

City of Palm Bay

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2026-2027, 2027-2028, 2028-2029

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I. Program Details:

A. LG(s)

Name of Local Government	City of Palm Bay
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	N/A

B. Purpose of the program:

- To meet the housing needs of the very low, low, and moderate-income households;
- To expand production of and preserve affordable housing; and
- To further the housing element of the local government's comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2026-2027, 2027-2028, 2028-2029

D. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input: Public input was solicited through face-to-face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised 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. Waiting List/Priorities: The City of Palm Bay has an established waiting list; as funding is available, households from this list will be contacted to complete the application for SHIP assistance. The application must be 100% complete for eligibility to be determined. Additional information may be requested upon review to determine program eligibility. Applications will be placed in first qualified, first served order and separated based on strategy. Eligible homeowners will be assisted on a first-served basis with the following priorities:

First priority will be given to Special Needs households as defined by Chapter 67-3(1), F.A.C. These applicants will further be ranked, with priority given to very low, then low, then moderate income groups. After serving Special Needs households sufficient to meet set-asides for the funding year, all other applications deemed eligible will be considered equally, with priority given to very-low, then low, then moderate income groups.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

All applications are accepted on a first-qualified/first-served basis. Ranking Priority:

1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
2. After Special Needs set-asides are met
 - a. Very low
 - b. Low
 - c. Moderate

Exceptions will be determined by the Housing Administrator if necessary to meet a statutory requirement close to the expenditure deadline or due to City code violations on a case-by-case basis.

- J. **Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. **Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- L. **Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	
Local HFA Numbers	X

- M. **Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

"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, 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.

- N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any 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 periodic 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 \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever 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.
- P. Administrative Budget:** A line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in § 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs." The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. Program Administration:** Administration of the local housing assistance plan will be performed by:

Entity	Duties	Admin. Fee Percentage
Local Government	All Strategies Other than Down Payment Assistance	10%
Third Party Entity/Sub-recipient	Down Payment Assistance Program Strategies	0%

- R. First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*
- S. Project Delivery Costs:** Project delivery costs for the Rehabilitation strategy will include inspections, work write-ups/cost estimates, and construction inspections. Not to exceed 5% of project cost.
- T. Essential Service Personnel Definition (ESP):** ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.
- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:**
In accordance with the Energy Efficiency Objective and supporting policies, the City encourages energy efficiency in the design, construction, and rehabilitation of new and existing residential buildings in the City and incorporate alternative energy technologies in the land development regulations.
1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
 2. Low-flow water fixtures in bathrooms – Water Sense labeled products or the following specifications:
 - a. Toilets: 1.6 gallons/flush or less
 - b. Faucets: 1.5 gallons/minute or less
 - c. Showerheads: 2.2 gallons/minute or less
 3. Energy Star – qualified refrigerator or;
 4. Energy Star – qualified dishwasher, if provided
 5. Energy Star – qualified washing machines, if provided in units
 6. Energy Star – qualified exhaust fans in bathrooms
 7. Air Conditioning: minimum SEER of 14 packaged units are allowed in studios and one-bedroom units with a minimum of 14 SEER
- V. Describe efforts to meet the 20% Special Needs set-aside:**
The City of Palm Bay will utilize at least 20% of funding to assist persons meeting the State of Florida Definition of special needs as defined by §420.004(13), Chapter 67-37.002(21) F.A.C. The City partners with non-profit housing agencies serving designated special needs population. Prioritizing funding be for the Homeowner Occupied Rehabilitation Strategy.

W. Describe efforts to reduce homelessness:

The City of Palm Bay routinely works and coordinates homeless efforts with the Continuum of Care Advisory Board, led by the Brevard Homeless Coalition (BHC), a non-profit organization whose mission is to provide a framework of services to prevent and eliminate homelessness with the City of Palm Bay. Services typically offered include counseling, rental assistance, and purchase assistance, which help individuals become self-sufficient.

