SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

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I. Program Details:

A. Name of the participating local government: Bay County

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.


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:

Bay County will accept applications during the advertised “Application Period” which will be 30 days, unless specified differently in the NOFA. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance.

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
- [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 of proposed Administrative Expenditures is attached as Exhibit A. _______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 wholly performed and maintained by the ___ City of Panama City

R. Project Delivery Costs: In addition to the administrative costs listed above, Bay County will charge a reasonable project delivery cost to cover inspections performed by non-County 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.

S. Essential Service Personnel Definition: For purposes of SHIP funding, Bay County 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 County.

T. Describe efforts to incorporate Green Building and Energy Saving products and processes: The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
2. Low-flow water fixtures in bathrooms – Water Sense labeled products or the following specifications: a. Toilets – 1.6 gallons/flush or less, b. Faucets: 1.5 gallons/minute or less, c. Showerheads: 2.2 gallons/minute or less;
3. Energy Star qualified appliances, as available or less;
4. Energy Star qualified exhaust fans in all bathrooms; and
5. HVAC: Minimum SEER of 14. Packaged units are allowed in studios and one-bedroom units with a minimum of 11.3 EER.

U. Describe efforts to meet the 20% Special Needs set-aside: The County 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.

V. Describe efforts to reduce homelessness: The County 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 County 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:

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a. Summary of Strategy: The Purchase Assistance strategy is created to assist income-eligible first-time homebuyers (applicants that have not owned a home in the past three (3) years) with a deferred payment loan to be applied towards the costs of purchasing existing or newly constructed (with a Certificate of Occupancy) eligible affordable housing. SHIP funds will be used to provide funding to assist income-eligible households with eligible costs which 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.


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

d. Maximum award: $25,000

e. Terms:

1. Repayment loan/deferred loan/grant: All loans made to applicants under this strategy will be a deferred payment secured by a note and mortgage loan.
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: 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 when the assisted property is sold, transferred, refinanced or converted to other than owner-occupied use at which time the loan shall immediately become due and payable. If homeowner dies prior to expiration of the mortgage, payment in full of all sums secured by the security instrument will be required. Monthly payment arrangements may be made if title is transferred to the income eligible heirs. Recipients of SHIP awards will be required to contractually commit to program guidelines.

f. Recipient Selection Criteria: Applicant selection criteria for awarding SHIP funds to eligible households will be “first qualified, first served” and as described in Section 1, I.
g. Sponsor/Developer Selection Criteria: N/A
h. Additional Information: N/A

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<th>B. Owner–Occupied Housing Rehabilitation</th>
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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 the goal of decent and sanitary housing. This strategy has as its objective the upgrading of the existing housing stock within the City’s HUD Housing Quality Standards (HQS).
c. Income Categories to be served: Very low-, low- and moderate-income.
d. Maximum award: $25,000
e. Terms:
   1. Repayment loan/deferred loan/grant: All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a note and mortgage.
   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: 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 when the assisted property is sold, transferred, refinanced or converted to other than owner-occupied use prior to the expiration of (15) years, the loan shall immediately become due and payable. If homeowner dies prior to expiration of the mortgage, payment in full of all sums secured by the security instrument will be required. Monthly payment arrangements may be made if title is transferred to the income-eligible heirs.

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: **Section 420.9075(3)(d), F.S.** Energy Efficiency and Green Housing related repairs shall be encouraged. State and local governments encourage green building and energy efficiency by offering expedited permitting; tax credits, abatement and reductions; LEED-certification incentives; and grants. Other possibilities include various tax incentives, abatement and reductions against property or personal and corporate income tax for buildings that meet green-building standards. The local utility provider may perform a free Energy Audit. Every effort shall be made to leverage SHIP funding with weatherization programs and utility rebates for items such as insulation, energy star appliances, weather stripping, storm-resistant construction or other elements that reduce long-term costs relating to maintenance, utilizes or insurance.

