

CITRUS COUNTY, FLORIDA



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2022-2023, 2023-2024, 2024-2025

March 15, 2022

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I. PROGRAM DETAILS:

A. LG(s)

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

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 2022-2023, 2023-2024, 2024-2025

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 completed 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:

1. **Special Needs Households (as defined in 420.0004(13) Florida Statutes)**
Very Low and Low
2. **Homeless Veterans – Rental/Non-Profit home ownership**
Very Low and Low
3. Priority will be given when needed to meet expenditure requirements as outlined in Section 420.9075(5) of the SHIP Statute which governs the State Housing Initiatives Partnership (SHIP) program

J. Discrimination: In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

K. Support Services and Counseling: Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.

L. Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget: A line-item budget is attached as Exhibit A. Citrus County finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

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

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in 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	Administration of the local housing assistance plan will be entirely performed and maintained by Citrus County Housing Services.	100%

R. First-Time Homebuyer Definition: For any strategies designed for first-time homebuyers, the following definition will apply: An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes, and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

- S. Project Delivery Costs:** Citrus County does not have any project delivery costs.
- T. Essential Service Personnel Definition (ESP):** ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.
- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:** Citrus County SHIP Contractors must be licensed and insured in accordance with Citrus County purchasing guidelines. The County shall, through the implementation of the various SHIP construction projects, include energy efficient features that are economically sound with respect to the goals and beneficiaries of each strategy.

Minimum “green” standards:

1. Refrigerators that are replaced or installed shall be Energy Star rated.
 2. Gas water heaters that are replaced or installed shall be Energy Star rated.
 3. All exterior doors and windows that are replaced or installed shall be Energy Star rated.
 4. All lighting fixtures and ceiling fans that are replaced or installed shall be Energy Star rated.
- V. Describe efforts to meet the 20% Special Needs set-aside:** Citrus County will utilize at least 20% of funding to assist persons meeting the State of Florida definition of special needs. Prioritization of funding will be for the rehabilitation of owner-occupied homes of persons with special needs. Outreach for clients will include marketing to a variety of agencies, including but not limited to, Agency for Persons with Disabilities, the Center for Independent Living (CIL), the County ARC affiliate, etc. Should efforts to attract special needs clients under this strategy not produce the amount necessary to reach the set-aside, persons meeting the definition of special needs may be assisted with other approved LHAP strategies and counted towards the set-aside.
- W. Describe efforts to reduce homelessness:** SHIP staff stays updated about other sources of funding for paying past due rents and move-in assistance. The SHIP office works hand in hand with the lead agency of local homeless assistance continuum of care so that housing programs are complementary and not duplicative or working at cross-purposes. Citrus County’s SHIP office supports the efforts of the Citrus County Continuum of Care (CoC) agencies (Mid-Florida Homeless Coalition). Much of the outreach to homeless persons is conducted at their community events. Additionally, outreach is conducted by the many caseworkers at community agencies. Needs are assessed during these points of contact, and referrals are made as appropriate. Also, the SHIP home repair strategy helps keep homeowners in structurally secure homes, which reduces their risk of becoming homeless.

Section II. LHAP Strategies:

A. Owner Occupied Rehabilitation	Code 3
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a. **Summary:** Repairs to homesteaded dwellings may include: roofs, electrical, plumbing, and heating/air conditioning, exterior accessibility modifications, health/sanitary problems, safety/code violations, and/or interior/exterior damage or deterioration to the structure. Under this strategy, failing septic systems and old wells can be replaced including associated connection fees, abandoning private wells and closing septic tanks may be funded.

b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025

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

d. **Maximum award:** \$35,000

e. **Terms:**

1. Repayment loan/deferred loan/grant: Deferred Loan secured by a recorded agreement

2. Interest Rate: 0%

3. Years in loan term: 10 Years

4. Forgiveness: Forgiven on a prorated basis of 20% per year beginning in year 6.

5. Repayment: None required as long as loan is in good standing.

*Refer to County's current subordination policy and procedure: A.R. 12.20-1

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; 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 County 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.

f. **Recipient Selection Criteria:** The assisted unit must be owner occupied, the primary homesteaded residence of the owner, as reported through Citrus County Property Appraisers, and must be located within Citrus County.

- No assistance will be provided to any owner who has or has had an interest in \$35,000 or more of cash assets or cash equivalents (checking, savings, money market accounts, mutual funds, stocks, bonds, annuities, or cash value to life insurance) at time of certification.
- Mobile homes constructed after June 1994 provided the home is classified a Real Property are

eligible for this program. This assistance is limited to roof, well and septic/drain field repairs or replacement with the total cost of repairs not to exceed \$10,000 per home.

- Client selection will be on a first-qualified, first-served basis. If it is determined (by County staff) that one client's housing unit poses a greater hazard to their health and safety than another's; a client may be given priority on the waiting list, (i.e. roof replacement would take precedence over a window repair). No client who has received home repairs under this strategy shall be eligible to re-apply for the same strategy.
- No assistance will be provided to any property owner who is in arrears in local property taxes or County utility accounts, or has county, state or federal tax or other liens levied against them, or whose home is in the process of foreclosure.
- Value of the unit to be addressed, as determined using the Citrus County Property Appraiser's Assessed Value prior to rehabilitation, may not exceed the limit adopted by Citrus County for existing homes.

g. **Sponsor/Developer Selection Criteria:** Not applicable

h. **Additional Information: Leveraging**

When Citrus County receives competitive CDBG funding for home repairs for very low and low income families, SHIP will be used as match provided the applicant is SHIP eligible. They may not be in a flood zone or have rehabilitation costs exceeding 50% of the assessed value. All repairs will be performed by a licensed contractor following Citrus County Administrative Regulation: 9.07-5, Contracting for Construction Services, also approved for the program by the Housing Services Director and Housing Rehabilitation Specialist. Rehab jobs with estimates exceeding \$35,000 will follow Citrus County Administrative Regulation: 9.01-18, Purchasing Policy.

B. Emergency Repair	Code 6
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<p>a. Summary: The Emergency Home Repair Strategy will provide home repair assistance on homesteaded dwellings for families facing acute emergencies. Eligible home repairs include repair or replacement of a hazardous, unsafe, or unsanitary well, septic system, or mitigation of an imminent electrical hazard, major roof or plumbing leak or to install or repair (replace) non-functioning HVAC. Emergency applications may be approved for repairs that are needed for medical reasons. The determination of an emergency may be made either by a County Code Enforcement or Health Department citation, Fire Prevention inspection or as a result of a home inspection made by the Housing Rehabilitation Specialist, with approval from the Housing Services Director.</p>
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b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025

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

d. **Maximum award:** \$20,000

e. **Terms:**

1. Repayment loan/deferred loan/grant: Deferred Loan secured by a recorded agreement
2. Interest Rate: 0%

3. Years in loan term: 10 Years
4. Forgiveness: Forgiven on a prorated basis of 20% per year beginning in year 6.
5. Repayment: None 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; 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 County 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.

- f. **Recipient Selection Criteria:** Emergency applications will be processed on a first-qualified, first-served basis until all funds are exhausted. No client who has received emergency repairs under the Emergency Repairs Program Strategy shall be eligible to re-apply for the same strategy for a period of 10 years from the date the repairs have been completed. The Affordable Housing Advisory Committee (AHAC) may approve a client being placed back on the waiting list to resolve another emergency situation within the 10-year limitation period if another emergency arises that could jeopardize a client's health or safety.
- Structure must be the primary residence of the owner/applicant and be located in Citrus County.
 - Applicant must be willing to execute all necessary documents.
 - No assistance will be provided to any owner who has or has had an interest in \$35,000 or more of cash assets or cash equivalents (checking, savings, money market accounts, mutual funds, stocks, bonds, annuities, or cash value to life insurance) at time of certification.
 - Client selection will be on a first-qualified, first-served basis. If it is determined (by County Staff) that one owner/applicant's housing unit poses a greater hazard to their health and safety than another's, priority may be given. Applicant must be willing to execute all necessary documents on a timely basis.
 - Value of the unit to be addressed, as determined using Citrus County Property Appraiser's Assessed Value prior to rehabilitation, may not exceed the limit adopted by Citrus County for existing homes.
 - Mobile homes constructed after June 1994, provided the home is classified as Real Property are eligible for this program. This assistance is limited to roof, well, and septic/drain field repairs or replacement with cost of repairs not to exceed a total of \$10,000.
 - No assistance will be provided to any property owner who is in arrears in local property taxes or County utility accounts, or has county, state or federal tax or other liens levied against them, or whose home is in the process of foreclosure.

- g. **Sponsor/Developer Selection Criteria:** N/A
- h. **Additional Information:** An applicant requesting an emergency repair will be required to allow the rehabilitation specialist to access the home for an inspection to determine the need for emergency repair.

C. Mandatory Utility Connection	Code 8
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a. **Summary:** This program will only be used to pay permit, impact, and other fees necessary to connect eligible owner occupied/homesteaded residences to regional central water and/or sewer service, including the cost of installing water and sewer service lines from the residence to the water or sewer main. These funds cannot be used just for general construction of lines. Priority will be given to hookups that are being completed in conjunction with other state or federal funding sources. The purpose of this program is two-fold: to avert or reduce any adverse effect on the affordability of existing homes to which water and sewer service is being extended as well as to provide a source of leveraging for other state and federal funding sources for expansion of water and sewer service. (County ordinances require water and sewer hookups when available.)

- b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025
- c. **Income Categories to be served:** Very Low and Low
- d. **Maximum award:** \$10,000
- e. **Terms:**
 1. Repayment loan/deferred loan/grant: Deferred Loan secured by a recorded agreement
 2. Interest Rate: 0%
 3. Years in loan term: 10 Years
 4. Forgiveness: Forgiven on a prorated basis of 20% per year beginning in year 6.
 5. Repayment: None 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; 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 County 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.

- f. **Recipient Selection Criteria:**
 - Mobile homes constructed after June 1994, provided the home is classified as Real Property, are eligible for assistance.
 - Homes assisted must be the primary residence of the applicant.
 - It is not the intent of this strategy to be used to subsidize the cost of homes under construction.
 - Client selection will be on a first-qualified, first-served basis. Applicant must be willing to execute all necessary documents on a timely basis.
 - Referrals from the utility and code divisions and the health department will be assisted in priority order. However, target areas may be designated for these funds at the discretion of the Board of County Commissioners or the Housing Services Director.
 - No assistance will be provided to any property owner who is in arrears in local property taxes or County utility accounts, or whose home is in the process of foreclosure or has county, state or federal tax or other liens levied against them.
 - Value of unit to be addressed (to be determined using Citrus County’s Property Appraiser’s Assessed Value prior to rehabilitation) may not exceed the limit adopted by Citrus County for existing homes.
- g. **Sponsor/Developer Selection Criteria:** N/A
- h. **Additional Information:** Citrus County has given high priority to its goal of improving water quality. In some cases, this program may be used to leverage funds needed in partnership with the Cities of Inverness or Crystal River to provide for the affordable expansion of water and sewer service.

