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Collier County and the City of Naples

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2025-2026, 2026-2027, 2027-2028

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A. Administrative Budget for each fiscal year covered in the Plan B. Timeline for Estimated Encumbrance and Expenditure C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan D. Signed LHAP Certification E. Signed, dated, witnessed, or attested adopting resolution F. Ordinance: (If changed from the original creating ordinance) G. Interlocal Agreement H. Short Sale Policy & Short Sale Application I. Essential Personnel Certification J. Subordination Policy & Subordination Request Form K. Community Land Trust Acquisition & Development Instructions L. SAVE Immigration Status Form	

Section I. Program Details:

A. LG(s)

Name of Local Government	**COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS**
Does this LHAP contain an interlocal agreement?	**Yes**
If yes, name of other local government(s)	**City of Naples**

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 2025-2026, 2026-2027, 2027-2028

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, 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. For advertisements other than NOFAs, the County will accept applications during the dates specified in the advertisement distributed via the County website, email, or via the County procurement office.

I. Program wide Eligibility: All households applying for assistance must be certified to be income

eligible based on current annual income limits set forth in the Metropolitan Area of Naples-Immokalee-Marco Island, FL MSA of Collier County. Tenant applicants must be Collier County residents, owner/buyer applicants must own/purchase a home within Collier County.

J. **United State residency requirement:** All applicants for housing assistance must be lawfully within the United States. Consent will be obtained from every household member to verify immigration through the Systematic Alien Verification for Entitlements (SAVE) program at save.uscis.gov.

K. **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.

Applications will be accepted and approved on a first come, first-qualified basis with priority given to households with a special needs occupant, or other priorities that may be deemed by the program grantor, Florida Housing Finance Corporation.

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

Once there is a list of eligible applicants, they will be ranked in the following order. The following priorities for funding listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

RANKING PRIORITY

1. **Special Needs Households** –persons with special needs as defined in 420.0004 (13)
   a) Very low
   b) Low
   c) Moderate
2. **Essential Services Personnel**
   a) Very Low
   b) Low
   c) Moderate
3. **After Special Needs Set-asides and after ESP applicants**
   a) Very Low
   b) Low
   c) Moderate

L. 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.

M. 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, and Foreclosure Counseling.

N. Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90 percent (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 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 can be lower but may not exceed 90 percent (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	

O. 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 to 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.

P. 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.

Q. 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 30 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 30 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.

R. Administrative Budget: A line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund is necessary to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: *"A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its*

governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: ***"****The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except those 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.*

S. Program Administration: Administration of the local housing assistance plan will be performed by:

Entity	Duties	Admin. Fee Percentage
Local Government	**Collier County Government**	**10%**
Third-Party Entity/Subrecipient		

T. 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.*

U. Project Delivery Costs: Project Delivery: In addition to the administrative costs listed above, the County or Sponsor will charge a project delivery fee of no more than 5 percent (5%) to cover inspections and other eligible project delivery activities performed by County or non-county employees. This fee will be included in the maximum award to the applicant.

For Owner-Occupied Rehabilitation, Demolition, and Replacement of Manufactured Homes and Emergency Housing Repair & Housing Resilience, project delivery costs may cover, but are not limited to, the following activities: inspections, work write-ups, recording fees, application and processing fees, development of assessments, and cost estimates. The project delivery fee is a flat fee fixed price and is not attributable towards a Sponsor's employee's salary time and does not require additional documentation to support payment.

V. Essential Service Personnel Definition (ESP): Collier County defines Essential Service Personnel as

follows: Those individuals employed in the community as teachers, educators, other school district employees, community college and university employees, police and fire personnel, health care personnel, skilled building trades personnel, and government employees.

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

All housing rehabilitation and new construction will incorporate "green" standards including but not limited to:

- Appliances replaced or installed shall be Energy Star.
- Doors and/or windows replaced or installed shall be Energy Star;
- Any lighting fixture replaced or installed shall be Energy Star; and
- Weatherization shall be incorporated into all homes rehabilitated including but not limited to weatherization of the attic; floor insulation, if appropriate; and sealing of exterior walls. New construction is presumed to meet the minimum insulation and sealing requirements. Any replaced or new HVAC unit shall have a SEER rating of at least 14.

These requirements may be adjusted for rental developments if the requirement of other construction funding sources requires a more prescriptive list.

Innovative design, green building principles, storm-resistant construction, or other elements that reduce long-term costs relating to maintenance, utilities, or insurance may be encouraged.

Homeownership Education classes provide a curriculum on cost-cutting measures that homeowners can use to reduce energy consumption. Collier County also encourages the use or inclusion, when appropriate, of the following: energy star appliances; Low-E windows; additional insulation (for increased R-Value); ceramic tile; tank-less water heater; 14 and 15 SEER air conditioning units; stucco; LED light bulbs; impact resistant windows and doors.

X. Describe efforts to meet the 20% Special Needs set-aside: Prioritization of funding will include all strategies for persons with special needs, with an emphasis on rental programs and rehabilitation. Outreach for clients will include marketing to a variety of agencies, including but not limited to, the Agency for Persons with Disabilities, United Cerebral Palsy, Community Assisted and Supported Living, etc. Additionally, advertisements in publications of general circulation may also be used.

Y. Describe efforts to reduce homelessness: Collier County supports the Continuum of Care (CoC) efforts to simplify and broaden outreach and assessment for homeless persons in the County. Much of the outreach to homeless persons is conducted at community events such as the Point in Time Count. Additionally, outreach is conducted by the many caseworkers at community agencies, the SW Florida Coalition on Homelessness, schools, and other not-for-profit social service entities that encounter the homeless during service delivery or during their regular course of business. Needs are assessed during these points of contact, and referrals are made as appropriate for shelter, food, counseling, or other needs. The County works closely with various agencies and local resources utilizing federal ESG and State SHIP funds.

Section II. LHAP Strategies:

A. Purchase Assistance without Rehabilitation	**Code 2**

a. Summary: SHIP funds will be awarded to first-time homebuyers for down payment and closing costs to purchase a newly constructed or an existing single-family home, manufactured/Mobile home, or condominium.

b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028

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

d. Maximum award:

Very Low:	$110,000 ESP, $100,000 non-ESP
Low:	$ 90,000 ESP, $ 80,000 non-ESP
Moderate:	$ 80,000 ESP, $ 70,000 non-ESP

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and promissory note.
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness: If all conditions have been met, the loan is forgiven entirely at the end of the 30-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
5. Repayment: Monthly payments are not required
6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, and repayment provisions, and certify that the unit assisted will be their primary residence.

In addition to the above, the loan may be determined to be in default if any of the following occurs:

i. Sale: if proceeds are not enough to pay off the promissory note then the homeowner may contact the County Regarding a settlement amount of the SHIP loan that is outlined in the County's "Short Sale Policy".
ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy, or other proceedings, including foreclosure or Deed in Lieu.
iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
iv. Home is no longer primary residence, abandoned, leased, or rented.

The County reserves the right to foreclose if the homeowner does not repay the loan as noted above.

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

f. **Recipient Selection Criteria:** Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in Section I, Program Details, of this plan.

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

h. **Additional Information:**

1. Manufactured homes constructed after June 1994 are considered eligible housing pursuant to Section 420.9071 (9), Florida Statute.
2. First mortgage must be at a fixed rate; no ARMs, prepayment penalty, negative amortizations, balloon loans, owner financing, or other non-affordable loan terms are allowed.
3. A newly constructed home must have received a Certificate of Occupancy within the twelve months prior to purchase. A manufactured home must be in place with all Declaration and Covenant site requirements (carport, Shead, skirting, etc.), if applicable, and a valid certificate of occupancy. Funding, which is provided as a subordinate mortgage loan, may be used for down payment, closing costs, and principal buy-down as needed for affordable home ownership.
4. Refinance may be allowed in accordance with the published "Subordination Policy".
5. An applicant may submit a completed application for housing assistance to the County for a determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
6. Funds will be reserved and awarded only to the applicants, who must meet all County requirements, be SHIP income-certified, and have obtained a mortgage loan pre-approval prior to applying for assistance. The applicant(s) shall be the borrower(s) under the loan and may not be a household member who is not a party to the loan. Upon SHIP approval and execution of loan documents, the applicant shall be considered the borrower.
7. Applicants must attend a HUD-approved Homebuyer Education Program and provide a copy of the certificate to the Division prior to closing on a home. The certificate must be dated within 12 months of the income certification date.
8. Verification of US Citizenship or Permanent Residency Status: The applicant(s) and household member(s) must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and/or permanent residence card.
9. The applicant(s)/borrower(s) shall be limited to cash or liquid assets not to exceed $30,000.00 at the time of closing. This asset cap applies only to the applicant(s)/borrower(s) and is not applicable to other household members listed in the application. Household members shall not be considered applicants or borrowers for purposes of this requirement. However, the Board of County Commissioners will have the authority to suspend the asset cap/liquid assets in determining income qualifications during recovery from a declared disaster.

B.	Owner-Occupied Rehabilitation	Code 3

a. Summary: SHIP funds will be awarded to households needing repairs to correct code violations, health, and safety issues, electrical, plumbing, roofing, windows, other structural items, and relocation, if necessary. Assistance may include costs related to all eligible repairs, inspections, work write-ups, recording fees, and project delivery fees. Eligible properties include: single-family home, manufactured/mobile home, or condominium.

b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028

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

d. Maximum award: $75,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and promissory note or, if the unit is on leased land, a security instrument in accordance with the Florida Department of Motor Vehicles Title will be recorded.
2. Interest Rate: 0%
3. Years in loan term: 15 years
4. Forgiveness: If all conditions of the loan agreement are met, one-third of the loan will be forgiven in five-year increments so that at the end of the fifteenth (15) year the loan is fully forgiven. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
5. Repayment: Monthly payments are not required.
6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, and repayment provisions, and certify that the unit assisted will be their primary residence.

In addition to the above, repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:

i. Sale: if proceeds are not enough to pay off the promissory note, then the homeowner may contact the County regarding a settlement amount of the SHIP loan that is outlined in the County's "Short Sale Policy".
ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy, or other proceedings, including foreclosure or Deed in Lieu.
iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
iv. Home is no longer primary residence, abandoned, leased, or rented.

The County reserves the right to foreclose if the homeowner does not repay the loan as noted above.

If the home is foreclosed on by a superior mortgage holder, the county may attempt 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:** Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in Section I, Program Details, of this plan.

An applicant may submit a completed application for SHIP Owner-Occupied Rehabilitation to the County/Sponsor for determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination. Applicants will receive a pre-approval letter and their file will be submitted to the Sponsor for unit eligibility.

1. Must provide proof of homeowner's insurance or attestation of no insurance.
2. Property taxes must be current at the time of application and closing.
3. If applicable, must file a claim for and use proceeds from insurance and/or FEMA as the first option.
4. Where the unit and land are owned by the same person, the unit assisted must be owner-occupied and, have applied for, or already be homesteaded as the primary residence. Owner-occupied manufactured homeowners renting their lot may also apply for assistance.
5. Verification of US Citizenship or Permanent Residency Status: The applicant(s) and household member(s) must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent residence card.
6. The applicant(s)/borrower(s) shall be limited to cash or liquid assets not to exceed $30,000.00 at the time of closing. This asset cap applies only to the applicant(s)/borrower(s) and is not applicable to other household members listed in the application. Household members shall not be considered applicants or borrowers for purposes of this requirement. However, the Board of County Commissioners will have the authority to suspend the asset cap/liquid assets in determining income qualifications during recovery from a declared disaster.
7. Primary Residence: Documentation used for verification of primary residence includes, but is not limited to: homestead exemption, utility bill(s), or driver's license.

g. **Sponsor Selection Criteria:** The County will issue a notice of Grant Application for SHIP funding for Owner Occupied Repair assistance from non-profit/for-profit organizations.

Sponsor organizations must apply and provide any related information, specified by the SHIP Administrator, to be used for evaluation of sponsor eligibility.

CHS staff will evaluate each application submitted. In the initial phase, staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations;
- Project risk analysis;
- Financial risk analysis;
- Capacity and experience;

- Project feasibility;
- Adherence to SHIP eligibilities/requirements; and
- Past performance evaluation.

h. Additional Information: Manufactured homes will only be eligible for housing assistance if owner occupied, is affixed to the ground, the land is (a) owned and homesteaded by the occupant or (b) leased/rented by the homeowner. Manufactured homes constructed after June 1994 are considered eligible housing pursuant to Section 420.9071 (9), Florida Statute. The repairs must not exceed 90% of the value of the existing property and residence, and all repairs are within existing codes for the property. For an owner-occupied mobile or manufactured home on land that is leased, a State of Florida Vehicle Certificate of Title will list Collier County Board of County Commissioners on the title as the security interest in the unit.