Section II. LHAP Strategies (Please read LHAP Strategy Quick Guide before developing strategies):

A. Homeownership - Purchase Assistance with/without Rehabilitation	1, 2
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|----|---|
| a. | Summary: This strategy will assist first-time homebuyers, as defined under program details item R, with down payment and/or closing cost assistance to ensure affordable first mortgage loan payments. The award also includes the cost of repairs. The total award can be used in any combination of down payment assistance and rehabilitation. |
|----|---|
- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$67,400.00, includes necessary down payment assistance and any cost of repairs:
- Lifetime maximum award for any one or blended strategy is \$175,000.00
 - Up to \$67,400.00 for very-low income households
 - Up to \$57,400.00 for low-income households
 - Up to \$47,400.00 for moderate-income households
- e. Terms:
1. Repayment loan/deferred loan/grant: deferred loan secured by a recorded mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term:
 - \$40,000 - \$57,400 10 years
 - \$57,401 - \$67,400 15 years
 4. Forgiveness:
 - 10 years 10% per year
 - 15 years 6.67% per year
 5. Repayment: Not required as long as loan is in good standing.



6. Default: The loan will be in default at any time prior to the end of the lien period if any of the following occurs during the loan term:
- The property ceases to be the principal residence of the homeowner
 - Loss of Homestead Exemption
 - Upon sale or transfer of title
 - Property is vacated and no longer the primary residence of the borrower
 - Property is converted into rental unit
 - In the event of the borrower's death, the estate of the borrower must provide written notice to the City at least 60 days after the death of the borrower. If such notice is provided, unless prohibited by the funding source, the loan may be assumed by an eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient/Tenant Selection Criteria: Applicants are assisted on a first-qualified, first-served basis with Priorities as stated in Section I (1) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: The property must be eligible as defined in 420.9071(9) FS.

B. Homeowner-Occupied Substantial Rehabilitation	Code 3
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a. Summary: This strategy provides for the repair of existing homes, which are in substandard condition. Repairs must be prioritized in the following order: (i) to address code violations, (ii) to undertake, windstorm retrofit improvements, and (iii) to incorporate energy efficiency and green housing related repairs for sustainability and greater affordability, including but not limited to, window and door sealing/repair/replacements, HVAC repair/replacement, water saving fixtures, energy-star appliances, and use of environmentally safe paints, and primers. The strategy may also provide to make accessibility improvements or modifications in the home that are in otherwise livable condition.

- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$100,000.00
- Lifetime maximum award for any one or blended strategy is \$175,000.0
- e. Terms:
1. Repayment loan/deferred loan/grant: Deferred loan secured by a recorded Mortgage and Note.

2. Interest Rate: 0%
3. Years in loan term:
 - Under \$20,000 will be provided as a grant
 - \$20,001 - \$40,000 10 years
 - \$40,001 - \$70,000 15 years
 - \$70,001 - \$100,000 20 years
4. Forgiveness:
 - 10 years 10% per year
 - 15 years 6.67% per year
 - 20 years 5% per year
5. Repayment: No repayment is required when the loan is in good standing.
6. Default: The loan will be in default at any time prior to the end of the lien period if any of the following occurs during the loan term:
 - The property ceases to be the principal residence of the homeowner
 - Loss of Homestead Exemption
 - Upon sale or transfer of title
 - Property is vacated and no longer the primary residence of the borrower
 - Property is converted into a rental unit
 - In the event of the borrower's death, the estate of the borrower must provide written notice To the City at least 60 days after the death of the borrower. If such notice is provided, unless prohibited by the funding source, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria: Eligible applicants will be approved for assistance on a first-qualified, First-served basis subject to funding availability and to maintain compliance with income-category Reservations set forth in *420.9075(5)(e)(2). In compliance with established City policy as set forth

Below, other selection criteria are as follows:

1. Applicants must have a fee simple title to the property
2. Applicants' principal residence must be a single-family home located in Palm Bay.
3. First-time applicants will be given priority over previously assisted persons. Exceptions may be made for eligible property owners in cases where living conditions threaten the personal health and safety of the household.
4. Applicants must be in good standing with the City (e.g. City utility accounts and property taxes must current, and property must be free of code enforcement violations or any other assessments unless the owner is engaged in the process of paying off any such obligations).
5. Applicants must own and occupy the assisted home as their primary residence as evidenced by a homestead exemption (or eligibility for a homestead exemption) on assisted property.

