

Marion County



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2022-2023, 2023-2024, 2024-2025

Adopted by Resolution 22-R-249

Technical Revision Approved July 26, 2023 (CLT)

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I. Program Details:

A. LG(s)

Name of Local Government	Marion County, a political subdivision of the State of Florida
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	

B. Purpose of the program:

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

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

D. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan.

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



1. Persons with Special Needs as defined in Section 420.0004(13)(a), FS:
 - a) Emergency (no water, septic backing up, etc.)
 - b) Extremely low income – 30%
 - c) Very income – 50%
 - d) Low income – 80%
 - e) Moderate income – 140%

2. Essential Service Personnel as defined in **Section I, S** of this plan:
 - a) Emergency (no water, septic backing up, etc.)
 - b) Extremely low income – 30%
 - c) Very income – 50%
 - d) Low income – 80%
 - e) Moderate income – 140%

3. Low to moderate households as defined in Section I, M of this plan:
 - a) Emergency (no water, septic backing up, etc.)

4. After serving special needs households as established in **Section I, U** of this plan and qualified essential service personnel, applicants will be served on a first-qualified, first-served basis with priority given to very low, then low, and then moderate-income groups.

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

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

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

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. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

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

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

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

Entity	Duties	Admin. Fee Percentage
Local Government	Administration of the local housing assistance plan is the responsibility of Marion County	10%
Third Party Entity/Sub-recipient	N/A	

- R. **First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are*



considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced 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. 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, skilled building trades personnel, members of the United States Armed Forces to include active, reserve, honorably retired or separated from service.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:** Reduction of client's long-term costs relating to maintenance, utilities or insurance: Green building techniques including Energy Star equipment (when practical and affordable), HVAC duct sealing added insulation are included in the Marion County Community Services Rehabilitation Standards Manual. Energy and water conservation, and appropriate fertilizer and pesticide use, are part of County homeownership class instruction. The assessment of existing septic systems and wells to improve their efficiency and provide benefits to health and welfare is a part of the Homeowner Rehabilitation Program. In addition, rehabilitation activities include an assessment and repair/replacement as warranted, of items required to maintain affordable homeowner's insurance.
- U. Describe efforts to meet the 20% Special Needs set-aside:** A minimum of 20% of each year's allocation will be expended for assistance to special needs persons with a priority for assisting persons with developmental disabilities. To meet this requirement, targeted marketing of the SHIP strategies, with an emphasis on the rehabilitation program for ADA and accessibility home modifications, will be done through:
- Brochures
 - Public awareness campaigns to agencies serving this population
 - Public information releases
 - Advertisement through participation in local community events
- V. Describe efforts to reduce homelessness:** Marion County staff actively participates in the Marion County Joint Office on Homelessness and the Continuum of Care to maintain awareness of community needs and initiatives. Two new SHIP strategies will directly address this need by providing rent and utility assistance to: 1) move the working poor out of motels and into permanent rental units and 2) help prevent those currently in rental units, but facing eviction, to remain stably housed.

Project Delivery Costs: Project delivery costs will not exceed 5% per property. These project delivery costs will be performed by non-profit housing staff may include underwriting services, title searches, credit reporting, appraisals, recording fees and document stamps, surveys, termite inspection, initial inspection/review, work write-ups, cost estimates, construction inspections and oversight, case management oversight until construction completed. These project delivery costs are actual amount of services and deliverables.



Section II. LHAP Strategies:

A. Purchase Assistance with or without Rehabilitation- Community Land Trust	Code 1, 2
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a. Summary: The Marion County Purchase Assistance Program is designed to assist homebuyers with the purchase of a new or existing single-family home that are affixed to land owned by a community land trust (CLT). Funding, may be used for down payment, closing costs, principal buy-down and repairs as needed for affordable homeownership. An eligible home is defined as an existing single-family home, to include modular, or a manufactured home built after June 1994. SHIP funds may be used in conjunction with a first mortgage loan obtained from a participating lender, or Florida Housing Finance Corporation's Bond Program.

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

c. Income Categories to be served: Very low, low and moderate (and households up to 140% AMI)

d. Maximum award: Very Low: \$50,000
 Low: \$40,000
 Moderate: \$30,000

e. Terms:

1. Repayment loan/deferred loan/grant: Deferred Payment loan secured by a mortgage and note that is assumable by an income-eligible purchase. The terms of the mortgage and note shall allow subsequent purchaser to assume the loan with approval by the CLT. Please see Exhibit F for additional instructions and information for CLT purchases. The security interest provided in the recorded mortgage and note shall be solely on the home and improvements, no the underlying land.
2. Interest Rate: 0%
3. Years in loan term: 20 years
4. Forgiveness: The mortgage loan will be forgiven at the end of the 20-year period, if all the conditions have been met. Provided the home continues to be occupied by an income eligible household, the SHIP monies will not be subject to recapture upon resale.
5. Repayment: None due as long as the loan is in good standing.
6. Default: The failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership. In the event of default on the first mortgage or the terms of the ground lease, when applicable, 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 the County giving the County the, but not the obligation to purchase the property or foreclosure.

Repayment of the loan is required in full when one of the following conditions is met unless otherwise noted, whichever occurs first:

- a) **Title transfer.** Refer to Exhibit F. Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services shall have the right of first refusal.
- b) **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the County may subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount. The homeowner must also follow



the provisions of the ground lease with the CLT, when applicable.

- c) **Homeowner no longer resides in the home.** The CLT and/or County, as established in the ground lease, reserves the right to foreclose if the home is not owner-occupied by an income-eligible homeowner.
- d) **Death of homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by a income-eligible heir who will occupy the home as their primary residence. If the legal heir is not income-eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

f. Recipient Selection Criteria: An applicant may submit a completed SHIP Application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.

