

# DESOTO COUNTY BOARD OF COUNTY COMMISSIONERS

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## SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

### FISCAL YEARS COVERED

**FY 2011 - 2012**

**FY 2012 - 2013**

**FY 2013 - 2014**

Revised December 20, 2011

**I. PROGRAM DESCRIPTION**

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

DeSoto County Board of County Commissioners

Interlocal: 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:**

  x   2011/2012

  x   2012/2013

  x   2013/2014

**D. Governance:**

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**

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:**

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 exceed 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

**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 an 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 WAGES and Workforce Development Initiatives programs 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 which ever 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 DeSoto County Board of County Commissioners finds 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 DeSoto County Board of County Commissioners 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 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?

**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. DeSoto County defines essential service personnel as: teachers and educators, other school district, and community college employees, police and fire personnel, city, county and state government personnel, health care personnel, skilled building trades personnel, and other persons employed in the workforce earning under the 120 percent area median income limits

**R. Energy Efficiency and Green Construction:**

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. The County shall, through implementation of the various SHIP housing strategies, encourage and support green, storm resistant, and low maintenance construction, including energy efficient features that are economically sound with respect to the goals and beneficiaries of each strategy.

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

**A. Name of the Strategy: Down Payment/Closing Cost Assistance**

a. Summary of the Strategy: This strategy outlines funds to be provided to homebuyers for new construction or the purchase of an existing home or manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles. Section 420.9075 (5)(c), F.S., "Not more than 20 percent of the funds made available in each county and eligible municipality from the local housing distribution may be used for manufactured housing." The maximum purchase price for construction or the purchase of an existing home is \$150,000. Only the amount of subsidy required to close will be awarded. Funds through this

strategy may be utilized to make necessary code related repairs to the unit being purchased. Qualified persons will be eligible for funding assistance with down payment and closing costs. The assistance will be in the form of a second mortgage. The mortgage will be a balloon mortgage with no interest, no schedule of payments, and payable in one lump sum at the termination of the first mortgage. Applicants will be prequalified through the Housing office for this assistance. The applicant must attend and complete a homebuyer education class before the verification process begins. Once the applicant is income certified SHIP funds, not to exceed the maximum assistance limits contained in this plan, will be reserved for eligible individuals. Funds will be encumbered on a first-come first-served basis until the funds for that category have been depleted. The funds will be transferred to the closing agency for disbursement at the time of closure on the home. At that time the second mortgage and note will be signed and the mortgage will be recorded at the local clerk of the court.

- b. Fiscal Years Covered: 2011/2012 – 2013/2014
- c. Income Categories to be served: Very Low, Low, Moderate
- d. Maximum award: \$10,000
- e. Terms, Recapture and Default: Second mortgage, balloon mortgage with no interest (0%), no schedule of payments and payable in one lump sum at the termination of the first mortgage, through satisfaction due to maturity or refinance, or transfer of ownership, Homeowner will be in default in the event that the SHIP recipient should fail to maintain the home as his/her principal residence.
- f. Recipient Selection Criteria: Interested applicants will be instructed to attend a homebuyer education course prior to submitting an application to the Housing Department. Applicants will also be required to obtain a mortgage pre-qualification letter, in conformance with locally adopted lender guidelines. Funds will be encumbered on a first-come, first-served basis. The Housing Department will process applications for program eligibility. Funds will be reserved by income category until the funds for that category have been depleted.

- g. Sponsor Selection Criteria: Not Applicable. The County will administer the Purchase Assistance Program
- h. Additional Information: All SHIP assisted units must, at a minimum, meet Section 8 Housing Quality Standards, as evidenced by a home inspection report. Section 8 deficiencies must be addressed by the seller or buyer. In the event that the buyer wishes to make necessary repairs, an escrow account may be utilized for this purpose. SHIP funds may be utilized to fund such repairs in the event that the buyer is not utilizing the maximum award for the purchase of the unit. The maximum award may not be exceeded for the purposes of making repairs. Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:
- Repair needed to meet or exceed the requirements of the Florida Building Code.
  - Window repair, replacement and weather stripping.
  - Paints and primers that meet the Green Seal G-11 Environmental Standard.
  - Commodes with 1.3 gallons per flush capacity.
  - Use of all eligible energy star appliances.
  - Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**B. Name of the Strategy: Emergency Repair**

- a. Summary of the Strategy: This strategy provides assistance to qualified very-low and low-income category eligible persons or owner-occupied existing units. Repairs for substandard units will be those repairs or improvements, which are needed for safe and sanitary habitation, correction of substantial code violations or creation of additional living space. The assistance is provided through a contractor under contract with the County to provide such repairs.
- b. Fiscal Years Covered: 2011/2012 – 2013/2014

