



City of Panama City

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2021-2022, 2022-2023, 2023-2024





Table of Contents

Description	Page #
Section I, Program Details	3
Section II, Housing Strategies	7
A. Purchase Assistance	7
B. Owner-Occupied Rehabilitation	8
C. Demolition/Reconstruction	9
D. Disaster Assistance	11
E. Emergency Assistance Repair	13
F. Foreclosure Prevention/Mortgage Assistance	14
G. Impact Fee Assistance	16
H. Acquisition/Rehabilitation (ACHAB/sale)	17
I. Land Acquisition	18
J. New Construction/Infill Housing	20
K. Special Needs	22
L. Rental, Security and Utility Deposit Assistance	23
M. Rental/Acquisition Rehabilitation (ACHAB/rental)	24
N. Rental Development	25
Section III, Incentive Strategies	26
A. Expedited Permitting	26
B. Ongoing Review Process	27
C. Density & Intensity Bonuses	27
D. Inventory of Public Lands	27
E. Educational Outreach	27
F. Defining Affordable Housing	27
G. Allowance for Accessory Dwelling Units in Residential Units in Residential Zoning Districts	28
H. Support for Development and Growth Near Transportation Hubs, Major Employers and Mixed-Use Centers	28
Exhibits	28
A. Administrative Budget for each fiscal year covered in the Plan	



<p>B. Timeline for Estimated Encumbrance and Expenditure</p> <p>C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan</p> <p>D. Signed LHAP Certification</p> <p>E. Signed, dated, witnessed or attested adopting resolution</p> <p>F. Ordinance: (If changed from the original creating ordinance)</p>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

I. Program Details:

A. Name of the participating local government: City City Panama City

Is there an Interlocal Agreement: Yes _____ No X

B. Purpose of the program:

1. To meet the housing needs of the very low-, low- and moderate-income households.
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government 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, 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: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding described/listed here apply to all strategies unless otherwise stated in the strategy:

Applications will be placed in order of receipt. When funds are available for a particular strategy, the applicants on the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and have been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very low-income, then low-income. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very low-income, then low-income. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very low, then low-income groups.

- 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 median 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

- 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 of proposed Administrative Expenditures is attached as Exhibit A. **City of Panama City** finds that the moneys deposited in the local housing assistance trust fund shall be used 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 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
Local Government	Program Administration	10
Third Party Entity/Sub-recipient	N/A	

- 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 homeowner 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: In addition to the administrative costs listed above, the City will charge a reasonable project delivery cost to cover inspections performed by non-City employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.
- T. Essential Service Personnel Definition: For purposes of SHIP funding, the City considers the following groups as Essential Services to our City: First Responders (e.g., Law Enforcement, Firefighters, and EMT), Educators in K-12, Nurses, Active Military, National Guard stationed in the City and Skilled building trades.
- U. Describe efforts to incorporate Green Building and Energy Saving products and processes: The City will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:
- Water-Conserving Appliances and Fixtures (toilets, shower heads, faucets)
 - Energy Star Appliances (refrigerator and stove)
 - Efficient Lighting Interior/Exterior
 - Upgrading of Insulation (attics, walls and new roofing materials)
 - Tankless Water Heaters
 - Water – Permeable Walkways
 - Air Conditioning Units with a Higher Seer Rating
 - Construction Waste Management
 - Impact Resistant Windows
- V. Describe efforts to meet the 20% Special Needs set-aside: The City will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the purchase assistance, owner-occupied rehabilitation, emergency repair and rental assistance



strategies.

- W. Describe efforts to reduce homelessness: The City works with the local Continuum of Care (CoC) and agencies serving the homeless populations primarily through referrals and rental assistance to place these individuals or families in rental housing for the purpose of providing a stable housing situation for twelve months or more. In addition to the direct use of SHIP funding to prevent homelessness through the eviction prevention strategy and to rehouse homeless households through the rental assistance strategy detailed below. The City also has a representative serving on the CoC Governance Board and staff serving on the CoC housing committee, coordinated entry system committee and planning committee.

Section II. LHAP Strategies:

A. <i>Purchase Assistance</i>	Code 2
-------------------------------	--------

- a. Summary of Strategy: The Purchase Assistance strategy is created to assist income-eligible first-time homebuyers towards the costs of purchasing existing or newly constructed (with a Certificate of Occupancy) eligible housing. Eligible costs include the following: down payment, closing costs, mortgage buy down, and other costs associated with purchasing a home. Eligible housing includes single-family homes, townhomes/duplex or condominiums.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024
- c. Income Categories to be served: Very low-, low- and moderate-income.
- d. Maximum award: Up to \$50,000 (\$45,000 in down payment assistance and up to \$5,000 in closing cost assistance)
- e. Terms:
 1. Repayment loan/deferred loan/grant: All loans made to applicants under this strategy will be a deferred payment, secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court.
 2. Interest Rate: 0%
 3. Years in loan term: 30
 4. Forgiveness: Loan will be forgiven if recipient maintains ownership as primary residence through the term of the loan.
 5. Repayment: Not required as long as 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, or failure to occupy the home



as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment. All repayments from this program will be considered program income.

