



Health & Human Service Division, Housing & Neighborhood Development Office

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2026-2027, 2027-2028, 2028-2029



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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: 2026-2027, 2027-2028, 2028-2029**

**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 and homes which are uninhabitable.

**4. Essential Service Personnel** – see definition under letter T.

**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, and Heirs' Property Title Clearing Services.

**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 an average area purchase price may be calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, 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](http://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 perform Project Delivery Costs that are associated with rehabilitation projects such as, but not limited to, 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.
- 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, skilled building trades personnel and Polk County government employees.
- 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. In addition, the County will provide outreach for the targeted population.

- W. Describe efforts to reduce homelessness:** The County works with agencies serving local homeless populations including the Homeless Coalition of Polk County and 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 Housing Strategies:**

| A. Purchase Assistance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Code 1, 2 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p>a. Summary: SHIP funds will be awarded for down payment and closing costs to households to purchase a newly constructed or existing home located in Polk County, Florida. A newly constructed home must have received a certificate of occupancy within the last twelve months. Polk County staff will administer and process purchase assistance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |
| <p>b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
| <p>c. Income Categories to be served: Very low, low, moderate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
| <p>d. Maximum award:   Very Low:       \$50,000<br/>                                  Low:           \$40,000<br/>                                  Moderate:   \$30,000</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
| <p>e. Terms:</p> <ol style="list-style-type: none"> <li>1. Repayment loan/deferred loan: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.</li> <li>2. Interest Rate: 0%</li> <li>3. Years in loan term: 5 Years</li> <li>4. Forgiveness: Loan is forgiven at the end of the 5th year.</li> <li>5. Repayment: Not required as long as the loan is in good standing.</li> <li>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</li> </ol> |           |

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 home buyer must also 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/or closing cost assistance classified as a first-time homebuyer. See definition letter R above.
5. The owner must have lived in Polk County, Florida one year prior to application for down payment and closing costs assistance or must work in Polk County Florida.
6. Must have a bank financed property, no lease to own and cannot have owned a home within the last three (3) years.

g. Sponsor Selection Criteria: N/A

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 within a three (3) year period.

**B. Demolition/Reconstruction**

Code 4

- 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 15 years after new home has been constructed, except in the case of a declared disaster.
  4. Applicants seeking assistance for a vacant lot must demonstrate that the property became vacant as a direct result of a damaging event that occurred within the past three (3) years.
  5. The basis of the evaluation of cost shall be determined that a unit is unsuitable for rehabilitation and eligible for replacement shall be based upon an inspection and assessment of the home's condition, including structural integrity, health and safety deficiencies, code-related issues, and the estimated cost and feasibility of repairs. The documented scope of work and professional assessment shall serve as the basis for determining whether replacement is the most cost-effective housing solution.
- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- 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 the end of 15 years.
  5. Repayment: Not required as long as the loan is in good standing.
  6. Applicants must have a legally valid plan in place that addresses the disposition of the assisted property upon their death. This requirement may be satisfied through a will, trust, recorded deed (including, but not limited to, a life estate or enhance deed), beneficiary designation, or other legally recognized instrument. The plan must clearly identify the intended recipient(s) or provide a mechanism for determining ownership of the property after death. Documentation of such plan, in a form acceptable to the administering agency, must be provided prior to approval to ensure continuity of ownership and to protect the long-term integrity of the housing assistance program.
  7. 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. Clients will be required to sign a Demolition Agreement for their existing mobile/manufactured home.

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 fifteenth (15) 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 by 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.

#### C. Owner Occupied Rehabilitation – Minor

Code 3

- 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: 2026-2027, 2027-2028, 2028-2029
- 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. Applicants must have a legally valid plan in place that addresses the disposition of the assisted property upon their death. This requirement may be satisfied through a will, trust, recorded deed (including, but not limited to, a life estate or enhance deed), beneficiary designation, or other legally recognized instrument. The plan must clearly identify the intended recipient(s) or provide a mechanism for determining ownership of the property after death. Documentation of such plan, in a form acceptable to the administering agency, must be provided prior to approval to ensure continuity of ownership and to protect the long-term integrity of the housing assistance program.
7. 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.. 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.