The homeowner award shall not exceed $75,000 in total, inclusive of rehabilitation expenses, project delivery costs (not to exceed 5% of the total project cost), and relocation expenses (not to exceed $15,000), if necessary.

Homeowners may receive additional Rehabilitation funding provided it has been at least three (3) years since the last rehabilitation. Disaster-related funding is exempt from this restriction.

C. Emergency Housing Repair & Housing Resilience	**Code 6**

a. Summary:

SHIP funds will be awarded to owner-occupied households in need of rehabilitation, and/or repair of their home related to a dire situation that needs to be mitigated immediately. Eligible rehabilitation and repair are:

- Remediation of an immediate health hazard to the occupants;
- Elimination of a developing threat to the dwelling or infrastructure;
- Structural elevation, rehabilitation, impact windows, doors, and/or waterproofing of the structure or critical components to comply with the local housing code and with Chapter 553. F.S.; and;
- Improving the home's resilience to the impact of a future disaster.

SHIP funds may be awarded to applicants requiring emergency power generator installation if 1) A member of the household meets the Special Needs set-aside criterion, and 2) A written statement from a healthcare provider indicates that electricity is a bona fide medical necessity.

SHIP funds will be awarded to households affected by an emergency who need assistance covering costs not paid by homeowner's insurance, or for those without insurance coverage. Eligible expenses may include fees for tree and debris removal, correction of immediate minor code violations, tipping fees, and dumpster rentals, or any other fees or costs that are not otherwise covered through homeowner's or flood insurance.

Proof of an insurance claim must be submitted, if applicable. SHIP funds may also be awarded to pay the Homeowner's Insurance Policy and/or Flood Insurance Policy for one year, if no insurance is in place at the time of the award. Homeowner's insurance and Flood insurance are grants with no recapture terms.

SHIP funds may be used to assist with the payment of relocation and storage/moving costs associated with the rehabilitation of the residence.

b. **Fiscal Years Covered**: 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award: $100,000**

e. **Terms**: Repayment loan/deferred loan/grant: Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and promissory note.

(a) Interest Rate: 0%
(b) Years in loan term: 15 years
(c) Forgiveness: If all conditions of the loan agreement are met, one-third of the loan will be forgiven in five-year increments so that at the end of the fifteenth (15) year, the loan is fully forgiven. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
(d) Repayment: Monthly payments are not required.
(e) Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as a primary residence. If any of these occur, the outstanding balance will be due and payable. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, and repayment provisions, and certify that the unit assisted will be their primary residence.

In addition to the above, repayment of the outstanding balance is required in full when one of the following conditions is met, whichever occurs first:

i. Sale: if proceeds are not enough to pay off the promissory note, then the homeowner may contact the County regarding a settlement amount of the SHIP loan that is outlined in the County's "Short Sale Policy".
ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy, or other proceedings, including foreclosure or Deed in Lieu.
iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
iv. Home is no longer the primary residence, abandoned, leased, or rented.

The County reserves the right to foreclose if the homeowner does not repay the loan as noted above.

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

f. **Recipient Selection Criteria:** Applicants will be ranked for assistance based on a first-qualified, first-served basis, with the priorities for Special Needs, Essential Services Personnel, and income groups as described in Section I, Program Details, of this plan.

An applicant may submit a completed application for SHIP Emergency Housing Repair and Resilience to the County/Sponsor for determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination. Applicants will receive a pre-approval letter, and their file will be submitted to the Sponsor for unit eligibility.

1. Must provide proof of homeowner's insurance or attestation of no insurance.
2. Property taxes must be current at the time of application and closing. Delinquent property taxes are a basis for denial.
3. If applicable, you must file a claim for and use proceeds from insurance and/or FEMA as the first option. If applicable.
4. Where the unit and land are owned by the same person, the unit assisted must be owner-occupied and have applied for, or already be homesteaded as, the primary residence. Owner-occupied manufactured homeowners renting their lot may also apply for assistance.
5. Verification of US Citizenship or Permanent Residency Status: All applicants and household members must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and/or permanent residence card.
6. The applicant(s)/borrower(s) shall be limited to cash or liquid assets not to exceed $30,000.00 at the time of closing. This asset cap applies only to the applicant(s)/borrower(s) and is not applicable to other household members listed in the application. Household members shall not be considered applicants or borrowers for purposes of this requirement. However, the Board of County Commissioners will have the authority to suspend the asset cap/liquid assets in determining income qualifications during recovery from a declared disaster.
7. Primary Residence: Documentation used for verification of primary residence includes, but is not limited to: homestead exemption, utility bill(s), or driver's license.

g. **Sponsor Selection Criteria:** The County will issue a notice of Grant Application for SHIP funding for Emergency Housing Repair and Resilience assistance from non-profit/for-profit organizations.

Sponsor organizations must apply and provide any related information specified by the SHIP Administrator to be used for the evaluation of sponsor eligibility.

CHS staff will evaluate each application submitted. In the initial phase, staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations;
- Project risk analysis;
- Financial risk analysis;
- Capacity and experience; and
- Project feasibility.

- Adherence to SHIP eligibility/requirements
- Past performance evaluation

h. **Additional Information:** Manufactured homes will be eligible for housing assistance only if the home is owner-occupied, is affixed to the ground, and the land is (a) owned and homesteaded by the occupant or (b) leased/rented by the homeowner. Manufactured homes constructed after June 1994 are considered eligible housing pursuant to Section 420.9071 (9), Florida Statute. The repairs must not exceed 90% of the value of the existing property and residence, and all repairs are within existing codes for the property. For an owner-occupied mobile or manufactured home on land that is leased, a State of Florida Vehicle Certificate of Title will list the Collier County Board of County Commissioners on the title as the security interest in the unit.

The homeowner award shall not exceed $100,000 in total, inclusive of rehabilitation expenses, project delivery costs (not to exceed 5% of the total project cost), and relocation expenses (not to exceed $15,000), if necessary.

Homeowners may receive additional Rehabilitation funding provided it has been at least three (3) years since the last rehabilitation. Disaster Assistance and Emergency Housing Repair & Housing Resilience Assistance-related funding is exempt from this restriction.

Eligible properties include single-family home, manufactured/mobile home, or condominium.

D.	**Demolition and Replacement of Manufactured/Mobile Home Housing**	**Code 4**

a. **Summary:** SHIP funds will be awarded to homeowners in need of demolition and replacement of manufactured housing. This strategy will be used in place of rehabilitation when costs to repair the home are determined to exceed 51% of the home's value, as determined by the Collier County Property Appraiser office or the structure must be certified by the SHIP inspector as not suitable for rehabilitation. The goal is to prevent the imminent displacement of homeowners due to distressed conditions, encourage revitalization, and increase the supply of safe, decent, and sanitary housing.

i. The property site must be suitable for demolition/replacement. Loans for assistance may include costs related to all eligible demolition activities, debris removal, permits, transportation, installation, inspections by the sponsor, work write-ups, sales tax, recording fees, and project delivery fees.

ii. Costs may include a one-time annual premium payment of a Homeowner's insurance and/or Flood Insurance Policy for homeowners not covered under an insurance policy at the time of home replacement.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:** $200,000.

e. **Terms:**

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note, or if the unit is on leased land, a security instrument in accordance with the Florida Department of Motor Vehicles will be recorded.
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness: If all conditions of the loan are met, one-third of the loan will be forgiven in ten-year increments so that at the end of the thirtieth year the loan is forgiven. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
5. Repayment: Monthly payments are not required.
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Persons who qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, and repayment provisions, and certify that the unit assisted will be their primary residence.

   In addition to the above, the loan will be determined to be in default if any of the following occurs during the Loan term:

   i. Sale: if proceeds are not enough to pay off the promissory note then the property owner may contact the County regarding a settlement amount of the SHIP loan in accordance with the “Short Sale Policy”.
   ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy, or other proceedings, including foreclosure or Deed in Lieu.
   iii. Refinance: may be allowed in accordance with the published “Subordination Policy”.
   iv. Home is no longer primary residence, abandoned, leased, or rented.

The County reserves the right to foreclose if the homeowner does not repay the loan as noted above.

If the home is foreclosed on by a superior mortgage holder, the county may attempt 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**: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in Section I, Program Details, of this plan.

g. **Sponsor Selection Criteria:** The County will issue a Request for Proposals for SHIP funding for demolition and replacement of manufactured housing from non-profit/for-profit organizations.

Sponsor organizations must submit a proposal and provide any related information, specified by the SHIP Administrator, to be used for evaluation of sponsor eligibility.

CHS staff will evaluate each application submitted. In the initial phase, staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations;
- Project risk analysis;
- Financial risk analysis;
- Capacity and experience;
- Project feasibility;
- Adherence to SHIP eligibilities/requirements; and
- Past performance evaluation.

h. Additional Information:

An applicant shall submit a completed application for Demolition and Replacement Housing assistance to the County for a determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.

1. For manufactured homes not located on leased or rental land, ownership must be a fee simple estate at the time of closing with the name of the applicants on the title.
2. Property taxes must be current at the time of application and closing. Delinquent property taxes are a basis for denial.
3. The value after replacement may not exceed the SHIP maximum allowable purchase price for existing homes.
4. The replacement housing shall be consistent for the family household size and meet all requirements of the management or association covenants or bylaws. The homeowner may choose the most suitable replacement housing to meet their needs.
5. The existing home must be damaged or in disrepair to the extent that the home is condemned by Collier County Growth Management Community Development Department, the Department of Health, or the County's third-party inspector/general contractor.
6. Must provide proof of homeowner's insurance or attestation of no insurance.
7. If applicable, must file a claim for and use proceeds from insurance as the first option.
8. If applicable, must complete an FHFC-approved "Disaster Self-Declaration of Income" form, if this strategy is used during a declared disaster.
9. Where the unit and land are owned by the same person, the unit assisted must be owner-occupied and have applied for, or already be homesteaded as the primary residence. Owner-occupied manufactured homeowners renting their lot may also apply for assistance.
10. Verification of US Citizenship or Permanent Residency Status: The applicant(s) and household member(s) must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent residence card.
11. The applicant(s)/borrower(s) shall be limited to cash or liquid assets not to exceed $30,000.00 at the time of closing. This asset cap applies only to the applicant(s)/borrower(s) and is not applicable to other household members listed in the application. Household members shall not be considered applicants or borrowers for purposes of this requirement. However, the Board of County Commissioners will have the authority to suspend the asset cap/liquid assets in determining income qualifications during recovery from a declared disaster.

12. Primary Residence: Documentation used for verification of primary residence includes, but is not limited to homestead exemption, utility bill(s), or driver's license.
13. The homeowner award shall not exceed $200,000 in total, inclusive of rehabilitation expenses, project delivery costs (not to exceed 5% of the total project cost), and relocation expenses (not to exceed $15,000), if necessary.

Additional SHIP funds can be used to bring building site and improvements up to Local, State, and Federal requirements, Homeowner's Association by-laws, and/or to adequately replace the amenities of the existing home. These additional site improvement costs may include, but are not limited to geotechnical surveys, engineering, concrete pilings/piers, septic system improvements, fill, sod, driveways, storage sheds, and any other requirements as noted above.

E.	**Disaster Assistance**	**Codes 5 & 16**

a. **Summary:** Disaster Assistance aids households in incorporated or unincorporated Collier County in the aftermath of a disaster as declared by the President of the United States or Governor of the State of Florida, to include households that were displaced or financially impacted in another disaster-affected area and then relocated to Collier County after the disaster event. This strategy will only be funded and implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by the 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. Construction of wells and septic or repair of existing wells and septic systems where public water and/or sewer are not available.
4. Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies.
5. Security deposit and additional move-in deposits or fees listed in a lease for eligible recipients who have been displaced from their homes due to a disaster or have experienced a financial impact directly related to the storm.
6. Temporary Rental and/or relocation assistance for eligible recipients who have been displaced from their homes due to a disaster or have experienced a financial impact directly related to the storm.
7. Temporary Rental and/or relocation assistance for households with a mortgage that have been displaced due to the disaster while their home is being repaired. This may be in Collier County or outside Collier County due to limited availability post-disaster.
8. Temporary mortgage payments and utility payments for homesteaded homeowners directly financially impacted by a disaster.
9. Foreclosure prevention services and housing counseling.
10. Relocation and moving expenses, if necessary.
11. One-time full premium payment of a Homeowner's and/or Flood Insurance Policy for homeowners not covered under an insurance policy at the time of a disaster.
12. Hotel or Motel or short-term Rental (VRBO/Airbnb payments for up to 90 days) for recipients displaced and in need of temporary housing until their home and/or rental unit is repaired OR

a new unit is secured (Daily lodging rates will be pursuant to U.S General Services Administration (GSA) published rates at the time of the Disaster). This may be provided in Collier County or outside due to limited availability post-disaster.

13. Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster. Below see reference f.3. for disaster income "Disaster Self-Declaration of Income" requirements.
14. Other activities as proposed by the county and approved by Florida Housing Finance Corporation.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:** $25,000

e. **Terms:**

1. Grant: Funds will be awarded as a grant with no recapture terms. The terms of an award under other strategies, if used in conjunction, will apply to the other strategies.
2. Interest Rate: N/A
3. Years in loan term: N/A
4. Forgiveness: N/A
5. Default: N/A

f. **Recipient Selection Criteria:** Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:

1. Must provide proof of homeowner's insurance or attestation of no insurance, if applicable to items 4 &11.

2. If applicable, homeowners must file a claim for and use proceeds from insurance and/or FEMA as the first option.

3. Must complete an FHFC-approved "Disaster Self-Declaration of Income" form, if applicable. Where the unit and land are owned by the same person, the unit assisted must be owner-occupied and, have applied for, or already be homesteaded as the primary residence. Owner-occupied manufactured homeowners renting their lot may also apply for assistance.

4. Verification of US Citizenship, Permanent Residency Status or qualified non-citizens as aligned with FEMA. The applicants and household members must submit one of the following: U.S. Passport, U.S. Birth Certificate, U.S. naturalization document, permanent resident card or proof of immigration status.

5. Primary Residence: Documentation used for verification of primary residence includes, but is not limited to lease, paystubs, homestead exemption, utility bill(s), or driver's license.

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

h. **Additional Information:** Residents using this strategy during a disaster are required to submit lease agreements, mortgage statements, past due notices if impacted by a disaster or proper invoices and receipts as applicable for each approved disaster activity above. Mortgage, Rent, Utility, and Counseling payments will be made directly to a landlord, financial institution, utility company or contracted community partner. Reimbursement for other Disaster Assistance expenses will require invoices and paid receipts, proof of insurance deductible, and proof of FEMA funds, as appropriate. Payments will be made to the service provider, community partner, or resident. Manufactured homes constructed after June 1994 are considered eligible housing pursuant to Section 420.9071 (9), Florida Statute. Residents will need to provide documentation to demonstrate a relationship and direct impact to the declared disaster, such as an approved FEMA letter, building permits, proof of loss of property, and/or loss of income

The County reserves the right to inspect for compliance prior to reimbursement.

F.	**New Construction Assistance**	**Code 10**

a. **Summary:** SHIP funds may be provided to organizations to be used for costs including, but not limited to, land acquisition, infrastructure, landscape and development costs, and all associated fees and permits for single-family housing for resale to eligible home buyers in incorporated or unincorporated Collier County. The units may be constructed on infill lots or as a part of a larger development. The funds awarded to the Sponsor will be passed through to the eligible buyer as down payment assistance.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award (per unit for Sponsor and buyer):** $100,000/unit

e. **Terms:** - **For the Sponsor:**

1. Repayment loan/grant: Deferred Loan secured by a note and mortgage.
2. Interest Rate: 0%
3. Years in loan term for Sponsor: 18 months
4. Forgiveness: The Sponsor's obligation is forgiven upon the successful sale of the unit to an eligible homebuyer with the benefit being passed to the buyer in the form of a reduced sales price or a seller's credit.
5. Repayment: No monthly payments are required.
6. Default: If the property has not been successfully sold to an income-qualified buyer within 18 months of the date the mortgage and promissory note are entered into, the entire amount is due and payable to the County.

Terms - For the Eligible Homebuyer:

1. Repayment loan/deferred loan/grant**:** Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and promissory note.
2. Interest Rate: 0%
3. Years in loan term: 30 years

4. Forgiveness: If all conditions of the loan are met, then the loan is forgiven after 30 years. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
5. Repayments: No monthly payments are required.
6. Default: The loan will be determined to be in default and due and payable if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as a primary residence. If any of these occur, the outstanding balance will be due and payable. Persons who qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, and repayment provisions, and certify that the unit assisted will be their primary residence.

In addition to the above, the loan may be determined to be in default if any of the following occurs:

i. Sale: if proceeds are not enough to pay off the mortgage note then the homeowner may contact the County Regarding a settlement amount of the SHIP loan in accordance with the "Short Sale Policy".
ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
iv. Home is no longer primary residence, abandoned, leased, or rented.

The county reserves the right to foreclose if the homeowner does not repay the loan as noted above. If the home is foreclosed on by a superior mortgage holder, the county may attempt to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

f. **Home Buyer Selection Criteria-** Sponsor shall identify applicants and provide the Application intake and income certification of households applying for Construction Assistance, as specified in their agreement with the County.

Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Service Personnel and income group as described in Section I.

1. Applicants must complete a HUD approved Homebuyer Education Program and provide a copy of the certification to the Sponsor prior to closing on a property. The certificate must be dated prior to the SHIP award date and be good through closing.
2. Verification of US Citizenship or Permanent Residency Status: The applicant(s) and household member(s) must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent residence card.
3. The applicant(s)/borrower(s) shall be limited to cash or liquid assets not to exceed $30,000.00 at the time of closing. This asset cap applies only to the applicant(s)/borrower(s) and is not applicable to other household members listed in the application. Household members shall not be considered applicants or borrowers for purposes of this requirement. However, the Board of County Commissioners will have the authority to suspend the asset

cap/liquid assets in determining income qualifications during recovery from a declared disaster.

g. **Sponsor Selection Criteria** – The County will issue a notice of an ongoing Application for Construction Assistance from non-profit/for-profit organizations.

Sponsor organizations must apply and provide any related information, specified by the SHIP Administrator, to be used for evaluation of sponsor eligibility.

CHS staff will evaluate each application submitted. In the initial phase, staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations;
- Project risk analysis;
- Financial risk analysis;
- Capacity and experience;
- Project feasibility;
- Adherence to SHIP eligibilities/requirements; and
- Past performance evaluation.
-

h. **Additional Information:** N/A

G.	**Rental Rehabilitation**	**Code 14**

a.	**Summary:** The program is designed to rehabilitate rental units in Collier County. Loans will be given to non-profit/for-profit housing landlords/owners who have site control and/or ownership of the properties to rehabilitate existing single-family, multifamily, or mobile/manufactured rental units on scattered sites or a rental complex. Assistance may be provided for large projects involving the repair of multiple rental units.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:**

$300,000-Single-Family -1 to 4 dwelling units, $75,000 per unit
$750,000-Multi-Family-5 or more dwelling units, $50,000 per unit

- 1-4 units assisted: 1 special needs, 1 Very Low-income person
- 5-10 units assisted: 2 special needs, 3 very low income and 2 low income
- 11-20 units assisted: 3 special needs, 4 very low, 3 low income
- 20 or more units assisted: 4 special needs, 6 very low income and 5 low income

e. **Terms:**

1. Repayment loan/deferred loan/grant: Funds will be made available by loans secured by a subordinate mortgage, promissory note, and a land use restriction agreement placed on the property being rehabilitated.
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Repayment: Monthly payments are not required.
5. Forgiveness: If all conditions of the loan are met the loan is forgiven at the end of the 30th year.
6. Default: Loan default will be triggered by any of the following actions:
    i. Sale - if proceeds are not enough to pay off the mortgage note then the property owner (not-for-profit or for-profit or landlord) may contact the county regarding a settlement amount of the SHIP loan.
    ii. Title transfer - either voluntary or by operation of law, divested of title by judicial sale, levy, or other proceedings, including foreclosure or Deed in Lieu.
    iii. Refinance - a refinance of the first mortgage may be approved without repayment if the request is submitted in writing and the refinance is at a lower fixed rate and/or term with no cash-out.
    iv. Change in use - Property no longer serves the intended population.

f. **Recapture:** Eligible Sponsors that offer rental housing for sale before the end of the 30-year term must give First Right of Refusal to other eligible nonprofit sponsors for purchase per Section 420.9075(5)(i) Florida Statutes.

g. **Tenant Selection Criteria:** Units receiving assistance must be reserved on a first-qualified, first-served basis for income-eligible residents who meet citizenship requirements. Sponsor will be required to assist the minimum number of special need, low and very low-income persons in accordance with the table in section d-. Maximum award.

h. **Sponsor Selection Criteria:** Non-profit/for-profit housing sponsors or landlords will be evaluated using established evaluation and selection criteria.

CHS staff will evaluate each application submitted. In the initial phase, staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations;
- Project risk analysis;
- Financial risk analysis;
- Capacity and experience;
- Project feasibility;
- Adherence to SHIP eligibilities/requirements; and
- Past performance evaluation.

i. **Additional Information:** Once the improvements are completed, the sponsor/landlord shall ensure all eligible tenants who occupy the units on the subject property, will be income-qualified during the thirty (30) year loan term.

Individual tenants seeking repairs on their individual rental units may not directly apply for assistance from this strategy. The SHIP funds used in the rehabilitation rental program may be leveraged by public and private sources.

H.	**Rental Acquisition**	**Code 20**

a.	**Summary:** The program is designed to purchase land for the development of rental units for eligible households within Collier County. The sponsor must purchase land in Collier County to create rental opportunities for very-low-, low-, -income tenants and Special Needs households as defined in 420.0004 (13).

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:** $ 1,000,000 per property, as identified by the Collier County Property Appraiser.

- 1-4 units assisted: 1 special needs, 1 Very Low-income person
- 5-10 units assisted: 2 special needs, 3 very low income and 2 low income
- 11-20 units assisted: 3 special needs, 4 very low, 3 low income
- 21 or more units assisted: 4 special needs, 6 very low income and 5 low income

e. **Terms:**

1. Repayment loan/deferred loan/grant: Funds will be made available by loans secured by a subordinate mortgage, promissory note, and land use restriction agreement placed on the property acquired.
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Repayment: Monthly payments are not required.
5. Forgiveness: If all conditions of the loan are met, then the loan is forgiven after 30 years.
6. Default: Repayment of the loan is required in full under the following conditions:
    i. Sale: if proceeds are not enough to pay off the promissory note, then the property owner (non-profit or for-profit) may contact the County regarding a settlement amount of the SHIP loan.
    ii. Title transfer: either voluntarily or by operation of law, divested of title by judicial sale, levy, or other proceedings, including foreclosure or Deed in Lieu.
    iii. Refinance: a refinance of the first mortgage may be approved without repayment if the request is submitted in writing and the refinance is at a lower fixed rate and/or term, with no cash-out.
    iv. Property will no longer serve the intended target population.

f. **Recapture:** Eligible Sponsors that offer rental housing for sale before the end of the 30-year term must give First Right of Refusal to other eligible nonprofit sponsors for purchase per Section 420.9075(5)(i) Florida Statutes.

g. **Tenant Selection Criteria:** Tenants will be selected on a first-qualified, first-served basis. Sponsor will be required to assist the minimum number of special need, low and very low-income persons in accordance with SHIP program set-aside requirements. However, the County reserves the right to request additional units.

h. **Sponsor Selection Criteria:** Non-profit/for-profit housing sponsors will be evaluated using established evaluation and selection criteria.

CHS staff will evaluate each application submitted. In the initial phase, staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations;
- Project risk analysis;
- Financial risk analysis;
- Capacity and experience;
- Project feasibility;
- Adherence to SHIP eligibilities/requirements; and
- Past performance evaluation.

i. **Additional Information:** Once the acquisition is completed, the sponsor shall ensure all eligible tenants who occupy the units on the subject property will be income-qualified on an annual basis during the thirty-year (30) loan term.

This strategy may be used with Strategy G. Rental Rehabilitation.

I.	**Rental Development**	**Code 21**
a.	**Summary:** Funds will be awarded to developers of affordable rental units for construction, impact fees, Local Government Contribution /grant (LGVC) funds, Local Government Area of Opportunity to construct affordable rental units in incorporated or unincorporated Collier County. This funding is intended to be used as gap financing required for the project. In cases where a smaller development (less than 50 units) is being proposed that includes Special Needs units, the County may choose to provide a larger amount of the overall financing.	

