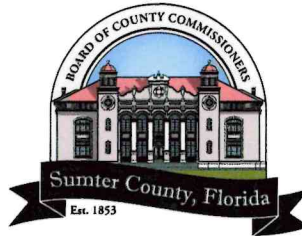


Sumter County Board of County Commissioners



Housing Services

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2025-2026, 2026-2027, 2027-2028

Adopted: April 8, 2025

Effective: July 1, 2025

Technical Revision: July 22, 2026

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I. Program Details:

A. LG(s)

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

B. Purpose of the program:

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

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

D. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must comply 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 is solicited in a variety of different ways. Staff requests input from housing providers, lenders, community partners, and social service providers. Publication of legal advertisements are used to announce the Notice of Funding Availability and to request input on developing or amending the Local Housing Assistance Plan (LHAP). The Affordable Housing Advisory Committee (AHAC) reviews the LHAP and amendments. The Sumter County Board of County Commissioners and the AHAC meetings are public and advertised. Copies of the plan are provided upon request.

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 date and time completed applications were submitted as well as any established funding priorities as described in this plan.



Applicants are assisted by the date and time their completed application was received and the availability of funding for the strategy applied for by the applicant. Every applicant who applies for assistance is placed on the waiting list and issued an applicant number. The list identifies the applicant number, name, assistance type, income category, status information, special needs, and fiscal year assisted.

Applications for Emergency Repair and Purchase Assistance without Rehabilitation are accepted until all budgeted funds are expended. Applications for Demolition/Reconstruction assistance are accepted all year. Applicants, who apply for the demolition/reconstruction assistance, are placed on the waiting list due to limited funding for the strategy. When funding becomes available, applicants are selected and are required to attend an appointment to update their application. The county will accept applications during the advertised "Application Period" listed in the Notice of Funding Availability. If no funding is available due to a waiting list, the Notice of Funding Availability does not have to be published.

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

The only priority given is to meet expenditure requirements outlined in Florida Statutes § 420.9075 and Chapter 67-37 Florida Administrative Code which governs the State Housing Initiatives Partnership (SHIP) program. Sumter County does not offer any other ranking priorities.

- 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:** Sumter County Housing Services partners with the University of Florida's Institute of Food and Agricultural Services (UF/IFAS) Extension Office to offer a homebuyer/homeowner educational program. The program provides training in different areas of financial management and wellness, credit counseling, foreclosure prevention, and home maintenance. Participants learn how to obtain the manageable tools, which could improve their financial future. Sumter County Transit is available to provide public transportation. The United Way of Lake and Sumter Counties and The Salvation Army provide a range of services such as food, emergency assistance, education, health, and income support to families within the county.
- L. **Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	x
Local HFA Numbers	



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

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

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

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

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



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

Entity	Duties	Admin. Fee Percentage
Local Government	The Sumter County Board of County Commissioners is solely responsible for the administration of the local housing assistance plan.	10%
Third Party Entity/Sub-recipient	N/A	

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

S. Project Delivery Costs: Sumter County does not have any project delivery costs.

T. Essential Service Personnel Definition (ESP): For SHIP funding, the county considers the following groups as ESP: Health Care Employees, First responders, Education professionals, Skilled building trades, Federal, State, County, Municipal, Community Development District Employees, and all members of the United States Armed Services regardless of status.

U. Describe efforts to incorporate Green Building and Energy Saving products and processes: Sumter County will incorporate green building requirements in specifications for new construction and emergency repair to include:

1. Energy saving rated insulated single hung windows;
2. Insulated steel exterior doors;
3. Required a minimum of R38 attic insulation;
4. Install quick recovery energy saving 40 gallon water heater;
5. All interior paint to be low VOC (less than 50 grams per gallon);
6. Energy Star rated appliances to include stove, refrigerator and water heater;
7. Energy star rated reversible ceiling fans in the bedrooms and living room;
8. Minimum 15 SEER rating for air conditioner and minimum 8.2 HSPF for heat pump;
9. Programmable thermostat for the HVAC unit;
10. Carpet and rug Institute Green Label certified carpet and pad;
11. Installing GAF Timberline High Definition energy efficient shingles;
12. Placement of Argentine-Bahia sod 5' around the perimeter of the new house;
13. Low-flush or low-flow toilets which use 1.6 gallons per flush or less; and
14. Installation of a storm door at the front entrance of a new home.



- V. Describe efforts to meet the 20% Special Needs set-aside:** The County collaborates with social service agencies serving the special needs population to help achieve the goal of the special needs set-aside. Staff conducts community outreach and presentations to share information about the program. The requirement will be met mainly through the emergency repair and demolition/reconstruction strategies.
- W. Describe efforts to reduce homelessness:** Housing Services collaborates with and participates in the Continuum of Care (COC) program for Citrus, Hernando, Lake and Sumter counties, sponsored by Mid Florida Homeless Coalition, to encourage partnerships that will assist in reducing and preventing homelessness.

