

CITY OF DELTONA, FLORIDA

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

FISCAL YEARS COVERED

2010/2011, 2011/2012, 2012/2013

APPROVED BY FHC

07/22/2010

I. PROGRAM DESCRIPTION:

A. Name of the participating local government and Interlocal if Applicable:

City of Deltona, Florida

Inter-local: Yes _____ No X

B. Purpose of the program:

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan:

2010/2011

2011/2012

2012/2013

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The City of Deltona's Affordable Housing Assistance Program was enacted by the passage of Ordinance 08-2001 on May 1, 2001 and signed into law on May 7, 2001. The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. Local Housing Partnership

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging:

The Plans are 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

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

J. 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 and Transportation

K. 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 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- Independent Study (copy attached)
- U.S. Treasury Department
- Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts:

Maximum Sales Price: \$230,177.

L. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. 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 (19), (20) and (28), 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.

M. Welfare Transition Program:

Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal:

In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 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.

O. Administrative Budget:

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted.

The City of Deltona finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), 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 City of Deltona has adopted the above findings in the attached resolution, Exhibit E.

P. Program Administration:

Administration of the local housing assistance plan is the responsibility of the City of Deltona. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program provide in detail the duties, qualification and selection criteria.

Q. Essential Service Personnel:

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(10), F.A.C. and Section 420.9075(3) F.S. All households earning 120% of area median income, as annually adjusted for family size.

R. Section 420.9075(3)(d), F.S.:

Require counties and eligible municipalities to describe initiatives in their local housing assistance plans that encourage or require innovative design, green building principles, storm resistant construction or other elements that reduce long-term costs relating to maintenance, utilities or insurance. Including Green techniques for energy conservation, water conservation, careful use of salvage/recycling processes, preservation of wildlife habitat, healthy environmental provisions, and the usage of durable and sustainable products, as well as the incorporation of high-energy products and materials. Green building techniques such as those previously mentioned and those described in the City of Deltona's Ordinance No. 42-2008 will be incorporated in the various City of Deltona SHIP strategies that involve construction/rehabilitation.

II. OTHER ACTIVITIES

A. **Homeownership Education and Counseling:**

a. **Summary of the Strategy:**

Homebuyer Education and Counseling is a service provided in conjunction with the City's Purchase Assistance strategies to assist households in learning about how to purchase a home, maintain a home after purchase and prevent future foreclosure. As part of the qualification process, all applicants will be required to attend homebuyer education and maintenance classes. Homebuyer counseling for credit issues and other matters will be provided as needed in order to prepare an eligible applicant for homeownership.

b. **Fiscal Years Covered:**

2010/2011; 2011/2012; 2012/2013

c. **Income Categories to be served:**

Household incomes at or below 120% of the area median income adjusted for household size. For the purposes of the SHIP Program Very Low, Low and Moderate Income Households are defined in SHIP Statute Section 420.9071. The income limits are annually provided by the U.S. Department of Housing and Urban Development (HUD) and distributed by Florida Housing Finance Corporation (FHFC). Preference will be given to applicants below 50%.

d. **Maximum award is noted on the Housing Delivery Goals Charts:**

A minimum of \$2,500 has been set aside in each grant year for this activity to hire outside consultants (sponsors).

e. **Terms, Recapture and Default.**

Not applicable, service is free to eligible applicants

f. **Recipient Selection Criteria:**

- Funds will be made available on a first come, first complete, first served basis while funds are available;
- Applicants are required to submit a completed City of Deltona SHIP Application and provide all written documentation requested of income, eligibility and qualifications; and
- If the applicant is income eligible, but found not to be credit worthy, the applicant will be referred to a credit counseling agency.

g. **Sponsor Selection Criteria:**

The City of Deltona may choose a sponsor to assist in the administration of this strategy by advertising using the City of Deltona purchase and procurement guidelines. The sponsors may be a private corporation, a not for profit corporation or a community based organization. Selection is based on the sponsor's ability to proceed, past experience in related fields, and performance.

h. **Additional Information:**

III. LHAP HOUSING STRATEGIES:

Provide Description:

