

CITY OF FORT PIERCE



LOCAL HOUSING ASSISTANCE PLAN (LHAP)

AMENDMENT

For Fiscal Years

2021-2022, 2022-2023, 2023-2024

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I. Program Details:

A. LG(s)

Name of Local Government	City of Fort Pierce
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: 2021-2022, 2022-2023, 2023-2024

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; and persons or entities that can provide housing or support services.

F. Leveraging: The Plan is intended to increase the availability of affordable residential housing 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 will be solicited through face-to-face meetings with housing providers, social service providers and local lenders. Public input will be 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 following priorities for funding described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II.

- | |
|---|
| <ol style="list-style-type: none">1. Very-Low Special Needs2. Low Special Needs3. Very Low4. Low5. Special Needs6. Elderly7. Essential Services Personnel |
|---|

A **Waiting List** (not the same as a Callback list) will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the Wait list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted, as well as any established funding priorities as described in this plan.

Callback List: A Callback List containing the names and contact information of citizens who inquire about assistance will be established when the program is closed. Households on the list will be personally contacted (via email, via phone if email not available) when an advertisement is placed in the newspaper of general circulation and on the City’s website.

- 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	X
Local HFA Numbers	

- 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 money deposited in the local housing assistance trust fund is 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 county, as defined in s. 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
City of Fort Pierce	All Administrative Duties	10%
Third Party Entity/Sub-recipient		

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 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 will include the costs associated with outsourcing of

services, not to exceed 5% of total project cost to a third party as follows:

1) Termite Inspections, Scope of Work for rehabilitation, Surveys, Lead-based paint inspections.

- T. Essential Service Personnel Definition (ESP):** ESP includes teachers and educators, other school districts, 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:** The City of Fort Pierce, when economically feasible, will incorporate the following Green Building initiatives: 1) Utilization of Energy Star rated products, 2) High-Energy efficient, hurricane impact windows, air conditioning units, 3) Durable, long-lasting asphalt roof shingles and light-colored reflective roofing material.
- V. Efforts to meet the 20% Special Needs Set- Aside:** During all SHIP application intake periods, the City will provide a concerted effort to meet the 20% Special Needs, Elderly, & Essential Services Personnel set aside by conducting a pre-qualification assessment of applications received to identify those submitted by citizens with Special Needs. The City will also work with entities, such as the County's Council on Aging, Habitat for Humanity, and other area non-profits to obtain referrals of households with special needs and other disabilities. Once identified, these populations will receive top priority in the verification and awarding process.
- W. Describe efforts to reduce homelessness:** The City collaborates with local homeless service providers, the St. Lucie County Community Services Division, and local non-profits to work with individuals who are deemed homeless. Through collaborative communication efforts, resources in the form of funding, housing placement, or other means to assist the homeless are put in place. Additionally, the Rapid Rehousing strategy contained in this plan serves to directly assist homeless persons by providing funds to cover initial expenses involved with obtaining housing.

Section II. LHAP Strategies:

A. New Construction/Infill Housing	Code 10
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a. **Summary of Strategy:** This strategy is designed to revitalize residential communities through the construction of affordable homes. SHIP funds will be awarded to for-profit and not-for-profit organizations, including Community Land Trusts (CLT), for acquisition and construction of housing units for homeownership to pay down the development cost to further reduce the sale price to income eligible homebuyers.

b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024

c. **Income Categories to be served:** Very low, Low, and Moderate

d. **Maximum Award:**

Homebuyer: Subsidy \$80,000 Very Low; \$60,000 Low; and \$40,000 moderate income households.

