



Health & Human Service Division Housing & Neighborhood Development Office

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2023-2024, 2024-2025, 2025-2026

TR2
TR 1 Demo/Reconstruction Max Award increase Aug. 11, 2023
Approved by FHFC May 5, 2023



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I. Program Details:

A. LG(s)

Name of Local Government	Polk 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)	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: 2023-2024, 2024-2025, 2025-2026

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:

Polk County will accept applications during the advertised “Application Period” which will be 30 days from the publication of the Notice of Funding Availability advertisement. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Ranking Priority:

1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
2. After Special Needs Set-asides are met
 - a. Very Low
 - b. Low
 - c. Moderate
3. For the Demolition/Reconstruction Strategy priority will be given to those homes that are owned by the elderly defined as over age 62.

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. 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
Polk County HND Staff	Oversight and management of grant funds	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: Inhouse staff performed Project delivery costs that are associated with rehabilitation projects such as inspections, assessments, recording fees, estimates and work write-ups which will be granted to the homeowner. Project delivery costs will not exceed 5% of the construction cost. Additional costs are performed by non-salaried vendors shall include, survey fees, appraisal fees, title service fees, permitting fees, environmental testing fees, and septic tank pump outs. These additional costs are actual amounts of services and deliverables and will be in the form of a grant to the homeowner. All above will be included in the maximum award of assistance to the homeowner.

For applicants at 80% or below of the area median income (AMI) who have no insurance the Demolition Reconstruction, Owner Occupied Major Rehabilitation, New Construction and Redevelopment-Homeownership strategies may pay the first year’s premium up to \$5,000 on behalf of the owner, and will be awarded as a grant to the homeowner. This will be included in the maximum award of assistance to the homeowner, with the requirement that the applicant will continue the appropriate insurance beyond the first year.

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:

1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - a. Toilets: 1.6 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.2 gallons/minute or less;
3. Energy Star qualified refrigerator;
4. Energy Star qualified exhaust fans in all bathrooms; and
5. Air conditioning: Minimum SEER of 14.

V. Describe efforts to meet the 20% Special Needs set-aside: The 20% Special Needs set-aside will be met



through the Owner-Occupied Rehabilitation and Demolition/Reconstruction. Special Needs clients are moved to the top of the list for Owner-Occupied Rehabilitation and Demolition/Reconstruction programs.

W. Describe efforts to reduce homelessness: The County will work with agencies serving local homeless populations including the Homeless Coalition of Polk County and the Lakeland, Winter Haven/Polk County Continuum of Care members. Assistance is primarily through rental assistance to place individuals or families in rental or transitional housing for the purpose of providing a stable housing situation for up to twelve months. HND staff members stay updated about funding sources to pay past due rents and offer move in assistance. The HND Office works closely with the lead agency of the Continuum of Care so that housing programs are complementary and not duplicative or working at cross purposes.

Polk County receives federal Emergency Solutions Grant (ESG) Funds each year which is passed through to local homeless assistance providers under a Request for Application (RFA) process. Funds awarded are used by local Emergency Shelters for operations and essential services. Rental assistance may be provided by an ESG Subrecipient. HND Staff makes referrals to the Polk County Veterans Services office and resources available to homeless veterans.

Section II. LHAP Strategies:

A. Strategy Name: Purchase Assistance	Code 1, 2
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a. Summary: SHIP funds will be awarded for down payment and closing costs to households to purchase a newly constructed or existing home. A newly constructed home must have received a certificate of occupancy within the last twelve months.

b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026

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

d. Maximum award: Very Low: \$40,000
 Low: \$28,000
 Moderate: \$23,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 5 Years
4. Forgiveness: Loan is forgiven at the end of the 5th year.
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: loss of homeowner’s insurance, 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, failure to pay property taxes. If any of these occur, the outstanding balance will be due and payable. In cases where the combined loan to value exceeds 100%, the amount over 110% may not be subject to recapture, per the requirements of the first mortgage holder.
 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 will be ranked for assistance based on a first-qualified, first-served basis with the priorities as outlined in Section I. Waiting List/Priorities. The homebuyer must meet the following qualifications:
1. Qualify for a first mortgage through a qualified lender or approved not for profit sponsor providing first mortgage financing;
 2. Complete a HUD certified homebuyer education class within the 18 months prior to closing;
 3. Contribute a minimum of \$750 toward the purchase of the home.
 4. In all cases, the buyer receives the benefit of SHIP assistance in the form of reduced purchase price and classified as a first-time homebuyer (no ownership during the 3-year period of the closing date.)
 5. Owner must have lived in Polk County, Florida two years prior to application for down payment and closing costs assistance.
 6. Must have a bank financed property no lease to own and cannot have previously owned a home.
- g. Subrecipients Selection Criteria: Polk County will advertise county wide for an eligible Subrecipient that is interested in managing Polk County's down payment assistance program. The eligible subrecipients will be chosen by an RFP process. This provider of affordable housing services will work with clients that may have imperfect credit histories, lack of understanding of the home purchase process, have insufficient resources to save for down payment funds, and traditionally have been excluded from directly accessing private sector financing. The successful respondents will have a proven record with the administration of very low, low, and moderate- income home buyer programs. In addition, they will have successfully demonstrated capacity to handle the administrative process for the anticipated number of loans and will ensure the required home buyer education criteria have been met for each client. The ability to leverage private dollars/in kind services will be an advantage to the successful respondent. The sub-recipient must attend Florida Housing Coalition (FHC) SHIP training. Eligible Subrecipients employing Welfare Transition Program personnel will be given preference in the selection process.
- h. Additional Information: The County has a Subordination Policy if there is a request to subordinate purchase assistance funds. The Polk County Subordination Policy is attached in Exhibit H. No household shall be assisted with purchase assistance more than once. The Down Payment and Closing Costs assistance per applicant is \$ 2,000 for underwriting the file.



