

*City of Fort Lauderdale*



**Affordable Housing Trust Fund**  
**AHTF**  
**Policies & Procedures**

## Table of Contents

I. Program Details .....	3
II. Fund Administration.....	3
III. Definitions .....	4
IV. Eligible Applicants .....	5
V. Eligible Uses and Activities.....	5
VI. Eligible Projects .....	5
VII. Award Preferences and Selection Criteria .....	5-6
VIII. Award Process.....	6

### Appendix

A. Ordinance No. C-16-30 Creating an Affordable Housing Trust Fund.....	7-8
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**I. Program Details**

A. The purpose of the City of Fort Lauderdale's Affordable Housing Trust Fund (AHTF) is to establish a dedicated source of revenue to provide ongoing funding to support the creation or preservation of Affordable Housing in the City of Fort Lauderdale.

B. To support affordable housing for households with incomes that do not exceed 140% of the area median income (AMI) as defined by the Department of Housing and Urban Development and which shall remain affordable for a minimum of 15 years.

C. To promote the rehabilitation, preservation and production of quality, well designed rental and ownership housing.

**II. Fund Administration**

A. The Administrative Procedures associated with the Affordable Housing Trust Fund, including eligible applicants, eligible uses and activities, eligible projects, award preferences and selection criteria, and award process are hereby established.

B. The AHTF shall not be the sole source of funding for the eligible uses and the Fund will provide gap financing.

C. Any activity or project eligible for funding shall be required to provide proof of funding from other sources.

D. Funding shall be limited to hard costs related to construction or rehabilitation of affordable housing units.

E. One Hundred Percent (100%) of the net sales proceeds from the sale of all city owned residential surplus lots shall be deposited into the Affordable Housing Trust Fund and any other funding as approved by the City Commission.

F. A financial report of the receipts and expenditures shall be prepared annually within 120 days after the end of the fiscal year by the City Manager or his designee

and presented to the City Commission and the Affordable Housing Advisory Committee.

G. The City acts as fiduciary agent and administrator of the funds in the AHTF.

H. The City shall issue a request for proposals (RFP) to announce the availability of funds.

I. The City Staff and the Affordable Housing Advisory Committee (AHAC) shall review applications for Affordable Housing Trust Funds to determine project eligibility and evaluate the applications based on the selection criteria provided in the RFP.

J. The City Staff and AHAC shall provide recommendations to the City Commission.

K. Affordable Housing Trust Funds is intended to support the development of needed affordable housing, but is not intended to provide the sole source of funding for any development project or housing program.

L. The City will require a Mortgage Note, Promissory Note and Restrictive Covenant to be recorded for units funded.

M. A Loan agreement will be created for this Program.

## **II. Definitions**

A. Affordable means monthly housing cost, including principal, interest, taxes and insurance that does not exceed 30% of a household's gross monthly income; however the more detailed definition as provided by the Affordable Housing and Economic Analysis report prepared by the Metropolitan Center at Florida International University (FIU) may also be considered.

B. Affordable Housing means residential housing for households whose earnings do not exceed 140% of the area median income where housing costs including principal, interest, taxes, insurance.

C. Eligible Uses and Activities shall be activities which facilitate the production and preservation of affordable housing within Fort Lauderdale's city limits.

#### **IV. Eligible Applicants**

A. Eligible applicants include Community Housing Development Organizations (CHDOs), non-profit housing organizations, for-profit entities, and individual developers of housing developments.

#### **V. Eligible Uses and Activities**

A. Eligible Uses will include projects which meet the Housing Strategies identified in the most current approved State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP) administered by the City's Housing and Community Development Division or the City's Manager's designated responsible party.

B. Affordable housing development activities include new construction for sale or rental housing, rehabilitation of existing housing for sale or rent, and new construction or rehabilitation of mixed-use buildings within the City limits of Fort Lauderdale.

#### **VI. Eligible Projects**

The eligible projects will be projects which meet the Housing Strategies identified in the most current approved State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP) administered by the City's Housing and Community Development Division.

#### **VII. Award Preferences and Selection Criteria**

A. Developments that produce new affordable housing units.

B. Developments that include joint venture between for-profit and non-profit affordable housing developers.

C. Developments that incorporate the use of green building materials, use of energy-efficient appliances, low-water use landscaping and other practices that minimize energy use.

D. Developments that include affordable units for the disabled.

- E. Projects that are sponsored by non-profit organizations.
- F. Higher value will also be given to projects that focus on 50% AMI and below.

**VIII. Award Process**

- A.** The Request for Proposal (RFP) process will be similar to that utilized in the HOME Investment Partnerships Community Housing Development Organization (CHDO) Process. RFPs will be issued periodically.
- B.** The City reserves the right to request additional information from applicants, reject any and all submittals, or waive any irregularities in the submittal requirements.
- C.** By submitting a proposal, applicants acknowledge and agree to the terms and conditions of the AHTF and the accuracy of the information they submit in response.

ORDINANCE NO. C-16-30

AN ORDINANCE CREATING AN AFFORDABLE HOUSING TRUST FUND; DELEGATING AUTHORITY TO THE AFFORDABLE HOUSING ADVISORY COMMITTEE TO ESTABLISH ADMINISTRATIVE PROCEDURES AND ELIGIBILITY GUIDELINES; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCE PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission finds that each and every resident of the City deserves to live in a safe, decent and affordable dwelling and that livable units create stable communities and strong families; and

WHEREAS, it is the intent of the City Commission to create strong, diverse communities; and

WHEREAS, in 2005, the City received a contribution in the amount of \$350,000 (the "Contribution") from a development project for placement in an attainable housing trust; and

WHEREAS, the City intends to combine the Contribution with revenue from additional sources to create an Affordable Housing Trust Fund and to create incentives to encourage and stimulate a mixture of affordable housing units in the City;

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

SECTION 1. There is hereby established a trust fund to be entitled the Affordable Housing Trust Fund into which funds shall be deposited pursuant to this Ordinance.

SECTION 2. All revenues allocated and appropriated by the City Commission to support affordable, attainable or workforce housing shall be deposited in the Affordable Housing Trust Fund to provide financial support for eligible individuals or families pursuant to guidelines recommended by the Affordable Housing Advisory Committee (AHAC) and adopted by the City Commission.

SECTION 3. The Affordable Housing Trust Fund will be initially funded with the Contribution.

SECTION 4. Upon adoption of this Ordinance and thereafter, One Hundred Percent (100%) of the net sales proceeds from the sale of all city owned residential surplus lots shall fund the Affordable Housing Trust Fund. Amounts on deposit in the Affordable Housing Trust Fund shall be invested as permitted by law. All investment earnings and other income shall be retained in the Affordable Housing Trust Fund until used for the Local Housing Assistance Program.

C-16-30

SECTION 5. The AHAC shall create a Local Housing Assistance Program which shall include, administrative procedures, including fund administration, and eligibility guidelines which shall describe eligible applicants, eligible uses and activities, eligible projects, award preferences, eligibility criteria, award process and selection criteria which program shall be presented to the City Commission for approval.


SECTION 6. That if any clause, section or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, but shall remain in full force and effect.

SECTION 7. That all Ordinances or parts of Ordinances in conflict herewith, be and the same are hereby repealed.


SECTION 8. That this Ordinance shall be in full force and effect ten days from the date of final passage.

PASSED FIRST READING this the 20th day of December, 2016.

PASSED SECOND READING this the 4th day of January, 2017.

  
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Mayor  
JOHN P. "JACK" SEILER

ATTEST:

  
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City Clerk  
JEFFREY A. MODARELLI

C-16-30

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