D. New Construction	Code 10
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a. **Summary:** This **Not-for-Profit First Time Homebuyer** strategy will assist with the construction of homes sold by non-profit developers to First Time Homebuyers.

This strategy will provide a subsidy to eligible sponsors to pay development costs. Eligible development costs include fees charged by governmental entities in conjunction with residential construction (impact fees, building permits, utility fees, etc.), wells, septic and site preparation. Any funds not used for the payment of development costs may be used to offset the cost of construction or rehabilitation of an acquired eligible housing unit.

- Mortgage loans are made directly to the purchaser of the home by the not-for-profit.

- b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025
- c. **Income Categories to be served:** Very Low, Low and Moderate
- d. **Maximum award:** \$18,000 per eligible applicant (Homebuyer and Sponsor)
- e. **Terms:**
 1. Repayment loan/deferred loan/grant: Deferred Loan secured by a recorded note and mortgage. The full amount received by not-for-profit is passed on to the SHIP eligible client.

2. Interest 0% (Homebuyer and Sponsor)
3. Years in loan term: 20 Years (Homebuyer and Sponsor)
4. Forgiveness: Forgiven at the end of the term (Homebuyer and Sponsor)
5. Repayment: None required as long as loan is in good standing (Homebuyer and Sponsor)
6. Default: Developer - If termination for default is affected by the local government, no amount shall be allowed for anticipated profit on unperformed services or other work and any payment due to the contractor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor's default. The loan is in default if home is not sold to a SHIP eligible buyer within two-year term.

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; 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 County 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.

Any recaptured funds repaid to Citrus County under this program will be deposited back into the Housing Trust Fund and used in the strategy where it is most needed at the discretion of the Housing Services Director.

f. **Recipient Selection Criteria:**

- The housing debt including an allowance for taxes and insurance must meet the affordability criteria (**See section M. Income Limits, Rent Limits and Affordability**)
- Applicants must successfully complete an 8-hour HUD Certified First Time Homebuyers Class (applicant must provide a copy of certificate).
- Owner Occupancy/Principal Residency required.
- Applicants must be willing to execute all necessary documents on a timely basis.
- Client selection will be on a first-qualified, first-served basis.
- No assistance will be provided to households who have or have had an interest in \$35,000 or more of cash assets or cash equivalents (checking, savings, money market, mutual funds, annuities, stocks, bonds, cash value to life insurance, etc.) at time of certification.
- Any home or homeowner who (that) has received assistance under this strategy shall not be eligible to be placed on the Home Repair (Rehabilitation) Program waiting list or assisted again from this strategy.

- g. **Sponsor/Developer Selection Criteria:** 501(c) (3) agencies that build or repair affordable homes. Funds will be awarded on a competitive basis. Criteria for awards will include:
- Agency’s capacity and history of developing affordable housing
 - Ability to obtain necessary financing through local lenders or ability to generate donations and/or grant funding
 - Financial History of Organization
 - Affordability of homes being built or rehabilitated
 - Long term affordability of assisted homes
 - Employment of personnel from the Welfare Transition Programs
- h. **Additional Information:**
The County will be added as an additional lien holder on any applicable mortgage documents between not-for-profit and homebuyer.

E. Purchase Assistance Program W/O Rehabilitation	Code 2
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a. **Summary of Strategy:** This program is designed for first time homebuyers by providing funds for down payment and closing costs needed to purchase an existing home. This Purchase Assistance Strategy will provide a subsidy to eligible home buyers, to assist with a down payment and help with closing costs to make homes affordable for first time homebuyers. Out of Pocket expenses paid before closing is considered the applicant’s contribution (i.e. appraisal fees, deposits, and homeowner’s insurance premium).

- b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025
- c. **Income categories to be served:** Very low, low and moderate
- d. **Maximum award:** \$10,000
- e. **Terms:**
1. **Repayment Loan/deferred loan/grant:** Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
 2. **Interest Rate:** 0%
 3. **Years in loan term:** 15 Years
 4. **Forgiveness:** The loan will be forgiven at the end of the 15-year period if all conditions have been met.
 5. **Repayment:** None 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; 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 county will make every effort to recapture as much as possible through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient Selection Criteria and Program Requirements:

1. Client selection will be on a first-qualified, first-served basis.
2. Eligible structures include existing homes that meet Housing Quality Standards (HQS). Mobile/Manufactured Homes are not eligible for assistance.
3. SHIP funds may not be used to aid with the purchase of a home that has an in-ground pool, which will generate extraordinary, recurring monthly expenditures.
4. Applicants must successfully complete an 8-hour HUD Certified First Time Homebuyers Class (applicant must provide a copy of certificate).
5. Applicants must have the ability to secure first mortgage financing by an approved lending institution and are encouraged to work with lending institutions' special mortgage products. These products generally have more liberal underwriting guidelines and lower down payment requirements. Applicant is required to provide a pre-qualification letter from lender.
6. Citrus County will also work with institutions that do not offer special mortgage products.
7. No assistance will be provided to households who have or have had an interest in \$35,000 or more of cash assets or cash equivalents (checking, savings, money market accounts, mutual funds, annuities, stocks, bonds, cash value to life insurance, etc.) at time of certification.

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information:

1. Final approval will be given and funds obligated once an eligible family has chosen a home, has been approved for financing and Housing Services has reviewed the home inspection for HQS compliance, if applicable.
2. Housing Services will be responsible for ensuring compliance with all income guidelines.
3. Participating Lending Institutions will be provided with a copy of program guidelines for informational purposes as well as providing the parameters for underwriting purposes.
4. Applicants must have secured a fixed-rate first mortgage from an approved lender.

1. Summary: Due to the aging housing stock of very low income and low income households, an alternative funding mechanism will be utilized for the construction of new homes to replace structures that are unsafe for human habitation and where rehabilitation is beyond feasibility. This strategy will provide demolition/reconstruction assistance for SHIP-eligible, owner-occupied homes if more than 50% of the structure is deemed unlivable and estimated rehabilitation exceeds available award for Owner Occupied Rehabilitation. A determination will be made after an inspection has been conducted by the Housing Rehabilitation Specialist.

- a. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025
- b. **Income Categories to be served:** Very Low and Low
- c. **Maximum award:** \$180,000
- d. **Terms:**
 1. Repayment loan/deferred loan/grant: Deferred Loan secured by a recorded agreement
 2. Interest Rate: 0%
 3. Years in loan term: 15 Years
 4. Forgiveness: Forgiven on a prorated basis of 20% per year beginning in year 11.
 5. Repayment: None 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; 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 County 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.
- e. **Recipient Selection Criteria:**
 - Structure must be the primary residence of the owner/applicant and be located in Citrus County.
 - No assistance will be provided to any property owner who is in arrears in local property taxes or County utility accounts or has county, state or federal tax or other liens levied against them, or

whose home is in the process of foreclosure, except in exceptional or unusual cases as determined by the Citrus County Board of County Commissioners or the Housing Services Director.

- Applicants will be selected on a first-qualified, first-served basis. If it is determined (by Housing staff) that one client's substandard housing unit poses a greater hazard to their health and safety than another's, a client may be given priority on the waiting list.
- However, no client who has received assistance under the Housing Replacement Strategy shall be eligible to be placed back on the waiting list or to re-apply for the same strategy.
- They will not become eligible to apply for home rehabilitation (home repair strategy) or the Emergency Home Repair Strategy until 10 years after having been served by this strategy.
- When considering a client's home for replacement the client must maintain homeowner's insurance with Citrus County, Florida, and be listed as a lien holder on the home insurance policy. Homeowner's insurance can be a substantial burden that clients with minimal incomes may not be able to afford. Determining a client's ability to afford these costs can include, but is not limited to, evaluating a client's debt-to-income-ratio. Grounds for denial could be if the debt-to-income ratio is more than 50% including the proposed taxes and insurance or if the debt-to-income is lower and a client just acquired recent debt prior to intake. The client can evidence the ability to maintain a similar debt load historically without adverse effects.

f. **Sponsor/Developer Selection Criteria:** N/A

g. **Additional Information:** Rural Housing Services Home Ownership Loans, CDBG funds or other available resources will be used as leverage with SHIP funds, when possible.

G. Rental Housing Construction or Rehabilitation	Code 14, 21
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<p>a. Summary of 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 group home housing. Priority goes to special needs housing groups as noted in Section 420.0004 (13), Florida Statutes, including, adult persons with a disabling condition, young adults formerly in foster care, survivors of domestic violence, and applicants receiving SSI or a disability benefit. Provided the Special Needs set-aside is met, this strategy will broaden to include transitional housing for veterans, homeless and runaway youth.</p>

b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025

c. **Income Categories to be served:** Very Low & Low

d. **Maximum award:** \$10,000 per unit

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: 15 Years

4. Forgiveness: The loan will be forgiven at the end of the 15-year period if all conditions have been met.

5. Repayment: None required as long as loan is in good standing.
 6. Default: The loan will be determined to be in default if the title of the SHIP assisted rental housing property is transferred to another party and/or if any part of the property or any interest in it is sold, transferred, gifted or otherwise conveyed or the property ceases to be used as group home housing prior to the 15-year affordability period. All loans will be secured by a mortgage and promissory note. All loans will contain such other terms and conditions as may be required under the SHIP program (Chapter 420, Part VII, FL Stat., and Rule Chapter 67-37, FL Admin. Code, as such may be amended from time to time.)
- f. **Recipient Selection Criteria: First qualified, first served with the following priorities:** Special needs groups such as domestic violence victims, persons with developmental disabilities, the homeless, the elderly, disabled adults as defined in section 393.063, Florida Statutes.
- g. **Sponsor/Developer Selection Criteria:** Assistance is awarded on a competitive basis to applicant-sponsors meeting the following selection criteria:
- Sponsors must 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 Citrus 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 beneficiaries and units assisted;
 - They have administrative capacity to provide all necessary income and demographic documentation by May 30 of the year monies are expended, in order to meet the state statutory requirements of the SHIP Program relating to beneficiaries, units assisted and state statutory deadline for expending SHIP Program Funds;
 - They demonstrate or document items that are in place: zoning, infrastructure, site control. Final approval will be given and funds obligated once the eligible applicant has been approved for financing or other funds have been secured and Housing Services has received the appropriate documentation in support of each request.
- h. **Additional Information:** N/A