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<th>C. Demolition/Reconstruction</th>
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a. Summary of Strategy: This strategy will provide assistance for the 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. Mobile homes and manufactured homes will not be eligible for assistance unless the owner agrees that the mobile/manufactured home will be removed from the site.

- 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 County to have the dilapidated structure demolished;
  - The homeowner has owned and occupied the dwelling to be demolished for not less than 365 days prior to execution of such an agreement;
  - Homeowners assisted under this strategy must obtain temporary housing on their own.

c. Income Categories to be served: Very low-, low-income.
d. Maximum award: $125,000
e. Terms:

1. Repayment loan/deferred loan/grant: Deferred loan secured by a note and mortgage
2. Interest Rate: 0%
3. Years in loan term: 30
4. Forgiveness: Forgiven at the end of the loan term
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 when the assisted property is sold, transferred, refinanced or converted to other than owner-occupied use prior to the expiration of (30) years, the loan shall immediately become due and payable. If homeowner dies prior to expiration of the mortgage, payment in full of all sums secured by the security instrument will be required. Monthly payment arrangements may be made if title is transferred to the income-eligible heirs.

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: N/A

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D. Disaster/Mitigation/Recovery

a. Summary of Strategy: In the event of a state or federally declared disaster as declared by Executive Order, SHIP disaster mitigation/recovery 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. Interim repairs may include the purchase of emergency supplies for eligible households to weatherproof damaged homes, repairs to prevent further damage, tree and debris removal required to make individual housing units habitable, and post disaster repairs. Post disaster repairs may include elevating of the structure and the goal of upgrading to U.S. HUD Housing Quality Standards (HQS). The strategy will be implemented only in the event of a disaster declaration and is contingent upon the availability of disaster
SHIP disaster mitigation/recovery funds may be utilized to leverage other public and private funds.

c. Income Categories to be served: Very low-, low-income
d. Maximum award: $7,500
e. Terms:
   1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
   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 Selection Criteria: Applicant selection for awarding SHIP disaster mitigation funds to eligible households will be as follows: Applications received during the application period will be served on a “first-qualified, first-served” and as detailed in Section I.1. Applicants currently on the SHIP owner-occupied rehabilitation wait list will be contacted to ascertain any damages incurred due to a disaster and will receive priority over new applicants. Insurance is not required to receive assistance with the strategy. Disaster Mitigation Recipients may also participate in the rehabilitation program, but must have homeowner’s insurance.
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 County. The County will advertise the availability of any unencumbered funds at least 30 days prior to the beginning of the disaster mitigation/recover application period.

E. Emergency Repair

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. A certified housing inspector shall determine the presence of dangerous conditions and will make final determination concerning the existence of such conditions. 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.

c. Income Categories to be served: Very low, low-, and moderate-income
d. Maximum award: $7,500
e. Terms:

1. Repayment loan/deferred loan/grant: All loans made to applications under this strategy are provided as a deferred payment loan.
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: 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 upon sale, transfer, or refinance of the property within 3 years of the contract, or when the property ceases to be owner-occupied to the City within (90) days of transfer of same.

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.

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**F. Foreclosure Prevention/Mortgage Assistance**

a. Summary of the Strategy: This strategy is designed to provide assistance to applicants who are delinquent in their mortgage payments, but whose homes have not yet received a Lis Pendens notice. The Foreclosure Prevention Program provides SHIP assistance to qualified homeowners of single-family, townhouse/duplex and condominium units to prevent foreclosure. 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 a hardship letter, 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 or no more than $7,500 delinquent on their mortgage payments, have received foreclosure documents from lender


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

d. Maximum award: $7,500

e. Terms, Recapture and Default:
   1. All loans made to applicants under this strategy will be a deferred payment loan.
   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: 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. If within the three (3) year period the assisted property is sold, transferred, refinanced or converted to other than owner-occupied, the loan shall immediately become due and payable.