B. Demolition/Reconstruction	Code 4
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- a. Summary: SHIP funds will be used to provide replacement housing for eligible owner-occupied homes once the evaluation of costs for the rehabilitation exceeds fifty percent (50%) of the value of the existing housing unit. Only those dwellings occupied by eligible homeowners wishing to participate in a voluntary demolition program will be considered qualified for replacement if:
 - 1. The home is found to be unfit for human habitation in accordance with standards set forth in the current Florida Building Code.
 - 2. The homeowner has owned and occupied the dwelling to be demolished for not less than 365 days prior to execution of such an agreement.
 - 3. May not ask for additional assistance for 10 years after new home has been constructed, except in the case of a declared disaster.
 - 4. Must ask for assistance within 3 years of the damaging event. There must be evidence on site of an existing structure owned by the client.

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low and low
- d. Maximum Award: \$230,000
- e. Terms:
 - 1. Repayment deferred loan: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 15 years.
 - 4. Forgiveness: Loan is forgiven at end of 15 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: loss of homeowner's insurance, sale, transfer, or conveyance of property, conversion to a rental property, loss of homestead exemption status, failure to occupy the home as primary residence, or failure to pay property taxes. 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 will be ranked for assistance based on a first-qualified, first-served basis with the priorities as outlined in Section I. Waiting List/Priorities.



- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile homes and manufactured homes will not be eligible for assistance unless the owner agrees that the mobile/manufactured home will be removed from the site. Applicants with existing mortgages are not eligible for this strategy. Once the client has received a newly constructed home, no other assistance will be provided until after the tenth (10) year of occupancy except in the case of a declared disaster. ADA access requests will be reviewed on a case- by-case basis and approved the Housing and Neighborhood Office Manager. Relocation funds of no more than \$4,000 per client will be provided as a grant to the homeowner for this strategy. Homeowners assisted under this strategy will be required to obtain temporary housing on their own. Applicants with existing mortgages are not eligible for this strategy.

C. Owner Occupied Rehabilitation - Minor	Code 3
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a. Summary: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, roofing systems (including soffit and fascia), septic tanks, septic tank abandonment and sewer tie in, or wells and handicapped accessibility including ramps, grab bars, widen doors for access. Assistance from this strategy is based on the initial inspection/evaluation of the property and the estimated dollar amount of the work to be completed. Clients remain in the home and are not required to relocate under this strategy.

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, and low
- d. Maximum award: \$ 55,000
- e. Terms:
 1. Deferred loan/grant: Funds for Minor Rehabilitation will be awarded as a deferred loan secured by a recorded subordinate mortgage/note.
 2. Interest Rate: 0%
 3. Years in loan term: 5 years.
 4. Forgiveness: 5 years - loan is forgiven at the end of the 5th year.
 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: 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, failure to pay property taxes. 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/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities as outlined in Section I. Waiting List/Priorities.



- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile and manufactured homes are not generally eligible for Minor Owner-Occupied Rehabilitation. However, if repairs are needed for households with special housing needs, as defined in 420.0004 (13), Florida Statutes, in a mobile or manufactured home, for health and safety purposes, the following may be provided: non-attached exterior ramps, septic systems, sewer and water tie-ins. No work will be completed on the exterior structure or interior of the mobile and/or manufactured home. If there is a health and safety concern the case may be submitted to the Housing and Neighborhood Development Manager for review and potential approval. In accordance with SHIP guidelines, no more than 20 percent of SHIP funds may be used for assistance for mobile homes, which must have been constructed after June 2004 to be considered eligible housing. The mobile home must be installed by a State licensed company. SHIP funds for this Strategy will be awarded to any qualified applicant one-time every five years, except in the case of a declared disaster. Condominiums, duplexes, and triplexes are not eligible for minor repair services.

D. Owner Occupied Rehabilitation - Major	Code 3
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a. Summary: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, roofing systems (including soffit and fascia), septic tanks, septic tank abandonment and sewer tie in, or wells and handicapped accessibility including ramps, grab bars, widen doors for access. The funding level is based on the initial inspection/evaluation of the property and the estimated dollar amount of the work to be completed. The client is required to move out of the house while the rehabilitation work is being completed.

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, and low
- d. Maximum award: \$110,000
- e. Terms:
 1. Deferred loan/grant: Funds for Major Rehabilitation will be awarded as a deferred loan secured by a recorded subordinate mortgage/note.
 2. Interest Rate: 0%
 3. Years in loan term: 15 years
 4. Forgiveness: 15 years – loan is forgiven at the end of the 15th year.
 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: Loss of Homeowner’s Insurance, 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, failure to pay property taxes. 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/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities as outlined in Section I. Waiting List/Priorities.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile and manufactured homes are not generally eligible for Major Owner-Occupied Rehabilitation. However, if repairs are needed for households with special housing needs, as defined in section 420.0004 (13), Florida Statutes, in a mobile or manufactured home, for health and safety purposes, the following may be provided: nonattached exterior ramps, septic systems, sewer and water tie-ins. No work will be completed on the exterior structure or interior of the mobile and/or manufactured home. If there is a health and safety concern the case may be submitted to the Housing and Neighborhood Development Manager for review and potential approval. In accordance with SHIP guidelines, no more than 20 percent of SHIP funds may be used for assistance for mobile homes, which must have been constructed after June 2004 to be considered eligible housing. The mobile home must be installed by a State licensed company. Condominiums, duplexes, and triplexes are not eligible for major repair services.

SHIP funds for this Strategy will be awarded one time during a ten-year period, after the end of the tenth year the client may request additional assistance; except in the case of a declared disaster.

E. New Construction and Redevelopment-Homeownership	Code 10
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a. Summary: This strategy is designed to promote the acquisition and/or construction of affordable housing for homeownership opportunities and to promote infill housing. Developers will be required to submit proposals to provide housing that conforms to the County’s proposal request specifications and housing plan. Eligible properties include single family homes. All homes will be sold to eligible applicants.

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: To the Developer: \$195,000 per unit
Home Buyer: Subsidy \$35,000 very low, \$25,000 low and \$15,000 moderate income households.
- e. Terms:
 1. Repayment loan/deferred loan/grant: Deferred loan/Grant: Developer - Funds will be awarded to the Developer as a deferred loan secured by a recorded subordinate mortgage and note until conveyed to the buyer. Homebuyer - Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: Developer: 0%, Homebuyer: 0%
 3. Years in loan term: **Developer:** Ends upon conveyance of property to a homebuyer, but not later than 18 months after the award. Homebuyer: 15 years on deferred loan.
 4. Forgiveness: **Developer:** N/A . **Homebuyer:** Loan is forgiven at the end of the loan term 15 years.
 5. Repayment: Not required as long as the loan is in good standing. Once the developer has completed



and sold the house to an income eligible buyer, the proceeds from the sale of the property will be used to pay off 100 percent of the developer's loan for that property. A reasonable profit/fee (15%) to the **Developer** will be allowed by the county. If all conditions are met, the county/lender will release the property or satisfy the mortgage. **Homebuyer:** None required as long as loan is in good standing.