- c. Income Categories to be served: Very-low and low
- d. Maximum award: \$15,000
- e. Terms, Recapture and Default: Assistance of \$5,000 or less will be provided for in the form of a grant. Assistance of a greater amount will be provided for in the form of a Deferred Payment Loan with no interest (0%), no schedule of payments for a term of 3 years. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the property for the three year term of the Loan. In the event that the homeowner should transfer ownership or receive cash out from a refinance prior to the termination of the Deferred Payment Loan Agreement, the repayment of the Loan shall be based upon the prorated principal balance for the unexpired term of the Loan. In the event of death, the loan shall be satisfied. Failure to maintain the property as the principal residence shall constitute default.
- f. Recipient Selection Criteria: Applicants considered for repair will be selected on a first-come first-served and feasibility basis. Feasibility would be determined by comparing the amount of repairs necessary to bring the house up to housing codes and the amount of money available for the repair. Also the soundness of the structure to support the repair would be a consideration. The Emergency Repair program will be utilized to address repairs that are urgent in nature on units that do not require a substantial level of rehabilitation to maintain a safe housing unit. Emergency Repair funds will not be leveraged with the Owner Occupied Rehabilitation/Repair program. Eligible applicants must own their home, although it may be mortgaged, be current on their mortgage payments, County/City taxes and utility payments, and must clear any applicable code violations, unless the repairs will correct the direct citation.
- g. Sponsor Selection Criteria: Not applicable.
- h. Additional Information: It shall be the responsibility of the homeowner to provide proof of clear title (may be mortgaged). Recipients will be required to execute applicable lien documents prior to the start of construction. The contractor will use the SHIP funds to leverage other public monies such as

Florida Fix, Low Income Home Energy Assistance Program, Weatherization Assistance Program, and Rural Housing Preservation Grants.

Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:

- Repair needed to meet or exceed the requirements of the Florida Building Code.
- Window repair, replacement and weather stripping.
- Paints and primers that meet the Green Seal G-11 Environmental Standard.
- Commodes with 1.3 gallons per flush capacity.
- Use of all eligible energy star appliances.
- Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**C. Name of the Strategy: Owner Occupied Rehabilitation**

- a. Summary of the Strategy: Funds will be available for the rehabilitation of dilapidated single family structures which include manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles. Section 420.9075 (5)(c), F.S., "Not more than 20 percent of the funds made available in each county and eligible municipality from the local housing distribution may be used for manufactured housing." Strategy is designed to perform general code related repairs and improvements. Funds may be leveraged with the Community Development Block Grant or other Federal or State funding sources.
- b. Fiscal Years Covered: 2011/2012 - 2013/2014
- c. Income Categories Served: Very Low, Low, and Moderate Income Households
- d. Maximum Award: \$50,000 per unit
- e. Terms, Recapture and Default:

**Rehabilitation Mortgages** are subject to a Deferred Payment Loan in the amount of the rehabilitation cost with no interest (0%), no schedule of payments. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner Occupant's ownership and occupancy of the property for the term of the Loan. In the event that the homeowner should transfer ownership or receive cash out from a refinance prior to the termination of the Deferred Payment Loan, the repayment of the Loan shall be based upon the prorated principal balance for the unexpired term of the Loan. In the event of death, the loan shall be satisfied. Failure to maintain the property as the principal residence shall constitute default.

Rehabilitation Mortgages will be forgiven over time as follows:

Amount of SHIP Assistance	Term
\$5,000 or less	Grant
\$5,001-\$15,000	3 years
\$15,001-\$30,000	5 years
\$30,000-\$50,000	10 years

In the event that a homeowner should choose to repay the SHIP funds due to refinance, sale, or otherwise transfer ownership of the subject property, funds received shall be considered program income. All applicants must possess clear title to the property (may be mortgaged), must be current on all County/City taxes, and utility payments, and must be clear of any applicable code violations which may be pending, unless the rehabilitation will correct the direct citation.

In the event that another State or Federal leverage source (other funds) shall ultimately require repayment of funds as a term of the assistance provided, SHIP funds will be provided in the form of a deferred payment loan with the term of five years at zero percent (0%) annual rate of interest. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the property for the five year term of the loan, should the property be sold, rented

or fail to be the principal residence, repayment of the loan shall be based upon the prorated principal balance for the unexpired term of the loan. In the absence of another State or Federal leverage source, SHIP funds shall be subject to the terms, recapture and default provisions stated above. SHIP funds per unit shall be determined at all times by the County and shall be based on evidenced need and available SHIP funds.

If the property ownership transfers due to death of the homeowner and the new owner is eligible for the SHIP Program, the SHIP mortgage may be assumed so long as all other SHIP requirements are met.

- f. Recipient Selection Criteria: Client selection will be on a first-come, first-qualified-served basis.
- g. Sponsor Selection Criteria: Not Applicable
- h. Additional Information: Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:
  - Repair needed to meet or exceed the requirements of the Florida Building Code.
  - Window repair, replacement and weather stripping.
  - Paints and primers that meet the Green Seal G-11 Environmental Standard.
  - Commodes with 1.3 gallons per flush capacity.
  - Use of all eligible energy star appliances.
  - Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**D. Name of the Strategy: Owner Occupied Replacement**

- a. Summary of the Strategy: Funds will be available for the replacement of dilapidated single family structures which include manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles. Section 420.9075 (5)(c),

F.S., "Not more than 20 percent of the funds made available in each county and eligible municipality from the local housing distribution may be used for manufactured housing." Strategy is designed to perform general code related repairs and improvements. Replacement of the house will be determined by lack of feasibility for rehabilitation due to structural deterioration factors relating to the roof (20% of the value of the home) exterior walls (60%) and foundation (20%). Funds may be leveraged with the Community Development Block Grant or other Federal or State funding sources.