- f. Recipient Selection Criteria: Applicant households will be “first qualified, first served” and as described in Section 1, I.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources as they become available from time to time. In the event of a State or federally declared disaster as proclaimed by Executive Order of the Governor or President, eligible housing will include Mobile Home Units (MHUs) constructed after June 1994 to be purchased which will have a 10-year lien, if located in a commercial/residential lot, and be secured by a promissory note with 0% interest. In the event the land is owned by the purchaser, a mortgage and promissory note will be executed with a 10-year term at 0% interest due and payable upon sale, or transfer title and/or ownership of property. If an MHU is located in a commercial lot, a promissory note will be executed with a 10-year term at 0% interest due and payable upon sale or transfer of title.

<i>B. Owner-Occupied Housing Rehabilitation</i>	3
-------------------------------------------------	---

- a. Summary of Strategy: The purpose of this strategy is to provide Housing Rehabilitation loans to eligible households who own and reside in dwellings, which do not meet standards of decent and sanitary housing as determined by the City Inspector. This strategy has as its objective the upgrading of the existing housing stock to meet the City’s HUD Housing Quality Standards (HQS).
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024
- c. Income Categories to be served: Very low-, low- and moderate-income.
- d. Maximum award: Up to \$150,000



e. Terms:

1. Repayment loan/deferred loan/grant: All loans secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court.
2. Interest Rate: 0%
3. Years in loan term: 15
4. Forgiveness: Loan is forgiven at the end of the loan term as long as recipient maintains ownership as primary residence through the term of the loan.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be 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, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 resident. 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 repayment. All repayments from this program will be considered program income.

- f. Recipient Selection Criteria: Applicant households will be “first qualified, first served” and as detailed in Section 1, I.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: **Section 420.9075(3)(d), F.S.** Energy Efficiency and Green Housing related repairs shall be encouraged. Homeowner must have maintained ownership in the home for a minimum of 3 years.

C. Demolition/Reconstruction	4
------------------------------	---

- a. Summary of Strategy: This strategy will provide replacement housing for SHIP-eligible, owner-occupied homes that are unfeasible for rehabilitation (the structure is determined to be in need of repairs in excess of 50% of the value of the home), for those that are owned by the elderly (over age 55), or households with a member that meets the definition of Special Needs. In 420.0004



(13), owners of mobile homes and manufactured homes will be eligible for assistance after the owner agrees that the damaged mobile/manufactured home will be removed from the site.

Replacement units are built after June 1994 to qualify (Section 420.907 F.S.).

- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024
- c. Income Categories to be served: Very low-, low- and moderate-income.
- d. Maximum award: Up to \$185,000
- e. Terms:
 1. Repayment loan/deferred loan/grant: Loan will be secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court.
 2. Interest Rate: 0%
 3. Years in loan term: 30
 4. Forgiveness: N/A
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be determined to be if any of the following occurs during the loan term: sale, transfer, or conveyance of property, conversion to a rental property of homestead exemption status; failure, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. In cases where the qualifying homeowner(s) dies(s), during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary resident. 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 repayment. All repayments from this program will be considered program income.
- f. Recipient Selection Criteria: Applicant selection criteria for awarding SHIP funds to income-eligible households will be "first qualified, first served" and as detailed in Section 1, I.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information:
 - Only those dwellings occupied by eligible homeowners wishing to participate in a voluntary demolition will be considered qualified for replacement if:
 - The home is found to be unfit for human habitation in accordance with standards set forth in the Standard Housing Code.



- The home has been determined to be structurally unfeasible for rehabilitation or rehabilitation costs exceed the allowed limit in the Rehabilitation strategy; the homeowner agrees to permit the City to have the dilapidated structure demolished.
- The homeowner agrees to sign a lien against the property which would require repayment of the mortgage. If property is sold, transferred or refinanced, mortgage becomes due and payable or property reverts back to City.
- Homeowners assisted under this strategy must obtain temporary housing on their own.

<i>D. Disaster Assistance</i>	5, 16
-------------------------------	-------

- a. **Summary of Strategy:** In the event of a State or federally declared disaster as proclaimed by Executive Order, funds may be used to provide assistance to eligible persons occupying eligible housing. SHIP disaster awards must be directly related to assisting disaster victims. SHIP disaster funds may be utilized for the interim repair and the subsequent upgrading of eligible housing or in the set-up, maintenance, or provision of temporary housing solutions. Interim repairs may include the purchase of emergency supplies for eligible households to weatherproof damaged homes, interim repairs to prevent further damage, provide temporary housing, tree and debris removal required to make individual housing units habitable, post disaster repairs and construction of wells and septic's or repairs of existing where public water is not available. Funds will also provide assistance which covers necessary repairs excluded from insurance claims. Disaster funds can also be used to obtain insurance for homeowners. This strategy also includes grants for items such as rent, mortgage and utility assistance, emergency repairs and eviction prevention. Post disaster repairs may include elevating of the structure and the goal of upgrading to U.S. HUD Housing Quality Standards (HQS).
- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. **Income Categories to be served:** Very low-, low- and moderate-income
- d. **Maximum award:** Up to \$75,000
- e. **Terms:**
 1. **Repayment loan/deferred loan/grant:** All loans secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court.
 2. **Interest Rate:** 0%
 3. **Years in loan term:** 15
 4. **Forgiveness:** Loan is forgiven at the end of the loan term as long as recipient



maintains ownership as primary residence through the term of the loan.

