

Affordable Housing Advisory Committee

April 7, 2021

Leon County Agriculture Building – Auditorium

615 Paul Russell Road

Leon County AHAC Meeting – 10:00 a.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of April 7, 2021 Agenda
- IV. Approval of March 3, 2021 Meeting Minutes (**TAB 1**)
- V. Public Comments
- VI. Old Business
 - Presentation of the Detailed 2021 Meeting Schedule (**TAB 2**)
 - Presentation on Affordable Housing Incentives (**TAB 3**)
 - Discussion and Recommendations by the Committee
 - View of the Map of Households Served by County & City Programs
- VII. Adjournment

**Leon County
Affordable Housing Advisory Committee
March 3, 2021
Meeting Minutes**

MEMBERS PRESENT: Chair Trina Rose Searcy
Vice Chair Marthea Pitts
Commissioner Nick Maddox
Lawrence Tobe
Herschel Holloway

MEMBERS ABSENT: Deborah Lloyd
Ian Waldick
Madelon J. Horwich
Shawn Menchion

GUESTS PRESENT: Oral Payne

STAFF PRESENT: Shington Lamy, Director of the Office of Human Services &
Community Partnerships
Matthew Wyman, Housing Services Manager
Geraldine Green, Housing Services Specialist

Item # I. Call to Order

With a quorum present, Chair Searcy called the meeting to order at 10:06 a.m.

Item # II. Roll Call

Mrs. Green proceeded with roll call.

Item #III. Approval of March 3, 2021 Agenda

Chair Searcy requested a motion to approve the meeting agenda.

Commissioner Maddox moved to approve the agenda, seconded by Vice-Chair Pitts. The motion passed unanimously.

Item #IV. Approval of January 13, 2021 Meeting Minutes (Tab 1)

Chair Searcy requested a motion to approve the January 13, 2021 Meeting Minutes.

Commissioner Maddox moved to approve the January 13, 2021 Meeting Minutes, seconded by Vice-Chair Pitts. The motion passed unanimously.

Item # V. Approval of February 16, 2021 Joint Meeting Minutes (Tab 2)

Chair Searcy requested a motion to approve the February 16, 2021 Meeting Minutes.

Co-Chair Pitts stated there was a correction needed to be made regarding members present. She stated Mr. Lawrence Tobe was present and was marked as absent. Mr. Herschel Holloway stated he was also present on the telephone call.

Vice-Chair Pitts made a motion to accept the minutes with the necessary changes regarding attendance, seconded by Commissioner Maddox. The motion passed unanimously.

Item # VI. Public Comments

Mr. Oral Payne who was present as a member of the public, stated he had no comments.

Item #VII. OLD BUSINESS

Presentation of a Revised Meeting Schedule

Chair Searcy turned the floor over to Mr. Wyman for the introduction of the agenda item on a revised meeting schedule. Mr. Wyman stated that actions taken by the City's AHAC at the February 16 Joint County City AHAC meeting impacted the schedule that was approved by the County AHAC at the January 13th meeting and that because the County's AHAC did not have a quorum present at the February joint meeting the following actions must now be ratified:

- Hold joint meetings at least quarterly;
- Receive presentations from agencies such as the Tallahassee Housing Authority, Big Bend Continuum of Care and Career Source;
- Review and establish metrics to measure performance of the County and City affordable housing programs; and
- Invite a representative from the Leon County School Board to participate in the quarterly joint meetings.

In the future, all votes during joint meetings will be taken separately from each respective AHAC.

Commissioner Maddox made a motion for options #1 (Ratify the actions taken at the February 16, 2021 Joint County – City Affordable Housing Advisory Committee Meeting including to hold joint meetings quarterly) and #2 (Approve the proposed meeting schedule to accommodate the additional meetings), which was seconded by Mr. Herschel Holloway. The motion passed unanimously.