Developer: \$150,000 per unit.

e. **Terms: Developer**

1. **Repayment Loan/Grant:** Funds will be awarded to the Developer as a deferred loan secured by a recorded subordinate mortgage and note until conveyed to the buyer.
2. **Interest Rate:** 0%
3. **Years in Loan Term:** Ends upon conveyance of property to a homebuyer, but not later than 18 months after the award.
4. **Forgiveness:** Forgiven upon conveyance to buyer if transferred within 18 months after the award.
5. **Repayment:** Not required as long as the loan is in good standing. Once the Developer has completed and sold the house to an income eligible buyer, the proceeds from the sale of the property will be used to pay off 100 percent of the developer's loan for that property. A reasonable profit/fee (up to 15%) to the developer will be determined by the City. If all conditions are met, the City/lender will release the property or satisfy the mortgage.
6. **Default:** Failure on the part of the developer to receive a certificate of occupancy and transfer ownership to an income eligible buyer within 18 months of receiving the award will constitute a default.

Terms: Homeowner

1. **Repayment Loan/Grant:** Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
2. **Interest Rate:** 0%
3. **Years in Loan Term:** 15 years on deferred loan.
4. **Forgiveness:** Loan is forgiven at the end of the loan term 15 years.
5. **Repayment:** None required as long as the loan is in good standing.
6. **Default:** The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead

exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

- f. **Recipient Selection Criteria:** Assistance will be provided on a first-qualified, first-served basis in accordance with Section 1 (I) of this Plan. The homebuyer must meet the following qualifications:
1. Qualify for a first mortgage through a qualified lender or approved not-for-profit sponsor providing first mortgage financing;
 2. Complete a HUD certified homebuyer education class within the 18 months prior to closing;
 3. Contribute a minimum of \$750.00 toward the purchase of the home;
 4. Applicant must be a first-time homebuyer
- g. **Sponsor Selection Criteria:** Request for proposals and/or open application process will be utilized to select a sponsor to implement these projects. Characteristics in determining sponsor developer may include, but are not limited to:
- Capacity and capability to carry out project;
 - Scale of project/utilization of Density Bonuses;
 - Experience in completing similar projects;
 - Use of green building techniques.
- The criteria to select for-profit agencies may include, but is not limited to the following:**
- Consistency of the project with basic goals and objectives of the City;
 - The financial strength of the sponsor, including the ability to leverage funds from other sources;
 - The ability of the sponsor to complete the project by the deadlines established by the City;
 - The Capacity of the sponsor;
 - The quantity and quality of experience in affordable housing development;
 - Proof of site control;
 - Agreement to select recipients based on compliance with all eligibility requirements imposed by the program;
 - Preference shall be given to 1) Community Land Trust, and 2) not-for-profit entities, and 3) preference for the sponsors that employ personnel from the Welfare Transition Program.
- h. **Additional Information:**
- Funds may be used as a match for other programs offered by the federal government and the State of Florida to develop affordable housing.
 - Developers will be required to submit proposals to provide housing that conforms to the City's proposal request specifications, neighborhood redevelopment plans and the Comprehensive Plan.
 - Eligible properties include single-family housing or the single-family portion of a mixed-use facility.
 - Developers will provide a project development cost breakdown including a project development fee and the City will pay for project expenses on a reimbursement basis.

- In some cases, the City may also provide vacant lots to the developers to build single family homes from its surplus lands inventory.
- A homebuyer may only receive assistance once in a lifetime.

B. Purchase Assistance	<i>Code 2</i>
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a. Summary of Strategy: The City of Fort Pierce may provide funds for Home Purchase within City limits by providing down payment and/or closing cost assistance for eligible first-time homebuyers to purchase a newly constructed or an existing home for use as their primary residence.

- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. **Income Categories to be served:** Very low, Low, and Moderate
- d. **Maximum award:** Up to \$15,000 for Very low- and low-income families and \$10,000 for moderate-income families.
- e. **Terms:**
1. **Repayment loan/deferred loan/grant:** Deferred Loan secured by a mortgage and note.
 2. **Interest Rate:** 0%
 3. **Years in loan term:** See chart below.
 4. **Forgiveness:** The loan is forgiven on an annual basis according to the chart below
 5. **Repayment:** Not required as long as the loan is in good standing
 6. **Default:** The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. In the event of the death of the property owner, the loan may be assumed by a SHIP eligible heir. If the legal heir is not SHIP eligible, or chooses not to occupy the home, the mortgage holder, the City, will try to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment. If a default occurs, repayment of the outstanding balance will be immediately due to the City of Fort Pierce.