5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be determined to be if any of the following occurs during the loan term: sale, transfer, or conveyance of property, conversion to a rental property of homestead exemption status; failure, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. In cases where the qualifying homeowner(s) dies(s), during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary resident. 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 repayment. All repayments from this program will be considered program income.
- F. Recipient Selection Criteria: Applicant households will be selected as follows: Applicants currently on the SHIP owner-occupied rehabilitation wait list will be contacted to ascertain any damage incurred due to the disaster. Applicants must provide proof of homeowner's insurance and must file for and use proceeds from the insurance as first option. Applicants who do not have insurance will be required to obtain if deemed eligible for assistance. If applicant is unable to afford premium, or if first year insurance will cause a hardship for the applicant, it may be included in the award amount. After year one, applicant must maintain insurance during the life of the loan. Applicant must show affordability to maintain annual taxes and insurance homeowner's insurance on the property after the initial upfront premium is paid. Applications received during the application period will be served on a "first qualified, first served" and as detailed on Section
- G. Sponsor/Developer Selection Criteria: N/A
- H. Additional Information: After exhausting the wait list, the availability of unencumbered funds will be advertised in a newspaper of general circulation and in periodicals serving ethnic and diverse neighborhoods within the City. The City will advertise the availability of any unencumbered funds at least 30 days prior to the beginning of the disaster mitigation/recover application period. The strategy will be implemented only in the event of a disaster declaration and is contingent upon the availability of disaster assistance funds. SHIP disaster funds may be utilized to leverage other public and private funds, provide rental and utility assistance along with mortgage and utility payment assistance and strategies included in the LHAP that benefit applicants directly under the executive order and other eligible activities as proposed and approved by Florida Housing. Funds will also be



used for COVID-19 and other pandemics.

E. <i>Emergency Repair Assistance</i>	6
---------------------------------------	---

- a. **Summary of Strategy:** This strategy is designed to provide assistance to homeowners whose health or safety is threatened by hazardous conditions in their primary, owner-occupied residence. Improvements must correct conditions presenting a danger to the health and safety of the occupants identified including any act of nature resulting in critical damage to the structural condition. Emergency conditions include:
- backed up sewer or raw sewage.
 - severe roof leaks with structural damage which may cause falling ceilings.
 - exposed wiring or serious inadequate electrical services which present dangers of fire or shocks.
 - lack of water services or toilet facilities.
 - other conditions will be evaluated as they occur.
- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. **Income Categories to be served:** Very low, low-, and moderate-income
- d. **Maximum award:** Up to \$10,000
- e. **Terms:**
1. **Repayment loan/deferred loan/grant:** All loans will be secured by a promissory note.
 2. **Interest Rate:** 0%
 3. **Years in loan term:** 3
 4. **Forgiveness:** Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
 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, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment. All repayments from this program will be considered program income.

- f. Recipient Selection Criteria: Criteria for awarding SHIP funds to eligible households will be “first qualified, first served” and as detailed in Section 1, I.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: If the recipient for emergency repairs is eligible or becomes eligible for the housing rehabilitation loan provided through this program, the application will be processed by date of submission. The amount of emergency repairs will be deducted from the maximum amount allowable for rehabilitation.

Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions, community redevelopment area funding, foundation and charitable organizations, as well as other funding sources as they become available from time-to-time.

<i>F. Foreclosure Prevention/Mortgage Assistance</i>	7
------------------------------------------------------	---

- a. Summary of the Strategy: (1) This strategy is designed to provide assistance to applicants who are delinquent in their mortgage payments. The Foreclosure Prevention Program provides SHIP assistance to qualified homeowners of single-family, townhouse/duplex and condominium units to prevent foreclosure.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024.
- c. Income Categories to be served: Very low-, low- and moderate-income
- d. Maximum award: Up to \$25,000
- e. Terms, Recapture and Default:
 - 1. All loans made to applicants under this strategy will be a deferred payment loan with payment deferred for (1) year, at which time loan is forgiven. Recipients of SHIP awards will be required to contractually commit to program guidelines and will be required to execute a promissory note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 3



4. **Forgiveness:** Loan will be forgiven if recipient maintains ownership as primary residence through the term of the loan.
 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, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 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 repayment. All repayments from this program will be considered program income.
- f. **Recipient Selection Criteria:** Criteria for awarding SHIP funds to income-eligible applicants will be "first qualified, first served" and as detailed in Section 1, I.
 - g. **Sponsor Selection Criteria:** N/A
 - h. **Additional Information:** Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources, as they become available from time to time. All households receiving SHIP assistance must be the primary residence of the recipient and cannot be used as a rental unit. Recipients will be provided assistance regardless of balances on any other SHIP mortgage. To qualify, the household must have experienced an economic hardship through no fault of their own. To be eligible, applicant must provide proof of hardship, documentation of current household income, delinquency letter or mortgage statement from lender, and any additional documentation which may be required from Panama City/Community Development to determine qualification. To demonstrate this, the applicant must provide a letter of separation or notice of salary level change, a layoff notice, or other written documents verifying hardship. To qualify for consideration, applicants must be no less than three (3) months delinquent on their mortgage payments, have received documents from lender that require contribution in order to complete modification, have received foreclosure documents from lender, or no more than \$25,000 delinquent on their mortgage payments, or at the discretion of the Panama City/Community



Development office. (2) Temporary mortgage and utility payments for up to 6 months for homeowners financially impacted by a disaster.