6. Default: Developer: Failure on the part of the developer to receive a certificate of occupancy and transfer ownership to an income eligible buyer within 18 months of receiving the award will constitute a default.

Homebuyer: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; loss of homeowner's insurance; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence; or failure to pay property taxes. If any of these occur, the outstanding balance will be due and payable.

In the event of default, which is defined as not meeting the occupancy, eligibility and/or ownership requirements, the County may foreclose to recover funds made available for assistance which is secured by a mortgage and note on the property. 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/Tenant Selection Criteria: For rehabilitated and new construction homeownership units, assistance will be provided on a first qualified, first served basis. The homebuyer must meet the following qualifications:
 1. Qualify for a first mortgage through a qualified lender or approved not for profit sponsor providing first mortgage financing;
 2. Complete a HUD certified homebuyer education class within the 18 months prior to closing;
 3. Contribute a minimum of \$750 toward the purchase of the home.
 4. In all cases, the buyer receives the benefit of SHIP assistance in the form of reduced mortgage amount and classified as a first-time homebuyer (cannot own a home during the 3- year period prior to the closing date.)
 5. Assistance cannot exceed 50% of the cost of the home including closing cost.
 6. SHIP Down Payment and closing costs assistance (DPA) will be provided based on need. Assistance up to \$30,000 for very-low-income buyers, \$20,000 for low-income buyers and \$15,000 for moderate-income buyers. DPA Loan is forgiven at the end of 5 years.
 7. As stated above Home Buyer: Subsidy \$35,000 very low, \$25,000 low and \$15,000 moderate income households.
- g. Sponsor Selection Criteria: Request for proposals and/or open application process will be utilized to select a sponsor to implement these projects. Characteristics in determining the sponsor/developer may include, but not be limited to:



- Capacity and capability to carry-out project;
- Scale of Project/Utilization of Density Bonuses;
- Experience in completing similar projects;
- Recapture provisions; and
- Use of green building techniques.

F. Rental Development	Code 14, 21
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a. Summary: Funds will be awarded to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct or rehabilitate affordable rental units. This funding is intended to be used as gap financing required for the project. In cases where a smaller development (less than 50 units) is being proposed that includes Special Needs units, the county may choose to provide a larger amount of the overall construction financing.

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award:
 \$200,000 maximum per rental unit and up to \$5,000,000 per development (new construction).
 Project maximum: \$100,000 for developments over 50 units
 \$200,000 for developments with 50 units or less that includes Special Needs units.
- e. Terms: Repayment loan/deferred loan/grant: For for-profit developers, funds will be awarded as a loan secured by a recorded subordinate mortgage and note. For non-profit developers, funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.
1. Interest Rate: The interest rate will be determined by type of developer requesting funds:
 - a) Fixed rate of 2% for For-profit developers who are contributing additional sources of subsidy that will be leveraged with SHIP funds.
 - b) 3% for For-profit developers who are not supplying additional subsidy funds.
 - c) 1% for non-profit developers who are contributing additional sources of subsidy that will be leveraged with SHIP funds.
 2. Years in loan term: 30 years.
 3. Forgiveness: For non-profits, the loan is forgiven at the end of the term.
 4. Repayment: For-profits, the loan is due and payable at the end of the term unless the county negotiates an extended loan term to secure affordable rental units in the best interest of the county's residents.
 5. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use, failure to maintain insurance on the units, failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance will be due and payable.
 6. Final determination of rate and term will be made by HND staff depending on market conditions and the recommendation from credit underwriting.
- f. Recipient/Tenant Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer's management company for the development.
- g. Sponsor/Sub-recipient Selection Criteria: Developers will apply to the county through a RFA process



that is open one time a year. The RFA will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the county's housing element in the Comprehensive Plan.

- h. Additional Information: Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units.

G. Rental Assistance	Code 13, 23, 26
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a. Summary: Funds will be awarded to renter households that are in need of assistance for: security and utility deposit assistance; and/or rent subsidies for up to 6 months. Provide eviction prevention assistance (up to three months) and/or rapid re-housing assistance (up to six months). Applicants will be assisted inhouse or through the local C Continuum of Care Coordinated Entry System.

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, and low
- d. Maximum award: \$12,000
- e. Terms :
 1. Repayment loan/deferred loan/grant: Funds will be awarded as 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 who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly to the CoC or may be referred to the CoC by a special needs service provider.
- g. Sponsor Selection Criteria: Polk County will issue a Request of Application (RFA) from eligible non-profit subrecipient organizations interested in administering Polk County's Rapid Rehousing strategy. Selection criteria include experience managing similar programs, background information on many applicants (e.g., through the Homeless Management Information System), and capacity to provide housing stability counseling.
- h. Additional Information: To be eligible for Rapid Rehousing assistance, recipient must be homeless as defined in S. 420.621. Assistance provided as necessary to help individuals living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs may also include utilities, rental application fees, last month's rent, and payments.



Eviction prevention will be provided to households who have fallen behind on their rent and have received an eviction notice. The recipients must show that they are able to continue making the monthly rental payments. Eligible reasons for falling behind on rent are as follows:

- Involuntary loss in pay due to unemployment/underemployment
- Divorce/separation resulting in a temporary loss in income
- Death of a spouse resulting in a loss in income
- Sudden, unforeseen medical payments
- Involuntary loss of verifiable income from other sources (temporary or permanent)

H. Foreclosure Prevention	Code 7
a. Summary: Funds will be awarded to qualified homeowners to retain their home by preventing foreclosure action on the first mortgage. Applicants must be delinquent at least one full mortgage payment but no more than six months in arrears.	

