

Title: LHAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09



CITY OF PORT ST. LUCIE

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

FISCAL YEARS COVERED

2010, 2011, 2012

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I. PROGRAM DESCRIPTION Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.

A. Name of the participating local government and Interlocal, if applicable:
Section 420.9072(5),F.S.

City of Port St. Lucie

Interlocal: Yes _____ No x

Name of participating local government(s) in the Interlocal Agreement;

 N/A

If checked, a copy of the Interlocal Agreement is attached as **Exhibit H**.

B. Purpose of the program: Section 420.9072, F.S. and Chapter 67-37.005, F.A.C.
Creation of the Plan is for the purpose of meeting the housing needs of the Very-low, Low and Moderate income households, expanding production of and preserving affordable housing, and furthering the housing element of Port St. Lucie's comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: *Chapter 67-37.002,F.A.C.*

x	2010/2011
x	2011/2012
x	2012/2013

D. Governance: *Chapter 67-37.005,F.A.C. and Section 420.9071,F.S.*
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan.

Cities and Counties must be in compliance with these applicable statutes and rules.

E. Local Housing Partnership *Section 420.9072, F.S.*
The SHIP Program encourages building active partnerships between governments, lending institutions, builders and developers, real estate professionals, advocates for low income persons and community groups.

2. The City of Port St. Lucie has partnered with the St. Lucie County Lending Consortium since the inception of the SHIP program. Any financial institution or mortgage company that agrees to send representatives to semi-monthly meetings, provide a special lending package and support homebuyer education classes may join the consortium and offer first mortgage loans to SHIP applicants. The Consortium lenders have agreed to reduce their application fees, provide fixed rate mortgages at a reduced rate, waive PMI on loans from 80% to 90% loan-to-value, and waive origination fees and/or points for SHIP applicants. When bond funding is available and can be used in the best interest of the SHIP applicant, origination fees and/or points may be required and paid from SHIP funding. (When bond loans are not available from consortium members, Community Services staff may give temporary approval for a lender outside of the consortium to fund the loan under a bond commitment; it must be in the best interest of the applicant and the SHIP program to do so.) Training events and special meetings are also scheduled to bring together lenders, title companies, realtors and homebuilders.

F. Leveraging: *Chapter 67-37.007, F.A.C. and Section 420.9075, F.S.*

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: *Chapter 67-37.005, F.A.C.*

Public input was solicited through face to face meetings with housing providers, social service providers and local lenders. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability, if applicable.

H. Advertising and Outreach: *Chapter 67-37.005, F.A.C.*

The City of Port St. Lucie 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.

The City will also utilize its website - www.cityofpsl.com and its public access television and radio stations to provide housing program information and updates.

I. Discrimination: *Section 420.9075, F.S.*

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: *Chapter 67-37.005, F.A.C.*

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling and Credit Counseling.

K. Purchase Price Limits: *Section 420.9075, F.S. and Chapter 67-37.007(6)F.A.C.*

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 can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described below.

The methodology used by the City of Port St. Lucie is:

<input type="checkbox"/>	Independent Study (copy attached)
<input checked="" type="checkbox"/>	U.S. Treasury Department
<input type="checkbox"/>	Local HFA Numbers

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

L. Income Limits, Rent Limits and Affordability:

Chapter 67-37.005, F.A.C. and Section 420.9071, F.S.

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. 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. In the case of rental housing, the housing payments must not exceed the rental limits adjusted for bedroom size.

M. Welfare Transition Program: *Chapter 67-37.005(6)(b)(7)F.A.C.*

Should an eligible sponsor be used, Port St. Lucie 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:** *Section 420.9075, F.S.*
In the case of rental housing, Community Services staff shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, staff 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 at least annually for 15 years or for 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:** *Chapter 67-37.005, F.A.C and 420.9075(7), F.S.*
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 Port St. Lucie ensures that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:

“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.”

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:

“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 Port St. Lucie has adopted its administrative limitations according to the attached resolution in Exhibit E.

- P. Program Administration:** Administration of the local housing assistance plan is the responsibility of the applicable city/county. 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.

At this time the City of Port St. Lucie has no contract with a third party entity or consultant for administration of any portion of the functions of the SHIP program.

- Q. Essential Service Personnel:** Counties and eligible municipalities are required to include a definition of Essential Services Personnel as noted in Rule Chapter 67-37.002(8) F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.

Essential Service Personnel are “Those employed persons whose household income does not exceed program income limits; this includes but is not limited to teachers and educators; other school district employees, community college employees, and university employees; police and fire personnel; health care personnel; skilled building trades personnel; government personnel; and other job categories as required by Section 420.9075(3)(a), F.S.”

- R. Green Building/Innovative Design:** Section 420.9075(3)(d), F.S.: Requires 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. Provide a brief description as required:

The city requires energy star appliances in the SHIP program and is working with Florida Power and Light in their energy program to provide rebates for weather stripping of windows and upgrading of AC units (where the unit has to be replaced). All homes are required to have storm shutters if we are replacing windows; those shutters are provided through the SHIP program. Other energy efficient upgrades may be recommended in connection with needed repairs. Very-low income households may be eligible for energy efficient replacement of items not in need of repair if there is sufficient funding.

II. LHAP HOUSING STRATEGIES: *Chapter 67-37.005(5), F.A.C.*

Information on individual strategies is set out below. **General Provisions pertaining to all strategies are attached as Exhibit I.**

Name of Strategy:	A. Home Purchase with rehab								
Summary of the Strategy:	<p>Funding assistance to eligible home buyers to purchase newly constructed homes or existing homes that have recently been repaired or are currently in need of repair. All existing homes will require approximately \$1,500 in documented, eligible repairs or will have received documented, eligible repairs of approximately \$1,500 within 12 months prior to closing. When homes being purchased need extensive repairs, repair assistance may be furnished through the Repair/Rehab/Reconstruction program after closing. These homes will be considered "Home Purchase without rehab" and will not count toward the program requirement of 75% for construction, rehabilitation, and/or emergency repair. SHIP monies may be used for any or all of the following: down-payment, closing costs, prepaids, and/or eligible repair/rehabilitation. Home purchase assistance may be used in conjunction with Land Acquisition/Surplus Property program for Very- low income applicants only.</p> <p>Maximum Funding Amounts which include a grant of up to \$2,000 for home inspections and project delivery are tiered according to income level as follows:</p> <table data-bbox="706 1344 1404 1501"> <tr> <td>Very-low income (50% or less of AMI)</td> <td>\$32,000</td> </tr> <tr> <td>Low income (over 50% to 80% AMI)</td> <td>\$22,000</td> </tr> <tr> <td>Mod income (over 80% to 100% AMI)</td> <td>\$12,000</td> </tr> <tr> <td>Mod income (over 100% to 120% AMI)</td> <td>\$7,000</td> </tr> </table>	Very-low income (50% or less of AMI)	\$32,000	Low income (over 50% to 80% AMI)	\$22,000	Mod income (over 80% to 100% AMI)	\$12,000	Mod income (over 100% to 120% AMI)	\$7,000
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Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013								
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate								

Name of Strategy:	A. Home Purchase with rehab
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>	
Terms of the Award, Recapture & Default:	<p>The SHIP loan will be in the form of a deferred payment loan (DPL) which carries 0% interest and is due on transfer of the home or forgiven after 30 years, whichever comes first. The SHIP mortgage will generally be a second mortgage, subordinate only to a first mortgage from a member of the St. Lucie County Lending Consortium or an approved local lender offering bond financing. The City may agree to third position for the SHIP loan if additional leveraged assistance, such as HAP, HOP or HOME funding, is available, beneficial to the applicant and requires a second mortgage position.</p> <p>Loan repayments or payoffs received prior to the loan term are program income. A default occurs when the assisted property is subject to foreclosure, resulting in recaptured funds. The remaining loan balance is due at the time default is adjudicated.</p>
Recipient Selection Criteria:	Applications are accepted all year if funding is sufficient, or a funding cycle may be established after a notice of funding has been advertised. Applications will be selected based on income categories with Very-low selected first, then Low and then Moderate income. A waiting list may be established according to provisions in Item A12 of "General Provisions" Exhibit I
Sponsor Selection Criteria and Duties:	No sponsors are anticipated to be solicited for this strategy.
Additional Information:	<p>Applicants must comply with the following requirements:</p> <p>Cash Contribution: Home buyers must provide at least \$500 toward the total cost of the transaction.</p> <p>Cash on hand/Gifts: In general, verifiable cash and other assets (combined with gifts from family members, if applicable) should not exceed \$15,000. (Tax deferred accounts, such as 401(k), IRA, etc. will not be listed as assets for determination of cash-on-hand but will be considered assets for determining income.) Applicants with additional assets may be asked to use amounts</p>

