



**INDIAN RIVER
COUNTY
LOCAL HURRICANE
HOUSING RECOVERY
PLAN**

GUIDELINES, PROCEDURES,

AND STRATEGIES

FOR THE

INDIAN RIVER COUNTY

LOCAL HURRICANE HOUSING RECOVERY PROGRAM

FY 2005-2006

FY 2006-2007

FY 2007-2008

I. HURRICANE HOUSING RECOVERY ASSISTANCE PROGRAM

A. INDIAN RIVER COUNTY

Base Allocation Request:	<u>\$10,922,421</u>
Extremely Low Income Request:	<u>\$2,184,484</u>
Community Planning Request:	<u>\$1,456,323</u>
Total Request:	<u>\$14,563,228</u>

Name of participating local government(s) or other agencies in the Community Planning Strategy

CITY OF FELLSMERE

CITY OF SEBASTIAN

CITY OF VERO BEACH

TOWN OF INDIAN RIVER SHORES

TOWN OF ORCHID

UNINCORPORATED INDIAN RIVER COUNTY

II. HHRP HOUSING STRATEGIES

A. Impact Fee/Capacity Charge Grant

a. Summary of the Strategy:

To assist eligible persons with the cost of impact fees and/or water and sewer capacity charges associated with the construction of new units or connections of existing housing units to the county water and/or sewer systems.

b. Fiscal Years Covered: FY 2005-2006, FY 2006-2007, FY 2007-2008

c. Income Categories to be served:

- ▶ Extremely-Low Income Persons (less than 30% of median income)
- ▶ Very Low-Income Persons (between 31-50% of median income)
- ▶ Low-Income Persons (between 51-80% of median income)

d. Maximum award:

The County provides grants of up to \$20,000.00 per unit or applicable cost of impact fees and capacity charges, whichever is less.

e. Terms, Recapture, Default:

The applicant must execute a grant agreement with the County indicating that the applicant will comply with the county's Local Hurricane Housing Recovery Program's requirements.

There will be no interest rate for impact fee/capacity charge grants.

Grant Period: 10 years for owner occupied units
50 years for renter occupied units

The repayment of funds awarded as an impact fee grant is not required, except in cases whereby the eligible housing unit is sold to non-eligible persons or occupied by someone other than the original grant recipient prior to termination of the unit's affordable classification timeframe. In cases where the unit is sold to a non-eligible person, resale of the unit shall require repayment of the original grant amount in full.

Recaptured funds will be deposited in the county's affordable housing trust fund.

f. Recipient Selection Criteria:

Applications will be reviewed based on a first come first reviewed basis, and applicants will be chosen per the following criteria.

- Income Eligibility
- Asset Verification
- Verification that applicant must pay impact fees and/or water and sewer capacity charges

g. Sponsor Selection Criteria:

Non-profit organizations or for-profit developers eligible to participate in the local housing assistance program shall be selected according to the following criteria:

- Ability to proceed with the construction or rehabilitation activities and receive a certificate of occupancy within one year of the closing transaction date
- Number of units provided per year
- Ability to provide maximum leverage against Hurricane Housing Recovery funds
- The length of time the organization has been in Indian River County
- Experience in the development of affordable housing
- For non-profit organizations, the organization must be a non-profit entity with current 501(c)(3) tax exempt status
- Priority will be given to organizations which employ personnel from the WAGES and Workforce Development Initiatives programs
- For-profit or non-profit organizations must apply for a state and/or housing program to qualify.

h. Additional Information:

i. Geographic Area

Impact fee/capacity charge loans may be made anywhere in the County, including all municipalities located within the County.

ii. Housing Unit Classification

All housing units shall be owner-occupied or rental residences.

iii. Non-profit organizations or For-profit developers can apply for impact fee grant only when impact fee grant is a match for another housing program, such as the CDBG Program, Home Investments Partnership(HOME), Low Income Tax Credit Program (LITC), State Apartment Incentive Loan Program (SAIL), Multi-Family Mortgage Revenue Bond Program, and other state and federal housing programs.