A. **Purchase Assistance Program:**

a. **Summary of the Strategy:**

This strategy assists eligible first time homebuyers with a deferred payment loan to be applied as gap financing, based on need, towards down payment, closing cost, interest rate buy down and/or principal reduction and rehabilitation, for the purchase of eligible owner-occupied housing which includes single family homes, townhouses, condominiums, villas or state approved modular homes. Eligible housing types under this strategy include existing and newly constructed homes.

b. **Fiscal Years Covered:**

2010/2011; 2011/2012; 2012/2013

c. **Income Categories to be served:**

Household incomes at or below 120% of the area median income adjusted for household size. For the purposes of the SHIP Program Very Low, Low and Moderate Income Households are defined in SHIP Statute Section 420.9071. The income limits are annually provided by the U.S. Department of Housing and Urban Development (HUD) and distributed by Florida Housing Finance Corporation (FHFC). Preference will be given to applicants below 50%.

d. **Maximum award is noted on the Housing Delivery Goals Charts:**

<u>Income Limit</u>	<u>Max DPA</u>	<u>+</u>	<u>Max Rehab</u>	<u>=</u>	<u>Max Award/ Per Unit</u>
Very Low	\$40,000		\$10,000	=	\$50,000
Low	\$30,000		\$10,000	=	\$40,000
Moderate	\$20,000		\$10,000	=	\$30,000

e. **Terms, Recapture and Default.**

- The maximum Down Payment Assistance for this strategy will be provided in the form of a 2nd mortgage, zero (0%) interest deferred payment, forgivable loan for a term of 30 years. The entire mortgage loan amount will be in effect for 30 years unless triggered by default

(please see default conditions below), at which time the loan becomes due and payable.

- When SHIP funds are combined with Florida Housing Finance Corporation Programs for purchase assistance, the SHIP Administrator has the option of offering the City's SHIP funds as a 3rd mortgage, zero interest (0%) deferred payment, forgivable loan for a term of 30 years.
- Repairs to the home, if applicable, may not begin until after the closing; therefore, City SHIP funds will be provide as a subordinate mortgage to the City SHIP funds at zero (0%) interest, deferred payment, forgivable loan for 5 years.
- The deferred payment forgivable loans shall immediately become due and payable to the City if any of the following occurs:
 - Homeowner sells, transfers, or disposes of the property by any means, including bankruptcy, foreclosure, or deed in lieu of foreclosure;
 - Homeowner no longer occupies the unit as their principal residence;
 - Homeowner dies, or if married couple, the survivor dies; or
 - Homeowner refinances their first mortgage or requires subordination for a new second mortgage.
 - However, an heir may assume the debt as long as they are income eligible and become the owner-occupant.
- Recipients of SHIP awards will be required to contractually commit to program guidelines. The recipients will execute a mortgage and a promissory note for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Courts for Volusia County.

f. **Recipient Selection Criteria:**

Funds will be made available on a first come, first complete, first served basis

while funds are available;

- All units assisted will be within the Deltona city limits;
- Mobile Homes are not eligible for assistance;
- Applicants are required to submit a completed City of Deltona SHIP Application and provide all written documentation requested of income, eligibility and qualifications; and
- A first time homebuyer is defined as an eligible applicant who has not owned a home within the last three (3) years immediately preceding the SHIP assisted purchase. However, someone who has lost his or her home as a result of divorce within the last three years, a single parent, or a very low or low income person living in a substandard dwelling that cannot be brought into compliance with local building codes for less than the cost of constructing a permanent structure; meets the first-time homebuyer definition.
- Persons who qualify for SHIP assistance must contractually agree to all SHIP Program guidelines, City of Deltona requirements, recapture provisions and certify that the unit assisted is their principal residence.
- Per Section 420.9075(1)(a), F.S., Preference will be given to those eligible recipients with special housing needs, including, but not limited to, homeless people, the elderly, migrant farm workers, and person with disabilities; however, only if in accordance with all applicable Federal or State laws

g. **Sponsor Selection Criteria, if applicable:**

The City of Deltona may choose a sponsor to assist in the administration of this strategy by advertising using the City of Deltona purchase and procurement guidelines. The sponsors may be a private corporation, a not for profit corporation or a community based organization. Selection is based on the sponsor's ability to proceed, past experience in related fields, and performance.