- 1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, I** of this plan as funds become available.
- 2. The household assisted must be able to obtain first mortgage loan financing from a participating lender.
- 3. Applicants that meet income and eligibility guidelines will be required to complete a County approved, HUD certified Homebuyer Education class, including a CLT specific component and/or session that requires CLT buyer to demonstrate and attest to a clear understanding of the terms of community land trust homeownership.
- 4. Applicants must be a current Florida resident for a minimum of one (1) year.
- 5. Applicants that qualify for SHIP assistance will be required to abide by all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.
- 6. When a Housing Choice Voucher Program Section 8 is used, the front end ratio must be between 67% (2/3 of income) to 70% when calculating the maximum sales price and PITI.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- 1. Units assisted must be located within Marion County, but outside the city limits of Ocala.
- 2. Applicants cannot have an ownership interest in a principal residence.
- 3. Applicants are not eligible to apply for any additional SHIP Assistance Strategy, except Disaster Relief, for a period of 5 years from closing.
- 4. First mortgage must be at a fixed rate; no ARMs, prepayment penalty, negative amortization, balloon loan, or owner financing are allowed.
- 5. Community land trusts must meet the definition of a "community land trust" under section 193.018 of the Florida Statutes.



B. Owner Occupied Rehabilitation/Demolition-Reconstruction	Code 3, 4
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a. Summary: This program is designed to assist eligible homeowners with needed repairs, alterations, mitigation, and/or additions to improve their health, safety, and well-being or contribute to the structural integrity, long-term affordability, and preservation of their owner-occupied home. The home must be suitable for rehabilitation. Loans for assistance may include costs related to all eligible repairs, such as testing, inspections, engineering, permit fees, and abatement and pest control. If rehabilitation will exceed maximum award for rehabilitation, the homeowner may be eligible for reconstruction. Reconstruction will only be considered for eligible for owner who will participate in voluntary relocation. Relocation cost will be the responsibility of the homeowner.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: extremely low, very low, low
- d. Maximum award:
 - \$50,000 for rehabilitation of Site Built, Modular Homes, and Manufactured Housing (\$50,000 for rehabilitation of mobile homes or manufactured housing constructed after June 1994 and installed by a licensed installer)
 - \$150,000.00 for reconstruction of site built or modular (\$150,000 for reconstruction/replacement of mobile homes or manufactured housing is only eligible under Strategy H and must be installed by a licensed installer)

- e. Terms:
 1. Repayment loan/deferred loan/grant: Deferred Payment loan secured by a mortgage and note outlined below
 2. Interest Rate: 0%
 3. Years in loan term:

Amount of Assistance	Lien Period
Up to \$10,000	5 Years
Over \$10,000 - \$50,000	15 Years
Over \$50,000 - \$75,000	20 Years
Over \$75,000 - \$ 150,000	30 Years

4. Forgiveness:
 - a) If all conditions have been met, loans for more than \$10,000.00 up to \$50,000.00 will be partially forgiven at 20% of the loan balance at the completion of year 11 and up to an additional 20% of the loan balance at the completion of each subsequent year, until full forgiveness of the entire loan balance at the completion of year 15.
 - b) If all the conditions have been met, loans over \$50,000 will be forgiven at the end of the loan terms.
5. Repayment:
 - a) None required as long as the loan is in good standing for loans up to \$50,000.
 - b) Loans over \$50,000, monthly payment options will be one of the following as determined by the Board of County Commissioners:
 - Option #1 - Monthly principal payment on 50% of loan amount over the lien period (20 or 30 years), to include escrow of taxes and insurance. Taxes and insurance will be



- recalculated annually.
 - Option #2 - Monthly principal payments on 50% of loan over a lien period (20 or 30 years) based on 30% of annual gross income to include taxes and insurance. Taxes and insurance will be recalculated annually.
 - Option #3 - No monthly principal payments due over the lien period (20 or 30 years), only monthly escrow payment of taxes and insurance, recalculated annually.
6. Default: Monthly payments are not required. Repayment of the outstanding balance of the loan is required when one of the following conditions is met, whichever occurs first:
- a) **Sale.** If proceeds are not sufficient to pay off the first mortgage note, then the client may petition the Marion County Community Services Department for an optional payment plan or the County may consider accepting an amount less than the outstanding balance as part of a short sale.
 - b) **Title transfer.** Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services has the first right of refusal.
 - c) **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the county subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount.
 - d) **Homeowner no longer resides in the home.** The County reserves the right to foreclose if payment is not received as noted above.
 - e) **Death of the homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria: An applicant may submit a completed SHIP Application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
- 1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, I** of this plan when funding becomes available.
 - 2. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
- 1. Units assisted must be located within Marion County, but outside the city limits of Ocala.
 - 2. The home must be homesteaded and owner-occupied as the primary residence for a minimum of 12 months prior to application. Eligible forms of ownership may be:
 - a) Fee simple title
 - b) An equivalent form of ownership approved by HUD



C. New Construction – Home Ownership- Community Land Trust	Code 10
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a. Summary: One of Marion County’s priorities is to increase affordable housing within the county. This strategy is designed to incentivize the development and construction of affordable housing units for sale to SHIP eligible homebuyers.