B. Impact Fee Loan

a. Summary of the Strategy:

To assist eligible persons with the cost of impact fees and/or capacity charges associated with new construction or connections of existing housing units to the county water and/or sewer system.

b. Fiscal Years Covered:

FY 2005-2006, FY 2006-2007, FY 2007-2008

c. Income Categories to be served:

- ▶ Extremely-Low Income Persons (less than 30% of median income)
- ▶ Very Low-Income Persons (between 31-50% of median income)
- ▶ Low-Income Persons (between 51-80% of median income)
- ▶ Moderate-Income Persons (between 81-120% of median income)

d. Maximum award:

The maximum monetary award for an impact fee/capacity charge loans shall not exceed \$20,000.00 per unit or the total cost of applicable impact fees and capacity charges for the eligible housing unit, whichever is less.

e. Terms, Recapture, Default:

Impact fee loans are deferred payment loans whereby repayment of the entire loan amount occurs at the time that the eligible housing unit is sold or if the assisted unit is occupied by someone other than the original loan recipient. The entire amount of the loan for rental projects must repaid when the project changes to market rate.

There will be no interest rate for impact fee/capacity charge loans.

Recaptured funds will be deposited in the county's affordable housing trust fund.

Eligible persons may repay the entire amount of the loan at any time.

f. Recipient Selection Criteria:

Applications will be reviewed based on a first come first reviewed basis, and applicants will be chosen per the following criteria:

- Income Eligibility
- Asset Verification
- Credit Verification
- Verification that applicant must pay impact fees and/or water and sewer capacity charges.

g. Sponsor Selection Criteria:

Non-profit organizations or For-profit developers eligible to participate in the local housing assistance program shall be selected according to the following criteria:

- Ability to proceed with the construction or rehabilitation activities and receive a certificate of occupancy within one year of the closing transaction date
- Number of units provided per year
- Ability to provide maximum leverage against Hurricane Housing Recovery funds
- The length of time the organization has been in Indian River County
- Experience in the development of affordable housing
- For non-profit organizations, the organization must be a non-profit entity with current 501(c)(3) tax exempt status
- Priority will be given to organizations which employ personnel from the WAGES and Workforce Development Initiatives programs
- For-profit or non-profit organizations must apply for a state and/or housing program to qualify.

h. Additional Information:

i. Geographic Area

Impact fee/capacity charge loans may be made anywhere in the County, including all municipalities located within the County.

ii. Housing Unit Classification

All housing units shall be owner-occupied or rental residences.

iii. Non-profit organizations can apply for impact fee loan for building affordable housing units for eligible households.

iv. For-profit developers can apply for impact fee loans only when the impact fee loan is a match for another housing program such as the CDBG Program, Home Investments Partnership (HOME), Low Income Tax Credit Program (LITC), State Apartment Incentive Loan Program (SAIL), Multi-Family Mortgage Revenue Bond Program, and other state and federal housing programs.

v. Impact fee loans can be given in combination with down payment closing/cost loans.

C. Down Payment/Closing Cost/Principal Reduction Loans

a. Summary of the Strategy:

To assist eligible persons with the down payment and closing costs associated with the purchase of a home.

b. Fiscal Years Covered:

FY 2005-2006, FY 2006-2007, FY 2007-2008

c. Income Categories to be served:

- ▶ Extremely-Low Income Persons (less than 30% of median income)
- ▶ Very Low-Income Persons (between 31-50% of median income)
- ▶ Low-Income Persons (between 51-80% of median income)
- ▶ Moderate-Income Persons (between 81-120% of median income)

d. Maximum award:

1.	Extremely Low-Income Persons	-	\$70,000.00
2.	Very Low-Income Persons	-	\$50,000.00
3.	Low-Income Persons	-	\$30,000.00
4.	Moderate-Income Persons	-	\$20,000.00

e. Terms, Recapture, Default:

Down payment closing cost loans are deferred payment loans whereby repayment of the entire loan amount occurs at the time that the eligible housing unit is sold or if the assisted unit is occupied by someone other than the original loan recipient.

There will be no interest rate for down payment/closing cost loans.

Recaptured funds will be deposited in the county's affordable housing trust fund.