h. **Additional Information:**

- Applicants must be credit ready and have sufficient income required to obtain mortgage financing from participating lenders;
- Applicants must attend and complete a Homebuyer Education Counseling provided by or approved by the City.
- A Home Quality Standards (HQS) inspection must be conducted by the applicant's certified housing inspector or the City Housing Program's designated HQS inspector.
- Mortgage payments, including taxes and insurance may not exceed 30% of an amount representing the percentage of area's median annual gross income for household; and no more than 45% combined mortgage payment, including taxes insurance and overall debt.
- Lender Participation Guideline
 - Institutional First Mortgage Lender; no private owner financing.
 - First Mortgages shall be at a fixed rate. The rate may not exceed at no more than 2 points above the current 60-day Fannie Mae par pricing.
 - The term of the loan shall be 30 year fixed rate.
 - Loan origination and Broker fees combined, may not exceed more than 2% of the sales price.
 - The purchase price may not exceed the sales price of the home.
 - No pre-payment penalty;
 - NO CASH BACK to borrower on the HUD-1 Settlement Statement;
- Repairs to the home funded by the SHIP program, if applicable, may not begin until after the closing.
 - Funds will be encumbered for eligible applicants whose homes are deemed repairable according to program guidelines;
 - The City or its designee will facilitate the work write up and inspections to ensure that all work is performed by a licensed and insured contractor;

B. Acquisition and Rehabilitation of Homes Program:

a. Summary of the Strategy:

SHIP funds may be used to acquire and rehabilitate existing homes for low or very low income household.

b. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

c. Income Categories to be served:

Household incomes at or below 80% of the area median income adjusted for household size. For the purposes of the SHIP Program Very Low, Low and Moderate Income Households are defined in SHIP Statute Section 420.9071. The income limits are annually provided by the U.S. Department of Housing and Urban Development (HUD) and distributed by Florida Housing Finance Corporation (FHFC). Preference will be given to applicants below 50%.

d. Maximum award is noted on the Housing Delivery Goals Charts:

Very Low Income \$150,000

Low Income \$150,000

e. Terms, Recapture and Default:

The City of Deltona will provide a 2nd mortgage, zero interest, and deferred loan for a term of up to 30 years.

Minimum affordability period is:

5 Years Assistance \$0 - \$14,999

10 Years Assistance \$15,000- \$25,000

30 Years Assistance \$25,001 and up

- The low interest and deferred payment forgivable loans shall immediately become due and payable to the City if any of the following occurs:
 - Homeowner sells, transfers, or disposes of the property by any means, including bankruptcy, foreclosure, or deed in lieu of foreclosure;
 - Homeowner no longer occupies the unit as their principal residence;

- Homeowner dies, or if married couple, the survivor dies; or
- Homeowner refinances their first mortgage or requires subordination for a new second mortgage.
- However, an heir may assume the debt as long as they are income eligible and become the owner-occupant.

- Recipients of SHIP awards will be required to contractually commit to program guidelines. The recipients will execute a mortgage and a promissory note for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Courts for Volusia County.

f. **Recipient Selection Criteria:**

Funds will be made available on a first come, first complete, first served basis while funds are available;

- All units assisted will be within the Deltona city limits;
- Mobile Homes are not eligible for assistance;
- Applicants are required to submit a completed City of Deltona SHIP Application and provide all written documentation requested of income, eligibility and qualifications; and
- Persons who qualify for SHIP assistance must contractually agree to all SHIP Program guidelines, City of Deltona requirements, recapture provisions and certify that the unit assisted is their principal residence.

g. **Sponsor Selection Criteria, if applicable:**

The City of Deltona may choose a sponsor to assist in the administration of this strategy by advertising using the City of Deltona purchase and procurement guidelines. The sponsors may be a private corporation, a not for profit corporation or a community based organization. Selection is based on the sponsor's ability to proceed, past experience in related fields, and performance.

