

FRANKLIN COUNTY

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2025-2026, 2026-2027, 2027-2028

Franklin County Board of County Commissioners

248 US Hwy 98, Eastpoint, FL 32328

850-653-5337

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I. Program Details:

A. LG(s)

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

B. Purpose of the program:

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

- C. Fiscal years covered by the Plan:** 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 and local lenders and neighborhood associations. Public input was solicited through the County Website in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.
- H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.
- I. Waiting List/Priorities:** A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

First Priority: Special Needs

- J. Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- L. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury

Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

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

- N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.
- P. Administrative Budget:** A line-item budget is attached as Exhibit A. Franklin County finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

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

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of

program income for administrative costs.” The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

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

Entity	Duties	Admin. Fee Percentage
Local Government	Program Administration	10%

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

S. Project Delivery Costs: The county will charge project delivery costs, not to exceed \$1,000 to cover recording fees and inspections performed by non-county employees for all repair strategies. These fees will be included in the amount of the recorded mortgage and note.

T. Essential Service Personnel Definition (ESP): ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.

U. Describe efforts to incorporate Green Building and Energy Saving products and processes: Franklin County will, when economically feasible, encourage green building requirements for all rehabilitation and emergency repair projects to include, but not limited to the following: Energy Star rated windows, appliances, hot water heaters, low flow plumbing fixtures, insulated exterior doors, increased insulation for walls and ceilings, higher efficiency HVAC units and programmable thermostats.

V. Describe efforts to meet the 20% Special Needs set-aside: The county will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the owner occupied, emergency repair and down payment assistance programs.

W. Describe efforts to reduce homelessness: Franklin County addresses homelessness prevention through all of its strategies as well as its cooperation with other county organizations focused on homelessness; Down Payment Assistance for home purchases and repair strategies which assist with needed repairs to keep applicants in their home. In the event our resources are inadequate, homeless individuals are referred to the Big Bend Homeless Coalition.

Section II. LHAP Strategies:

A. Down Payment/Closing Cost Assistance	Code 2
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a. Summary: The purpose of the down payment/closing cost assistance strategy is to promote homeownership for first time homebuyers. Funds will be awarded for down payment and closing costs for new and existing homes, including homes purchased from a county approved community land trust (CLT).

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

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

d. Maximum award: VL: \$15,000
 Low: \$12,500
 MOD: \$10,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded mortgage and note
2. Interest Rate: 0%
3. Years in loan term: 10
4. Forgiveness: The principal of the loan will be forgiven by 10% for each year the residency requirement is met
5. Repayment: None required as long as loan is in good standing.
6. Default: The outstanding balance of the loan shall be due upon sale, assignment or any transfer of title of the property within the ten-year term. The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary resident. If any of these occur, the outstanding balance will be due and payable.

In the event the homeowner dies before the term of the loan expires, the FCBCC reserves the right to grant the transfer of the DPL to the surviving members of the immediate family upon completion of probate if the new owner(s) plan to make the house his/her/their primary residence for the balance of the DPL and his/her/ total household income is within the income guidelines that were originally used to award the DPL.

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

The policy of the County is not to subordinate except for refinancing to lower interest rate of first mortgage if applicant is receiving no cash back.

f. Recipient/Tenant Selection Criteria: When the program is taking applications; applicants will be served on a first qualified, first served basis with the priority given to Special Needs as described in Section 1. (I) of this plan.

CLT homebuyers must complete an education class that contains a community land trust component/or session with the CLT that requires CLT buyers to demonstrate and attest to a clear understanding of the terms of community land trust homeownership.

There will be no waiting list maintained for this program. The availability of funds for each Fiscal year will be advertised. When the funds are expended, all remaining applications will be closed. Upon receiving

additional funds applicants will have the opportunity to reapply.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- Loan will be awarded in the amount required in order to allow the homebuyer to qualify. The maximum will not be awarded in all cases.
- The applicant must have an accepted contract for a home and have been approved for a first mortgage with a qualified lender.
- The purchase price of the home must not exceed the maximum allowed sales price in the SHIP Program.
- Mobile homes and other attached homes are not eligible.
- Once assisted and provided funds, recipient (s) is no longer eligible for further assistance, with the exception of those effected by a disaster.
- The policy of the County is not to subordinate except for refinancing to lower interest rate of first mortgage if applicant is receiving no cash back.