- Housing staff participates on the COC's ESG-CV Application Review annual funding selection committee.
- Housing Services utilizes the demolition/reconstruction program to assist displaced homeowners with building a new house when their current home is substandard and unlivable.
- The County provides letters of support to agencies who are applying for an Emergency Solution Grant or other grant programs, which could help the citizens of Sumter County.
- Housing Services encourages opportunities for the development of rural housing apartment complexes, group homes, foster care facilities, multifamily developments, and tax credit residential complexes.
- Sumter County Economic Development provides support to existing industry and recruitment of new industry to Sumter County as an effort to maintain and stimulate jobs for our community.

Housing Services provides individuals and families experiencing homelessness:

- a) Resources and contact information to housing providers, public assistance benefits, CareerSource of Central Florida, Community Legal Services of Mid Florida, and other community-based services;
- b) Assistance with completing homelessness assessments for submittal to the COC;
- c) Help with completing rental and public assistance applications; and
- d) Aid with addressing issues that may impede access to housing by connecting individuals and families to HUD approved financial education agencies.

- X. Subordination and Short Sale Policy and Procedure:** Subordination of Mortgage will not be approved when Sumter County Board of County Commissioners (SCBOCC) holds the first mortgage. Subordinating a second mortgage held by SCBOCC to allow for refinancing or modifying a mortgage for a housing unit that has been assisted by SHIP or any other local, state or federal funding must meet the following conditions for the request to be considered:

1. The new interest rate must be lower than the original mortgage;
2. The new loan must be a fixed mortgage. Adjustable rate mortgage (ARM), prepayment penalties, negative amortization, balloon loans, reverse mortgages or owner financing will not be approved;
3. The new mortgage must not be greater than the original mortgage to obtain the home;
4. No cash out to the homeowner; and
5. The loan and first mortgage must be in good standing for a minimum of two years.

If the above criteria have been met, documentation identifying the following must be submitted:

1. Written subordination request from the homeowner;
2. Authorization from the homeowner to share information with the lender; and



3. A loan commitment on the financial institution's letterhead reflecting the mortgage amount, interest rate, terms, monthly payment, and instructions on where to send the original executed Subordination Agreement for recording.

Subordination requests (including requested documentation) can be faxed, mailed, emailed or hand delivered to Sumter County Housing Services. The processing time will be approximately 20 business days from receipt of the subordination request with required documentation. The homeowner will be notified once a final determination has been made. The SCBOCC Chairman will execute the Subordination Agreement and the closing agent for the lender will be responsible for recording the document.

In the event of a short sale request, staff will review the terms of the request and make a recommendation to the County Administrator for approval or denial. If approved, all parties will be notified and given instructions on where to mail the final payment. After the payment has cleared, a request will be submitted for the SCBOCC Chairman to execute a Satisfaction of Mortgage to release the outstanding lien. The closing agent for the buyer will be responsible for recording the release of lien.

- Y. Complaints:** All complaints must be submitted in writing within thirty (30) days of its occurrence. If the complainant is not satisfied with the Program Administrator's response, the issue will be presented to the Division Director for review. The Division Director will review the complaint and consider program regulations, local policies, and the availability of funds when making a decision. If the Division Director cannot resolve the complaint, the issue will be presented to the County Administrator for review and final resolution. All responses will be issued in writing.

Z. Procedures for all strategies administered by Sumter County:

1. Every applicant must complete a housing application;
2. All applications are accepted by a scheduled appointment with the Head of Household and all adult members in attendance;
3. The Head of Household and all adult members must sign all verification forms, authorization for release of information, and any other necessary forms required for determination of program eligibility;
4. The household assisted must be determined to be income qualified;
5. Applicants must provide all documentation requested for income, eligibility and qualification determination; and
6. The Head of Household and all adult members must sign the Income Certification form.

- AA. Conflict of Interest:** All applicants that may have a business or familial relationship with a member of the local governing body, the Affordable Housing Advisory Committee, an employee with Sumter County, Program Administrator or a participating construction contractor must fully disclose this relationship at the time of application. The County Administrator will review any conflict and issue in writing a final approval or denial. The recipient's file will be documented.

Section II. LHAP Strategies:

A. Emergency Repair	Code: 6
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- a. Summary: SHIP funds will be made available to homeowners for emergency repairs to their owner-occupied residence. Repairs include:
1. Septic system repair or replacement;
 2. Roof replacement;
 3. Well repair or replacement;
 4. All costs associated with connecting eligible residences to a municipality public water and sewer main; and
 5. The installation of ramps and home modifications to make the residence more accessible to persons with special needs.