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:**

1. **Developments with 50 units or fewer:**
   Up to $500,000 per development per year, provided the project includes:
   a. At least two (2) Special Needs units
   b. At least four (4) units reserved for households at or below 50% of Area Median Income (AMI) (very low-income)

   c. The remaining units reserved for households at or below 120% AMI (low-income)
2. **Developments with 51 units or more:**
   Up to $750,000 per development per year, or 25% of the total allocation, whichever is more, provided the project includes:
   a. At least three (3) Special Needs units
   b. At least eight (8) units reserved for households at or below 50% AMI (very low-income)
   c. The remaining units reserved for households at or below 120% AMI (low-income)
3. **Local Government Voluntary Contribution (LGVC) Grant:** A maximum award of $37,500 per development.
4. **Local Government Area of Opportunity (LGAO)**: A maximum of $460,000 or the applicable published amount per FHFC

The maximum SHIP allocation permitted for rental activities is 25% of the total SHIP allocation.

e. Terms:

1. Repayment loan/deferred loan/grant:
   a. For-profit developers, funds will be awarded as a loan secured by a recorded subordinate mortgage, promissory note, and land use restriction agreement, against the property.
   b. Non-profit developers, funds will be awarded as a forgivable loan or a grant secured by a recorded subordinate mortgage, promissory note, and land use restriction agreement, against the property.
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness:
   i. For for-profit developers, the loan is due and payable at the end of the term unless the County negotiates an extended loan term to secure affordable rental units in the best interest of the County's residents.
   ii. For Non-profit developers, one-third of the principal loan balance is forgiven every ten years through the thirty (30) year term or a thirty (30) year Land Use Restriction Agreement (LURA).
5. Repayment: Monthly payments are not required.
6. Default: For all awards, the outstanding balance will be due and payable, and a default will be determined if any of the following occurs:
   i. Sale: if proceeds are not enough to pay off the promissory note then the property owner (not-for-profit or for-profit) may contact the county regarding a settlement amount of the SHIP loan.
   ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
   iii. Refinance: a refinance of the first mortgage may be approved without repayment if the request is submitted in writing and the refinance is at a lower fixed rate and/or term with no cash-out.
   iv. Property will no longer serve the intended target population.

Repaid funds are considered program income, a portion of which may be used for program

administration.

f. **Recapture:** Eligible Sponsors that offer rental housing for sale before the end of the 30-year term must give First Right of Refusal to other eligible nonprofit sponsors for purchase per Section 420.9075(5)(i) Florida Statutes.

g. **Tenant Selection Criteria:** All applicants for residence in a SHIP-assisted unit must meet the income qualifications of the program as determined and reported by the developer for the development and will be served on a first-qualified basis. All tenants served in assisted housing units shall meet citizenship requirements.

h. **Sponsor Selection Criteria:** Sponsors will apply to the County through an application or solicitation process. The application/solicitation will require proof of developer experience in providing affordable rental housing, proof of financial capacity, proof of ability to proceed once all funding is closed, and an approved housing unit design plan that meets with the County's housing element in the Comprehensive Plan.

The County reserves the right to select developments that have met all the above requirements and:

a. Are in areas of immediate need due to a lack of available units.
b. Propose to preserve and improve existing units.

All funding awards will be subject to closing on other funding sources.

i. **Additional Information:** Sponsors will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units.

J.	**Community Land Trust Acquisition & Development**	**Code 9,10**

a. **Summary:** Summary: Funds will be awarded to Community Land Trust (CLT) as a cost pay down reducing the base sales price for or the acquisition of new and existing homes that are sited on land that is, or will be, owned by a CLT. Assisted homes will be for sale to eligible first-time homebuyers. Funds may be used for acquisition (including land), soft costs, financing, buydown, developer fees, and all other eligible acquisition costs.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:** $400,000: $250,000 for the purchase of existing single-family home(s) and $150,000 for land acquisition

e. **Terms - Sponsor Terms:**

1. Repayment loan/deferred loan/grant: Funds will be awarded as deferred payment loans secured by recorded LURA, mortgages, and notes.

a. SHIP funds will be awarded as a deferred loan secured by a recorded mortgage and note for the acquisition, and other eligible costs related to the acquisition, and improvements (home), not to include the underlying land, 100% shall be converted to a mortgage and retained as a permanent subsidy to the benefit of the eligible initial and subsequent buyer.
b. When applicable, SHIP funds will be awarded as a deferred loan secured by a recorded mortgage and note for the acquisition of the underlying land, which will not be converted into a mortgage with the eligible buyer and will be forgiven =to be retained as permanent subsidy for future buyers. The value of the land for award purposes shall be determined by the purchase price of the land and the number of units sited/constructed on the land.

2. **Interest Rate:** 0%
3. **Years in loan term:** 18 months
4. **Forgiveness:** If the loan(s) is in good standing upon the sale of the property to an eligible homebuyer, the County will release the lien and any restrictive covenant(s) with the Sponsor/CLT.

5. **Repayment:** Full payment of the loan is due upon the earlier of:
   a. The house is not sold to an eligible buyer prior to the end of the 18-month loan term; or
   b. If the Sponsor/CLT sells or divests title to the land.
6. **Default:** The loan(s) will be in default if the Sponsor/CLT fails to construct and sell the assisted unit(s) to an eligible buyer and execute a ground lease within the contractual timeframe. The County will recapture the subsidy and/or property if the housing has not been completed within the term of the recorded Mortgage Agreement(s). Full payment of the loan is due upon the earlier of:
   The house is not sold to an eligible buyer prior to the end of the 18-month loan term; or
   Full payment is required when the house is sold to an eligible buyer. If the Sponsor/CLT sells or divests title to the land.

Terms - Recipient

1. **Repayment loan/deferred loan/grant**: Funds will be awarded as a deferred payment loan secured by a recorded mortgage and note totaling SHIP cost associated with the acquisition, development, and other eligible costs related to the improvements (home), that is assumable or originates as new at resale by each subsequent income qualified purchaser with prior approval by the CLT. The security interest provided shall be solely on the home and improvements, not the underlying land.
2. **Interest Rate:** 0%
3. **Years in loan term:** 30 years Forgiveness: If the loan remains in good standing, assistance will be forgiven at the end of the loan term but will be retained as a permanent subsidy via the CLT ground lease which will survive the term of the loan and will address the requirements for residency, resale price, subsequent buyer's income eligibility as well as to assure that units served remain affordable in perpetuity.
4. **Repayment:** Not required if the loan is in good standing.
5. **Default:** The loan will be determined to be in default if any of the following occurs:
   - Sale, transfer, or conveyance of the property to a buyer that was not pre-approved or deemed eligible pursuant to the requirements of this strategy by

the CLT.

- However, it shall not be an event of default if the loan is assumed by an income-eligible homebuyer, if the assumed loan is reflected in the contract for sale, and if the sale is approved by the CLT to ensure the assisted home remains affordable in perpetuity.
- Conversion to a rental property.
- Loss of homestead exemption status or failure to occupy the home as primary residence.
- Unit is refinanced (including home equity loans or lines of credit) without prior authorization from the CLT.
- In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by an eligible heir who will occupy the home as a primary residence as established in the ground lease. If the legal heir does not comply or qualify, the heir may, within six months of becoming legal owner, sell the unit at the resale restricted price to an income-eligible buyer who can assume the mortgage and note, as approved by the CLT. Otherwise, the transfer of ownership is considered default, and the outstanding balance will be due and payable.

If any of these occur, the outstanding balance will be due and payable unless otherwise noted.

If a superior mortgage holder accelerates the loan or forecloses upon the home, the County will attempt to obtain repayment of funds via the legal process if the County determines that adequate funds may be available to justify pursuing repayment

f. Recipient Selection Criteria:

1. Applicants will be ranked for assistance based first on priorities established in part "I" of the first section of this plan and then on a first-qualified, first-served basis.
2. CLT homebuyers must complete a homebuyer education class that contains a community land trust component and/or session with the CLT in addition to a homebuyer education class that requires CLT buyers to demonstrate and attest to a clear understanding of the terms of community land trust homeownership.
3. First mortgage lender approval, if applicable.
4. Meet all citizenship requirements.

g. Sponsor Selection Criteria: Applications from potential sponsors/CLTs will be reviewed on an ongoing basis. The criteria to select sponsors may include, but is not limited to, the following:

1. Community land trusts that meet the definition of a "community land trust" under section 193.018 of the Florida Statutes. Preference will be given to CLTs who have been certified or are in the process of certification by the Florida Community Land Trust Institute.
2. Quantity and quality of experience in affordable housing development;
3. Experience in developing and/or stewarding CLT homes for permanent affordability;
4. Financial strength of the sponsor, including the ability to leverage funds from other sources;
5. Ability of the sponsor to complete the project by deadlines established by the City/County;
6. Capacity of the sponsor; and
7. Contract for sale/conveyance or site control.

h. **Additional Information:**
Subsidy for the acquisition, development, construction and rehabilitation of units, new or existing, will be awarded at the maximum amount to reduce the base price dollar-for-dollar for initial and subsequent homebuyers via the CLTs stewardship of the ground lease.

This type of assistance may first require that the CLT take ownership of the property (land & existing improvements) and sell the improvements and enter into a ground lease with the eligible buyer.

Please see Exhibit K for additional instructions and information for CLT purchases.

K. Rental Assistance (Tenant) Eviction Strategy	**Code 13**

a. Summary: Funds will be awarded to households in need of assistance for eviction prevention not to exceed six (6) months of rent to include those funds to pay past due rent, all utilities included in the lease and late fees. Funds may also be used to secure housing for those who are at risk of becoming homeless. Assistance may be provided one time per 24 months.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:** $25,000 per household for rental assistance.

e. **Terms:**

1. **Repayment loan/deferred loan/grant:** Funds will be awarded in the form of a grant with no repayment due.
2. **Interest Rate:** N/A
3. **Years in Loan Term:** N/A
4. **Forgiveness:** N/A
5. **Repayment:** N/A
6. **Default:** Applicant must remain income eligible throughout the assistance subsidy.

f. **Recipient Selection Criteria:** An applicant may apply directly or may be referred to by a local service provider. Applicants shall meet all citizenship requirements. Applicants must demonstrate eminent eviction as evidenced by a 3,7 or 21 day notice, or eviction filling, or past due rent documentation. This assistance is for those households that have recovered from a temporary hardship that resulted in missed rental payments. The examples below illustrate eligible hardships but are not intended to include every possible circumstance:

Loss of employment or reduction in income -

1. Layoff, termination, reduced hours, furlough, loss of overtime, seasonal work interruption.
2. Medical hardship
3. Serious illness, hospitalization, disability, unexpected medical expenses causing inability to pay rent.
4. Death of a household income earner
5. Loss of spouse, partner, or family member contributing to household income.
6. Domestic violence or family crisis
7. Need to relocate for safety, separation/divorce causing loss of household income.
8. Unexpected financial emergency
9. Major vehicle repair required for employment, emergency childcare expenses, unforeseen crisis affecting housing stability.
10. Natural disaster or emergency event
11. Hurricane, flood, fire, or declared disaster causing displacement or income interruption.
12. Eviction prevention / housing instability
13. Temporary inability to pay rent due to a documented financial event while otherwise able to sustain housing moving forward.
14. Fixed-income hardship
15. Elderly or disabled households experiencing a temporary crisis impacting affordability.

Applicants at risk of becoming homeless may be referred to by the local Continuum of Care Coordinated Entry system. Also, the regional 2-1-1 Hotline, homeless assistance providers, social service agencies, Veterans Affairs offices and medical centers, and housing providers will serve as access points for people needing assistance.

g. **Sponsor Selection Criteria:** CHS will administer this strategy directly for eligible applicants.

L. **Rental, Security and/or Utility Deposits Assistance**	**Code 23**

a. Summary: Funds will pay first and last month's rent, a security deposit and/or utility deposits for a new rental residence. Utilities for which deposits may be paid include rent, water, sewer, solid waste, electricity and gas. Assistance may be provided one time per 24 months.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:** $10,000 per household

e. **Terms:**

1. **Repayment loan/deferred loan/grant:** Funds will be awarded in the form of a grant with no repayment due.
2. **Interest Rate:** 0%
3. **Years in Loan Term:** N/A

4. **Forgiveness:** N/A
5. **Repayment:** N/A
6. **Default:** Applicant must remain income eligible throughout the assistance subsidy.

f. **Recipient Selection Criteria:** An applicant may apply directly or may be referred to by a local service provider or housing agency. Applicants shall meet all citizenship requirements.

g. **Sponsor Selection Criteria:** CHS will administer this strategy directly for eligible applicants.

M. Rapid Re-Housing Assistance	**Code 26**

a. Summary: This is a rent subsidy program for households with at least one adult who is a person with special needs as defined in s. 420.0004 or homeless as defined in 420.621, Florida Statutes. The rental assistance may not exceed 12 months for any eligible household and will pay for all utilities and fees included in the lease. Assistance may be provided one time per twenty-four (24) months.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028

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

d. **Maximum award:** $25,000 per household

e. **Terms:**

1. **Repayment loan/deferred loan/grant:** Funds will be awarded in the form of a grant with no repayment due.
2. **Interest Rate:** 0%
3. **Years in Loan Term:** N/A
4. **Forgiveness:** N/A
5. **Repayment:** N/A
6. **Default:** Applicant must remain income eligible throughout the assistance subsidy.

f. **Recipient Selection Criteria:** Applicants who are homeless or at risk of homelessness will be referred to by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly or may be referred to by a special needs service provider. Applicants shall meet all citizenship requirements.

g. **Sponsor Selection Criteria:** CHS will administer this strategy directly for eligible applicants.

h. **Additional Information:** The lease must be at least twelve months in duration.