- a. **Summary of Strategy:** Funds will be made available to developers of affordable housing rental units for the multi-family, elderly or disabled that are awarded funds through the Community Contribution Tax Credit (CCTC), Community Development Block Grant (CDBG), Federal Home Loan Bank Affordable Housing Program (AHP), Florida Community Loan Fund, Home Investments Partnership Program (HOME), State Apartment Incentive Program (SAIL), Low Income Housing Tax Credits (LIHTC), Multifamily Mortgage Revenue Bond Program, or Florida Housing Finance Corporation (FHFC).
- b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025
- c. **Income Categories to be served:** Very Low and Low
- d. **Maximum award: \$10,000 per eligible unit**
- 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: 20 Years
 4. Forgiveness: At the end of 20 years should the development remain as affordable housing and unless otherwise agreed to by the Board of County Commissioners, the loans are forgiven.
 5. Repayment: None required as long as loan is in good standing.
 6. Default: SHIP assisted rental housing offered for sale prior to the end of the 20-year affordability period must give a first right of refusal to eligible not-for-profit organizations for purchase at the current market value for continued occupancy by eligible residents per **§420.9075(5)(2)(i) F.S.** All loans will be secured by a mortgage and promissory note. All loans will contain such other terms and conditions as may be required under the SHIP program (Chapter 420, Part VII, FL Stat., and Rule Chapter 67-37, FL Admin. Code, as such may be amended from time to time.) For all loan programs listed above, Citrus County reserves the right to buy the property at foreclosure sale to protect its loan interest. At that time, the County may sell the property to another not-for-profit agency to manage the property.
- f. **Recipient Selection Criteria:** Income eligible households will be selected by the Sponsoring agency on a first-qualified, first-served basis and provided the family meets all eligibility criteria.
- g. **Sponsor/Developer Selection Criteria:** Developers that have received funding awards through Community Contribution Tax Credit (CCTC), Community Development Block Grant (CDBG), Federal Home Loan Bank Affordable Housing Program (AHP), Florida Community Loan Fund, Home Investments Partnership Program (HOME), State Apartment Incentive Program (SAIL), Low Income Housing Tax Credits (LIHTC), Multifamily Mortgage Revenue Bond Program, or Florida Housing Finance Corporation (FHFC), are deemed eligible, first come, first served. This Strategy may be used as leverage for applying for FHFC funding.
- h. **Additional Information:** The development will be monitored for the 20-year duration to ensure that the rental units remain affordable housing.

a. **Summary:** The Disaster Strategy provides assistance to households following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

1. Purchase of emergency supplies for eligible households to weatherproof damaged homes
2. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable
3. Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies
4. Rental assistance for renter households that have experienced a temporary financial hardship that results in missed rental payments and in danger of being evicted
5. Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster
6. Other activities as proposed by the counties and eligible municipalities and approved by Florida Housing

- b. **Fiscal Years Covered:** 2022-2023, 2023-2024 and 2024-2025
- a. **Income Categories to be served:** Very Low and Low
- b. **Maximum award:** \$15,000 (\$3,000 for rental assistance)
- c. **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
- d. **Recipient Selection Criteria (Homeownership):**
- Disaster Relief applications will be processed immediately in these cases on a first-qualified, first served basis, pending fund availability. If it is determined (by County staff) that one client's housing unit poses a greater hazard to their health and safety than another's, a client may be given priority on the waiting list, (i.e. roof replacement would take precedence over a window repair).
 - Structure must be the primary residence of the owner/applicant and be located in Citrus County.
 - Applicant must be willing to execute all necessary documents in a timely manner.
 - No assistance will be provided to any owner who has or has had an interest in \$35,000 or more of

cash assets or cash equivalents (checking, savings, money market accounts, mutual funds, stocks, bonds, annuities, or cash value to life insurance) at time of certification.

- In the aftermath of an Executive Order declared disaster, the determination of disaster-related damage to the home may be made by either by a County Health Department citation, Fire Rescue inspection or as a result of a home inspection made by the rehab specialist, or other designated building inspector, with approval from the Housing Services Director. Residence must be located within the boundaries of Citrus County.
- Value of the unit to be addressed is determined using Citrus County Property Appraiser's Assessed Value prior to repairs, may not exceed the limit adopted by Citrus County for existing homes.
- Mobile homes constructed after June 1994, provided the home is classified a Real Property are eligible for this program.
- No assistance will be provided to any property owner who is in arrears in local property taxes or County utility accounts, or has county, state or federal tax or other liens levied against them, or whose home is in the process of foreclosure.

Recipient Selection Criteria (Rental):

- This assistance is for renter households that have experienced a temporary financial hardship that resulted in missed rental payments and in danger of being evicted.
- Priority shall be on a first-qualified, first-served basis
- All households assisted must be victims of the declared disaster. This may be certified by an outside party or by the Housing Services Department.
- Assistance is limited to a one-time award.
- Rental applicants may not have outstanding liens or judgements owed to the County.
- Payments will be made directly to landlord and a valid lease must be in place.

e. **Sponsor/Developer Selection Criteria:** N/A

f. **Additional Information:** Eligibility for this strategy shall be done in an expedited manner and may include alternative forms of documentation, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income and assets. If the FHFC allows even less documentation with that particular disaster, that methodology may be used.

III. LHAP Incentive Strategies

On October 20, 2021, AHAC members provided recommendations on affordable housing incentives and evaluation of the implementation of incentives already adopted. Members endorsed the retention of current policies and a report regarding these recommendations was compiled and approved by the BOCC.

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

In accordance with the requirements of F.S. 163.3177 (6) (f) (3), development permits for affordable house projects are expedited to a greater degree than other projects.

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

1) Established Policy & Procedures:

The County's Department of Growth Management is constantly working on ways to make the development review process more user friendly. A Pre-Application conference is held upon request for all development, re-development, and platting. Pre-application meetings can also be scheduled to discuss conceptual ideas and plans. The purpose of this meeting is to discuss with the applicant all federal, state, and local regulations the proposed development would be required to meet prior to development approval.

2) Continue pre-application meetings

3) Develop and improve County website regarding information to developers or interested citizens

The information should respond to the needs of both experienced developers and newcomers and should include the following:

- Lists of permits required for every type of regulation with summaries of information needed for each
- Explanations of procedures along with official time periods or deadlines and estimates of processing time
- Schedules of fees for all permits
- Complete copies of ordinances and regulations
- An explanation of appeal procedures
- Checklists of guidelines and criteria used by staff in the review process, which may be collected in a guidebook or manual
- General information on the local government, including its organization and key personnel, with names and telephone numbers.

The ready availability of such information can also reduce staff time needed to explain the approval process. A process must be in place to update this information whenever policies or ordinances are amended.

- 4) The Department of Growth Management Non-Residential Review Coordinator (NRRC) will be designated to be the primary contact for all affordable housing developments. This contact person will provide technical assistance to the developer to help walk the application through the development review process. The biggest factor contributing to delays translate into additional housing costs and can result in higher housing prices. The NRRC can assist an applicant/developer in assuring that the application is complete at the time of submittal. If the applicant runs into any difficulties as the permit goes through the process, the NRRC can help him/her understand what is required and facilitate interaction with the appropriate staff member to move revisions through smoothly. Currently single-family residential permits are reviewed in 10-21 days. By using a facilitator to assist the applicant in processing the application, the time can be reduced. In larger, multi-family projects or planned developments, the NRRC will reduce the time through pre-application meetings and assisting in coordination with other departments.

The elements of this housing incentive strategy have been implemented and are working effectively.

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.

- 1) Established policy and procedures: Prior to the adoption of any procedures or policies, an analysis will be performed to determine the new policies or procedure impact on the cost of housing. If a proposed policy or procedure is not going to impact the cost of housing, such a statement must appear in the proposed policy or procedure. If the proposed policy or procedure will impact the cost of housing, that cost must be quantified, to the best extent possible. The AHAC will be notified of any proposed policies or procedures that will impact the cost of housing so that they may make a recommendation to the Board of County Commissioners.

C. Name of Strategy: **Modification of Impact Fee Requirements:**

Modification of impact fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.

- 1) Established policy and procedures:

This incentive was first accomplished during the review and revision of four (4) impact fee categories by the Board of County Commissioners in 2004. Effective April 2004, a lesser transportation impact fee was approved for qualified affordable housing (site built, mobile homes, modular homes, etc. with less than 1500 sq. ft. of living area and occupant households being at or below low income – 80% of AMI adjusted by family size as defined by HUD). The Division of Housing Services works closely with the Citrus County Building Division to ensure qualified families receive the reduction in the transportation impact fee. During the next full impact review (all categories) in 2006 this policy was brought forward and extension of this provision was approved during the final hearing before the Citrus Board of County Commissioners on January 25, 2007. In 2021, the program was updated creating a reduced impact fee for accessory dwelling units (ADU's). In addition, the Commissioners agreed to defer the remaining balance of impact fees due for qualified affordable housing for 10 years, and provided the homes were not sold in that time frame, permanent cancellation. *Accomplished by adoption of Administrative Regulation 13-23 on February 27, 2007.*

- D. Name of Strategy: **The Allowance of Affordable Accessory Residential Units in Residential Zoning Districts**
 - 1) Established policy and procedures: Affordable Housing is allowed in all residential zoning districts and standards for accessory dwellings were adopted in the LDC in 2011 setting standards for size. In 2021, Citrus County updated the Land Development Code to increase the maximum size for accessory dwelling units.

- E. Name of Strategy: **Inventory of Locally Owned Public Lands Suitable for Affordable Housing**
 - 1) Established policy and procedures: The county maintains a printed inventory of locally owned public lands in accordance with F.S. § 125.379, reasonably suitable for affordable housing which is made available to the Housing Services Division. As recommended by the Affordable Housing Advisory Committee, properties are donated or sold to Qualified Affordable Housing Providers to build homes. A Housing Fund was established to receive specified funds to support existing and future affordable housing projects.

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. AR: 9.01-18, Purchasing Policy
- G. AR: 9.07-5, Contracting for Construction Services
- H. AR 12.20-1, SHIP Satisfactions and Agreements

Citrus County, Florida

Fiscal Year: 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$1,001,722
Salaries and Benefits	\$ 90,000.00
Office Supplies and Equipment	\$ 4,072.00
Travel Per diem Workshops, etc.	\$ 3,000.00
Advertising	\$ 600.00
Vehicle Maintenance	\$ 2,500.00
Total	\$ 100,172.00
Admin %	10.00%
	OK

Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 1,001,722.00
Salaries and Benefits	\$ 90,000.00
Office Supplies and Equipment	\$ 4,072.00
Travel Per diem Workshops, etc.	\$ 3,000.00
Advertising	\$ 600.00
Vehicle Maintenance	\$ 2,500.00
Total	\$ 100,172.00
Admin %	10.00%
	OK

Fiscal Year 2024-2025	
Estimated SHIP Funds for Fiscal Year:	\$ 1,001,722.00
Salaries and Benefits	\$ 90,000.00
Office Supplies and Equipment	\$ 4,072.00
Travel Per diem Workshops, etc.	\$ 3,000.00
Advertising	\$ 600.00
Vehicle Maintenance	\$ 2,500.00
Total	\$ 100,172.00
Admin %	10.00%
	OK

*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.