|                                                 |               |
|-------------------------------------------------|---------------|
| <b>D. Owner Occupied Rehabilitation – Major</b> | <b>Code 3</b> |
|-------------------------------------------------|---------------|

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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. Relocation funds of no more than \$4,000 per client will be provided as a grant to the homeowner. Homeowners assisted under this strategy will be required to obtain temporary housing on their own.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- 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: 10 years
  4. Forgiveness: 10 years – loan is forgiven at the end of the 10th year.
  5. Repayment: Not required as long as the loan is in good standing.
  6. Applicants must have a legally valid plan in place that addresses the disposition of the assisted property upon their death. This requirement may be satisfied through a will, trust, recorded deed (including, but not limited to, a life estate or enhance deed), beneficiary designation, or other legally recognized instrument. The plan must clearly identify the intended recipient(s) or provide a mechanism for determining ownership of the property after death. Documentation of such plan, in a form acceptable to the administering agency, must be provided prior to approval to ensure continuity of ownership and to protect the long-term integrity of the housing assistance program.
  7. 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, structures must have been constructed after June 1994 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 as a minor OOR case type only: except in the case of a declared disaster. Relocation funds of no more than \$4,000 (included in the maximum award) 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.

|                                           |                |
|-------------------------------------------|----------------|
| <b>E. New Construction -Homeownership</b> | <b>Code 10</b> |
|-------------------------------------------|----------------|

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/contractors will be required to submit proposals to provide housing that conforms to the County's proposal request specifications and housing plan. Polk County HND may choose to administer this program and self-perform as developer/contractor. Eligible properties include single family homes. All homes will be sold to eligible applicants.

- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$250,000 per unit  
Home Buyer: Subsidy \$35,000 very low, \$25,000 low and \$15,000 moderate income households.
- e. Terms:
  - 1. Homebuyer: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Sponsor: N/A

4. Years in loan term: **Homebuyer:** 15 years on deferred loan subsidy and assessed value of land.
5. Forgiveness: **Homebuyer:** Loan is forgiven at the end of the loan term 15 years.
6. Repayment: Not required as long as the loan is in good standing.
7. Applicants must have a legally valid plan in place that addresses the disposition of the assisted property upon their death. This requirement may be satisfied through a will, trust, recorded deed (including, but not limited to, a life estate or enhance deed), beneficiary designation, or other legally recognized instrument. The plan must clearly identify the intended recipient(s) or provide a mechanism for determining ownership of the property after death. Documentation of such plan, in a form acceptable to the administering agency, must be provided prior to approval to ensure continuity of ownership and to protect the long-term integrity of the housing assistance program.
8. Default: N/A

**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 new construction homeownership, assistance will be provided on a first qualified, first served basis. The home buyer 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 \$50,000 for very-low-income buyers, \$40,000 for low-income buyers and \$ 30,000 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 and will be secured with a 15-year deferred loan.

8. A 15-year deferred loan will be placed on the assessed value of the land.

|                              |                    |
|------------------------------|--------------------|
| <b>F. Rental Development</b> | <b>Code 14, 21</b> |
|------------------------------|--------------------|

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- 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 per unit 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) 3% for For-profit developers who are not supplying additional subsidy funds.
    - b) Fixed rate of 2% for For-profit developers who are contributing additional sources of subsidy that will be leveraged with SHIP 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

- a. **Summary:** Funds will be awarded to renter households that are in need of assistance for security and utility deposit assistance, not to exceed six (6) months. Provide eviction prevention assistance (up to three months) and/or rapid re-housing assistance (up to six (6) months). Applicants will be assisted inhouse or through the local Continuum of Care Coordinated Entry System.

b. **Fiscal Years Covered:** 2026-2027, 2027-2028, 2028-2029

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 to by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly 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, the 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 three (3) months in arrears. |        |

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

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 home buyer 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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p>a. Summary: The Disaster Strategy provides assistance to households following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Owners will be reimbursed for emergency supplies for eligible households to weatherproof damaged homes;</li> <li>(b) Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;</li> <li>(c) Construction of wells or repair of existing wells where public water is not available;</li> <li>(d) Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies; (Granted if under \$8,000)</li> <li>(e) Security deposit for eligible recipients that have been displaced from their homes due to disaster; (Granted if under \$5,000)</li> <li>(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)</li> <li>(g) Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster.</li> <li>(h) Other activities as proposed by the county and approved by Florida Housing.</li> </ul> |            |

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$55,000
- e. Terms:
  - 1. Deferred loan/grant: All SHIP funds provided to eligible households, except direct rental assistance (grant), 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 of 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 and manufactured 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.