Assistance Amount	Term Period	Annual Forgiveness
\$0.00-10,000.99	10 Year	1/10 of loan amount
\$10,001-\$15,000	15 years	1/15 of loan amount

- f. **Recipient/Tenant Selection Criteria:** Low to Moderate income homeowners will be assisted on a first qualified/first-served basis with priorities in accordance with Section, 1 (I) of this Plan.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** Homebuyers must complete a certified, 8-hour homebuyer’s workshop. Assistance is provided once in a lifetime; compliance with this requirement will be documented in the applicant’s file.

C. Owner-Occupied Rehabilitation

Code 3

a. **Summary of Strategy:** The City provides Owner-Occupied housing repair/rehabilitation funding through the SHIP program for the upgrading of substandard, owner-occupied housing units and for the addressing of housing code violations. This strategy provides general property improvements to provide basic amenities and to bring units into conformity with applicable housing standards.

b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024

c. **Income Categories to be served:** Very low, Low, and Moderate

d. **Maximum award:** Up to \$100,000.00

e. **Terms:**

1. **Repayment loan/deferred loan/grant:** Deferred Loan secured by a mortgage and note.
2. **Interest Rate:** 0%
3. **Years in loan term:** See Chart Below
4. **Forgiveness:** The loan will be forgiven based on terms listed in the above chart.
5. **Repayment:** Not required as long as the loan is in good standing.
6. **Default:** The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion of rental property; loss of homestead exemption status; or failure to occupy home as primary residence. In the event of default, which is defined as not meeting the occupancy eligibility and/or ownership requirements, the City may foreclose to recover funds made available for assistance which is secured by a mortgage and note on the property. In cases where the qualifying homeowner(s) die(s) during the loan term, 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 mortgage holder, the City, will recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

Assistance Amount	Term Period	Annual Forgiveness
\$0.00 - \$30,000.00	5 Years	1/5 of loan amount
\$30,000.01 - \$60,000.00	10 Years	1/10 of loan amount
\$60,000.01 - 100,000.00	15 Years	1/15 of loan amount

f. **Recipient/Tenant Selection Criteria:** Homeowners that reside within the City of Fort Pierce will be eligible to apply for assistance through this strategy. Applicants will be selected on a first-qualified, first-served basis, with priority given in accordance with the priorities in accordance with Section 1 (1) of this Plan. All persons over the age of 18 whose name(s) appear on the deed or title of the home must be listed as applicants on the rehab application and must complete the income eligibility process before they are determined eligible. Priority will be given to properties that have health or safety condition as determined by the initial in-house

inspection.

g. **Additional Information:** This strategy may be combined with other state, federal, or local programs. Under no circumstances shall improvements be made to only improve the aesthetics of the home. Homes selected for rehab must undergo a full inspection by City building inspectors prior to approval of the SHIP award. The inspection determines the specifications of the rehabilitation to be done and ensures that the funding amount is sufficient to cover the scope of the proposed project. If this amount exceeds 50% of the assessed value, the homeowner will be offered the demolish/reconstruction option, if available. Assistance is provided once in a lifetime.

<i>D. Demolition/Reconstruction</i>	<i>Code 4</i>
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a. **Summary of Strategy:** This strategy awards funds for the demolition and reconstruction of sing-family homes. Structures will be demolished and rebuilt in the following cases:

- Single family properties that are in a flood zone and have estimated rehabilitation costs exceeding 50% of the assessed value.
- Single-family properties that are not in a flood zone but are beyond repair and unsafe for human habitation. The property must meet the definition of an unsafe structure as defined by the Florida Building Code.

b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024

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

d. **Maximum award:** \$250,000

e. **Terms:**

1. **Repayment loan/deferred loan/grant:** Deferred Loan secured by a mortgage and note.
2. **Interest Rate:** 0%
3. **Years in loan term:** 15
4. **Forgiveness:** The loan will be forgiven at the end of the 15-year term.
5. **Repayment:** Not required as long as the loan is in good standing.
6. **Default:** The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to maintain homeowner's insurance on the home; failure to occupy the home as primary residence.