Eligible persons may repay the entire amount of the loan at any time.

f. Recipient Selection Criteria:

Applications will be reviewed based on a first come first reviewed basis, and applicants will be chosen per the following criteria:

- Income Eligibility
- Employment Verification
- Asset Verification
- Homebuyer Status
- Credit Verification and/or approval from a financial institution that is granting the first mortgage
- Approval of first mortgage by a financial institution

- Attendance of County's Homebuyer's Educational Workshop

g. Sponsor Selection Criteria:

N/A

h. Additional Information:

i. Geographic Area

Down payment/closing cost loans may be made anywhere in the County, including all municipalities located within the County.

ii. Housing Unit Classification

All housing units shall be owner-occupied residences.

iii. Maximum purchase price of new or existing homes is \$189,682.00. Down payment closing cost loans can be given in combination with a rehabilitation loan for purchase of existing homes or combination with impact fee loans for construction of a new unit.

iv. As structured, the Program does not require an applicant to provide a minimum monetary contribution towards the down payment or closing costs. This Program policy, however, does not exempt an applicant from a financial institution's minimum monetary contribution requirement, if applicable.

v. No owner financing is allowed. All down payment/closing cost applicants must receive their first mortgage from a financial institution.

vi. Except as otherwise provided for herein, Hurricane Housing Recovery funds shall not be provided to any household where that household's projected monthly housing cost, including mortgage principal, interest, taxes, and insurance, will exceed 30% of the household's gross income, or where the household's total debt will exceed 41% of the household's gross income. The monthly housing cost to gross income ratio may exceed 30% and the total debt to income ratio may exceed 41% if the first mortgage lender is satisfied that the applicant household can afford mortgage payments that exceed the 30% front end and 41% back end benchmarks. In such a cases, the first mortgage lender must inform the county in writing of its determination. This determination must be based on specific characteristics applicable to the applicant such as the applicant's debts being short term, the applicant having a good history of debt management, or other pertinent reasons. These requirements apply to all income categories.

vii. Subordination of HHR Mortgage Associated With Refinancing of the First Mortgage

No existing HHR mortgage will be subordinated to a refinanced first mortgage unless the following requirements are met:

Requirements For A Refinanced Mortgage			
Maximum Term Allowed	Maximum Interest Rate Allowed	Maximum First Mortgage Requirements for a Refinanced Mortgage Amount Allowed	Maximum Points Allowed
30 Years	Must be a fixed rate loan, and the interest rate must be lower than the existing first mortgage interest rate.	Not to exceed the original first mortgage amount. Any available equity up to the original mortgage amount may be used for closing costs associated with the refinancing. No cash out to applicant	For down payment and closing cost loans up to 1 point allowed For other loans or grants up to 2 points allowed

D. Land Acquisition Loans/Grants

a. Summary of the Strategy:

To assist extremely low income, very low income, and low income house as well as non-profit sponsors, such as Habitat for Humanity, for the acquisition of vacant lands or lots for the purpose of providing eligible housing units for eligible persons.

b. Fiscal Years Covered:

FY 2005-2006, FY 2006-2007, FY 2007-2008

c. Income Categories to be served:

- ▶ Extremely-Low Income Persons (less than 30% of median income)
- ▶ Very Low-Income Persons (between 31-50% of median income)
- ▶ Low-Income Persons (between 51-80% of median income)

d. Maximum award:

The maximum monetary award for land acquisition loan shall not exceed \$50,000.00 per lot within an existing subdivision or appraised value of the lot, whichever is less, or \$100,000.00 per acre for un-subdivided lands with a density of 6 units per acre or higher.

e. Terms, Recapture, Default:

Land acquisition loans to individual eligible recipients are deferred payment loans whereby repayment of the entire loan amount is required at the time the parcel/lot and its corresponding eligible housing unit is sold or at the time that the assisted unit is occupied by someone other than the original loan recipient.

Recaptured funds will be deposited in the county's affordable housing trust fund.

Eligible persons may repay the entire amount of the loan at any time.

For non-profit organizations, the award will be a grant. The non-profit organization, however, shall guarantee that units to be built on the property will be used by extremely low-income, very low-income, or low-income persons.

f. Recipient Selection Criteria:

Applications will be reviewed based on a first come first reviewed basis, and applicants will be chosen per the following criteria:

- Income Eligibility
- Asset Verification

g. Sponsor Selection Criteria:

Grants to non-profit organizations will be awarded based on the following criteria:

- Ability to proceed with construction
- Ability to meet the deadline for expending the funds
- Number of units to be built
- Percentage of extremely low and very low income households to be assisted
- The length of time the organization has been in Indian River County
- Experience in development of affordable housing
- Proof of 501(1)3 tax exempt status

h. Additional Information:

i. Geographic Area

Land acquisition loans may be made anywhere in the County, including all municipalities located within the County.

ii. Housing Unit Classification

All housing units utilizing assistance from the Program Land Acquisition Loan Strategy shall be owner-occupied single family residences. Mobile homes are not eligible.

iii. Land acquisition loans can be given in combination with down payment closing costs and impact fee loans.