Details:

Exhibit B
Timeline for SHIP Expenditures

Citrus County, Florida affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	Interim Report	Closeout Report
2022-2023	6/30/2024	6/30/2025	9/15/2024	9/15/2025
2023-2024	6/30/2025	6/30/2026	9/15/2025	9/15/2026
2024-2025	6/30/2026	6/30/2027	9/15/2026	9/15/2027

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

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
2022-2023	3/30/2025	6/15/2025
2023-2024	3/30/2026	6/15/2026
2024-2025	3/30/2027	6/15/2027

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 cameka.gardner@floridahousing.org and include:

1. A statement that “(city/county) requests an extension to the expenditure deadline for fiscal year N/A .”
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan 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 cameka.gardner@floridahousing.org when you are ready to “submit” the AR.

Other Key Deadlines:

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

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2022-2023												
Name of Local Government:		Citrus County, Florida										
Estimated Funds (Anticipated allocation only):			\$ 1,001,722									
Code	Strategies Homeownership	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
3	Owner Occupied Rehabilitation	Yes	4	\$35,000	4	\$35,000			\$280,000.00	\$0.00	\$280,000.00	8
6	Emergency Repair	Yes	2	\$20,000	3	\$20,000			\$100,000.00	\$0.00	\$100,000.00	5
8	Mandatory Utility Connection	Yes		\$10,000		\$10,000			\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	Yes		\$15,000		\$15,000			\$0.00	\$0.00	\$0.00	0
4	Demolition/Reconstruction (Housing RPL)	Yes	1	\$180,000					\$180,000.00	\$0.00	\$180,000.00	1
10	New Construction or Rehabilitation	Yes	5	\$18,000	10	\$18,000			\$270,000.00	\$0.00	\$270,000.00	15
2	Purchase Assistance Program W/O Rehabilitation	Yes		\$10,000	4	\$10,000			\$40,000.00	\$0.00	\$40,000.00	4
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		12		21		0		\$870,000.00	\$0.00	\$870,000.00	33
Purchase Price Limits:			New	\$ 259,900	Existing	\$ 259,900						

OK OK												
Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
14	Rental Housing Construction or Rehabilitation	Yes	3	\$10,000					\$30,000.00	\$0.00	\$30,000.00	3
16	Disaster Assistance	No		\$3,000					\$0.00	\$0.00	\$0.00	0
21	Rental Developments	Yes		\$10,000					\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		0		0		\$30,000.00	\$0.00	\$30,000.00	3
	Administration Fees			\$ 100,172	10%			OK				
	Home Ownership Counseling			\$ -								
Total All Funds				\$ 1,000,172	OK							

Set-Asides			
Percentage Construction/Rehab (75% requirement)		89.8%	OK
Homeownership % (65% requirement)		86.9%	OK
Rental Restriction (25%)		3.0%	OK
Very-Low Income (30% requirement)	\$ 480,000	47.9%	OK
Low Income (30% requirement)	\$ 420,000	41.9%	OK
Moderate Income	\$ -	0.0%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2023-2024												
Citrus County, Florida												
Estimated Funds (Anticipated allocation only):			\$ 1,001,722									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
	Homeownership											
3	Owner Occupied Rehabilitation	Yes	4	\$35,000	4	\$35,000			\$280,000.00	\$0.00	\$280,000.00	8
6	Emergency Repair	Yes	2	\$20,000	3	\$20,000			\$100,000.00	\$0.00	\$100,000.00	5
8	Mandatory Utility Connection	Yes		\$10,000		\$10,000			\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	Yes		\$15,000		\$15,000			\$0.00	\$0.00	\$0.00	0
4	Demolition/Reconstruction (Housing RPL)	Yes	1	\$180,000					\$180,000.00	\$0.00	\$180,000.00	1
10	New Construction or Rehabilitation	Yes	5	\$18,000	10	\$18,000			\$270,000.00	\$0.00	\$270,000.00	15
2	Purchase Assistance Program W/O Rehabilitation	Yes		\$10,000	4	\$10,000			\$40,000.00	\$0.00	\$40,000.00	4
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		12		21		0		\$870,000.00	\$0.00	\$870,000.00	33
Purchase Price Limits:			New	\$ 259,900	Existing	\$ 259,900						

OK OK												
Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
14	Rental Housing Construction or Rehabilitation	Yes	3	\$10,000					\$30,000.00	\$0.00	\$30,000.00	3
16	Disaster Assistance	No		\$3,000					\$0.00	\$0.00	\$0.00	0
21	Rental Developments	Yes		\$10,000					\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		0		0		\$30,000.00	\$0.00	\$30,000.00	3
	Administration Fees			\$ 100,172		10%		OK				
	Home Ownership Counseling			\$ -								
Total All Funds				\$ 1,000,172		OK						

Set-Asides			
Percentage Construction/Rehab (75% requirement)		89.8%	OK
Homeownership % (65% requirement)		86.9%	OK
Rental Restriction (25%)		3.0%	OK
Very-Low Income (30% requirement)	\$ 480,000	47.9%	OK
Low Income (30% requirement)	\$ 420,000	41.9%	OK
Moderate Income	\$ -	0.0%	

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2024-2025

Name of Local Government:		Citrus County, Florida										
Estimated Funds (Anticipated allocation only):		\$ 1,001,722										
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
	Homeownership											
3	Owner Occupied Rehabilitation	Yes	4	\$35,000	4	\$35,000			\$280,000.00	\$0.00	\$280,000.00	8
6	Emergency Repair	Yes	2	\$20,000	3	\$20,000			\$100,000.00	\$0.00	\$100,000.00	5
8	Mandatory Utility Connection	Yes		\$10,000		\$10,000			\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	Yes		\$15,000		\$15,000			\$0.00	\$0.00	\$0.00	0
4	Demolition/Reconstruction (Housing RPL)	Yes	1	\$180,000					\$180,000.00	\$0.00	\$180,000.00	1
10	New Construction or Rehabilitation	Yes	5	\$18,000	10	\$18,000			\$270,000.00	\$0.00	\$270,000.00	15
2	Purchase Assistance Program W/O Rehab	Yes		\$10,000	4	\$10,000			\$40,000.00	\$0.00	\$40,000.00	4
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		12		21		0		\$870,000.00	\$0.00	\$870,000.00	33
Purchase Price Limits:			New	\$ 259,900	Existing	\$ 259,900						

OK OK												
Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
14	Rental Housing Construction or Rehabilitation	Yes	3	\$10,000					\$30,000.00	\$0.00	\$30,000.00	3
16	Disaster Assistance	No		\$3,000					\$0.00	\$0.00	\$0.00	0
21	Rental Developments	Yes		\$10,000					\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		0		0		\$30,000.00	\$0.00	\$30,000.00	3
	Administration Fees			\$ 100,172		10%		OK				
	Home Ownership Counseling			\$ -								
Total All Funds				\$ 1,001,722		OK						

Set-Asides			
Percentage Construction/Rehab (75% requirement)		89.8%	OK
Homeownership % (65% requirement)		86.9%	OK
Rental Restriction (25%)		3.0%	OK
Very-Low Income (30% requirement)	\$ 480,000	47.9%	OK
Low Income (30% requirement)	\$ 420,000	41.9%	OK
Moderate Income	\$ -	0.0%	

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

Citrus County, Florida

Certifies that:

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

- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low-Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness



Chief Elected Official or designee

Witness

Ronald E. Kitchen, Jr., Chairman
Type Name and Title

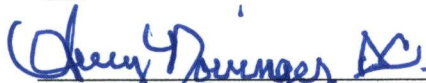
Date


2/8/2022

APPROVED

OR

FEB - 8 2022



Attest: 



BOARD OF COUNTY
COMMISSIONERS

RESOLUTION #: 2022-010

A RESOLUTION OF THE BOARD OF COUNTY COMMISSION OF CITRUS 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 percent 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 County Commission finds that it is in the best interest of the public for Citrus County to submit the Local Housing Assistance Plan for review and approval to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA that:


Section 1: The Citrus County Board of County Commissioners hereby approves the Local Housing Assistance Plan, as attached and incorporated herein, for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years **2022-2023, 2023-2024 and 2024-2025.**

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

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


THIS RESOLUTION was duly adopted and recorded in the minutes this 8th day of February 2022.

BOARD OF COUNTY COMMISSIONERS
OF CITRUS COUNTY, FLORIDA



Ronald E. Kitchen, Jr., Chairman



Attested:


for Angela Vick, Clerk

APPROVED AS TO FORM FOR THE
RELIANCE OF CITRUS COUNTY ONLY


Denise A. Dymond Lyn
COUNTY ATTORNEY

APPROVED

FEB - 8 2022

BOARD OF COUNTY
COMMISSIONERS

September 22, 2020**SUBJECT:****Purchasing Policy****ORIGINATING DEPARTMENT:****Management and Budget****Page 1 of 18****A. PURPOSE:**

1. The County recognizes the foundation of any well-managed procurement program is one that:
 - a. Promotes competition among vendor/contractors/consultants, assuring the County obtains the best value for its expenditures.
 - b. Assures a fair and equitable distribution of trade between the County and vendors/contractors/consultants.
 - c. Fosters a positive relationship with vendors/contractors/consultants.
 - d. Assures compliance with County's Administrative Regulations and the State of Florida Statutes governing the procurement of commodities and services.