Item # V111. New Business

Housing Services Program Presentation

Mr. Wyman gave an overview of the Local Housing Assistance Plan (LHAP) which is the County's policy document that governs expenditure of the State Housing Initiatives Partnership (SHIP) funds. SHIP is the primary source of funding for the County's housing services program, which is funded by the documentary stamp tax collected at the time real estate is conveyed. The proceeds are deposited into the state housing trust fund and governed by the Florida Housing Finance Corporation (FHFC). The overview of the LHAP included the following:

Section I: Program Details

Waiting List/Priorities. A Waiting List exists for the Home Rehabilitation/Replacement Program. The waitlist is currently closed preventing staff from adding additional citizens. Presently there are 108 households on the list. Staff has assisted 8 households from the waitlist since 2019. Chair Searcy asked why the program had only served 8 homes. Mr. Wyman stated that limitations in SHIP funding due to legislative sweeps as well as other programs such as the Emergency Repair Program, which fix leaking roofs and replaces septic systems, has been prioritized due to emergent need. The Home Rehabilitation Program typically includes a comprehensive renovation but needed repairs may not necessarily be risking the health of occupants or the structure of the home.

Purchase Price Limits. The maximum Purchase Price Limit is currently \$294,601 and is established by the U.S Treasury. Any home that has a value exceeding this amount cannot be assisted. Mr. Holloway asked what the income limit threshold is for the programs. Mr. Wyman stated that each program strategy, which will be discussed later, has a household income category limit. Most of them are at 80% of area median income (AMI) which is known as the Low-Income category. The income limits are all adjusted by household size and calculated by the Department of Housing & Urban Development and adopted by FHFC. The down payment assistance program allows households to have income up to 120% of AMI (Moderate income threshold).

Efforts to Reduce Homelessness. The Big Bend Continuum of Care coordinates the entry of homeless individuals and families into the various programs established across the region such as the Big Bend Homeless Coalition or the Kearney Center is available. The County also has a Direct Emergency Assistance Program (DEAP) and Veteran Emergency Assistance Program (VEAP) both of which assist with utilities, mortgage and rent. Additionally, the original COVID-19 legislation which funded the 2020 Leon CARES Individual Assistance Program awarded individuals with rent, mortgage and utilities assistance. The County has been awarded another \$9 million dollars to establish an emergency rental program similar to Leon CARES Individual Assistance. Rent assistance paid as part of the new program must be disbursed directly to landlords. The new program will not include mortgage assistance and should start by the end of March.

Section II: LHAP Strategies

Down Payment Assistance Program. This program is administered by the Tallahassee Lenders Consortium. The purchaser must be a 1st time homebuyer and must attend a homebuyer education class. The maximum amount of assistance is varied based on the situation. All SHIP liens are deferred payment no interest loans. The down payment assistance program is available for homes that rest on land in a community land trust as well as fee simple purchases. Under a community land trust model: the land is owned by the Trust and is separated from the value of the home; the buyer purchases the home and rents the land from the trust allowing for more affordable pricing since the land is not included in the transaction.

Home Ownership Development. The program provides a developer up to \$50,000 to reduce the cost to develop a home. The home must be built and sold within a year to an income eligible buyer who assumes the no interest, deferred payment loan.

Home Rehabilitation. The Home Rehabilitation Program provides repairs to correct code violations, prepare for future disasters, conduct structural as well as accessibility improvements. The maximum award limit is \$60,000 with a five-year lien period. The client must own the home and live outside the city limits for this program as well as the following four programs. The program can assist mobile homes, but they must be registered as Real Property and manufactured by July 1994 or newer.

Home Replacement. The Home Replacement program is an extension of the Home Rehabilitation Program. When the cost of rehabilitation exceeds 50% of the value of the home the County may consider replacing the home. The maximum award is \$150,000 with a 20-year lien period.

Emergency Housing Repair & Housing Resilience. Leon County's SHIP funded Emergency Home Repair Program provides \$30,000.00 with a five-year lien period to remediate an immediate health hazard; eliminate a developing threat to the dwelling or infrastructure; and improve the home's resilience to future disaster.

The Housing Finance Authority of Leon County (HFA) is another funding source for the County's Emergency Housing Repair which provides \$50,000.00 annually. Households can receive up to \$1,650.00 each in emergency repairs. This amount can be up to \$7,500.00 if someone residing in the household qualifies as Special Needs or is elderly (62 or older). HFA awards for emergency repairs are in the form of a grant.