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, and low
- d. Maximum award: \$12,000
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: 5 years
 4. Forgiveness: Loan is forgiven at the end of the 5th year.
 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: death, 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, failure to pay property taxes. If any of these occur, the outstanding balance 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/Tenant Selection Criteria: This strategy is designed to assist individuals who have fully amortizing mortgage. Assistance will provide only one time to applicants on a first qualified, first served basis. The homebuyer must meet the following qualifications:
 1. Applicants must provide proof of arrearage in the form of notification from the mortgage holder.
 2. Applicants must provide evidence of the hardship that caused the nonpayment of their mortgage. Eligible reasons are loss of employment, sudden medical expenses, divorce or separation, death in the immediate family and unforeseen home repairs bills.
 3. Applicants must submit current income analysis, credit history, and employment history.



4. Applicants must attend and complete a budget, credit, or debt reduction course through a HUD approved counseling agency.
5. Applicants must provide written evidence of the ability to resume making monthly payments after the assistance is provided, which included an explanation of how the hardship has been overcome and a budget plan approved by the counseling agency.

g. Sponsor Selection Criteria: N/A

h. Additional Information: Property shall have no other liens other than the first mortgage or grant lien to include SHIP, CDBG or NSP. No assistance will be provided to any property whose home is in the process of foreclosure.

This program is subject to funding availability and may not be awarded every fiscal year.

I. Disaster Assistance	Code 5, 16
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a. Summary: Summary: The Disaster Strategy provides assistance to households following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

- (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; (Granted if under \$8,000)
- (e) Security deposit for eligible recipients that have been displaced from their homes due to disaster; (Granted if under \$5,000)
- (f) Rental assistance for eligible recipients that have been displaced from their homes due to disaster. (Granted for 6 months or up to \$12,000)
- (g) Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster.
- (h) Other activities as proposed by the county and approved by Florida Housing.

b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026

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

d. Maximum award: \$50,000

e. Terms:

1. Deferred loan/grant: All SHIP funds provided to eligible households will be in the form of a deferred payment loan secured by a recorded mortgage and note.
2. Interest Rate: 0 %
3. Years in loan term: 5 years
4. Forgiveness: Loan is forgiven at the end of the 5th year.
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: loss of homeowner's insurance, sale, transfer, or conveyance of property; conversion to a rental property, loss of homestead exemption status, failure to occupy the home as primary residence, or failure to pay property taxes. 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.

f. Recipient/Tenant Selection Criteria: First qualified, first served (1) Priority shall be given to persons who have special housing needs and individuals or household that qualify as Elderly as defined in 420.503, F.S.

g. Sponsor Selection Criteria: N/A

h. Additional Information: An applicant requesting an emergency repair will be required to:

1. Allow the rehabilitation specialist to access the home for an inspection to determine the need for the repair.
2. Provide proof of homeowner's insurance policy and verification a claim was filed with your provider. Provide proof whether or not the insurance will cover any part of the repair.
3. Must have filed a claim with FEMA if eligible.

Mobile homes will not be eligible for assistance. However, if there is an emergency accessibility hardship case involving a manufactured home, it will be evaluated based on the merits of the hardship claim, supporting documentation, as well as the amount of assistance needed and is subject to HND management approval. Total funding for such hardship cases will not exceed the 20% of SHIP funds per Florida statutes.

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: Polk County began implementation of expedited permitting for affordable housing in 1998. Building permits for single-family homes are issued the same day, while multi-family building permits may be processed within three (3) business days. Site construction plan review for affordable housing developments is 10 working days and plat review times are also 10 working days.

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: Polk County HND staff coordinates with other County departments regarding ordinances or regulations impacting affordable housing. Staff provides reports and updates to the AHAC for review and discussion at their regularly scheduled meetings. The AHAC provides staff with input and recommendations and HND prepares various reports for Polk County Board of County Commissioners (BoCC) consideration. Plan reviews are now conducted electronically.

C. Other Incentive Strategies Adopted:

Name of Strategy: Waiver of Impact Fees

a. Established policy and procedures: Very low, low- and moderate-income eligible homebuyers may be eligible for impact fee waivers. Polk County has adopted Ordinance 07-18, as amended by Ordinances 07-35 and 07-40, which provides for the imposition of impact fees within the county, establishes certain exemptions for such impact fees, and sets forth the criteria for those exemptions.

Polk County Impact Fee Ordinance Section 2.06 Exemptions states the following: SECTION

2.06 EXEMPTIONS

Any Residential Construction that qualifies as Affordable Housing and meets the following requirements:

a. Any Person seeking an Affordable Housing exemption for an owner-occupied residential construction shall file with the County Manager an Application for Exemption prior to the Impact Fee payment date pursuant to Section 2.01 for the proposed Residential Construction. The Application for Exemption shall contain the following:

- i. The name and address of the Owner;
- ii. The legal description of the Residential Construction;
- iii. The proposed selling price or the proposed rental price, as applicable;
- iv. A notarized affidavit affirming that the Residential Construction qualifies as Affordable Housing and that it shall be occupied by Low Income Persons or Very-Low-Income Persons;
- v. Evidence that the Residential Construction is part of a multi-family project, which is funded by a governmental affordable housing program, if applicable.
- vi. A copy of a fully executed and recordable lien upon the property in the amount of the Impact Fees waived hereunder and that requires the payment of the waived Impact Fees in the event the Residential Construction fails to meet the requirements of Affordable Housing as provided herein and as further set forth below.

b. For Residential Construction to receive an Affordable Housing exemption it must meet all the restrictions of Affordable Housing as provided herein, and these restrictions must continue for a period of at least seven (7) years from the date of issuance of a Certificate of Occupancy. Such restrictions must either be contained within the deed for the Residential Construction; the terms, restrictions and conditions of a direct government grant or subsidy



that will fund the Residential Construction; or within the terms of a development agreement between the County and the Owner.

c. If the Residential Construction meets the requirements for an Affordable Housing exemption, the County Manager shall issue an exemption. The exemption shall be presented in lieu of payment of the Impact Fees.

d. The amount of the Impact Fees shall not be increased to replace any revenue lost due to the Affordable Housing Exemption.

e. In the event the Residential Dwelling Unit fails to meet the restrictions of Affordable Housing as provided herein within the 7-year period following the issuance of the Certificate of Occupancy such that the property no longer qualifies as Affordable Housing and is no longer occupied by Low-Income Persons or Very-Low-Income Persons, the Impact Fees in effect at the time of the change in circumstances shall be immediately due.