Name of Strategy:	A. Home Purchase with rehab
	<p>exceeding the maximum allowed before home purchase assistance will be disbursed. Extenuating circumstances may be considered (i.e. funds reserved for medically necessary item.)</p> <p>Prequalification by Lender: Applicants must be able to qualify for a mortgage loan from a member of the St. Lucie County Lending Consortium or an approved local lender offering bond financing. A prequalification letter will be required before the application will be processed completely or selected for funding. Only those households meeting the local lending criteria will be processed further. Households with credit problems will be referred to a consumer credit counseling service for assistance,</p> <p>Housing Debt (Affordability): Housing purchased under the Program must meet the definition of “Affordable,” as described in Item I(L) above. Ratios for housing costs (front-end ratio) and debts (back-end ratio), however, should not be less than 29% or more than 45% of a household’s income. Funding for home purchase is limited to 50% of the purchase price.</p> <p>Homebuyer Education: Approved clients must attend and complete all sessions of an approved homebuyer education workshop before closing.</p>

Name of Strategy:	B. Home Purchase without rehab								
Summary of the Strategy:	<p>Funding assistance to eligible home buyers to purchase existing homes that have not been repaired recently and are not in need of repair. This strategy also includes homes being purchased that need extensive repairs that must be accomplished through the Repair/Rehab/Reconstruction program after closing. Funding for these homes is limited to 25% of SHIP distribution, as they cannot be counted toward the program requirement of 75% for construction, rehabilitation, and/or emergency repair. SHIP monies may be used for any or all of the following: down-payment, closing costs, and prepaids.</p> <p>Maximum Funding Amounts which include a grant of up to \$2,000 for home inspections and project delivery are tiered according to income level as follows:</p> <table data-bbox="711 1087 1404 1234"> <tr> <td>Very-low income (50% or less of AMI)</td> <td>\$32,000</td> </tr> <tr> <td>Low income (over 50% to 80% AMI)</td> <td>\$22,000</td> </tr> <tr> <td>Mod income (over 80% to 100% AMI)</td> <td>\$12,000</td> </tr> <tr> <td>Mod income (over 100% to 120% AMI)</td> <td>\$7,000</td> </tr> </table>	Very-low income (50% or less of AMI)	\$32,000	Low income (over 50% to 80% AMI)	\$22,000	Mod income (over 80% to 100% AMI)	\$12,000	Mod income (over 100% to 120% AMI)	\$7,000
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Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013								
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate								
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>									
Terms of the Award, Recapture & Default:	<p>The SHIP loan will be in the form of a deferred payment loan (DPL) which carries 0% interest and is due on transfer of the home or forgiven after 30 years, whichever comes first. The SHIP mortgage will generally be a second mortgage, subordinate only to a first mortgage from a member of the St. Lucie County Lending Consortium or an approved local lender offering bond financing. The City may agree to third position for the SHIP loan if additional leveraged assistance, such as HAP, HOP or HOME</p>								

Name of Strategy:	B. Home Purchase without rehab
	<p>funding, is available, beneficial to the applicant and requires a second mortgage position.</p> <p>Loan repayments or payoffs received prior to the loan term are program income. A default occurs when the assisted property is subject to foreclosure, resulting in recaptured funds. The remaining loan balance is due at the time default is adjudicated.</p>
Recipient Selection Criteria:	<p>Applications are accepted all year if funding is sufficient, or a funding cycle may be established after a notice of funding has been advertised. Applications will be selected based on income categories with Very-low selected first, then Low and then Moderate income. A waiting list may be established according to provisions in Item A12 of "General Provisions" Exhibit I</p>
Sponsor Selection Criteria and Duties:	<p>No sponsors are anticipated to be solicited for this strategy.</p>
Additional Information:	<p>Applicants must comply with the following requirements:</p> <p>Cash Contribution: Home buyers must provide at least \$500 toward the total cost of the transaction.</p> <p>Cash on hand/Gifts: In general, verifiable cash and other assets (combined with gifts from family members, if applicable) should not exceed \$15,000. (Tax deferred accounts, such as 401(k), IRA, etc. will not be listed as assets for determination of cash-on-hand but will be considered assets for determining income.) Applicants with additional assets may be asked to use amounts exceeding the maximum allowed before home purchase assistance will be disbursed. Extenuating circumstances may be considered (i.e. funds reserved for medically necessary item.)</p> <p>Prequalification by Lender: Applicants must be able to qualify for a mortgage loan from a member of the St. Lucie County Lending or an approved local lender offering bond financing. A prequalification letter will be required before the application will be processed completely or selected for funding. Only those</p>

Name of Strategy:	B. Home Purchase without rehab
	<p>households meeting the local lending criteria will be processed further. Households with credit problems will be referred to a consumer credit counseling service for assistance,</p> <p>Housing Debt (Affordability): Housing purchased under the Program must meet the definition of “Affordable,” as described in Item I(L) above. Ratios for housing costs (front-end ratio) and debts (back-end ratio), however, should not be less than 29% or more than 45% of a household’s income. Funding for home purchase is limited to 50% of the purchase price.</p> <p>Homebuyer Education: Approved clients must attend and complete all sessions of an approved homebuyer education workshop before closing.</p>

Name of Strategy:	C. Repair/Rehab/Reconstruction												
Summary of the Strategy:	<p>Funding for eligible owner/occupants to assist in eliminating housing related code violations, correcting safety and sanitary issues, providing hazard mitigation or special needs/retrofit improvements, and adding needed living space. The program may provide funding for demolition and reconstruction if a home is beyond financial feasibility to repair. All appliances purchased in connection with the repair program will be Energy Star rated. Other energy efficient upgrades may be recommended in connection with needed repairs. Very-low income households may be eligible for energy efficient replacement of items not in need of repair if there is sufficient funding.</p> <p>Clients may qualify for hazard mitigation or special needs/retrofit activities under this strategy if there is sufficient funding. If there is insufficient funding for those clients, or if the household does not require or qualify for repair funding, the Hazard Mitigation or Special Needs/Retrofit strategies may assist those clients.</p> <p>Maximum funding amounts which include a grant of up to \$2,000 for home inspections, recording and project delivery will be tiered according to income level and allow for higher funding for reconstruction:</p> <table border="1" data-bbox="703 1423 1382 1570"> <thead> <tr> <th><u>Income</u></th> <th><u>Repairs/Rehab</u></th> <th><u>Reconstruction</u></th> </tr> </thead> <tbody> <tr> <td>Very-low</td> <td>\$52,000</td> <td>\$72,000</td> </tr> <tr> <td>Low</td> <td>\$42,000</td> <td>\$62,000</td> </tr> <tr> <td>Moderate</td> <td>\$32,000</td> <td>\$52,000</td> </tr> </tbody> </table>	<u>Income</u>	<u>Repairs/Rehab</u>	<u>Reconstruction</u>	Very-low	\$52,000	\$72,000	Low	\$42,000	\$62,000	Moderate	\$32,000	\$52,000
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Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate												

Name of Strategy:	C. Repair/Rehab/Reconstruction															
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>																
Terms of the Award, Recapture & Default:	<p>The SHIP loan will be in the form of a deferred payment loan (DPL) which carries 0% interest. Terms of recapture differ by income level as follows:</p> <p>For Extremely-low, Very-low, Low and Moderate Income (up to 100% of median) the DPL will be forgiven at the rate of 10% per year. However, depending on the income category, a portion of the loan will be due on sale/transfer or forgiven after 30 years, whichever comes first.</p> <table border="1" data-bbox="703 842 1435 1031"> <thead> <tr> <th><u>Income</u></th> <th><u>Forgiveness %</u></th> <th><u>Due on Transfer %</u></th> </tr> </thead> <tbody> <tr> <td>ELI</td> <td>100%</td> <td>0%</td> </tr> <tr> <td>Very-Low</td> <td>70%</td> <td>30%</td> </tr> <tr> <td>Low</td> <td>60%</td> <td>40%</td> </tr> <tr> <td>Mod to 100% AMI</td> <td>50%</td> <td>50%</td> </tr> </tbody> </table> <p>For Moderate income over 100%, the DPL will be <u>due on transfer</u> or forgiven after 30 years, whichever comes first.</p> <p>When disaster victims are involved in disputes with their insurance companies and cannot delay repairs, a special recapture provision discussed under Item A2 of “General Provisions” Exhibit I will allow funding while the claim is being settled.</p> <p>The Mortgage will generally be subordinate to any mortgages already existing against the property.</p> <p>Loan repayments or payoffs received prior to the loan term are program income. A default occurs when the assisted property is subject to foreclosure, resulting in recaptured funds. The remaining loan balance is due at the time default is adjudicated.</p>	<u>Income</u>	<u>Forgiveness %</u>	<u>Due on Transfer %</u>	ELI	100%	0%	Very-Low	70%	30%	Low	60%	40%	Mod to 100% AMI	50%	50%
<u>Income</u>	<u>Forgiveness %</u>	<u>Due on Transfer %</u>														
ELI	100%	0%														
Very-Low	70%	30%														
Low	60%	40%														
Mod to 100% AMI	50%	50%														
Recipient Selection Criteria:	Applications are accepted all year if funding is sufficient, or a funding cycle may be established after a notice of funding has been advertised. Applications will be selected on a “first-come, first-ready” basis unless															