N. Mobile Home Owner – Lot Rental Assistance	Code 29

a. Summary: Lot rental assistance for eligible mobile homeowners as defined in s. 42.9075 (5)(a) is an approved home ownership activity for purposes of allocating program funds in the SHIP program. Funds will be awarded to mobile homeowners for their mobile homes as defined in s. 723.003 that are in need of assistance for 1) the Lot Rental Amount which includes all financial obligations, except user fees, which are required as a condition of tenancy. Mobile Home Lot Rental Assistance will be provided not to exceed six (6) months, including arrearage for eligible mobile homeowners with a valid mobile home lot rental agreement as defined in s. 723.003. Mobile homeowner(s) must provide proof of ownership, and mobile homes must be their primary residence. The mobile home must meet age limit requirements. Assistance will be paid directly to the mobile home park owner, operator or manager named in the mobile home lot rental agreement.

b. **Fiscal Years Covered:** 2025-2026, 2026-2027, 2027-2028 Effective July 1, 2026

c. Income Categories to be served: Extremely Low, Very low

d. Maximum award: $10,000 per household

e. Terms:

1. **Repayment loan/deferred loan/grant:** Funds will be awarded in the form of a grant with no repayment due.
2. **Interest Rate:** N/A
3. **Years in Loan Term:** N/A
4. **Forgiveness:** N/A
5. **Repayment:** N/A
6. **Default:** Applicant must remain income eligible while receiving Mobile Home Lot Rental Assistance payments.

f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first served basis. Applicants shall meet all citizenship requirements

Additional Information: Manufactured homes constructed after June 1994 are considered eligible housing pursuant to Section 420.9071(9), Florida Statute.

g. Sponsor Selection Criteria: CHS will administer this strategy directly for eligible applicants.

O. Mobile Home Owner – Displacement Assistance	**Code 28**

a. Summary: Continued closure of mobile home parks has created a concern for owners of mobile homes in need of a lot to place their home. The County recognizes the unique vulnerability of Extremely Low and Very-low-income households faced with this uncertainty. Assistance will be made available to those affected by such closures. The County will coordinate with park owners, nonprofit service providers, and other community partners to identify those affected households to facilitate a smooth transition to stable housing. Households displaced due to mobile home park closures will be given a preference in applicable SHIP-funded programs, consistent with income eligibility and funding availability. Mobile homeowner assistance may include but is not limited to costs associated with the relocation of the mobile home where feasible, security and utility deposits/hook-up upon relocation, HOA architectural requirements, covenants, conditions, and restrictions, rental payments for six (6) months. Outreach, housing counseling and case management services may also be offered.

b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028 (Effective July 1, 2026)

c. Income Categories to be served: Extremely Low, Very low

d. Maximum award: $20,000 per household

e. Terms:
1. Repayment loan/deferred loan/grant: Funds will be awarded in the form of a grant with no repayment due.
2. Interest Rate 0%
3. Years in Loan Term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default: N/A

f. Recipient Selection Criteria: Mobile home must be primary residence. Income eligibility will be certified at application. Applicants shall meet all citizenship requirements

Manufactured homes constructed after June 1994 are considered eligible housing pursuant to Section 420.9071(9), Florida Statute.

g. Sponsor Selection Criteria: Sponsors will apply to the County through an application or solicitation process. The application/solicitation will require proof of developer experience in providing affordable rental housing, proof of financial capacity, proof of ability to proceed once all funding is closed, and an approved housing unit designed plan that meets the County's housing element in the Comprehensive Plan.

The County reserves the right to select developments that have met all the above requirements and:
a. Are in areas of immediate need due to lack of available units.
b. Proposed to preserve and improve existing units.

h. Additional Information: Sponsors will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring.

Section III. LHAP Incentive Strategies

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

A. Expedited Permitting

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

Provide a description of the procedures used to implement this strategy: The Collier County Board of County Commissioners approved an AHAC recommended Incentive Strategy to expedite the development review process for qualified affordable workforce housing. Expedited Permitting, or Fast Track, was amended via Resolution 2018-40.

Initially, a qualification meeting is held with the developer/agent and Community and Human Services (CHS) staff to determine if the project meets the affordable housing requirements outlined in Res. 18-40. Those projects that demonstrate compliance are issued a certificate of affordable housing to allow the expedited review process for all aspects of the development. Planning and Zoning staff will provide expedited status by assisting these developments first throughout the process from application through Certificate of Occupancy.

B. Ongoing Review Process

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

Provide a description of the procedures used to implement this strategy: Collier County requires all items that have the potential to increase the cost of housing to be prepared and presented to the Collier County Board of County Commissioners with the amount of the increase or decrease identified in the executive summary. The executive summary must be prepared in official County format and include a description of the Growth Management Impact and the Fiscal Impact.

The process, by which items are prepared for the BCC Agenda includes a vast approval hierarchy to ensure that all proposed actions impacting affordable housing are reviewed on an ongoing basis. Furthermore, the Collier County Affordable Housing Advisory Committee (AHAC) regularly forms subcommittees to review impediments to affordable housing, as well as new affordable housing incentives.

C. Other Incentive Strategies Adopted:

1. Increased Density for Affordable Housing – Collier County allows developers to request increased density when including a certain percentage of affordable housing in the proposed development.

An Affordable Housing Density Bonus Agreement must be submitted and approved by the Collier County Board of County Commissioners as provided for in the Collier County Land Development Code, § 2.06.00. Improvements to the Affordable Housing Density Bonus (AHDB) program were approved via Ordinance 2019-02.

2. Inventory of Locally Owned Public Lands Suitable for Affordable Housing.
   Collier County prepares an inventory of all real property owned by Collier County that may be appropriate for use as affordable housing in accordance with Sec. 125.379 F.S. every three years.

   The Collier County Board of County Commissioners approved an AHAC recommended Incentive Strategy to permit properties identified as appropriate for use as affordable housing to be offered for sale and the proceeds used to purchase land for the development of affordable housing, or to increase the local government fund (Housing Trust Fund) earmarked for affordable housing, or may be sold with a restriction that requires the development of the property as permanent affordable housing, or may be donated to a nonprofit housing organization for the construction of permanent affordable housing.

IV. EXHIBITS:

A. Administrative Budget for each fiscal year covered in the Plan
B. Timeline for Estimated Encumbrance and Expenditure
C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan
D. Signed LHAP Certification
E. Signed, dated, witnessed, or attested adopting resolution
F. Ordinance: (If changed from the original creating ordinance)
G. Interlocal Agreement
H. Short Sale Policy & Short Sale Application
I. Essential Personnel Certification
J. Subordination Policy & Subordination Request Form
K. CLT Acquisition & Development instructions and Information
L. SAVE Immigration Status Consent Form

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A

Exhibit A (2025)

Collier County

Fiscal Year: 2025-2026		
Estimated SHIP Funds for Fiscal Year:	$	3,026,866.00
Salaries and Benefits	$	254,256.70
Office Supplies and Equipment	$	4,540.30
Travel Per diem Workshops, etc.	$	7,567.17
Advertising	$	3,026.87
Other*	$	33,296.53
Total	$	302,687.57
Admin %		10.00%
		Over Budget

Fiscal Year: 2026-2027		
Estimated SHIP Funds for Fiscal Year:	$	2,882,239.00
Salaries and Benefits	$	242,108.90
Office Supplies and Equipment	$	4,324.00
Travel Per diem Workshops, etc.	$	7,205.00
Advertising	$	2,882.00
Other*	$	31,704.00
Total	$	288,223.90
Admin %		10.00%
		OK

Fiscal Year 2027-2028		
Estimated SHIP Funds for Fiscal Year:	$	3,026,350.95
Salaries and Benefits	$	254,213.09
Office Supplies and Equipment	$	4,540.00
Travel Per diem Workshops, etc.	$	7,566.00
Advertising	$	3,026.00
Other*	$	33,290.00
Total	$	302,635.09
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

Collier County Board of County Commissioners
_____ affirms that funds allocated for these fiscal years will
(local government)
meet the following deadlines:

Fiscal Year	Encumbered	Expended	Closeout Report
2025-2026	6/30/2027	6/30/2028	9/15/2028
2026-2027	6/30/2028	6/30/2029	9/15/2029
2027-2028	6/30/2029	6/30/2030	9/15/2030

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

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
2025-2026	3/30/2028	6/15/2028
2026-2027	3/30/2029	6/15/2029
2027-2028	3/30/2030	6/15/2030

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

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

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

Other Key Deadlines:

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

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

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

2025-2026

Name of Local Government: Collier County

Estimated Funds (Anticipated allocation only): $ 3,026,866

Code	Strategies Homeownership	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
2	Purchase Assistance	Yes	1	$100,000	2	$80,000	1	$70,000	$330,000.00	$0.00	$330,000.00	4
3	Owner-Occupied Rehabilitation	Yes	3	$75,000	2	$75,000	1	$69,000	$444,000.00	$0.00	$444,000.00	6
6	Emergency Housing Repair & Housing Resilience	Yes	1	$100,000	1	$100,000	0	$0	$200,000.00	$0.00	$200,000.00	2
4	Demolition & Replacement of Manufactured Housing	Yes	1	$200,000	1	$200,000	0	$0	$400,000.00	$0.00	$400,000.00	2
5 & 16	Disaster Assistance	Yes	2	$30,000	2	$30,000	1	$30,000	$150,000.00	$0.00	$150,000.00	5
10	New Construction Assistance	Yes	3	$100,000	9	$100,000	0	$100,000	$1,200,000.00	$0.00	$1,200,000.00	12
9,10	Community Land Trust Acquisition & Development	No	0	$400,000	0	$400,000	0	$400,000	$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
	Total Homeownership		11		17		3		$2,724,000.00	$0.00	$2,724,000.00	31
	Purchase Price Limits:		New	$ 748,837	Existing	$ 748,837						
			OK		OK							

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
14	Rental Rehabilitation	Yes	0	$300,000	0	$300,000	0	$300,000	$0.00	$0.00	$0.00	0
20	Rental Acquisition	No	0	$1,000,000	0	$1,000,000	0	$1,000,000	$0.00	$0.00	$0.00	0
21	Rental Development	Yes	0	$1,000,000	0	$1,000,000	0	$1,000,000	$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
	Total Rental		0		0		0		$0.00	$0.00	$0.00	0
	Administration Fees		$ 302,687		10%		OK					
	Home Ownership Counseling		$ -									
	Total All Funds		$ 3,026,687	OK								

Set-Asides

Percentage Construction/Rehab (75% requirement)		90.0%		OK
Homeownership % (65% requirement)		90.0%		OK
Rental Restriction (25%)		0.0%		OK
Very-Low Income (30% requirement)		$ 985,000	32.5%	OK
Low Income (30% requirement)		$ 1,570,000	51.9%	OK
Moderate Income		$ 169,000	5.6%	

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

2026-2027

Name of Local Government: Collier County

Estimated Funds (Anticipated allocation only): $ 2,882,239

Code	Strategies Homeownership	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
2	Purchase Assistance	No	0	$100,000	0	$80,000	0	$70,000	$0.00	$0.00	$0.00	0
3	Owner-Occupied Rehabilitation	Yes	3	$75,000	2	$75,000	1	$75,000	$450,000.00	$0.00	$450,000.00	6
6	Emergency Housing Repair & Housing Resilience	Yes	1	$100,000	1	$100,000	0	$0	$200,000.00	$0.00	$200,000.00	2
4	Demolition & Replacement of Manufactured Housing	Yes	0	$200,000	0	$200,000	0	$0	$0.00	$0.00	$0.00	0
5 & 16	Disaster Assistance	Yes	1	$25,000	1	$25,000	1	$25,000	$75,000.00	$0.00	$75,000.00	3
10	New Construction Assistance	Yes	3	$100,000	6	$100,000	0	$100,000	$900,000.00	$0.00	$900,000.00	9
9,10	Community Land Trust Acquisition & Development	Yes	0	$400,000	0	$400,000	0	$400,000	$0.00	$0.00	$0.00	0
13	Mobile Home Owner/Lot Rental	No	5	$10,000	4	$10,000	1	$8,500	$0.00	$98,500.00	$98,500.00	10
n/a	Mobile Home Owner/Displacement	No	3	$30,000	2	$30,000			$0.00	$150,000.00	$150,000.00	5
									$0.00	$0.00	$0.00	0
	Total Homeownership		16		16		3		$1,625,000.00	$248,500.00	$1,873,500.00	35
	Purchase Price Limits:		New	$ 748,837	Existing	$ 748,837						
			OK		OK							