**J. Manufactured Housing (Mobile Homes)****Code 3, 28, 29**

- a. Summary: The manufactured housing strategy may provide funds for:
1. Relocation assistance for persons who are deprived of affordable housing due to closure of a mobile home park in accordance with 723.003, F.S. (code 28)
  2. Lot rent assistance to owners of manufactured housing/mobile homes not to exceed six months (code 29)
  3. Rehabilitation/emergency repairs (code 3)

\* This strategy is not being funded.

- b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$10,000 (relocation assistance)  
\$5,000 (lot rental assistance)  
\$15,000 (rehab/emergency repairs)
- e. Terms:
1. Repayment loan/deferred loan/grant: For relocation assistance and lot rent assistance, the funds are awarded as a grant. For rehab/emergency repairs the loan is secured by a note and mortgage/lien.
  2. Interest Rate: 0%
  3. Years in loan term: N/A for relocation assistance and lot assistance, 10 years for rehab/emergency repairs
  4. Forgiveness: N/A for relocation assistance and lot assistance, forgiven at the end of the term for rehab/emergency repairs.
  5. Repayment: N/A for relocation assistance and lot assistance. None required for rehab/emergency repairs as long as loan is in good standing.
  6. Default: N/A for relocation assistance and lot assistance. For rehab/emergency repairs, the loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

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

- f. Recipient/Tenant Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with priorities detailed in Section I.I being met first.

- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Manufactured housing constructed after June 1994 is eligible.

### 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**

Polk County began expedited permitting for affordable housing in 1998. The County has long offered same day single family permits for walk-in customers, which is also a valuable resource for expediting affordable housing projects. In 2018, the County began using an online development review and permitting system, known as the Accela Citizen Portal. While the County still offers same day single family permitting, now customers can apply electronically. Applicants submitting through Accela can indicate in the project description they are constructing an affordable housing project. The review and approval of such projects are conducted within one (1) business day. Multi-family building permit applications are only accepted online, and the review is initiated within three (3) business days. Because of the SB 102 known as the Live Local Act HND coordinated with the Building Division to insert instructions to obtain Expedited Permitting for affordable housing developments on the Building's Division's website.

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**

Polk County has waived impact fees since 2007 totaling \$8.7 million. To date Polk County continues to waive all impact fees for single family and multi-family housing construction for households making less than 80% of area median income for the area. The County also mitigates workforce housing impact fees for single family and multifamily construction at 100% except for educational impact fees for households making up to 120% of area median income for the Lakeland-Winter Haven MSA.

**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. Affordable Housing shall mean a Dwelling Unit which is offered for sale or rent to Low-Income Persons or Very-Low-Income Persons and which monthly rent or monthly mortgage payments, including taxes and insurance, do not exceed thirty (30) per cent of that amount which represents the percentage of the median adjusted gross income for Low-Income Persons and Very-Low-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

## ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

## Polk County

## Fiscal Year: 2026-2027

|                                       |    |              |
|---------------------------------------|----|--------------|
| Estimated SHIP Funds for Fiscal Year: | \$ | 4,594,574.00 |
| Salaries and Benefits                 | \$ | 445,000.00   |
| Office Supplies and Equipment         | \$ | 11,000.00    |
| Travel Per diem Workshops, etc.       | \$ | 2,500.00     |
| Advertising                           | \$ | 1,000.00     |
| Other*                                | \$ |              |
| Total                                 | \$ | 459,500.00   |
| Admin %                               |    | 10.00%       |
| <b>Over Budget</b>                    |    |              |

## Fiscal Year 2027-2028

|                                       |    |              |
|---------------------------------------|----|--------------|
| Estimated SHIP Funds for Fiscal Year: | \$ | 4,594,574.00 |
| Salaries and Benefits                 | \$ | 445,000.00   |
| Office Supplies and Equipment         | \$ | 11,000.00    |
| Travel Per diem Workshops, etc.       | \$ | 2,500.00     |
| Advertising                           | \$ | 1,000.00     |
| Other*                                | \$ |              |
| Total                                 | \$ | 459,500.00   |
| Admin %                               |    | 10.00%       |
| <b>Over Budget</b>                    |    |              |

