provide a transferable floor area bonus for the development of new affordable housing within the Redevelopment Area. This Floor Area Bonus may be generated in the RU-2-10 Single-Family and Multifamily Dwelling District, and may be used in the CBD, Central Business District.

For each newly constructed unit of qualifying affordable housing, the developer shall be entitled to an increase of ten thousand (10,000) square feet of floor area bonus for new construction within the CBD. For substantial rehabilitation of qualifying affordable housing, the developer shall be entitled to an increase of five thousand (5,000) square feet of floor area bonus for new construction within the CBD. Such bonus is transferable.

E. Name of the Strategy: **Surplus Properties for the Benefit of Affordable Housing**

An ongoing process of the review of city owned properties for the benefit of affordable housing as provided in Florida Statutes, Section 166.0451.:

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

The City conducts a yearly review of the inventory list at a public hearing to revise the listing of all City owned property prior to the adoption by City Council. The ongoing review process was adopted through Resolution No 2020-148 by City Council.



**IV. EXHIBITS:**

Required

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.