E. Rehabilitation, Replacement and/or Emergency/Disaster Repair Loans

a. Summary of the Strategy:

To fund all or a portion of the cost encountered in rehabilitating or replacing existing units or mobile homes or rehabilitation of acquired owner occupied housing units in conjunction with down payment closing costs loans.

b. Fiscal Years Covered:

FY 2005-2006, FY 2006-2007, FY 2007-2008

c. Income Categories to be served:

- ▶ Extremely-Low Income Persons (less than 30% of median income)
- ▶ Very Low-Income Persons (between 31-50% of median income)
- ▶ Low-Income Persons (between 51-80% of median income)
- ▶ Moderate-Income Persons (between 81-120% of median income)

d. Maximum award:

- \$50,000.00 per unit for rehabilitation
- \$1,500,000.00 for apartments of 20 units and more for multi-family rental rehabilitation
- \$120,000.00 per unit for replacement of a housing unit
- \$80,000.00 per unit for replacement of a mobile home

e. Terms, Recapture, Default:

Rehabilitation loans to individual eligible households or investors are deferred payment loans whereby repayment of the entire loan amount occurs at the time the eligible housing unit is sold or if the unit is occupied by someone other than the original loan recipient.

There will be no interest rate for rehabilitation loans.

Recaptured funds will be deposited in the county's affordable housing trust fund.

The loan recipient may repay the entire amount of the loan at any time.

f. Recipient Selection Criteria:

Applications will be reviewed based on a first come first reviewed basis, and applicants will be chosen per the following criteria:

- Income Eligibility
- Asset Verification

- Credit Verification

g. Sponsor Selection Criteria:

Non-profit organizations or for-profit developers eligible to participate in the local housing assistance program shall be selected according to the following criteria:

- Ability to proceed with the construction or rehabilitation activities and receive a certificate of occupancy within one year of the closing transaction date
- Number of units provided per year
- Ability to provide maximum leverage against Hurricane Housing Recovery funds
- The length of time the organization has been in Indian River County
- Experience in the development of affordable housing
- For non-profit organizations, the organization must be a non-profit entity with current 501(c)(3) tax exempt status
- Priority will be given to organizations which employ personnel from the WAGES and Workforce Development Initiatives programs
- For-profit or non-profit organizations must apply for a state and/or housing program to qualify.

h. Additional Information:

i. Geographic Area

Rehabilitation or replacement loans may be made anywhere in the County, including all municipalities located within the County.

ii. Housing Unit Classification

Eligible housing units receiving Rehabilitation or replacement loans must be owner-occupied single-family, condominium residences, mobile homes or rental property occupied or to be occupied by extremely low, very low, low, and moderate income households.

iii. For-profit or Non-profit organizations can apply for rehabilitation loans for projects funded by the Farmer's Home Administration, Low Income Housing Tax Credit, State Bond, HUD, SAIL, CDBG, and other similar state and federal housing programs.

iv. If the housing inspector determines that a house or mobile home is not suitable for rehabilitation based on structural integrity criteria, then program funds will not be provided for rehabilitation of the unit. In such cases, however, the applicant may be eligible for housing unit replacement funds. Mobile homes destroyed or substantially damaged can be replaced with post 1994 mobile homes.

v. Rehabilitation loan amounts shall be based upon a minimum of two written licensed contractor estimates for the exact same scope of work, identifying all necessary rehabilitation work and

the expected costs of the rehabilitation work. One bid may be accepted at the discretion of the SHIP (HHR) Administrator. Contractors' estimates must be based on a work write-up prepared by the county designated inspector. The applicant shall choose one of the contractors to complete the identified rehabilitation work, provided that the contractor cost estimate does not exceed 110% of the estimate provided by the county designated inspector. Once the contractor estimate is selected and the Rehabilitation Loan Amount including contingencies established, no additional funds may be awarded. The contractor estimate must identify all potential costs (including building permit fees) to be encountered in completing the rehabilitation work. Change orders must be approved by the county designated inspector and local housing assistance program staff. Additionally, the applicant will be required, as part of the application process, to pay for a credit report when required.

