

Florida Housing Finance Corporation
Rule Development Workshop
Rule Chapters 67-37, F.A.C.
October 7, 2026, beginning at 2:30 p.m.

1. Definitions

- a. 67-37.002(1) “Administrative Expenditures” means those expenditures directly related to implementation of the Local Housing Assistance Plans incurred by the local government or a third-party administrator.
- b. 67-37.002(1~~6~~7) “Home Ownership Activities” means the use of the local affordable housing trust fund moneys for the purpose of providing owner-occupied housing. Such uses include construction, rehabilitation, purchase assistance, lot rent assistance, and lease-purchase financing where the primary purpose is the eventual purchase of the housing by the occupant within twenty-four months from initial execution of a lease agreement or within twenty-four (24) months of the applicable fiscal year, whichever occurs first.
- c. Striking definitions of “Default” and “Local Housing Incentive Strategies”

2. Local Housing Assistance Plans

- a. 67-37.005(1)(b) The effective period of an LHAP shall ~~may be up to~~ three state fiscal years. ~~Counties or eligible municipalities that receive LHAP approval for more than one fiscal year shall not be required to resubmit a new plan until May 2 of the year in which the approved plan expires.~~
- b. 67-37.005(1)(d) Within ~~two weeks~~ 45 days after receipt of final approval of the LHAP from the Corporation, the local government shall provide, via electronic submission, a complete clean copy (no strike through or underline) including all required exhibits to the Corporation.
- c. 67-37.005(1)(f) The funds deposited to the local housing assistance trust fund must be expended ~~spent~~ within twenty-four months from the end of the applicable State fiscal year. Exceptions to this time frame must be approved by the Corporation ~~SHIP Program Administrator~~ on a case-by-case basis. ~~Exceptions will only be granted for good cause. Such as Examples of good cause are natural disasters, requirements of other State agencies, adverse market conditions, and unavoidable development delays.~~ Adequate explanation of the reasons for the requested extension as well as a timeline for completing the expenditure of funds must be submitted to the Corporation before an extension will be approved, e.g., project status, work plan and completion schedule, commitment of funds, etc. The Corporation may require a local government requesting an expenditure extension to receive technical assistance through the Catalyst program to evaluate the need for an extension.
- d. 67-37.005(1)(g) Each LHAP must include a disaster strategy describing activities to be undertaken in the event of an emergency or disaster that has been declared by executive order. ~~A copy of a sample Disaster Strategy is available on the Corporation’s website at <http://www.floridahousing.org> or by contacting the Corporation.~~ Local governments may use unencumbered SHIP funds to carry out activities of disaster relief. Recipients of SHIP funds under a local government’s disaster strategy shall be required to verify income using certifications, pay check stubs or other forms of proof. Documentation required for SHIP income qualification may be waived if unavailable by the Corporation. The county or eligible municipality shall make every effort reasonable to ensure that the recipients of SHIP funds are income qualified.
- e. 67-37.005(1)(h) Each LHAP must include a strategy that addresses the needs of persons who are deprived of affordable housing due to the closure of a mobile home park and must include a strategy for providing program funds to mobile home owners, as defined in s. 723.003, which must include lot rental assistance.
- f. 67-37.005(1)(i) Each LHAP must describe initiatives to encourage or require innovative design, green building principles, storm-resistant construction, or other elements that reduce long-term costs relating to maintenance, utilities, or insurance.
- g. 67-37.005(2)(c) ~~Develop~~ Include a strategy ~~within~~ in its local housing assistance ~~plan~~ strategies that addresses the needs of persons who are deprived of affordable housing due to the ~~closure of a mobile home park or the~~ conversion of affordable rental units to condominiums pursuant to Section 420.9075(3)(c), F.S.
- h. 67-37.005(2)(e) Include a strategy which provides program funds for reducing homelessness.