## Fiscal Year 2028-2029

|                                       |    |              |
|---------------------------------------|----|--------------|
| Estimated SHIP Funds for Fiscal Year: | \$ | 4,594,574.00 |
| Salaries and Benefits                 | \$ | 445,000.00   |
| Office Supplies and Equipment         | \$ | 11,000.00    |
| Travel Per diem Workshops, etc.       | \$ | 2,500.00     |
| Advertising                           | \$ | 1,000.00     |
| Other*                                | \$ |              |
| Total                                 | \$ | 459,500.00   |
| Admin %                               |    | 10.00%       |
| <b>Over Budget</b>                    |    |              |

\*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  | Closeout Report |
|------------------|------------|-----------|-----------------|
| <b>2026-2027</b> | 6/30/2028  | 6/30/2029 | 9/15/2029       |
| <b>2027-2028</b> | 6/30/2029  | 6/30/2030 | 9/15/2030       |
| <b>2028-2029</b> | 6/30/2030  | 6/30/2031 | 9/15/2031       |

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

| Fiscal Year      | Funds Not Expended | Closeout AR Not Submitted |
|------------------|--------------------|---------------------------|
| <b>2026-2027</b> | 3/30/2029          | 6/15/2029                 |
| <b>2027-2028</b> | 3/30/2030          | 6/15/2030                 |
| <b>2028-2029</b> | 3/30/2031          | 6/15/2031                 |

**Requests for Expenditure Extensions (close-out year ONLY) must be emailed to [kathy.cutler@floridahousing.org](mailto:kathy.cutler@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/timeline of how/when the money will be expended.

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

**Other Key Deadlines:**

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

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

**FLORIDA HOUSING FINANCE CORPORATION**  
**HOUSING DELIVERY GOALS CHART**  
**2026-2027**

**Name of Local Government:**

| Estimated Funds (Anticipated allocation only): |                                       |  | \$ 4,594,574                |           |                 |          |                 |           |                 |                  |                      |                |       |  |
|------------------------------------------------|---------------------------------------|--|-----------------------------|-----------|-----------------|----------|-----------------|-----------|-----------------|------------------|----------------------|----------------|-------|--|
| Code                                           | Strategies                            |  | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total          | Units |  |
|                                                | Homeownership                         |  |                             |           |                 |          |                 |           |                 |                  |                      |                |       |  |
| 1                                              | Purchase Assistance                   |  | Yes                         | 1         | \$50,000        | 6        | \$40,000        | 27        | \$30,000        | \$1,100,000.00   | \$0.00               | \$1,100,000.00 | 34    |  |
| 2                                              | Purchase Assistance                   |  | Yes                         | 0         | \$50,000        | 1        | \$40,000        | 2         | \$30,000        | \$100,000.00     | \$0.00               | \$100,000.00   | 3     |  |
| 4                                              | Demolition / Reconstruction           |  | Yes                         | 3         | \$225,000       | 1        | \$225,000       | 0         | \$225,000       | \$900,000.00     | \$0.00               | \$900,000.00   | 4     |  |
| 3                                              | Owner Occupied Rehabilitation - Minor |  | Yes                         | 4         | \$55,000        | 8        | \$55,000        | 0         | \$55,000        | \$660,000.00     | \$0.00               | \$660,000.00   | 12    |  |
| 3                                              | Owner Occupied Rehabilitation - Major |  | Yes                         | 1         | \$110,000       | 0        | \$110,000       | 0         | \$110,000       | \$110,000.00     | \$0.00               | \$110,000.00   | 1     |  |
| 10                                             | New Construction - Homeownership      |  | Yes                         | 0         | \$230,000       | 2        | \$230,000       | 0         | \$230,000       | \$460,000.00     | \$0.00               | \$460,000.00   | 2     |  |
| 6                                              | 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     |  |
| 3,28,29                                        | Manufactured Housing (Mobile Home)    |  | Yes                         | 0         | \$0             | 0        | \$0             | 0         | \$0             | \$0.00           | \$0.00               | \$0.00         | 0     |  |
|                                                | Total Homeownership                   |  |                             | 9         |                 | 18       |                 | 29        |                 | \$0.00           | \$0.00               | \$0.00         | 0     |  |
| Purchase Price Limits:                         |                                       |  |                             | New       | \$ 544,233      | Existing | \$ 544,233      |           |                 |                  |                      |                |       |  |
|                                                |                                       |  |                             |           |                 |          |                 |           |                 | \$3,330,000.00   | \$0.00               | \$3,330,000.00 | 56    |  |