- g. Sponsor Selection Criteria: N/A
- h. Additional Information: The property must be eligible as defined in 420.9071(9) FS.

C. Homeowner Repair Program	Code 6
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| <ul style="list-style-type: none"> a. Summary: SHIP funds will be awarded to owner-occupied applicants in need of repair related to an emergency that needs to be mitigated. This includes damaged roofing that is leaking, damaged windows causing exposure to the elements, electrical or plumbing problems that could cause damage to the home or is an immediate health hazard to the occupants. Funds may also be awarded to pay insurance deductibles for any emergency repairs covered by the homeowner's policy. |
|---|
- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
 - c. Income Categories to be served: Very low, low and moderate
 - d. Maximum award: \$20,000.00
 - Lifetime maximum award for any one or blended strategy is \$175,000.00
 - e. Terms:
 1. Repayment loan/deferred loan/grant: Grant
 2. Interest Rate: N/A
 3. Years in loan term: N/A
 4. Forgiveness: N/A
 5. Repayment: N/A
 6. Default: N/A
 - f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, First-served basis, with the priorities for Special Needs, and income groups as described in section I of this Plan. Applicants may only receive assistance under this strategy once every 5 years, not to exceed the lifetime assistance maximum award.
 - g. Sponsor Selection Criteria: N/A
 - h. Additional Information: An applicant requesting assistance will be required to:
 - i. Allow the rehabilitation specialist, contractor, or consultant to access the home for an inspection to determine the need for the repair.
 - ii. Homeowner's insurance is not required.
 - iii. Ensure all mortgages, taxes and special assessments are current and paid.
 - iv. Mobile homes are not eligible for assistance.

D. Disaster Relief Assistance

Code 5, 16

a. **Summary:** The Disaster Relief Assistance strategy provides funds to households following a disaster or emergency declared by the President of the United States or Governor of the State of Florida. SHIP disaster funds may be used for items such as but not limited to:

- Purchase of emergency supplies for eligible households to weatherproof damaged homes;
- Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
- Construction of wells or repair of existing wells where public water is not available;
- Payment of insurance deductibles for rehabilitation of homes covered under homeowner's insurance policies;
- Security deposit for eligible recipients that have been displaced from their homes due to disaster;
- Rent, utility and mortgage assistance for eligible applicants
- Strategies included in the approved LHAP that benefit applicants directly affected under the Governor's Executive Order.

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low and moderate

d. Maximum award: \$40,000 for homeowners
Rental assistance grant maximum: \$15,000

e. Terms:

Terms for homeowners:

1. Repayment loan/deferred loan/grant: Deferred loan secured by a recorded Mortgage and Note for homeowners.
2. Interest Rate: 0%
3. Years in loan term: 5 for homeowners
4. Forgiveness: Loan is forgiven one-fifth (1/5th) per year for homeowners.
5. Repayment: None is required as long as the loan is in good standing for homeowners.
6. Default: The loan will be in default at any time prior to the end of the lien period if any of the
 - Following occurs during the loan term:
 - The property ceases to be the principal residence of the homeowner
 - Loss of Homestead Exemption
 - Upon sale or transfer of title
 - Property is vacated and no longer the primary residence of the borrower
 - Property is converted into rental unit
 - In the event of the borrower's death, the estate of the borrower must provide written notice
 - To the City at least 60 days after the death of the borrower. If such notice is provided, unless prohibited by the funding source, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to



occupy the home, the outstanding balance of the loan will be due and payable.

