

**OKALOOSA COUNTY  
HURRICANE HOUSING ASSISTANCE PLAN (HHAP)**

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**HURRICANE HOUSING RECOVERY (HHR) PROGRAM**

**FISCAL YEARS COVERED  
2005/2006, 2006/2007 AND 2007/2008**

**Prepared by:  
Okaloosa Community Development Corporation  
July 2005**

**I. PROGRAM DESCRIPTION**

**A. Name of County:** Okaloosa County (including the City of Fort Walton Beach)

Base Allocation Request: \$ 1,004,135

Extremely Low Income Request: \$ 200,827

Community Collaboration Request: \$ 133,885

**B. Name of participating local government(s) or other agencies in the Community Planning Strategy:** Local Governments: Okaloosa County, and the City of Fort Walton Beach. Other Agencies: community and faith based organizations

**II. HHRP HOUSING STRATEGIES:**

**Okaloosa County Long-Term Recovery Plan:** Those projects listed in the Okaloosa County Long Term Recovery Plan shall be deemed high priority for implementation. Such projects shall be exempt from the RFP and Sponsor Selection procedures outlined in the Strategy descriptions provided below based on the fact that the projects were selected through an extensive public participation process conducted by the FEMA Long Term Recovery Team, in consultation with the various local governments.

**A. STRATEGY 1: SUBSTANTIAL REHABILITATION/RECONSTRUCTION**

- a. Summary of the Strategy: Complete the substantial rehabilitation or reconstruction (replacement) of severely substandard, homeowner occupied housing units directly impacted by Hurricane Ivan. This rehabilitation will include rehabilitation and relocation assistance for pre and post 1994 manufactured homes. The maximum per unit cost for substantial rehabilitation or reconstruction is \$40,000 for applicants 31% to 120% AMI and \$60,000 for those 30% or below AMI.
- b. Fiscal Years Covered: July 1, 2005 - June 30, 2008
- c. Income Categories to be served: This strategy will assist families with incomes of 120% or less of the area median income.
- d. Maximum award is noted on the Housing Delivery Goals Charts: \$40,000
- e. Terms, Recapture and Default: Applicants 120% to 31% of AMI will receive assistance in the form of a direct depreciable loan to the homeowner. Secured by officially recorded lien that is forgivable at the end of four years. The amount of the lien that has not depreciated must be repaid upon default by the homeowner. Default is defined as the sale, rental or transfer of ownership of the

property during the four (4) year period.

Applicants 30% or below of AMI will receive assistance in the form of a direct grant.

- f. Recipient Selection Criteria: Assistance will be provided on a first-come, first-served basis following advertisement of the availability of HHRP funds. The family must provide proof of property ownership. (Life estates are recognized as proof of ownership.) A waiting list exists for this strategy and new applicants will be added to the existing list.
- g. Sponsor Selection Criteria: This strategy will be implemented by the County's housing agent.
- h. Additional Information: None.

**B. STRATEGY 2: EMERGENCY HOME REPAIR ASSISTANCE**

- a. Summary of the Strategy: HHRP funds will be used to provide moderate rehabilitation or emergency repair assistance for very-low, low and moderate income owner occupied homes to address one or more of the following: roofing repair/replacement; hurricane damage repair (including interior/exterior repairs); electrical, plumbing, sanitary disposal, life/safety conditions; structural code deficiencies; painting/siding; handicapped accessibility needs; window/door replacement; insulation/energy efficiency improvements; tree removal and disposal; hurricane debris removal and disposal; and other related repairs. This emergency repair will include repair assistance for pre and post 1994 manufactured homes. Repairs will target health and safety concerns with priority for hurricane repair and recovery needs.
- b. Fiscal Years Covered: July 1, 2005 – June 30, 2008
- c. Income Categories to be served: This strategy will assist applicants with extremely low, very low, low and moderate income (up to 120% of the area median income).
- d. Maximum award is noted on the Housing Delivery Goals Charts: \$15,000
- e. Terms, Recapture and Default: Deferred payment loan to the homeowner, which is secured by a recorded lien that is forgivable at the end of four (4) years. The remaining amount of the lien that has not depreciated must be repaid upon default by the homeowner. Default is defined as the sale, rental, lease, or transfer of ownership of the property during the four (4) year period.
- f. Recipient Selection Criteria: Assistance will be provided on a first-come, first-

served basis following advertisement of the availability of HHRP funds. The family must provide proof of property ownership. (Life estates are recognized as proof of ownership.)