Terms for CLT home purchases: This SHIP assistance is assumable to an income-eligible purchaser. The terms of the Note and Mortgage shall allow subsequent purchasers to assume the loan with approval by the CLT. Otherwise, no repayment required during the term of the loan, provided the loan remains in good standing. Please see Exhibit F for additional instructions and information for CLT purchases.

B. Owner Occupied Rehabilitation Assistance	Code 3
a. Summary: The purpose of this strategy is to provide loans to eligible households for owner occupied renovation to alleviate code violations, health hazards and life & safety issues.	

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

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

d. Maximum award: \$40,000

e. Terms:

1. Repayment loan/deferred loan/grant: Assistance will be in the form of a deferred subordinate loan secured by a recorded mortgage and promissory note.
2. Interest Rate: 0%
3. Years in loan term: 10
4. Forgiveness: The principal of the loan will be forgiven by 10% for each year the residency requirement is met.
5. Repayment: None required as long as the loan is in good standing
6. Default: The loan shall provide for pro-rated repayment, which shall be due upon sale, assignment or any transfer of title of the property within the ten-year term. The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary resident. If any of these occur, the outstanding balance will be due and payable.

In the event the homeowner dies before the term of the loan expires, the FCBCC reserves the right to grant the transfer of the DPL to the surviving members of the immediate family upon completion of probate if the new owner(s) plan to make the house his/her/their primary residence for the balance of the DPL and his/her/ total household income is within the income guidelines that were originally used to award the DPL.

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

- f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priority for Special Needs as described in Section 1. (I) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
 - The home to receive assistance must be located in Franklin County.
 - The appraised value of the home may not exceed the maximum sales price allowed in the SHIP Program.
 - The applicant may not be delinquent on any debt owed to Franklin County.
 - Mobile homes and other attached homes are not eligible.
 - Once assisted and provided funds, recipient (s) is no longer eligible for further assistance, with the exception of those effected by a disaster.
 - The policy of the County is not to subordinate except for refinancing to lower interest rate of first mortgage if applicant is receiving no cash back.

C. Emergency Repair	Code 6
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| a. Summary: The emergency assistance program assists homeowners by providing funds to make necessary emergency repairs to their home. The SHIP Program inspector will determine whether emergency repair is needed. Repairs may include the structure of the home, roof, electrical, plumbing, HVAC and modifications for handicap accessibility. |
|---|
- b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028
 - c. Income Categories to be served: Very low, low
 - d. Maximum award: \$15,000
 - e. Terms:
 1. Repayment loan/deferred loan/grant: Assistance provided that is over \$3,000 will be in the form of a deferred subordinate loan secured by a note and mortgage. If the assistance provided is \$3,000 and under it will be in the form of a grant.
 2. Interest Rate: 0%
 3. Years in loan term: 5
 4. Forgiveness: The principal of the loan will be forgiven by 20% for each year the residency requirement

is met.

5. Repayment: None required as long as the loan is in good standing
6. Default: The loan shall be due upon sale, assignment or any transfer of title of the property within the ten-year term. The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary resident. If any of these occur, the outstanding balance will be due and payable.

In the event the homeowner dies before the term of the loan expires, the FCBCC reserves the right to grant the transfer of the DPL to the surviving members of the immediate family upon completion of probate if the new owner(s) plan to make the house his/her/their primary residence for the balance of the DPL and his/her/ total household income is within the income guidelines that were originally used to award the DPL.

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

- f. Recipient/Tenant Selection Criteria: Applicant will be ranked for assistance based on a first-qualified, first-served basis with priority for Special Needs as described in Section 1. (l) of this plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
 - The home to receive assistance must be located in Franklin County.
 - The appraised value of the home may not exceed the maximum sales price allowed in the SHIP Program.
 - Applicant must not be delinquent on any debt owed to Franklin County.
 - Mobile homes and other attached homes are not eligible.
 - Once assisted and provided funds, recipient (s) is no longer eligible for further assistance, with the exception of those effected by a disaster.
 - The policy of the County is not to subordinate except for refinancing to lower interest rate of first mortgage if applicant is receiving no cash back.