In 2020, Florida Housing Finance Corporation provided Leon County with funding from the original COVID-19 stimulus package. Nineteen households impacted financially by COVID-19 were able to receive needed COVID related repairs totaling nearly \$400,000 to ensure air quality such as leaky roofs, mitigation of mold like substances and replacement of HVAC units during the final 3 months of 2020.

Disaster Recovery. The Disaster Recovery program is utilized whenever the President of the United States or the Governor of Florida declares a disaster. The program is similar to the Emergency Housing Repair program with the exception of the term length (three years) and households with moderate income are eligible.

Foreclosure Avoidance. The Foreclosure Avoidance program is awarded to bring the existing balance of the first mortgage of owner-occupant households current to avoid foreclosure. The amount and the terms are in alignment with the Down Payment Assistance strategy.

Rental Development & Rehabilitation. The Rental Development and Rehabilitation program allows the County to provide funding up to \$300,000 to a property owner and/or developer in partnership with other programs that are available to build new or rehabilitate affordable rental units.

Housing Rental Assistance. Rental assistance funds can be awarded for: first and last month's rent, security and utility deposit assistance, moving costs and storage fees and past due rent. Maximum award is \$10,000.00. Funds are awarded as a grant.

Section III: LHAP Incentive Strategies

All adopted incentives provided in Section 420.9076, F. S are listed in the Incentive Strategies section of the LHAP and will be covered later as the Committee will hear presentations from subject matter experts on Local Building Code, Land Development Code, the Comprehensive Plan, and others.

Mr. Wyman concluded his overview of the SHIP Local Housing Assistance Plan and offered the committee an opportunity to discuss and ask questions.

Questions and Discussion

Mr. Lawrence Tobe asked what determines a household to qualify as special needs. Mr. Wyman responded that the most common way to qualify is by a household member being in receipt of disability payments from Social Security or the Department of Veterans Affairs but added that he would provide a statutory definition to all members by email.

Commissioner Maddox asked what is the standard administrative budget across the state. Mr. Wyman responded that it is 10% of the SHIP allocation amount.

Commissioner Maddox asked if a report exists that breaks down the expenditures based on location, race, or single parents. Mr. Wyman stated that race is tracked, and addresses can be presented on a map, but that parental status is not currently tracked, but stated staff would look into adding it to the software the Division is using.

Commissioner Maddox asked if we as a committee have the ability to make recommendations to the City and County to focus these SHIP funds in a certain area. Mr. Shington Lamy replied yes. Mr. Herschel Holloway stated this could be impactful and could move the needle to focus these funds to a certain demographic.

Vice-Chair Pitts requested that single parents as a data point begin to be captured, if possible.

Commissioner Maddox asked why the AHACs are meeting jointly. Mr. Lamy stated that approximately 5 years ago the Affordable Housing Workgroup made the recommendation that the County and City AHAC meet jointly to ensure a greater level of collaboration. Additionally, staff meet together constantly, and it is good if the AHACs meet to share ideas to make the programs aligned to be reasonably similar.

Commissioner Maddox asked if it was possible to create a comprehensive joint document to memorialize the County and City committee's actions. Mr. Wyman stated that the 2019 County AHAC recommended the County's Comprehensive Plan be revised and is the best place for the type of plan Commissioner Maddox described.

Mr. Wyman reminded everyone that based on the schedule approved earlier in the meeting that the next scheduled joint meeting will be Monday, May 24, 2021. The next County AHAC meeting will be April 7, 2021.

Item # V11I. Election for Chairperson and Vice-Chairperson (TAB 5)

Chair Searcy opened the floor for nominations for Chair and Vice-Chair.

Commissioner Maddox asked if Chair Searcy and Vice Chair Pitts had a willingness to continue to serve. They both responded yes.

Commissioner Maddox motioned that Chair Searcy and Vice Chair Pitts be nominated for the same positions. Chair Searcy and Vice Chair Pitts both accepted their nominations. No other nominations were made.

Mr. Wyman concluded that since only one person was nominated for each position and nominations are closed Chair Searcy and Vice Chair Pitts were elected by without the necessity of a vote. Their first full terms will begin on April 1, 2021.

Item # XI. Adjourn

The meeting adjourned at 11:17 a.m.