- vi. The applicant or his contractor must obtain a building permit from the corresponding jurisdictional building department for all rehabilitation activities. The funds for rehabilitation loans of less than \$10,000.00 shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the county designated inspector that all required rehabilitation activities for the eligible housing unit are completed. Funds for rehabilitation loans of \$10,000.00 or more may be delivered in individual draws, not to exceed five draws total, based upon the completion of individual components of the rehabilitation work and inspection by the corresponding jurisdictional building department and the county designated inspector. Each partial draw including the final draw of funds shall not be less than \$10,000.00 and it shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the county designated inspector that all required rehabilitation activities for the eligible housing unit are completed. No Hurricane Housing Recovery funds will be paid for any work completed prior to the county's notice to proceed.
- vii. Besides being used for general rehabilitation activities, funds may be provided for emergency/disaster repairs. Emergency repairs eligible for Hurricane Housing Recovery funding are limited to weatherization activities. Weatherization means materials or measures and their installation which are used to improve the thermal efficiency of a residence. For emergency repairs, only one written licensed contractor estimate is needed. No credit verification is needed for emergency repairs.
- viii. Rehabilitation or emergency/disaster repair loans can be leveraged with private funds, small city Community Development Block Grant (CDBG) funds, weatherization funds, and other state and federal programs as appropriate.
- ix. Rehabilitation loans may be awarded only for rehabilitation work activities that are identified in the county's designated inspector work write-up and include only items that are in poor condition and cannot be repaired. Rehabilitation loans may be awarded for the following rehabilitation work

activities:

- < Roof, including replacement of all rotten wood
- < Plumbing work as needed
- < Electrical work as needed
- < Heating and air conditioning, including insulation and ceiling fans
- < Replacement of doors and windows, if in poor condition
- < Replacement of kitchen cabinets, if in poor condition
- < Replacement of dry wall as needed
- < Painting and carpeting only as part of larger rehabilitation work
- < Replacement of rotted siding
- < Replacement of bathroom tubs, lavatories, and sinks, as needed to bring the units to a safe and sanitary standard
- < Replacement of kitchen sinks as needed
- < Pressure wash, only to prepare for any allowed painting or repair
- < Driveway/culvert (only if no driveway exists)
- < Repairs to make a house accessible for a disabled member of a household
- < Repair or replacement of septic tank, lift station, drainfield or private well as required by the public health department
- < Termite repairs and treatment
- < Other repairs as required by the building department to bring the house up to current minimum housing code
- < Energy Gauge Rating and related expenses such as insulation
- < Installation of window shutters

Following rehabilitation work activities are **not** eligible for Hurricane Housing Recovery funding:

- < Appliances (unless it is a replacement home)
- < Carpeting which is not part of larger rehabilitation work
- < Tile floor or wall (except in bathrooms)
- < Patio and porch addition
- < Painting which is not part of larger rehabilitation work
- < Building a garage
- < Landscaping, laying sod, and similar work (unless it is a replacement home)
- < Any kind of cosmetic work
- < Swimming pool and similar facilities

F. Rehabilitation, Replacement and/or Emergency/Disaster Repair Grants

a. Summary of the Strategy:

To fund all or a portion of the cost encountered in rehabilitating existing owner-occupied housing units.

b. Fiscal Years Covered:

FY 2005-2006, FY 2006-2007, FY 2007-2008

c. Income Categories to be served:

- ▶ Extremely-Low Income Persons
- ▶ Very Low-Income Persons
- ▶ Low-Income Persons if it is a match for another state or federal housing program

d. Maximum award:

- \$50,000.00 per unit for rehabilitation
- \$1,500,000.00 for apartments of 20 units and more for multi-family rental rehabilitation
- \$120,000.00 per unit for replacement of a housing unit
- \$80,000.00 per unit for replacement of a mobile home

e. Terms, Recapture, Default:

The repayment of funds awarded as a rehabilitation grant is not required except in cases where the assisted housing unit is sold prior to termination of the unit's affordable classification timeframe (10 years) or if the assisted unit is occupied by someone other than the original grant recipient. In cases where the unit is sold, the entire original grant amount must be paid back at the time of resale of the unit.

There will be no interest rate for rehabilitation grants.