In the event of default, which is defined as not meeting the occupancy, eligibility and or ownership requirements, the City may foreclose to recover funds made available for assistance which is secured by a mortgage and note on the property. In cases where the qualifying homeowner(s) die(s) during the loan term, 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 try to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

- f. **Recipient/Tenant Selection Criteria:** Applicants are selected on a first-qualified, first-served basis with priorities in accordance with Section 1 (1) of this Plan.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** Homeowner is responsible for all fees associated with locating to a temporary residence while home is being demolished and reconstructed. Applicant is required to maintain Homeowners Insurance during the affordability period. Assistance is provided once in a lifetime.

<i>E. Strategy Name: New- Construction Rental</i>	<i>Code 21</i>
<p>a. Summary of Strategy: This strategy is designed to provide assistance to eligible sponsor organizations to produce affordable rental housing. This strategy will provide for partnering with for-profit affordable housing developers and non-profit sponsor agencies for the construction/rehabilitation of rental units.</p>	

- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. **Income Categories to be served:** Very low, low, and moderate
- d. **Maximum award:** \$25,000 per unit, \$100,000 per project
- e. **Terms:**
 1. **Repayment loan/deferred loan/grant:** This is a deferred loan secured by a mortgage and note.
 2. **Interest Rate:** N/A
 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 loan is in good standing.
 6. **Default:** If the property is sold or transferred or fails to comply with the terms of the agreement during the minimum fifteen-year affordability period, the full amount is due and payable. The mortgage may be assumed by a non-profit sponsor organization who 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 in accordance with Section 1 (1) of this Plan.
- 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), and an open and objective evaluation process and a formal award through a 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 minimum, meet the following criteria:

- a. Eligible sponsors will be a for profit organized and established under the laws of the State of Florida or non-profit community- based organization having obtained official designation as a 501(C)(3) and in operation for more than 12 months.
 - b. Eligible sponsors will have an established record of construction and/or rehabilitation of affordable housing.
 - c. 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 that hire personnel from Welfare Transition, Workforce Development initiatives and other employment assistance programs.
 - d. The non-profit or for-profit corporation must have financial accountability standards that permit the City of Fort Pierce’s SHIP Program 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.

<i>F. Rapid Rehousing Strategy</i>	<i>Code 26</i>
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<p>a. Summary of Strategy: The Rapid Rehousing Strategy is created to assist individuals or families who are homeless according to Florida’s definition in Section 420.621 of the Florida Statutes. The assistance is limited to security deposit and /or utility deposits and a maximum of 12 months rental assistance. Households will be identified through social service agencies, specifically those assisting homeless individuals.</p>

- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. **Income Categories to be served:** Extremely Low, Very low, Low
- d. **Maximum award:** \$10,000
- e. **Terms:**
 - 1. **Repayment loan/deferred loan/grant:** Assistance will be provided as a 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 must be referred from a social service agency that serves homeless populations. Applicants will be assisted on a first-eligible, first-served basis.
- g. **Additional Information:** Assistance will be provided directly to the housing provider and/or utility company on behalf of the applicant(s). Assistance will be provided once in a lifetime and will be documented in the applicant’s file.