<i>G. Impact Fee Assistance</i>	8
---------------------------------	---

- a. Summary of the Strategy: SHIP funds will be used to pay all or a portion of sewer/water connection or school impact fees for income eligible, owner-occupied single-family units that are sold at or below the City’s maximum sales price rates to income eligible buyers. When building permits are obtained for income-eligible recipients, impact fees are paid on behalf of the SHIP recipient. This assistance results in a reduced sales price for the homebuyer. This strategy can be combined with down payment assistance.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024.
- c. Income Categories to be served: Very-low, low- and moderate-income
- d. Maximum award: \$10,000
- e. Terms, Recapture and Default:
 - 1. All loans made to applicants under this strategy are provided as non-amortizing, deferred payment loan secured by a mortgage and a promissory note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 3
 - 4. Forgiveness: Loan will be forgiven at the end of the term of the loan.
 - 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, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment. All repayments from this program will be considered program income.



- b. Recipient Selection Criteria: Criteria for awarding SHIP funds to eligible households will be “first qualified, first served” and as detailed in Section 1, I.
- c. Sponsor Selection Criteria: N/A
- d. Additional Information: City Code requires that all homes be connected to the city-wide sewer system. This strategy may be used for existing homes currently on a septic system within the City, or homes in areas being annexed in the City. This strategy may be utilized to reimburse the homeowner for the connection fee dependent upon the income eligibility of the homeowner and the availability of funds. Community Development staff will coordinate with other city departments to ensure all households in annexed areas are notified of this potential funding availability.

<i>H. Acquisition/Rehabilitation (ACHAB)</i>	9
----------------------------------------------	---

- a. Summary of the Strategy: This strategy has two objectives: (1) the provision of homeownership opportunities for eligible families, and (2) the upgrading of existing housing stock within City limits. The Community Development office for the City shall acquire substandard housing that is “for sale” on the open market and rehabilitate it to standard housing. The home is then sold to income-eligible applicants of the SHIP Program who are able to obtain bank financing. Income-eligible applicants are eligible to purchase property utilizing SHIP down payment assistance. Income-eligible applicants also have the option of a lease-purchase not to exceed 24 months agreement utilizing an ACHAB property. In this contract, the two parties agree to a lease period during which rent is paid, and the terms of the sale at the end of the lease period, including sale price. The contract is structured in 2 parts, 1 representing the lease term and the other a contract of sale. The lease agreement expounds upon what responsibilities the tenant/buyer and landlord/seller undertake during the course of the lease..

Property eligibility is as follows:

- The property must be located within Bay County limits.
- The property must be in need of rehabilitation.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024.
- c. Income Categories to be served: Very-low, low- and moderate
- d. Maximum award: \$200,000
- e. Terms, Recapture and Default:



1. All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court.
2. Interest Rate: 0%
3. Years in loan term: 30
4. Forgiveness: Loan will be forgiven at the end of the 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, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing. If default occurs by not abiding by the recapture provisions, the entire balance shall become due and payable to the Local Housing Trust Fund. Failure to pay the deferred loan balance when due will lead to foreclosure and loss of property ownership.
- f. Recipient Selection Criteria: Criteria for awarding SHIP funds to income eligible applicants will be "first qualified, first served" and as detailed in Section 1, I.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources, as they become available from time to time.

<i>I. Land Acquisition</i>	<i>10</i>
----------------------------	-----------

- a. Summary of the Strategy: This strategy is designed to facilitate the acquisition of vacant land that will be developed for affordable housing for income-eligible households. Acquired land can be pledged as security collateral for construction/permanent financing for a new home. Land acquisition does not permit land banking.



- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024.
- c. Income Categories to be served: Very-low, low- and moderate-income families and income qualified families with special needs.
- d. Maximum award: \$185,000 per lot
- e. Terms, Recapture and Default:
 1. All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a promissory note and mortgage for the land value. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court.
 2. Interest Rate: 0%
 3. Years in loan term: 30 - income eligible household, 2 years - Developer
 4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: For the homebuyer: 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, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment. All repayments from this program will be considered program income.

Default terms for developer not meeting program requirements shall be immediate repayment to the City trust account if the developer fails to meet the terms of the deferred payment, 0% interest loan, or fails to meet the program timeline for expenditure or having an eligible applicant occupying eligible housing. Default terms shall be described in mortgage and promissory note securing property.