h. **Additional Information:**

- Applicants must be credit ready and have sufficient income required to

obtain maximum first mortgage financing from participating lenders;

- Applicants must attend and complete a Homebuyer Education Counseling provided by or approved by the City.
- A Home Quality Standards (HQS) inspection must be conducted by the applicant's certified housing inspector or the City Housing Program's designated HQS inspector.
- Mortgage payments, including taxes and insurance may not exceed 30% of an amount representing the percentage of area's median annual gross income for household; and no more than 45% combined mortgage payment, including taxes insurance and overall debt.
- Lender Participation Guideline:
 - Institutional First Mortgage Lender; no private owner financing.
 - First Mortgages shall be at a fixed rate.

The interest rate may not exceed 2 points above the current Fannie Mae par pricing at time of first mortgage closing.
 - The term of the loan shall be 30 year fixed rate.
 - Loan origination and Broker fees combined, may not exceed more than 2% of the sales price
 - The purchase price may not exceed the sales price of the home.
 - No pre-payment penalty;
 - NO CASH BACK to borrower on the HUD-1 Settlement Statement;

C. Owner Occupied Rehabilitation Assistance Program:

a. Summary of the Strategy:

This strategy offers eligible homeowners assistance with needed repairs, alterations to improve their health, safety, and well-being or contribute to structural integrity and preservation of their owner occupied home. Assistance to make a home barrier free for special needs households is also eligible. This strategy also includes reconstruction and demolition if home is beyond financial feasibility to repair.

b. **Fiscal Years Covered:**

2010/2011; 2011/2012; 2012/2013

c. **Income Categories to be served:**

- Household incomes at or below 80% of the area median income adjusted for household size. For the purposes of the SHIP Program Very Low, Low and Moderate Income Households are defined in SHIP Statute Section 420.9071. The income limits are annually provided by the U.S. Department of Housing and Urban Development (HUD) and distributed by Florida Housing Finance Corporation (FHFC). Preference will be given to applicants below 50%. Further, Per Section 420.9075(1)(a), F.S., Preference will be given to those eligible recipients with special housing needs, including, but not limited to, homeless people, the elderly, migrant farm workers, and person with disabilities; however, only if in accordance with all applicable Federal or State laws

d. **Maximum award is noted on the Housing Delivery Goals Charts:**

Maximum award is as follows:

Income Limit

Very Low	\$25,000
Low	\$25,000

e. **Terms, Recapture and Default.**

The City of Deltona will provide a 2nd mortgage deferred payment, zero interest (0%), forgivable loan for a term of up to 10 years

Minimum affordability period is:

5 Years	Assistance	\$0 - \$14,999
10 Years	Assistance	\$15,000- \$25,000

- The deferred payment forgivable loan shall immediately become due and payable to the City if any of the following occurs:
 - Homeowner sells, transfers, or disposes of the property by any

means, including bankruptcy, foreclosure, or deed in lieu of foreclosure;

- Homeowner no longer occupies the unit as their principal residence;
- Homeowner dies, or if married couple, the survivor dies; or
- Homeowner refinances their first mortgage or requires subordination for a new second mortgage.
- However, an heir may assume the debt as long as they are income eligible and become the owner-occupant.

- Recipients of SHIP awards will be required to contractually commit to program guidelines. The recipients will execute a mortgage and a promissory note for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Courts for Volusia County.

- **Recipient Selection Criteria:**

Funds will be made available on a first come, first complete, first served basis while funds are available;

- All units assisted will be within the Deltona city limits;
- Mobile Homes are not eligible for assistance;
- Applicants are required to submit a completed City of Deltona SHIP Application and provide all written documentation requested of income, eligibility and qualifications; and
- Persons who qualify for SHIP assistance must contractually agree to all SHIP Program guidelines, City of Deltona requirements, recapture provisions and certify that the unit assisted is their principal residence.