B. POLICY:

1. It is the policy of the Board of County Commissioners to establish a purchasing program that ensures commodities and services required are obtained in a consistent and timely manner, at the most favorable price, consistent with required standards.
2. The County Administrator may delegate his/her approval rights. The County Administrator/Designee shall be responsible for supervising the awarding of all Purchase Orders and Contracts for all commodities and services under this Administrative Regulation.
3. A Director may delegate his/her approval rights.
4. In procuring commodities and services, the County shall comply fully with Chapter 287, Florida Statutes and the following Purchasing Administrative Regulations (latest revision):
 - AR 9.02 Requisition Procedures
 - AR 9.03 Nonconforming Purchase Orders
 - AR 9.04 Petty Cash Purchases
 - AR 9.05 Purchase Orders
 - AR 9.06 Emergency Purchases

- AR 9.07 Contracting For Construction Services
 - AR 9.08 Request for Qualifications Procedures/Contracting for Professional Services/Consultant Competitive Negotiation Act
 - AR 9.09 Continuing Contracts for Professional Services
 - AR 9.10 Invitation to Bid Procedures
 - AR 9.11 Continuing Services Contract for Construction Services
 - AR 9.12 Direct Purchase of Equipment, Materials, or Supplies for Construction Projects
 - AR 9.13 Procurement Policies and Procedures for Local Agency Program Projects Funded by Federal Aid Grants
 - AR 9.14 Single Source Procedures
 - AR 9.15 Request for Proposal Procedures
 - AR 9.16 Receiving Procedures
 - AR 9.17 Purchase Card Program
 - AR 9.18 Invitation to Negotiate Procedures
 - AR 9.19 Request for Information-Source Sought Procedures
 - AR 9.20 Sole Source Purchases
5. Grant funded procurements must follow the agreement with the awarding agency, grant manual (There are grant manuals for Federal and Federal Transit Authority grants), and all other County policies and procedures in place.
 6. In accordance with Chapter 112.313(2), Florida Statutes, no County employee or elected official shall solicit or accept anything of value from a vendor, contractor or consultant, including a gift, loan, reward, promise of future benefit, favor, or service, based upon any understanding that the vote, official action, or judgment of the employee or elected official would be influenced thereby or that would give the appearance that such influence exists.
 7. Purchases of commodities and services may not be split or divided into more than one purchase or more than one project for the purpose of evading the financial authority dollar limit requirements in this Administrative Regulation.

C. GENERAL PROCEDURES:

1. DMB means "Department of Management & Budget"

2. Except as noted elsewhere in this Administrative Regulation, the following authorization levels apply to the procurement of all commodities and services and shall be subject to strict adherence when following the procedures outlined in the County's Administrative Regulations noted above:
 - a. Office/Division Directors/Acting Directors shall have authorization to approve all purchases valued less than \$5,000. Each Director may assign a designee(s) to approve invoices for purchases at this level to ensure timely payment.
 - b. Department Directors/Acting Directors shall have authorization to approve all purchases valued less than \$10,000. Each Director may assign a designee(s) to approve invoices for purchases at this level to ensure timely payment.
 - c. The County Administrator/Designee must approve all purchases valued between \$10,000 and \$35,000 and has the authorization to approve all purchases under \$35,000.
 - d. An employee serving as "Acting" or "Interim" position temporarily will have the same level of authorization as the position being temporarily filled.
 - e. Authorization from the Board of County Commissioners must be obtained for all purchases valued in excess of \$35,000.
 - f. **Exception to the above:** If the purchase is through a State Term Contract, Florida Sheriff's Term Contract, U.S. Communities Agreements, PRIDE, RESPECT or Cooperative Purchasing Agreements, the Board of County Commissioners does not require authorization for purchases valued over \$35,000; however, authorization is required by the County Administrator/Designee. Documentation of such shall be noted in the description or attached online to the purchase requisition for reference.
3. Sec.2-108 of Citrus County Code, allows certain expenditures which are authorized for the following purposes:
 - a. Awards, food and refreshments relating to the recognition of County employees, including but not limited to, anniversary service awards and awards for retiring employees.
 - b. Volunteer firefighter service awards, award ceremonies and functions, and other events relating to the recognition of volunteer firefighters, including but not limited to pins, plaques, clothing, food and other refreshments for such functions, pursuant to F.S. §§ 125.9501 through 125.950.
 - c. Frames, plaques, certificates, trophies, pins and other suitable tokens of recognition to acknowledge significant contributions by individuals for their service to county government and the community as members of unpaid advisory boards, councils and committees and for community service groups and individuals.

- d. Food and refreshments consumed by members of the public in or on the grounds of county-owned or county-controlled facilities or property during an open house or similar event, including but not limited to meetings of regional or intergovernmental agencies or organizations when held at a county facility, where furnishing of such food and refreshment is a customary role of the host agency.
 - e. Building/holiday decorations when such decorations are placed in publicly accessible areas of county buildings or areas of other county property visible to the public.
 - f. Reimbursement of travel, moving and related expenses in connection with recruitment proceedings for executive positions at the department director level or higher, or for professional or technical positions approved by job classification in advance pursuant to the County's administrative regulations and F.S., § 112.061.
 - g. The expenditures authorized in this section are declared to be a county purpose in the common interest of the employees, volunteers and citizens of the County.
4. All food purchases must have a Food Receipt Form approving the purchase.
5. Accounting Software Approval Levels on Purchase Orders are as follows:
- (1) Financial Services Department
 - (2) County Administrator/Designee
 - (3) DMB/Purchasing Section
 - (4) Originating Department Director/Acting Director
 - (5) Originating Division Director/Acting Director
6. Purchases valued less than \$5,000 do not require competitive quotes. Purchases valued between \$5,000 and \$35,000, require three written or verbal quotes from vendors/contractors/consultants for the commodity or service being procured. The three quotes shall be attached to the online purchase requisition for review by the Financial Services Department after being approved in accordance with the approval authorization levels noted above. If the value of the purchase is between \$10,000 and \$35,000, the three quotes and the completed and signed Approval to Purchase Form shall be sent to DMB for their review and approval prior to being approved by the County Administrator/Designee. If three quotes cannot be obtained, a written explanation for such shall be attached to the online purchase requisition. If the lowest quote is not utilized a written explanation for such shall be attached to the online purchase requisition. If the item(s) is (are) a Budgeted Machinery or Equipment, then the Approval to Purchase Form is not required.
7. Except for purchases of high-speed internet services and telephone services, purchases made through the Florida State Term Contract or

through "piggybacking" of another Authority's contract, or as noted otherwise in this Administrative Regulation, if the value of a one-time purchase of a category of commodities or services, that are similar in nature, are greater than \$35,000, the purchase must be made through a formal solicitation process. Furthermore, if a category of commodities or services, other than high-speed internet services and telephone services, that are similar in nature, is purchased on a reoccurring basis, during a 12-month period, and the aggregate value of such purchases is greater than \$35,000, future procurement of that category of commodities or services must be through a formal solicitation process. Documentation of such shall be noted in the description or attached online to the purchase requisition for reference. Purchases of high-speed internet services and telephone services require three quotes from high speed internet providers and approval by DMB.

8. All purchases of commodities and services valued less than \$35,000 shall be made with a Purchase Order or Purchasing Card. All purchases of commodities and services valued greater than \$25,000 shall be made through a formal written agreement, drafted and/or approved by DMB, as well as with a Purchase Order.
9. All purchases of commodities and services greater than \$10,000 shall require the vendor/contractor/consultant to indemnify the County and submit to the County a certificate of insurance evidencing that they have in force the policies and limits, as required by the County's Risk Management Office, see Administration's-Administrative Regulations for; "Guidelines for Bid/RFP Minimum Insurance Requirements" in accordance with the commodity or service being provided by the vendor/contractor/consultant.
10. If the purchase is for commodities or services that are a non-budgeted capital outlay or a fixed asset valued over \$1,000, the Department/Office/Director shall attach a memorandum to the online purchase requisition explaining why the purchase is necessary and why it was not included in the budget. The County Administrator/Designee must approve all non-budgeted capital outlay or a fixed asset valued up to \$35,000 or all non-budgeted capital outlay that is being substituted for a budgeted capital outlay. Purchases of non-budgeted capital outlay or a fixed asset valued over \$35,000 must follow the procedures outlined in this Administrative Regulation and be approved by the Board of County Commissioners.
11. Piggybacking. To purchase commodities and services using a contract negotiated by another government agency (state or local) by piggybacking their solicitation or contract, the selection of the vendor/contractor/consultant made by the other agency must have been the result of a competitive solicitation process. In making a request to piggyback another authority's contract, the Department/Office/Division shall submit a request to piggyback along with a copy of the other authority's contract, solicitation document and bid tabulation to DMB for review and approval. The financial authorization limits noted in this Regulation above shall be

followed. For purchases over \$25,000, DMB shall draft a "piggyback" agreement and Indemnification Agreement for execution by the selected vendor/contractor/consultant, obtain compliant insurance documentation, and place the item on the Board of County Commissioners agenda for approval. All other requisitioning and purchasing procedures shall be followed.

12. Any exceptions to procedures outlined in this Administrative Regulation, for single source, sole source, and emergency purchases that exceed \$10,000 but are less than \$35,000 shall be reviewed by DMB and approved by the County Administrator/Designee. Should such purchases be valued at over \$35,000, DMB shall request approval from the Board of County Commissioners. Refer to Administrative Regulation AR: 9.06 (latest revision) AR: 9.14 (latest revision) and AR: 9.20 (latest revision) for procedures concerning emergency purchases, single source and sole source purchases, respectively. All other requisitioning and purchasing procedures shall be followed.
13. Contractual Agreements for "special circumstance" purchases that are not covered in this Administrative Regulation shall be approved by the Board of County Commissioners and are exempt from the requirements referenced in this Administrative Regulation. The County Administrator/Designee shall determine what constitutes a "special circumstance" purchase and can approve such purchases when less than \$35,000.
14. Payments to vendors/contractors/consultants shall be made in compliance with Chapter 218, Part VII, Florida Statutes, Florida Prompt Payment Act:
 - a. Payments for satisfactorily furnished commodities or completed services other than construction services shall be made within 45 business days a proper invoice is stamped as received, unless stipulated otherwise in the Contract between the County and the vendor.
 - b. If an agent, such as an architect or engineer, must approve a payment request for construction services prior to approval by County staff, payment to the vendor/contractor/consultant shall be made within 25 business days after the payment request is stamped as received by the County unless stipulated otherwise in the Contract between the County and the vendor/contractor/consultant.
 - c. If an agent need not approve a payment request for construction services submitted by the vendor/contractor/consultant, payment is due within 20 business days after the payment request is stamped as received, unless stipulated otherwise in the Contract between the County and the vendor/contractor/consultant.
 - d. The established procedure for marking a payment request as received is an official stamp showing the day, month, and year. The payment request must be stamped by the agency

where the payment request is first received, either the agent for the County or the Clerk's Office.

e. A payment request or invoice submitted by a vendor/contractor/consultant must comply with all statutory requirements and contain the following:

- The name of the vendor
- The date of preparation of the invoice
- The number of the invoice to facilitate identification (when possible)
- The purchase order number issued by the County (if applicable)
- An accurate description of the goods or services
- The correct quantity, unit price, and total cost of goods or services delivered
- The location and date of delivery of the goods or services to the County (if applicable)
- The address to which payments should be mailed (if not already on file)

15. The Florida Statutes require written documentation and time frames for disputes in the payment process. If a payment request is being disputed, staff must notify the vendor/contractor/consultant in writing within 10 days of receipt of the payment request that the payment request is improper and indicate the corrective action required. Upon resolution of the improper payment request, payment of the resubmitted payment request shall be made within the time frames noted above. If a portion of the payment request is disputed, that undisputed portion of the payment request must be paid within the time frames noted above.