Marion County will assist community land trust and other Sponsors working with community land trusts with the acquisition, infrastructure, and construction costs associated with producing affordable, residential, owner occupied housing for SHIP eligible home buyers.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate (and households up to 140% AMI)
- d. Maximum award: \$50,000 (Homebuyer) \$250,000 (Developer). A portion of the County’s assistance, up to \$50,000.00, may be used to assist the homebuyer with down payment assistance.
- e. Terms:
 - 1. Repayment loan/deferred loan/grant:
 - Developer:** A deferred payment construction lien will be placed on the property during construction and released upon sale of the home to an eligible SHIP applicant.
 - Homebuyer:** A deferred payment loan secured by a mortgage and note that is assumable by an income-eligible purchaser. The terms of the mortgage and note shall allow subsequent purchasers to assume the loan with approval by the CLT. Please see Exhibit F for additional instructions and information for CLT purchases. The security interest provided in the recorded mortgage and note shall be solely on the home, improvements, and leasehold estate, not the underlying land.
 - 2. Interest Rate: 0% Homebuyer, 1% Developer
 - 3. Years in loan term:
 - Developer:** not to exceed 18 months
 - Homebuyer:** 20 years
 - 4. Forgiveness:
 - Developer:** N/A
 - Homebuyer:** The mortgage loan will be forgiven at the end of the 20-year period, if all conditions have been met. Provided the home continues to be occupied by an income eligible household, the SHIP monies will not be subject to recapture upon resale.
 - 5. Repayment:
 - Developer:** Full Payment of the loan is due upon the earlier of:
 - a) The end of the 18-month loan term; or
 - b) Full payment is required when the home is sold to an eligible buyer.
 - Homebuyer:** None required as long as the loan is in good standing.
 - 6. Default:
 - Developer:**
 - The loan becomes due and payable at the end of the 18-month loan term if the home is not sold or is sold to an ineligible buyer.
 - Homebuyer:** The failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership shall constitute an event of default. In the event of default on the first mortgage or the terms of the ground lease, when applicable, 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 the County giving the County the, but not the obligation to purchase the property or foreclosure.

Repayment of the loan is required in full when one of the following conditions is met unless otherwise noted, whichever occurs first:

1. **Title Transfer.** Refer to Exhibit F. Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services shall have the right of first refusal.
2. **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the County will subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and the refinanced closing costs do not increase the loan balance beyond the original loan amount. The homeowner must also follow the provisions of the ground lease with the CLT, when applicable.
3. **Homeowner no longer resides in the home.** The CLT and/or County, as established in the ground lease, reserves the right to foreclose if the home is not owner-occupied by an income-eligible homeowner.
5. **Death of the homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.

- f. Recipient/Tenant Selection Criteria: An applicant may submit a completed SHIP application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, I** of this plan.
 2. The household assisted must be able to obtain a mortgage from a participating lender.
 3. Applicants that meet income and eligibility guidelines will be required to complete a County Approved, HUD certified Homebuyer Education class including a CLT specific component and/or session that requires CLT buyers to demonstrate and attest to a clear understanding of the terms of community land trust homeownership.
 4. Applicants must be a Florida resident for a minimum of one (1) year.
 5. Applicants that qualify for SHIP assistance will be required to abide by all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.
- g. Sponsor Selection Criteria: Applications will be received through Marion County Procurement Requests for Proposal process, from non-profit and for-profit organizations. Information should include, but is not limited to, unit price, leveraging of funds, duration of project, project feasibility, number of clients to be served, client selection process, organizational experience, monitoring capabilities, and documentation procedures. This will be evaluated and awarded by a predetermined selection committee. In the event SHIP funding is used as leverage as match for a competitive housing grant, a selection committee will not be required. Additional points may be given in the application selection process to those eligible sponsors which employ personnel from the Welfare Transition Program or provide for persons with special housing needs.



h. Additional Information:

Homebuyer

1. Units assisted must be located within Marion County, but outside the city limits of Ocala.
2. Applicants cannot have an ownership interest in a principal residence.
3. Applicants are not eligible to apply for any additional SHIP Assistance Strategy, except Disaster Relief, for a period of 5 years from closing.
4. First mortgage must be at a fixed rate; no ARMs, prepayment penalty, negative amortization, balloon loan, owner financing, or other non-affordable loan terms are allowed.
5. Community land trusts must meet the definition of a “community land trust” under section 193.018 of the Florida Statutes.
6. When a Housing Choice Voucher Program Section 8 is used, the front end ratio must be between 67% (2/3 of income) to 70% when calculating the maximum sales price and PITI.



D. Rental Assistance	Code 13, 26
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- a. Summary:** This is for rental and utility assistance. The program has two components and is designed for:
- Rental Assistance to assist income eligible households who can pay on-going rent and utilities, but without the resources to pay first month's rent, last month's rent, and deposits and/or utilities arrearages necessary to attain affordable rental housing. This strategy will also provide rental assistance to those that are homeless or are individuals fleeing domestic violence. Maximum assistance is six months to include: payment of first month's rent, last month's rent, and deposit, utilities and arrearages.
- Utility Assistance/Eviction prevention: to assist income eligible households faced with utility disconnection or eviction after receiving a disconnect notice or a 3-day eviction notice and without resources to bring the account current. Maximum assistance is six months to include: payment of first month's rent, last month's rent, and deposit, utilities and arrearages.
- b. Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served:** Very low
- d. Maximum award:** \$15,000
- e. Terms:**
1. Repayment loan/deferred loan/grant: Grant
 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/Tenant Selection Criteria:** Applications are processed on a first-qualified, first-served basis based on the funding priorities established by **Section I, I** of this plan.
- g. Sponsor Selection Criteria:** Qualified non-profit organizations must be established under the laws of the State of Florida, and in receipt of a letter from the Internal Revenue Service indicating that the organization is recognized as tax exempt, pursuant to Section 501(c)(3) of the Internal Revenue Code. The organization must be established for the purpose of providing housing services, and it must have been operating in Marion County for a minimum of 24 months with paid staff and demonstrate professional capability and proficiency. Organizations must have internet capabilities at the time the selection of an organization to administer the SHIP program is made.
- h. Additional Information:**
1. Moving and relocation costs are eligible.
 2. Must meet with a HUD certified Financial Counselor.
 3. Unit must meet HUD Housing Quality Standards (HQS)