D. Disaster Recovery	Code 5
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| a. | Summary: The Disaster Recovery strategy will be implemented only in the event of a disaster as declared by State or Federal Executive Order. SHIP funds may be used to provide emergency repairs to households in the aftermath of a disaster to address emergency housing repair needs. This may include the removal of tree and debris needed to make home habitable, repairs to prevent further damage and weatherproofing damaged homes. |
|----|--|

- b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$10,000

- e. Terms:
1. Repayment loan/deferred loan/grant: Assistance will be in the form of a grant
 2. Interest Rate: N/A
 3. Years in loan term: N/A
 4. Forgiveness: N/A
 5. Repayment: N/A
 6. Default: N/A
- f. Recipient/Tenant Selection Criteria: Applicants will be served on a first qualified basis if they meet the selection criteria. Priority assistance will be provided to Special Needs and Very Low income groups.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
- The home to receive assistance must be located in Franklin County.
 - Applicant must own and occupy the home and have damage directly caused from the disaster as certified by the Franklin County Emergency Management Director.
 - Applicants must either have no homeowner's insurance or if they do have insurance, the damage to be repaired is not covered under their insurance policy.
 - Mobile homes and other attached homes are not eligible.

E. Demolition/Reconstruction Strategy

Code 4

- a. Summary: This strategy may pay for the costs associated with the demolition and reconstruction of a substandard housing unit when the home is beyond financial feasibility (more than \$40,000) to repair, as well as homes substantially damaged by disaster or fire. SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items.

Structures will be demolished and replaced under the following:

1. Single family properties that are in a flood zone and have estimated rehabilitation costs exceeding 50% of the assessed value, will be demolished and replaced to meet FEMA regulations
2. Single family properties that are not in a flood zone but are beyond repair and unsafe for human habilitation.

The property must meet the definition of an unsafe structure, and the building department in cooperation with the OHUI shall determine the economic feasibility of the rehabilitation home is finically feasible and necessary.

- b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$150,000

- e. Terms:
1. Repayment Loan/deferred loan/grant: Funds will be awarded as a repayment loan/deferred loan secured by a recorded note and mortgage.
 2. Interest Rate: 0%
 3. Years in loan term: 20 years
 4. Forgiveness: Loan is forgiven at the end of 20 years
 5. Repayment: Not required as long as the loan is in good standing
 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

- f. Recipient Selection Criteria: Applicants who have no mortgage debt must apply for a first mortgage to cover some portion of the reconstruction costs. Recognizing that the first mortgage will likely not cover all demolition and replacement costs, SHIP will pay for the remaining portion. Applicants who provide proof that they do not qualify for a first mortgage will receive a first mortgage to cover the cost of reconstruction up to the maximum award. Applicants who have an existing first mortgage must get written approval from the first mortgage lender authorizing the demolition and reconstruction of the home.

Applicants will be ranked for assistance in the order in which they complete their application, with priority assistance will be provided to Special Needs applicants, Essential Services Personnel, and income groups as described in section I. (I) of this plan.

- g. Sponsor Selection Criteria: N/A

- h. Additional Information: Property must be inspected before qualification and a condemned letter received from the appropriate building department.

The sale price or value of the home constructed may not exceed \$200,000. Homeowners assisted under this strategy will be encouraged to obtain temporary housing on their own. If assistance is required, a grant of up to \$5,500.00 (from the maximum award) will be provided for temporary relocation expenses, including but not be limited to the costs of moving, storing, and insuring personal property during moving and storage.

EXCLUSION: SHIP Funding is not intended to replace a home with housing that is not comparable to the original home that is being reconstructed, without justification, approved by staff and that is not essential

to the health and safety of the occupants at the time of application.

III. LHAP Incentive Strategies

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

- A. Name of the Strategy: **Expedited Permitting**
Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy: Most permits are issued within 7 to 10 days following submission of the application. The SHIP Administrator and the County does not anticipate any large surge of development in the near future that would have an impact on the issuance of building permits.