G. Emergency Repair	Code 6
<p>a. Summary of Strategy: SHIP funds will be used to provide assistance to owner-occupied homes to make emergency repairs. Emergency repairs includes health and safety hazards that are deemed unsafe, such as structural repairs, replacing or repairing an A/C unit, emergency repair or replacement of roofing that is leaking, damaged windows causing exposure to the elements, electrical problems that may cause a fire hazard and plumbing issues.</p>	

- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. **Income Categories to be served:** Very low, low, and moderate
- d. **Maximum award:** Up to \$10,000
- e. **Terms:**
 - 1. **Repayment loan/deferred loan/grant:** This assistance will be provided in the form of a grant.
 - 2. **Interest Rate:** N/A
 - 3. **Years in loan term/ Forgiveness:** N/A
 - 4. **Repayment:** N/A
 - 5. **Default:** N/A
- f. **Recipient/Tenant Selection Criteria:** Applicants selected on a first-qualified, first-served basis with priorities given to persons in accordance with Section 1 (I) of this Plan.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** The property must be eligible as defined in 420.9071 (8) FS. Assistance will be provide once in a lifetime.

H. Strategy Name: Disaster/Post Disaster Mitigation	Code 5,16
<p>a. Summary of Strategy: In the event of a state or federally declared disaster by Executive Order of the President or Governor, the City will utilize funds that have not yet been encumbered or used with additional disaster funds allocated by Florida Housing Finance Corporation. Disaster assistance will be for items such as, but not limited to:</p> <ul style="list-style-type: none"> (a) Purchasing of emergency supplies to weatherproof damaged homes. (b) Providing of repairs to avoid further damage. (c) Removal of trees and debris, (d) Rental, mortgage, and or utility assistance for eligible recipients that have been displaced from their homes due to disaster. Assistance not to exceed three months. (e) Alternatively, funds may also be used to retrofit weather disaster affected residences with mitigation features (installation of roofing straps, shutters, storm doors, windows, and garage doors) that help prevent future storm/adverse weather damage. 	

- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024

- c. **Income Categories to be served:** Very low, Low, and Moderate
- d. **Maximum award:** \$10,000
- e. **Terms:**
 - 1. **Repayment loan/deferred loan/grant:** grant.
 - 2. **Interest Rate:** N/A
 - 3. **Years in loan term/ Forgiveness:** N/A.
 - 4. **Repayment/Default:** N/A
- f. **Recipient/Tenant Selection Criteria:** Applicants selected on a first-qualified, first-served basis with with priorities in accordance with Section 1 (I) of this Plan.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** If owner is insured, proceeds from the insurance must be used first before SHIP funds, except for the payment of the deductible.

H. Strategy Name: Foreclosure Prevention	Code 7
a. Summary of Strategy: Funding will be provided to assist with delinquent mortgage payments (PITI), up to three (3) months payments, property taxes, and homeowners insurance. Additionally, funding may assist with late fees, attorney’s fees, homeowners’ association payments, special assessments, other foreclosure associated costs, and mortgage delinquency and default resolution counseling.	

- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. **Income Categories to be served:** Very low, low and moderate
- d. **Maximum award:** \$10,000
- e. **Terms:**
 - 1. **Repayment loan/deferred loan/grant:** Funds will be awarded as a deferred payment loan secured by a recorded mortgage and note
 - 2. **Interest Rate:** 0%
 - 3. **Years in loan term:** 5 years
 - 4. **Forgiveness:** The loan amount will be forgiven at the end of the term.
 - 5. **Repayment:** None required as long as loan is in good standing.
 - 6. **Default:** The loan will be in default if any of the following occurs: sale, transfer or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence.

In the event of death of the qualifying homeowner(s) during the loan term, 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 original loan amount

will be due payable.

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

f. **Recipient Selection Criteria:**

In addition to being selected on a first –qualified, first-served basis, applicants must:

1. Provide proof of the arrearage in the form of notification from the first mortgage lender of applicant's delinquency and/or intent to foreclose.
2. Provide evidence of a hardship that caused the arrearage (such as considerable loss of income/employment, death of a household member, divorce, unexpected medical expenses, or unanticipated home repairs or costs associated with increases escrows).
3. Complete counseling from a HUD approved agency or NeighborWorks approved agency trained in foreclosure counseling.

g. **Sponsor Selection Criteria:** N/A

h. **Additional Information:**

- Participants can only receive assistance for this strategy once during the term of the lien.
- The assessed value of the property may not exceed the current established maximum sales price.