Name of Strategy:	C. Repair/Rehab/Reconstruction
	selection by income is required to maintain compliance with State guidelines relating to percentages of Very-low and Low income to be served. A waiting list may be established according to provisions in Item A12 of “General Provisions” Exhibit I
Sponsor Selection Criteria and Duties:	No sponsors are anticipated to be solicited for this strategy.
Additional Information:	<p>Applicants must comply with the following requirements:</p> <p>Cash on hand: In general, verifiable cash and other assets should not exceed \$15,000. (Tax deferred accounts, such as 401(k), IRA, etc. will not be listed as assets for determination of cash-on-hand but will be considered assets for determining income.) Applicants with additional assets may be asked to use amounts exceeding the maximum allowed before assistance will be disbursed. Extenuating circumstances may be considered (i.e. funds reserved for medically necessary item.) Amounts paid by insurance companies and/or FEMA for all or a portion of the SHIP-eligible repairs must be utilized first before SHIP funds will be disbursed.</p> <p>Credit Worthiness: If the applicant’s mortgage loan(s) or property taxes are delinquent, if a foreclosure or bankruptcy action or a lis pendens affecting the home has been filed, or if the applicant does not appear to be able to sustain the housing payments, Community Services staff will defer funding and/or decline to add client’s name to the waiting list until the delinquency has been cured, action has been cleared, and/or sustainability has been established.</p> <p>Inspection: The City requires inspections on all homes to be repaired/rehabilitated/reconstructed unless the customer signs a waiver indicating that the repairs requested are for a specific purpose, such as accessibility or hazard mitigation, and they do not want an inspection of the rest of their home. The SHIP-approved inspector determines eligibility of repairs. When repairs are required and eligible, SHIP</p>

Name of Strategy:	C. Repair/Rehab/Reconstruction
	funding may be approved for payment of temporary relocation fees; any amounts paid will be deducted from the maximum award for the strategy.

Name of Strategy:	D. Hazard Mitigation															
Summary of the Strategy:	<p>Supplements the Repair/Rehab/Reconstruction program for mitigation activities only. The program covers activities such as water/sewer hook-ups, hurricane shutter protection and garage door strengthening. Clients may qualify for hazard mitigation activities under the Repair/Rehab/Reconstruction program if there is sufficient funding. If there is insufficient funding for those clients, or if the household does not require or qualify for repair funding, the Hazard Mitigation strategy may assist those clients.</p> <p>Maximum funding for this strategy is \$17,000 for all income levels, which includes up to \$2,000 in grant funding for mortgage recording, inspection, and project delivery fees.</p>															
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Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate															
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>																
Terms of the Award, Recapture & Default:	<p>The SHIP loan will be in the form of a deferred payment loan (DPL) which carries 0% interest. Terms of recapture differ by income level as follows:</p> <p>For Extremely-low, Very-low, Low and Moderate Income (up to 100% of median) the DPL will be forgiven at the rate of 10% per year. However, depending on the income category, a portion of the loan will be due on sale/transfer or forgiven after 30 years, whichever comes first:</p> <table border="1" data-bbox="703 1669 1437 1848"> <thead> <tr> <th><u>Income</u></th> <th><u>Forgiveness %</u></th> <th><u>Due on Transfer %</u></th> </tr> </thead> <tbody> <tr> <td>ELI</td> <td>100%</td> <td>0%</td> </tr> <tr> <td>Very-low</td> <td>70%</td> <td>30%</td> </tr> <tr> <td>Low</td> <td>60%</td> <td>40%</td> </tr> <tr> <td>Mod to 100% AMI</td> <td>50%</td> <td>50%</td> </tr> </tbody> </table>	<u>Income</u>	<u>Forgiveness %</u>	<u>Due on Transfer %</u>	ELI	100%	0%	Very-low	70%	30%	Low	60%	40%	Mod to 100% AMI	50%	50%
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ELI	100%	0%														
Very-low	70%	30%														
Low	60%	40%														
Mod to 100% AMI	50%	50%														

Name of Strategy:	D. Hazard Mitigation
	<p>For Moderate income over 100% of AMI, the DPL will be <u>due on transfer</u> or forgiven after 30 years, whichever comes first.</p> <p>The Mortgage will generally be subordinate to any mortgages already existing against the property.</p> <p>Loan repayments or payoffs received prior to the loan term are program income. A default occurs when the assisted property is subject to foreclosure, resulting in recaptured funds. The remaining loan balance is due at the time default is adjudicated.</p>
Recipient Selection Criteria:	<p>Applications are accepted all year if funding is sufficient, or a funding cycle may be established after a notice of funding has been advertised. Applications will be selected on a “first-come, first-ready” basis unless selection by income is required to maintain compliance with State guidelines relating to percentages of Very-low and Low income to be served. A waiting list may be established according to provisions in Item A12 of “General Provisions” Exhibit I</p>
Sponsor Selection Criteria and Duties:	<p>No sponsors are anticipated to be solicited for this strategy.</p>
Additional Information:	<p>Applicants must comply with the following requirements:</p> <p>Cash on hand: In general, verifiable cash and other assets should not exceed \$15,000. (Tax deferred accounts, such as 401(k), IRA, etc. will not be listed as assets for determination of cash-on-hand but will be considered assets for determining income.) Applicants with additional assets may be asked to use amounts exceeding the maximum allowed before assistance will be disbursed. Extenuating circumstances may be considered (i.e. funds reserved for medically necessary item.)</p> <p>Credit Worthiness: If the applicant’s mortgage loan(s) or property taxes are delinquent, if a foreclosure or</p>

Name of Strategy:	D. Hazard Mitigation
	<p>bankruptcy action or a lis pendens affecting the home has been filed, or if the applicant does not appear to be able to sustain the housing payments, Community Services staff will defer funding and/or decline to add client's name to the waiting list until the delinquency has been cured, the action has been cleared, and/or sustainability has been established.</p> <p>Inspection: The City does not require inspections for the Hazard Mitigation program but will discuss the Repair/Rehab/Reconstruction program and perform inspections upon request.</p>

Name of Strategy:	E. Special Needs/Retrofit			
Summary of the Strategy:	<p>Supplements the Repair/Rehab/Reconstruction program for special needs accessibility/retrofit items only. The program provides for modifications to the home to provide disabled household members with increased access and/or use of their homes. These modifications may include either structural adaptations or addition of apparatus that is permanently affixed to the housing unit. Clients may qualify for Special Needs/Retrofit activities under the Repair/Rehab/Reconstruction program if there is sufficient funding. If there is insufficient funding for those clients, or if the household does not require or qualify for repair funding, the strategy may assist those clients.</p> <p>Maximum funding for this strategy is \$17,000 for all income levels, which includes up to \$2,000 in grant funding for mortgage recording, inspection, and project delivery fees.</p>			
Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013			
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate			
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>				
Terms of the Award, Recapture & Default:	<p>The SHIP loan will be in the form of a deferred payment loan (DPL) which carries 0% interest. Terms of recapture differ by income level as follows:</p> <p>For Extremely-low, Very-low, Low and Moderate Income (up to 100% of median) the DPL will be forgiven at the rate of 10% per year. However, depending on the income category, a portion of the loan will be due on sale/transfer or forgiven after 30 years, whichever comes first:</p> <table border="0" data-bbox="703 1816 1437 1850"> <tr> <td style="text-align: center;"><u>Income</u></td> <td style="text-align: center;"><u>Forgiveness %</u></td> <td style="text-align: center;"><u>Due on Transfer %</u></td> </tr> </table>	<u>Income</u>	<u>Forgiveness %</u>	<u>Due on Transfer %</u>
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Name of Strategy:	E. Special Needs/Retrofit												
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ELI	100%	0%											
Very-low	70%	30%											
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Mod to 100% AMI	50%	50%											
Recipient Selection Criteria:	Applications are accepted all year if funding is sufficient, or a funding cycle may be established after a notice of funding has been advertised. Applications will be selected on a “first-come, first-ready” basis unless selection by income is required to maintain compliance with State guidelines relating to percentages of Very-low and Low income to be served. A waiting list may be established according to provisions in Item A12 of “General Provisions” Exhibit I												
Sponsor Selection Criteria and Duties:	No sponsors are anticipated to be solicited for this strategy.												
Additional Information:	<p>Applicants must comply with the following requirements:</p> <p>Cash on hand: In general, verifiable cash and other assets should not exceed \$15,000. (Tax deferred accounts, such as 401(k), IRA, etc. will not be listed as assets for determination of cash-on-hand but will be considered assets for determining income.) Applicants with additional assets may be asked to use amounts exceeding the maximum allowed before assistance will be disbursed. Extenuating circumstances may be</p>												