AFFORDABLE HOUSING ADVISORY COMMITTEE

MEETING DATE: April 7, 2021

TO: The Leon County Affordable Housing Advisory Committee

FROM: Shington Lamy, Director of Human Services and Community Partnerships
Matthew G. Wyman, Housing Services Manager

SUBJECT: Presentation of the Detailed 2021 Meeting Schedule

Statement of Issue

This item presents the timeline and process that will be employed for the development of the Committee's annual report as required by Florida Statutes

Background

On March 3, 2021, the Committee adopted its 2021 meeting schedule to review the established policies and procedures, ordinances, land development regulations, and comprehensive plan of Leon County; to recommend specific actions or initiatives that encourage the development of affordable housing; to incorporate quarterly joint County City AHAC meetings.

Analysis

Staff has detailed the presentation and objectives for each meeting in the 2021 Meeting Schedule (Attachment #1). As part of the annual review, presentations by the Department of Development Services, the Building Plans Review and Inspection Division and the Planning Department will be provided to the Committee. During the presentations, Committee members will have the opportunity to discuss current ordinances, plans, policies, procedures, and regulations and request staff to bring back proposed recommendations.

A comprehensive list of recommendations will be compiled by County staff, including analysis as well as additional recommendations, for presentation at the Committee's July meeting. In October, the Committee will finalize the recommendations to be included in the draft annual report and appoint a Report Review Committee to work with staff to produce a draft report for presentation at the October 25 Joint County-City AHAC meeting.

As required by Florida Statutes, a public hearing to adopt the annual report will be conducted in November and subsequently presented to the Board of County Commissioners in December.

Presentations from the Tallahassee Housing Authority, Habitat for Humanity, the Big Bend Continuum of Care and Career Source will take place during Joint County City AHAC meetings as requested by the Joint Committees along with a presentation by City staff on the City of Tallahassee's Inclusionary Housing Ordinance.

Attachment

1. AHAC 2021 Meeting and Review Schedule

"People Focused, Performance Driven"

Leon County AHAC Meeting Schedule

All meetings will take place at 10:00 a.m. in the Auditorium of the County Agricultural Center at 615 Paul Russell Road

Wednesday, March 3, 2021	Kick-off Annual Review and Recommendations Process Presentation of LHAP and other Housing Programs by the Division of Housing Services
Wednesday, April 7, 2021	Continuation of Presentations and Discussions Presentation of County Ordinances and Land Development Regulations by the Department of Environmental Management; Recommendations and Discussion by AHAC
Wednesday, May 5, 2021	Continuation of Presentations and Discussions Presentation of the Comprehensive Plan by the Planning Department; Updates on revising the Comprehensive Plan; Recommendations and Discussion by AHAC
Monday, May 24, 2021	Joint County-City Committee Meeting at the Smith-Williams Center (2295 Pasco Street) Presentation on the Status of the Joint Working Group Recommendations; Inclusionary Housing Ordinance; and Tallahassee Housing Authority
Wednesday, July 7, 2021	Presentation of Preliminary AHAC Recommendations Presentation of AHAC Recommendations, Staff's Analysis and further AHAC discussion; Direct staff to draft the Annual Report
Monday, August 23, 2021	Joint County-City Committee Meeting at the Smith-Williams Center (2295 Pasco Street) Presentation from Big Bend Habitat for Humanity; Big Bend Continuum of Care; and Career Source Capital Region
Wednesday, October 6, 2021	Presentation of AHAC's Preliminary Recommendations Committee will finalize its recommendations; and Appoint a Report Review Committee
Monday, October 25, 2021	Joint County-City Committee at the Smith-Williams Center (2295 Pasco Street) Staff will present the draft Annual Reports in legislative format
Wednesday, November 10, 2021	Public Hearing *Evening Meeting: 6 p.m. Committee will conduct a public hearing to adopt its Annual Report of Recommendations

On December 14, 2021, the adopted Report of Recommendations are scheduled to be presented to the Board of County Commissioners



AFFORDABLE HOUSING ADVISORY COMMITTEE

MEETING DATE: April 7, 2021

TO: The Leon County Affordable Housing Advisory Committee

FROM: Shington Lamy, Director of Human Services and Community Partnerships
Matthew G. Wyman, Housing Services Manager

SUBJECT: Presentation and Recommendations on Affordable Housing Incentives

Statement of Issue

During the April 7th meeting, the Committee will receive a presentation to review the County's current practices on the affordable housing incentives found at Section 420.9076 (4) (a)-(k), F.S.