- g. **Sponsor Selection Criteria, if applicable:**

The City of Deltona may choose a sponsor to assist in the administration of this strategy by advertising using the City of Deltona purchase and procurement guidelines. The sponsors may be a private corporation, a not for

profit corporation or a community based organization. Selection is based on the sponsor's ability to proceed, past experience in related fields, and performance.

h. Additional Information:

If it is determined by the City of Deltona SHIP Program that the applicant meets income eligibility guidelines, a home inspection and work write up will be completed by the City or its designee. Applicants whose homes are beyond repair may apply for demolition and replacement.

- Funds will be encumbered for eligible applicants whose homes are deemed repairable according to program guidelines;
- The City or its designee will assist the homeowner with work write up and inspections to ensure that all work is performed by a licensed and insured contractor;
- All mortgagees, taxes, and special assessments must be current and paid;
- All homes eligible for rehabilitation must be owner occupied;
- And with fee simple title;
- If it is determined by the City of Deltona SHIP program that the applicant meets eligibility guidelines for reconstruction, a title search, variances and set back requirements update, necessary sanitary requirements for water and sewer or septic and lot size will be determined to see if the lot meets current building guidelines;
- Applicants eligible to receive assistance must have applied to the rehabilitation program and their home was declared beyond repair;
- Applicants own their home and the home must be free and clear and have no mortgages or encumbrances on the title;
- Funds will be encumbered for eligible applicants whose lots are deemed buildable according to the program guidelines;
- The City or its designee will assist the homeowner with City approved new home plans, contractor quote process and inspections to ensure that all work is performed by a licensed and insured contractor.

D. Multi-Family Rental Units - New Construction/ Rehabilitation

a. Summary of the Strategy:

SHIP funds may be used as part of the local contribution when participating in such programs as, but not limited to, the Low Income Housing Tax Credit (LIHTC) program, State Apartment Incentive Loan (SAIL) program, and State HOME program when they are used to perform new construction and/or rehabilitation of multi-family rental housing developments. Eligible activities include payment of impact fees, infrastructure expenses, and/or contribution soft/hard costs.

b. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

c. Income Categories to be served:

Household incomes at or below 80% of the area median income adjusted for household size. For the purposes of the SHIP Program Very Low, Low and Moderate Income Households are defined in SHIP Statute Section 420.9071. The income limits are annually provided by the U.S. Department of Housing and Urban Development (HUD) and distributed by Florida Housing Finance Corporation (FHFC). Per Section 420.9075(1)(a), F.S., Preference will be given to those eligible recipients with special housing needs, including, but not limited to, homeless people, the elderly, migrant farm workers, and person with disabilities; however, only if in accordance with all applicable Federal or State laws.

d. Maximum award is noted on the Housing Delivery Goals Charts:

Maximum Award \$50,000 per unit.

e. Terms, Recapture and Default.

Assistance is provided to an eligible developer/ sponsor through payment of impact fees, infrastructure expenses, and construction hard/soft costs. The assistance shall be provided in the form of a loan. All properties are subject to recapture of funds, through a lien placed on the property if the property is

sold. The loan is a 15-year term, with zero (0%) percent interest. No payments are due until the end of the 15 year term. All properties are subject to recapture of funds, through a recorded lien placed on the property. For the purpose of the Agreement between the City and the property owner “sold” shall mean the property is sold, title transferred or Agreement of Deed executed) or found to be in noncompliance with income restrictions for assisted units. Rental units receiving SHIP funds shall be monitored annually for compliance with tenant income and affordability requirements by the City of Deltona for 15 years as required by the SHIP program.

f. **Recipient Selection Criteria:**

An eligible recipient shall be assisted on a first come, first ready basis. The beneficiary shall have a household income at or below 80% of the area median income adjusted for household size and shall meet all eligibility requirements of the SHIP program.

g. **Sponsor Selection Criteria, if applicable:**

An eligible Developer/Sponsor may submit applications at any time for assistance. Eligible costs include payment of impact fees, infrastructure expenses, and/or construction soft/hard costs. Applicants will be evaluated and awarded based upon the following criteria: the financial strength of the Developer/Sponsor; capacity; features of the proposed development; marketing plan for the proposed project; site control; affordability of the development; previous similar work experience and whether or not personnel from the Welfare Transition Program will be employed. Eligible Developers/Sponsors must contractually commit to follow the guidelines of the SHIP Program.

h. **Additional Information:**

Monitoring and First Right of Refusal:

In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance whichever is longer unless as specified above.