- b. Fiscal Years Covered: 2011/2012 - 2013/2014
- c. Income Categories Served: Very Low, Low, and Moderate Income Households
- d. Maximum Award: \$80,000 per unit
- e. Terms, Recapture and Default: **Replacement Mortgages** are subject to a zero percent (0%), non-amortizing, non-forgiven second mortgage due and payable in full at the time of transfer of ownership or homeowner receives cash out from a refinance of the property. Failure to maintain the property as the principal residence shall constitute default.

In the event that a homeowner should choose to repay the SHIP funds due to refinance, sale, or otherwise transfer ownership of the subject property, funds received shall be considered program income. All applicants must possess clear title to the property (may be mortgaged), must be current on all County/City taxes, and utility payments, and must be clear of any applicable code violations which may be pending, unless the rehabilitation will correct the direct citation.

In the event that another State or Federal leverage source (other funds) shall ultimately require repayment of funds as a term of the assistance provided, SHIP funds will be provided in the form of a deferred payment loan with the term of five years at zero percent (0%) annual rate of interest. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the

property for the five year term of the loan, should the property be sold, rented or fail to be the principal residence, repayment of the loan shall be based upon the prorated principal balance for the unexpired term of the loan. In the absence of another State or Federal leverage source, SHIP funds shall be subject to the terms, recapture and default provisions stated above. SHIP funds per unit shall be determined at all times by the County and shall be based on evidenced need and available SHIP funds.

If the property ownership transfers due to death of the homeowner and the new owner is eligible for the SHIP Program, the SHIP mortgage may be assumed so long as all other SHIP requirements are met.

- f. Recipient Selection Criteria: Client selection will be on a first-come, first-qualified-served basis. Only one replacement home per homeowner per lifetime will be allowed.
- g. Sponsor Selection Criteria: Not Applicable
- h. Additional Information: Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:
  - Repair needed to meet or exceed the requirements of the Florida Building Code.
  - Window repair, replacement and weather stripping.
  - Paints and primers that meet the Green Seal G-11 Environmental Standard.
  - Commodes with 1.3 gallons per flush capacity.
  - Use of all eligible energy star appliances.
  - Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**E. Foster Youth Housing/Rental Assistance Program**

- a. Summary of the Strategy:

This strategy, as provided in 420.628, F.S., is designed to provide the stability of safe and affordable housing to young adults who leave the child welfare system. SHIP funds may be used as part of the Local Contribution to provide assistance for affording rental housing whenever and wherever possible for these young adults in order to help them face numerous barriers to a successful transition to adulthood.

- b. Fiscal Years Covered: 2011/2012 – 2013/2014
- c. Income Categories to be served: Very Low Income, Low Income and Moderate Income households.
- d. Maximum award: To be received by any qualified individual as defined 67-37.002(21) will be up to \$2,000, pending funding availability, for assistance for temporary, transitional or rental housing. Funds can be used for the first month, last month and security deposit for an eligible rental property.
- e. Terms, Recapture and Default: Assistance of \$2,000 or less will be provided for in the form of a grant.
- f. Recipient Selection Criteria:

Applicants must meet the following eligibility criteria in order to receive a SHIP funded unit or receive assistance from eligible program sponsors:

  1. Must be an eligible person as defined in 420.9071 (10), F.S. for affordable housing. Persons Who Have Special Housing Needs” means individuals who have incomes not exceeding moderate-income and, because of particular social, economic, or health-related circumstances, have greater difficulty acquiring or maintaining affordable housing. Such persons include: those who have encountered resistance to their residing in particular communities; suffered increased housing costs resulting from their unique needs and high risk of institutionalization; persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome (“AIDS”) and Human Immunodeficiency Virus (“HIV”) disease; runaways and abandoned youth; public assistance recipients; migrant and seasonal farm workers; refugees and entrants; the elderly; and disabled adults, as defined in 67-37.002(21).
  2. Eligible property/buildings shall be located in DeSoto County.

3. Eligible property must comply with the Section 8 Housing Quality Standards (HQS) in HUD Standards 24 CFR part 35 *Florida Statutes*.
4. Manufactured or Mobile homes do not qualify as eligible property.