- If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

Terms for Rent Assistance:

1. Repayment loan/deferred loan/grant: Grant
2. Interest Rate: N/A
3. Years in loan term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default: NA

- f. Recipient/Tenant Selection Criteria: Applicants are selected on a first-qualified, first-served basis with Priorities as stated in Section I (1) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: All rent, mortgage and utility assistance shall be paid directly to landlord, lender, or utility provider upon receipt and review of monthly bill. If the homeowner is insured, proceeds from The insurance must be used first before SHIP funds, except for the payment of the deductible.

E. Foreclosure Prevention	Code 7
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a. Summary: To assist income-eligible applicants to prevent foreclosure. This is a one-time assistance only. Applicants requesting assistance must be able to prove that their financial situation is temporary and is due to a change in the family status, including but not limited to serious medical illness, divorce or separation, death in the family, unforeseen home repair bills, a reduction in the number of scheduled work hours, or a job loss that was not the fault of the recipient.

- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$8,000
 - Lifetime maximum award for any one or blended strategy is \$175,000.00
- e. Terms:
 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a recorded Mortgage and Note.
 2. Interest Rate: 0%
 3. Years in loan term: 2 years
 4. Forgiveness: The entire loan amount will be forgiven after 2 years of occupancy.
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be in default at any time prior to the end of the lien period if any of the

following occurs during the loan term:

- The property ceases to be the principal residence of the homeowner
- Loss of Homestead Exemption
- Upon sale or transfer of title
- Property is vacated and no longer the primary residence of the borrower
- Property is converted into rental unit
- In the event of the borrower's death, the estate of the borrower must provide written notice
- To the City at least 60 days after the death of the borrower. If such notice is provided, unless prohibited by the funding source, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

- f. Recipient/Tenant Selection Criteria: Applicants will be selected on a first-qualified, first-served basis with The priorities as described in Section I of this plan.
- g. Sponsor/Sub-recipient Selection Criteria: N/A
- h. Additional Information:
1. Property taxes and homeowner's insurance must be paid current unless these amounts were being escrowed as part of the mortgage payment.
 2. The property shall have no other liens other than the first mortgage or previous SHIP, CDBG or NSP liens.
 3. No assistance will be provided to any property owner whose home is in the process of foreclosure or who has delinquent tax liens or other liens, with the exception of a previous SHIP, CDBG, or NSP lien against it.
 4. The household assistance will not exceed the maximum award amount.

F. Demolition/Reconstruction	Code 4
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- a. Summary: This strategy awards funds for the demolition and reconstruction to replace single-family homes, when upon inspection the home is found in substandard condition. Structures will be demolished and rebuild in the following cases:
- Single family properties that are located in flood zone and have estimated rehabilitation costs exceeding 50% of the assessed value.
 - Single family properties that are not in flood zone but are beyond repair and unsafe for human habitation as deemed by the City's Building Official. The property must meet the definition of an unsafe structure as defined by the Florida Building Code 151.200.

- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$349,000.00
- e. Terms :
 - 1. Repayment loan/deferred loan/grant: Deferred loan secured by a recorded Mortgage and Note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 20 years
 - 4. Forgiveness: The loan depreciates on an annual basis five percent (5%) per year
 - 5. Repayment: None required as long as the loan is in good standing.
 - 6. Default: The loan will be in default at any time prior to the end of the lien period if any of the following occurs during the loan term:
 - The property ceases to be the principal residence of the homeowner
 - Loss of Homestead Exemption
 - Upon sale or transfer of title
 - Property is vacated and no longer the primary residence of the borrower
 - Property is converted into rental unit
 - In the event of the borrower's death, the estate of the borrower must provide written notice
 - To the City at least 60 days after the death of the borrower. If such notice is provided, unless prohibited by the funding source, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient/Tenant Selection Criteria: Applicants are selected on a first-qualified, first-served basis with priorities as stated in Section I of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: The property must be eligible as defined in 420.9071 (9) FS.