OK OK

| Code | Rental                                | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total        | Units |
|------|---------------------------------------|-----------------------------|-----------|-----------------|----------|-----------------|-----------|-----------------|------------------|----------------------|--------------|-------|
|      |                                       |                             |           |                 |          |                 |           |                 |                  |                      |              |       |
| 14   | Rental Development - Rehabilitation   | Yes                         | 0         | \$200,000       | 0        | \$200,000       | 0         | 0               | \$0.00           | \$0.00               | \$0.00       | 0     |
| 21   | Rental Development - New Construction | Yes                         | 2         | \$200,000       | 1        | \$200,000       | 0         | 0               | \$600,000.00     | \$0.00               | \$600,000.00 | 3     |
| 23   | Security and/or Security Deposits     | No                          | 0         | \$0             | 0        | \$0             | 0         | 0               | \$0.00           | \$0.00               | \$0.00       | 0     |
| 26   | Rapid Re-Housing                      | No                          | 0         | \$0             | 0        | \$0             | 0         | 0               | \$0.00           | \$0.00               | \$0.00       | 0     |
| 16   | Disaster Assistance                   | No                          | 0         | \$0             | 0        | \$0             | 0         | 0               | \$0.00           | \$0.00               | \$0.00       | 0     |
|      | Total Rental                          |                             | 2         |                 | 1        |                 | 0         |                 | \$600,000.00     | \$0.00               | \$600,000.00 | 3     |
|      | Administration Fees                   |                             | \$        | 459,457         |          |                 |           | 10%             |                  |                      |              |       |
|      | Home Ownership Counseling             |                             | \$        | 200,000         |          |                 |           | OK              |                  |                      |              |       |
|      | Total All Funds                       |                             | \$        | 4,589,457       |          |                 |           | OK              |                  |                      |              |       |

Set-Asides

|                                                 |              |          |
|-------------------------------------------------|--------------|----------|
| Percentage Construction/Rehab (75% requirement) | 85.5%        | OK       |
| Homeownership % (65% requirement)               | 72.5%        | OK       |
| Rental Restriction (25%)                        | 13.1%        | OK       |
| Very-Low Income (80% requirement)               | \$ 1,455,000 | 31.7% OK |
| Low Income (30% requirement)                    | \$ 1,405,000 | 30.6% OK |
| Moderate Income                                 | \$ 870,000   | 18.9% OK |