**F. Name of the Strategy: Disaster Strategy**

- a. Summary of the Strategy: The Disaster Strategy provides assistance to households following a natural disaster as declared by Executive Order of the Governor of the State of Florida. This strategy will only be implemented in the event of a natural disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:
  - (a) purchase of emergency supplies for eligible households to weatherproof damaged homes;
  - (b) interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
  - (c) construction of wells or repair of existing wells where public water is not available;
  - (d) payment of insurance deductibles for rehabilitation of homes covered under homeowners insurance policies;
  - (e) security deposits, rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to damage from a storm;
  - (f) other activities as proposed by the counties and eligible municipalities and approved by Florida Housing Finance Corporation.
- b. Fiscal Years Covered: 2009 - 2011
- c. Income Categories to be served: Very Low, Low, and Moderate as defined in Section 420.9071(19), (28), Florida Statutes.
- d. Maximum award: \$2,500
- e. Terms, Recapture and Default: All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture unless disaster funds are utilized in another strategy. In such event, the applicable terms, recapture, and default provisions shall apply.
- f. Recipient Selection Criteria: First come, first served.
- g. Sponsor Selection Criteria: Not applicable

- h. Additional Information: Not applicable

### III. LHAP INCENTIVE STRATEGIES

*Section 420.9071(16), 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. Established policy and procedures: Provide Description: Affordable housing projects are flagged to insure they are expedited ahead of other individual permit applications.
- 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: Provide Description: DeSoto County will review all known and potential affordable housing impacts prior to passing policies, procedures, regulations, or ordinances that might contribute to increased costs for residential housing. This will be done by the County Staff and will be a requirement in reviewing land use or land development legislation prior to their passage.

### 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(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:** *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(7), F.A.C.*  
Signed Certification is attached as **Exhibit D.**
- E. **Adopting Resolution:** *Section 420.9072(2)(b)2, 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.**

**H. Interlocal Agreement:** *Section 420.9072, F.S.*  
A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**

**FLORIDA HOUSING FINANCE CORPORATION**

**HOUSING DELIVERY GOALS CHART#2002**

**STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2013-2014**

Name of Local Government: DeSoto County

**Available Funds**

HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A
							New Construction SHIP Dollars
Down Payment	1	\$10,000	3	\$10,000	3	\$10,000	\$10,000.00
Emergency Rep	2	\$15,000	2	\$15,000			
Owner Occupie	1	\$80,000		\$80,000		\$80,000	\$80,000.00
Owner Occupie	1	\$50,000	1	\$50,000	1	\$50,000	\$101,000.00
Disaster		\$2,500		\$2,500		\$2,500	
<b>Subtotal 1 (Home Ownership)</b>	<b>5</b>		<b>6</b>		<b>4</b>		<b>\$191,000.00</b>

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A
							New Construction SHIP Dollars
Foster Youth H	1	\$2,000	1	\$2,000		2000	
<b>Subtotal 2 (Rental)</b>	<b>1</b>		<b>1</b>		<b>0</b>		<b>\$0.00</b>

**Administration Fees**

Admin. From Program Income

Home Ownership Counseling

<b>GRAND TOTAL</b>							
Add Subtotals	6		7		4		\$191,000.00

Percentage Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual

Maximum Allowable

Purchase Price:

**New**

Income Breakdown	Amount	%
Very-Low Income	\$170,000.00	48.6%
Low Income	\$110,000.00	31.4%
Moderate Income	\$35,000.00	10.0%

Projected Program Income:
Projected Recaptured Funds:
Distribution:
<b>Total Available Funds:</b>

TOTAL	\$315,000.00	90.0%
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014

Please check applicable box, & if Amendment, enter number	
New Plan:	<input checked="" type="checkbox"/>
Amendment:	<input type="checkbox"/>
Fiscal Yr. Closeout:	<input type="checkbox"/>

\$350,000.00

67-37.005(5)(d) F.A.C.

B	C	D	E	F
Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
\$40,000.00	\$20,000.00	\$70,000.00	20.00%	7
\$60,000.00		\$60,000.00	17.14%	4
		\$80,000.00	22.86%	1
		\$101,000.00	28.86%	3
		\$0.00	0.00%	0
		\$0.00	0.00%	0
		\$0.00	0.00%	0
		\$0.00	0.00%	0
\$100,000.00	\$20,000.00	\$311,000.00	88.86%	15

Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
	\$4,000.00	\$4,000.00	1.14%	2
		\$0.00	0.00%	0
		\$0.00	0.00%	0
		\$0.00	0.00%	0
		\$0.00	0.00%	0
\$0.00	\$4,000.00	\$4,000.00	1.14%	2
		\$35,000.00	10.00%	
			0.00%	
			0.00%	

\$100,000.00	\$24,000.00	\$350,000.00	100.00%	17
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<b>Allocation Amt.</b>	83%
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\$150,000	Existing	\$150,000
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	Max Amount Program Income For	\$0.00
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\$350,000.00

\$350,000.00

67-37.005(5)(d) F.A.C.