16. DMB shall maintain a file for each purchase of a commodity or service that is obtained because of a formal solicitation, bid waiver, single source, invitation to negotiate, request for information or sole source purchase valued over \$35,000 and awarded by the Board of County Commissioners. Staff shall be responsible for evaluating vendor/contractor/consultant performance and submitting comments to DMB concerning such, which will be included in the solicitation file. Whenever a vendor/contractor/consultant is found to be not in contract compliance, staff shall advise DMB of such in writing. DMB will issue a letter to the vendor/contractor/consultant requesting compliance and shall retain such in the solicitation file. If the vendor/contractor/consultant does not comply with the non-compliance letter or is non-compliant three consecutive times during the contract period, staff shall have just cause to cancel the contract and bar the vendor/contractor/consultant from participation in future solicitations for up to three years. The vendor/contractor/consultant may be reinstated by providing proof that the circumstances resulting in the cancellation of their contract or their debarment from future solicitations have been corrected or no longer exists.

17. For contracts valued greater than \$35,000, which the Board of County Commissioners approved, requests to cancel such contracts with a vendor/contractor/consultant or debar a vendor/contractor/consultant from the solicitation process must be submitted to DMB in writing with supporting documentation. DMB will review the circumstances behind the request, inclusive of discussions with the vendor/contractor/consultant, and report its findings to the County Administrator/Designee, who will make the final determination as to whether the request is warranted and properly substantiated. If approved by the County Administrator/Designee, DMB will submit the request to the Board of County Commissioners for final approval. Once approved by the Board, DMB shall issue a notice to the vendor/contractor/consultant of such contract cancellation or solicitation debarment. If the contract with the vendor/contractor/consultant is cancelled for non-compliance or other issues determined to be detrimental to the County, that vendor/contractor/consultant will automatically be barred from participating in future solicitations for a period of three (3) years. A debarred vendor/contractor/consultant may apply for reinstatement by providing proof that the circumstances resulting in their debarment no longer exists.
18. Staff may request that a vendor/contractor/consultant not be allowed to participate in the solicitation process, or request the cancellation of a current agreement for the following reasons:
 - a. Failure to respond to or take satisfactory corrective action concerning contract compliance, performance, or any other issues that are determined to be detrimental to the County, after receiving two written notices from DMB concerning such matters.
 - b. Formal action by another government agency canceling an agreement with the vendor/contractor/consultant or removing the vendor/contractor/consultant from their vendor list.
 - c. Formal action by the County canceling an agreement with a vendor/contractor/consultant.
 - d. Pending or current litigation between the County entity and the vendor/contractor/consultant.
19. Term Contracts. Contracts for commodities or services may be entered into for a period of one to five years. These contracts may be renewed for a period not to exceed three (3) years or the original term of the contract, whichever period is longer.
20. Term Contracts are awarded to vendors/contractors/consultants for the purpose of providing the County with a reliable, cost effective source from which to procure commodities and services in a timely manner. Although term contracts are initiated by specific Departments/Divisions/Offices, it is the County's intent that they be utilized by the entire Organization, whenever possible. Before any purchase of a commodity or service is initiated, the Department/Division/Office making the purchase shall review the list of term contracts posted on the County's Intranet to ascertain if there is a current

vendor/contractor/consultant that can provide the commodity or service. If there is a vendor/contractor/consultant on the list that can provide the required commodity or service, the Department/Division/Office shall procure such from that vendor/contractor/consultant. Should the Department/Division/Office elect not to procure the commodity or service from that vendor/contractor/consultant, they shall complete an "Authorization to Not Purchase from a Bid-Vendor Form", indicating the reason for not complying with this requirement, and submit such the County Administrator/Designee for approval.

21. Local Preference. Chapter 2, Article VII, Citrus County Code stipulates that preference shall be given to "local business" for certain purchases of commodities and services. "Local business" means a vendor/contractor/consultant who has paid its local business tax to the County at least six (6) months prior to the date of purchasing from that vendor/contractor/consultant; does business in Citrus County by providing goods, services, or construction; and maintains a physical business address located within the jurisdictional limits of Citrus County in an area zoned for the conduct of such business from which the vendor/contractor/consultant operates or performs business on a day-to-day basis. Post office boxes do not establish such physical address.

- a. In bidding for, or letting contracts for procurement of supplies, materials, equipment and services, as described in the purchasing policies of the County, the Board of County Commissioners may give a preference to local businesses in making purchases or awarding contracts in an amount not to exceed Five percent (5%) of the local businesses total bid price if the cost differential does not exceed \$10,000 for procurement activities.
- b. The total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates, which were both part of the bid and actually purchased or awarded by the Board of County Commissioners.
- c. In the case of requests for proposals, qualifications, letters of interest, or other solicitations and competitive negotiations and selections in which objective factors are used to evaluate the responses; local businesses shall be assigned five percent (5%) of the total points of the total evaluation points.

22. Exceptions to the Local Preference Policy:

- a. The Procurement preferences set forth in this article shall not apply to any of the following purchases or contracts.
 1. Goods or services provided under a cooperative purchasing agreement or interlocal agreement.

2. Contracts for professional services procurement of which is subject to the Consultants Competitive Negotiation Act of subject to any competitive consultant selection policy or procedure adopted or utilized by the Board of County Commissioners.
 3. Purchases or contracts, which are funded, in whole or in part, by a governmental entity whose laws, regulations, or policies governing such funding prohibit application of the preference.
 4. Purchases made or contracts let under emergency or noncompetitive situations, or for litigation related legal services, etc.
- b. Application of local preferences to particular purchase, contract, or category of contracts for which the Board of County Commissioners is the awarding authority may be waived upon written justification and recommendation by the County Administrator/Designee and approval of the Board of County Commissioners.
 - c. The preferences established in this article does not prohibit the right of the Board of County Commissioners to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals.
 - d. The bid preference established in this article does not prohibit the Board of County Commissioners from giving any other preference permitted by law in addition to the preference authorized in this article.

D. GENERAL PROCEDURES FOR FORMAL SEALED SOLICITATIONS:

1. To initiate the formal sealed solicitation process for purchases with a value greater than \$35,000, the Department/Office/Division shall submit a *"Procurement Authorization Form"* to DMB. The requestor, their Division Director, their Department Director, and the DMB Director must execute this form.
2. DMB shall be responsible for advertising all formal sealed solicitations and maintaining documents and files related to such solicitations, including proof of advertisement, addendums, pre-bid/pre-proposal conference records, vendor/contractor/consultants bids/proposals, vendor/contractor/

consultant evaluation documents, Agreements, memorandums, certificates of insurance, bonds, notices of commencement, and other related documents.

3. The public advertisement shall include a general description of the commodity or, service, and indicate how interested parties may apply for consideration. The public advertisement shall also include a statement that the bids/proposals are competitive sealed bids/proposals, indicate the date and time the bids/proposals are due, and indicate the date and time of the public opening. If a solicitation is inadvertently not advertised, the public opening date and time shall be revised in order to allow sufficient time for public notice.
4. The solicitation for any construction project that is estimated to cost more than \$200,000 shall be publicly advertised at least once, twenty-one (21) days prior to the established bid/proposal due date, and at least five (5) days prior to any scheduled pre-bid/proposal conference. The solicitation for any construction project that is estimated to cost more than \$500,000 shall be publicly advertised at least once, thirty (30) days prior to the established bid due date, and at least five (5) days prior to any scheduled pre-bid/proposal conference. In cases of emergency, this procedure may be altered, with the approval of the County Administrator/Designee in any manner that is reasonable under the emergency circumstances.
5. If the location, date, or time of the bid/proposal opening date changes, written notice of the change must be given, as soon as practicable after the change is made, to all vendors/contractors/consultants who are registered to have received the bid/proposal, plans and specifications, and any addenda to such.
6. The solicitation, and advertisement of such, for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work projects that are estimated to be in excess of \$100,000, shall stipulate that the contractor must submit a certified check, cashiers' check, or bid bond, in the amount of five percent (5%) of the bid price with their bid. In addition, the solicitation, and advertisement of such, shall stipulate that Payment and Performance Bonds for one hundred percent (100%) of the bid amount shall be required upon award.
7. Bid, Payment and Performance bonds shall be in the form prescribed in Section 255.05, Florida Statutes. The surety company underwriting the Bond shall be licensed to do business in the State of Florida and shall be rated by A.M. Best at A- or better. It will further be required that general liability insurance carriers have a minimum Best Rating of A-, unless approved

otherwise by County Risk Management.

8. For an Invitation to Bid, the solicitation shall include a detailed description of the commodity or service; indicate that the bids are competitive sealed bids; indicate the date and time the bids are due; indicate the date and time of the public opening; indicate if the procurement contemplates the renewal of a contract; and state all contractual terms and conditions applicable to the procurement, including the criteria to be used in determining acceptability of the bid. Criteria not set forth in the Invitation to Bid may not be used in determining acceptability of the bid. Evaluation of bids shall include consideration of the total cost as submitted by the vendor/contractor/consultant. An award of a Bid shall be made to the lowest, most responsive and responsible vendor/contractor/consultant, who meets the requirements and criteria set forth in the Invitation to Bid. See Purchasing-Administrative Regulations for; "Invitation to Bid Procedures" for more information.
9. For a Request for Proposal, the solicitation shall include a detailed description of the commodity or service; indicate that the proposals are competitive sealed proposals; indicate the date and time the proposals are due; indicate the date and time of the public opening; indicate if the procurement contemplates the renewal of a contract; and state all contractual terms and conditions applicable to the procurement, including the criteria, which shall include, but need not be limited to, price, to be used in determining acceptability of the proposal. The relative importance of the evaluation criteria shall be indicated. The relative importance of price shall not be greater than 50% of the overall evaluation criteria weight. The proposals shall be evaluated against all evaluation criteria set forth in the solicitation and the vendors/contractors/consultants ranked highest to lowest. Oral presentations may be conducted with the three highest ranked vendors/contractors/consultants. If oral presentations are conducted, the score for the oral presentation shall be added to the previous scores. An award of a proposal shall be to the most responsible and responsive vendor/contractor/consultant who has the highest total evaluation criteria score. See Administrative Regulation AR: 9.15 (latest revision) Request for Proposal Procedures for more information.
10. For a Request for Qualifications, the solicitation shall include a general description of the commodity or service; the date and time the proposals are due; indicate the date and time of the public opening; indicate if the procurement contemplates the renewal of a contract; and state all contractual terms and conditions applicable to the procurement, including the criteria to be used in determining acceptability of the proposals. Pricing shall not be a criterion. The relative importance of the evaluation criteria shall be indicated. The proposals shall be evaluated against all evaluation criteria set forth in the solicitation and the vendors/contractors/consultants ranked highest to lowest.