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.

G. Impact Fee Assistance

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 households. This strategy will assist applicants purchasing newly constructed homes, as well as owner-occupied residents who are required to connect to county-wide water & sewer systems. 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. County Code requires that all homes be connected to the county-wide water & sewer system. This strategy may be used for existing homes currently on a septic and well system within the County. This strategy may be utilized to assist the homeowner with connection fee dependent upon the income eligibility of the homeowner and the availability of funds. Community Development staff will coordinate with other county departments to ensure all households in annexed areas are notified of this potential funding availability.


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

d. Maximum award: $7,500
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 note and mortgage.
   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: If default occurs by not abiding by the recapture provisions, the entire deferred balance shall become due and payable to the Local Housing Trust Fund. Failure to pay the deferred loan balance when due will lead to a lien being placed against the property until such time the deferred balance is repaid. Payment in full is required upon sale, transfer, or refinance of the property within 3 of the contract, or when the property ceases to be owner-occupied to the County within (90) days of transfer of same.

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: Mobile/modular/manufactured homes, townhomes, condominiums, or villas are not eligible for assistance.

### H. Acquisition/Rehabilitation (ACHAB) 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 Bay County limits. The Community Development office shall acquire substandard housing that is “for sale” on the open market and rehabilitate it to HQS standards. The home is then sold to income-eligible applicants of the SHIP Program. If income-eligible applicant is unable to obtain financing prior to 24 months, the County reserves the right to enter into a lease-purchase agreement and extend the time period until applicant can obtain financing.

   Property eligibility is as follows:
   - The property must be located within Bay County limits;
   - The property must be in need of rehabilitation.

c. Income Categories to be served: Very-low, low- and moderate-income families and income qualified families with special needs.

d. Maximum award: $175,000

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 note and mortgage.
   2. Interest Rate: 0%
   3. Years in loan term: 30
   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: 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 the assisted property is sold, transferred, refinanced or converted to other than owner-occupied use at which time the loan shall immediately become due and payable. If homeowner dies prior to expiration of the mortgage, payment in full of all sums secured by the security instrument will be required. Monthly payment arrangements may be made if title is transferred to the income-eligible heirs.

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.

I. Land Acquisition

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. Pursuant to Rule 67-37.007, F.A.C., in order to meet the 75% construction requirement for land acquisition, construction of the homes
must be completed and occupied within 24 months from the close of the applicable State fiscal year.


c. Income Categories to be served: Very-low, low- and moderate-income families and income qualified families with special needs.

d. Maximum award: $175,000 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 note and mortgage.
   2. Interest Rate: 0%
   3. Years in loan term: 30 - income eligible household, 24 months for the 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: Homebuyer: 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 the assisted property is sold, transferred, refinanced or converted to other than owner-occupied use at which time the loan shall immediately become due and payable. If homeowner dies prior to expiration of the mortgage, payment in full of all sums secured by the security instrument will be required. Monthly payment arrangements may be made if title is transferred to the income-eligible heirs.

Developer:
Default terms for the developer not meeting program requirements shall be immediate repayment to the County trust account.

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: 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 affordable housing;
• The financial strength of the sponsor;
• The capacity of the sponsor;
• The level of experience;
• Sponsor must be willing to contractually commit to SHIP and County program requirements;
• Sponsor must agree to select recipients on the basis of compliance with all eligibility requirements imposed by the Program;
• Preference will be given to sponsors 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.

| J. New Construction/Infill Housing | 10 |

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 Bay County. The strategy will target neighborhoods of Bay County including land newly annexed into the county 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.

The development of affordable housing on these lots will be bid out and offered to qualified developers.