Recaptured funds will be deposited in the county's affordable housing trust fund.

f. Recipient Selection Criteria:

Applications will be reviewed based on a first come first reviewed basis, and applicants will be chosen per the following criteria as described in section III.D.4. of this plan.

- Income Eligibility
- Asset Verification

g. Sponsor Selection Criteria:

Non-profit organizations or for-profit developers eligible to Participate in the local housing assistance program shall be selected according to the following criteria:

- Ability to proceed with the construction or rehabilitation activities and receive a certificate of occupancy within one year of the closing transaction date
- Number of units provided per year
- Ability to provide maximum leverage against Hurricane Housing Recovery funds
- The length of time the organization has been in Indian River County
- Experience in the development of affordable housing
- For non-profit organizations, the organization must be a non-profit entity with current 501(c)(3) tax exempt status
- Priority will be given to organizations which employ personnel from the WAGES and Workforce Development Initiatives programs
- For-profit or non-profit organizations must apply for a state and/or housing program to qualify.

h. Additional Information:

i. Geographic Area

Rehabilitation or replacement loans may be made anywhere in the County, including all municipalities located within the County.

ii. Housing Unit Classification

Eligible housing units receiving Rehabilitation or replacement loans must be owner-occupied single-family, condominium residences, mobile homes or rental property occupied or to be occupied by extremely low, very low, low, and moderate income households.

iii. For-profit or non-profit organizations can apply for rehabilitation grants projects funded by the Farmer's Home Administration, Low Income Housing Tax Credit, State Bond, HUD, SAIL, CDBG, and other similar state and federal housing programs.

iv. If the housing inspector determines that a house or a mobile home is not suitable for rehabilitation based on structural integrity criteria, then program funds will not be provided for rehabilitation of the unit. In such cases, however, the applicant may be eligible for housing unit replacement funds. Mobile homes destroyed or substantially damaged can be replaced with post 1994 mobile homes.

v. Rehabilitation grant amounts shall be based upon a minimum of

two written licensed contractor estimates for the exact same scope of work, identifying all necessary rehabilitation work and the expected costs of the rehabilitation work. One bid may be accepted at the discretion of the SHIP (HHR) Administrator. Contractors' estimates must be based on a work write-up prepared by the county designated inspector. The applicant shall choose the contractor(s) with the lower estimate to complete the identified rehabilitation work. Once the contractor estimate is selected and the Rehabilitation Grant Amount including contingencies established, no additional funds may be awarded. The contractor estimate must identify all potential costs (including building permit fees) to be encountered in completing the rehabilitation work. Change orders must be approved by the county designated inspector and local housing assistance program staff.

- vi. The applicant or his contractor must obtain a building permit from the corresponding jurisdictional building department for all rehabilitation activities. The funds for rehabilitation grants of less than \$10,000.00 shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the county designated inspector that all required rehabilitation activities for the eligible housing unit are completed. Funds for rehabilitation grants of \$10,000.00 or more may be delivered in individual draws, not to exceed five draws total, based upon the completion of individual components of the rehabilitation work and inspection by the corresponding jurisdictional building department and the county designated inspector. Each partial draw including the final draw of funds shall not be less than \$10,000.00, and it shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the county designated inspector indicating that all required rehabilitation activities for the eligible housing unit are completed. No Hurricane Housing Recovery funds will be paid for any work completed prior to issuance of the county notice to proceed.
- vii. Besides being used for general rehabilitation activities, funds may be provided for emergency repairs or disaster associated repairs. Emergency repairs eligible for Hurricane Housing Recovery funding are limited to weatherization activities. Weatherization means materials or measures and their installation which are used to improve the thermal efficiency of a residence. For emergency repairs, only one written licensed contractor estimate is needed. Hurricane Housing Recovery funds may be provided for disaster associated repairs with only one written licensed contractor estimate and an expedited approval process.
- viii. Rehabilitation/emergency/disaster repair grants may be leveraged with private funds, small city Community Development Block Grant (CDBG) funds, weatherization funds, HUD transitional housing funds, and other state and federal programs as appropriate.
- ix. Rehabilitation grants may be awarded only for rehabilitation work activities that are identified in the county's designated inspector work write-up. Rehabilitation grants may be awarded

for the following rehabilitation work activities:

- < Roof, including replacement of all rotten wood
- < Plumbing work as needed
- < Electrical work as needed
- < Heating and air conditioning, including insulation and ceiling fans
- < Replacement of doors and windows, if in poor condition
- < Replacement of kitchen cabinets, if in poor condition
- < Replacement of dry wall as needed
- < Painting and carpeting only as part of larger rehabilitation work
- < Replacement of rotted siding
- < Replacement of bathroom tubs, lavatories, and sinks, as needed to bring the units to a safe and sanitary standard
- < Replacement of kitchen sinks as needed
- < Pressure wash, only to prepare for any allowed painting or repair
- < Driveway/culvert (only if no driveway exists)
- < Repairs to make a house accessible for a disabled member of a household
- < Repair or replacement of septic tank, lift station, drainfield or private well as required by the public health department
- < Termite repairs and treatment
- < Other repairs as required by the building department to bring the house up to current minimum housing code
- < Energy Gauge Rating and related expenses such as insulation
- < Installation of window shutters

Following rehabilitation work activities are **not** eligible for Hurricane Housing Recovery funding:

- < Appliances (unless it is a replacement home)
- < Carpeting which is not part of larger rehabilitation work
- < Tile floor or wall (except in bathrooms)
- < Patio and porch addition
- < Painting which is not part of larger rehabilitation work
- < Building a garage
- < Landscaping, laying sod, and similar work (unless it is a replacement home)
- < Any kind of cosmetic work
- < Swimming pool and similar facilities

G. Federal and/or State Housing Program Matching Grants

a. Summary of the Strategy:

To assist non-profit or for-profit organizations with matching funds needed to acquire other state and federal housing funding

b. Fiscal Years Covered:

FY 2005-2006, FY 2006-2007, FY 2007-2008

c. Income Categories to be served:

- ▶ Extremely-Low Income Persons
- ▶ Very Low-Income Persons
- ▶ Low-Income Persons
- ▶ Moderate-Income Persons

d. Maximum award:

The maximum monetary award will be based on the affordability time frames and the percentages of extremely low income, very low income and low income clients to be served. The local contribution may be tied to additional requirements to serve the extremely low, very low and low income persons. The local match must be the minimum contribution needed so that the developer can get the maximum points in his or her application. HHR funds shall not exceed 20% of the total project cost.

Minimum Affordability Time Frame	Extremely Low Income % of units set aside	Very Low Income % of units set aside	Low Income % of units set aside	Maximum Monetary Award
50 years or more	25%	25%	20%	Up to \$3,000,000.00 or 20% of project costs, whichever is less
30-49 years	25%	25%	20%	Up to \$2,000,000.00 or 20% of project costs, whichever is less
20-29 years	25%	25%	20%	Up to \$1,500,000.00 or 20% of project costs, whichever is less

50 years or more	15%	20%	15%	Up to \$2,000,000.00 or 20% of project costs, whichever is less
30-49 years	15%	20%	15%	Up to \$1,500,000.00 or 20% of project costs, whichever is less

20-29 years	15%	20%	15%	Up to \$750,000.00 or 20% of project costs, whichever is less
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e. Terms, Recapture, Default:

The repayment of funds awarded as a federal and/or state housing Programs grant is not required, except in cases where the assisted housing unit has changed to market rate, the entire original grant amount must be repaid at the time of resale of the unit.

There will be no interest rate for housing match grants.

Recaptured funds will be deposited in the county's affordable housing trust fund.

f. Recipient Selection Criteria:

See item "g." below

g. Sponsor Selection Criteria:

Non-profit organizations or for-profit developers are eligible to participate in the local housing assistance program shall be selected according to the following criteria:

- Ability to proceed with the construction or rehabilitation activities and receive a certificate of occupancy within one year of the closing transaction date
- Number of units provided per year
- Ability to provide maximum leverage against Hurricane Housing Recovery funds
- The length of time the organization has been in Indian River County
- Experience in the development of affordable housing
- For non-profit organizations, the organization must be a non-profit entity with current 501(c)(3) tax exempt status
- Priority will be given to organizations which employ personnel from the WAGES and Workforce Development Initiatives programs
- For-profit or non-profit organizations must apply for a state and/or housing program to qualify

h. Additional Information:

i. Geographic Area

Housing match grants may be made anywhere in the county, including all municipalities located within the county.

ii. Housing Unit Classification

Eligible housing units produced by the federal and/or state funds must be owner occupied or renter occupied units.