E. Disaster Assistance	Code 5, 16
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- a. Summary: The Disaster Assistance strategy provides funds to households following a disaster or emergency declared by the President of the United States or Governor of the State of Florida. SHIP disaster funds may be used for items such as, but not limited to:
 - (a) purchase of emergency supplies for eligible households to weatherproof damaged homes;
 - (b) interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
 - (c) construction of wells or repair of existing wells where public water is not available;
 - (d) payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies;
 - (e) security deposit for eligible recipients that have been displaced from their homes due to disaster;
 - (f) rental and utility assistance for eligible applicants.
 - (g) mortgage and utility payment assistance for eligible applicants.
 - (h) Strategies included in the approved LHAP that benefit applicants directly affected under the Executive Order.
 - (i) other eligible activities as proposed to and approved by Florida Housing.

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

- c. Income Categories to be served: Very low, low and moderate (and households up to 140% AMI)

- d. Maximum award: \$20,000

- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Grant
 - 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/Tenant Selection Criteria: Applications are processed on a first-qualified, first-served basis based on the funding priorities established by **Section I, I** of this plan. Income eligible homeowners or Tenants should be located in Marion County, at or below 140% AMI, and lack financial resources to cover the cost for repairs, deductibles, monthly rent or mortgage payments. Complete applications from affected homeowners or tenants will be processed expediently.
 - 1. Applicants are required to provide all documentation requested for income and eligibility determination.
 - 2. The unit assisted must be owner-occupied and homesteaded as the primary resident or be the current leaseholder for the unit rented.

- g. Sponsor/Sub-recipient Selection Criteria: Qualified non-profit organizations or Local Government, must be established under the laws of the State of Florida, and non-profit organizations in receipt of a letter from the Internal Revenue Service indicating that the organization is recognized as tax exempt, pursuant to Section 501(c)(3) of the Internal Revenue Code. The non-profit organization maybe established for the purpose of providing housing services or disaster relief funds on behalf of the County, with paid staff and



demonstrate professional capability and proficiency. Organizations must have internet capabilities at the time of selection to administer the SHIP program. Therefore, if non-profit organization is selected, it would be qualified to become a Sponsor and administer the Disaster Assistance Strategy in its entirety.

h. Additional Information:

1. Units assisted must be located within Marion County, but outside the city limits of Ocala.
2. Mobile homes are eligible for repair assistance, only allows for repairing those built after June 1994.
3. Applicant's needing additional repairs may apply for SHIP Homeowner Rehabilitation. However, total combined funding may not exceed the maximum Rehabilitation per unit award. All Rehabilitation guidelines will apply.



F. Rental New Construction, Acquisition, Rehabilitation	Code 14, 20, 21
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a. Summary: To promote the production of affordable multi-family or single family rental housing in the County, particularly for special needs households as defined by Section 420.0004(13)(a), F.S. Funds may be provided to support the acquisition and rehabilitation of, or the new construction of multifamily housing and/or single family rental units, including single room occupancy, transitional/group home housing, senior rental facilities, scattered sites or the housing portion of a mixed-use facility. The program is designed to promote mixed income projects and neighborhoods.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$250,000
- e. Terms :
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a mortgage and note
 - 2. Interest Rate: 0%
 - 3. Years in loan term:

Amount of Assistance	Lien Period
Up to \$10,000	5 Years
Over \$10,000 - \$50,000	15 Years
Over \$50,000 - \$75,000	20 Years
Over \$75,000 - \$250,000	30 Years
 - 4. Forgiveness: 100% forgiven at the end of the loan term.
 - 5. Repayment: None required as long as the loan is in good standing.
 - 6. Default: Repayment of the principal is due in full upon sale, title transfer, or if no longer serving extremely low, very low, low-income, or moderate residents.
- f. Recipient/Tenant Selection Criteria: Tenants will be selected on a first-qualified, first-served basis.
- g. Sponsor Selection Criteria: Applicants may include for-profit and non-profit entities. Sponsor must have a minimum of 3 years of housing project development experience. A minimum of 10% match is required for total project cost, may include in-kind. For bridge or construction loans, a for-profit project sponsor must be organized as a partnership or limited liability company with each investor contributing equity in exchange for ownership interest. Non-profit bridge or construction loan applicants must provide commitment letters for permanent financing for a minimum of 80% of total construction and land acquisition cost. Project eligibility will be determined by an affordable housing rating committee with a recommendation to Marion County's Community Services Department with priority given to projects that include units for very low-income populations and/or accessible units for the disabled.
- h. Additional Information:
 - 1. Eligible expenses will include construction hard costs and soft costs necessary to rehabilitate or construct the project. This includes cost of land, cost to acquire structure and land, demolition cost, and professional service fees (e.g. environmental phase 1, engineering, survey, appraisal, architectural and interest buy downs).
 - 2. Infrastructure directly related to the project including streets, roadways, parking, sidewalks,



pathways, storm drainage, water, sewer and sanitary systems, sewer connections, hydrants, meters, utilities and utility easements for telephone, cable electric lines, right of way and other acceptable fees will also be allowed.

3. County will monitor all rental units constructed, rehabilitated, or otherwise assisted in excess of \$10,000.00 at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements. All other regulatory requirements will be enforced.
4. Funds may be used as a match for U.S. Department of Housing and Urban Development's HOME program and various other programs offered by the federal government and the State of Florida to develop affordable housing.