III. LHAP Incentive Strategies

The City of Fort Pierce will employ the following strategies to facilitate the various affordable housing strategies listed in this Plan, as per Section 420.9076, F.S.:

A. Expedited Permitting

Explanation: Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing Projects are expedited to a greater degree than other projects.

The City of Fort Pierce has a streamlined permitting process for handling permits for SHIP projects. Reduced or waived permit fees as well as immediately attending to SHIP permits are in place.

B. Ongoing Review Process

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

The City's SHIP office, along with Planning and Zoning work in tandem to analyze plans, procedures, rules, ordinances, regulations, or policies, to determine any impacts to the cost of affordable housing. If necessary, the SHIP administrator will bring this information to the Commission for consideration.

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.

City of Fort Pierce

Fiscal Year: 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 295,369.00
Salaries and Benefits	\$ 25,536.00
Office Supplies and Equipment	\$ 2,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 29,536.00
Admin %	10.00%
	OK

Fiscal Year 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 295,369.00
Salaries and Benefits	\$ 25,536.00
Office Supplies and Equipment	\$ 2,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 29,536.00
Admin %	10.00%
	OK

Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 295,369.00
Salaries and Benefits	\$ 25,536.00
Office Supplies and Equipment	\$ 2,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 29,536.00
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**

The **City of Fort Pierce** affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2021-2022	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024
2022-2023	6/30/2024	6/30/2025	9/15/2023	9/15/2024	9/15/2025
2023-2024	6/30/2025	6/30/2026	9/15/2024	9/15/2025	/9/15/2026

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2021-2022	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024
2022-2023	3/30/2024	3/30/2025	6/15/2023	6/15/2024	6/15/2025
2023-2024	3/30/2025	3/30/2026	6/15/2024	6/15/2025	6/15/2026

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

1. A statement that "(City of Fort Pierce) requests an extension to the expenditure deadline for fiscal year _____.
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 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. Please email terry.auringer@floridahousing.org when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government's LHAP being submitted. Local governments receiving the minimum (or less) allocation are not required to report.

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

City of Fort Pierce

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 (CAFR). An electronic copy of the CAFR or a hyperlink to the document 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

Linda Hudson

Chief Elected Official or designee

Witness

Mayor Linda Hudson

Type Name and Title

4/10/2021

Date

OR

Amanda Coy

Attest:
(Seal)

RESOLUTION NO. 24-R03

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA APPROVING THE AMENDED 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 MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

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, Sections. 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, on May 3, 2021, the City Commission adopted Resolution 21-R23 approving the Local Housing Assistance Plan; and

WHEREAS, the Commission of the City of Fort Pierce finds that it is in the best interest of the public for the City of Fort Pierce to amend the Local Housing Assistance Plan to increase the Residential Rehabilitation Assistance award allocation from \$50,000 to \$100,000, to increase the Demolition Reconstruction award allocation from \$150,000 to \$250,000 and to include Foreclosure Prevention as a new strategy.

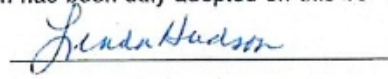
NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA THAT:

Section 1: The Commission of the City of Fort Pierce hereby approves the Amended Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by Sections 420.907-420-9079, Florida Statutes, for fiscal years 2021-2022, 2022-2023, and 2023-2024.

Section 2: The Mayor is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.


Section 3: This resolution shall take effect immediately upon its adoption.

IN WITNESS WHEREOF, this resolution has been duly adopted on this 16th day of January, 2024.




Linda Hudson, Mayor

ATTEST:


Linda W. Cox, City Clerk

(City Seal)

APPROVED AS TO FORM AND CORRECTNESS:


Sara Hedges, City Attorney