- i. 67-37.005(3)(a) Each county or eligible municipality shall advertise a notice of funding availability of SHIP funds at least 30 days before the beginning of the application period ~~in a newspaper of general circulation and periodicals serving~~ pursuant to Section 420.9075(4)(b) ~~ethnically and racially diverse populations~~ unless a waiting list of applicants exists that will exhaust all allocated funding.
 - 1. The advertisement shall:
 - a. Identify the amount of the distribution projected to be received from the state for the fiscal year;
 - b. List the beginning and end dates of the application period;
 - c. Provide the name or staff position of the local plan contact person and other pertinent information, including where applicants may apply for assistance.
 - j. 67-37.005(4)(i) A definition of essential service personnel for the county or eligible municipality. Such definition ~~shall~~ may include teachers and educators; other school district, community college, and university employees; police and fire personnel; health care personnel; skilled building trades personnel; and other specifically defined job categories as required by Section 420.9075(3)(a), F.S.
 - k. 67-37.005(4)(n) Maximum Award amounts which include Project Delivery Costs for each strategy listed in the local housing assistance plan,
 - l. 67-37.005(4)(r)4. The maximum sales price of new and existing units. For community land trust purposes the value of the land is not included in the purchase price. The maximum sales price for each fiscal year is adjusted. The LHAP is not required to be amended to address these changes.
 - m. 67-37.005(5)(c) There is a plan for the local housing distribution deposited into the local housing assistance trust fund to be Expended for eligible persons or ~~eligible~~ Sponsor within 24 months of the end of the applicable State fiscal year. The expenditure of funds can be evidenced by one of the following: Expended is defined as:
 - 1. The project is completed as evidenced by documentation of final payment to the contractor and release of all lien waivers;
 - 2. Issuance of the certificate of occupancy by the local building department in the case of a new home or proof of the final building inspection for housing rehabilitation, and occupancy by an eligible person or eligible household;
 - 3. For assistance to tenants of rental housing or foreclosure assistance payments, funds are Expended upon transfer of funds to a tenant, resident, lending institution, utility provider or landlord; ~~and~~
 - 4. In the case of a loan guarantee strategy, the deposits to the local housing assistance trust fund will be considered expended when they are deposited from the local housing assistance trust fund into the guarantee fund; or
 - 5. For assistance to developers of affordable rental units, funds are considered expended when construction of assisted units is complete and SHIP funded units are occupied by eligible tenants.
3. Review of Local Housing Assistance Plans and Amendments
- a. 67-37.006(2) Any county or eligible municipality desiring review of a new plan or plan amendment prior to adoption by the local government body may submit it for review to the Corporation. The plan or amendment will be reviewed by the Corporation, which will recommend it for conditional approval pending local approval and submission of all required documents ~~and~~ or correction of any ~~identify~~ inconsistencies with the requirements of the SHIP program Rule Chapter 67-37, F.A.C., and Sections 420.907-.9079, F.S., within 45 days after receipt.
 - b. 67-37.006(3) Amendments to an approved local housing assistance plan must be adopted by resolution and the county or eligible municipality must provide a copy to the Corporation within ~~4521~~ days after adoption. A county or eligible municipality must amend its plan if at any time a strategy will be deleted or a new strategy will be added. Amendments that do not add or delete ~~or significantly alter~~ a strategy are considered technical and are not subject to the amendment review process.
4. SHIP Local Housing Distribution Funds
- a. 67-37.007(1)(a) All local housing distribution funds shall be Encumbered by June 30 of the State fiscal year following the end of the applicable State fiscal year unless an extension is granted by the Corporation.
 - b. 67-37.007(1)(b) The funds deposited to the local housing assistance trust fund must be Expended within 24 months from the end of the applicable State fiscal year. Requests for extensions for good

cause must be submitted by the local government to the Corporation and will be reviewed and approved or denied by the Corporation on a case-by-case basis. ~~Examples of good cause include disaster, requirements of other State agencies or housing programs, adverse market conditions, and unavoidable development delays. The Corporation may require a local government requesting an expenditure extension to receive technical assistance through the Catalyst program.~~

- c. 67-37.007(3)(f) Financing, or “buy-down” costs, if directly attributable to assisting eligible persons to own a home or obtain rental occupancy (e.g., security and utility deposit assistance) in a home or unit that has obtained a certificate of occupancy in the 12-month period immediately preceding the contract for sale and purchase or has never been occupied or lease of the premises. When used to purchase an existing housing unit, closing costs and down payment assistance will be considered toward fulfilling the 75 percent construction requirement only if the housing unit receives Rehabilitation required to ensure the home is safe, decent and liveable. Any other costs may be submitted to the Corporation for review and approval.
- d. 67-37.007(4) At least 20 percent of each local government’s local housing distribution must be used to serve ~~P~~persons ~~W~~with ~~S~~special ~~N~~needs as defined in Section 420.0004 (13), F.S. A local government must meet this requirement through existing approved strategies in the local housing assistance plan or submit a new local housing assistance plan strategy for this purpose. The first priority of these special needs funds must be to serve persons with developmental disabilities as defined in Section 393.063, F.S., with an emphasis on home modifications, including technological enhancements and devices, which will allow homeowners to remain independent in their own homes and maintain their homeownership. The expenditure of Program Income is exempt from this requirement.
- e. ~~67-37.007(5) A county or eligible municipality may spend up to 20 percent of funds made available in each county and eligible municipality from the local housing distribution for manufactured housing as referenced in Section 420.9075(5)(c), F.S.~~
- f. 67-37.007(9) Small ~~C~~eounties, as defined in Section 120.52, F.S., and eligible municipalities receiving a local housing distribution of up to \$350,000, may use up to 10 percent of ~~p~~Program ~~I~~Income for ~~a~~Administrative ~~e~~Expenditures.
- g. 67-37.007(10) The balance of the local housing distribution funds and other funds deposited into the local housing assistance trust fund must be used for housing production and finance activities, including: financing preconstruction activities, financing the purchase of existing units, providing rental housing, and providing home ownership ~~training or counseling through a HUD approved agency~~ to prospective home buyers and owners of homes assisted through the local housing assistance plan.
- h. 67-37.007(12) Loans issued using local housing distribution funds deposited to the local housing assistance trust fund may not have terms exceeding 30 years., ~~except for Deferred Payment Loans or Forgivable Loans that extends beyond 30 years which continue to serve eligible persons.~~
- i. 67-37.007(15) ~~All SHIP Assisted r~~Rental units constructed, rehabilitated or otherwise assisted from the local housing assistance trust fund must be monitored annually, ~~by the local government, or to the extent another government entity or Corporation program provides periodic monitoring, the local government may rely on that entity’s monitoring for 15 years or the term of assistance, whichever is longer,~~ for compliance with tenant income and affordability requirements, except as referenced in Section 420.9075(4)(e), F.S. In determining the maximum allowable rents, 30 percent of the applicable income category divided by 12 months shall be used based on the number of bedrooms. A one-person household shall be used for an efficiency unit, and for units with separate bedrooms, one and one-half persons per bedroom shall be used. A rental limit chart based on the above calculation adjusted for bedroom size will be provided to the local governments by the Corporation annually.