Oral presentations may be conducted with the three highest ranked vendors/contractors/consultants. If oral presentations are conducted, all scores for those invited for oral presentations shall be discarded and the score given to the vendors/contractors/consultants for the oral presentation shall determine the selection of the most qualified vendor/contractor/consultant. The highest ranked vendor/contractor/consultant shall be selected to commence negotiations concerning pricing. For the procurement of "professional services" (i.e., architectural, engineering, landscape architecture, and surveying and mapping services), other requirements for the Request for Qualifications apply. See Purchasing-Administrative Regulations for; "Request for Qualifications Procedures/Contracting for Professional Services/Consultant's Competitive Negotiation Act" for more information.

11. For an Invitation to Negotiate, which is a solicitation used by the County to determine the best method for achieving a specific goal or solving a particular problem and identifies one or more responsive vendor/contractor/consultants with which the County may negotiate in order to receive the best value, the head of an Office/Division/Department must determine and specify in writing, the reasons that procurement by an invitation to bid or a request for proposal is not practicable. The Invitation to Negotiate must describe the questions being explored, the facts being sought, and the specific goals or problems that are subject to the solicitation. The criteria that will be used for determining the acceptability of the reply and guiding the selection of the vendor/contractor/consultant with which the County will negotiate must be specified. The evaluation criteria must include consideration of prior relevant experience of the vendor/contractor/consultant.

The County shall evaluate replies against all evaluation criteria set forth in the invitation to negotiate in order to establish a competitive range of replies reasonably susceptible of award. The County may select one or more vendor/contractor/consultants within the competitive range with which to commence negotiations. After negotiations are conducted, the County shall award the contract to the responsible and responsive vendor/contractor/consultant that the County determines will provide the best value, based on the selection criteria. The contract file for a vendor/contractor/consultant selected through an invitation to negotiate must contain a short statement that explains the basis for the selection of the vendor /contractor/consultant and that set forth the vendor/contractor/consultant deliverable and price, pursuant to the contract, along with an explanation of how these deliverables and price provide the vest value to the County, Section 287.057, Florida Statutes.

12. Formal sealed solicitations shall be opened by DMB at a public meeting. Two DMB staff members shall attend and record the opening and prepare

tabulations, both reviewing for accuracy.

- a. For an Invitation to Bid, the information conveyed at the public opening shall be the name of the vendors/contractors/consultants who submitted bids along with their respective pricing.
- b. For a Request for Proposal, since evaluation of such involves criteria besides pricing to make an award, pricing shall not be divulged during the public opening. The only information conveyed at the public opening shall be the names of the vendors/contractors/consultants who submitted proposals.
- c. For a Request for Qualifications/Request for Information, the only information conveyed at the public opening shall be the names of the vendors/ contractors/ consultants who submitted proposals.

13. Solicitation Protest Procedures. Any bid/proposal award recommendation may be challenged on the grounds of material irregularities in the procurement procedure or in the evaluation of the bid/proposal. Any person who submits a bid/proposal, but is not recommended for award of the contract, may protest such decision in strict compliance with this section. Failure to follow the Solicitation Protest Procedures within the time frames prescribed herein shall constitute a waiver of such protest and any resulting claims.

- a. Notice of Intent to File a Protest. Any person who wishes to file a protest hereunder must file a Notice of Intent to File a Protest ("Notice"), in writing, with DMB within 72 hours of the public opening for Invitations to Bids or within 72 hours of posting of a recommendation of award for Requests for Proposals/Qualifications. Such Notice is considered filed when it is received by DMB. A copy of the Notice must also be provided to the apparent best bidder/proposer. The Notice shall include the name and address of the protester, County Bid/RFP/RFQ number and title, the grounds upon which it is based, and must clearly indicate it is a Notice of Intent to File a Protest.
- b. Formal Protest. Within five (5) business days after the filing of the written Notice of Intent to File a Protest, a formal protest must be filed with DMB. The formal protest is considered filed when it is received by DMB. A copy of the formal protest must also be provided to the apparent best bidder/proposer. The formal protest shall including the following:
 1. County BID/RFP/RFQ number and title.
 2. Name and address of the protester.
 3. Concise statement of the facts alleged and of the rules, regulations, ordinances, statutory or

4. Specifically request the relief to which the protester deems themselves entitled.
 5. Any other relevant information that the protester deems to be material to the protest.
- c. **Protest Bond.** Each formal protest must be accompanied by a protest bond in the form of a certified check, cashier's check, or money order made payable to the Citrus County, Florida, in an amount not less than five percent (5%) of the protester's bid/proposal submitted to the County. If the protester prevails, the bond shall be returned to the protester. However, if after completion of the Solicitation Protest Procedures the County denies the protest, the bond shall be forfeited to the County.
 - d. **Stay of Procurement.** Once a formal protest is timely filed, DMB shall stay the award of the contract unless the County Administrator determines that delaying the award of the contract will adversely impact substantial interests of the County.
 - e. **Review of Protest by DMB.** Within ten (10) business days of the filing of the formal protest, the DMB Director shall issue a written determination, including the rationale for reaching such a determination. The written determination shall also inform the protester of his/her right to appeal the DMB Director's decision to the County Administrator.
 - f. **Appeal of DMB Determination.** The protester may appeal the DMB Director's determination, in writing, to the County Administrator no later than five (5) business days after receipt of the DMB Director's determination.
 - g. **Final Determination of County Administrator.** Within seven (7) business days of the filing of the appeal, the County Administrator, upon consulting with the County Attorney, shall issue a final determination. The decision of the County Administrator will be final and may not be appealed to the Board of County Commissioners.
14. For an Invitation to Bid, should there result in a tie score between two or more vendors/contractors/consultants, the following actions shall be initiated:
- a. Award to the vendor/ contractor/ consultant whose business is

- b. physically located in Citrus County, or
 - b. Award to the vendor/ contractor/ consultant who offers the shortest delivery time, or
 - c. Divide the award equally between the tied vendors/ contractors/ consultants, or
 - d. Draw lots or flip a coin, or
 - e. Reject all bids or proposals and re-solicit the commodity or service
15. For Request for Proposals or Request for Qualifications, should there result in a tie score between two vendors/ contractors/ consultants, the vendor/ contractor/consultant that scored the highest for the evaluation criteria that had the highest weight of importance (excluding price, if applicable), shall be ranked higher.
16. For any formal solicitation, if less than two bids or proposals are received; Staff may negotiate best terms and conditions with that vendor/contractor/ consultant, or reject the bid or proposal and re-solicit the commodity or service, if applicable.
17. Local Preference. Chapter 2, Article VII, Citrus County Code stipulates that preference shall be given to "local business" for certain purchases of commodities and services. "Local business" means a vendor/contractor/ consultant who has paid its local business tax to the County at least six (6) months prior to bid or proposal opening date; does business in Citrus County by providing goods, services, or construction; and maintains a physical business address located within the jurisdictional limits of Citrus County in an area zoned for the conduct of such business from which the vendor/contractor/consultant operates or performs business on a day-to-day basis. Post office boxes do not establish such physical address. All formal sealed solicitations shall follow and comply with Chapter 2, Article VII, and Citrus County Code concerning Invitations to Bid, Requests for Proposals and Requests for Qualifications. The Ordinance does not apply to Requests for Qualifications where such solicitation is for professional services falling under the Consultant's Competitive Negotiation Act (CCNA). Furthermore, this Ordinance does not apply for any solicitation involving a purchase that is funded by a Federal-Aid Grant or State funding.
18. For commodities or services where a written Agreement exists between the County and the vendor/contractor/consultant, if the volume of the commodity (excluding unit price Agreements), the scope of the service, or the schedule of the service changes, and the change results in an increase or decrease in the contract price for the commodity or service, staff shall submit a request to DMB to amend the Agreement to reflect this change in price. DMB shall draft the

Amendment to the Agreement and have it executed by the vendor/contractor/consultant. DMB will then prepare an Agenda Item for the Board of County Commissioners to approve and authorize execution of the Amendment to the Agreement. After execution of the Amendment to the Agreement by the parties, DMB shall have the document recorded in the public records of Citrus County and shall issue certified copies of the document to the vendor/contractor/consultant and staff. Within fifteen (15) calendar days after execution of the Amendment to the Agreement, staff shall issue a change order to the existing Purchase Order to increase or decrease the amount of the Purchase Order in accordance with the Amendment to the Agreement.

19. For services where a written Agreement exists between the County and the vendor/contractor/consultant, if the completion time of the project needs to be extended by more than fifteen percent (15%) of the original completion time, and the extension of time does not affect the contract price, staff shall submit a request to DMB to amend the Agreement to reflect this change in time. DMB shall draft the Amendment to the Agreement and have it executed by the vendor/contractor/consultant. DMB will then prepare an Agenda Item for the Board of County Commissioners to approve and authorize execution of the Amendment to the Agreement. After execution of the Amendment to the Agreement by the parties, DMB shall have the document recorded in the public records of Citrus County and shall issue certified copies of the document to the vendor/contractor/consultant and staff.
20. For services where a written Agreement exists between the County and the vendor/contractor/consultant and the Agreement is renewable over a period of two or more years ("Term Contract"), at the end of each renewal period, staff shall submit a request to DMB to renew the Agreement. DMB shall contact the vendor/contractor/consultant and obtain a written confirmation of their desire to renew. If there is a change in pricing, DMB shall obtain approval from staff of such change, or assist staff in negotiating better pricing. If staff cannot reach an agreement with the vendor/contractor/consultant as to pricing, the Agreement will not be renewed and the commodity or service shall be re-solicited. If the Agreement is renewed, DMB shall draft a Renewal Agreement for execution by the vendor/contractor/consultant and shall prepare an Agenda Item for the Board of County Commissioners to approve and authorize execution of the Renewal Agreement. After execution of the Renewal Agreement by the parties, DMB shall have the document recorded in the public records of Citrus County and shall issue a certified copy of such to the vendor/contractor/consultant and staff.
21. No vendor/contractor/consultant, or any other individual, shall be denied access to a mandatory or non-mandatory pre-bid or pre-proposal conference, or any other public conference involving a formal solicitation, regardless of

when that vendor/contractor/consultant, or any other individual, arrives at the conference.