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
14	Rental Rehabilitation	Yes	0	$300,000	0	$300,000	0	$300,000	$0.00	$0.00	$0.00	0
20	Rental Acquisition	No	0	$1,000,000	0	$1,000,000	0	$1,000,000	$0.00	$0.00	$0.00	0
21	Rental Development	Yes	20	$15,000	28	$15,000	0	$15,000	$720,000.00	$0.00	$720,000.00	48
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
	Total Rental		20		28		0		$720,000.00	$0.00	$720,000.00	48
	Administration Fees		$ 288,224		10%		OK					
	Home Ownership Counseling		$ -									
	Total All Funds		$ 2,881,724	OK								

Set-Asides

Percentage Construction/Rehab (75% requirement)		81.4%		OK
Homeownership % (65% requirement)		65.0%		OK
Rental Restriction (25%)		25.0%		OK
Very-Low Income (30% requirement)		$ 1,000,000	34.7%	OK
Low Income (30% requirement)		$ 1,335,000	46.3%	OK
Moderate Income		$ 108,500	3.8%	

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

2027-2028

Name of Local Government: Collier County

Estimated Funds (Anticipated allocation only): $ 3,026,351

Code	Strategies Homeownership	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
2	Purchase Assistance	No	1	$100,000	0	$80,000	0	$70,000	$0.00	$100,000.00	$100,000.00	1
3	Owner-Occupied Rehabilitation	Yes	3	$75,000	2	$75,000	1	$75,000	$450,000.00	$0.00	$450,000.00	6
6	Emergency Housing Repair & Housing Resilience	Yes	1	$100,000	1	$100,000	0	$0	$200,000.00	$0.00	$200,000.00	2
4	Demolition & Replacement of Manufactured Housing	Yes	0	$200,000	0	$200,000	0	$0	$0.00	$0.00	$0.00	0
5 & 16	Disaster Assistance	Yes	1	$25,000	1	$25,000	1	$25,000	$75,000.00	$0.00	$75,000.00	3
10	New Construction Assistance	Yes	3	$100,000	6	$100,000	0	$100,000	$900,000.00	$0.00	$900,000.00	9
9,10	Community Land Trust Acquisition & Development	Yes	0	$400,000	0	$400,000	0	$400,000	$0.00	$0.00	$0.00	0
13	Mobile Home Owner/Lot Rental	No	5	$10,000	4	$10,000	1	$8,500	$0.00	$98,500.00	$98,500.00	10
n/a	Mobile Home Owner/Displacement	No	3	$30,000	2	$30,000			$0.00	$150,000.00	$150,000.00	5
									$0.00	$0.00	$0.00	0
	Total Homeownership		14		14		2		$1,625,000.00	$348,500.00	$1,973,500.00	36
Purchase Price Limits:			New	$ 748,837	Existing	$ 748,837						
			OK		OK							

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
14	Rental Rehabilitation	Yes	0	$300,000	0	$300,000	0	$300,000	$0.00	$0.00	$0.00	0
20	Rental Acquisition	No	0	$1,000,000	0	$1,000,000	0	$1,000,000	$0.00	$0.00	$0.00	0
21	Rental Development	Yes	22	$15,000	28	$15,000	0	$15,000	$750,000.00	$0.00	$750,000.00	50
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
									$0.00	$0.00	$0.00	0
	Total Rental		22		28		0		$750,000.00	$0.00	$750,000.00	50
	Administration Fees		$ 302,635		10%		OK					
	Home Ownership Counseling		$ -									
	Total All Funds		$ 3,026,135	OK								

Set-Asides

Percentage Construction/Rehab (75% requirement)		78.5%		OK
Homeownership % (65% requirement)		65.2%		OK
Rental Restriction (25%)		24.8%		OK
Very-Low Income (30% requirement)		$ 1,130,000	37.3%	OK
Low Income (30% requirement)		$ 1,335,000	44.1%	OK
Moderate Income		$ 108,500	3.6%	

FY 2025-2028
Date: July 14, 2026
Exhibit D

CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: COLLIER COUNTY/CITY OF NAPLES

Certifies that:

(1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.

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

(3) A process to determine eligibility and for selection of recipients for funds has been developed.

(4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.

(5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).

(6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.

(7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.

(8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.

(9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.

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

(11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (ACFR). An electronic copy of the ACFR or a hyperlink shall be provided to Florida Housing by June 30 of the applicable year.

(12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.

CAO

(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).

ATTEST:
CRYSTAL K. KINZEL, CLERK

_____, Deputy Clerk

Date: July 14, 2026

(SEAL)

Approved as to form and legal sufficiency:

_____
Jeffrey A. Klatzkow
Collier County Attorney

AS TO COUNTY:
BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA

By: _____
DAN KOWAL, CHAIRPERSON

Date: July 14, 2026

CAO

RESOLUTION NO. 2026-132

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, REVISING THE LOCAL HOUSING ASSISTANCE PLAN FOR FISCAL YEARS 2025-2026, 2026-2027, AND 2027-2028, AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM; REVISING THE EMERGENCY HOUSING REPAIR AND HOUSING RESILIENCE, DISASTER, RENTAL REHABILITATION AND RENTAL DEVELOPMENT STRATEGIES; ADDING NEW RENTAL ASSISTANCE, RENTAL-SECURITY AND/OR UTILITY DEPOSIT ASSISTANCE, RAPID RE-HOUSING, MOBILE HOME OWNER LOT RENTAL ASSISTSNCE AND MOBILE HOME OWNER DISPLACEMENT ASSISTANCE STRATEGIES.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act on July 7, 1992 , 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, Subsections 420.907-420.9079, Florida Statutes, and 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 revise their Local Housing Assistance Plan when a technical revision is made to a local housing assistance strategy; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, Subsections 420.907-420.9079, Florida Statutes (1992), and Chapter 67-37, Florida Administrative Code, requires local governments to forward technical revisions to their Local Housing Assistance Plans to the Florida Housing Finance Corporation for review; and

WHEREAS, the Community and Human Services Division has revised 2025-2028 Local Housing Assistance Plan to ensure compliance with recent changes to Florida law, enhance

CAO

program administration, strengthen eligibility verification procedures, expand housing assistance opportunities, and address emerging community housing needs; and

WHEREAS, the Florida Legislature, through Senate Bill 594 (2026), amended provisions of the SHIP Program to require local governments to include strategies assisting mobile home owners, including lot rental assistance, and authorized the use of SHIP funds for mobile home rehabilitation and emergency repairs; and

WHEREAS, the proposed amendments to the LHAP incorporate these statutory changes and establish additional housing assistance strategies to address housing instability, homelessness prevention, disaster recovery, and the displacement of mobile home owners resulting from mobile home park closures; and

WHEREAS, the Board of County Commissioners finds that it is in the best interest of the citizens of Collier County for it to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds with administrative costs paid from moneys deposited into the local housing assistance trust fund.

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

1. Amendment No. 1 to the State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP) for Fiscal Years 2025-2026, 2026-2027, and 2027-2028, is hereby approved and adopted.
2. The Board of County Commissioners finds that the amended LHAP continues to meet all applicable requirements of the State Housing Initiatives Partnership Program and reaffirms the sufficiency of the County's administrative elements as required by Section 420.9075, Florida Statutes, and Rule Chapter 67-37, Florida Administrative Code.
3. The Chairman of the Board of County Commissioners is authorized to execute the Resolution, Certification to the Florida Housing Finance Corporation, and any other

CAO

documents required for submission and implementation of Amendment No. 1 to the LHAP.

4. County staff is authorized and directed to submit Amendment No. 1 to the Florida Housing Finance Corporation for review and approval and to take all actions necessary to implement the amended LHAP upon approval.

5. This Resolution shall become effective immediately upon adoption.

This Resolution adopted this 14th day of July, 2026, after motion second, and majority in favor of passage.

ATTEST:
CRYSTAL K. KINZEL, CLERK

By: _____
DEPUTY CLERK

BOARD OF COUNTY COMMISSIONERS
OF COLLIER COUNTY, FLORIDA

By: _____
DAN KOWAL, CHAIRPERSON

Date: 07-14-2026

Approval for form and legality:

_____
Jeffrey A. Klatzkow
County Attorney

CAO

Exhibit F

RECEIVED
APR 22 2013
By AS

ORDINANCE NO. 2013 - 27

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, ESTABLISHING THE COLLIER COUNTY SHIP LOCAL HOUSING ASSISTANCE PROGRAM ORDINANCE; PROVIDING FOR TITLE AND CITATION; PROVIDING FOR DEFINITIONS; PROVIDING FOR ESTABLISHMENT OF THE LOCAL HOUSING ASSISTANCE PROGRAM; PROVIDING FOR ESTABLISHMENT OF A LOCAL HOUSING ASSISTANCE TRUST FUND; PROVIDING FOR DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION; PROVIDING FOR ESTABLISHMENT OF AN AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR REPEAL OF ORDINANCE NO. 93-19, AS AMENDED; PROVIDING FOR THE REPEAL OF ORDINANCE NO. 91-65, AS AMENDED; PROVIDING FOR INCLUSION IN THE CODE OF LAWS AND ORDINANCES; PROVIDING FOR CONFLICT AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

FILED
2013 APR 26 PM 3:09
DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

WHEREAS, in 1992, the Legislature of the State of Florida approved the Sadowski Affordable Housing Act creating the State Housing Initiatives Partnership ("SHIP") Program for the specific purpose of supporting and expanding the availability of affordable housing resources within the State; and

WHEREAS, the Collier County Board of County Commissioners (Board) adopted Ordinance No. 93-19 on April 13, 1993, creating a local housing assistance trust fund, establishing a local housing assistance program, designating responsibility for the program, and creating an Affordable Housing Advisory Committee; and

WHEREAS, on July 23, 1991, the Board of County Commissioners adopted Ordinance No. 91-65, establishing the Collier County Affordable Housing Commission (now known as the Affordable Housing Advisory Committee), which Ordinance was subsequently amended by Ordinance Nos. 04-77, 05-69, 08-17, and 09-50; and

WHEREAS, the Board has determined that it is in the best interest of the County to repeal Ordinance No. 93-19, as amended, and Ordinance No. 91-65, as amended, in order to adopt a single consolidated Ordinance to comply with the requirements set forth in *Florida Statutes, Sections 420.907- 420.9070* and Chapter 67-37, Florida Administrative Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that:

SECTION ONE: Title and Citation.

This Ordinance shall be known and cited as the "Collier County SHIP Local Housing Assistance Program Ordinance".

SECTION TWO: Definitions.

For the purposes of this Ordinance, the definitions contained in Florida Statutes, Chapter 420.9071 and Rule 67-37.002, Florida Administrative Code, as they may be amended or replaced from time to time, are adopted herein by reference.

SECTION THREE: Establishment of the Local Housing Assistance Program.

The Local Housing Assistance Program is hereby created and established to implement the requirements of *Florida Statutes, Section 420.907* and *Rule 67-37, Florida Administrative Code*, adopted herein by reference, as they may be amended or replaced from time to time.

The County shall implement the program within the unincorporated boundaries of Collier County and may enter into an interlocal agreement with municipalities. The strategies of the program will be set forth in the County's SHIP local housing assistance plan.

SECTION FOUR: Establishment of a Local Housing Assistance Trust Fund.

Pursuant to the requirements *Section 420.907 Florida Statutes*, the County hereby reaffirms establishment of a Local Housing Assistance Trust Fund within the official and fiscal accounting office of the County as originally established on April 13, 1993, by Ordinance No. 93-19. The County's local housing assistance trust fund shall be separately stated as a special revenue fund in the county's audited financial statements. Copies of such audited financial statements shall be forwarded to the Florida Housing Finance Agency.

All moneys received from the state pursuant to the State Housing Initiative Partnership (SHIP] Program and any other funds received or budgeted to provide funding for the Local Housing Assistance Program shall be deposited into the Collier County Local Housing Assistance Trust Fund.

SECTION FIVE: Designation of responsibility for implementation.

The Director of the County's Department of Housing, Human and Veterans Services shall be primarily responsible for implementation and administration of the local housing assistance program.

SECTION SIX: Establishment of an Affordable Housing Advisory Committee.

The Affordable Housing Advisory Committee is created and established in accordance with *Florida Statutes, Section 420.*9076 and County Ordinance No. 01-55, Standards for The Creation and Review of Boards. In the event of a conflict, the provisions of *Florida Statutes, Section 420.*9076 shall apply.

Duties of the advisory committee are provided in *Florida Statutes, Section 420.9076(2)(a) - (k)* adopted herein by reference, as they may be amended or replaced from time to time.

Appointments to the Affordable Housing Advisory Committee will be made in accordance with the membership requirements of *Florida Statutes, Section 420.9076*, including joint appointments to prepare a joint plan when a participating municipality enters into an interlocal agreement to administer its program.

The committee shall consist of eleven (11) members as required by *Florida Statutes 420.9076 (2)(a)-(k)*, appointed by Resolution of the Board of County Commissioners no later than March 2, prior to the year the Local Housing Assistance Plan is due. The term of service shall be for three (3) years or at the discretion of the Board. Terms may be extended for one additional three (3) year term.