EXHIBIT A

Administrative Budget

Fiscal Year		
2011-2012		
Salaries and Benefits	\$	30,000.00
Office Supplies and Equipment	\$	1,000.00
Travel Perdiem Workshops, etc	\$	2,000.00
Advertising	\$	2,000.00
	\$	<u>35,000.00</u>

Fiscal Year		
2012-2013		
Salaries and Benefits	\$	30,000.00
Office Supplies and Equipment	\$	1,000.00
Travel Perdiem Workshops, etc	\$	2,000.00
Advertising	\$	2,000.00
	\$	<u>35,000.00</u>

Fiscal Year		
2013-2014		
Salaries and Benefits	\$	30,000.00
Office Supplies and Equipment	\$	1,000.00
Travel Perdiem Workshops, etc	\$	2,000.00
Advertising	\$	2,000.00
	\$	<u>35,000.00</u>

Based on a distribution of \$350,000



2011-97

A Resolution adopting the revised Local Housing Assistance Plan for Fiscal Years  
2011/2012-2013/2014

Adopted December 20, 2011

**DESOTO COUNTY, FLORIDA**

**RESOLUTION NO. 2011 - 97**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DESOTO COUNTY, FLORIDA, ADOPTING THE REVISED LOCAL HOUSING ASSISTANCE PLAN FOR FISCAL YEARS 2011/2012-2013-2014 PURSUANT TO RULE 67-37.004, FLORIDA ADMINISTRATIVE CODE; STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM.**

**WHEREAS**, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

**WHEREAS**, DeSoto County is empowered to establish a Local Housing Assistance Program by ordinance, in accordance with Section 420.9072, Florida Statutes and Rule Chapter 67-37, Florida Administrative Code; and,

**WHEREAS**, Rule 67-37.004, Florida Administrative Code, provides that Local Housing Assistance Plan must be adopted by Local Government ordinance or resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESOTO COUNTY, FLORIDA, that:**

**Section 1.** The Board of County Commissioners of DeSoto County hereby approves the amendment to the FY 2011/2012-2013/2014 Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by Rule 67-37, Florida Administrative Code.

**Section 2.** The Chairman, or County Administrator in his/her absence, is hereby designated and authorized to execute any documents and certifications required by Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program,

**Section 3.** That this Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 20 day of December, 2011

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF DESOTO COUNTY, FLORIDA

C. Guy Maxcy  
C. Guy Maxcy  
County Administrator

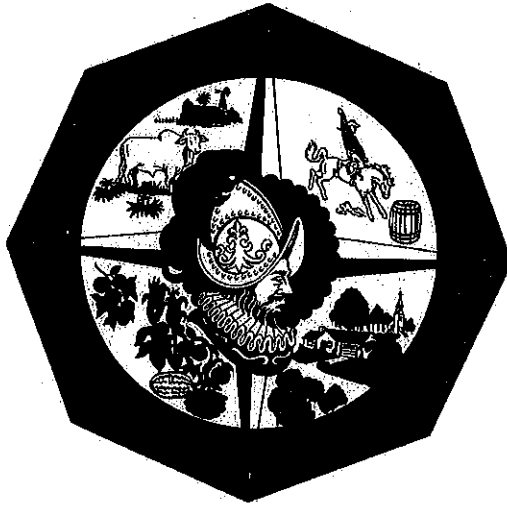
By: Juril O. Mansfield  
Juril O. Mansfield  
Chairman

Approved as to form and legal sufficiency:

Donald D. Conn  
Donald D. Conn  
County Attorney

**DESOTO COUNTY BOARD OF COUNTY COMMISSIONERS**

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**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**FISCAL YEARS COVERED**

**FY 2011 - 2012**

**FY 2012 - 2013**

**FY 2013 - 2014**

Revised December 20, 2011

**Deleted: July 26, 2011**

in the attached resolution, 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 of part of the administrative or other functions of the program provide in detail the duties, qualification and selection criteria?

**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. DeSoto County defines essential service personnel as: teachers and educators, other school district, and community college employees, police and fire personnel, city, county and state government personnel, health care personnel, skilled building trades personnel, and other persons employed in the workforce earning under the 120 percent area median income limits

**R. Energy Efficiency and Green Construction:**

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. The County shall, through implementation of the various SHIP housing strategies, encourage and support green, storm resistant, and low maintenance construction, including energy efficient features that are economically sound with respect to the goals and beneficiaries of each strategy.

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

**A. Name of the Strategy: Down Payment/Closing Cost Assistance**

- a. Summary of the Strategy: This strategy outlines funds to be provided to homebuyers for new construction or the purchase of an existing home or manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles. Section 420.9075 (5)(c), F.S., "Not more than 20 percent of the funds made available in each county and eligible municipality from the local housing distribution may be used for manufactured housing." The maximum purchase price for construction or the purchase of an existing home is \$150,000. Only the amount of subsidy required to close will be awarded. Funds through this

strategy may be utilized to make necessary code related repairs to the unit being purchased. Qualified persons will be eligible for funding assistance with down payment and closing costs. The assistance will be in the form of a second mortgage. The mortgage will be a balloon mortgage with no interest, no schedule of payments, and payable in one lump sum at the termination of the first mortgage. Applicants will be prequalified through the Housing office for this assistance. The applicant must attend and complete a homebuyer education class before the verification process begins. Once the applicant is income certified SHIP funds, not to exceed the maximum assistance limits contained in this plan, will be reserved for eligible individuals. Funds will be encumbered on a first-come first-served basis until the funds for that category have been depleted. The funds will be transferred to the closing agency for disbursement at the time of closure on the home. At that time the second mortgage and note will be signed and the mortgage will be recorded at the local clerk of the court.