Name of Strategy:	E. Special Needs/Retrofit
	<p>considered (i.e. funds reserved for medically necessary item.)</p> <p>Credit Worthiness: If the applicant’s mortgage loan(s) or property taxes are delinquent, if a foreclosure or bankruptcy action or a lis pendens affecting the home has been filed, or if the applicant does not appear to be able to sustain the housing payments, Community Services staff will defer funding and/or decline to add client’s name to the waiting list until the delinquency has been cured, the action has been cleared, and/or sustainability has been established.</p> <p>Medical Necessity: The City may request a doctor’s verification of need for the modification requested.</p> <p>Inspection: The City may not require inspections for individual adaptations such as a wheel-chair ramp but will discuss the Repair/Rehab/Reconstruction program and perform inspections as needed and/or upon request.</p>

Name of Strategy:	F. Water/Sewer Assessment Payment
Summary of the Strategy:	<p>Designed to help homeowners pay the remaining balance of the assessment for water and/or sewer on their primary residence (shown as Water/Sewer Benefit on the property tax statement.) Water/Sewer Assessment Payments will be approved for one property per household.</p> <p>Maximum funding for this strategy is <u>\$5,000</u> for both VL and Low income levels.</p>
Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input type="checkbox"/> Moderate
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>	
Terms of the Award, Recapture & Default:	<p>Water/Sewer Assessment Payment Assistance will be provided as a grant. There is no lien placed on the property and no repayment is required.</p>
Recipient Selection Criteria:	<p>Applications are accepted all year if funding is sufficient, or a funding cycle may be established after a notice of funding has been advertised. Applications will be selected on a “first-come, first-ready” basis unless selection by income is required to maintain compliance with State guidelines relating to percentages of Very-low and Low income to be served. A waiting list may be established according to provisions in Item A12 of “General Provisions” Exhibit I</p>
Sponsor Selection Criteria and Duties:	<p>No sponsors are anticipated to be solicited for this strategy.</p>

Name of Strategy:	F. Water/Sewer Assessment Payment
Additional Information:	Applicants must comply with the following requirements: Cash on hand: Combined total assets of all household members cannot exceed \$60,000. This does not include the principal residence or necessary personal belongings. Property: The subject property must be improved with a home. The City will not pay assessments on vacant property.

Name of Strategy:	G1. Disaster Recovery – Repair, Reconstruction G2. Disaster Recovery – Purchase New or Existing Home
Summary of the Strategy:	<p>Provides funding for eligible households who need assistance to <u>repair, reconstruct or purchase</u> new or existing homes to replace primary residences affected by disaster. Activities under this strategy should be related to assisting disaster victims affected by federal or state-declared disasters or individual disasters such as home fires. When state disaster funding is utilized, the emergency or disaster must be “declared by Executive Order.” The funds may be utilized for the interim repair and/or subsequent repair/reconstruction or replacement of eligible housing. Other eligible expenses may include:</p> <ul style="list-style-type: none"> ➤ purchase of emergency supplies for eligible households to waterproof damaged homes, ➤ interim repairs to prevent further damage, ➤ tree and debris removal required to make individual housing units habitable or prepare for reconstruction of housing ➤ Other eligible expenses as authorized by Florida Housing Finance Corporation disaster strategies or emergency rules <p>In the event of the total destruction of a home, assistance may be utilized to purchase a home, prepare a site for construction and/or construct or reconstruct a home.</p> <p>Maximum funding amounts for repair/reconstruction and home purchase categories include a grant of up to \$2,000 for home inspections, recording and project delivery and are tiered according to income levels.</p> <p>Maximum funding amounts for the repair/reconstruction category also allow for higher funding for reconstruction and are tiered as follows:</p>

Name of Strategy:	G1. Disaster Recovery – Repair, Reconstruction G2. Disaster Recovery – Purchase New or Existing Home																				
	<table border="0"> <thead> <tr> <th data-bbox="703 415 878 447"><u>Income</u></th> <th data-bbox="878 415 1170 447"><u>Repairs/Rehab</u></th> <th data-bbox="1170 415 1442 447"><u>Reconstruction</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="703 447 878 478">Very-low</td> <td data-bbox="878 447 1170 478">\$52,000</td> <td data-bbox="1170 447 1442 478">\$72,000</td> </tr> <tr> <td data-bbox="703 478 878 510">Low</td> <td data-bbox="878 478 1170 510">\$42,000</td> <td data-bbox="1170 478 1442 510">\$62,000</td> </tr> <tr> <td data-bbox="703 510 878 541">Moderate</td> <td data-bbox="878 510 1170 541">\$32,000</td> <td data-bbox="1170 510 1442 541">\$52,000</td> </tr> </tbody> </table> <p data-bbox="703 562 1442 636">Maximum funding amounts for the home replacement category are as follows:</p> <table border="0"> <tbody> <tr> <td data-bbox="703 678 1279 709">Very-low income (50% or less of AMI)</td> <td data-bbox="1279 678 1442 709">\$72,000</td> </tr> <tr> <td data-bbox="703 709 1279 741">Low income (80% or less of AMI)</td> <td data-bbox="1279 709 1442 741">\$62,000</td> </tr> <tr> <td data-bbox="703 741 1279 772">Mod income (over 80% to 100% AMI)</td> <td data-bbox="1279 741 1442 772">\$52,000</td> </tr> <tr> <td data-bbox="703 772 1279 804">Mod income (over 100% to 120% AMI)</td> <td data-bbox="1279 772 1442 804">\$32,000</td> </tr> </tbody> </table>	<u>Income</u>	<u>Repairs/Rehab</u>	<u>Reconstruction</u>	Very-low	\$52,000	\$72,000	Low	\$42,000	\$62,000	Moderate	\$32,000	\$52,000	Very-low income (50% or less of AMI)	\$72,000	Low income (80% or less of AMI)	\$62,000	Mod income (over 80% to 100% AMI)	\$52,000	Mod income (over 100% to 120% AMI)	\$32,000
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<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>																					
Terms of the Award, Recapture & Default:	<p data-bbox="703 1108 1442 1213">The SHIP loan will be in the form of a deferred payment loan (DPL) which carries 0% interest. Terms of recapture differ by income level and type of assistance provided.</p> <p data-bbox="703 1255 1442 1476">Households provided with assistance will be subject to the recapture terms set out under “Terms of the Award, Recapture & Default” under the Repair/Rehab/Reconstruction strategy on Page 15 or the Home Purchase strategy on Page 7, depending upon the type of disaster recovery assistance required.</p> <p data-bbox="703 1518 1442 1738">When disaster victims are involved in disputes with their insurance companies and cannot delay repairs, a special recapture provision discussed under Item A2 of “General Provisions” Exhibit I will allow funding while the claim is being settled. This provision is not applicable under the home replacement category.</p> <p data-bbox="703 1780 1442 1848">The SHIP mortgage will be subordinate to any mortgages already existing against the property or a first mortgage</p>																				

Name of Strategy:	G1. Disaster Recovery – Repair, Reconstruction G2. Disaster Recovery – Purchase New or Existing Home
	obtained to provide a replacement home. Loan repayments or payoffs received prior to the loan term are program income. A default occurs when the assisted property is subject to foreclosure, resulting in recaptured funds. The remaining loan balance is due at the time default is adjudicated.
Recipient Selection Criteria:	Applications are accepted at anytime during the year if assistance is needed and funding is sufficient, or, in the event of a disaster affecting a number of households, a funding cycle may be advertised. Applications will be selected on a “first-come, first-ready” basis unless selection by income is required to maintain compliance with State guidelines relating to percentages of Very-low and Low income to be served. A waiting list may be established according to provisions in Item A12 of “General Provisions” Exhibit I
Sponsor Selection Criteria and Duties:	No sponsors are anticipated to be solicited for this strategy.
Additional Information:	Applicants must comply with the following requirements: Cash on hand/Gifts: In general, verifiable cash and other assets (combined with gifts from family members, if applicable) should not exceed \$15,000. (Tax deferred accounts, such as 401(k), IRA, etc. will not be listed as assets for determination of cash-on-hand but will be considered assets for determining income.) Applicants with additional assets may be asked to use amounts exceeding the maximum allowed before assistance will be disbursed. Extenuating circumstances may be considered (i.e. funds reserved for medically necessary item.) Amounts paid by insurance companies and/or FEMA for all or a portion of the SHIP-eligible repairs or as reimbursement for total loss of a housing unit must be utilized first before SHIP funds will be disbursed. Credit Worthiness: Applicants for home purchase assistance under this strategy must be able to qualify for a