Six (6) members shall constitute a quorum sufficient to permit the committee to take any formal action. However, if formal action is not taken, the committee may meet to hear presentations with less than a quorum in attendance, if the meeting is duly noticed.

A majority of concurring votes of the entire membership of the committee shall be necessary for a decision or recommendation by the committee.

The committee may elect a chairperson or presiding officer.

The committee members serving immediately prior to this Ordinance's adoption shall fulfill the remainder of their appointed terms.

The committee shall meet at least triennially and submit a report to the local governing body that includes recommendations on, and triennially thereafter evaluates the implementation of, affordable housing incentives as required by *Florida Statutes, Section 420.9076(4)(a) - (k).*

The Board of County Commissioners may sunset or suspend meetings of the committee upon submission of the triennial Incentive Report and reconvene no later than March 2 of the year the Incentive Report is due. The committee will be cooperatively staffed by Housing, Human and Veterans Services Department and Planning and Zoning Department staff in accordance with *Florida Statutes, Section 420.9076(9).*

SECTION SEVEN: Repeal of Ordinance No. 93-19, as amended.

Ordinance No. 93-19, pertaining to the Collier County Housing Initiatives Partnership Program, and all amendments thereto, is hereby repealed in its entirety.

SECTION EIGHT: Repeal of Ordinance No. 91-65, as amended.

Ordinance No. 91-65, pertaining to the Affordable Housing Committee, and all amendments thereto, is hereby repealed in its entirety.

SECTION NINE: Inclusion in the Code of Laws and Ordinances.

The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Collier County, Florida. The sections of this Ordinance may be renumbered or re-lettered to accomplish such, and that the word "ordinance" may be changed to "section," "article," or other appropriate word or phrase necessary to accomplish such intentions.

SECTION TEN: Conflict and Severability.

In the event this Ordinance conflicts with any other Ordinance of Collier County or other applicable law, deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion.

SECTION ELEVEN: Effective date.

This Ordinance shall become effective thirty (30) days after its adoption by the Board of County Commissioners.

PASSED AND DULY ADOPTED by the Board of County Commissioners of Collier County, Florida, this 9th day of April, 2013.

ATTEST:
DWIGHT E. BROCK, CLERK

By: _____
Deputy Clerk

Attest as to Chairman's signature only.

Approved as to form
and legal sufficiency:

_____
Jennifer B. White
Assistant County Attorney

JBW 3/5/13

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____
Georgia A. Hiller, Esq.
Chairwoman

This ordinance filed with the Secretary of State's Office the 16th day of April, 2013 and acknowledgement of that filing received this 16 day of April, 2013.

By _____
Deputy Clerk

STATE OF FLORIDA)

COUNTY OF COLLIER)

I, DWIGHT E. BROCK, Clerk of Courts in and for the Twentieth Judicial Circuit, Collier County, Florida, do hereby certify that the foregoing is a true and correct copy of:

ORDINANCE 2013-27

which was adopted by the Board of County Commissioners on the 9th day of April, 2013, during Regular Session.

WITNESS my hand and the official seal of the Board of County Commissioners of Collier County, Florida, this 15th day of April, 2013.

DWIGHT E. BROCK
Clerk of Courts and Clerk
Ex-officio to Board of
County Commissioners

By: Ann Jennejohn,
Deputy Clerk

EXHIBIT G

COLLIER COUNTY/CITY OF NAPLES

INTERLOCAL AGREEMENT

STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM

THIS INTERLOCAL AGREEMENT (the "Agreement") made and entered into this 8 day of April, 2025, by and between Collier County, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners, and the City of Naples, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council.

WITNESSETH:

WHEREAS, Section 420.9072, et seq., Florida Statutes (the "State Housing Initiatives Partnership Program" ("SHIP"), authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the county pursuant to an Interlocal Agreement; and

WHEREAS, Collier County is an approved county and the City of Naples is an eligible municipality within Collier County; and

WHEREAS, the parties desire to jointly utilize SHIP allocations pursuant to this Agreement; and

WHEREAS, the parties have determined that SHIP funds can be more efficiently utilized and managed when the parties work cooperatively to address the community's affordable housing needs.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. The County and City do hereby agree that the SHIP Program funds as allocated in Section 420.9073, Florida Statutes, are to be distributed to Collier County to administer in conformity with the mutually approved Local Housing Assistance Plan.

CAO

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this Agreement shall run concurrent with the three-year Local Housing Assistance Plan (the "LHAP") which expires June 30, 2028 and will be automatically renewed with adoption of subsequent LHAPs.

3. The County and City direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the SHIP Program funds in accordance with this Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Agreement.

4. The SHIP Program funds so distributed will be deposited in a single depository trust fund account created and managed by Collier County, Finance Division of the Office of the Clerk of the Circuit Court. This account shall be known as the Collier County Local Housing Trust Fund (hereinafter referred to as "Local Fund"), to which SHIP funds are distributed by the Corporation. The Corporation will be notified of any change in the Local Fund status and the parties agree to have such Local Fund audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37, Florida Administrative Code. Since all distributions from the Local Fund shall be processed by Collier County, parties hereto agree that the Comprehensive Single Entity Audit of the accounts and records of the County with respect to SHIP revenues and expenditures shall constitute the audit for the Interlocal Entity as described in the SHIP Regulations. The parties hereto agree that the Local Fund may be allocated a pro-rata cost of the independent audit by the County.

5. During the term of this Agreement, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local Fund.

6. Membership to the Affordable Housing Advisory Committee shall be jointly appointed by Resolution of both the County and City to triennially prepare a joint Local Housing Incentive Plan as required by Chapter 420.9076, Florida Statues.

7. The parties to this Agreement have adopted incentives from the Affordable Housing Incentive Plan as prepared and submitted by the joint Affordable Housing Advisory Committee, amending the Local Housing Assistance Plan accordingly. Both parties understand that Chapter 420, Florida Statutes requires continuing monitoring and implementation of the Affordable Housing Incentive Plan for the purpose of enhancing and providing affordable housing

and agree to cooperate in ensuring that the requirements and spirit of the Chapter 420, Florida Statutes is satisfied.

8. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by Section 420.907 et seq., Florida Statutes, or Chapter 67-37, Florida Administrative Code.

9. During the term of this Agreement, any party may give the other party ninety (90) days written notice that it wishes to renegotiate the terms of this Agreement, to be effective on the first day of the next fiscal year. If the parties fail to reach a new agreement prior to the commencement of the next fiscal year, this Agreement shall terminate and be of no further force or effect, and the funds shall be allocated according to population pursuant to Section 420.9072 and Section 420.9073, Florida Statutes.

10. If either party shall cease to be eligible for allocation and distribution, such party's allocation of the funds shall remain in the Local Fund to be used by the Corporation. Both parties acknowledge the SHIP enabling legislation, the rules promulgated to implement same, and that the Chapter 420, Florida Statutes and Chapter 67-37, Florida Administrative Code are incorporated herein as if they were restated.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

ATTEST:
CRYSTAL K. KINZEL, CLERK

By: _____, Deputy Clerk
Attest as to Chairman's signature only

BOARD OF COUNTY COMMISSIONERS
OF COLLIER COUNTY, FLORIDA

By: _____
BURT L. SAUNDERS, CHAIRPERSON

Approved as to form and
legal sufficiency:

_____
Jeffrey A. Klatzkow
Collier County Attorney

I, Crystal K. Kinzel, Clerk of Courts in and for Collier County do hearby certify that the above instrument is a true and correct copy of the original filed in Collier County, Florida
By: _____ Deputy Clerk
Date: 4/14/2025

Agenda Item 14.D2
Meeting of 4/2/25

RESOLUTION 2025-15592

A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF NAPLES AND THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY FOR THE FLORIDA STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP); AUTHORIZING THE MAYOR TO EXECUTE THE INTERLOCAL AGREEMENT; AUTHORIZING THE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Collier County, in partnership with the City of Naples, under the State Housing Initiatives Partnership (SHIP) Act, Subsections 420.907 through 420.9079, Florida Statutes, and Chapter 67-37, Florida Administrative Code, is required to adopt a Local Housing Assistance Plan (LHAP) and submit the program to the Florida Housing Finance Corporation for review; and

WHEREAS, under the SHIP program, Collier County and the City of Naples receive funds from the State to provide initiatives to expand affordable housing opportunities; and

WHEREAS, the City of Naples and Collier County have entered into Interlocal Agreements for affordable housing since September 1, 1993, which have stipulated a number of joint conditions to ensure coordination regarding the development of affordable housing in the urban area; and

WHEREAS, the City has determined that it is in the City's best interest to continue this cooperative affordable housing effort with the County as part of the State Housing Initiatives Partnership (SHIP) program and Local Housing Assistance Plan (LHAP);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NAPLES, FLORIDA:

Section 1. That the above "Whereas" clauses are hereby ratified, confirmed, and incorporated by reference as if set forth herein as the City Council's findings.

Section 2. That the Interlocal Agreement is hereby approved between the City of Naples and the Board of County Commissioners of Collier County for the Florida State Housing Initiatives Partnership Program (SHIP).

Section 3. That the Mayor is hereby authorized to execute the Interlocal Agreement, a copy of which is on file with the City Clerk's Office.

Section 4. That the City Attorney may correct scrivener's errors found in this Resolution by filing a corrected copy of this Resolution with the City Clerk.

EXHIBIT H

Collier County
Community and Human Services Division
State Housing Initiatives Partnership Program

SHORT SALE POLICY

Requests for short sale must be approved in advance and in writing by Collier County Community and Human Services Division. The following minimum criteria shall apply:

1. The recipient, as seller of the property, shall not receive any funds from the Short Sale transaction.

2. To facilitate a Short Sale, Collier County shall forgive 70 percent (70%) of the assistance provided based upon the following table.

PROPOSED SHORT SALE SETTLEMENT AMOUNT
30% of SHIP Second Mortgage face value amount

3. The Collier County Short Sale amount cannot conflict with the primary mortgage lender Short Sale Agreement.
    - If the primary lender rejects the SHIP Proposed Short Sale Settlement amount, at the discretion of the CHS Director or his/her designated representative, the settlement amount may be reduced as appropriate to help facilitate the sale of the property to avoid the possibility of foreclosure.

In order to determine if a recipient may qualify for Short Sale, the Division will require the following information:

1. Short Sale Request Form from owner or authorized agent.
2. Evidence of the first mortgage lender's approval for Short Sale.
3. Copy of signed sales contract or buyer offer sheet.

Following initial review, the Division will advise in writing if the recipient has been pre-approved for Short Sale. However, the following documents will be required prior to closing of the Short Sale and issuance of final approval:

1. Final unsigned Closing Disclosure as prepared for settlement (signed copy to be obtained immediately after settlement); and
2. Final first mortgage lender Short Sale approval; and
3. Final signed sales contract; and
4. Name, phone number and email address of closing agent.

Please allow 20 business days for processing from the date the request is submitted to our office. If approved, the Division will forward the Short Sale Agreement and/or payoff letter to the title company. If we are unable to approve the request, a denial letter will be issued.

EXHIBIT H

EMAIL THE SHORT SALE REQUEST FORM ALONG WITH SUPPORTING DOCUMENTS TO:
CollierCountySHIP@colliercountyfl.gov
Collier County
Community and Human Services Division
State Housing Initiatives Partnership Program

SHORT SALE APPLICATION

Recipient(s) name: _____

Property address: _____

_____

First Mortgage Information

First Mortgage Lender: _____

Principal Balance: _____

Approved Short Sale Amount: _____

Net Proceeds to Recipient: _____

SHIP Second Mortgage Information

SHIP Mortgage Amount: _____

SHIP File Number: _____

Date Recorded: _____

Required Repayment Amount: _____

Amount Paid by Lender: _____

Amount Paid by Other: _____

Net Proceeds to Recipient: _____

OFFICE USE ONLY

☐ PRE-APPROVED
☐ DENIED

_____ _____
CHS Director Date

Exhibit I

ESSENTIAL PERSONNEL CERTIFICATION

Collier County Purchase Assistance Program recipients must have evidence of employment status in a specific field before they may be approved for additional funding in the program. Please certify which category the below-named person's employment falls under.

Employee Name:	
Position Title:	

I certify that to the best of my knowledge the above-named applicant is a;

☐ Healthcare Personnel ☐ Skilled Building Trade Personnel ☐ Police and Fire Personnel

☐ Teacher and Educators, other school district, community college, university employees

☐ Government Employees

Healthcare Personnel and Government Employees
Health care personnel (HCP) are persons who have special education on health care and who are directly related to provision of health care services. HCP includes all paid and unpaid persons working in health-care settings. Physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel who are employed with health-care facility will fall under HCP category.

Teacher and Educators, other school district, community college, university employees
A teacher or educator, employed by a county/city school district, private or public college/university or technical school/institute.