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

d. Maximum award: $175,000 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 note and mortgage.
   2. Interest Rate: 0%
   3. Years in loan term: Homebuyer: 30 years, Developer: 2 years
   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: Homebuyer: 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 (30) years, the loan shall immediately become due and payable. If homeowner dies prior to expiration of the mortgage, payment in full of all sums secured by the security instrument will be required. Monthly payment arrangements may be made if title is transferred to the income-eligible heirs.
   Developer: 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 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. 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.
K. Special Needs

a. Summary of the Strategy: This program will provide funding for the purchase of new construction housing, the purchase of existing housing, the rehabilitation of or additions to existing housing, provide group homes for persons with special needs as defined in 420.0004(13).


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 development.

e. Terms, Recapture and Default:
   1. This strategy will be provided as a deferred payment loan.
   2. Interest Rate: 0%
   3. Years in loan term: 25
   4. Forgiveness: Forgiven at a rate of 4% of each 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 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. Non-profits that apply will house eligible residents that have applied for assistance through their organization for rental housing.

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 permit the Bay County 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.

<table>
<thead>
<tr>
<th>L. Rental, Security and Utility Deposit Assistance</th>
<th>13, 23 &amp; 26</th>
</tr>
</thead>
</table>

a. Summary of the Strategy: This strategy provides assistance to Bay County residents that are in need of rent payments or in need of assistance with obtaining a lease on a rental unit that qualify under Section 420.9072 (7) (b) F.S. This may include utility deposits, security deposits and rent equal to no more than twelve month’s rents and/or not to exceed $5,000. All payments are made payable directly to the landlord or utility company.
c. Income Categories to be served: extremely low to low-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 moderate-income families.
d. Maximum award shall not exceed $5,000 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.
   2. Interest Rate: 0%
   3. Years in loan term: N/A
   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 140% of the area median income adjusted for family size.
Applicants will be received on “first qualified, first served” as detailed in Section I.1, following annual advertisement of SHIP Notice of Funds Availability (NOFA). Applicants will be processed using a selection criteria established with Community Development.

Property for which assistance is being sought must be within Bay County.

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 County 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.

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**M. Rental, Acquisition/Rehabilitation**

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<tr>
<td>a. Summary of the Strategy: Funds will be used for acquisition and rehabilitation of rental property purchased by the County. These properties will be rented to extremely low- to moderate-income households, as well as Special Needs as defined in 420.0004 (13).</td>
<td></td>
<td>14, 21</td>
</tr>
<tr>
<td>c. Income Categories to be served: extremely low, very low-, low- to moderate-income.</td>
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<tr>
<td>d. Maximum award: $175,000</td>
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<tr>
<td>e. Terms: N/A</td>
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<tr>
<td>1. Interest Rate: N/A</td>
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<td></td>
</tr>
<tr>
<td>2. Years in loan term: N/A</td>
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<td></td>
</tr>
<tr>
<td>3. Forgiveness: N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Repayment: N/A</td>
<td></td>
<td></td>
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<tr>
<td>5. Default: N/A</td>
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<tr>
<td>f. Recipient Selection Criteria: Tenants will be selected on a first-qualified, first-served basis with priorities described in Section 1.I.</td>
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<tr>
<td>g. Sponsor Selection Criteria: N/A</td>
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</tbody>
</table>
h. Additional Information: Since Bay County will own these properties, the County 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.

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 County. As specified in the County’s Land Use Code, required reviews and subsequent recommendations must be completed by the County within ten (25) working days after the date the County is satisfied, that the application contains all required information and all fees and charges have been paid. It is the opinion of the County 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 County 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 County’s Land Development Regulation Code.