G. Rental Development	Code 14, 21
a. Summary: This strategy is designed to provide assistance to eligible sponsor organizations for the production of affordable rental housing. The strategy will provide for partnering with for-profit affordable housing developers and non-profit sponsor agencies for the construction/rehabilitation of rental units.	

- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low
- d. Maximum award: \$100,000 per project. \$100,000 per unit for multifamily, \$50,000 per unit for single family.
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: This is a deferred loan secured by a Mortgage and a Note.
 - 2. Interest Rate: 0 %
 - 3. Years in loan term: 15 years
 - 4. Forgiveness: The deferred loan will be forgiven at the end of the affordability period.
 - 5. Repayment: None required as long as the loan is in good standing.
 - 6. Default: If the property is sold, transferred, or converted to another use before the fifteen-year (15) affordability period, the mortgage may be assumed during the affordability period by a non-profit sponsor organization that would comply with the terms of the agreement.
- f. Recipient/Tenant Selection Criteria: Tenants are selected on a first-qualified, first-served basis with Priorities as stated in Section I of this plan. If this funding is a match for FHFC application, tenants must be selected based on the property's tenant selection plan as approved by FHFC, and the applicable set-aside requirements based on the RFA's requirements.
- g. Sponsor Selection Criteria: Sponsors will be selected through a publicly advertised competitive Application process. This process involves a thirty (30) day public notification of the availability of Funding, a written application delineating program requirement, a request for proposal (RFP), an open and objective evaluation process, and a formal award through written contract. Sponsor selection outside of the advertised competitive application may be encumbered by the local government at their discretion when funding is being requested as a match for Florida Housing Finance Corporation or Federal competitive cycles. Eligible sponsors will at a minimum, meet the following criteria:
 - Eligible sponsors will be a non-profit having obtained official designation as 501(c)(3) and in operation for more than 12 months, a community-based organization or a for-profit corporation organized and established under the laws of the State of Florida.
 - Eligible sponsors will have an established record of construction and/or rehabilitation of affordable housing.
 - Eligible sponsors will be required to provide substantial evidence of its ability to construct or otherwise deliver a completed project within a reasonable timetable. Preference will be given to non-profit and for-profit organizations, which hire personnel from Welfare Transition, Workforce Development Initiatives and other employment assistance programs.
 - The non-profit or for-profit corporation must have financial accountability standards that permit the City of Palm Bay Housing Division to account for and audit SHIP funds.
- h. Additional Information: During the affordability period, rents cannot exceed the per-unit rent limits published by Florida Housing Finance Corporation on an annual basis. Maximum assistance

cannot exceed the 25 percent maximum allowable for the rental set-aside.

H. Homeownership – Purchase Assistance with Sweat Equity

Code 1, 2

a. Summary: This strategy provides funds for the acquisition and rehabilitation of existing homes, or the construction of new homes within the City limits of Palm Bay. The first mortgage may be held by a non-profit, non-institutional mortgage lender, and homebuyers are required to contribute sweat equity (a minimum of 200 sweat equity hours per homebuyer), unless special circumstances require alternate arrangements that are acceptable to the sponsor and approved by the City.
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- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$67,400.00, includes necessary down payment assistance and any cost of repairs.
 - Lifetime maximum award for any one or blended strategy is \$175,000.00
 - Up to \$67,400.00 for very-low income households
 - Up to \$57,400.00 for low-income households
 - Up to \$47,400.00 for moderate-income households
- e. Terms:
 1. Repayment loan/deferred loan/grant: deferred loan secured by a recorded Mortgage and Note.
 2. Interest Rate: 0%
 3. Years in loan term:
 - \$40,001 - \$57,400 10 years
 - \$57,401 - \$67,400 15 years
 4. Forgiveness:
 - 10 years 10% per year
 - 15 years 6.67% per year
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be in default at any time prior to the end of the lien period if any of the following occurs during the loan term:
 - The property ceases to be the principal residence of the homeowner
 - Loss of Homestead Exemption
 - Upon sale or transfer of title
 - Property is vacated and no longer the primary residence of the borrower
 - Property is converted into rental unit
 - In the event of the borrower's death, the estate of the borrower must provide written notice