| FLORIDA HOUSING FINANCE CORPORATION            |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
|------------------------------------------------|---------------------------------------|-----------------------------|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|----------------------|----------------------|----------------|-------|
| HOUSING DELIVERY GOALS CHART                   |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| 2027-2028                                      |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| Name of Local Government:                      |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| Estimated Funds (Anticipated allocation only): |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
|                                                |                                       |                             | \$                          |                 | 4,594,574       |                 |                 |                 |                  |                      |                      |                |       |
| Code                                           | Strategies                            |                             | Qualifies for 75% set-aside | VLI Units       | Max. SHIP Award | LI Units        | Max. SHIP Award | Mod Units       | Max. SHIP Award  | New Construction     | Without Construction | Total          | Units |
|                                                | Homeownership                         |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| 1                                              | Purchase Assistance                   |                             | Yes                         | 1               | \$50,000        | 2               | \$40,000        | 21              | \$30,000         | \$760,000.00         | \$0.00               | \$760,000.00   | 24    |
| 2                                              | Purchase Assistance                   |                             | Yes                         | 0               | \$50,000        | 1               | \$40,000        | 2               | \$30,000         | \$100,000.00         | \$0.00               | \$100,000.00   | 3     |
| 4                                              | Demolition / Reconstruction           |                             | Yes                         | 3               | \$225,000       | 1               | \$225,000       | 0               | \$225,000        | \$900,000.00         | \$0.00               | \$900,000.00   | 4     |
| 3                                              | Owner Occupied Rehabilitation - Minor |                             | Yes                         | 3               | \$55,000        | 9               | \$55,000        | 0               | \$55,000         | \$660,000.00         | \$0.00               | \$660,000.00   | 12    |
| 3                                              | Owner Occupied Rehabilitation - Major |                             | Yes                         | 0               | \$110,000       | 1               | \$110,000       | 0               | \$110,000        | \$110,000.00         | \$0.00               | \$110,000.00   | 1     |
| 10                                             | New Construction - Homeownership      |                             | Yes                         | 0               | \$230,000       | 2               | \$230,000       | 0               | \$230,000        | \$460,000.00         | \$0.00               | \$460,000.00   | 2     |
| 6                                              | 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     |
| 9,28,29                                        | Manufactured Housing (Mobile Home)    |                             | Yes                         | 0               | \$0             | 0               | \$0             | 0               | \$0              | \$0.00               | \$0.00               | \$0.00         | 0     |
|                                                | Total Homeownership                   |                             |                             | 7               |                 | 16              |                 | 23              |                  | \$2,990,000.00       | \$0.00               | \$2,990,000.00 | 46    |
| Purchase Price Limits:                         |                                       |                             |                             | \$              |                 | 544,233         |                 |                 |                  |                      |                      |                |       |
|                                                |                                       |                             |                             | New             |                 | Existing        |                 | \$              |                  | 544,233              |                      |                |       |
| OK                                             |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| OK                                             |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| Code                                           | Rental                                | Qualifies for 75% set-aside | VLI Units                   | Max. SHIP Award | LI Units        | Max. SHIP Award | Mod Units       | Max. SHIP Award | New Construction | Without Construction | Total                | Units          |       |
|                                                |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| 14                                             | Rental Development - Rehabilitation   | Yes                         | 0                           | \$0             | 0               | \$0             | 0               | \$0             | \$0.00           | \$0.00               | \$0.00               | 0              |       |
| 21                                             | Rental Development- New Construction  | Yes                         | 3                           | \$200,000       | 2               | \$200,000       | 0               | \$0             | \$1,000,000.00   | \$0.00               | \$1,000,000.00       | 5              |       |
| 23                                             | Security and/or Security Deposits     | No                          | 0                           | \$0             | 0               | \$0             | 0               | \$0             | \$0.00           | \$0.00               | \$0.00               | 0              |       |
| 26                                             | Rapid Re-Housing                      | No                          | 0                           | \$0             | 0               | \$0             | 0               | \$0             | \$0.00           | \$0.00               | \$0.00               | 0              |       |
| 16                                             | Disaster Assistance                   | No                          | 0                           | \$0             | 0               | \$0             | 0               | \$0             | \$0.00           | \$0.00               | \$0.00               | 0              |       |
|                                                | Total Rental                          |                             | 3                           |                 | 2               |                 | 0               |                 | \$1,000,000.00   | \$0.00               | \$1,000,000.00       | 5              |       |
|                                                |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
|                                                | Administration Fees                   |                             |                             | \$              | 404,574         |                 |                 | 9%              |                  |                      |                      |                |       |
|                                                | Home Ownership Counseling             |                             |                             | \$              | 200,000         |                 |                 |                 |                  |                      |                      |                |       |
| Total All Funds                                |                                       |                             |                             | \$              |                 | 4,594,574       |                 | OK              |                  |                      |                      |                |       |