- f. Sponsor Selection Criteria: Sponsors used to implement this program will be selected based on the criteria listed below and must be able to demonstrate a capacity to effectively address affordable housing objectives. The selection criteria may include, but is not limited to, the following:
- A non-profit must have received a tax-exempt ruling from the IRS under Section 501(c) of the Internal Revenue Code.
 - A non-profit must have in its mission statement, in its Articles of Incorporation, or in its by-laws that its dedicated purpose is to provide such services.
 - The financial strength of the applicant.
 - The capacity of the applicant.
 - The level of experience.
 - Applicant must be willing to contractually commit to SHIP and City program requirements.
 - Applicant must agree to select recipients on the basis of compliance with all eligibility requirements imposed by the Program.
 - Preference will be given to applicants who employ personnel from the Welfare Transition Program.
- h. Additional Information: Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources, as they become available from time to time.

<i>J. New Construction/Infill Housing</i>	<i>10</i>
-------------------------------------------	-----------

- a. Summary of the Strategy: This strategy is designed to revitalize residential communities through the construction of affordable homes for very low-, low- and moderate-income residents of Panama City. The strategy will target neighborhoods of Panama City including land newly annexed into the city limits. If land is acquired, an income-eligible applicant occupying eligible housing must occur within the timeline provided by statute and rule. The goal of this strategy is to increase the yearly production of affordable housing within the targeted neighborhoods by leveraging funds and pre-qualification of income-eligible families.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024.
- c. Income Categories to be served: Very-low, low- and moderate-income
- d. Maximum award: \$283,900 per unit



e. Terms, Recapture and Default:

1. All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court.
2. Interest Rate: 0%
3. Years in loan term: 30-Homebuyer; 2-Sponsor
4. Forgiveness: Loan is forgiven if recipient maintains ownership as primary residence through the term of the loan. No forgiveness for the sponsor.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: For the homebuyer - 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, or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. 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 make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment. All repayments from this program will be considered program income.

Default terms for developer not meeting program requirements shall be immediate repayment to the City trust account if the developer fails to meet the terms of the deferred payment, 0% interest loan, or fails to meet the program timeline for expenditure or having an eligible applicant occupying eligible housing. Default terms shall be described in mortgage and promissory note security property.

- f. Recipient Selection Criteria: Criteria for awarding SHIP funds to income-eligible applicants will be "first qualified, first served" and as detailed in Section 1, I.
- g. Sponsor Selection Criteria: The development of affordable housing on these lots will be offered to qualified developers. Selected developers are required to build affordable houses within 24 months after which homes are sold to first-time homebuyers (those applicants who



have not owned a home within 3 years) with incomes up to 140% of the median income for Panama City.

- h. **Additional Information:** Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources as they become available from time to time.

<i>K. Special Needs</i>	<i>12</i>
-------------------------	-----------

- a. **Summary of the Strategy:** This program will provide funding for the purchase of new construction housing, the purchase of existing housing and the rehabilitation of or additions to existing housing for persons with special needs as defined in 420.0004(13).
- b. **Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024.
- c. **Income Categories to be served:** Residents of the housing under this strategy shall meet criteria of very low-, low-or moderate-income.
- d. **Maximum award shall not exceed \$50,000 per occurrence.**
- e. **Terms, Recapture and Default:**
1. This strategy will be provided as a deferred payment loan secured by a note and mortgage.
 2. Interest Rate: 0%
 3. Years in loan term: 25
 4. Forgiveness: Forgiven at a rate of 4% per year to eligible applicants.
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: If default occurs by not abiding by the recapture provisions, the entire balance shall become due and payable to the Local Housing Trust Fund. Failure to pay the deferred loan balance when due will lead to foreclosure and loss of property ownership. Default occurs if assisted property is sold, transferred, refinanced, or converted to other than owner-occupied use prior to the expiration of (25) years, the loan shall immediately become due and payable.
- f. **Recipient Selection Criteria:** Assistance is awarded on a first qualified, first served basis.
- g. **Sponsor Developer Section Criteria:** IRS 501(c)(3) approved non-profit providers are eligible to apply for assistance. Selection criteria will include previous experience and demonstrated performance in the management and operation of providing for special needs populations and a long-term commitment to assist individuals or families having special



needs. They must provide shelters or group homes to domestic violence victims, persons with developmental disabilities, the homeless, the elderly, disabled adults or similar populations.

- They have successfully completed projects similar to those being developed and in a timely manner, thus demonstrating capacity to develop affordable housing.
 - Their financial accountability standards permits the Panama City SHIP Administrator to account for and audit the SHIP funds utilized in order to meet the state statutory requirements of the SHIP program relating to control;
 - There is one contact person named, preferably having prior grant experience.
- h. Additional Information:** Other financing sources may or may not be available – they include private lenders or grants from other organizations or government agencies.