E. Foreclosure Prevention Assistance Program:

a. Summary of the Strategy:

This strategy is used to provide homeowners who have previously received City of Deltona SHIP or HHR assistance the opportunity to avoid foreclosure and retain their homes. This is a one-time assistance per household strategy.

b. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

c. Income Categories to be served:

Household incomes at or below 120% of the area median income adjusted for household size. For the purposes of the SHIP Program Very Low, Low and Moderate Income Households are defined in SHIP Statute Section 420.9071. The income limits are annually provided by the U.S. Department of Housing and Urban Development (HUD) and distributed by Florida Housing Finance Corporation (FHFC). Per Section 420.9075(1)(a), F.S., Preference will be given to those eligible recipients with special housing needs, including, but not limited to, homeless people, the elderly, migrant farm worker, and persons with disabilities; however, only if in accordance with all applicable Federal or State laws.

d. Maximum award is noted on the Housing Delivery Goals Charts:

Maximum award is as follows:

Income Limit

Very Low \$7,500

Low \$7,500

Moderate \$7,500

e. **Terms, Recapture and Default.**

The City of Deltona will provide an interest free forgivable deferred payment loan for 5 years. The deferred payment forgivable loan shall immediately become due and payable to the City if any of the following occurs:

- Homeowner sells, transfers, or disposes of the property by any means, including bankruptcy, foreclosure, or deed in lieu of foreclosure;
 - Homeowner no longer occupies the unit as their principal residence;
 - Homeowner dies, or if married couple, the survivor dies; or
 - Homeowner refinances their first mortgage or requires subordination for a new second mortgage.
 - However, an heir may assume the debt as long as they are income eligible and become the owner-occupant.
- Recipients of SHIP awards will be required to contractually commit to program guidelines. The recipients will execute a mortgage and a promissory note for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Courts for Volusia County.

f. **Recipient Selection Criteria:**

- Funds will be made available on a first come, first complete, first served basis while funds are available;
- All units assisted will be within the Deltona city limits;
- Mobile Homes are not eligible for assistance;
- Applicants are required to submit a completed City of Deltona SHIP Application and provide all written documentation requested of

income, eligibility and qualifications; and

- Persons who qualify for SHIP assistance must contractually agree to all SHIP Program guidelines, City of Deltona requirements, recapture provisions and certify that the unit assisted is their principal residence.

g. **Sponsor Selection Criteria, if applicable:**

The City of Deltona may choose a sponsor to assist in the administration of this strategy by advertising using the City of Deltona purchase and procurement guidelines. The sponsors may be a private corporation, a not for profit corporation or a community based organization. Selection is based on the sponsor's ability to proceed, past experience in related fields, and performance.

h. **Additional Information:**

- All assisted units must have previously received SHIP or HHR homeownership assistance: purchase, rehabilitation, or disaster assistance through the City of Deltona's SHIP or HHR program.
- Applicants must be at least 2 months in mortgage payments arrears and have received notification in writing from their lender that foreclosure proceedings will begin;
- Applicants who apply for assistance and who need more than the foreclosure assistance that is offered in this strategy must have the additional funds to pay all the remaining unpaid delinquency;
- Applicants must be credit worthy and have sufficient income required to maintain their SHIP Mortgage after foreclosure assistance is received;
- Applicants may receive the foreclosure strategy one time only; and
- Applicants must demonstrate through documentary evidence that non-payment of their mortgage is due to one of the following reasons:
 - Sudden Loss of Income;
 - Sudden Medical Expenses;
 - Divorce or Separation;

- Death in Family; and
- Unforeseen home repair bills.