Polk County Impact Fee Ordinance Section 2.09 Workforce Housing Impact Fee Mitigation states the following:

To be eligible for a Workforce Housing Impact Fee Mitigation, the Residential Construction must qualify as Workforce Housing and meet the following requirements:

1. Any Person seeking a Workforce Housing Impact Fee Mitigation for an Owner-occupied Residential Construction shall file with the County Manager a Polk County Impact Fee Mitigation Application for Workforce Housing prior to receiving a Certificate of Occupancy for the proposed Residential Construction. The Application shall contain the following:

- a. The name and address of the Owner;
- b. The legal description of the Residential Construction;
- c. The proposed selling price of the Residential Construction;
- d. A notarized affidavit affirming that the Residential Construction qualifies as Workforce Housing and that it shall be occupied by Moderate Income Persons;
- e. Evidence that the Residential Construction shall be occupied as the legal homestead of the Owner;
- f. A fully executed and recordable lien upon the Residential Construction in the amount of the Impact Fees mitigated here under and that contains a due on sale clause requiring the payment of the mitigated Impact Fees in the event the Residential Construction is sold within seven (7) years from the date of the issuance of a Certificate of Occupancy and no longer qualifies as Workforce Housing. Such lien shall have priority over all other liens except for taxes and other governmental liens and assessments.

2. Any Person seeking a Workforce Housing Impact Fee Mitigation for a rental Residential Construction located within a qualifying multi-family rental project shall file with the County Manager a Polk County Impact Fee Mitigation Application for Workforce Housing prior to receiving a Certificate of Occupancy for the proposed Residential Construction. The Application shall contain the following:



- a. The name and address of the Owner;
 - b. The legal description of the Residential Construction;
 - c. The proposed rental rates;
 - d. Evidence that the Residential Construction shall be occupied by Moderate Income Persons;
 - e. Evidence that the Residential Construction is part of a multi-family project, which is funded by a governmental affordable housing program; and
 - f. A copy of a fully executed and recordable lien upon the Residential Construction in the amount of the Impact Fees mitigated hereunder and that requires the payment of the mitigated Impact Fees in the event the Residential Construction fails to meet the restrictions of Workforce Housing as provided herein within the 7-year period following the issuance of the Certificate of Occupancy such that the property no longer qualifies as Workforce Housing and is no longer occupied by Moderate Income Persons. Such lien shall have priority over all other liens except for taxes and other governmental liens and assessments.
3. If the Residential Construction meets the requirements above for Owner occupied or rental Workforce Housing, it shall be eligible to receive a Workforce Housing Impact Fee Mitigation in the amount of 50% of the Impact Fees due for such Residential Construction, subject to the limitations on mitigation availability pursuant to paragraph G below.
4. When granted a Workforce Housing Impact Fee Mitigation, the Applicant shall annually submit to the County by December 31 a report demonstrating its continued eligibility for the Workforce Housing Impact Fee Mitigation. In the event the Residential Construction fails to meet the restrictions of the Workforce Housing Impact Fee Mitigation as provided herein within the 7-year period following the issuance of the Certificate of Occupancy such that the property no longer qualifies as Workforce Housing and is no longer occupied by Moderate-Income Persons, the mitigated Impact Fee amount shall be immediately due and payable.
5. Any Applicant or Owner who submits an Application for Workforce Housing Impact Fee Mitigation pursuant to this Section and desires the immediate issuance of a Certificate of Occupancy prior to approval of the application shall pay prior to the issuance of the Certificate of Occupancy the Impact Fees imposed herein or pursuant to an Annual Rate Resolution. Any difference between the amount paid and the amount due, should the County Manager approve and accept the application, shall be refunded to the Applicant or Owner.
- F. The amount of the Impact Fees shall not be increased to replace any revenue lost due to the Workforce Housing Mitigation Program.
- G. To provide certainty for annual budgeting and capital improvement planning for the Capital Facilities, the total amount of Workforce Housing Impact Fee Mitigation granted pursuant to this Section shall not exceed \$250,000 in any fiscal year, without the direction and approval of the Board.



Name of Strategy: Inventory of Publicly Owned Land Suitable for Affordable Housing

a. Established policy and procedures: Polk County maintains a list of properties that are suitable for affordable housing and open to public sale. This inventory list is available on the County website and is a tool that can be used by interested developers to encourage increased production of affordable housing.

Name of Strategy: The Support of Development near Transportation Hubs, Employment Centers and Mixed-Use Developments

a. Established policy and procedures: The Polk County Comprehensive Plan encourages development to locate near transportation hubs, major employment centers and promotes mixed use- developments. The goal of the Polk County Comprehensive Plan is “To achieve an economically viable, efficient, safe, quality-living environment, through balanced and compact growth, compatible land use patterns, and wise use of economic and physical resources, while protecting and the natural environment”.

In addition, the Polk County Comprehensive Plan discourages urban sprawl and outlines criteria to follow when determining the appropriateness of establishing or expanding any land use or development area, in accordance with the Florida Administrative Code. The Urban Sprawl Criteria are outlined in Policy 2.102-A10 of the Polk County Comprehensive Plan.

Policy 2.102-A11: Urban Sprawl Criteria In accordance with Rule 9J-5.006(5) of the Florida Administrative Code, Polk County will discourage the proliferation of urban sprawl by use of the following criteria when determining the appropriateness of establishing or expanding any land use or development area. The analysis must ask whether or not the proposed plan amendment:

- a. Promotes allows or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses in excess of demonstrated need.
- b. Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while leaping over undeveloped lands which are available and suitable for development.
- c. Promotes, allows, or designates urban development in radial, strip isolated or ribbon patterns generally emanating from existing urban developments.
- d. As a result of premature or poorly planned conversion of rural land to other uses, fails to adequately protect and conserve natural resources, such as, wetlands, floodplains, native vegetation, environmentally sensitive areas, natural shorelines, beaches, bays, estuarine system, and other natural systems.
- e. Fails to adequately protect adjacent agricultural areas and activities including Silviculture and active agricultural and Silvicultural activities as well as passive agricultural activities and dormant, unique, and prime farmlands and soils.
- f. Fails to maximize use of existing public facilities and services.