- B. Name of the Strategy: **Ongoing Review Process**
An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy: In the event ordinances are passed that would effect housing costs within the County, the County staff will develop a report on the projected impact. This report would be submitted to the Board of County Commissioners and contain an offer of how to reconcile the new requirements within the Program. At this time, the County has not passed any procedures, ordinances, policies or regulations which impact the cost of housing. Franklin County is a small county and rarely is housing an issue addressed by the County Commission other than by the adoption of the Local Housing Assistance Plan.

- C. Other Incentive Strategies Adopted: N/A

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. Additional instructions and information for Community Land Trust Purchases
- G. Interlocal Agreement (Required if applicable).
- H. Other Documents Incorporated by Reference.

Franklin County

Fiscal Year: 2025-2026	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 31,500.00
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other*	\$ 3,500.00
Total	\$ 35,000.00
Admin %	10.00%
	OK

Fiscal Year 2026-2027	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 31,500.00
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other*	\$ 3,500.00
Total	\$ 35,000.00
Admin %	10.00%
	OK

Fiscal Year 2027-2028	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 31,500.00
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other*	\$ 3,500.00
Total	\$ 35,000.00
Admin %	10.00%
	OK

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

Details: Other: Annual Audit

Exhibit B
Timeline for SHIP Expenditures

_____ Franklin County _____ 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:			Franklin County									
Estimated Funds (Anticipated allocation only):			\$ 350,000									
Code	Strategies	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
	Homeownership											
2	Down Payment/Closing Cost Assistance	Yes	1	\$15,000	1	\$12,500	1	\$10,000	\$37,500.00	\$0.00	\$37,500.00	3
3	Owner Occupied Rehabilitation Assistance	Yes	1	\$40,000	1	\$40,000	1	\$40,000	\$120,000.00	\$0.00	\$120,000.00	3
4	Demolition Reconstruction Assistance	Yes	0	\$150,000	1	\$150,000	0	\$0	\$150,000.00	\$0.00	\$150,000.00	1
5	Disaster Recovery Grants	Yes	1	\$10,000	0	\$10,000	0	\$0	\$10,000.00	\$0.00	\$10,000.00	1
6	Emergency Repair	Yes	1	\$15,000	1	\$15,000	0	\$0	\$30,000.00	\$0.00	\$30,000.00	2
									\$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
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		4		4		2		\$347,500.00	\$0.00	\$347,500.00	10
Purchase Price Limits:			New	\$ 385,000	Existing	\$ 285,000						
			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
									\$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
									\$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			\$ 35,000		10%		OK					
Home Ownership Counseling			\$ -									
Total All Funds			\$ 382,500		This total is over the allocation and will require less than the maximum amount be awarded per applicant							
Set-Asides												
Percentage Construction/Rehab (75% requirement)			99.3%		OK							
Homeownership % (65% requirement)			99.3%		OK							
Rental Restriction (25%)			0.0%		OK							
Very-Low Income (30% requirement)			\$ 80,000 22.9%		OK							
Low Income (30% requirement)			\$ 217,500 62.1%		OK							
Moderate Income			\$ 50,000 14.3%									

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

2026-2027

Name of Local Government:

Franklin County

Estimated Funds (Anticipated allocation only):

\$	350,000
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Code	Strategies	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
	Homeownership											
2	Down Payment/Closing Cost Assistance	Yes	1	\$15,000	1	\$12,500	1	\$10,000	\$37,500.00	\$0.00	\$37,500.00	3
3	Owner Occupied Rehabilitation Assistance	Yes	1	\$40,000	1	\$40,000	1	\$40,000	\$120,000.00	\$0.00	\$120,000.00	3
4	Demolition Reonstruction Assistance	Yes	1	\$150,000	0	\$150,000	0	\$0	\$150,000.00	\$0.00	\$150,000.00	1
5	Disaster Recovery Grants	Yes	1	\$10,000	0	\$10,000	0	\$0	\$10,000.00	\$0.00	\$10,000.00	1
6	Emergency Repair	Yes	1	\$15,000	1	\$15,000	0	\$0	\$30,000.00	\$0.00	\$30,000.00	2
									\$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
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		5		3		2		\$347,500.00	\$0.00	\$347,500.00	10
Purchase Price Limits:			New	\$ 385,000	Existing	\$ 285,000						

OK

OK

[illegible]