D. Name of the Strategy: **Inventory of Public Lands**
At least every three years, the County 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 educate 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 Bay County and as adopted in the County’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 (140%) 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.
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. SHIP Program Information Sheet
## LHAP 2018-2021

Exhibit A

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

Effective Date: 10/2018

(Local Government name)

Bay County

### Fiscal Year: 2018-2019

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<tr>
<th>Estimated Allcoation for Calculating:</th>
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<td>Salaries and Benefits</td>
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<tr>
<td>Office Supplies and Equipment</td>
<td>$1,200.00</td>
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<tr>
<td>Travel Perdiem Workshops, etc</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other</td>
<td>$-</td>
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<tr>
<td><strong>Total</strong></td>
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### Fiscal Year: 2019-2020

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### Fiscal Year 2020-2021

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<tr>
<td>Other</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$35,000.00</td>
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</tbody>
</table>


Bay County

affirms that funds allocated for these fiscal years will meet the following deadlines:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Encumbered</th>
<th>Expended</th>
<th>1st Year AR</th>
<th>2nd Year AR</th>
<th>Closeout AR</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Funds Not Encumbered</th>
<th>Funds Not Expended</th>
<th>1st Year AR Not Submitted</th>
<th>2nd Year AR Not Submitted</th>
<th>Closeout AR Not Submitted</th>
</tr>
</thead>
</table>

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.
### Home Ownership Strategies

<table>
<thead>
<tr>
<th>VLI</th>
<th>Max. Ship</th>
<th>LI</th>
<th>Max. Ship</th>
<th>MI</th>
<th>Max. Ship</th>
<th>New Construction</th>
<th>Rehab/Repair</th>
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<th>Total $</th>
<th>Percentage</th>
<th>Units</th>
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**Subtotal 1 (Home Ownership):**

$0.00   $0.00   $0.00   $325,000.00   92.86%   9

### Rental Strategies

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<th>Max. Ship</th>
<th>MI</th>
<th>Max. Ship</th>
<th>New Construction</th>
<th>Rehab/Repair</th>
<th>Without Construction</th>
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<th>Total $</th>
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</table>

**Subtotal 2 (Non-Home Ownership):**

$0.00   $0.00   $0.00   $0.00

**Administration Fees:**

$25,000   10.00%   0

**Percentage Construction/Rehab:**

Calculate Constr/Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

0%

### Maximum Allowable

**Purchase Price:**

- **New:** $160,000
- **Existing:** $160,000

**Allocation Breakdown**

- **Very-Low Income:** $122,500.00 (35.0%)
- **Low Income:** $122,500.00 (35.0%)
- **Moderate Income:** $70,000.00 (20.0%)

**Total Available Funds:** $425,000.00

**Projected Program Income:** $75,000.00

**Max Amount Program Income For Admin:** $3,750.00

**Distribution:** $350,000.00

**18-Jun-19**
### Name of Local Government: BAY COUNTY

### Available Funds: $350,000.00

#### HOME OWNERSHIP

<table>
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<tr>
<th>STRATEGIES</th>
<th>VLI</th>
<th>Max. SHIP</th>
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<tr>
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<tr>
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<tr>
<td>Acquisition Rehab/Land Acquisition</td>
<td>$160,000</td>
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<tr>
<td>Security &amp; Utility Deposit Assistance</td>
<td>$5,000</td>
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<td>$5,000</td>
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<td>$5,000</td>
<td>0.00%</td>
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<td><strong>Subtotal 1 (Home Ownership)</strong></td>
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<td>$325,000.00</td>
<td>92.86%</td>
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#### RENTAL

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<tr>
<th>STRATEGIES</th>
<th>VLI</th>
<th>Max. SHIP</th>
<th>LI</th>
<th>Max. SHIP</th>
<th>MI</th>
<th>Max. SHIP</th>
<th>New Construction</th>
<th>Rehab/Repair</th>
<th>Without Construction</th>
<th>Total</th>
<th>Total</th>
<th>Total</th>
<th>Total</th>
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<tbody>
<tr>
<td>Rental Development (Multi-Family)</td>
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<td>$37,500</td>
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<td><strong>Subtotal 2 (Non-Home Ownership)</strong></td>
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<td></td>
<td>$0.00</td>
<td>0.00%</td>
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</tr>
<tr>
<td>Administration Fees</td>
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<td></td>
<td>$25,000</td>
<td></td>
<td></td>
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<td>10.00%</td>
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<tr>
<td>Admin. From Program Income</td>
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<td>Home Ownership Counseling</td>
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<td>$0.00</td>
<td>0.00%</td>
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</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
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<td></td>
<td></td>
<td></td>
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<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>107.86%</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