- g. Sponsor Selection Criteria: Selection will be based upon responses to an advertised request for proposal (RFP). Selection criteria will include: 1) past experience of agency in managing emergency or moderate housing repair assistance activities; 2) projected HHRP cost per housing unit; 3) commitment of non-HHRP funds as leverage for HHRP dollars; 4) commitment to limit assistance to extremely low, very-low and low-income families; and, 5) implementation and unit production schedule. Proposals meeting the RFP requirements will be evaluated by the Okaloosa CDC to determine the agency(ies) or organization(s) that will implement the strategy. Final selection and contract approval will be provided by the County Commission. The RFP will solicit participation for the full three year HHRP period.
- h. Additional Information: None.

**C. STRATEGY 3: HOME PURCHASE ASSISTANCE**

- a. Summary of the Strategy: HHRP funds will be made available to support the purchase of an existing or newly constructed affordable housing unit on a one-time basis to income eligible homebuyers primarily including low and moderate income families. Assistance shall be tailored to the individual affordability and financing needs of the participating homebuyer, however, each homebuyer shall only receive the minimum level of assistance required to enable the purchase of an existing or newly constructed home which does not exceed the SHIP maximum sales prices as determined by the U.S. Treasury Department. Permanent first mortgage financing (exceeding the HHRP Purchase Assistance) will be provided through financial institutions and private developers or contractors without local guarantee, thereby leveraging a significant volume of private sector financing.
- b. Fiscal Years Covered: July 1, 2005 – June 30, 2008
- c. Income Categories to be served: Applicants purchasing homes through this strategy must have incomes that do not exceed 120% of the area median income.
- d. Maximum award is noted on the Housing Delivery Goals Charts: \$35,000
- e. Terms, Recapture and Default: Deferred Payment Loan secured by mortgage and note that is forgivable at the end of fifteen (15) years. The loan is provided at zero percent (0%) interest and there are no monthly payments. The loan is due and payable in full if the property is sold or title is transferred or the house is no longer the primary residence.

- f. Recipient Selection Criteria: Assistance will be provided on a first-come, first served basis following advertisement of the availability of HHRP resources. A waiting list exists for this strategy and new applicants will be added to the existing list.
- g. Sponsor Selection Criteria: This strategy will be implemented by the County's housing agent.
- h. Additional Information: None.

**D. STRATEGY 4: FORECLOSURE PREVENTION/INTERVENTION STRATEGY**

- a. Summary of the Strategy: HHRP funds will be made to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible homeowners 30% to 120% AMI prior to become current on their mortgage payments. Eligible expense will include delinquent mortgage payments, attorney's fees, recording fees, and late fees.
- b. Fiscal Years Covered: July 1, 2005 – June 30, 2008
- d. Income Categories to be served: This strategy will serve applicants with 120% or below AMI.
- e.
- f. Maximum award is noted on the Housing Delivery Goals Charts: \$2,500
- e. Terms, Recapture and Default: This assistance will be in the form of a grant.
- f. Recipient Selection Criteria: Assistance will be provided on a first-come, first served basis. Homeowners must be delinquent in at least two full monthly mortgage payments and in receipt of a letter from the mortgagee notifying applicants of delinquency and/or intent to foreclose. Eligible applicants must attend counseling sessions as determined by funding agency. This program may only be used once by the eligible homeowner.
- g. Sponsor Selection Criteria: This strategy will be implemented by the County's housing agent.
- h. Additional Information: None

**E. STRATEGY 5: VOLUNTEER-BASED HOUSING INITIATIVE**

- a. Summary of the Strategy: HHRP funds will be used to provide grants for the

purchase of building materials, supplies and related support items to be utilized through volunteer based initiatives in order to complete improvements to extremely low, very low, low and moderate-income owner occupied homes as required to address limited scope health and safety deficiencies with the home. Expenditures of HHRP funds will be limited to materials, supplies, and associated costs, while labor and installation expertise will be provided by the volunteer based initiative. Repairs will target health and safety concerns with priority for hurricane repair/recovery needs.