- b. Fiscal Years Covered: 2011/2012 – 2013/2014
- c. Income Categories to be served: Very Low, Low, Moderate
- d. Maximum award: \$10,000
- e. Terms, Recapture and Default: Second mortgage, balloon mortgage with no interest (0%), no schedule of payments and payable in one lump sum at the termination of the first mortgage, through satisfaction due to maturity or refinance, or transfer of ownership, Homeowner will be in default in the event that the SHIP recipient should fail to maintain the home as his/her principal residence.
- f. Recipient Selection Criteria: Interested applicants will be instructed to attend a homebuyer education course prior to submitting an application to the Housing Department. Applicants will also be required to obtain a mortgage pre-qualification letter, in conformance with locally adopted lender guidelines. Funds will be encumbered on a first-come, first-served basis. The Housing Department will process applications for program eligibility. Funds will be reserved by income category until the funds for that category have been depleted.

- g. **Sponsor Selection Criteria:** Not Applicable. The County will administer the Purchase Assistance Program
- h. **Additional Information:** All SHIP assisted units must, at a minimum, meet Section 8 Housing Quality Standards, as evidenced by a home inspection report. Section 8 deficiencies must be addressed by the seller or buyer. In the event that the buyer wishes to make necessary repairs, an escrow account may be utilized for this purpose. SHIP funds may be utilized to fund such repairs in the event that the buyer is not utilizing the maximum award for the purchase of the unit. The maximum award may not be exceeded for the purposes of making repairs. Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:
- Repair needed to meet or exceed the requirements of the Florida Building Code.
  - Window repair, replacement and weather stripping.
  - Paints and primers that meet the Green Seal G-11 Environmental Standard.
  - Commodes with 1.3 gallons per flush capacity.
  - Use of all eligible energy star appliances.
  - Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**B. Name of the Strategy: Emergency Repair**

- a. **Summary of the Strategy:** This strategy provides assistance to qualified very-low and low-income category eligible persons or owner-occupied existing units. Repairs for substandard units will be those repairs or improvements, which are needed for safe and sanitary habitation, correction of substantial code violations or creation of additional living space. The assistance is provided through a contractor under contract with the County to provide such repairs.
- b. **Fiscal Years Covered:** 2011/2012 – 2013/2014

**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:**

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 exceed 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

**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 an 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 WAGES and Workforce Development Initiatives programs 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 which ever 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 DeSoto County Board of County Commissioners finds 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 DeSoto County Board of County Commissioners has adopted the above findings

**I. PROGRAM DESCRIPTION**

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

DeSoto County Board of County Commissioners

Interlocal: 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:**

X 2011/2012

X 2012/2013

X 2013/2014

**D. Governance:**

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**

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.

- c. Income Categories to be served: Very-low and low
- d. Maximum award: \$15,000
- e. Terms, Recapture and Default: Assistance of \$5,000 or less will be provided for in the form of a grant. Assistance of a greater amount will be provided for in the form of a Deferred Payment Loan with no interest (0%), no schedule of payments for a term of 3 years. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the property for the three year term of the Loan. In the event that the homeowner should transfer ownership or receive cash out from a refinance prior to the termination of the Deferred Payment Loan Agreement, the repayment of the Loan shall be based upon the prorated principal balance for the unexpired term of the Loan. In the event of death, the loan shall be satisfied. Failure to maintain the property as the principal residence shall constitute default.
- f. Recipient Selection Criteria: Applicants considered for repair will be selected on a first-come first-served and feasibility basis. Feasibility would be determined by comparing the amount of repairs necessary to bring the house up to housing codes and the amount of money available for the repair. Also the soundness of the structure to support the repair would be a consideration. The Emergency Repair program will be utilized to address repairs that are urgent in nature on units that do not require a substantial level of rehabilitation to maintain a safe housing unit. Emergency Repair funds will not be leveraged with the Owner Occupied Rehabilitation/Repair program. Eligible applicants must own their home, although it may be mortgaged, be current on their mortgage payments, County/City taxes and utility payments, and must clear any applicable code violations, unless the repairs will correct the direct citation.
- g. Sponsor Selection Criteria: Not applicable.
- h. Additional Information: It shall be the responsibility of the homeowner to provide proof of clear title (may be mortgaged). Recipients will be required to execute applicable lien documents prior to the start of construction. The contractor will use the SHIP funds to leverage other public monies such as

Florida Fix, Low Income Home Energy Assistance Program, Weatherization Assistance Program, and Rural Housing Preservation Grants.

Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:

- Repair needed to meet or exceed the requirements of the Florida Building Code.
- Window repair, replacement and weather stripping.
- Paints and primers that meet the Green Seal G-11 Environmental Standard.
- Commodes with 1.3 gallons per flush capacity.
- Use of all eligible energy star appliances.
- Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**C. Name of the Strategy: Owner Occupied Rehabilitation**

- a. Summary of the Strategy: Funds will be available for the rehabilitation of dilapidated single family structures which include manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles. Section 420.9075 (5)(c), F.S., "Not more than 20 percent of the funds made available in each county and eligible municipality from the local housing distribution may be used for manufactured housing." Strategy is designed to perform general code related repairs and improvements. Funds may be leveraged with the Community Development Block Grant or other Federal or State funding sources.
- b. Fiscal Years Covered: 2011/2012 - 2013/2014
- c. Income Categories Served: Very Low, Low, and Moderate Income Households
- d. Maximum Award: \$50,000 per unit
- e. Terms, Recapture and Default:

**Rehabilitation Mortgages** are subject to a Deferred Payment Loan in the amount of the rehabilitation cost with no interest (0%), no schedule of payments. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner Occupant's ownership and occupancy of the property for the term of the Loan. In the event that the homeowner should transfer ownership or receive cash out from a refinance prior to the termination of the Deferred Payment Loan, the repayment of the Loan shall be based upon the prorated principal balance for the unexpired term of the Loan. In the event of death, the loan shall be satisfied. Failure to maintain the property as the principal residence shall constitute default.

Rehabilitation Mortgages will be forgiven over time as follows:

Amount of SHIP Assistance	Term
\$5,000 or less	Grant
\$5,001-\$15,000	3 years
\$15,001-\$30,000	5 years
\$30,000-\$50,000	10 years

In the event that a homeowner should choose to repay the SHIP funds due to refinance, sale, or otherwise transfer ownership of the subject property, funds received shall be considered program income. All applicants must possess clear title to the property (may be mortgaged), must be current on all County/City taxes, and utility payments, and must be clear of any applicable code violations which may be pending, unless the rehabilitation will correct the direct citation.

In the event that another State or Federal leverage source (other funds) shall ultimately require repayment of funds as a term of the assistance provided, SHIP funds will be provided in the form of a deferred payment loan with the term of five years at zero percent (0%) annual rate of interest. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the property for the five year term of the loan, should the property be sold, rented

or fail to be the principal residence, repayment of the loan shall be based upon the prorated principal balance for the unexpired term of the loan. In the absence of another State or Federal leverage source, SHIP funds shall be subject to the terms, recapture and default provisions stated above. SHIP funds per unit shall be determined at all times by the County and shall be based on evidenced need and available SHIP funds.

If the property ownership transfers due to death of the homeowner and the new owner is eligible for the SHIP Program, the SHIP mortgage may be assumed so long as all other SHIP requirements are met.

- f. Recipient Selection Criteria: Client selection will be on a first-come, first-qualified-served basis.
- g. Sponsor Selection Criteria: Not Applicable
- h. Additional Information: Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:
  - Repair needed to meet or exceed the requirements of the Florida Building Code.
  - Window repair, replacement and weather stripping.
  - Paints and primers that meet the Green Seal G-II Environmental Standard.
  - Commodes with 1.3 gallons per flush capacity.
  - Use of all eligible energy star appliances.
  - Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**D. Name of the Strategy: Owner Occupied Replacement**

- a. Summary of the Strategy: Funds will be available for the replacement of dilapidated single family structures which include manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles. Section 420.9075 (5)(c),

F.S., "Not more than 20 percent of the funds made available in each county and eligible municipality from the local housing distribution may be used for manufactured housing." Strategy is designed to perform general code related repairs and improvements. Replacement of the house will be determined by lack of feasibility for rehabilitation due to structural deterioration factors relating to the roof (20% of the value of the home) exterior walls (60%) and foundation (20%). Funds may be leveraged with the Community Development Block Grant or other Federal or State funding sources.

- b. Fiscal Years Covered: 2011/2012 - 2013/2014
- c. Income Categories Served: Very Low, Low, and Moderate Income Households
- d. Maximum Award: \$80,000 per unit
- e. Terms, Recapture and Default: **Replacement Mortgages** are subject to a zero percent (0%), non-amortizing, non-forgiven second mortgage due and payable in full at the time of transfer of ownership or homeowner receives cash out from a refinance of the property. Failure to maintain the property as the principal residence shall constitute default.

In the event that a homeowner should choose to repay the SHIP funds due to refinance, sale, or otherwise transfer ownership of the subject property, funds received shall be considered program income. All applicants must possess clear title to the property (may be mortgaged), must be current on all County/City taxes, and utility payments, and must be clear of any applicable code violations which may be pending, unless the rehabilitation will correct the direct citation.

In the event that another State or Federal leverage source (other funds) shall ultimately require repayment of funds as a term of the assistance provided, SHIP funds will be provided in the form of a deferred payment loan with the term of five years at zero percent (0%) annual rate of interest. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the

property for the five year term of the loan, should the property be sold, rented or fail to be the principal residence, repayment of the loan shall be based upon the prorated principal balance for the unexpired term of the loan. In the absence of another State or Federal leverage source, SHIP funds shall be subject to the terms, recapture and default provisions stated above. SHIP funds per unit shall be determined at all times by the County and shall be based on evidenced need and available SHIP funds.