- g. Fails to minimize the use of future public facilities and services.
- h. Allows for land use patterns or timing which will disproportionately increase the cost in time, money, and energy, of providing public facilities and services including roads, potable water, sanitary sewer, storm water management, law enforcement education health care, fire and emergency response, and general government.
- i. Fails to provide a clear separation between urban and rural uses.
- j. Discourages or inhibits in-fill development or redevelopment.
- k. Fails to encourage an attractive and functional mix of land uses.
- l. Results in poor accessibility among linked or related land uses.
- m. Results in the loss of a significant amount of functional open space.

Name of Strategy: Demolition Lien Waiver

This is an amendment to the current structural Maintenance Ordinance and will implement a process to release the claim of lien for the costs incurred by the County for a demolition of unsafe structures. These lots are located throughout Polk County and the affordable housing Demolition Lien Waiver is targeted to very low (50% of the area median income), low (80% of the area median income) and moderate-income persons (120% of the area median income) persons.

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.

Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement (Required if applicable). – N/A
- H. Other Documents Incorporated by Reference. – Polk County Subordination Policy

Polk County

Fiscal Year: 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 5,567,559.00
Salaries and Benefits	\$ 544,755.90
Office Supplies and Equipment	\$ 5,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 5,000.00
Total	\$ 556,755.90
Admin %	10.00%
OK	

Fiscal Year 2024-2025	
Estimated SHIP Funds for Fiscal Year:	\$ 5,567,559.00
Salaries and Benefits	\$ 544,755.90
Office Supplies and Equipment	\$ 5,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 5,000.00
Total	\$ 556,755.90
Admin %	10.00%
OK	

Fiscal Year 2025-2026	
Estimated SHIP Funds for Fiscal Year:	\$ 5,567,559.00
Salaries and Benefits	\$ 544,755.90
Office Supplies and Equipment	\$ 5,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 5,000.00
Total	\$ 556,755.90
Admin %	10.00%
OK	

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

Details:

Exhibit B
Timeline for SHIP Expenditures

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

Fiscal Year	Encumbered	Expended	Interim Report	Closeout Report
2023-2024	6/30/2025	6/30/2026	9/15/2025	9/15/2026
2024-2025	6/30/2026	6/30/2027	9/15/2026	9/15/2027
2025-2026	6/30/2027	6/30/2028	9/15/2027	9/15/2028

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

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
2023-2024	3/30/2026	6/15/2026
2024-2025	3/30/2027	6/15/2027
2025-2026	3/30/2028	6/15/2028

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

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

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

Other Key Deadlines:

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

**FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2023-2024**

Name of Local Government:												
Estimated Funds (Anticipated allocation only):			\$ 5,567,559									
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	Purchase Assistance with Rehab	Yes	6	\$40,000	5	\$28,000	7	\$23,000	\$541,000.00	\$0.00	\$541,000.00	18
2	Purchase Assistance without Rehab	Yes	5	\$40,000	3	\$28,000	4	\$23,000	\$376,000.00	\$0.00	\$376,000.00	12
4	Demolition/Reconstruction	Yes	1	\$230,000	0	\$230,000	0	\$230,000	\$230,000.00	\$0.00	\$230,000.00	1
3	Owner Occupied Rehabilitation	Yes	6	\$55,000	9	\$55,000	0	\$0	\$825,000.00	\$0.00	\$825,000.00	15
3	Owner Occupied Rehabilitation	Yes	1	\$110,000	1	\$110,000	0	\$0	\$220,000.00	\$0.00	\$220,000.00	2
10	New Construction	Yes	4	\$195,000	3	\$195,000	0	\$195,000	\$1,365,000.00	\$0.00	\$1,365,000.00	7
7	Foreclosure Prevention	No	0	\$12,000	0	\$12,000	0	\$0	\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	No	0	\$50,000		\$50,000			\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		23		21		11		\$3,557,000.00	\$0.00	\$3,557,000.00	55
Purchase Price Limits:			New	\$349,526.00	Existing	\$ 349,526						

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
21	New Construction	Yes		\$200,000		\$200,000		200000	\$0.00	\$0.00	\$0.00	0
13	Rental Assistance (Tenant)	Yes	3	\$175,000	4	\$175,000		175000	\$1,225,000.00	\$0.00	\$1,225,000.00	7
23	Security and/or Utility Deposits	No		\$12,000		\$12,000		0	\$0.00	\$0.00	\$0.00	0
26	Rapid Re-Housing	No		\$12,000		\$12,000		0	\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	No		\$12,000		\$12,000		0	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		4		0		\$1,225,000.00	\$0.00	\$1,225,000.00	7
	Administration Fees			\$ 500,000		9%		OK				
	Home Ownership Counseling			\$ 200,000								
Total All Funds				\$ 5,482,000		OK						

Set-Asides

Percentage Construction/Rehab (75% requirement)		85.9%	OK
Homeownership % (65% requirement)		63.9%	Does Not Meet Requirement
Rental Restriction (25%)		22.0%	OK
Very-Low Income (30% requirement)	\$ 2,415,000	43.4%	OK
Low Income (30% requirement)	\$ 1,414,000	25.4%	OK
Moderate Income	\$ 253,000	4.5%	

**FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2024-2025**

Name of Local Government:												
Estimated Funds (Anticipated allocation only):			\$ 5,567,559									
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	Purchase Assistance with Rehab	Yes	6	\$40,000	5	\$28,000	5	\$23,000	\$495,000.00	\$0.00	\$495,000.00	16
2	Purchase Assistance without Rehab	No	0	\$40,000	0	\$28,000	0	\$23,000	\$0.00	\$0.00	\$0.00	0
4	Demolition/Reconstruction	Yes	3	\$230,000	3	\$230,000	0	\$230,000	\$1,380,000.00	\$0.00	\$1,380,000.00	6
3	Owner Occupied Rehabilitation	Yes	0	\$190,000	0	\$190,000	0	\$0	\$0.00	\$0.00	\$0.00	0
10	New Construction	Yes	4	\$195,000	3	\$195,000	0	\$195,000	\$1,365,000.00	\$0.00	\$1,365,000.00	7
7	Foreclosure Prevention	Yes	0	\$12,000	0	\$12,000	0		\$0.00	\$0.00	\$0.00	0
5	Disaster Assistance	Yes	0	\$50,000	0	\$50,000	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		13		11		5		\$3,240,000.00	\$0.00	\$3,240,000.00	29
Purchase Price Limits:			New	\$ 349,526	Existing	\$ 349,526						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
14	Rehabilitation	Yes	0	\$175,000	0	\$175,000	0	175000	\$0.00	\$0.00	\$0.00	0
21	New Construction	Yes	3	\$175,000	4	\$175,000	0	175000	\$1,225,000.00	\$0.00	\$1,225,000.00	7
23	Security and/or Utility Deposits	No	0	\$12,000	0	\$12,000			\$0.00	\$0.00	\$0.00	0
26	Rapid Re-Housing	No	0	\$12,000	0	\$12,000			\$0.00	\$0.00	\$0.00	0
16	Disaster Assistance	No	0	\$12,000	0	\$12,000			\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		4		0		\$1,225,000.00	\$0.00	\$1,225,000.00	7
	Administration Fees			\$ -		0%		OK				
	Home Ownership Counseling			\$ -								
Total All Funds				\$ 4,465,000		OK						

Set-Asides

Percentage Construction/Rehab (75% requirement)	80.2%	OK
Homeownership % (65% requirement)	58.2%	Does Not Meet Requirement
Rental Restriction (25%)	22.0%	OK
Very-Low Income (30% requirement)	\$ 2,235,000 40.1%	OK
Low Income (30% requirement)	\$ 1,415,000 25.4%	OK
Moderate Income	\$ 115,000 2.1%	

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2025-2026

Name of Local Government:												
Estimated Funds (Anticipated allocation only):			\$ 5,567,559									
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	Purchase Assistance with Rehab	Yes	6	\$40,000	9	\$28,000	5	\$23,000	\$607,000.00	\$0.00	\$607,000.00	20
2	Purchase Assistance without Rehab	No	0	\$40,000	0	\$28,000	0	\$23,000	\$0.00	\$0.00	\$0.00	0
4	Owner Occupied Rehabilitation	Yes	6	\$110,000	9	\$110,000	0	\$0	\$1,650,000.00	\$0.00	\$1,650,000.00	15
3	Demolition/Reconstruction	Yes	1	\$230,000	1	\$230,000	0	\$230,000	\$460,000.00	\$0.00	\$460,000.00	2
10	New Construction	Yes	4	\$195,000	3	\$195,000	0	\$195,000	\$1,365,000.00	\$0.00	\$1,365,000.00	7
5	Disaster Assistance	Yes	0	\$0	0	\$0	0	\$0	\$0.00	\$0.00	\$0.00	0
7	Foreclosure Prevention	Yes	0	\$0	0	\$0	0	\$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		17		22		5		\$4,082,000.00	\$0.00	\$4,082,000.00	44
Purchase Price Limits:			New	\$ 349,523	Existing	\$ 349,526						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
14	Rehabilitation	Yes	0	\$175,000	0	\$175,000	0	175000	\$0.00	\$0.00	\$0.00	0
21	New Construction	Yes	3	\$175,000	4	\$175,000	0	175000	\$1,225,000.00	\$0.00	\$1,225,000.00	7
23	Security and/or Utility Deposits	No	0		0	\$0		0	\$0.00	\$0.00	\$0.00	0
26	Rapid Re-Housing	No	0		0	\$0			\$0.00	#REF!	#REF!	#REF!
16	Disaster Assistance	No	0		0	\$0		0	\$0.00	#REF!	#REF!	#REF!
									\$0.00	\$0.00	\$0.00	0
	Total Rental		3		4		0		\$1,225,000.00	#REF!	#REF!	#REF!
	Administration Fees			\$ -		0%		OK				
	Home Ownership Counseling			\$ -								
Total All Funds					#REF!	#REF!						

Set-Asides

Percentage Construction/Rehab (75% requirement)	95.3%	OK
Homeownership % (65% requirement)	73.3%	OK
Rental Restriction (25%)	#REF!	#REF!
Very-Low Income (30% requirement)	\$ 2,435,000 43.7%	OK
Low Income (30% requirement)	\$ 2,057,000 36.9%	OK
Moderate Income	#REF! #REF!	

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

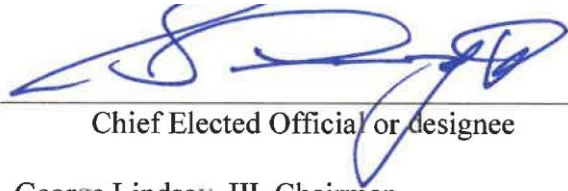
Local Government or Interlocal Entity: Polk County,

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 been implemented (except for Miami-Dade County).

Witness


Chief Elected Official or designee



Witness

George Lindsey, III, Chairman
Type Name and Title

R.24

Date - April 4, 2023

OR

Macy M. Butterfield, Clerk

Attest:

(Seal)


Deputy Clerk

RESOLUTION 2023-033

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SECTIONS 420.907-420.9079, FLORIDA STATUTES; AND CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIR OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE REGARDING THE PLAN; 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, Laws of Florida, 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 (the "SHIP Act"), and Rule Chapter 67-37, Florida Administrative Code, require local governments to develop a one- to three-year Local Housing Assistance Plan (the "LHAP") outlining how SHIP funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy stated in the LHAP; 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 SHIP Act, the attached LHAP defines the methodology and purchase prices used to establish the required prices; and

WHEREAS, as the Board of County Commissioners ("Board") finds that five percent (5%) of the local housing distribution moneys plus five percent (5%) of program income is insufficient to adequately pay the necessary costs of administering the LHAP, then in accordance with section 420.9075, Florida Statutes, the cost for administering the attached LHAP program will not exceed ten percent (10%) of the local housing distribution plus five percent (5%) of program income deposited into the trust fund; and

WHEREAS, the Polk County Housing and Neighborhood Development Office prepared the attached three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the Board finds it is in the best interest of the public for Polk County to submit the

attached Local Housing Assistance Plan to the Florida Housing Finance Corporation for review and approval so as to qualify for said SHIP documentary stamp tax funds;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, FLORIDA AT A REGULAR MEETING ASSEMBLED THIS 4TH DAY OF APRIL, 2023 THAT:

Section 1: The Board hereby approves the Local Housing Assistance Plan for fiscal years 2023-2024, 2024-2025, 2025-2026 attached as Attachment "A" to this Resolution and incorporated herein, and authorizes its submission to the Florida Housing Finance Corporation as required by ss. 420.907-420.9079, Florida Statutes.