III. Extremely Low Income Strategy

All seven (7) assistance strategies listed under II. A-G are available for use by extremely low income persons.

IV. Community Planning Strategy

The County's HHR Plan is a countywide plan and all seven (7) assistance strategies are available for use by eligible persons or sponsors anywhere in Indian River County including all municipalities.

V. Administrative Budget

1. Program Expenditures

A maximum of fifteen percent (15%) of the funds distributed to the Indian River County Local Hurricane Housing Recovery Trust Fund may be expended to provide for the costs of administering and implementing the Program.

Expenditures of funds from the Trust fund shall be monitored on a regular basis for compliance with the expenditure limitations established by the Board of County Commissioners and Rule Chapter 67-55, FAC.

Administration and implementation activities of the Program which may be funded with Hurricane Housing Recovery funds shall be limited to those items associated with conducting the administration and implementation activities listed in this Plan. Examples of the items which may be funded include the following:

- a. staff salaries to conduct the administration and implementation activities
- b. purchase of office supplies and materials to produce materials and documents required for the program
- c. costs for publications and ads to promote the Program
- d. travel expenditures related to conducting and operating the Program
- e. expenses for contract services rendered for information or administration and implementation activities provided by third parties for the Program
- f. studies conducted by the local government or by consultants selected by the local government to provide data on affordable housing need and demand in the county
- g. Expenses for title search, appraisals, work write-ups, recording fees, computer program for monitoring, etc.

2.

Fiscal Year	FY 2005-2006/2006-2007
Salaries and Benefits	\$500,000
Office Supplies and Equipment	\$100,000
Travel Workshops, Etc.	\$ 20,000
Advertising	\$ 20,000
Title Searches, Appraisals, Mortgage Document Preparation, Closing Costs, Computer Program for monitoring, etc.	\$500,000
Work Write Ups, Walk throughs (inspector, contractor or consultant	\$500,000
Contingencies *	\$544,484
TOTAL	\$2,184,484 **

* Contingencies will be used if extension beyond the first three (3) fiscal years is needed and granted by the FHFC.

** Any of the administrative funds not needed for actual administration of the program will be utilized to provide assistance to income eligible households.

VI. Issues outstanding for compliance or non-compliance with the State Housing Initiatives Partnership (SHIP)

There are no outstanding issues for compliance or non-compliance with the SHIP program.

All housing units shall be monitored for compliance with the requirements of the HHR Program and Strategies as follows:

a. Compliance Review Activities

All housing units assisted by the HHR Program shall be subject to the following monitoring activities to determine compliance with the requirements of HHR Program and Strategies as appropriate:

i. Property Tax Payment Verification

For owner financed units, compliance verification with this requirement shall be conducted on an annual basis. For units receiving principal financing from a financial institution, payment of property taxes will be made through an escrow account.

ii. Homeowner/Property Owner Insurance Verification

For owner financed units, compliance verification with this requirement shall be conducted on an annual basis. For units receiving principal financing from a financial institution, payment of property taxes will be made through an escrow account.

iii. Owner and Eligible Person Occupancy Verification

Occupancy requirement shall be consistent with the provisions identified for each assistance strategy.

Compliance verification with this requirement shall occur as needed.

b. Non-compliance Notification

The owners of housing units found not in compliance with the required HHR Program and Strategy requirements shall be notified that the unit has been found "not in compliance" and if the non-compliance status is not corrected within thirty (30) working days, the housing unit may be subject to foreclosure under the subordinate mortgage compliance agreement at the discretion of the Board of County Commissioners based upon the recommendation of the HHR Program Loan Review Committee.

For housing units found to be chronic or repeat non-compliance units, the HHR Program shall have the authority to foreclose upon the housing units and take possession of the units from the owner. Chronic or repeat non-compliance shall be considered more than two (2) non-compliance findings in one year, or more than three (3) non-compliance findings all together.

VII. EXHIBITS:

A Timeline for Encumbrance and Expenditure

Copy Attached

B Hurricane Housing Goals Chart (HHGC) For Each Fiscal Year Covered

Copy Attached

C. Certification Page

Copy Attached

D. Program Information Sheet

Copy Attached

E. Community Planning Documentation

See copy of resolution #2005-106 attached

F. Adopting Resolution

See copy of resolution #2005-106 attached

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