Background

As established in Section 420.9076 F.S. (Attachment #1), the Committee's primary responsibility is to review the established policies and procedures, ordinances, land development regulations, and comprehensive plan of Leon County, and to recommend specific actions or initiatives which encourage development of affordable housing.

Section 420.9076 (4) (a)-(k), F.S., lists eleven affordable housing incentives that must be addressed by recommendations in the Committee's annual report. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions. Furthermore, the County must establish and implement a procedure for the incentives listed at (a) and (i) of Section 420.9076 (4), F.S. to continue to participate in the State Housing Initiative Partnership.

Analysis

Most of the affordable housing incentives listed at Section 420.9076 (4) (a)-(k), F.S. pertain to the County's Land Development Code (LDC). In accordance with the goals, objectives and policies established in the Tallahassee Leon County Comprehensive Plan, the purpose of the LDC is to establish consistent standards and procedures for the review and approval of all proposed development of land in the unincorporated areas of Leon County.

The Development Services Division of the Leon County Department of Development Support and Environmental Management, provides current planning services, including land development code (LDC) interpretation and implementation (land use, zoning, site plan and subdivision review and approval, sign code and temporary permit implementation), concurrency management (adequate public facilities to support new development), and assistance with LDC-related enforcement.

Staff from the Development Services Division will provide a presentation on the current County practices as established in the LDC as well as provide any staff recommendations regarding the

following affordable housing incentives that must be addressed in the Committee’s annual report:

- (b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) The allowance of affordable accessory residential units in residential zoning districts.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

Housing Services will also provide an overview of the County’s current processes involving the incentives that are required to be implemented as established in Florida Statutes (a and i) as well as on the incentive involving County owned parcels suitable for affordable housing (j):

- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in Section 163.3177(6)(f)3; and
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

The Building Plans Review and Inspection Division of the Leon County Department of Development Support and Environmental Management reviews and approves building plans and inspects construction projects for compliance using the most recently adopted Florida Building Codes.

Building Plans Review and Inspection Division staff will provide a brief presentation on the average time for permit approval for development and rehabilitation of single family residential units as well as discuss building and parcel requirements governed by the Florida Building Code that may limit flexibility in affordable housing.

Following each presentation, the Committee may make recommendations and/or seek suggestions from staff its annual report. The Committee may also request staff to provide additional information at the next meeting.

Attachments

1. Section 420.9076 Florida Statutes

Title XXX SOCIAL WELFARE

Chapter 420 HOUSING

SECTION 9076 Adoption of affordable housing incentive strategies; committees.

420.9076 Adoption of affordable housing incentive strategies; committees.—

(1) Each county or eligible municipality participating in the State Housing Initiatives Partnership Program, including a municipality receiving program funds through the county, or an eligible municipality must, within 12 months after the original adoption of the local housing assistance plan, amend the plan to include local housing incentive strategies as defined in s. [420.9071](#)(16).

(2) The governing board of a county or municipality shall appoint the members of the affordable housing advisory committee. Pursuant to the terms of any interlocal agreement, a county and municipality may create and jointly appoint an advisory committee. The local action adopted pursuant to s. [420.9072](#) which creates the advisory committee and appoints the advisory committee members must name at least 8 but not more than 11 committee members and specify their terms. Effective October 1, 2020, the committee must consist of one locally elected official from each county or municipality participating in the State Housing Initiatives Partnership Program and one representative from at least six of the categories below:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. [163.3174](#). If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

(3) All meetings of the advisory committee are public meetings, and all committee records are public records. Staff, administrative, and facility support to the advisory committee shall be provided by the appointing county or eligible municipality.

(4) Annually, the advisory committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local

government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, each advisory committee shall submit an annual report to the local governing body and to the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program which includes recommendations on the implementation of affordable housing incentives in the following areas:

- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. [163.3177](#)(6)(f)3.
- (b) All allowable fee waivers provided for the development or construction of affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) Affordable accessory residential units.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

The advisory committee recommendations may also include other affordable housing incentives identified by the advisory committee. Local governments that receive the minimum allocation under the State Housing Initiatives Partnership Program shall perform an initial review but may elect to not perform the annual review.