Skilled Building Trade Personnel
Common skilled trade careers include machinist, tool designer, fabricator, production technician, carpenter, mason, plumber, pipefitter, steamfitter, electrician, painter, HVAC and roofer.

Police, Emergency and Fire Personnel
An employee of a local law enforcement agency who is an officer sworn to carry out law enforcement duties. Examples of this class are sheriffs, deputy sheriffs, chiefs of police, city police officers, and sworn personnel of law enforcement subunits of port and transit authorities. This class includes campus police officers employed by of local city and community college districts. Private campus police are excluded. A firefighter or fire personnel who are extensively trained in firefighting. In addition those individuals also trained in Emergency Medical Services (EMS) and operate ambulances who may or may not in addition to being a firefighter.

Government Employees
An employee of Federal, State or Local Government is responsible for protecting the public's health and safety during emergencies. As such, all regular full and part-time employees are considered essential personnel and are expected to participate as assigned during and/or after a declared emergency and/or activation event, which will fall into one of the following categories: Department/Division Protective Measures, Shelter Operations, Emergency Support Function/Emergency Operations Center, Phone Bank/Hotline, Damage Assessment, Other: (Childcare, Volunteer Coordinator, Point of Distribution Assistant, etc. to be initiated by Emergency Management or their Division Director)
Employer Name:
Representative Name:
Signature:

Exhibit J

Collier County
Community and Human Services Department

SUBORDINATION POLICY

Requests for subordination must be approved in advance by the Community and Human Services Division ("Division"). We may consider subordinating our loan if the following factors are present:

- If the proposed transaction is a rate and term refinance (less than $500.00 to the borrower at closing), the new interest rate must be at least one percent less than the current interest rate; or any combination of Interest Rate reduction plus Mortgage Insurance reduction that would be the equivalent of a one percent interest rate reduction; and
- The new principal and interest payment is lower than the current total payment(s) as evidenced by the Loan Application or Loan Estimate; or if the new monthly payment is increased due to a reduction to the term of the loan, the Division will determine if the new payment is reasonable and beneficial to the client; and
- The proposed transaction may include the current first mortgage plus other purchase-related grants and/or financing (i.e., USDA Subsidy, etc.) OR
- Cash out transaction are allowed, provided the Combined Loan-To-Value (CLTV) ratio of mortgages plus County liens does not exceed 80% of the current appraised value for the subject property. In this instance, the one percent reduction in interest rate may be waived if the transaction is beneficial to the client as determined by the Division; and
- Closing costs are reasonable as determined by the Division; and
- The proposed transaction does not include a prepayment penalty.
- Property being refinanced must be the borrower's principal residence.

The following documents must be submitted to our office to process a subordination request:

1. Subordination Request form (attached).
2. Signed and executed Loan Estimate or equivalent; and
3. Signed and executed mortgage/loan application; and
4. Preliminary Closing Disclosure or equivalent; and
5. Copy of title commitment
6. Copy of Appraisal (if applicable)

Please allow 20 business days for processing from the date the request is submitted to our office. If approved, the Division will notify the lender and title company to prepare the Subordination Agreement. If we are unable to approve the request, a payoff letter will be issued.

EMAIL THE SUBORDINATION REQUEST FORM ALONG WITH THE DOCUMENTS 2-6 TO:

For additional questions contact:

Lisa Carr, Supervisor-Grants

Phone: 239-252-2509

Email: Lisa.Carr@colliercountyfl.gov or CollierCountySHIP@colliercountyfl.gov

Revised 03/2019

Subordination Request Form

To be completed by the Financial Institution processing refinance on behalf of clients listed below

Borrower (s) name: _____

Borrower (s) address: _____

Financial Institution: _____

Address: _____

Email: _____ Phone: _____

Current Mortgage Information

Principal Balance: _____ Interest Rate: _____

Monthly Payment (PITI): _____ Loan Term: _____

New Mortgage Information

Loan Amount: _____ Interest Rate: _____

Monthly Payment (PITI): _____ Loan Term: _____

Closing Agent/Title Company Information

Name: _____ Contact Person: _____

Phone: _____ Email Address: _____

I certify that the above information is correct. I certify that there will be no cash out to the borrower, and no other unsecured debt will be paid off (i.e., credit cards, automobile loans, etc.). I understand that the subordination document prepared by Collier County will be invalid if that is the case.

_____ _____ _____

Lender/Broker Signature Lender/ Broker Name Printed Date

_____ _____

Email address Phone

EXHIBIT K

Additional Instructions and Information for Assistance for Community Land Trust Homes

To qualify, homes must be acquired/developed by a city/county-approved community land trust (CLT) that meets the definition of a "community land trust" under section 193.018 of the Florida Statutes. The CLT will execute a 99-year ground lease with the homebuyer. A memorandum of that ground lease is recorded in the public records immediately following the deed. The terms of the ground lease restrict the resale of the property to an income-eligible household and provide a right of repurchase to the CLT in the event of default. The CLT must approve the subsequent homebuyer. In the event of a default, the CLT must notify the City/County whether it intends to exercise its right of repurchase. In the event the CLT is not willing or able to exercise its right of repurchase, it shall transfer its right of repurchase to City/County, giving City/County the right, but not the obligation, to purchase the property.

Development assistance shall be treated as a cost pay-down to further reduce the sales price to the homebuyer. The assistance amount on a CLT home shall be separated from the Base Price and Formula Price as defined in the ground lease. The balance of the assistance must be included in the Purchase Option Price as defined in the ground lease to repay the funds to the City/County in the event of default. At the end of the loan term, the loan will be forgiven, and the lien released. However, the CLT ground lease will remain in effect and the subsidy as well as the requirements for residency, resale price, and subsequent buyer's income eligibility will continue. The CLT may request satisfaction of a loan and release of the lien during the term of the loan on behalf of a homeowner or seller, and under certain defined circumstances, with approval granted by the City/County on a case-by-case basis.

When selling a CLT home, the seller must notify the CLT. The CLT will then enter into a purchase and sale agreement with the seller, that will get assigned to the subsequent homebuyer who will execute an [Assumption Agreement or new loan with identical terms and/or ground lease]. The Purchase Option Price for the CLT will be calculated as follows:

Purchase Option Price = Formula Price + Payoff Amount of Deferred Payment Loans

Until the recipient loan is forgiven, the Formula Price is calculated using a Base Price calculated by subtracting the amount of SHIP assistance from the purchase price. The assistance on the improvements is included to lower purchase price. For example:

Purchase Price: $335,000
MINUS Assistance Provided as buy down (maximum): $100,000
EQUALS Base Price (sales price) for first buyer: **$235,000**

The base price is the amount the buyer would need to finance (plus transaction costs) and is used to calculate the Formula Price in the ground lease.

Suppose the Formula (re-sale) Price in the ground lease is calculated by a 1% annual increase to the Base Price, compounded. Suppose the home is sold after 5 years. To calculate the Purchase Option Price (price that will go in the purchase and sale agreement between the CLT and the seller), first calculate the Formula Price:

Formula Price = Base Price x Compound Rate

Calculated as follows:

Year 1 = $235,000 x 1.01 = $237,350
Year 2 = $237,350 x 1.01 = $239,723.50
Year 3 = $239,723.50 x 1.01 = $242,120.74
Year 4 = $242,120.74 x 1.01 = $244,541.95
Year 5 = $244,541.95 x 1.01 = $246,987.37

Formula Price = $246,987

Purchase Option Price = $246,987 + $100,000 = $346,987

The price to the subsequent buyer equals the Purchase Option price minus any down payment assistance (development assistance already included in the lower initial purchase price):

Purchase Option Price:	$346,987.37
DPA assumed:	- $100,000
Sales price for subsequent buyer:	$246,987.37 (New Base Price for Formula Price)

The new price should be affordable to the subsequent buyer without additional subsidy.

At the end of the loan term, the value of the Purchase Option Price will be equal to the Formula Price; however, funds will remain as a direct subsidy of the unit via the CLT and its administration of a ground lease.

Exhibit L

Collier County
Community & Human Services Division

Section 214
CONSENT TO CHECK IMMIGRATION STATUS

Notice to applicants and tenants: In order to be eligible to receive HUD assistance, each applicant for, or recipient of, HUD assistance, must be lawfully within the United States. Please read the Declaration Statement carefully and sign. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

Providing personal information is voluntary and the information will be verified using the SAVE system, however, if the information is not provided, you will not be eligible to receive HUD assistance.

I, _____ certify, swear, and affirm, under penalty of perjury, under the laws of the United States of America, that to the best of my knowledge, I am lawfully within the United States because: (Please check appropriate item below.)

☐ I am a citizen by birth, a naturalized citizen, or a national of the United States

☐ I have eligible immigration status as checked below (see reverse side of this form for explanations). Attach INS document(s) evidencing eligible immigration status and signed verification consent form.

- ☐ Immigration status under §§101(a)(15) or 101(a)(20) of the Immigration and Nationality Act (INA)
- ☐ Permanent residence under §249 of the INA
  Refugee, asylum, or conditional entry status under §§ 207, 208, or 203 of the INA
- ☐ Parole status under §212(d) of the INA
- ☐ Threat to life or freedom under §§234(h) of the INA
- ☐ Amnesty under §A of the INA

By my signature below, I consent to U.S. Citizenship and Immigration Services releasing my records to Collier County Community and Human Services Division. I certify, swear, and affirm that the information in this request is complete, true, and correct.

Signature_____ Date: _____

☐ Check box if signature is of an adult residing in the unit who is responsible for a child named on the statement above.

HA: Enter INA/SAVE Primary Verification E: _____ Date: _____

Warning: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, or fraudulent statements or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000, imprisoned for not more than five years, or both.

The following explanations pertain to noncitizens who declare eligible immigration status in one of the following categories:

Immigration status under §101(a)(15) and 101(a)(20) of the INA. A noncitizen lawfully admitted for permanent residence, as defined by 101(a)(20) of the immigration and nationality act (INA), as an immigrant, as defined by §101(a)(15) of the INA (8.U.S.C. 1101(a)(20) and 101(a)(15)), respectively [*immigrant status*]. This category includes a noncitizen admitted under §210 of 210A of the INA (8 U.S.C. 1160 or 1161), [*special agricultural worker status*], who has been granted lawful temporary resident status.

Permanent resident under §249 of the INA. A noncitizen who entered the U.S. before January 1, 1972, or such later date as enacted by law, and has continuously maintained residency in the U.S. since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under §249 of the INA (8 U.S.C. 1259) [*amnesty granted under INA 249*].

Refugee, asylum, or conditional entry status under §§207, 208, or 203 of the INA. A noncitizen who is lawfully present in the U.S. pursuant to an admission under §207 of the INA (8 U.S.C. 1157) [*refugee status*]; pursuant to the granting of asylum (which has not been terminated) under §208 of the INA (8 U.S.C. 1158) [*asylum status*]; or as a result of being granted conditional entry under §203(a)(7) of the INA (8 U.S.C. 1153(a)(7)) before April 1, 1980 because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic natural calamity [*conditional entry status*].

Parole status under §212(d)(5) of the INA. A noncitizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons deemed strictly in the public interest under §212(d)(5) of the INA (8 U.S.C. 1182(d)(5)) [*parole status*].

Threat of life or freedom under §243(h) of he INA. A noncitizen who is lawfully in the U.S. as a result of the Attorney General's withholding deportation under §243(h) of the INA (8 U.S.C. 1253(h)) [*threat to life or freedom*].

Amnesty under §245A of the INA. A noncitizen who is lawfully admitted for temporary or permanent residence under §245A of the INA (8 U.S.C. 1255a) [*amnesty granted under INA 245A*].

CHS Staff

SAVE Home Cases Reports Help [redacted]

Case Result | Case Status: Status Returned Print

1 Case Creation — 2 Photo Match — 3 Additional Verification — 4 **Case Result** — 5 Case Closure

SAVE Response

Applicant Status: United States Citizen

Applicant has a record of naturalized or derived citizenship with USCIS, usually documented by a Certificate of Naturalization or Certificate of Citizenship. See the Guide to Understanding SAVE Verification Responses for additional information.

SAVE Response Details

Case Verification Number
[redacted]

Class of Admission (COA) Code
USC

Country of Birth
[redacted]

Date Admitted To
INDEFINITE

Agency Submitted Details

Full Name
[redacted] John Doe

Date of Birth
[redacted] 1/01/2001

Social Security Number
[redacted] XXX-XXX-1234

Naturalization/Citizenship Number
[redacted]

Initiated On
03/09/2026

Initiated By
[redacted] CHS Staff Assigned Number

Point of Contact Name
[redacted] CHS Staff Name

Point of Contact Phone Number
(239) 252-[redacted] XXXX

Requested Benefits
Housing Assistance

Attached Document
None

Close Case | Close Case and Create New Case