#### Percentage Construction/Rehab

Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

Maximum Allowable

Purchase Price: $160,000

### Allocation Breakdown

<table>
<thead>
<tr>
<th>Maximum Allowable</th>
<th>Amount</th>
<th>%</th>
<th>Projected Program Income: $75,000.00</th>
<th>Max Amount Program Income For Admin: $3,750.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very-Low Income</td>
<td>$122,500</td>
<td>35.0%</td>
<td>$122,500</td>
<td>$122,500</td>
</tr>
<tr>
<td>Low Income</td>
<td>$70,000</td>
<td>20.0%</td>
<td>$70,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>Moderate Income</td>
<td>$70,000</td>
<td>20.0%</td>
<td>$70,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$160,677.00</td>
<td>90.0%</td>
<td>$160,677.00</td>
<td>$160,677.00</td>
</tr>
</tbody>
</table>

### TOTAL

107.86% 9

18-Jun-19
### STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2020-2021

**Name of Local Government:** BAY COUNTY  
**Available Funds:** $350,000.00

**Housing Delivery Goals Chart**

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>VLI</th>
<th>Max. SHIP</th>
<th>LI</th>
<th>Max. SHIP</th>
<th>MI</th>
<th>Max. SHIP</th>
<th>New Construction</th>
<th>Rehab/Repair</th>
<th>Without Construction</th>
<th>Total</th>
<th>Total SHIP Dollars</th>
<th>Percentage</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>$125,000</td>
<td></td>
<td></td>
<td>$125,000</td>
<td>35.71%</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Demolition/Reconstruction</td>
<td>1</td>
<td>$125,000</td>
<td>1</td>
<td>$125,000</td>
<td>1</td>
<td>$125,000</td>
<td>$125,000</td>
<td></td>
<td></td>
<td>$125,000</td>
<td>35.71%</td>
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<td></td>
</tr>
<tr>
<td>Disaster Mitigation/Recovery</td>
<td></td>
<td>$7,500</td>
<td>1</td>
<td>$7,500</td>
<td>1</td>
<td>$7,500</td>
<td>$7,500</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
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</tr>
<tr>
<td>Emergency Assistance</td>
<td></td>
<td>$7,500</td>
<td>1</td>
<td>$7,500</td>
<td>1</td>
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<td>$7,500</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Foreclosure/Mortgage Prevention</td>
<td></td>
<td>$7,500</td>
<td>1</td>
<td>$7,500</td>
<td>1</td>
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<td>$7,500</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
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<tr>
<td>Impact Fee Assistance</td>
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<td>$7,500</td>
<td>1</td>
<td>$7,500</td>
<td>1</td>
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<td>$7,500</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Acquisition Rehab/Land Acquisition</td>
<td></td>
<td>$160,000</td>
<td>2</td>
<td>$160,000</td>
<td>2</td>
<td>$160,000</td>
<td>$160,000</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Land Acquisition/Rehabilitation</td>
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<td>2</td>
<td>$160,000</td>
<td>2</td>
<td>$160,000</td>
<td>$160,000</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
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<td></td>
</tr>
<tr>
<td>New Construction/Infill Housing</td>
<td></td>
<td>$160,000</td>
<td>2</td>
<td>$160,000</td>
<td>2</td>
<td>$160,000</td>
<td>$160,000</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Specials Needs</td>
<td></td>
<td>$50,000</td>
<td>1</td>
<td>$50,000</td>
<td>1</td>
<td>$50,000</td>
<td>$50,000</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Security &amp; Utility Deposit Assistance</td>
<td></td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>1</td>
<td>$5,000</td>
<td>$5,000</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Subtotal 1 (Home Ownership)</td>
<td></td>
<td>$0.00</td>
<td>0</td>
<td>$0.00</td>
<td>0</td>
<td>$0.00</td>
<td>$325,000.00</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>92.86%</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>VLI</th>
<th>Max. SHIP</th>
<th>LI</th>
<th>Max. SHIP</th>
<th>MI</th>
<th>Max. SHIP</th>
<th>New Construction</th>
<th>Rehab/Repair</th>
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<th>Total</th>
<th>Total SHIP Dollars</th>
<th>Percentage</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Development (Multi-Family)</td>
<td></td>
<td>$37,500</td>
<td>1</td>
<td>$37,500</td>
<td>1</td>
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<td>$37,500</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Rental Acquisition/Rehabilitation</td>
<td></td>
<td>$160,000</td>
<td>1</td>
<td>$160,000</td>
<td>1</td>
<td>$160,000</td>
<td>$160,000</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Administration Fees</td>
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<td></td>
<td>$0.00</td>
<td>0.00%</td>
<td>0</td>
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</tr>
<tr>
<td>Subtotal 2 (Non-Home Ownership)</td>
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<td>0</td>
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<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$325,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<td></td>
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<tr>
<td>GRAND TOTAL</td>
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<tr>
<td>Add Subtotals 1 &amp; 2, plus Admin. &amp; HO Counseling</td>
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<td>0</td>
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<td>$325,000.00</td>
<td>$0.00</td>
<td>107.86%</td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Percentage Construction/Rehab:** Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

