

## Local Housing Assistance Plan (LHAP) Amendment Submittal Procedures

### Initial Submittal Procedures

1. All Documents shall be submitted electronically to Florida Housing SHIP staff.
2. No Hard copies will be accepted (please do not mail duplicates of electronic submission).
3. In the email, state the subject as LHAP Amendment and the local government name.
4. In the body of the email, state whether you are proposing this as a plan amendment for review or a technical revision.
5. For initial submissions, please submit documents in their current file format (word, excel) do not submit a PDF at this point.
6. For all changes in the LHAP, please use underline/strikethrough formatting.
7. Include the main LHAP document and any exhibits that are affected by the amendment at first submittal.
8. Submit to [robert.dearduff@floridahousing.org](mailto:robert.dearduff@floridahousing.org).

For a plan amendment requiring review committee approval, you will receive a notice back from Florida Housing after committee review notifying you of one of the following decisions:

- a. **Approved (with no comments)**
  - i. Combine all final documents into one PDF document in the proper order according to instructions below under Final Submission Procedures
  - ii. Title document "<local government>2015LHAPFINAL
  - iii. In Subject line of Email, please list the following in order: Local Government, LHAP2015FINAL
  - iv. In body of email state "Final LHAP-No changes made"
  - v. Submit to [Robert.dearduff@floridahousing.org](mailto:Robert.dearduff@floridahousing.org).
- b. **Approved with Comments**
  - i. Make changes that are acceptable to the local government based on review committee comments, then follow the steps in 1.a.(i) above
  - ii. In the body of the email state "Please find attached the revised approved LHAP incorporating comments" and explain any recommendations from the review committee that were not accepted
- c. **Tabled or Approval is Withheld**
  - i. Follow instructions in email from Florida Housing related to providing additional information or making required changes due to not meet statutory or program rule requirements
  - ii. Contact Florida Housing staff to discuss issues if necessary
  - iii. Resubmit according to Initial Submission Procedures above
  - iv. State in body of Email "Please find attached a revised LHAP for review."

For a technical revision, you will receive an email from Florida Housing notifying you that the amendment is approved or that more information is needed.

**Once your LHAP has been approved and needs no further changes, please follow these instructions for submitting the LHAP to Florida Housing.**

### Final Submission Procedures

1. **Combine all documents plan text and all exhibits with the new language incorporated (not in underline/strikethrough) into one PDF document and submit.**