

192.5 SUBJECT: STATE HOUSING INITIATIVES PARTNERSHIP PROJECTS

- :1 OBJECTIVE:
Implement the SHIP activities as approved by City Council.
- :2 AUTHORITY:
This procedure amended by City Council February 21, 2005, Item A7.
- :3 DIRECTION:
Housing Coordinator under the supervision of the Housing Division Manager and the Housing Director.
- :4 METHOD OF OPERATION:
- A. Affordable housing activities and funding will be awarded to for-profit and non-profit entities and implemented through contractual agreements. Deferred loans shall be used when the analysis of a project proforma indicates that the project will not generate sufficient revenues to support repayment to the city. Payback loans shall be used when the analysis of a project proforma indicates the project will generate sufficient revenues to repay the assistance, in part or fully. City Council may forgive a loan if it determines that the project is important in assisting the city to achieve its affordable housing goals and objectives, and payment of the obligation would be detrimental to the financial structure of the project. Deferred loans shall also be used for funding awards in the city housing rehabilitation and down payment assistance programs.
- No person who is an employee, agent, consultant, officer, or elected or appointed official of the City, nor any City Board member whose Board makes recommendations or gives advice with respect to SHIP projects, may obtain a financial interest or benefit from a SHIP assisted activity, or have any interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties. Provided, however, that this policy shall not preclude any person who is otherwise eligible to receive assistance to purchase or rent a SHIP assisted housing unit from doing so on the same terms as the public at large. Additionally, no project shall receive funding if the owner of such project shall, at the time of application or at the time of award, be in default on any obligation such owner may have with the City or any other governmental agency. For the purposes of this policy an owner shall include, but not necessarily be limited to, all partners of any partnership with an ownership interest in the project and any stockholder who owns ten percent (10%) or more of the outstanding stock of any corporation with an ownership interest in the project.
- B. All SHIP projects will be monitored by staff for compliance with their operating agreements and all applicable state regulations.

C. The Housing Director, or designee, approves expenditures of SHIP funds following project approval by City Council.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:
This procedure adopted by City Council April 19, 1993, Item YY;. amended August 26, 1996, Item 7-B; amended September 29, 1997, Item 3-YY; amended September 15, 2003; amended February 21, 2005, Item A7.

:8 EFFECTIVE DATE:
This procedure effective February 21, 2005.