22. If a pre-bid or pre-proposal conference is mandatory, only those vendors/contractors/consultants who attend are permitted to submit a bid or proposal.
23. If a solicitation is rejected, canceled or protested, staff shall conduct a formal review of the circumstances behind the rejection or cancellation and DMB to ascertain what can be done to circumvent such from occurring with future solicitations.
24. Direct Purchase. The County is exempt from sales and use taxes for purchases of commodities that are made directly from vendors/dealers/distributors. For construction projects, the County may elect to purchase materials, equipment and supplies directly from the construction contractor's vendors/dealers/distributors. For more information, refer to Administrative Regulation AR: 9.12 (latest revision), Direct Purchase of Materials, Equipment and Supplies for Construction Projects.
25. Continuing Contracts. The County has continuing contracts for various professional services (engineering, architecture, landscape architecture, and mapping/surveying/ and general construction services.) For more information concerning this, refer to Administrative Regulations AR: 9.09 (latest revision); Continuing Contracts for Professional Services, and AR: 9.11 (latest revision); Continuing Services Contract for Construction Services.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes AR 9.01 dated October 24, 1989, AR 9.01-1 dated April 6, 1999, AR 9.01-2 dated November 2, 1999, AR 9.01-3 dated August 8, 2000, AR 9.01-4 dated August 14, 2001, AR 9.01-5 dated September 11, 2001; AR 9.01-6 dated January 22, 2002; AR 9.01-7 dated March 11, 2003; AR 9.01-8 dated October 25, 2005, AR 9.01-9 dated , August 12, 2008, AR 9.01-10 dated February 9, 2010, AR 9.01-11 dated March 27, 2012, AR 9.01-12 dated October 9, 2012, AR 9.01-13 dated December 17, 2013, AR 9.01-14 dated September 9, 2014, AR 9.01-15 dated March 10, 2015, AR 9.01-16 dated April 26, 2016, AR 9.01-17 dated April 10, 2018.

ADMINISTRATIVE REGULATION AR: 9.07-5 DATE APPROVED 9-19-2017

SUBJECT: Contracting for Construction Services **ORIGINATING DEPARTMENT:** County Administration

POLICY:

- a. When contracting for construction services, Staff shall follow the procedures in Administrative Regulation AR: 9.01 (latest revision); Purchasing Policy concerning financial authorization for approval of award.
- b. This Administrative Regulation does not apply to design/build construction services.
- c. A construction project may not be divided into more than one project for the purpose of evading the requirements this Administrative Regulation and those noted above.

PROCEDURE:

- a. "Staff" means Department/Division/Office.
- b. "DMB" means Department of Management & Budget/Purchasing & Contracts Section.
- c. For construction projects of a general nature that have an estimated value of less than \$100,000, Staff may utilize one of the contractors under the continuing services contract, in accordance with the procedures outlined in Administrative Regulation AR:9.11 (latest revision); Continuing Contracts for Construction Services.
- d. For construction projects not of a general nature, or those requiring a specific type of construction discipline, that have an estimated value greater than \$5,000 and less than \$25,000, Staff shall obtain a minimum of three written quotes from qualified contractors and award to the contractor offering the lowest price. If less than three quotes are obtained, or the lowest priced contractor is not selected for award, Staff must maintain documentation as to the reason for such.
- e. For construction projects not of a general nature, or those requiring a specific discipline, that have an estimated value greater than \$25,000, Staff shall follow the procedures outlined in Administrative Regulation AR: 9.10 (latest revision); Invitation to Bid Procedures, in selecting a qualified contractor.
- f. Regardless of the value of the construction project, before award is made to a qualified contractor, the contractor to whom an award is being made shall 1) provide Certificates of Insurance evidencing that the contractor has the policies and limits as stipulated by Risk Management, 2) provide an executed Hold Harmless Agreement and 3) provide copies of all licenses and certifications required for the type of services being provided. For construction projects where the cost is greater than \$10,000, these documents shall be submitted to DMB for their review and approval. The contractor's licensing and/or certification credentials shall be verified through the County's Building Division and the State of Florida Department of Business and Professional Regulation.
- g. Once a determination has been made that the contractor's insurance and licenses/certifications are satisfactory and an executed Hold Harmless Agreement has been received, an award shall be made to the contractor.
- h. If the construction services are for the construction of a public building, for the

prosecution and completion of a public work, or for repairs upon a public building or public work projects that are in excess of \$100,000, Payment and Performance Bonds will be required from the contractor. The contractor shall have ten (10) business days after Notice of Award to procure Payment and Performance Bonds in the amount of one hundred percent (100%) of the bid amount. The Bonds shall be in the form prescribed in Section 255.05 of the Florida Statutes. The surety company underwriting the Bonds shall be licensed to do business in the State of Florida and shall be rated by A.M. Best at A-, VI or better.

- i. Once the contractor has procured the Bonds, the contractor shall have the Bonds recorded in the public records of Citrus County. Once recorded, the contractor shall deliver two certified copies of the Bonds, along with a receipt from the Clerk of the Circuit Court for recording of the Bonds to DMB. DMB shall verify that the surety company underwriting the Bonds has an A.M. Best rating of A-, VI or better and that the bond is in compliance with Section 255.05 of the Florida Statutes. If not, then the bonds shall be returned to the contractor with instructions to correct any deficiencies. DMB shall be the custodian of the bonds and shall distribute a copy of the bonds to Staff.
- j. In accordance with Section 713.13(7) (g) of the Florida Statutes, for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work projects, the County may be required to have a Notice of Commencement recorded in the public records of Citrus County before authorizing the contractor to proceed with the project. The Notice of Commencement must contain an address and legal description of the property, alternate key number, township/section/range number, and parcel identification number. Also required is a description of the improvement and information on the following if applicable: owner, contractor, surety, and loan institution; name of person(s) for notice to be sent; and the time of completion if greater than one year.
- k. A Notice of Commencement is **not** required for construction projects in accordance with Florida Statute 713.01(26) which excludes property owned by the County from the definition of "real property".
- l. The Notice of Commencement shall be executed in accordance with the following guidelines when the County is not the property owner:
 - a. For construction projects valued at less than \$5,000, Staff shall complete the Notice of Commencement and the Division Director shall execute such.
 - b. For construction projects valued between \$5,000 and \$10,000, Staff shall complete the Notice of Commencement and the Department Director shall execute such.
 - c. For construction projects valued between \$10,000 and \$25,000, Staff shall complete the Notice of Commencement and the County Administrator shall execute such.
 - d. For construction project in excess of \$25,000, OMB shall complete the Notice of Commencement and submit such to the Board of County Commissioners for execution.
- m. A Notice of Commencement is not required for the following types of work as defined in Section 713.04 of the Florida Statutes:
 - a. Laying of pipes and conduit
 - b. Grading and paving of streets
 - c. Grading and excavating as defined
 - d. Other work as defined in Section 713.04
- n. Once the Notice of Commencement (if required) has been recorded in the public records, the County Clerk of Records shall return one (1) certified copy of the Notice of

Commencement to Staff or DMB, as applicable. One certified copy shall be retained by Staff and DMB, as applicable, and copies of such shall be given to the contractor.

- o. If the construction project requires Payment and Performance Bonds, one certified copy of the Bonds shall be recorded in the public records.
- p. Once the proper approvals have been received in accordance with the Administrative Regulation AR: 9.01 (latest version), Staff shall then issue a Notice to Proceed to the contractor.
- q. If the duration of the construction project extends over several months, the contractor shall be allowed to make monthly progress payment requests for partially completed work. If this is allowed, Staff shall be permitted to withhold up to ten percent (10%) of the payment request as retainage until the construction project is fifty percent (50%) complete, at which time retainage shall be reduced to five percent (5%) of the payment request as retainage until the construction project is. When the construction project is fifty percent (50%) complete, the contractor shall be permitted to request that one-half of the retainage held be released. Upon the satisfactory completion of the project, the remaining retainage shall be released to the contractor. All payments of retainage, partial or otherwise, shall require the approval of the Board of County Commissioners. Prior to final release of retainage, Staff shall verify that all requirements have been met and after consulting with Financial Services for accuracy of information, shall prepare an Agenda Item for the Board to approve the payment of the retainage. Staff may be permitted, but is not required to withhold retainage. It is recommended to withhold retainage for all construction projects that extend over several months, and the contractor is allowed to make monthly progress payment requests for partially completed work. Request to waive the right to withhold retainage by Staff must be made in writing to and approved by the Department Director.

POLICY:

The following guidelines and procedures are designed to efficiently process agreements pertaining to assistance provided by Citrus County Housing Services. Assistance may be provided to eligible applicants in the form rental assistance, down-payment/closing cost, home repairs and utility connection assistance to existing homeowners, and other programs as outlined in the SHIP or Community Development Block Grant (CDBG) Local Housing Assistance Plans or the Administrative Plan for the Section 8 Housing Choice Voucher Program.

The following guidelines and procedures are designed to efficiently and expeditiously:

- 1) Process requests for rent payments on behalf of rental assistance clients,
- 2) Commence necessary work on clients homes receiving assistance through the State Housing Initiatives Partnership Program (SHIP) and Community Development Block Grant (CDBG) programs, and
- 3) Satisfy recorded agreements, deferred payment loans and mortgages when paid off.
- 4) Process requests for the subordination of recapture agreements

PROCEDURE:

- 1) Landlords are required to enter into standard Housing Assistance Payment (HAP Contracts) in order to receive payments on behalf of clients receiving assistance through the HUD/Section 8 Rental Assistance Program.
- 2) SHIP and CDBG clients enter into standard agreements or deferred payment loan agreements authorizing Citrus County to provide assistance and to reimburse the County in the event that the house is sold, transferred, or the client moves out of the assisted unit, or the unit is refinanced (including home equity loans), or satisfaction of the first mortgage occurs.
- 3) When payoffs are received satisfactions are prepared and recorded to clear the property encumbrances.
- 4) The following guidelines and procedures will be used to determine whether Citrus County will approve subordination of its housing related grant and loan documents:
 - a) Subordination must occur only once.
 - b) The interest rate is lower.
 - c) The monthly payment – principal interest, taxes, and insurance (PITI) is lower or

refinancing reduces the remaining term on the loan by at least ten (10) years.

- d) An overall savings must result to the clients comparing the new principal and interest payments as well as lenders closing costs to the payment remaining on the existing loan.
 - e) The participants may only include their mortgage and closing costs in the refinancing.
 - f) There is no cash returned to the participants upon refinancing and no other debts are being paid off other than the existing mortgage.
 - g) Documentation will need to be provided initially and before the new loan closes as evidence that all stipulations have been met.
- 5) The Housing Services Director or designee shall forward Housing Assistance Payments Contracts, various standard SHIP/CDBG Agreements, Deferred Payment Loan Agreements, Satisfactions and Subordination of Recapture Agreements to the Community Services Department Director or designee for execution on behalf of Citrus County.

FOOTNOTES AND REFERENCES TO RELATED AR'S: Supersedes AR 13.15 dated November 13, 2001; AR 12.16 dated October 26, 2010.