Name of Strategy:	G1. Disaster Recovery – Repair, Reconstruction G2. Disaster Recovery – Purchase New or Existing Home
	<p>mortgage loan from their current lender or a member of the St. Lucie County Lending Consortium. Applicants who require repairs or reconstruction must be current on mortgage payments. If a foreclosure action or a bankruptcy action affecting the home has been filed, Community Services staff may defer funding until the delinquency has been cured or the action has been cleared.</p> <p>Housing Debt (Affordability): Housing purchased with assistance under the Disaster Recovery Program must meet the definition of “Affordable,” as described in Item 1(L) above. Ratios for housing costs (front-end ratio) and debts (back-end ratio), however, should not be less than 30% or more than 45% of a household’s income.</p> <p>Inspection: The City requires inspections on all homes to be repaired/rehabilitated/reconstructed unless the repairs requested are minimal and the customer signs a waiver. The SHIP-approved inspector determines eligibility of repairs. When repairs are required and eligible, SHIP funding may be approved for payment of temporary relocation fees; any amounts paid will be deducted from the maximum award for the strategy.</p>

Name of Strategy:	H. Foreclosure Prevention
Summary of the Strategy:	<p>Provides assistance to help Port St. Lucie households avoid foreclosure if the delinquency is due to circumstances beyond their control. Assistance is limited to households who are in default but likely to be able to keep up with housing expenses once the mortgage is brought current. Eligible expenses include past due mortgage payments (principal, interest, taxes and insurance), delinquent condominium fees or assessments, attorney's fees, late fees and other customary fees associated with defaulted mortgages. This is a one-time assistance program, available only to those who have never received funds from this strategy.</p> <p>Maximum funding for this strategy is <u>\$5,000</u> for all income levels.</p>
Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>	
Terms of the Award, Recapture & Default:	Foreclosure Prevention Assistance will be provided as a grant. There is no lien placed on the property and no repayment is required.
Recipient Selection Criteria:	Applications are accepted all year if funding is sufficient
Sponsor Selection Criteria and Duties:	No sponsors are anticipated to be solicited for this strategy.
Additional Information:	<p>Applicants must comply with the following requirements:</p> <p>Cash on hand: In general, the applicant(s) should not have more than one mortgage payment on hand. If the applicant has additional assets available, he/she may be asked to use those assets before mortgage payment assistance or condo assessment assistance will be</p>

Name of Strategy:	H. Foreclosure Prevention
	<p>disbursed. Extenuating circumstances may be considered.</p> <p>Contact with lender: The applicant(s) must have already contacted the current mortgage lender or the condo association to discuss the delinquency and pursue other avenues to solve the problem.</p> <p>Default Circumstances: Applicants for mortgage payment assistance must show that the delinquency was unavoidable due to one or more of the following reasons:</p> <ul style="list-style-type: none"> ➤ Loss of employment ➤ Sudden medical expenses ➤ Divorce or separation ➤ Death in family ➤ Unforeseen home repair bills <p>Curable Default: Applicants must show that they can afford to keep up with regular housing expenses once the mortgage is brought current or the assessment is paid.</p> <p>Credit Counseling: Applicants must undergo mortgage delinquency counseling from Consumer Credit Counseling Service before they will be able to receive funds from the program. CCCS will work with City staff to determine if curing the default is possible and in the best interest of the client.</p> <p>Leveraging: Community Services may require the applicant to apply for assistance from other programs that might be available at the time of the delinquency.</p>

Name of Strategy:	I. Land Acquisition/Surplus Property for Building Program
Summary of the Strategy:	<p>Provides individual scattered building lots for Very-low income clients whose homes are being built by a non-profit housing organization. Lots may be purchased or the City may utilize surplus vacant lots that are suitable for the affordable housing program. Surplus vacant lots may also be utilized in a Community Land Trust or sold with the funds deposited in the appropriate housing trust fund. Very-low income clients may qualify for purchase of a scattered site lot plus down payment/closing cost assistance under the Home Purchase Program. Eligible houses for eligible clients must be built on the land within program expenditure timelines.</p> <p>Maximum funding level for lot purchase is \$25,000.</p>
Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input type="checkbox"/> Low <input type="checkbox"/> Moderate
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>	
Terms of the Award, Recapture & Default:	<p>For purchased lots, the City will record a mortgage in the amount of the purchase price at the time of construction. This will be a deferred loan (DPL), with no interest, and due and payable when the home is sold or after 30 years. For surplus property, the land may be secured by a land lease or the City will record resale restrictions and a mortgage for the appraised value of the lot at time of construction. As an alternative, the City may transfer the lot to a Community Land Trust, in the event that an acceptable local land trust is created, in order to make the units permanently affordable.</p>
Recipient Selection Criteria:	<p>Households benefiting from the homeownership strategy must be sent by the Sponsor for prequalification under guidelines set forth under the Home Purchase strategy.</p>

Name of Strategy:	I. Land Acquisition/Surplus Property for Building Program
Sponsor Selection Criteria and Duties:	<p>Applications from organizations may be accepted all year if funding is available. When funding is limited or certain types of projects are targeted, a Request for Proposal may be utilized and the benefits of the proposed project will be examined. The City may require the sponsor to qualify under the same guidelines as those required for the Non-Profit, For-profit, CBO strategy shown above.</p> <p>Organizations selected for this strategy may be asked to request approval through City Council.</p>
Additional Information:	None

Name of Strategy:	J1. Non-profit/For-profit/CBO – Homeownership J2. Non-profit/For profit/CBO - Rental Assistance				
Summary of the Strategy:	<p>Allows Non-profits, For-profits and Community Based Organizations (CBOs) to apply for grants to pay impact fees and/or construction costs for homeownership or rental projects. It may also be utilized by non-profits that are building specialized housing for low income or special needs clients. Eligible fees and costs include building permit and utility hookup fees, or any other costs normally associated with construction of a residential building. In general these organizations must provide housing for households with incomes at 80% of the median or below. All organizations must provide housing at a substantial benefit to eligible clients.</p> <p>Maximum Funding Amounts are tiered according to income level benefited as follows:</p> <table data-bbox="711 1045 1403 1121"> <tr> <td>Very-low income (50% or less of AMI)</td> <td>\$12,000</td> </tr> <tr> <td>Low income (80% or less of AMI)</td> <td>\$ 8,000</td> </tr> </table>	Very-low income (50% or less of AMI)	\$12,000	Low income (80% or less of AMI)	\$ 8,000
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Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013				
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input type="checkbox"/> Moderate				
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>					
Terms of the Award, Recapture & Default:	Assistance will be provided as a grant. However, a contract with the City of Port St. Lucie will restrict rental units assisted to Very-low or Low income occupancy for 15 years.				
Recipient Selection Criteria:	Households benefiting from the homeownership strategy must be sent by the Sponsor for prequalification under guidelines set forth under the Home Purchase strategy. Rental applicants may be pre-qualified by the sponsor with review by City staff.				