5. Local Housing Assistance Trust Fund

- a. 67-37.008(2) The local housing assistance trust fund for all local governments including interlocal entities shall present all SHIP revenues, expenditures, encumbrances, and balances in a separately stated special revenue fund in a county’s or eligible municipality’s audited financial statements, regardless of the fund balance classification or other reporting conventions. Reporting SHIP activity within the General Fund or any other combined fund structure is prohibited and constitutes non-compliance. If a local government is found to be in non-compliance, Corporation staff will require a written statement of corrective action be submitted. If continued non-compliance occurs, the Corporation may withhold future SHIP disbursements until corrected reporting is provided. ~~be~~

~~separately stated as a special revenue fund in a county's or eligible municipality's audited financial statements.~~ Electronic copies of such audited financial statements or a hyperlink to the website where the report is posted shall be transmitted annually to the Corporation no later than June 30th of the following state fiscal year. In addition to providing audited financial statements, all participating jurisdictions must provide evidence of to document compliance with the Florida Single Audit Act, as referenced in Section 215.97(7) and (8), F.S. In any audited fiscal year where the threshold for the Florida Single Audit Act is not met, a statement from the local government shall be transmitted to the Corporation along with the audited financial statements.

- b. 67-37.008(3) All ~~Expended~~ funds reported on the SHIP Annual Report shall be reconciled to the general ledger for each State fiscal year prior to submission of the SHIP Annual Report.
 - c. 67-37.008(5) Annual Reports and certifications shall be submitted to the Corporation electronically using the SHIP Annual Report system. The SHIP Annual Report system can be accessed at www.floridahousing.org.
6. Compliance Monitoring for Housing Developed With SHIP Local Housing Distribution Funds
- a. 67-37.019 (4) The local government staff or entity with authority for administering any part of the local housing assistance plan assisting rental developments shall monitor annually, or to the extent another government entity or Corporation program provides periodic monitoring, the local government may rely on that entity's monitoring to determine tenant eligibility and the amount of subsidy using the same guidelines as specified at subsection (2) above, at least annually for 15 years or the term of assistance, whichever is longer. The Corporation shall monitor the activities of the local governments to determine compliance with program requirements as defined in Section 420.9075(4)(e), F.S.
 - b. 67-37.019(6) The Corporation, or any duly authorized representative shall be permitted to inspect the local housing assistance plan, advertisements, applications, income verifications and certifications, plan participation contracts, financial records, tracking system records, construction cost verification including receipts and contracts, rental development annual reviews, ~~Eligible~~ Sponsor and Sub Recipient reviews, ~~Eligible~~ Sponsor and Sub Recipient award lists, SHIP fund recipient lists, and any other applicable documents at any reasonable time with or without notice. Such records shall be maintained within the participating county or eligible municipality for a minimum period of seven years beyond closeout of the fiscal year. at a place accessible. All documentation shall be transmitted electronically to the Corporation staff or its designated monitoring agent upon request.
 - c. 67-37-019(7) Subsequent to a local government SHIP program being monitored by the Corporation ~~or its designated agent and receiving a copy of the compliance monitoring report~~, the local government shall submit a written response to any findings or observations documented in the monitoring report to the Corporation and the designated monitoring agent. The required response shall be submitted within 30 days of report issuance and shall include an explanation and/or remedy for each item in the compliance monitoring review, including:
 - (a) An explanation of the plan for correcting the issue including changes in policies, procedures, staff responsibilities, technical assistance and training;
 - (b) For physical inspection findings or deficiencies, an explanation of the corrective work that will be completed to remedy the finding or deficiencies;
 - (c) A timeline for correcting any observed deficiencies.; and
 - (d) A plan for repayment of ineligible expenses, if any is required.
7. Other discussion
- a. Definition of Expended
 - b. Disaster Strategy Template
8. Public Comment
9. Timeline
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| a. Notice of Proposed Rule presented to Board | 12/18/2026 |
| b. Rule Hearings | 1/11/2027 |
| c. File proposed rules for adoption | 1/18/2027 |
| d. Rules effective | 2/8/2027 |