

NAME OF LOCAL GOVERNMENT

Okaloosa County and City of Fort Walton Beach

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

FISCAL YEARS COVERED

2010/2011, 2011/2012 AND 2012/2013

Prepared by:

Okaloosa Community Development Corporation

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

A. **Name of the participating local government and Inter-local if Applicable:**
Section 420.9072(5),F.S.

Okaloosa County/City of Fort Walton Beach

Inter local : Yes X No

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

Okaloosa County/City of Fort Walton Beach

A copy of the Inter-local Agreement is attached as **Exhibit C**.

F.A.C. B. **Purpose of the program:** Section 420.9072, F.S. and Chapter 67-37.005(3),

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:** *Chapter 67-37.002, F.A.C.*

X 2010/2011
 X 2011/2012
 X 2012/2013

D. **Governance:** *Chapter 67-37.005(3)and (5)(i)F.A.C. and Section 420.9071(14)F.S.*
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.
The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. **Local Housing Partnership** *Section 420.9072(1)(a), F.S.*
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:** *Chapter 67-37.007(1)(b)(c), F.A.C. and Section 420.9075(1)(a) and (1)(b3, and (1)(c), 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(3), F.A.C.*

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** Chapter 67-37.005(6) (a), F.A.C.
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:** Section 420.9075(3)(c), 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(5)(g), F.A.C.
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:** Section 420.9075(4)(c), F.S. and Chapter 67-37.007(6) F.A.C.
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 an 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 by Okaloosa County (local government) is:
 Bond Study Numbers provided by Florida Housing Finance Corporation
 Independent Study (copy attached)
 U.S. Treasury Department
 Local HFA Numbers

The purchase price limits shall run concurrently with those set annually by the State:

New Homes:	\$281,137.50
Existing Homes:	\$281,137.50

- L. **Income Limits, Rent Limits and Affordability:**
Chapter 67-37.005(5)(e), F.A.C. and Section 420.9071(2), F.S.
The Income and Rent Limits used in the SHIP Program are updated from the 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: Chapter 67-37.005(6)(b)(7)F.A.C.
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 Welfare Transition Program and Workforce Development Initiatives programs will be given preference in the selection process.

N. Monitoring and First Right of Refusal: Section 420.9075(3)(e)and (4) (f), F.S.
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: Chapter 67-37.005(6)(f)3, F.A.C..
There is currently no administrative budget due to no funding.

The Okaloosa County/City of Fort Walton Beach finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

P. Green / Innovative Design: Section 420.9075 (3)(d) F.S.:
The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, lo-flow plumbing fixtures, as appropriate and Energy Starr rated appliances where applicable and with homeowners' acceptance, metal roofing is installed. Metal roofing contributes to increased energy efficiency, longer life and less susceptible to hurricane wind damage.

Q. Essential Service Personnel: Section 420.9075 (3) (a0)

Essential Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services and public safety. In accordance with Rule Chapter 67-37.002(8), F.A.C. and Chapter 67-37.005(8) F.A.C.

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

A. Name of the Strategy: Purchase Assistance

1. Summary of the Strategy:

SHIP funds will be made available to support down payment, closing costs, gap financing, and substantial rehabilitation for the purchase of existing or newly constructed affordable housing units on a one-time basis to income eligible homebuyers. However, each homebuyer shall only receive the minimum level of assistance required to enable the purchase and necessary repair of an existing or newly constructed home utilizing gap financing when necessary.

The projected average SHIP cost per unit is a maximum of \$60,000.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income Categories to be served:

Those individuals or households who are within 80% of the median income or less. Beneficiaries must complete a Home Buyer Counseling class prior to receiving funds. Eligible Moderate Income applicants will be considered only if there are non-eligible buyers in the Very Low Income and Low Income categories.

4. Maximum award is noted on the Housing Delivery Goals Charts: \$60,000

5. Terms, Recapture and Default:

Deferred Payment Loan (DPL) to the homeowner secured by a promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property. The loan is due and payable upon sale, transfer or rental of subject property.

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a significant decrease of their mortgage payment or term of the loan. There is the stipulation of no cash in hand to the homeowner.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first served basis, for an applicant who receives a first mortgage commitment from a lender. Section 420.9075(3)(c) Florida Statute, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of

contracts or assistance under the SHIP Program.