Name of Strategy:	J1. Non-profit/For-profit/CBO – Homeownership J2. Non-profit/For profit/CBO - Rental Assistance
Sponsor Selection Criteria and Duties:	<p>Applications from organizations may be accepted all year if funding is available. When funding is limited or certain types of projects are targeted, a Request for Proposal may be utilized. Documentation regarding purpose and scope of project and sponsor’s organizational and housing-related experience may be required to qualify for SHIP funds. When required, successful candidates will be selected according to the following criteria:</p> <ul style="list-style-type: none"> ➤ Proposed development’s consistency with Port St. Lucie’s Comprehensive Plan ➤ Amount or percentage of private funds leveraged per unit in relation to unit value ➤ Development provides housing for Very-low, Low or Moderate income households, with Very-low income households targeted where possible. ➤ Organization’s past experience with affordable housing developments ➤ Priority will be given to eligible sponsors who employ personnel from the Welfare Transition Program. ➤ Ability to complete project before allocated funds must be expended. <p>Organizations selected for this strategy may be asked to request approval through City Council.</p>
Additional Information:	None

Name of Strategy:	K. Multi-Family New Construction/Rehabilitation
Summary of the Strategy:	<p>This program may be used to support construction or rehabilitation of multifamily rental housing developments that are affordable to the Extremely-low, Very-low, and Low income households who will benefit from the program. It may help to provide the Local Government Contribution for programs such as, but not limited to, Low Income Housing Tax Credit (LIHTC), State or local tax-exempt bonds, the State Apartment Incentive Loan Program (SAIL) and the Predevelopment Loan Program. It may also be utilized by non-profits that are building specialized housing for low income, elderly or special needs clients.</p> <p>Maximum Funding Amounts will be limited to \$5,000 per unit assisted.</p>
Fiscal Years Covered:	<input checked="" type="checkbox"/> 2010/2011 <input checked="" type="checkbox"/> 2011/2012 <input checked="" type="checkbox"/> 2012/2013
Income Categories to be Served:	<input checked="" type="checkbox"/> Very-low <input checked="" type="checkbox"/> Low <input type="checkbox"/> Moderate
<i>Maximum Award is noted on the Housing Delivery Goals Charts</i>	
Terms of the Award, Recapture & Default:	<p>Developers who receive assistance under this plan may be subject to recapture provisions as follows: Payment terms will be negotiated with the sponsor based upon number of units and/or income levels to be assisted and debt service for the development over the affordability term. In cases where developers are serving extremely low income households, the portion utilized for ELI or special needs may be forgiven.</p>
Recipient Selection Criteria:	<p>Households benefiting from the strategy must qualify as Extremely-low, Very-low or Low income.</p>
Sponsor Selection Criteria and Duties:	<p>Applications may be accepted from sponsors all year if funding is sufficient. Contractors wishing to work with this program may request funding or the City may</p>

Name of Strategy:	K. Multi-Family New Construction/Rehabilitation
	<p>piggyback on a contract with the County for a similar project. Documentation regarding purpose and scope of project and sponsor’s organizational and housing-related experience may be required to qualify for SHIP funds. If required, successful candidates will be selected according to the following criteria:</p> <ul style="list-style-type: none"> ➤ Proposed development’s consistency with Port St. Lucie’s Comprehensive Plan ➤ Amount or percentage of private funds leveraged per unit in relation to unit value ➤ Development provides units for Very-low and Low, with Extremely-low income households targeted where possible. ➤ Organization’s past experience with affordable housing developments ➤ Priority will be given to eligible sponsors who employ personnel from the Welfare Transition Program. ➤ Ability to complete project before allocated funds must be expended. <p>Organizations selected for this strategy must first be approved by City Council.</p>

Name of Strategy:	K. Multi-Family New Construction/Rehabilitation
Additional Information:	<p>Monthly rental payments must remain affordable for a period of at least 15 years and must comply with tenant income and affordability requirements of Section 420.9075(3)(e), F.S. Compliance with these income and rental rate restrictions will be monitored by the City annually or, to the extent that the Florida Housing Finance Corporation provides the same monitoring and determination, the City may rely on such monitoring and determination of tenant eligibility.</p> <p>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.</p>

III. LHAP INCENTIVE STRATEGIES *Section 420.9071(16), F.S. and Section 420.9076(6), FS*
In addition to Strategy A and B include all adopted incentives with the policies and procedures used daily for implementation as provided in Section 420.9076, F. S.

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. Provide a description of the procedures used to implement this strategy:

The Building and Planning Departments implement the provisions of the expedited permit processing for affordable housing projects. The Community Services Division has oversight responsibility for this provision and works with both departments. All permit applications are stamped in the Community Services office to indicate they should be expedited for the SHIP program. No procedural problems have been reported by contractors, city personnel or applicants.

As established in the Housing Incentive Plan, both the Planning and Building Departments in the City of Port St. Lucie already have streamlined, expedited permit processes in place, for all projects. Developments under 50 dwelling units are required to be approved by only the site plan review board and the City Council. A major development over 50 dwelling units is required to be approved by only two boards, the site plan review and the planning board and the City Council. The Building Department has instituted computer hardware and software programs that allow an expedited permit and inspection procedure.

According to a recommendation in the Incentive Plan, any affordable housing project that experiences a delay of over three weeks in any phase of the permitting and/or planning process would be processed ahead of other projects waiting to be considered. Affordable housing projects are identified as those projects assisted with state or federal funds. Both Planning and Zoning and Building staff were made aware by written and verbal communication with Department Heads and at the staff level of the importance of these procedures

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. Provide a description of the procedures used to implement this strategy:

All regulations and policies being considered by the various departments within the city that may impact the cost of housing will be forwarded to the Community Services Department. Community Development Department Head meetings, which includes the Community Services Department, are held every other week and will serve as a forum and review of anticipated fee increases. Any proposed increase in building fees will be brought to the Treasure Coast Builders Association (TCBA) for review. TCBA has always been kept informed of any city policy changes that may impact the cost of housing and will continue to be a standard bearer for affordable housing review of city policies. All fee increases are required to go through a public hearing and public comment process.

C. Name of the Strategy: Modification of Impact-fee requirements

Includes the reduction or waiver of fees and alternative methods of fee payment for affordable housing.

b. a. Provide a description of the procedures used to implement this strategy:

The Affordable Housing Advisory Committee recommended that the Council implement deferring the cost of impact-fees for affordable housing. The Council approved this recommendation at their February 23, 2009 Council Meeting. An example was included to defer impact fees for eligible homeowner applicants under the City's Affordable Housing guidelines (for SHIP) on single family owner occupied residential housing. The fees would be secured with a mortgage and 0% interest note, due on sale.

This concept was approved by Council with the example listed above. We will amend our SHIP Plan after we finalize the implementation guidelines and get formal approval of the process. With the present economy this has not received priority, we are anticipating bringing the details back to Council by August 2010. Anyone coming through the SHIP Program to build a new home (after Council approval of the process) will receive deferred City impact fees which will be collected when the home is sold.

D. Name of the Strategy: Allowance of flexibility in densities for affordable housing.

Allows for changes in land use to allow for increased densities.

a. Provide a description of the procedures used to implement this strategy:

The Affordable Housing Advisory Committee recommended that the Council amend the Comprehensive Plan to add RM 8 and RM11 as compatible zoning districts to the RM (Medium Density Residential) land use category. The Council changed the recommendation from RM-8 and RM-11 to PUD. The motion does not require any action. The RM (Medium Density Residential) presently allows a residential Planned Unit Development (PUD) between 5 to 11 units per acre.

- E. Name of the Strategy:** The Reduction of Parking and Setback Requirements for Affordable Housing.
Allows setback requirements to be eased for affordable housing if compatible with neighborhood.

a. Provide a description of the procedures used to implement this strategy:

The Affordable Housing Advisory Committee recommended that the Council amend the Zoning Code to allow parking and setback requirements to be reduced for affordable housing projects where it can be shown that such reduction will be compatible with the surrounding neighborhood, and will not cause an adverse impact to the neighborhood. The Council approved this recommendation at their February 23, 2009 Council Meeting. This recommendation was included in the Evaluation and Appraisal Report (EAR) submitted to DCA. Once DCA approves the EAR the recommendation will be included in the updated Comprehensive Plan. Normally the Comprehensive Plan update process takes 18 months.

- F. Name of the Strategy:** The support of development near transportation hubs and major employment centers and mixed-use developments.
Encourages development of affordable housing near transportation and employment

a. Establish the following policy and procedures: Provide a description of the procedures used to implement this strategy:

The Affordable Housing Advisory Committee recommended that the City support development of affordable housing and/or workforce housing near (within ½ mile) transportation hub, major employment centers, and mixed-use developments. The Council approved this recommendation at their February 23, 2009 Council Meeting. This recommendation was included in the Evaluation and Appraisal Report (EAR) submitted to DCA. Once DCA approves the EAR the recommendation will be included in the updated Comprehensive Plan. Normally the Comprehensive Plan update process takes 18 months.

- G. Name of the Strategy:** Affordable housing components in Comprehensive Plan.
Requires affordable housing component in future land use amendments, etc.

a. Provide a description of the procedures used to implement this strategy:

The Affordable Housing Advisory Committee recommended that the City's Comprehensive Plan be amended to require all residential future land use amendments and Developments of Regional Impact include an affordable housing component.

Further the Committee recommended that the Comprehensive Plan be amended to include support for affordable housing by means of a local condition. The Council approved this recommendation at their February 23, 2009 Council Meeting. This recommendation was included in the Evaluation and Appraisal Report (EAR) submitted to DCA. Once DCA approves the EAR the recommendation will be included in the updated Comprehensive Plan. Normally the Comprehensive Plan update process takes 18 months.