F. Disaster Mitigation/Recovery Assistance Program:

a. Summary of the Strategy:

In the event of a Federal, State or local declared natural disaster affecting all or part of the City of Deltona, the City Commission reserves the right to utilize unencumbered SHIP funds to support this contingency strategy. Regulations require that the disaster be declared by Executive Order. SHIP disaster mitigation/recovery funds may be used to provide assistance to eligible persons occupying eligible housing. Funds will be leveraged, when feasible, with the homeowner’s Flood Insurance policy, FEMA Hazard Mitigation Grant Program and/or other federal or state disaster funds. SHIP disaster awards must be directly related to assisting disaster victims.

b. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

c. Income Categories to be served:

Household incomes at or below 120% as defined by the U.S. Department of Housing (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for the use in the SHIP Program. Preference will be given to applicants below 50%. Further, per Section 420.9075(1)(a), F.S., Preference will be given to those eligible recipients with special housing needs, including, but not limited to, homeless people, the elderly, migrant farm workers, and person with disabilities; however, only if in accordance with all applicable Federal or State laws.

d. Maximum award is noted on the Housing Delivery Goals Charts:

Income Limit

Very Low	\$50,000
Low	\$50,000
Moderate	\$50,000

- e. **Terms, Recapture and Default.**
SHIP funds provided for this activity will be in the form of a grant and not subject to recapture.
- f. **Recipient Selection Criteria:**
- Funds will be made available on a first come, first complete, first served basis while funds are available;
 - All units assisted will be within the Deltona city limits;
 - Mobile Homes are not eligible for assistance;
 - Applicants are required to submit a completed City of Deltona SHIP Application and provide all written documentation requested of income, eligibility and qualifications; and
 - Persons who qualify for SHIP assistance must contractually agree to all SHIP Program guidelines, City of Deltona requirements, recapture provisions and certify that the unit assisted is their principal residence.
- g. **Sponsor Selection Criteria, if applicable:**
The City of Deltona may choose a sponsor to assist in the administration of this strategy by advertising using the City of Deltona purchase and procurement guidelines. The sponsors may be a private corporation, a not for profit corporation or a community based organization. Selection is based on the sponsor's ability to proceed, past experience in related fields, and performance.
- h. **Additional Information:**
- Applicants for disaster mitigation/ recovery will be given priority above others on the waiting lists for other strategies.
 - Funds will not be allocated to this strategy except in the case of a federal, state, or local declared disaster.

IV. LHAP INCENTIVE STRATEGIES

In addition to Strategy A and Strategy B listed below, list all incentives as provided in 420.9076(4) FS.

A. Name of the Strategy: Expedited Permitting

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

a. Established policy and procedures:

The City of Deltona has instituted a policy that affordable housing projects can be placed ahead of other projects to prevent delays. All SHIP-funded projects requiring a permit or any designated affordable housing project which have been coordinated the Department of Planning and Development Services will receive expedited permit processing. All such applications will be put on colored paper in order to easily identify them from other permit requests.

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.

a. Established policy and procedures:

When any local policies, ordinances, regulations, and plans are prepared that would increase the cost of housing, the City shall provide a draft of said document to the Housing Program representative for their review, analysis and comments on how it will impact the cost of housing for lower income households. A memorandum from the Housing Program representative will be included in the packets for consideration by the Planning and Zoning Board and/or the City Commission to assist them when they make their recommendations.

V. EXHIBITS:

A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.

B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and (f) F.A.C.*
A separate timeline for each fiscal year covered in this plan is attached as Exhibit B.

Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year
Covered in the Plan: Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Certification Page:
Signed Certification is attached as Exhibit D.
- E. Adopting Resolution:
Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.
- F. Program Information Sheet:
Completed program information sheet is attached as Exhibit F.
- G. Ordinance:
If changed from the original ordinance, a copy is attached as Exhibit G.
- H. Interlocal Agreement:
A copy of the Interlocal Agreement if applicable is attached as Exhibit H.