- b. Fiscal Years Covered: July 1, 2005 – June 30, 2008
- c. Income Categories to be served: All of the homes repaired through this activity will be owned by families with incomes below 120% of the median income.
- d. Maximum award is noted on the Housing Delivery Goals Charts: \$10,000
- e. Terms, Recapture and Default: Where all work is performed totally by volunteer labor with no warranty, assistance will be provided to the eligible homeowner in the form of a Direct Grant and no lien or mortgage will be encumbered against the subject property.
- f. Recipient Selection Criteria: Assistance provided on a first come/first served basis following advertisement of the availability of HHRP funds.
- g. Sponsor Selection Criteria: Selection will be based upon responses to an advertised request for proposal (RFP) that will provide for an open application cycle. Selection criteria will include: 1) past experience of agency in managing volunteer based home repair initiatives; 2) commitment of non-HHRP funds or volunteer (in-kind) services as leverage for HHRP dollars; and 3) unit production goals for housing repair in relation to HHRP funds requested. Proposals meeting the RFP requirements will be evaluated by the Okaloosa CDC to determine the agency(ies) or organization(s) that will implement the strategy. The RFP may solicit participation for the full HHAP period.
- h. Additional Information: None.

**F. STRATEGY 6: Tenant Assistance – Security and Utility Connection Deposits**

- a. Summary of the Strategy: HHRP funds will be utilized to assist families that were impacted by hurricanes with meeting security and utility deposit requirements which will allow them to secure needed housing.

- b. Fiscal Years Covered: July 1, 2005 – June 30, 2008
- c. Income Categories to be served: This strategy will serve applicants with 80% or below AMI.
- d. Maximum award is noted on the Housing Delivery Goals Charts: \$1,750
- e. Terms, Recapture and Default: This assistance will be in the form of a grant. No payment shall be required of the eligible family, but should funds be returned after the deposit period they will be redeposit into the HHRP fund for reuse in funding other eligible strategies.
- f. Recipient Selection Criteria: Assistance will be provided on a first-come, first served basis.
- g. Sponsor Selection Criteria: This strategy will be implemented by the County's housing agent.
- h. Additional Information: None

### **III. EXTREMELY LOW INCOME STRATEGY**

- a. Strategies from Section II to be included to serve ELI: Strategies 1, 2, and 5.
- b. Recipient Selection Criteria: The Recipient Selection Process as denoted in each respective Strategy will be utilized.
- c. Additional Information: None.

### **IV. COMMUNITY PLANNING STRATEGY**

- a. Summary of the Strategy (including organizations involved, roles): Numerous community agencies have been working together to identify and meet the needs of the community in its effort to recover from Hurricane Ivan. The FEMA Long Term Recovery Team initiated a countywide planning and community input effort to develop a long-term recovery plan for Okaloosa County. In addition, hurricane recovery efforts will require intergovernmental coordination with and between Okaloosa County and the City of Fort Walton Beach.

This committee, which meets monthly, is composed of staff of community-based organizations dealing with housing recovery issues, including FEMA staff, DCA staff, Okaloosa County staff.

This planning effort also brought numerous community-based organizations into the recovery phase. In addition to FEMA and the Florida Department of Community Affairs, community-based organizations working with Okaloosa County in recovery efforts include

- b. Strategies from Section II to be included in Community Collaboration:

Strategy #: 5

- c. Additional Information: None.

## V. ADMINISTRATIVE BUDGET

- a. Brief Summary of Anticipated Administrative Expenses: Okaloosa Community Development Corporation(CDC) serves as the County's housing agent. Okaloosa CDC staff has administered the SHIP Program since 1994.

The impending allocation of over \$1.3 million in Hurricane Housing Recovery Program funds will require additional staffing both at the administrative and the service delivery levels. It is anticipated that 15% in administrative funds will be required to implement this program. The funds will support hiring additional housing staff, indirect costs, any additional administrative personnel placed with various partner agencies to build capacity and productivity, program operational support, training, program outreach, and related matters.

- b.



Fiscal Year 2005/2006	
Salaries and Benefits	\$ 75,000.00
Office Supplies and Equipment	\$ 15,000.00
Travel Perdiem Workshops, etc	\$ 5,000.00
Advertising	\$ 2,000.00
Contractual Services	\$ 10,000.00
	<u>\$107,000.00</u>
Fiscal Year 2006/2007	
Salaries and Benefits	\$ 35,000.00
Office Supplies and Equipment	\$ 5,000.00
Travel Perdiem Workshops, etc	\$ 2,500.00
Advertising	\$ 1,000.00
Contractual Services	\$ 5,000.00
	<u>\$48,500.00</u>
Fiscal Year 2007/2008	
Salaries and Benefits	\$ 35,000.00
Office Supplies and Equipment	\$ 3,500.00
Travel Perdiem Workshops, etc	\$ 2,000.00
Advertising	\$ 1,000.00
Contractual Services	\$ 3,000.00
	<u>\$44,500.00</u>