H. No Changes Required: The Affordable Housing Advisory Committee had a recommendation of no change to existing policy on the following incentives and the City Council approved the recommendations of no change during their February 23, 2009 Council Meeting:

- Processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects. (Existing Policy: The City adopted expedited permit processing in 1994 that allows affordable housing projects to be moved ahead of other projects if they experience delays.)
- The reservation of infrastructure capacity for housing for very low, low and moderate income persons. (Existing Policy: This is covered under the existing Zoning Code. The Concurrency Management system establishes the procedures and regulatory framework for evaluating development orders to ensure that adequate public facilities and services needed to support development are available concurrent with the impacts of such development.)
- The allowance of flexible lot configurations. (Existing Policy: The Planned Unit Development (PUD) allows for flexibility in lot configurations and setback requirements.)
- The modification of street requirements for affordable housing. (No change to existing road right-of-way requirements/policies established in the Zoning and Subdivision Codes.)
- The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provision that increase the cost of housing. (Existing policy requires policies/ordinances that will impact affordable housing are subject to public hearing process, discussed at staff Community Development meetings and with the Treasure Coast Builders Association.)
- Preparation of a printed inventory of locally owned public lands suitable for affordable housing. (Legislation passed in 2006 requires the city to inventory locally owned public lands and provides a process. The City completed its review in June 2007 and will review on a triennial basis.)

IV. EXHIBITS:

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

B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005, 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:

Chapter 67-37.005, F.A.C.

Completed HDGC for each fiscal year is attached as **Exhibit C.**

D. Certification Page: *Chapter 67-37.005, F.A.C.*

Signed Certification is attached as **Exhibit D.**

E. Adopting Resolution: *Section 420.9072, F.S.*

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: *Section 420.9072(3)(a), F.S.*

If changed from the original ordinance, a copy is attached as **Exhibit G.**

There is no new ordinance attached.

H. Interlocal Agreement: *Section 420.9072, F.S.*

A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**

There is no Interlocal Agreement attached.

I. General Provisions for SHIP Program

EXHIBIT A

S.H.I.P. PROGRAM ADMINISTRATIVE FUNDING BUDGET REQUEST

CITY OF PORT ST. LUCIE

DEPARTMENTAL BUDGET REQUESTS

Detail Schedule of Budget Items - Current Level

OBJECT CODE (1)	ACCOUNT TITLE ITEMS & EXPLANATION (2)	2010/2011	2011/2012	2012/2013
531000	PROFESSIONAL SERVICES Consultant Services	\$0.00	\$0.00	\$0.00
532000	ACCOUNTING AND AUDITING Housing Audit	\$2,500.00	\$2,500.00	\$2,500.00
540400	TRAVEL EXPENSE SHIP Workshops and Training Housing meetings Rehab Workshops (Purchasing)	\$5,000.00	\$5,000.00	\$5,000.00
542000	POSTAGE	\$5,000.00	\$5,000.00	\$5,000.00
546200	REPAIR MAINT./OFFICE EQUIPMENT	\$200.00	\$200.00	\$200.00
547000	PRINTING AND BINDING	\$4,000.00	\$4,000.00	\$4,000.00
549000	OTHER CURRENT CHARGES & OBLIGATIONS	\$733.00	\$733.00	\$733.00
551000	OFFICE SUPPLIES Misc. Items for Office Operations	\$4,000.00	\$4,000.00	\$4,000.00
554000	BOOKS/PUBLICATIONS/SUBSCRIPTIONS/MAGS SHIP/Housing Information	\$1,500.00	\$1,500.00	\$1,500.00
554100	TRAINING AND EDUCATION	\$500.00	\$500.00	\$500.00
	SALARIES AND BENEFITS	\$128,723.90	\$128,723.90	\$128,723.90
	TOTAL	\$152,156.90	\$152,156.90	\$152,156.90

EXHIBIT C-2

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2011/2012

Please check applicable box, & if Amendment, enter number

New Plan: X

Amendment:

Fiscal Yr. Closeout:

Name of Local Government: City of Port St. Lucie Available Funds: \$1,521,569.00

Strategy #	HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
From Plan Text	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
A	Home Purchase with Rehab	6	\$32,000	7	\$22,000	4	\$12,000		\$385,000.00		\$385,000.00	25.30%	17
B	Home Purchase without Rehab	2	\$32,000	3	\$22,000	1	\$12,000	\$134,000.00			\$134,000.00	8.81%	6
C	Repair/Rehab/Reconstruction	7	\$72,000	5	\$62,000	3	\$52,000		\$402,688.10		\$402,688.10	26.47%	15
D	Hazard Mitigation	6	\$17,000	3	\$17,000	2	\$17,000		\$187,000.00		\$187,000.00	12.29%	11
E	Special Needs/Retrofit	1	\$17,000	1	\$17,000	0	\$17,000		\$28,000.00		\$28,000.00	1.84%	2
F	Water/Sewer Assessment Payment	4	\$5,000	4	\$5,000	0	\$0		\$20,000.00		\$20,000.00	1.31%	8
G1	Disaster Recovery - Home Purchase	0	\$72,000	0	\$62,000	0	\$52,000				\$0.00	0.00%	0
G2	Disaster Recovery - Repair/Reconstruction	1	\$72,000	1	\$62,000	0	\$52,000		\$120,000.00		\$120,000.00	7.89%	2
H	Foreclosure Prevention	3	\$5,000	3	\$5,000	2	\$5,000		\$40,000.00		\$40,000.00	2.63%	8
I	Land Acquisition/Surplus Property	0	\$25,000								\$0.00	0.00%	0
J1	Non-profit, For-profit, CBO - Homeownership	2	\$12,000	0	\$8,000			\$24,000.00			\$24,000.00	1.58%	2
	Subtotal 1 (Home Ownership)	32		27		12		\$158,000.00	\$1,182,688.10	\$0.00	\$1,340,688.10	88.11%	71
RENTAL STRATEGIES		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
J2	Non-profit, For-profit, CBO - Rental	0	\$12,000	0	\$8,000						\$0.00	0.00%	0
K	Multi-Family New Construction/Rehab	5	\$5,000	0	\$5,000			\$25,000.00			\$25,000.00	1.64%	5
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownership)	5		0		0		\$25,000.00	\$0.00	\$0.00	\$25,000.00	1.64%	5
	Administration Fees										\$152,156.90	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling										\$3,724.00	0.24%	
	GRAND TOTAL												
	Add Subtotals 1 & 2, plus all Admin. & HO Counseling	37		27		12		\$183,000.00	\$1,182,688.10	\$0.00	\$1,521,569.00	100.00%	76
	Percentage Construction/Reha	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										90%	
	Maximum Allowable												
	Purchase Price:							New	\$280,657	Existing	\$280,657		
	Allocation Breakdown	Amount	%					Projected Program Income:		Max Amount Program Income For Admin:	\$0.00		
	Very-Low Income	\$454,774.00	29.9%					Projected Recaptured Funds:					
	Low Income	\$456,140.10	30.0%					Distribution:	\$1,521,569.00				
	Moderate Income	\$454,774.00	29.9%					Total Available Funds:	\$1,521,569.00				
	TOTAL	\$1,365,688.10	89.8%									15-Nov-10	

Exhibit F

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET**

LOCAL GOVERNMENT: CITY OF PORT ST. LUCIE

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): MAYOR PATRICIA P. CHRISTENSEN

ADDRESS: 121 SW PORT ST. LUCIE BLVD.

PORT ST. LUCIE, FL. 34984

SHIP ADMINISTRATOR: TRICIA SWIFT-POLLARD

ADDRESS: 121 SW PORT ST. LUCIE BLVD.

PORT ST. LUCIE, FL. 34984

TELEPHONE: (772) 871-5284 FAX (772) 344-4340

EMAIL ADDRESS: TriciaP@cityofpsl.com

ADDITIONAL SHIP CONTACTS: PATRICIA SELMER

ADDRESS: 121 SW PORT ST. LUCIE BLVD.

PORT ST. LUCIE, FL. 34984

EMAIL ADDRESS: PatS@cityofpsl.com

INTERLOCAL AGREEMENT: YES/NO (IF yes, list other participants in the inter-local agreement):

NO

The following information must be furnished to the Corporation before any funds can be disbursed.