Fiscal Year 2010/2011	
Salaries and Benefits	\$ 43,000.00
Office Supplies and Equipment	\$ 10,000.00
Travel Perdiem Workshops, etc	\$ 2,000.00
Advertising	\$ 2,500.00
	<u>\$ 57,500.00</u>

Fiscal Year 2011/2012	
Salaries and Benefits	\$ 43,000.00
Office Supplies and Equipment	\$ 10,000.00
Travel Perdiem Workshops, etc	\$ 2,000.00
Advertising	\$ 2,500.00
	<u>\$ 57,500.00</u>

Fiscal Year 2012/2013	
Salaries and Benefits	\$ 43,000.00
Office Supplies and Equipment	\$ 10,000.00
Travel Perdiem Workshops, etc	\$ 2,000.00
Advertising	\$ 2,500.00
	<u>\$ 57,500.00</u>

Based on a distribution of \$575,000

FLORIDA HOUSING FINANCE CORPORATION							Please check applicable box, & if Amendment, enter number						
HOUSING DELIVERY GOALS CHART							New Plan: X						
STRATEGIES FOR THE HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2010/2011							Amendment:						
Name of Local Government: CITY OF DELTONA							Fiscal Year Closeout:						
							TOTAL AVAILABLE FUNDS: \$ 565,000.00						
							A	B	C	D	F	F	
HOME OWNERSHIP STRATEGIES		VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Purchase Assistance		2	\$ 40,000.00	1	\$ 34,500.00	1	\$ 7,000	\$ 74,500.00	\$ 47,000.00	\$ 0.00	\$ 121,500.00	21.50%	4
Purchase Rehab Assistance Program		2	\$ 50,000.00	1	\$ 44,500.00	1	\$ 20,000	\$ 0.00	\$ 164,500.00	\$ 0.00	\$ 164,500.00	29.12%	4
Affordable Housing Partnership		1	\$ 20,000.00	1	\$ 12,500.00			\$ 40,000.00		\$ 0.00	\$ 40,000.00	7.08%	2
Owner-Occupied Housing Rehabilitation		6	\$ 12,500.00	6	\$ 7,500.00		\$ 12,500	\$ 0.00	\$ 168,000.00	\$ 0.00	\$ 168,000.00	29.73%	12
Disaster Mitigation/Recovery Contingency		0	\$ 7,500.00	0		0	\$ 7,500	\$ 0.00	\$ -	\$ 0.00	\$ 0.00	0.00%	0
								\$ 0.00		\$ 0.00	\$ 0.00	0.00%	0
								\$ 0.00		\$ 0.00	\$ 0.00	0.00%	0
								\$ 0.00		\$ 0.00	\$ 0.00	0.00%	0
Subtotal 1 (Home Ownership)		11	\$ 130,000.00	9	\$ 99,000.00	2	\$ 47,000.00	\$ 114,500.00	\$ 379,500.00	\$ 0.00	\$ 494,000.00	87.43%	22
RENTAL STRATEGIES		ELI Units	Max. Award	VLI Units	Max. Award	LI Units	Max. Award	New Construction Dollars	Rehab/Repair Dollars	Without Construction Dollars	Total ELI Dollars	Total Percentage	Total Units
												0.00%	0
												0.00%	0
												0.00%	0
												0.00%	0
Subtotal 2 (Non-Home Ownership)		0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0
Administration Fees											\$ 56,500.00	10.00%	
Admin. From Program Income											\$ 14,500.00	2.57%	
Home Ownership Counseling													
GRAND TOTAL													
Add Subtotals 1 & 2, plus all Admin. & HO Counseling		11	\$ 130,000.00	9	\$ 99,000.00	2		\$ 114,500.00	\$ 379,500.00	\$ 0.00	\$ 565,000.00	100.00%	22
											90.00%		
Maximum Allowable Purchase Price:								New	\$ 230,177.00	Existing	\$ 237,031.00		
Allocation Breakdown		Amount		%									
Very-Low Income		\$ 275,000.00		48.7%				\$ -		Max Amount Program Income For Admin:		\$ 0.00	
Low Income		\$ 174,000.00		30.8%				\$ -					
Moderate Income		\$ 27,000.00		4.8%				\$ 0.00					
TOTAL		\$ 476,000.00		84.3%								13-Apr-04	