G. Impact Fees	Code 8
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a. Summary: SHIP Funds will be awarded to developers to offset a portion of the development impact fees incurred in connection with the development of affordable housing with four (4) or more units.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$20,000
- e. Terms:
 1. **Developer:** A deferred payment construction lien will be placed on the property during construction and released upon sale of the home to an eligible SHIP client.
Homebuyer: A deferred payment loan secured by a mortgage and note.
 2. Interest Rate: 0% Homebuyer, 0% Developer
 3. Years in loan term:
Developer: not to exceed 24 months
Homebuyer: 15 years
 4. Forgiveness:
Developer: N/A
Homebuyer: The loan will be forgiven at the end of 15 years, if all conditions have been met.
 5. Repayment:
Developer: Full payment is required when the home is sold to an eligible buyer.
Homebuyer: None required as long as the loan is in good standing.
 6. Default:
Developer:
 - a.) The loan becomes due and payable at the end of the 24-month loan term, if the home is not sold or is sold to an ineligible buyer.
 - b.) Full payment is required when the home is sold to an eligible buyer.**Homebuyer:** Monthly payments are not required. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a. **Sale.** If proceeds are not sufficient to pay off the first mortgage note, the client may petition the Marion County Community Services Department for an optional payment plan or the County may consider accepting an amount less than the outstanding balance as part of a short sale.
 - b. **Title transfer.** Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services has the first right of refusal.
 - c. **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the County subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount.
 - d. **Homeowner no longer resides in the home.** The County reserves the right to foreclose if payment is not received as noted above.
 - e. **Death of the homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the



home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.

- f. Recipient/Tenant Selection Criteria: An applicant may submit a completed SHIP Application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
 - 1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, 1** of this plan when funding becomes available.
 - 2. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.

- g. Sponsor Selection Criteria: Sponsors will apply through an application process. These processes will require proof of developer experience in constructing and selling affordable housing, financial capacity, including established partnership with a lender, effective project management system, and provide a housing unit design that meets with the County's housing element in the Comprehensive Plan and an eligible purchase assistant client.

- h. Additional Information:
 - 1. Units assisted must be located within Marion County, but outside the city limits of Ocala.



H. Demolition Replacement	Code 4
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a. Summary: This program is designed to provide funds to homeowners following sudden catastrophic damage to the property rendering the home uninhabitable. The property owner must be within Marion County limits to qualify for emergency dwelling replacement.

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

c. Income Categories to be served: Very low, low, and moderate (and households up to 140% AMI)

d. Maximum award: \$150,000

e. Terms:

1. Repayment loan/deferred loan/grant: Deferred Payment loan secured by a mortgage and note
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness: The mortgage loan will be forgiven at the end of the 30-year period, if all the conditions have been met.
5. Repayment: Monthly payment options will be one of the following as determined by the Board of County Commissioners:
 - Option #1 - Monthly principal payment on 50% of loan amount over the lien period, to include escrow of taxes and insurance. Taxes and insurance will be recalculated annually.
 - Option #2 - Monthly principal payments on 50% of loan over a lien period based on 30% of annual gross income to include taxes and insurance. Taxes and insurance will be recalculated annually.
 - Option #3 - No monthly principal payments due over the lien period, only monthly escrow payment of taxes and insurance, recalculated annually.
6. Default: Repayment of the loan is required in full when one of the following conditions are met, whichever occurs first:
 - a) **Sale:** If proceeds are not sufficient to pay off the first mortgage note then the client may petition the Marion County Community Services Department for an optional payment plan or the County may consider accepting an amount less than the outstanding balance as part of a short sale.
 - b) **Title transfer:** Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services has the right of first refusal.
 - c) **Refinance to access equity:** Prohibited. However, a refinance of the first mortgage may be approved and the County subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount.
 - d) **Homeowner no longer resides in the home:** The County reserves the right to foreclose if payment is not received as noted above.
 - e) **Death of homeowner:** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as their 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.



- f. Recipient Selection Criteria: Applications are processed on a first-qualified, first-served basis based on the funding priorities established by **Section I, I** of this plan. Income eligible homeowners should be located in Marion County, at or below 140% AMI, and lack financial resources to cover the cost for repairs, deductibles, and monthly mortgage payments. Complete applications from affected homeowners will be processed expeditiously.
1. Applicants are required to provide all documentation requested for income and eligibility determination.
 2. The unit assisted must be owner-occupied and homesteaded as the primary residence.
 3. Replacement will only be considered for eligible owners who will participate in voluntary relocation. Relocation cost will be the responsibility of the homeowner.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
1. Units assisted must be located within Marion County, but outside the city limits of Ocala.
 2. A report from an official or agency (listed below) stating that the structure is uninhabitable due to damage caused by sudden catastrophic damage will be required. These officials and agencies include the Building Department Official, the Fire Marshal, Law Enforcement Agency Officials, Licensed Structural Engineers, or Federal, State, or Local Disaster Recovery Agencies (FEMA, FDEM, MCEM).
 3. Sudden catastrophic damage, for the purpose of this program, shall mean damage to the property due to fire, lightning, civil unrest, hurricane, tornado, storm, or sinkhole that renders the home uninhabitable. Pre-existing damage or disrepair is not a qualified sudden catastrophic damage event. Assistance may be provided for additional similar types of damage at the sole discretion of the Director of Community Services.
 4. Eligible dwelling units are mobile, manufactured, and site built single family residences.
 5. Dwelling units will be replaced with comparable units and will not exceed 120% of the square footage of the damaged dwelling unit.
 6. If the replacement unit cost exceeds \$150,000, the balance required will be the responsibility of the homeowner.
 7. Property taxes must be current.
 8. Maximum assistance will be determined once funds from insurance claims have been determined.
 9. The home must be homesteaded and owner-occupied as the primary residence for a minimum of 12 months prior to application. Eligible forms of ownership may be:
 - a) Fee simple title
 - b) An equivalent form of ownership approved by HUD