<i>L. Rental, Security and Utility Deposit Assistance</i>	<i>13, 23 & 26</i>
-----------------------------------------------------------	------------------------

- a. Summary of the Strategy:** (1) This strategy provides assistance to City of Panama City residents or those households that are homeless, or in imminent danger of becoming homeless that are in need of past due rent payments to avoid eviction, or in need of assistance with obtaining a lease on a rental unit. This may include utility deposits, security deposits and rent equal to no more than twelve month’s rents and/or not to exceed \$10,000. (2) Temporary rent and utility payments for up to 12 months for tenants financially impacted by a disaster. All payments are made payable directly to the landlord or utility company.
- b. Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024.
- c. Income Categories to be served:** extremely low to moderate-income families and income qualified families with special needs as defined by Section 420.0004 (13) F.S. Preference will be given to very low-, low- and then moderate-income families. Households served also include those individuals/families that are homeless, or in imminent danger of becoming homes as defined in F.S. 420.621(5)
- d. Maximum award shall not exceed \$10,000 per household.**
- e. Terms, Recapture and Default:**
1. All assistance will be given in the form of a grant. Eligible households may receive assistance under this strategy only one-time during any three (3) year period, or at the discretion of the Panama City/Community Development office.
 2. Interest Rate: N/A
 3. Years in loan term: 3 year



- 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria:
- The applicant’s annual household income may not exceed 120% of the area median income adjusted for family size.
 - Applicants will be processed on a “first qualified, first served” as detailed in Section 1, I following annual advertisement of SHIP Notice of Funds Availability (NOFA). Applicants will be processed using a selection criterion established with Community Development.
 - Property for which assistance is being sought must be within Panama City.
 - Applicants assisted under this strategy must lease (for no less than a one (1) year) a dwelling unit which meets the Standard Housing Code Requirements and whose occupancy will not violate any other City codes, or ordinances including zoning codes.
 - The rent limit requirements of the SHIP program will be observed
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: This strategy is subject to fund availability and may not be available every fiscal year.

<i>M. Rental, Acquisition/Rehabilitation</i>	<i>14, 20, 21</i>
----------------------------------------------	-------------------

- a. Summary of the Strategy: Funds will be used for acquisition and rehabilitation of rental property owned by the Cinty. These properties will be rented to extremely low- to moderate-income households, as well as Special Needs as defined in 420.0004 (13).
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024.
- c. Income Categories to be served: extremely low, very low-, low- to moderate-income.
- d. Maximum award: \$283,900 per unit
- e. Terms: N/A
 - 1. Interest Rate: N/A
 - 2. Years in loan term: N/A
 - 3. Forgiveness: N/A
 - 4. Repayment: N/A
 - 5. Default: N/A



- f. Recipient Selection Criteria: Tenants will be selected on a first-qualified, first-served basis with priorities described in Section 1.I.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Since Panama City will own these properties, the City will be responsible for determining eligible households and rental rates based on the annual Income and Rent Limits chart provided by Florida Housing Finance Corporation.

<i>N. Rental Development</i>	<i>14, 15, 16, 20, 21</i>
------------------------------	---------------------------

- b. Summary of the Strategy: This strategy is designed for developers of affordable rental units as well as transitional or supportive housing units. Funds may be used to assist projects with acquisition, rehabilitation and new construction. Eligible costs may include demolition, reconstruction and disaster repair of rental units. Funding is intended to be source of gap financing for projects with 10 or more units and other funding resources must be secured prior to award.
- i. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024.
- j. Income Categories to be served: Very-low, low- and moderate-income
- k. Maximum award: \$283,900 per unit
- l. Terms, Recapture and Default:
 1. All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the Clerk of Court. For for-profit developers, funds will be awarded as a loan secured by a recorded subordinate mortgage and note. For non-profit developers, funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: 15 year minimum on all projects. Maximum term is 25 years unless longer term is specifically required by HUD, FHFC, RD or other primary lender as a condition for project financing.
 4. Forgiveness: Loan is forgiven if recipient maintains ownership as primary residence through the term of the loan.
 5. Repayment: Not required as long as the loan is in good standing.



6. Default: For the developer: Terms for developer not meeting shall be immediate repayment to the City trust account if the developer fails to meet the terms of the deferred payment, 0% interest loan, or fails to meet the program timeline for expenditure or having an eligible applicant occupying eligible housing. Default terms shall be described in mortgage and promissory note security property.
- m. Recipient Selection Criteria: For developers, all applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer's management company for the development.
 - n. Sponsor Selection Criteria: Developers will apply to the City through an RFQ process. The RFQ will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the City's housing element in the Comprehensive Plan. The City reserves the right to select developments that meet all of the above requirements and (1) are in areas of immediate need due to lack of available units; and (2) propose to preserve and improve existing units.
 - o. Additional Information: Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units. Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources as they become available from time to time.

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:

Applications for development approval shall be submitted to the City. As specified in the City's Land Use Code, required reviews and subsequent recommendations must be completed by the City within ten (25) working days after the date the City is satisfied, that the application contains all required information and all fees and charges have been paid. It is the opinion of the City that the processing time for development applications is not considered excessive. However, in the interest of promoting Affordable Housing for low- and moderate-income persons, contingency policy is now in place that would provide treatment in development order issuance for bonafied Affordable Housing. Specifically,



bonafied Affordable Housing applications shall receive priority treatment. The intent is to expedite the processing of bonafied Affordable Housing Development applications in that required reviews and subsequent recommendations shall be completed by the City within five (25) working days after the date the City is satisfied that the application contains all required information and all fees and charges have been paid.