| FLORIDA HOUSING FINANCE CORPORATION             |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
|-------------------------------------------------|---------------------------------------|-----------------------------|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|----------------------|----------------------|----------------|-------|
| HOUSING DELIVERY GOALS CHART                    |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| 2028-2029                                       |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| Name of Local Government:                       |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| Estimated Funds (Anticipated allocation only):  |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
|                                                 |                                       |                             |                             | \$              |                 | 4,594,574       |                 |                 |                  |                      |                      |                |       |
| Code                                            | Strategies                            |                             | Qualifies for 75% set-aside | VLI Units       | Max. SHIP Award | LI Units        | Max. SHIP Award | Mod Units       | Max. SHIP Award  | New Construction     | Without Construction | Total          | Units |
|                                                 | Homeownership                         |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| 1                                               | Purchase Assistance                   |                             | Yes                         | 1               | \$50,000        | 6               | \$40,000        | 27              | \$30,000         | \$1,100,000.00       | \$0.00               | \$1,100,000.00 | 34    |
| 2                                               | Purchase Assistance                   |                             | Yes                         | 0               | \$50,000        | 1               | \$40,000        | 2               | \$30,000         | \$100,000.00         | \$0.00               | \$100,000.00   | 3     |
| 4                                               | Demolition / Reconstruction           |                             | Yes                         | 5               | \$225,000       | 1               | \$225,000       | 0               | \$225,000        | \$1,350,000.00       | \$0.00               | \$1,350,000.00 | 6     |
| 3                                               | Owner Occupied Rehabilitation - Minor |                             | Yes                         | 5               | \$55,000        | 9               | \$55,000        | 0               | \$55,000         | \$770,000.00         | \$0.00               | \$770,000.00   | 14    |
| 3                                               | Owner Occupied Rehabilitation - Major |                             | Yes                         | 0               | \$110,000       | 1               | \$110,000       | 0               | \$110,000        | \$110,000.00         | \$0.00               | \$110,000.00   | 1     |
| 10                                              | New Construction - Homeownership      |                             | Yes                         | 0               | \$230,000       | 2               | \$230,000       | 0               | \$230,000        | \$460,000.00         | \$0.00               | \$460,000.00   | 2     |
| 6                                               | 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     |
| 3,28,29                                         | Manufactured Housing (Mobile Home)    |                             | Yes                         | 0               | \$0             | 0               | \$0             | 0               | \$0              | \$0.00               | \$0.00               | \$0.00         | 0     |
|                                                 | Total Homeownership                   |                             |                             | 11              |                 | 20              |                 | 29              |                  | \$3,890,000.00       | \$0.00               | \$3,890,000.00 | 60    |
| Purchase Price Limits:                          |                                       |                             |                             | New             | \$              | 544,233         | Existing        | \$              | 544,233          |                      |                      |                |       |
|                                                 |                                       |                             |                             | OK              |                 | OK              |                 |                 |                  |                      |                      |                |       |
| Code                                            | Rental                                | Qualifies for 75% set-aside | VLI Units                   | Max. SHIP Award | LI Units        | Max. SHIP Award | Mod Units       | Max. SHIP Award | New Construction | Without Construction | Total                | Units          |       |
|                                                 |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| 14                                              | Rental Development - Rehabilitation   | Yes                         | 0                           | \$200,000       | 0               | \$200,000       | 0               | 0               | \$0.00           | \$0.00               | \$0.00               | 0              |       |
| 21                                              | Rental Development- New Construction  | Yes                         | 0                           | \$200,000       | 0               | \$200,000       | 0               | 0               | \$0.00           | \$0.00               | \$0.00               | 0              |       |
| 23                                              | Security and/or Security Deposits     | No                          | 0                           | \$0             | 0               | \$0             | 0               | 0               | \$0.00           | \$0.00               | \$0.00               | 0              |       |
| 26                                              | Rapid Re-Housing                      | No                          | 0                           | \$0             | 0               | \$0             | 0               | 0               | \$0.00           | \$0.00               | \$0.00               | 0              |       |
| 16                                              | Disaster Assistance                   | No                          | 0                           | \$0             | 0               | \$0             | 0               | 0               | \$0.00           | \$0.00               | \$0.00               | 0              |       |
|                                                 | Total Rental                          |                             | 0                           |                 | 0               |                 | 0               |                 | \$0.00           | \$0.00               | \$0.00               | 0              |       |
|                                                 | Administration Fees                   |                             | \$                          | 459,457         | 10%             | OK              |                 |                 |                  |                      |                      |                |       |
|                                                 | Home Ownership Counseling             |                             | \$                          | 200,000         |                 |                 |                 |                 |                  |                      |                      |                |       |
| Total All Funds                                 |                                       |                             |                             | \$              | 4,549,457       | OK              |                 |                 |                  |                      |                      |                |       |
| Set-Asides                                      |                                       |                             |                             |                 |                 |                 |                 |                 |                  |                      |                      |                |       |
| Percentage Construction/Rehab (75% requirement) |                                       |                             |                             | 84.7%           |                 | OK              |                 |                 |                  |                      |                      |                |       |
| Homeownership % (65% requirement)               |                                       |                             |                             | 84.7%           |                 | OK              |                 |                 |                  |                      |                      |                |       |
| Rental Restriction (25%)                        |                                       |                             |                             | 0.0%            |                 | OK              |                 |                 |                  |                      |                      |                |       |
| Very-Low Income (30% requirement)               |                                       |                             |                             | \$              | 1,450,000       | 31.6%           |                 | OK              |                  |                      |                      |                |       |
| Low Income (30% requirement)                    |                                       |                             |                             | \$              | 1,570,000       | 34.2%           |                 | OK              |                  |                      |                      |                |       |
| Moderate Income                                 |                                       |                             |                             | \$              | 870,000         | 18.9%           |                 |                 |                  |                      |                      |                |       |