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: Administrative Policy 07-04 requires the Marion County Community Services Department review all Affordable/Workforce Housing Department applications for affordability provisions. Approved projects will be provided with a Certification of Affordability to be attached to their application. The Application and Certification will be forwarded to the Department Review Committee (DRC). The DRC will meet with the Affordable Housing Project Manager or Engineer at their next scheduled meeting to establish timelines and procedures for fast tracking reviews and permit processing. The timeline schedule and procedures for fast tracking shall be provided to the Marion County Community Services Department, along with an estimation of how much time this expedited schedule will save over regular development processing.

- 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: All Departments under the Marion County Administrator will, prior to adoption or Board approval, review all policies, procedures, ordinances, regulations or plan provisions to determine if there will be any impact to the cost of housing. If there is a cost associated, this cost is to be noted to the Agenda Cover Page and forwarded to the Marion County Community Services Department prior to the Board meeting. If it is a policy change that does not require Board action, a summary with the associated cost should be forwarded to the Marion County Community Services Director for review and comment prior to implementations.

- C. Other Incentive Strategies Adopted: **Impact Fees, modifications, waivers, or reimbursements**
Ordinance No. 15-14, § 1, 9-1-2015 allows the County Administrator to approve an agreement for twelve (12) equal monthly payments of the impact fee for applicants who meet the Marion County SHIP Program guidelines for low income families. A forty dollar (\$40.00) nonrefundable processing fee will be charged for all applications for a deferred payment agreement.

- Use SHIP funds, when available, to pay for impact and building department fees for new affordable housing projects consisting of more than four units, resulting in a revenue neutral incentive.
- Designate incentive areas, possibly by proximity to employment centers and public transportation routes, for reduction or waiver of impact fees.
- Establish lien mechanisms to recapture these fees if the house is sold within ten (10) years.



IV. EXHIBITS:

Required

- 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.

Marion County

Fiscal Year: 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$3,043,357
Salaries and Benefits	\$298,316
Office Supplies and Equipment	\$ 1,604.00
Travel Per diem Workshops, etc.	\$ 2,645.00
Advertising	\$ 1,770.00
Other*	\$ -
Total	\$ 304,335.00
Admin %	10.00%
	OK

Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$3,043,357
Salaries and Benefits	\$ 298,316.00
Office Supplies and Equipment	\$ 1,604.00
Travel Per diem Workshops, etc.	\$ 2,645.00
Advertising	\$ 1,770.00
Other*	
Total	\$ 304,335.00
Admin %	10.00%
	OK

Fiscal Year 2024-2025	
Estimated SHIP Funds for Fiscal Year:	\$3,043,357
Salaries and Benefits	\$ 298,316.00
Office Supplies and Equipment	\$ 1,604.00
Travel Per diem Workshops, etc.	\$ 2,645.00
Advertising	\$ 1,770.00
Other*	
Total	\$ 304,335.00
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.

**Exhibit B
Timeline for SHIP Expenditures**

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

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2022-2023	6/30/2024	6/30/2025	9/15/2022	9/15/2023	9/15/2024
2023-2024	6/30/2025	6/30/2026	9/15/2023	9/15/2024	9/15/2025
2024-2025	6/30/2026	6/30/2027	9/15/2024	9/15/2025	9/15/2026

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

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2022-2023	3/30/2024	3/30/2025	6/15/2023	6/15/2024	6/15/2025
2023-2024	3/30/2025	3/30/2026	6/15/2024	6/15/2025	6/15/2026
2024-2025	3/30/2026	3/30/2027	6/15/2025	6/15/2026	6/15/2027

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and include:

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

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email robert.dearduff@floridahousing.org when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2022-2023

Name of Local Government:		Marion County										
Estimated Funds (Anticipated allocation only):		\$ 3,043,357										
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
	Homeownership											
1, 2	Purchase Assistance w/Rehab	Yes		\$50,000	2	\$40,000	6	\$30,000	\$260,000.00	\$0.00	\$260,000.00	8
3, 4	Owner Occupied Rehabilitation/Demo-Replace	Yes	15	\$50,000	12	\$50,000	0	\$50,000	\$1,350,000.00	\$0.00	\$1,350,000.00	27
4	Demolition/Reconstruction/Replacement	Yes		\$150,000	2	\$150,000	2	\$150,000	\$600,000.00	\$0.00	\$600,000.00	4
5	Disaster Assistance	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
8	Impact Fees	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
10	New Construction	Yes		\$250,000		\$250,000		\$250,000	\$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
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		15		16		8		\$2,210,000.00	\$0.00	\$2,210,000.00	39
Purchase Price Limits:			New	\$ 349,525	Existing	\$ 349,525						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
12	Special Needs Rental	Yes		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
13, 26	Rent Assistance (Tenant)	No		\$15,000		\$15,000		\$15,000	\$0.00	\$0.00	\$0.00	0
14	Rental Rehabilitation	Yes	2	\$250,000		\$250,000		\$250,000	\$500,000.00	\$0.00	\$500,000.00	2
20	Land Acquisition	No		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
21	New Construction	Yes		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	No		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
	Total Rental		2		0		0		\$500,000.00	\$0.00	\$500,000.00	2
	Administration Fees			\$ 304,335		10%		OK				
	Home Ownership Counseling			\$ -								
Total All Funds				\$ 3,014,335		OK						