to the City at least 60 days after the death of the borrower. If such notice is provided, unless prohibited by the funding source, the loan may be assumed by a SHIP-eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable

- If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

- f. Recipient/Tenant Selection Criteria: Eligible applicants will be approved for assistance by an eligible sponsor on a first-qualified, first-assisted basis, subject to funding availability. Housing counseling and completion of a City approved homebuyer education class is a requirement for all applicants of program assistance. Preference will be given to first-time homebuyers.
- g. Sponsor Selection Criteria: One (1) eligible sponsor will be selected to implement the purchase assistance with the Sweat Equity Program using criteria such as, but not limited to the following:
1. Eligible sponsors must be a not-for-profit organization whose primary purpose is the provision of affordable housing.
 2. Eligible sponsors must have demonstrated capacity and experience to administer the program.
 3. Eligible sponsors must be able to operate the program from an office site located so as to be convenient to Palm Bay residents.
 4. Eligible sponsors must hold the first mortgage and must require a sweat equity contribution from the homebuyer.
 5. Eligible sponsors that hire personnel from the Welfare Transition Program or that have personnel currently on staff that were hired from the Welfare Transition Program will be given priority over those sponsors who do not employ personnel from those programs.
 6. The duties of the eligible sponsor may include, but are not limited to, identification and acquisition of properties, homebuyer application intake, income certification, work-write up, and rehabilitation of the acquired property and project oversight.
- h. Additional Information: SHIP funds will be leveraging with non-profit first mortgage lender financing, the homebuyer's minimum contribution of at least \$1500, and the homebuyer's sweat equity.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

- A. Name of the Strategy: **Expedited Permitting**
Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy:

Established policy and procedures: Section 94.15 of the City of Palm Bay's Code of Ordinances provides for expedited processing of development orders or permits for affordable housing projects, as provided in 163.3177(6)(f)(3), Florida Statutes. Additionally, Section 94.15 provides for the modification of impact fee requirements, flexibility in densities and lot configurations, reduction in parking and setback requirements, flexibility in densities and lot configurations, reduction in parking and setback requirements, and other incentive strategies for affordable housing projects. Additionally, Palm Bay City Council adopted Resolution 2025-11 implementing an Affordable Housing Building Permit Fee Reduction Program, which provides a 100 percent waiver of building permit fees for affordable housing projects as defined by Section 420.9071, Florida Statutes, and serving persons that are less than eighty percent (80%) Area Median Income.

The City of Palm Bay clearly identifies affordable housing projects through coordination of the builder/developer and the Housing Division of the Community & Economic Development Department. The Housing Division submits a written request to the City's various development departments, to include Building, Growth Management, Public Works, and Utilities, which identifies the project as affordable and specifically requests expedited processing and issuance of plans and permits. The City pledges that all such applications that are identified in this manner will receive expedited processing and issuance.

B. Name of the Strategy: **Ongoing Review Process**

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy:

Established policy and procedures: The City of Palm Bay's Community Development Advisory Board acts in the capacity of a local affordable housing task force that meets as needed to discuss updates on Current SHIP strategies and issues which may affect affordable housing. In addition, this Board may also Occasionally review policies, ordinances, regulations, and plan revisions, prior to adoption, that could Impact continued production of housing, and more particularly, affordable housing.