- 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:

A policy requiring review of any proposed new policies, procedures, ordinances, regulations, or plan provision that affect residential housing be enacted. Such review shall be conducted prior to and shall accompany such policies, procedures, ordinances, regulations or plan revisions throughout the adoption process. The review shall include an evaluation of the proposed new policy, procedure, ordinance and regulation of plan provision as to its effect on cost or any other factor relevant to Affordable Housing. The review of proposed new policies, procedures, ordinances, regulations, or plan provision that affects residential housing shall be conducted by the City's Planning Board prior to adoption by City Commissioners.

- C. Other Incentive Strategies Adopted:

Name of the Strategy: **Density & Intensity Bonuses**
 May comply with the pertinent requirements of the City's Land Development Regulation Code.

- D. Name of the Strategy: **Inventory of Public Lands**
 At least every three years, the City shall prepare an inventory list of all real property it owns within its jurisdiction that is appropriate for use as affordable housing. This list will be binder-kept, in-house and available for viewing by the public during normal business hours.

- E. Name of the Strategy: **Educational Outreach**
 The educational outreach component includes several initiatives. A comprehensive marketing and community plan has been initiated for the preparation and dissemination of information via newsletters, brochures and the local media. Workshops are conducted on a regular basis to train and education builders, developers, real estate professionals, lenders, and very low- to moderate-income families about the housing needs of low-income families, the loan approval process and the construction process. Additionally, prior to a developer's first award of any funding of impact fees, the developer must attend a technical assistance meeting with staff from Community Development.

- F. Name of the Strategy: **Defining affordable housing in the Local Housing Assistance Plan**
 The definition of affordable housing is cited under Section M of Program Details. The levels of affordability used by Panama City and as adopted in the City's threshold criteria for affordable housing are as follows:



- a. Moderate-income means total household income between eighty-one percent (81%) and one hundred twenty percent (120%) of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.
 - b. Low-income means total household income between fifty-one percent (51%) and eighty percent (80%) of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.
 - c. Very low-income means total household income between fifty percent (50%) and below of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.
 - d. Extremely low-income means total household income at thirty percent (30%) and below of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.
- G. **Name of the Strategy: Allowance for Accessory Dwelling Units in Residential Units in Residential Zoning Districts**
 The Unified Land Development Code provides that in these zoning districts, located within the rural/agriculture, estate residential, low density, or medium density residential land use designations, a single accessory dwelling unit is allowed as an accessory use to a principal structure, without being included in gross residential density calculations. All accessory dwelling units must comply with standards such as owner-occupancy, size, access, etc.
- H. **Name of the Strategy: Support for development and growth near transportation hubs, major employers and mixed-use centers**
 The Comprehensive Plan provides for mixed-use, pedestrian- and bicycle-friendly communities in higher densities and intensities that are transit supportive and reduce the need to rely on a motor vehicle for mobility. These are provided for in activity centers designated by the Comprehensive Plan, and in Transit Orient Developments (TODs) and Traditional Neighborhood Developments (TNDs) in areas designated for urban residential development. To increase the variety of housing opportunities within walking distance of existing or future commercial and employment areas, residential uses in activity centers re allowable as part of mixed-use development in non-residential Future Land Use designations. A range of housing options are allowed in these developments, to provide opportunities for residents of various income levels to reside within the same community.

IV. EXHIBITS:

- 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.
- F. Ordinance: (If changed from the original creating ordinance).



G. Other Documents Incorporated by Reference.

LHAP 2021-2024

Exhibit A

67-37.005(1), F.A.C.

Effective Date: 05/2020

(Local Government name)

City of Panama City

Fiscal Year: 2021-2022		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	29,300.00
Office Supplies and Equipment	\$	1,200.00
Travel Perdiem Workshops, etc	\$	3,000.00
Advertising	\$	1,500.00
Other		
Total	\$	35,000.00
		0.1
Fiscal Year: 2022-2023		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	29,300.00
Office Supplies and Equipment	\$	1,200.00
Travel Perdiem Workshops, etc	\$	3,000.00
Advertising	\$	1,500.00
Other	\$	-
Total	\$	35,000.00
		0.1
Fiscal Year 2023-2024		
Estimated Allocation for Calculating:	\$	350,000.00
Salaries and Benefits	\$	29,300.00
Office Supplies and Equipment	\$	1,200.00
Travel Perdiem Workshops, etc	\$	3,000.00
Advertising	\$	1,500.00
Other	\$	-
Total	\$	35,000.00
		0.1

[eff. date]

**Exhibit B
Timeline for SHIP Expenditures**

City of Panama City

_____ affirms that funds allocated for these fiscal years will
(local government)
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
2022-2022	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
2022-2022	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/county) 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.

**FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2021-2022**

Name of Local Government:		City of Panama City										
Estimated Funds (Anticipated allocation only):		\$ 350,000										
Code	Strategies	Qualifies for 75% set-aside	VU Units	Max. SHIP Award	LI Units	Mod. SHIP Award	Mod. Units	Max. SHIP Award	Construction	Without Construction	Total	Units
2	Purchase Assistance	Yes	1	\$50,000		\$50,000		\$50,000	\$50,000.00	\$0.00	\$50,000.00	1
3	Owner-Occupied Rehabilitation	Yes		\$150,000		\$150,000		\$150,000	\$0.00	\$0.00	\$0.00	0
4	Demolition/Reconstruction	Yes		\$185,000		\$185,000		\$185,000	\$0.00	\$0.00	\$0.00	0
5,16	Disaster Assistance	Yes		\$75,000		\$75,000		\$75,000	\$0.00	\$0.00	\$0.00	0
6	Emergency Assistance	Yes	1	\$10,000		\$10,000		\$10,000	\$10,000.00	\$0.00	\$10,000.00	1
7	Foreclosure/Mortgage Prevention	No	1	\$25,000		\$25,000		\$25,000	\$0.00	\$25,000.00	\$25,000.00	1
8	Impact Fee Assistance	Yes	1	\$10,000		\$10,000		\$10,000	\$10,000.00	\$0.00	\$10,000.00	1
9	Acquisition Rehab/Land Acquisition	Yes	1	\$200,000		\$200,000		\$200,000	\$200,000.00	\$0.00	\$200,000.00	1
10	Land Acquisition/Rehabilitation	Yes		\$185,000		\$185,000		\$185,000	\$0.00	\$0.00	\$0.00	0
10	New Construction/Infill Housing	Yes		\$283,900		\$283,900		\$283,900	\$0.00	\$0.00	\$0.00	0
12	Special Needs	Yes		\$50,000		\$50,000		\$50,000	\$0.00	\$0.00	\$0.00	0
13,23	Rent, Security & Utility Deposit Assistance	No	5	\$10,000		\$10,000		\$10,000	\$0.00	\$0.00	\$0.00	0
Total Homeownership			5				0		\$270,000.00	\$25,000.00	\$295,000.00	5
Purchase Price Limits:			New	\$	Existing	\$						

You must enter a purchase price limit above. You must enter a purchase price limit above.

Code	Rental	Qualifies for 75% set-aside	VU Units	Max. SHIP Award	LI Units	Mod. SHIP Award	Mod. Units	Max. SHIP Award	Construction	Without Construction	Total	Units
14,15	Rental Development (Multi-Family)	Yes		\$283,900		\$283,900		\$283,900	\$0.00	\$0.00	\$0.00	0
14,20	Rental Acquisition/Rehabilitation	Yes		\$283,900		\$283,900		\$283,900	\$0.00	\$0.00	\$0.00	0
Total Rental			0				0		\$0.00	\$0.00	\$0.00	0
Administration Fees			\$	35,000								
Home Ownership Counseling			\$	20,000								
Total All Funds			\$	350,000	OK							

Set-Asides

Percentage Construction/Rehab (75% requirement)	77.1%	OK
Homeownership % (65% requirement)	84.3%	OK
Rental Restriction (25%)	0.0%	OK
Very-Low Income (30% requirement)	\$ 295,000	84.3%
Low Income (30% requirement)	\$ -	0.0%
Moderate Income	\$ -	0.0%

- 13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- 14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- 15) 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.
- 16) 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 service eligible persons.
- 17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- 18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- 19) The provisions of Chapter 83-220, Laws of Florida has or **X** has not been implemented.
(note: Miami Dade County will check "has")



Witness



Chief Elected Official or designee



Witness

Mark T. McQueen, City Manager
Type Name and Title

Date

OR

Attest:
(Seal)

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAY 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 CHAIRMAN 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, 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 5 percent 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 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), 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.

WHEREAS, the Economic and Community Development Department has prepared a three-year

Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Commission finds that it is in the best interest of the public for Bay County to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, THAT:

Section 1: The City of Panama City Commissioners of Bay County, Florida, 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 2021-2024.

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.

PASSED AND ADOPTED THIS _____ DAY OF APRIL 2021.

BOARD OF COUNTY COMMISSIONERS
FOR BAY COUNTY, FLORIDA

Greg Brudnicki, Mayor

ATTEST

REVIEWED AND APPROVED AS TO FORM:

Brandy Waldron City Clerk

Office of County Attorney

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
PROGRAM INFORMATION SHEET**

The following information must be furnished to the Corporation before any funds can be disbursed.

Local Government	City of Panama City
Chief Elected Official	Mark T. McQueen, City Manager
Address	501 Harrison Avenue, Panama City, FL 32401
SHIP Administrator	Michael Johnson
Address	501 Harrison Avenue, Room 206, PC, FL 32401
Telephone	(850) 872-7230
EMAIL	mjohnson@pcgov.org
Alternate SHIP Contact	Sheila Ware
Telephone	(850) 872-7230
EMAIL	sware@pcgov.org
Local Government Employer Federal ID #	59-6000404
Other Information	

Please attach this form as Exhibit F and submit along with your completed LHAP.