**Maximum Allowable Purchase Price:**

**Allocation Breakdown**

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very-Low Income</td>
<td>$122,500.00</td>
<td>35.0%</td>
</tr>
<tr>
<td>Low Income</td>
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</tr>
<tr>
<td>Moderate Income</td>
<td>$70,000.00</td>
<td>20.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$160,677.00</strong></td>
<td><strong>90.0%</strong></td>
</tr>
</tbody>
</table>

**Projected Program Income:** $75,000.00  
**Max Amount Program Income For Admin:** $3,750.00  
**Projected Recaptured Funds:** $350,000.00  
**Total Available Funds:** $425,000.00  

**Total Available Funds:** $160,677.00  
**Date:** 18-Jun-19
CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

Local Government: Bay County

(1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.

(2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.

(3) A process for selection of recipients for funds has been developed.

(4) The eligible municipality or county has developed a qualification system for applications for awards.

(5) Recipients of funds will be required to contractually commit to program guidelines.

(6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.

(7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.

(8) The plan 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 Local Housing Assistance Plan.

(9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation with in 21 days after adoption.

(10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.

(11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.

(12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.
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.

(serve: Miami Dade County will check “has”)

Witness ___________________________ Chief Elected Official or designee ___________________________
Witness ________________ Philip Griffitts, Chairman, BOCC ___________________________

Date ________________

OR

Attest: ____________________________
(Seal)
RESOLUTION NO.: 3522

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; AND 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. Sadowksi 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 percent of program income.
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 $250,000 may use up to 10 percent of program income for administrative costs; and

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 County Commission finds that it is in the best interest of the public for the BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, 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:

Section 1. The BOARD OF COUNTY 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 2018-2019, 2019-2020, 2020-2021.

Section 2. The Chairman 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.

FULLY ADOPTED by the Board of County Commissioners of Bay County, Florida, this 15th day of [Month], 2018.

BOARD OF COUNTY COMMISSIONERS,
BAY COUNTY, FLORIDA

By: ___________________________
William T. Dozier, Chairman

ATTEST:

By: ___________________________
Bill Kinsaul, Clerk of Court

Approved as to form:

_______________________________
Office of County Attorney

A CERTIFIED TRUE COPY
BILL KINSAUL, CLERK
OF THE CIRCUIT COURT

[Signature]