LOCAL GOVERNMENT EMPLOYER FEDERAL ID 59-6141662

MAIL DISBURSEMENT TO: CITY OF PORT ST. LUCIE – COMMUNITY SERVICES

ADDRESS: 121 SW PORT ST. LUCIE BLVD., STE 221

PORT ST. LUCIE, FL. 34984

OR: IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

Provide any additional updates the Corporation should be aware of in the space below:

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST., STE 5000
TALLAHASSEE, FL 32301 Fax: (850) 488-9809

EXHIBIT I

A. GENERAL PROVISIONS OF THE SHIP PROGRAM:

The following general provisions will apply to each strategy unless otherwise indicated:

1. Income Categories to be Served: The program will serve Extremely-low, Very-low, Low and Moderate-income households as defined by the U.S. department of Housing and Urban Development (HUD), adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for use in the SHIP Program. The program will target extremely-low (30% of AMI or less) very-low (50% of AMI or less) and low-income families (over 50% but not to exceed 80% of AMI). Moderate-income families (over 80% but not exceeding 120% of AMI) will be eligible to apply for all programs except for Water/Sewer Assessment Funding. Non-profit, For-profit, CBO and Multi-family New Construction/Rehabilitation strategies, however, will benefit households at 80% of median and below.

When necessary, the City may limit funding to extremely-low, very-low and/or low income, hold special funding cycles for a specific income group, or place higher income applicants on a waiting list in order to maintain compliance with State guidelines relating to percentages of very-low and low-income to be served.

2. Terms of Payment, Recapture and Default: *Section 420.9075 (4)(g) F.S.* Funds expended for the following programs are subject to recapture provisions:

- Home Purchase
- Florida Home Ownership Program (FHOP)
- Repair/Rehab/Reconstruction
- Hazard Mitigation
- Special Needs/Retrofit
- Disaster Recovery
- Land Acquisition/Surplus Property

The City will require a Note, secured by a Mortgage placed against the subject property. The loan will be in the form of a deferred payment loan (DPL), which carries 0% interest. Terms of forgiveness/repayment of the DPL differ by strategy and by income level and are more particularly described under “Terms of the Award, Recapture & Default” in each of the respective strategies.

A Mortgage is considered to be in default when the assisted property is

subject to foreclosure, resulting in recaptured funds. The remaining loan balance is due at the time default is adjudicated. Any amounts received from repayment or recapture of funding will be paid to the SHIP Housing Trust Fund for use in assisting another eligible household.

Provision for Insurance Disputes: When clients are involved in disputes with insurance companies and there is a possibility that additional funds from the insurance company may be paid for damage to the home, the provisions for repayment of the SHIP loan will vary from those set out in the Repair/Rehab strategy. Terms of recapture will no longer differ by income level; all loans will be due on sale of the home. However, should the client receive a reduced settlement, forgiveness provisions, if any, may be reinstated depending on the circumstances, income level and documentation.

Insufficient Profit from Sale: If it is determined that there will not be sufficient profit from a bona-fide good-faith sale of the property to repay the Deferred Payment Loan, the owner/mortgagor may request a review and recommendation from Community Services and approval of forgiveness of all or a portion of the remaining balance of the Mortgage by the Port St. Lucie City Council.

Grants: The following strategies and/or costs associated with the strategies named above will be in the form of a grant, with no recapture required:

- Water/Sewer Assessment
- Foreclosure Prevention
- Nonprofit, For-profit and CBO
Homeownership and Rental Assistance
- Recording of SHIP Mortgages
- Inspections /project delivery fees

Funds expended for the Multi-family New Construction/Rehabilitation strategy may be subject to recapture or provided as a grant according to the terms set out in “Terms of the Award, Recapture & Default” described under that specific strategy.

3. Subordination: In cases where SHIP clients wish to refinance their first mortgage, the City’s current policy allows for a subordination of its Mortgage if the household will benefit with an interest rate and/or housing payment reduction that is sufficient to offset the costs of refinancing. SHIP will not subordinate for debt consolidation, and the household may not receive any cash payments in the transaction, but, if approved by SHIP program staff, funds may be paid directly to a contractor for home improvements. In general, the City will require that its original Mortgage position be maintained and that tax and insurance payments be escrowed.

This policy is subject to change based on foreclosure statistics and additional information from Florida Housing Finance Corporation and/or Florida Housing Coalition. Policy changes will be posted in the Port St. Lucie Housing Assistance Program Policies and Procedures.

4. Assumption: The SHIP Mortgage is not assumable unless one of the following applies: (a) if upon the death of the last surviving Mortgagor, a person becomes the owner of the Property by virtue of (1) a remainder interest in the property created prior to the death of the last Mortgagor, or (2) a probate or other such proceeding, and that person is eligible to assume the remaining principal balance due under the Note and this Mortgage; or (b) if the property remains eligible under SHIP program guidelines and is sold to a very-low, low or moderate-income household that is eligible to assume the remaining principal balance due under this Note and the Mortgage. Persons qualified to assume the Mortgage must occupy the Property as a primary residence and qualify under current SHIP Program guidelines. The loan will be due on sale or forgiven 30 years after the date of the original mortgage, whichever comes first. This assumption feature may allow lower income qualified borrowers to utilize down payment assistance funding even though new funding is unavailable. The ability to assume a SHIP Mortgage does not apply to households qualifying for the Florida Home Buyer Opportunity Program strategy.

5. Qualification under the Same Strategy: With the exception of Water/Sewer Assessment Payment and Foreclosure Prevention Strategies, which are grants limited to one-time assistance, households may qualify for additional funding for the same residence and under the same strategy after the forgiveness period has ended. Clients may qualify for additional funds in the same strategy only if the total of all funds received and to be received does not exceed the maximum allowed for the same strategy in the current program year in accordance with the household's current income level. If a household does qualify for additional funds, the unpaid balance of the previous loan will be added to the new funding and forgiven and/or repaid according to the current program guidelines. If the remaining balance on a prior SHIP loan was not repaid due to a foreclosure or short sale, the client(s) will not be eligible for additional funding for another residence.

6. Qualification under Multiple Strategies: SHIP clients may qualify for multiple strategies. When applicants who have already received assistance under one strategy subsequently qualify for assistance for the same residence and under another strategy the funds received under the subsequent strategy(ies) will be secured by a separate Note or Notes and Mortgage(s) but will not begin to forgive until all prior funding has been either totally forgiven or satisfied or has reached the end of the forgiveness period. If the household's first or second strategy is a "due on sale" loan, the subsequent strategy will begin to forgive on the first anniversary date of

the new Note and Mortgage. If the remaining balance on a prior SHIP loan was not repaid due to a foreclosure or short sale, the client(s) will not be eligible for additional funding for another residence.

7. Movement of Funds between Strategies: Funds may be moved between strategies, as necessary, to maintain compliance with State requirements and/or meet specific community needs. In addition, all budgets and strategies are based on numbers provided by the State and may change to reflect any increases or decreases in funding allocations, receipt of interest earned on trust funds and/or prior year expenses returned to the program.

8. Maximum Amounts Available: Maximum amounts available for each of the strategies are listed in the Housing Delivery Goals Chart (HDGC) for each year. The SHIP Administrator may exceed the maximum amounts listed by up to \$1,000 for unforeseen circumstances by providing a technical and clarifying revision request to Florida Housing Finance Corporation; any amount over \$1,000 must first be approved by the City Council.

9. Location of Property: All homes purchased, rehabilitated or constructed with SHIP assistance must be located within the city limits of Port St. Lucie; this includes county “pockets” within city limits.

10. Occupancy: All housing units assisted with SHIP funds must be the current or intended (applies to home purchase only) principal residence for an eligible household,

11. Condition of Home: Homes to be purchased or repaired/rehabilitated with funding from the housing program must, in most cases, be inspected by a city-approved home inspection service to determine the condition of the home and to list repairs that are eligible for completion with SHIP assistance. City staff will, in coordination with the inspection service, choose which repairs must be accomplished and may establish the order in which the repairs must be completed. Funding may be denied if the anticipated funds needed to repair an existing home or a home to be purchased exceed the amount available from the program, unless another source of funds is available to bring the home up to an acceptable condition. If the anticipated funds to repair a home exceed 50% of the assessed value of the home, funding may also be denied. Clients who apply only for hazard mitigation, water-sewer hookup or minor repairs may waive the inspection process.

12. Waiting List: If funding is insufficient or if it is necessary to suspend selection due to a high volume of applications, a waiting list will be established for specific strategies and will continue until such time as a new

funding cycle is determined to be necessary and feasible. Eligible applicants not receiving funding will be placed on the waiting list for the next available monies. Names on the waiting list will be considered ahead of new applicants except when it is necessary to select extremely-low, very-low and/or low income applicants in order to meet state regulations concerning funding percentages.

13. Community Service: A volunteer program was started at the request of program recipients who wanted to give something back to the community. The City teamed up with United Way of St. Lucie County to help fill volunteer vacancies. Applicants are not required to volunteer, but those who do are expected to serve. Community Services staff monitor volunteer hours.

14. Fraud Policy: SHIP staff will request guidance from the legal department on any questions or evidence regarding possible misrepresentation of facts. If it is determined that an applicant misrepresented the facts during the application process, the application will be considered null and void.