B. Name of the Strategy: Rehabilitation

1. Summary of the Strategy:

The intent of this strategy is to complete substantial rehabilitation of substandard, homeowner occupied housing. The maximum per unit cost for rehabilitation cannot exceed \$50,000, and is fully forgivable.

Green strategy: The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation and other green features will be incorporated into all substantial rehabilitation projects, as noted in subsection P., page 4. . Fiscal Years Covered: 2010/2011; 2011/2012; 2012/2013

2. Income Categories to be served:

The targeted populations are those individuals or households who are at 80% of the median income or less.

4. Maximum award is noted on the Housing Delivery Goals Charts \$50,000

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL's) at 0% interest with no monthly payments secured by a recorded mortgage and promissory note that is forgiven at the end of 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

\$ 1.00 - \$50,000 = 5 Years @ 1/5 PER YEAR

Requests for subordination in the event of homeowner refinancing will be reviewed on a and granted only when the refinancing will result in a significant decrease of their mortgage payment, There is the stipulation of no cash in hand to the homeowner.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

C. Name of the Strategy: Disaster Assistance

1. Summary of the Strategy:

SHIP funds may be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide emergency repairs and rental assistance funds to homes owned by SHIP very low and low income families in the

aftermath of a Federal, state or locally "declared natural disaster" to address emergency housing repair needs. Generally, such needs shall include, but not be limited to: purchase of emergency supplies for eligible homeowners to weatherproof damaged homes; interim repairs to avoid further damage to the homes of eligible families; tree and debris removal required to make individual housing units habitable by an eligible family; and post-disaster assistance with non-insured repairs to homes owned by low and very low income families. Additionally, in those cases where eligible families cannot live in their damaged homes, deposits and 1st and last months rents will be provided not to exceed \$3,500 per family. This optional strategy will be implemented only in the event of a "declared natural disaster" that directly impacts the area. The maximum amount of SHIP funds to be utilized through this strategy is \$50,000 in repairs per unit and \$3,500 per family for rental assistance unit.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income Categories to be served:

Those individuals or households who are who are at 80% of the median income or less. The maximum SHIP cost per unit is \$50,000. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program. This is a one-time assistance program.

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

\$50,000 per unit for rehabilitation
\$ 3,500 per family for rental assistance

5. Terms, Recapture and Default:

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The note has a maximum term of 5 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

\$1.00 - \$50,000 = 5 years for unit repair

Loans will be forgiven in percentages at the following rates:

5 year loan.....20 % forgiven per year on the loan anniversary date.

There is a maximum term of 5 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.

If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules will apply to eligible recipients and property.

Rental Assistance funds, not to exceed \$3,500 will be granted for the duration of the executive order.

6. Recipient Selection Criteria:

Assistance will be provided on a first come, first qualified, first served basis following the declaration of a natural disaster. The strategy will be advertised upon declaration of the area as a "declared natural disaster" area. In the event the strategy is not implemented during a given SHIP Program year, any funding reserved for the Strategy will be reallocated to one or more of the approved SHIP strategies by SHIP budget transfer notification to the Housing Finance Corporation.

D. Name of the Strategy: Infill- Housing / Land and/or House Acquisition/Rehabilitation/Resale

1. Summary of the Strategy:

The intent of this strategy is threefold:

- a.) To allow the Okaloosa CDC the capability to purchase the property, rehabilitate and resell it at fair market value within 12 months of purchase to low and very low income eligible customers.
- b.) To purchase property in target neighborhoods needing revitalization and to provide infill housing via new construction within 24 months of purchase.
- c.) To allow the Okaloosa Community Development Corp to purchase land to develop home sites within 36 months of purchase. This is not a land banking strategy, but instead a new construction strategy that complies with the SHIP expenditure deadline.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income Categories to be served:

The targeted populations are those individuals or households who are at 120 % of the median income or less.

Maximum award is noted on the Housing Delivery Goals Charts:
\$100,000

4. Terms, Recapture and Default:

Applicants purchasing these properties will be allowed to participate in the SHIP Down Payment/Closing Cost Program. The upfront SHIP investment from this strategy will be recaptured in full.

MAXIMUM AMOUNTS:

Single Family Home	\$100,000
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Recipient Qualifications:

Costs funded by the SHIP Program for homes purchased by SHIP recipients will require a Deferred Payment Loan (DPL) secured by a mortgage and promissory note. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

There is a maximum term of 15 years, unless the property is sold transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 15 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

If HOME monies are leveraged with SHIP monies for reconstruction, HOME rules will apply to eligible recipients and property.

5. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement of the availability of SHIP resources for eligible homeowners who are at no more than 120% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

E. Name of the Strategy: Foreclosure Prevention/Intervention Strategy

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible low and very low income homeowner's to become current on their mortgage payments. Eligible expenses will include delinquent mortgage payments, attorney's fees, recording fees, and late fees. The maximum grant amount is \$5,000.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income Categories to be Served:

Those individuals or households who are at or below 80 % of median income. Assistance will be provided on a first-come, first qualified, first-served basis.

4. Maximum Award is noted on the Housing Delivery Goals Charts: \$5,000

5. Terms, Recapture and Default:

Assistance will be available in the form of a grant with no repayment Required.

6. Recipient Selection Criteria:

Homeowner's must be delinquent at least 30 days with either a letter from the mortgagor-notifying applicant of delinquency and/or intent to foreclosure. In addition, the default must have been caused by circumstances beyond the control of the applicant, such as - death of spouse, unforeseen medical expenses, divorce, or unemployment- and there must be a reasonable prospect that the applicant will be able to resume full mortgage payments to the primary lender. This program may only be used once by an eligible homeowner.

F. LHAP RENTAL STRATEGIES

Name of the Strategy: Rehabilitation/New Construction

1. Summary of the Strategy:

The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income Categories to be served:

Families occupying rental units rehabilitated or developed through this activity must have incomes below 80% of the median income or in the case of a development receiving tax credits; they must adhere to state required percentages.

4. Sponsor Selection Criteria:

Selection criteria shall include the following, as applicable:

SELECTION CRITERIA	MAXIMUM POINTS
1) Provide the organization's mission statement or bylaws which must document the organization's intent to provide affordable rental housing	10 pts.
2) Amount of community related activity the organization has in Okaloosa County.	5 pts.
3) Experience in the development of affordable rental housing as well as any previous experience with the FHFC rental development.	20 pts.
4) The financial stability of the organization / corporation.	15pts.
5) Ability to complete projects in a timely manner with target dates for Project commitment and completion if selected.	10 pts.
6) Demonstrate site control.	15pts.
7) Demonstrate that other necessary funds and financing are committed with a ratio of private funds to public funds included.	15pts.
8) Document the SHIP cost per unit as well as the total aggregate cost per unit from all funding sources.	20pts.
9) Document that the infrastructure is in place or is available and project conforms to County and/or City development goals.	10pts
10) Document support services provided.	20pts.
11) Document the affordability of the proposed units to be constructed or rehabilitated (please include rental rates).	20pts.

- 12) Is the sponsor designated as a private for profit entity or a non-profit Organization. 10 pts.
- 13) Is the project located in an area targeted by the OCDC, City of Fort Walton Beach, or Okaloosa County, or is it located in a Community Redevelopment Area or Enterprise Zone? 10pts.
- 14) Demonstrate that you will employ personnel from the Welfare Transition Program and Workforce Development Initiatives Programs. 10pts.
- 15) Form of SHIP Assistance requested, i.e., deferred payment loan or low interest loan. 10pts.
- 16) The ability to provide housing with appropriate supportive services, enabling special needs individuals to achieve appropriate independent living.

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL)'s will be used at 0% for non-profit firms and a low interest loan not to exceed 3%, will be used for for-profit firms. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

Limits:

New Construction:	\$50,000/Unit
Existing	\$40,000/Unit

SHIP Leveraging Resources:

- Private Mortgage Lenders
- Florida Housing Finance Corporation (FHFC)

6. Recipient Selection Criteria

All applicants that meet the selection criteria will be served on a first come-first qualified- first served bases and must be approved by vote of the Board of Directors of the Okaloosa Community Development Corporation.

NOTE: All applicants must be registered and have ability to obtain permits in Okaloosa County, and have current license to operate its business within Okaloosa County. SHIP applicants must agree to comply with all SHIP program guidelines by contract, certify that it will not discriminate on the basis of race, creed, color, marital status, religion, age, sex, familial status, national origin, or handicap, and certify that all SHIP assisted individuals or households qualify as very low or low income under the Florida Housing Finance Corporation income limits. Rental housing constructed or rehabilitated using SHIP funds must provide the minimum set aside of units for eligible persons for at least (15) years or the term of assistance, whichever is longer. Throughout the terms of assistance, the Okaloosa Community Development Corporation will be monitoring the Rental Housing to ensure guidelines are being met. 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. Rental housing offered for sale prior to the end of this period must be subject to a first right of refusal for purchase at the current market value by eligible non-profit organizations who would provide continued occupancy by eligible persons.