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

\_\_\_\_\_  
Witness

  
Chief Elected Official or designee



\_\_\_\_\_  
Witness

Martha Santiago, Ed. D., Madam Chair  
Type Name and Title

R.16

\_\_\_\_\_  
Date

OR

  
Attest:

(Seal)

RESOLUTION #: 2026-115

A RESOLUTION OF THE POLK COUNTY BOARD OF COUNTY COMMISSIONERS, POLK COUNTY A POLITICAL SUBDIVISION OF THE STATE OF 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 BOARD CHAIR 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 (LHAP) 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; and

**WHEREAS**, the methodology and purchase prices used are defined in the attached LHAP; and

**WHEREAS**, pursuant to section 420.9075, Florida Statutes, the Board of County Commissioners finds 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 LHAP. The cost of administering the LHAP 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; and

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

**WHEREAS**, the Board of County Commissioners finds that it is in the best interest of the public for the Polk County to submit the LHAP for review and approval so as to qualify for said documentary stamp tax funds;

**WHEREAS**, the attached Fiscal Year 2026-2029 amendment revisions to add Manufactured Home (Mobile Home) strategy in accordance with 723.003, F.S.; and

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

Section 1: The Polk County Board of County Commissioners hereby approves the Local Housing Assistance Plan (LHAP) amendment revisions, 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 2026-2027, 2027-2028, 2028-2029.

Section 2: The Chairman, Chair 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 15th DAY OF September 2026



*Martha Santiago*  
Martha Santiago, Ed.D., Madam Chair

R.16

ATTEST: *Alison Brown*  
City or County Clerk

## **Exhibit F**

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

Interlocal Agreement: N/A

**H. Other Documents Incorporated by Reference**

- **SHIP Purchase Price Limits**
- **Polk County Subordination Policy**

**SHIP 2025 Purchase Price Limits**  
**(90% of Amounts\* in IRS Rev. Proc. 2025-18)**

|                            |             |
|----------------------------|-------------|
| Baker County               | \$602,915   |
| Broward County             | \$679,324   |
| Clay County                | \$602,915   |
| Collier County             | \$793,938   |
| Duval County               | \$602,915   |
| Manatee County             | \$568,292   |
| Martin County              | \$619,629   |
| Miami-Dade County          | \$679,324   |
| Monroe County              | \$1,004,063 |
| Nassau County              | \$602,915   |
| Okaloosa County            | \$626,792   |
| Palm Beach County          | \$679,324   |
| Sarasota County            | \$568,292   |
| St. Johns County           | \$602,915   |
| St. Lucie County           | \$619,629   |
| Walton County              | \$626,792   |
| All other Areas of Florida | \$544,233   |

\* according to 420.9075 (5) (f), F.S.

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

**SUBORDINATION POLICY**

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

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 require approval from the Board of County Commissioners (BoCC), requiring approximately thirty days for completion. Prior to approval, the following documentation 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. 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.

1. The County very rarely agrees to subordinate, usually only for proven hardship. Credit card debt is not a basis for a waiver of the Subordination Policy when opening a home 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.
2. 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.
3. 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.