FLORIDA HOUSING FINANCE CORPORATION										Sources of Funds:		HHRP			\$ 1,004,135.00		
HURRICANE HOUSING DELIVERY GOALS CHART												Community Planning Partnership			\$ 133,885.00		
STRATEGIES FOR THE HURRICANE HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2005/2008													Subtotal		\$ 1,138,020.00		
Name of Local Government: Okaloosa County												ELI Funds			\$ 200,827.00		
												TOTAL AVAILABLE FUNDS:			\$ 1,338,847.00		
										New Construction	Rehab/Repair	Without Construction		D	E	F	
HOME OWNERSHIP STRATEGIES										HHRP & Partnership	HHRP & Partnership	HHRP & Partnership	Total ELI	Total HHRP & Partnership Dollars	Total Percentage	Total Units	
	ELI Units	Max. Award	VLI Units	Max. Award	LI Units	Max. Award	MI Units	Max. Award		Dollars	Dollars	Dollars	Dollars	Dollars	Percentage	Units	
Rehabilitation/Reconstruction (Strategy 1)	2	55,000	4	\$40,000	2	\$40,000				\$0.00	\$240,000.00	\$0.00	\$110,000.00	\$350,000.00	31%	6	
Emergency Repair (Strategy 2)	4	15000	4	\$15,000	5	\$15,000	2	\$15,000		\$0.00	\$165,000.00	\$0.00	\$60,000.00	\$225,000.00	20%	11	
Home Purchase Assistance (Strategy 3)			2	\$35,000	6	\$35,000	4	\$35,000		\$0.00	\$0.00	\$420,000.00	\$0.00	\$420,000.00	37%	12	
Foreclosure Prevention/Intervention(Strategy 4)			4	\$2,500	3	\$2,500	1	\$2,500		\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	2%	8	
Volunteer-Based Housing (Strategy 5)	5	10000	2	\$10,000						\$0.00	\$20,000.00	\$0.00	\$50,000.00	\$70,000.00	6%	2	
										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	0	
										\$0.00	\$0.00	\$0.00	\$0.00	\$ -	0%	0	
										\$0.00	\$0.00	\$0.00	\$0.00	\$ -	0%	0	
<b>Subtotal 1 (Home Ownership)</b>	<b>11</b>		<b>16</b>		<b>16</b>		<b>7</b>			<b>\$0.00</b>	<b>\$425,000.00</b>	<b>\$440,000.00</b>	<b>\$220,000.00</b>	<b>\$1,085,000.00</b>	<b>95%</b>	<b>39</b>	
RENTAL STRATEGIES										New Construction	Rehab/Repair	Without Construction	Total ELI	Total HHRP & Partnership Dollars	Total Percentage	Total Units	
	ELI Units	Max. Award	VLI Units	Max. Award	LI Units	Max. Award	MI Units	Max. Award		Dollars	Dollars	Dollars	Dollars	Dollars	Percentage	Units	
Tenant Assistance (Strategy 6)	10	1750	10	\$1,750	10	\$1,750				\$0.00	\$0.00	\$35,000.00	\$17,500.00	\$52,500.00	5%	20	
															0%	0	
															0%	0	
															0%	0	
															0%	0	
<b>Subtotal 2 (Non-Home Ownership)</b>	<b>10</b>	<b>1750</b>	<b>10</b>	<b>1750</b>	<b>10</b>	<b>1750</b>	<b>0</b>	<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$17,500.00</b>	<b>\$52,500.00</b>	<b>5%</b>	<b>20</b>	
Administration Fees														\$200,827.00	15%		
Admin. From Program Income																	
Home Ownership Counseling														\$0.00	0%		
<b>GRAND TOTAL</b>																	
Add Subtotals 1 & 2, plus all Admin. & HO Counseling	21	1750	26	1750	26		7			\$0.00	\$425,000.00	\$475,000.00	\$237,500.00	\$1,338,327.00	117.60%	59	
Maximum Allowable																	
Purchase Price:										New	\$ -	Existing	\$ -				
Allocation Breakdown										Amount		%					
Extremely Low Income				\$237,500.00			21%			Projected Program Income:	\$ 40,000.00	Max Amount Program Income For Admin:		\$2,000.00			
Very-Low Income				\$337,500.00			30%			Projected Recaptured Funds:	\$ 15,000.00						
Low Income				\$390,000.00			34%			Distribution:	\$ 1,338,847.00						
Moderate Income				\$172,501.00			15%			Total Available Funds:	\$ 1,393,847.00						
TOTAL				\$1,137,501.00			100%									26-Jan-06	