Set-Asides

Percentage Construction/Rehab (75% requirement)		99.3%	OK
Homeownership % (65% requirement)		99.3%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 230,000	65.7%	OK
Low Income (30% requirement)	\$ 67,500	19.3%	OK
Moderate Income	\$ 50,000	14.3%	

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

2027-2028

Name of Local Government

Franklin Count

Estimated Funds (Anticipated allocation only)

\$	350,000
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Code	Strategies	Qualifies for 75% set- aside			LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership		VLI Units	Max. SHIP Award								
2	Down Payment/Closing Cost Assistance	Yes	1	\$15,000	1	\$12,500	1	\$10,000	\$37,500.00	\$0.00	\$37,500.00	3
3	Owner Occupied Rehabilitation Assistance	Yes	1	\$40,000	1	\$40,000	1	\$40,000	\$120,000.00	\$0.00	\$120,000.00	3
4	Demolition Reonstruktion Assistance	Yes	1	\$150,000	0	\$150,000	0	\$0	\$150,000.00	\$0.00	\$150,000.00	1
5	Disaster Recovery Grants	Yes	1	\$10,000	0	\$10,000	0	\$0	\$10,000.00	\$0.00	\$10,000.00	1
6	Emergency Repair	Yes	1	\$15,000	1	\$15,000	0	\$0	\$30,000.00	\$0.00	\$30,000.00	2
									\$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
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		5		3		2		\$347,500.00	\$0.00	\$347,500.00	10
Purchase Price Limits:			New	\$ 385,000	Existing	\$ 285,000						

OK

OK

[illegible]

Set-Aside

Percentage Construction/Rehab (75% requirement)		99.3%	OK
Homeownership % (65% requirement)		99.3%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 230,000	65.7%	OK
Low Income (30% requirement)	\$ 67,500	19.3%	OK
Moderate Income	\$ 50,000	14.3%	

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

Franklin County Board of County Commissioners

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

Witness

Rickey D. Jones

Chief Elected Official or designee

Witness

Rickey D. Jones, CHAIRMAN

Type Name and Title

Date

11/7/25

OR

Attest:

Michael Haxnell



RESOLUTION#: 11042025

A RESOLUTION OF THE COUNTY COMMISSION OF FRANKLIN COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act. Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(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.

WHEREAS, the Economic and Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

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

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

Section 1: The BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2025-2026, 2026-2027, 2027-2028.

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

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

PASSED AND ADOPTED THE 4TH DAY OF NOVEMBER, 2025.

Riley D. Jones
Chairman

Attest: Michael H. Harnett
Clerk of Courts



EXHIBIT F
Additional Instructions and Information for Down Payment Assistance
for Community Land Trust Purchases

To qualify, homes must be purchased from a county-approved community land trust (CLT). 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 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 County, giving County the right, but not the obligation to purchase the property.

The assistance shall be treated as a development cost pay-down to further reduce the sales price to the homebuyer. The assistance amount shall be excluded 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 County in the event of default. If the maximum subsidy was not provided to the first homebuyer, the County may provide additional assistance to the subsequent buyer to ensure that the property remains affordable, up to the amount of the maximum subsidy allowable at the time of subsequent purchase minus the original subsidy amount provided to the first homebuyer. Any additional SHIP investment will extend the original loan term. 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 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 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. The Purchase Option Price for the CLT will be calculated as follows:

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

The Formula Price is calculated using a Base Price calculated by subtracting the amount of down payment assistance from the purchase price. For example:

Purchase Price:	\$185,000
MINUS Assistance Provided (maximum):	- \$55,000
EQUALS Base Price (sales price) for first buyer:	\$130,000

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 = $\$130,100 \times 1.01 = \$131,300$

Year 2 = $\$131,300 \times 1.01 = \$132,613$

Year 3 = $\$131,613 \times 1.01 = \$133,939$

Year 4 = $\$133,939 \times 1.01 = \$135,379$

Year 5 = $\$135,379 \times 1.01 = \$136,631$

Formula Price = $\$136,631$

Purchase Option Price = $\$136,631 + \$55,000 = \$191,631$

The price to the subsequent buyer equals the Purchase Option price minus the assumed down payment assistance:

Purchase Option Price: $\$191,631$

DPA assumed: $- \$55,000$

Sales price for subsequent buyer: **$\$136,631$** (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.