(5) The approval by the advisory committee of its local housing incentive strategies recommendations and its review of local government implementation of previously recommended strategies must be made by affirmative vote of a majority of the membership of the advisory committee taken at a public hearing. Notice of the time, date, and place of the public hearing of the advisory committee to adopt its evaluation and final local housing incentive strategies recommendations must be published in a newspaper of general paid circulation in the county. The notice must contain a short and concise summary of the evaluation and local housing incentives strategies recommendations to be considered by the advisory committee. The notice must state the public place where a copy of the evaluation and tentative advisory committee recommendations can be obtained by interested persons. The final report, evaluation, and recommendations shall be submitted to the corporation.

(6) Within 90 days after the date of receipt of the evaluation and local housing incentive strategies recommendations from the advisory committee, the governing body of the appointing local government shall adopt an amendment to its local housing assistance plan to incorporate the local housing incentive strategies it will implement within its jurisdiction. The amendment must include, at a minimum, the local housing incentive strategies required under s. [420.9071](#)(16). The local government must consider the strategies specified in paragraphs (4)(a)-(k) as recommended by the advisory committee.

(7) The governing board of the county or the eligible municipality shall notify the corporation by certified mail of its adoption of an amendment of its local housing assistance plan to incorporate local housing incentive strategies. The notice must include a copy of the approved amended plan.

(a) If the corporation fails to receive timely the approved amended local housing assistance plan to incorporate local housing incentive strategies, a notice of termination of its share of the local housing distribution shall be sent by certified mail by the corporation to the affected county or eligible

municipality. The notice of termination must specify a date of termination of the funding if the affected county or eligible municipality has not adopted an amended local housing assistance plan to incorporate local housing incentive strategies. If the county or the eligible municipality has not adopted an amended local housing assistance plan to incorporate local housing incentive strategies by the termination date specified in the notice of termination, the local distribution share terminates; and any uncommitted local distribution funds held by the affected county or eligible municipality in its local housing assistance trust fund shall be transferred to the Local Government Housing Trust Fund to the credit of the corporation to administer the local government housing program.

(b) If a county fails to timely adopt an amended local housing assistance plan to incorporate local housing incentive strategies but an eligible municipality receiving a local housing distribution pursuant to an interlocal agreement within the county does timely adopt an amended local housing assistance plan to incorporate local housing incentive strategies, the corporation, after issuance of a notice of termination, shall thereafter distribute directly to the participating eligible municipality its share calculated in the manner provided in s. [420.9073](#).

(c) Any county or eligible municipality whose local distribution share has been terminated may subsequently elect to receive directly its local distribution share by adopting an amended local housing assistance plan to incorporate local housing incentive strategies in the manner and according to the procedure provided in this section and by adopting an ordinance in the manner required in s. [420.9072](#).

- (8) The advisory committee may perform other duties at the request of the local government, including:
- (a) The provision of mentoring services to affordable housing partners including developers, banking institutions, employers, and others to identify available incentives, assist with applications for funding requests, and develop partnerships between various parties.
 - (b) The creation of best practices for the development of affordable housing in the community.

(9) The advisory committee shall be cooperatively staffed by the local government department or division having authority to administer local planning or housing programs to ensure an integrated approach to the work of the advisory committee.

(10) The locally elected official serving on an advisory committee, or a locally elected designee, must attend biannual regional workshops convened and administered under the Affordable Housing Catalyst Program as provided in s. [420.531](#)(2). If the locally elected official or a locally elected designee fails to attend three consecutive regional workshops, the corporation may withhold funds pending the person's attendance at the next regularly scheduled biannual meeting.

History.—s. 32, ch. 92-317; s. 15, ch. 93-181; s. 38, ch. 97-167; s. 24, ch. 2006-69; s. 19, ch. 2007-198; s. 117, ch. 2008-4; s. 30, ch. 2009-96; s. 16, ch. 2011-15; s. 67, ch. 2011-139; s. 11, ch. 2016-210; s. 19, ch. 2020-27.