Set-Asides

Percentage Construction/Rehab (75% requirement)		89.0%	OK
Homeownership % (65% requirement)		72.6%	OK
Rental Restriction (25%)		16.4%	OK
Very-Low Income (30% requirement)	\$ 1,250,000	41.1%	OK
Low Income (30% requirement)	\$ 980,000	32.2%	OK
Moderate Income	\$ 480,000	15.8%	

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2023-2024

Name of Local Government: **Marion County**

Estimated Funds (Anticipated allocation only): \$ **3,043,357**

Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
	Homeownership											
1, 2	Purchase Assistance w/Rehab	Yes		\$50,000	2	\$40,000	6	\$30,000	\$260,000.00	\$0.00	\$260,000.00	8
3, 4	Owner Occupied Rehabilitation/Demo-Replace	Yes	15	\$50,000	12	\$50,000	0	\$50,000	\$1,350,000.00	\$0.00	\$1,350,000.00	27
4	Demolition/Reconstruction/Replacement	Yes		\$150,000	2	\$150,000	2	\$150,000	\$600,000.00	\$0.00	\$600,000.00	4
5	Disaster Assistance	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
8	Impact Fees	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
10	New Construction	Yes		\$250,000		\$250,000		\$250,000	\$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
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		15		16		8		\$2,210,000.00	\$0.00	\$2,210,000.00	39
Purchase Price Limits:			New	\$ 349,525	Existing	\$ 349,525						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
12	Special Needs Rental	Yes		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
13, 26	Rent Assistance (Tenant)	No		\$15,000		\$15,000		\$15,000	\$0.00	\$0.00	\$0.00	0
14	Rental Rehabilitation	Yes	2	\$250,000		\$250,000		\$250,000	\$500,000.00	\$0.00	\$500,000.00	2
20	Land Acquisition	No		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
21	New Construction	Yes		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	No		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
	Total Rental		2		0		0		\$500,000.00	\$0.00	\$500,000.00	2
	Administration Fees			\$ 304,335		10%		OK				
	Home Ownership Counseling			\$ -								
Total All Funds				\$ 3,014,335		OK						

Set-Asides

Percentage Construction/Rehab (75% requirement)		89.0%	OK
Homeownership % (65% requirement)		72.6%	OK
Rental Restriction (25%)		16.4%	OK
Very-Low Income (30% requirement)	\$ 1,250,000	41.1%	OK
Low Income (30% requirement)	\$ 980,000	32.2%	OK
Moderate Income	\$ 480,000	15.8%	

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2024-2025

Name of Local Government: Marion County

Estimated Funds (Anticipated allocation only): \$ 3,043,357

Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
	Homeownership											
1, 2	Purchase Assistance w/Rehab	Yes		\$50,000	2	\$40,000	6	\$30,000	\$260,000.00	\$0.00	\$260,000.00	8
3, 4	Owner Occupied Rehabilitation/Demo-Replace	Yes	15	\$50,000	12	\$50,000	0	\$50,000	\$1,350,000.00	\$0.00	\$1,350,000.00	27
4	Demolition/Reconstruction/Replacement	Yes		\$150,000	2	\$150,000	2	\$150,000	\$600,000.00	\$0.00	\$600,000.00	4
5	Disaster Assistance	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
8	Impact Fees	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
10	New Construction	Yes		\$250,000		\$250,000		\$250,000	\$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
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		15		16		8		\$2,210,000.00	\$0.00	\$2,210,000.00	39
Purchase Price Limits:			New	\$ 349,525	Existing	\$ 349,525						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
12	Special Needs Rental	Yes		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
13, 26	Rent Assistance (Tenant)	No		\$15,000		\$15,000		\$15,000	\$0.00	\$0.00	\$0.00	0
14	Rental Rehabilitation	Yes	2	\$250,000		\$250,000		\$250,000	\$500,000.00	\$0.00	\$500,000.00	2
20	Land Acquisition	No		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
21	New Construction	Yes		\$250,000		\$250,000		\$250,000	\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	No		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
	Total Rental		2		0		0		\$500,000.00	\$0.00	\$500,000.00	2
	Administration Fees			\$ 304,335		10%		OK				
	Home Ownership Counseling			\$ -								
Total All Funds				\$ 3,014,335		OK						

Set-Asides

Percentage Construction/Rehab (75% requirement)		89.0%	OK
Homeownership % (65% requirement)		72.6%	OK
Rental Restriction (25%)		16.4%	OK
Very-Low Income (30% requirement)	\$ 1,250,000	41.1%	OK
Low Income (30% requirement)	\$ 980,000	32.2%	OK
Moderate Income	\$ 480,000	15.8%	

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: Marion County

Certifies that:

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

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

Witness

Marion County Board of County Commissioners
Chief Elected Official or designee

Witness



Carl Zalak, III, Chairman

Date

OR



Attest: Gregory C. Harrell, Clerk

(Seal)

RESOLUTION #: 22-R-249

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MARION 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 COUNTY ADMINISTRATOR 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 Community Services Department has prepared a three-year Local Housing Assistance

Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for the Marion 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 MARION COUNTY, FLORIDA that:

Section 1: The Board of County Commissioners of Marion 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 2022-2023, 2023-2024, 2024-2025.

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

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

PASSED AND ADOPTED THIS 21st DAY OF June, 2022.