Section 2: The Chair is hereby designated and authorized to execute any documents and certifications related to the attached Local Housing Assistance Plan which may be required by the Florida Housing Finance Corporation.

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

DULY ADOPTED BY THE GOVERNING BOARD OF POLK COUNTY, FLORIDA THIS 4th DAY OF April, 2023.

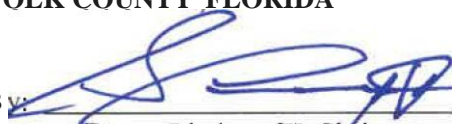
ATTEST:

STACY M. BUTTERFIELD,
Clerk and Auditor to the Board

By: 
Deputy Clerk

(SEAL)

**BOARD OF COUNTY COMMISSIONERS
POLK COUNTY FLORIDA**

By: 
George Lindsey, III, Chair

R.24



F. Ordinance: (If changed from the original creating ordinance) – Original Ordinance has not changed.

G. Interlocal Agreement – N/A

H. Other Documents Incorporated by Reference

SHIP Purchase Price Limits and B. Polk County Subordination Policy

Rev. Proc. 2022-21	
County	SHIP Limit*
Baker	\$ 359,263.80
Broward	\$ 382,194.90
Clay	\$ 359,263.80
Collier	\$ 458,634.60
Duval	\$ 359,263.80
Martin	\$ 358,308.00
Miami-Dade	\$ 382,194.90
Monroe	\$ 590,491.80
Nassau	\$ 359,263.80
Okaloosa	\$ 448,124.40
Palm Beach	\$ 382,194.90
St. Johns	\$ 359,263.80
St. Lucie	\$ 358,308.00
Walton	\$ 448,124.40
All Other Areas	\$ 349,525.80

*90 percent of the IRS Limit

Polk County Home Key 1st Mortgage

Family Size	Maximum Non-Target area Income	Maximum Target Area Income
1-2 family members	\$81,000	\$95,160
3+ family member	\$93,553	\$111,020

Maximum purchase price is \$349,525 for Non-Target areas and \$427,198 for Target areas.

**POLK COUNTY
HOUSING AND NEIGHBORHOOD DEVELOPMENT OFFICE
HOUSING DEVELOPMENT SECTION**

SUBORDINATION POLICY

1. The policy of the **Polk** County is not to subordinate; **however, we will consider a subordination if there is a reduction in the interest rate of the first mortgage on a case-by-case basis.**
2. Requests for waiver of the policy must be in writing from the lending institution and submitted to:

Cedric H. Cox, Sr., Housing Administrative Supervisor
Polk County Housing and Neighborhood Development
Office P.O. Box 9005, Drawer HS04
Bartow, Florida 33831-9005

Telephone: (863) 534-5241
Fax: (863) 534-0349

3. Requests for waiver of the policy must be approved by the County Manager of (BoCC) which takes approximately thirty days to be completed. Before this is done, the following documents and information must be provided to the Housing Administrative Supervisor:
 - A. Lender's Proof of licensure to do business in the State of Florida.
 - B. Authorization for Release of Information signed by the homeowner (signatures will be verified).
 - C. **A copy of the first mortgage/note must be provided along with current balance and interest rate. Polk County's equity may not be included in the refinance.**
 - D. A Loan Estimate completed.
 - E. Uniform Underwriting and Transmittal Summary (1008) completed.
 - F. Uniform Residential Loan Application (1003) completed.
 - G. **If HUD-1008 or HUD-1003 is incomplete as to income and/or front and back ratio, provide two paystubs for each person who reside in the home and are above 18 years of age.**
 - H. Complete terms and conditions of the new loan.
 - I. Reason for the Subordination request.
 - J. Indicate if the taxes and insurance payments are included in the new loan or if the homeowner will be responsible for them.

- K. **The homeowner's equity may not be used to consolidate debts, i.e., credit card debt nor homeowner's equity line of credit.**
- L. **Other supporting documentation as to the validity of the reason may be requested.**

Note: Consideration **will not** be given to any request for waiver of the subordination policy without this information. Additional information may be required.

- 4. The County very rarely agrees to subordinate, usually only for proven hardship. **Credit card debt is not a basis for waiver of the Subordination Policy or opening a homeowner's equity line of credit.** In the rare instance that the County agrees to subordinate, it takes a minimum of thirty days for the County Manager to approve and authorize the Subordination. **The homeowner(s) will need to sign the Subordination Agreement prior to the request being sent to the County Manager.** After County Manager approval, the signed Subordination Agreement will be sent to the lender for loan closing. The lender is responsible for recording the Subordination Agreement. The lender is also responsible for providing a copy of the recorded Subordination Agreement to Polk County.
- 5. Request(s) for waiver **will be** reviewed and a decision made on a case-by-case basis on such merits as the following:
 - a. Emergency needs arising out of natural disasters.
 - b. Emergency repairs which eliminate a threat to the health or safety of the occupants or that eliminate an immediate or imminent danger to the dwelling itself.
 - c. Refinancing to lower the interest rate on the first mortgage if the closing costs and/or fees can be recovered within four (4) years.
 - d. Refinancing for medical emergencies.
 - e. If there is sufficient equity to support all outstanding mortgages.
- 6. Requests for waiver **will not be** considered under the following conditions:
 - a. The Loan to Value ratio exceeds 100%.
 - b. The housing Debt to Income ratio exceeds 33%.
 - c. The total Debt to Income ratio exceeds 40%.
 - d. The mortgage lender and applicant fail to provide all required documentation.
 - e. The Homeowner does not reside at the property.
 - f. The Homeowner received a prior approved Subordination.