G. SPECIAL NEEDS HOUSING STRATEGY

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to qualified not-for-profit organizations applying for funds to acquire, develop and/rehabilitate affordable housing for very – low to low income special needs populations. Persons who have special housing needs are defined in Chapter 67-37.002 (21), F.A.C. The not-for-profit/for profit organizations selected for award of funding will utilize a first come, first served tenant selection process.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income and eligibility requirements:

First Come, First Qualified, First Serve. Eligible persons include those whose income do not exceed 80% of median income and because of particular social, economic, or health-related circumstances may have, for example, encountered resistance to their residing in a particular community, and may have suffered increased housing costs resulting from their unique needs and high risk of institutionalization.

Eligible activities include acquisition, reconstruction, moderate or substantial rehabilitation, site improvements, conversion, and/or new construction of units.

None of the funds may be used for administrative support, staff, administrative materials, and or any other cost associated with administration.

Allowable SHIP expenses under this strategy are: construction materials and labor, permits, payment of impact and capacity fees, lender fees, and infrastructure expenses typically paid by the developer, appraisals, soft costs such as engineering fees, architectural and related fees, environmental studies, financing costs, and legal fees.

4. Applicant Criteria

The applicant must have experienced staff that have successfully completed similar projects, or experienced consultants.

In addition, sponsor selection criteria will be the same as used in the Rehabilitation/New Construction Rental Strategy.

Applicant will combine housing with appropriate services, enabling special needs individuals to achieve independent living appropriate to their level of ability.

Rental housing offered for sale prior to the end of this period will be required to offer a right of first refusal for purchase at the current market value by eligible non-profit organizations that would provide continued occupancy by eligible persons.

5. Terms, Recapture and Default:

Deferred Payment Loan (DPL)'s will be 0% for non-profit organizations only whose application fit criteria for Special Needs and is to be approved by the Board of Directors'. No payments will be required. Based on the Board of Directors approval the loan will be secured by mortgage and note, with a term of 15 years. If at any time the originally intended use of the special needs housing changes, the funds utilized from SHIP must be repaid in full.

Limits:
New Construction \$50,000/Unit
Existing \$40,000/Unit

IV. EXHIBITS:

- A. LHAP Exhibit A ADMINISTRATION BUDGET 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 statye 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. Okaloosa County Affordable Housing Incentive Plan:. Signed Certification is attached as Exhibit D.**
- E. Inter-local Agreement: *Section 420.9072, F.S.* A copy of the Inter-local Agreement if applicable is attached as Exhibit E.**
- F. Certification Page: Chapter 67-37.005(7), F.A.C. Signed Certification is attached as Exhibit F.**
- G. Resolution: Attached as Exhibit G.**
- H. Program Information Sheet: Completed program information sheet is attached as Exhibit H.**

Exhibit A

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A

Title: LHAP Template 2009

No. 001

67-37.005(1), F.A.C.

Effective Date: 11/09

Exhibit A Admin Budget

Fiscal Year	
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Perdiem Workshops, etc	\$
Advertising	\$
	\$
	\$

Fiscal Year	
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Perdiem Workshops, etc	\$
Advertising	\$
	\$

Fiscal Year	
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Perdiem Workshops, etc	\$
Advertising	\$
	\$

Based on a distribution of

Exhibit B

TIMETABLE FOR STATE FISCAL YEAR 2012/2013

Exhibit B

Name of Local Government: Okaloosa County

PROGRAMS/ACTIVITIES	FISCAL YEAR												
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
Advertise Availability of Funds	X												
Application Period (On-Going)	X	X	X	X	X	X	X	X	X	X	X	X	X
Start Program Year	X												
Annual Report													
Mid-Year Review/Adjustments													
End-Year Review/Adjustments													
Encumbrance Deadline													
Expenditure Deadline													
Final Program Review													

Directions:

Type in the applicable years across the top line.

List Program Activities down left hand side. Type in an "X"

on applicable activity line under month and year the activity will be initiated or completed.