If the property ownership transfers due to death of the homeowner and the new owner is eligible for the SHIP Program, the SHIP mortgage may be assumed so long as all other SHIP requirements are met.

- f. Recipient Selection Criteria: Client selection will be on a first-come, first-qualified-served basis. Only one replacement home per homeowner per lifetime will be allowed.
- g. Sponsor Selection Criteria: Not Applicable
- h. Additional Information: Eligible home repairs include but are not limited to Energy Efficiency and Green housing related repairs:
  - Repair needed to meet or exceed the requirements of the Florida Building Code.
  - Window repair, replacement and weather stripping.
  - Paints and primers that meet the Green Seal G-11 Environmental Standard.
  - Commodes with 1.3 gallons per flush capacity.
  - Use of all eligible energy star appliances.
  - Exterior or interior alterations to the unit to provide greater accessibility for persons with special housing needs, defined as a person(s) handicapped physically disabled and/or elderly (households where the principal is 62 years or older).

**E. Foster Youth Housing/Rental Assistance Program**

- a. Summary of the Strategy:

This strategy, as provided in 420.628, F.S., is designed to provide the stability of safe and affordable housing to young adults who leave the child welfare system. SHIP funds may be used as part of the Local Contribution to provide assistance for affording rental housing whenever and wherever possible for these young adults in order to help them face numerous barriers to a successful transition to adulthood.

- b. Fiscal Years Covered: 2011/2012 – 2013/2014
- c. Income Categories to be served: Very Low Income, Low Income and Moderate Income households.
- d. Maximum award: To be received by any qualified individual as defined 67-37.002(21) will be up to \$2,000, pending funding availability, for assistance for temporary, transitional or rental housing. Funds can be used for the first month, last month and security deposit for an eligible rental property.
- e. Terms, Recapture and Default: Assistance of \$2,000 or less will be provided for in the form of a grant.
- f. Recipient Selection Criteria:

Applicants must meet the following eligibility criteria in order to receive a SHIP funded unit or receive assistance from eligible program sponsors:

  1. Must be an eligible person as defined in 420.9071 (10), F.S. for affordable housing. Persons Who Have Special Housing Needs” means individuals who have incomes not exceeding moderate-income and, because of particular social, economic, or health-related circumstances, have greater difficulty acquiring or maintaining affordable housing. Such persons include: those who have encountered resistance to their residing in particular communities; suffered increased housing costs resulting from their unique needs and high risk of institutionalization; persons with developmental disabilities; persons with mental illnesses or chemical dependency; persons with Acquired Immune Deficiency Syndrome (“AIDS”) and Human Immunodeficiency Virus (“HIV”) disease; runaways and abandoned youth; public assistance recipients; migrant and seasonal farm workers; refugees and entrants; the elderly; and disabled adults, as defined in 67-37.002(21).
  2. Eligible property/buildings shall be located in DeSoto County.

3. Eligible property must comply with the Section 8 Housing Quality Standards (HQS) in HUD Standards 24 CFR part 35 *Florida Statutes*.
4. Manufactured or Mobile homes do not qualify as eligible property.

**F. Name of the Strategy: Disaster Strategy**

- a. Summary of the Strategy: The Disaster Strategy provides assistance to households following a natural disaster as declared by Executive Order of the Governor of the State of Florida. This strategy will only be implemented in the event of a natural disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:
  - (a) purchase of emergency supplies for eligible households to weatherproof damaged homes;
  - (b) interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
  - (c) construction of wells or repair of existing wells where public water is not available;
  - (d) payment of insurance deductibles for rehabilitation of homes covered under homeowners insurance policies;
  - (e) security deposits, rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to damage from a storm;
  - (f) other activities as proposed by the counties and eligible municipalities and approved by Florida Housing Finance Corporation.
- b. Fiscal Years Covered: 2009 - 2011
- c. Income Categories to be served: Very Low, Low, and Moderate as defined in Section 420.9071(19), (28), Florida Statutes.
- d. Maximum award: \$2,500
- e. Terms, Recapture and Default: All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture unless disaster funds are utilized in another strategy. In such event, the applicable terms, recapture, and default provisions shall apply.
- f. Recipient Selection Criteria: First come, first served.
- g. Sponsor Selection Criteria: Not applicable

- h. Additional Information: Not applicable

### III. LHAP INCENTIVE STRATEGIES

*Section 420.9071(16), 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. Established policy and procedures: Provide Description: Affordable housing projects are flagged to insure they are expedited ahead of other individual permit applications.

**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: Provide Description: DeSoto County will review all known and potential affordable housing impacts prior to passing policies, procedures, regulations, or ordinances that might contribute to increased costs for residential housing. This will be done by the County Staff and will be a requirement in reviewing land use or land development legislation prior to their passage.

### 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(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:** *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(7), F.A.C.*

Signed Certification is attached as Exhibit D.

**E. Adopting Resolution:** *Section 420.9072(2)(b)2, 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.**
- H. Interlocal Agreement:** *Section 420.9072, F.S.*  
A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**