C. Other Incentive Strategies Adopted:

- I. The Community & Economic Development Department maintains an inventory of city-owned surplus real estate, some of which may be suitable for affordable housing development projects. The City has implemented an administrative code providing a path for City Council to designate certain surplus real estate as affordable for the purposes of maintaining and increasing affordable housing inventory in Palm Bay.
- II. The City of Palm Bay has reported potential financial impacts regarding the reduction/waiver of impact fees to the AHAC. The City of Palm Bay's Code of Ordinances, Title X 'Impact Fees', offers developers an Impact Fee Derment Agreement, which can delay impact fee payments until the issuance of a certificate of occupancy or other payment arrangement. The conditions and timeframe on the deferment is considered on a case-by-case basis.
- III. The City of Palm Bay recently adopted updates to the Land Development Code providing flexibility in densities through a Development Bonus Program. A development designating a minimum of 25% of total units as affordable housing for a minimum of 30 years can obtain a density bonus up to the



- maximum density allowed in the future land use category or an additional two (2) stories in height.
- IV. The City of Palm Bay currently permits accessory dwelling units in residential zoning districts.
 - V. Flexible setback requirements are presently offered to all developments upon approval by the Planning and Zoning Board and City Council through a variance. However, Section 172.026 of the City's Code of Ordinances allows for administrative action that involves matters such as setbacks, floor area ratios, frontage requirements, subdivision regulations, height limitations, lot coverage/size restrictions, yard requirements, parking, and other dimensional standards. An administrative variance may be granted by the City Manager or designee, as authorized by the procedure set forth, and shall be used for a variance from the provisions of the Code. Administrative variances will not be granted within easements. The maximum amount of the waiver is up to, but not greater than, twenty percent (20%) of the requirement for an existing principal or accessory structure.
 - VI. The City of Palm Bay has implemented administrative policies and procedures for processing development projects under Florida's Live Local Act.
 - VII. The City of Palm Bay has a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.

IV. EXHIBITS:

Required

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.

Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement (Required if applicable).
- H. Other Documents Incorporated by Reference.

City of Palm Bay

Fiscal Year: 2026-2027	
Estimated SHIP Funds for Fiscal Year:	\$ 976,970.00
Salaries and Benefits	\$ 91,997.00
Office Supplies and Equipment	\$ 1,000.00
Travel Per diem Workshops, etc.	\$ 3,400.00
Advertising	\$ 1,300.00
Other*	\$
Total	\$ 97,697.00
Admin %	10.00%
	OK
Fiscal Year 2027-2028	
Estimated SHIP Funds for Fiscal Year:	\$ 976,970.00
Salaries and Benefits	\$ 91,997.00
Office Supplies and Equipment	\$ 1,000.00
Travel Per diem Workshops, etc.	\$ 3,400.00
Advertising	\$ 1,300.00
Other*	\$
Total	\$ 97,697.00
Admin %	10.00%
	OK
Fiscal Year 2028-2029	
Estimated SHIP Funds for Fiscal Year:	\$ 976,970.00
Salaries and Benefits	\$ 91,997.00
Office Supplies and Equipment	\$ 1,000.00
Travel Per diem Workshops, etc.	\$ 3,400.00
Advertising	\$ 1,300.00
Other*	\$
Total	\$ 97,697.00
Admin %	10.00%
	OK
*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.	
Details:	

Exhibit B
Timeline for SHIP Expenditures

City of Palm Bay affirms that funds allocated for these fiscal years will
(local government)
 meet the following deadlines:

Fiscal Year	Encumbered	Expended	Closeout Report
2026-2027	6/30/2028	6/30/2029	9/15/2029
2027-2028	6/30/2029	6/30/2030	9/15/2030
2028-2029	6/30/2030	6/30/2031	9/15/2031

If funds allocated for these fiscal years is not anticipated to meet expenditure deadlines, Florida Housing Finance Corporation should be notified according to the following dates:

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
2026-2027	3/30/2029	6/15/2029
2027-2028	3/30/2030	6/15/2030
2028-2029	3/30/2031	6/15/2031

Requests for Expenditure Extensions (close-out year ONLY) must be emailed to kathy.cutler@floridahousing.org and include:

1. A statement that "(city/county) requests an extension to the expenditure deadline for fiscal year ____ N/A ____.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan/timeline of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended.