At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year)
- 4) Submit Annual Report to FHFC (September 15th)

Exhibit C

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

Name of Local Government:	2011 - 2012										Total	Total	Total	
	Available Funds:		A		B		C		D					E
	Max. SHIP Award	Units	Max. SHIP Award	Units	Max. SHIP Award	Units	Max. SHIP Award	Units	Max. SHIP Award	Units	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Okaloosa County														
HOME OWNERSHIP STRATEGIES														
A. Purchase Assistance	\$60,000		\$20,000		\$221,088.00		\$300,000.00		\$230,000.00		\$521,088.00	#DIV/0!		0
B. Rehabilitation	\$50,000		\$50,000		\$450,000.00		\$230,000.00				\$230,000.00	#DIV/0!		0
D. In Fill Housing	\$100,000		\$100,000								\$450,000.00	#DIV/0!		0
C. Disaster Assistance	\$53,500		\$53,500								\$0.00	#DIV/0!		0
E. Foreclosure Prevention/Intervention	\$5,000		\$5,000								\$0.00	#DIV/0!		0
Subtotal 1 (Home Ownership)	0	0	0	0	\$671,088.00		\$530,000.00		\$0.00		\$1,201,088.00	#DIV/0!		0
RENTAL STRATEGIES														
G. Rental Rehab/New Const.	\$50,000		\$50,000		\$400,000.00		\$50,000		\$400,000.00		\$400,000.00	#DIV/0!		0
H. Special Needs Strategy	\$50,000		\$50,000								\$0.00	#DIV/0!		0
Subtotal 2 (Non-Home Ownership)	0	0	0	0	\$400,000.00		\$0.00		\$0.00		\$400,000.00	#DIV/0!		0
Administration Fees														
Admin. From Program Income														
Home Ownership Counseling														
GRAND TOTAL	0	0	0	0	\$1,071,088.00		\$530,000.00		\$0.00		\$1,601,088.00	#DIV/0!		0
Calculate Const./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.														
Percentage Construction/Reh														
Maximum Allowable														
Purchase Price:														
Allocation Breakdown	Amount													
Very-Low Income	\$950,000.00													
Low Income	\$400,000.00													
Moderate Income	\$171,088.00													
TOTAL														23-June-11

Press Check applicable box, A-D Annualized, other number

New Plan: X

Amendment:

Fiscal Yr. Closeout:

Exhibit D

IV. LHAM INCENTIVE STRATEGIES
Section 420.9071(16), F.S.

- a. **Incentive:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects. (Section 420.9071(16), *Florida Statutes*)

Okaloosa County:

As provided in Policy 1.4.4 of the Housing Element of the Okaloosa County Comprehensive Plan, the County provides a fast-track review process for development order and building permit applications for projects that provide affordable housing.

City of Fort Walton Beach:

It is the policy of the City's Development Services Division to expedite affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

- b. **Incentive:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. (Section 420.9071(16), *Florida Statutes*)

Okaloosa County:

The County shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

City of Fort Walton Beach

The City shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

- c. **Incentive.** Establishment of a schedule for implementing the incentive strategies. (Section 420.9071(16), *Florida Statutes*)

Okaloosa County:

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

City of Fort Walton Beach:

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

Exhibit E

INTERLOCAL AGREEMENT

State Housing Initiatives Partnership Program

THIS INTERLOCAL AGREEMENT made and entered into this ____ day of _____ 2011, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

WITNESSETH:

WHEREAS, the C County and the City have legal authority to perform general government services within their respective jurisdiction; and

WHEREAS, THE County and the City are authorized by Florida Statutes Chapter 163.01 et seq., to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

WHEREAS, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference) created Section 4209072, et seq., Florida Statutes, (the "State Housing Initiatives Partnership Program" ("SHIP")), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

WHEREAS, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

WHEREAS, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

WHEREAS, the County and the City have determined that (SHIP) Program funds can be more effectively and efficiently utilized and managed through an Interlocal Agreement.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The County and the City do hereby agree that the (SHIP) Program funds are to be distributed to the County by Florida Housing Finance Corporation, as provided in 420.9073, Florida Statutes. Said funds shall be made available to the County's Housing Partner with a minimum of 20% of the funds being used within the City, unless qualified projects cannot be found. The County's Housing Partner for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by and managed by Okaloosa County. This account shall be known as the Okaloosa local Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the Corporation. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37 Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the County and the City, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rule 67-37, as amended, as each may be applicable to the SHIP Program.
8. If at any time during the term of this Interlocal Agreement, the County or the City which are the parties to this Interlocal Agreement, the County or City believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions of this interlocal Agreement prior to the commencement of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by

law.