BOARD OF COUNTY COMMISSIONERS
MARION COUNTY



CARL ZALAK, III, CHAIRMAN

(SEAL)

ATTEST:



GREGORY C. HARRELL, CLERK

Exhibit F: Additional Instructions and Information for Purchase Assistance and New Construction for Community Land Trust (CLT) Homes

In the event of any sale of the property, including the exercise of a right of first refusal by the County or CLT, the purchase price shall be determined using the following method except by mutual agreement of the County, the CLT, and the homeowner. The terms and prices below are provided as an example provision for any future mortgage or CLT ground lease.

PURCHASE OPTION PRICE EQUALS LESSER OF APPRAISED VALUE OR FORMULA PRICE: In no event may the Home be sold for a price that exceeds the Purchase Option Price. The Purchase Option Price shall be the lesser of (a) the value of the Home (consisting of improvements only) as determined by the Appraisal commissioned and conducted by the CLT or (b) the price calculated in accordance with the formula described below (the Formula Price).

HOW THE FORMULA PRICE IS CALCULATED: The Formula Price shall be equal to Homeowner's Base Price, as stated below, plus a share of the increased market value of the improvements based upon the months of ownership as stated in the chart below.

Homeowner's Base Price: The parties agree that the Homeowner's Base Price for Homeowner's Property as of the signing of this Lease is \$205,000.00 (excluding land).

Initial Appraised Value: The parties agree that the appraised value of the Home at the time of Homeowner's purchase (the Initial Appraised Value) is \$205,000.00 (excluding land), as documented by the initial appraiser's report attached to this Lease

Increase in Market Value: The increase in market value of the Home equals the appraised value of the Home at time of sale minus the Initial Appraised Value.

Homeowner's share of Increase in Market Value: Homeowner's share of the increase in the market value is based upon the number of years of ownership. If Lease expires less than 20 years old homeowner will receive 25% of the increase; between 20 years but less than 30 years, it increases to 30%; and if it expires 30 years and over it increases to 35%.

Summary of Formula Price: The formula price equals homeowner's Base Price plus homeowner's Share of Increase in Market Value.

Example of Mathematical Calculation of Sales Proceeds: THIS IS AN EXAMPLE Homeowner is moving away after living in the home for 15 years. The initial appraisal was \$205,000 (excluding land) and the CLT commissioned an appraiser who placed a current value at \$215,000 (excluding land). Since the base price of \$205,000 plus the homeowner's percentage of shared equity of \$2,500 is less than the new appraised price plus homeowner's percentage of \$2,500 ($\$205,000 + \$2,500 = 207,500$) will be the used for the new sales price). Pay offs will be the first mortgage at purchase was \$175,000 amortized over 30 years at an estimated 6.75% interest rate and the payoff is \$128,267 and a second mortgage for \$30,000. The owner will receive 25% of the increased value and the CLT will receive 75%.

Current Appraisal	\$215,000
Less: Appraisal at Purchase	<u>\$205,000</u>
Increase in Value	\$10,000

Homeowner's Percentage	25%
Homeowner's Shared Equity	\$2,500
CLT's Percentage	75%
CLT's Shared Equity	\$7,500

Sales Price	\$207,500
Less: Mortgage Payoff	\$128,267
Less: Second Mortgage	\$30,000
Less: CLT's Equity	<u>\$7,500</u>
Homeowner's Proceeds	\$41,733
Before Closing Costs	

QUALIFIED PURCHASER SHALL RECEIVE NEW LEASE: The CLT shall issue a new lease to any person who purchases the Home in accordance with the terms of this Article. The terms of such lease shall be the same as those of new leases issued to homebuyers at that time for land not previously leased by the CLT.

PURCHASER MAY BE CHARGED A LEASE RE-ISSUANCE FEE. In the event that Homeowner sells the home to a party other than the CLT (whether directly to such party or as a result of CLT's assignment of its Purchase Option to such party), the price to be paid by such purchaser shall include, in addition to the Purchase Option Price, at the discretion of the CLT, a lease re-issuance fee to compensate the CLT for carrying out its responsibilities with regard to issuing a new lease. The amount of the lease re-issuance fee shall be no more than 5% of the Purchase Option Price.

HOMEOWNER REQUIRED TO MAKE NECESSARY REPAIRS AT TRANSFER: The Homeowner is required to make necessary repairs when they voluntarily transfer the Home as follows:

- a) The person purchasing the Home ("Buyer") shall, prior to purchasing the Home, hire at their sole expense, a building inspector with a current Home Inspector license from the Florida Department of Business and Professional Regulation to assess the condition of the Home and prepare a written report of the condition ("Inspection Report"). The Homeowner shall cooperate fully with the inspection.
- b) The Buyer shall provide a copy of the Inspection Report to Buyer's lender (if any), the Homeowner, and the CLT within 10 days after receiving the Inspection Report.
- c) Homeowner shall repair specific reported defects or conditions necessary to bring the Home into full compliance prior to transferring the Home.
- d) Homeowner shall bear the full cost of the necessary repairs and replacements. However, upon Homeowner's written request, the CLT may allow the Homeowner to pay all or a portion of the repair costs after transfer, from Homeowner's proceeds of sale, if Homeowner cannot afford to pay such costs prior to the transfer. In such

event, either (i) 150% of the unpaid estimated cost of repairs or (ii) 100% of the unpaid cost of completed repairs shall be withheld from Homeowner's proceeds of sale in a CLT-approved escrow account.

- e) Homeowner shall allow CLT, Buyer, and Buyer's building inspector and lender's representative to inspect the repairs prior to closing to determine that the repairs have been satisfactorily completed.
- f) Upon sale or other transfer, Homeowner shall either (i) transfer the Home with all originally purchased appliances or replacements in the Home in good working order or (ii) reduce the Purchase Option Price by the market value of any such appliances that are not left with the Home in good working order.