Other Key Deadlines:

AHAC reports are due annually by December 31. Local governments receiving the minimum (or less) allocation may choose not to report.

ACFR financial statements are due each June 30 for the report ending September 30 of the previous year.

FLORIDA HOUSING FINANCE CORPORATION														
HOUSING DELIVERY GOALS CHART														
2026-2027														
Name of Local Government:					City of Palm Bay									
Estimated Funds (Anticipated allocation only):					\$976,970.00									
Code	Strategies	Qualifies for 75% set-aside	VLI Units		Max. SHIP Award	LI Units		Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
			VLI Units			LI Units								
1,2	Purchase Assistance w/ith/out Rehab	Yes	0	\$67,400		1	\$57,400		0	\$47,400	\$57,400.00	\$0.00	\$57,400.00	1
3	Owner-Occupied Substantial Rehab	Yes	3	\$100,000		1	\$100,000		1	\$100,000	\$500,000.00	\$0.00	\$500,000.00	5
6	Repair Program	Yes	2	\$20,000		1	\$20,000		1	\$20,000	\$80,000.00	\$0.00	\$80,000.00	4
5, 16	Disaster Relief Assistance	Yes	1	\$40,000		1	\$40,000		0	\$40,000	\$80,000.00	\$0.00	\$80,000.00	2
7	Foreclosure Prevention	Yes	2	\$8,000		2	\$8,000		1	\$8,000	\$40,000.00	\$0.00	\$40,000.00	5
4	Demolition Reconstruction	Yes	0	\$349,000		0	\$349,000		0	\$349,000	\$0.00	\$0.00	\$0.00	0
1, 2	Purchase Assistance with Sweat Equity	Yes	0	\$67,400		1	\$57,400		0	\$47,400	\$57,400.00	\$0.00	\$57,400.00	1
											\$0.00	\$0.00	\$0.00	0
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											\$0.00	\$0.00	\$0.00	0

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

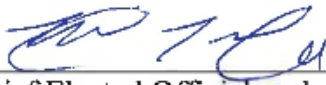
City of Palm Bay

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will ensure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP 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 LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.

- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (ACFR). An electronic copy of the ACFR or a hyperlink shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) 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.
- (15) 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 serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness



Chief Elected Official or designee

Witness

Matthew Morton, City Manager
Type Name and Title

Date

OR

Attest:



(Seal)

RESOLUTION 2026-05

A RESOLUTION OF THE CITY OF PALM BAY, BREVARD 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 CITY MANAGER 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; PROVIDING FOR AN EFFECTIVE DATE.

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 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 five percent (5%) 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 five percent (5%) of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to ten percent (10%) of program income for administrative costs, and

WHEREAS, the Growth Management Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation, and

WHEREAS, the City Council finds that it is in the best interest of the public for the City of Palm Bay 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 CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, as follows:

SECTION 1. The City Council of the City of Palm Bay 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 2026-2027, 2027-2028, 2028-2029.

SECTION 2. The City Manager 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 terms and conditions of said program.

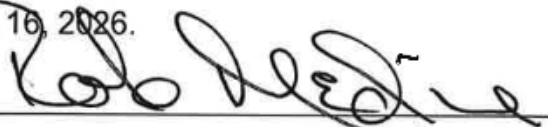
SECTION 3. This resolution shall take effect immediately upon the enactment date.

This resolution was duly enacted at Meeting 2026-12, by the City Council of the City of Palm Bay, Brevard County, Florida, held on April 16, 2026.

ATTEST:

Terese M. Jones, CITY CLERK




Rob Medina, MAYOR