9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Florida Administrative Code 67-37.011
11. For all purposes herein, the term "Interlocal Agreement" shall mean this Interlocal Agreement, and the provisions thereof.
12. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

IN WITNESS WHEREOF, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,
A Municipality Chartered in the
State of Florida

OKALOOSA COUNTY,
A Political Subdivision of the State of
Florida, by and Through its Board of
County Commissioners

BY: _____

Mike Anderson, Mayor
P.O. Box 4009
Fort Walton Beach, FL 32549-4009
(850) 243-3141

BY: _____

James Campbell, Chairman
1804 Lewis Turner Boulevard
Fort Walton Beach, FL 32547
(850) 651-7105

BCC Approved: _____

ATTEST:

ATTEST:

BY: _____

Helen A. Spencer,
City Clerk

SEAL

BY: _____

Don W. Howard,
Clerk of Circuit Court,
Okaloosa County, FL

SEAL

Date: _____

Date: _____

Exhibit F

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Okaloosa County and City of Fort Walton Beach

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation with in 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.

Exhibit F

Certification

- 13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida *has or* X *has not* been implemented.

(note: Miami Dade County will check "has")

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Exhibit F

CITY OF FORT WALTON BEACH,
A Municipality Chartered in the
State of Florida

OKALOOSA COUNTY, A
Political Subdivision of the
State of Florida, by and
Through its Board of County
Commissioners

BY: _____
Mike Anderson
Mayor
P.O. Box 4009
Fort Walton Beach, FL 32549-4009
(850) 243-3141

BY: _____
James Campbell
Chairman
1804 Lewis Turner Boulevard
Fort Walton Beach, FL
(850) 651-7105

ATTEST:

ATTEST:

BY: _____
Helen A. Spencer
Clerk of Court

BY: _____
Don W. Howard
County Clerk

SEAL

SEAL

Date: _____

DATE: _____

Exhibit G

RESOLUTION NO. 11- 95

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES, AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

Recitals

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, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative

costs.

WHEREAS, the Economic and Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the Board of County Commissioners finds that it is in the best interest of the public to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

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

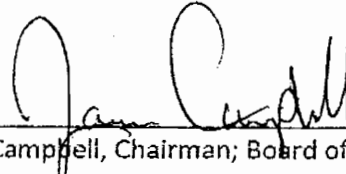
Section 1: The Board of County Commissioners of Okaloosa County hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2010 through 2013.

Section 2: The Chairman of the Board of County Commissioners is hereby designated and authorized to execute any documents and certifications required by the 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: This resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED THIS 19TH Day of July, 2011.

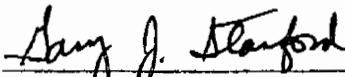
By



James Campbell, Chairman; Board of
County Commissioners



ATTEST:



Dan Howard, Clerk of
Circuit Court



Exhibit H

Exhibit H

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET

LOCAL GOVERNMENT: OKALOOSA COUNTY

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): CHAIRMAN JAMES CAMPBELL

ADDRESS: 1804 LEWIS TURNER BLVD., FORT WALTON BEACH, FL 32547

SHIP ADMINISTRATOR: OKALOOSA COMMUNITY DEVELOPMENT CORP.

ADDRESS: 204 CLOVERDALE BLVD., FORT WALTON BEACH, FL 32547

TELEPHONE:(850) 863-1969 FAX:(850)863-7954

EMAIL ADDRESS: okloosacdc@embarqmail.com

ADDITIONAL SHIP CONTACTS: BRENDA BAILEY- GRANTS AND CONTRACTS

ADDRESS: 1804 LEWIS TURNER BLVD., FORT WALTON BEACH, FL 32547

EMAIL ADDRESS: bbailey@clerkofcourts.cc

INTERLOCAL AGREEMENT: YES (IF yes, list other participants in the inter-local agreement):

CITY OF FORT WALTON BEACH

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER:59-3165895

MAIL DISBURSEMENT TO: N/A

ADDRESS: N/A

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

XXX 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