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

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

d. Maximum award: \$20,000

e. Terms:

1. Repayment loan/deferred loan/grant: Assistance shall be in the form of a loan secured by a recorded mortgage and promissory note with monthly payments required.
2. Interest Rate: 0%
3. Years in loan term: Twenty (20) years
4. Forgiveness: None
5. Repayment: All loans are amortized for twenty years with monthly payments required. All funds repaid to Sumter County shall be considered "program income" as defined in F.S. 420.9071(26). The homeowner may repay the outstanding balance in full without penalty at any time during the loan period.
6. Default: The loan will be determined in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or failure to occupy the home as a 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, a SHIP eligible heir who will occupy the home as a primary residence may assume the loan. The heir will be required to legally transfer the property into their name, execute an assumption of mortgage agreement, and obtain a new homeowner's insurance policy. 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 a superior mortgage holder forecloses on the home, the county will make an effort to collect 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: Assistance is provided on a first-qualified, first-served basis with the priority described in Section 1. Program Details (I) of this plan. If a waiting list exists and the projected wait time for assistance is more than three months, the strategy will be closed until all applicants on the



list have been assisted.

- g. Sponsor Selection Criteria: N/A
- h. Additional Information: It is not a requirement for the homeowner to have insurance prior to assistance. The homeowner will be required to obtain homeowner's insurance after assistance is provided. Assistance will only be provided for homes that are owner-occupied and used as a primary residence. Mobile, modular, and manufactured homes are not eligible for assistance. Proof of Homestead Exemption is required, and all property taxes must be current. The county will only take first and second mortgage position. In cases where more than one mortgage exists, at the time of application, the applicant will be denied assistance. If there is a superior mortgage in the first position, the account must be current. A loan will be awarded for the money required to complete the project and allow the homeowner to qualify; therefore, the maximum will not be awarded in all cases. If the bid exceeds the maximum award amount, the homeowner will be given the opportunity to pay all costs above the maximum award amount paid for by the program. If the homeowner cannot pay the costs, staff will request approval by the Board of Sumter County Commissioners to exceed the maximum award amount. The applicant will be required to participate in a HUD approved homeownership-counseling course and provide a Certificate of Completion. Recipients of SHIP emergency repair funds will be eligible for this strategy one time only.

B. Demolition/Reconstruction	Code: 4
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- a. Summary: SHIP funds will be awarded to homeowners for the construction of a new home to replace an unsafe owner-occupied structure where rehabilitation exceeds 80% of the value or in cases where the home has been destroyed by a disaster. Funds will be used for the demolition of the existing home and all other unsafe structures that pose an immediate threat to the public's health, safety and welfare located on the property. Eligible expenses may also include:
1. Any necessary upgrades or replacement of the well and septic system or connection to a municipality public water and sewer service;
 2. Removal of trees which could cause damage to the new home and any required tree trimming;
 3. Residential survey to identify property boundary lines and Elevation Certificates for properties located in the FEMA flood zone which are needed for permitting and determining the Flood Base Elevation;
 4. Installation of ramps or accessibility modifications for persons with special needs;
 5. Payoff existing mortgage(s) if the amount owed is under \$5,000.00; and
 6. Costs and fees required for resolving outstanding title or code enforcement issues.

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

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

d. Maximum award: \$175,000

e. Terms:

1. Repayment loan/deferred loan/grant: Assistance shall be in the form of a loan secured by a recorded mortgage and promissory note with monthly payments required.
2. Interest Rate: 0%
3. Years in loan term: Thirty (30) years
4. Forgiveness: None
5. Repayment: All loans are amortized for thirty years with monthly payment required. All funds repaid to Sumter County shall be considered "program income" as defined in F.S. 420.9071(26). The homeowner may repay the outstanding balance without penalty at any time during the loan period.
6. Default: The loan will be determined in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or failure to occupy the home as a 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, a SHIP eligible heir who will occupy the home as a primary residence may assume the loan. The heir will be required to legally transfer the property into their name, execute an assumption of mortgage agreement, and obtain a new homeowner's insurance policy. 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. The County reserves the right to foreclosure, through the legal process, in accordance with the recorded mortgage.



- f. Recipient/Tenant Selection Criteria: Assistance is provided on a first-qualified, first-served basis with the priority described in Section 1. (I) of this plan, following the annual advertisement of the availability of SHIP funds.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: It is not a requirement for the homeowner to have insurance prior to assistance. The homeowner will be required to obtain homeowner's insurance after assistance is provided. The estimated repair costs must exceed 80% of the home's value according to Sumter County Property Appraiser's assessed value listing to qualify for demolition/reconstruction assistance. The Housing Rehabilitation Specialist or the Building Official will make a determination after an inspection has been conducted. SHIP assistance will only be provided for homes that will be owner-occupied and used as a primary residence. Proof of Homestead Exemption is required, and all property taxes must be current. The property must meet local zoning and code regulations before assistance is provided. The County will only take first mortgage position. In cases where the homeowner has an existing mortgage(s), assistance will only be provided if the current mortgage(s) are under \$5,000.00 and the county can obtain clear title to the property. Any existing mortgage(s) must be in current standing at the time of application to be eligible for payoff with SHIP funds. A loan will be awarded for the money required to complete the project and allow the homeowner to qualify; therefore, the maximum will not be awarded in all cases. If the bids exceed the maximum award amount, the homeowner will be given the opportunity to pay all costs above the maximum award amount paid for by the program. If the homeowner cannot pay the costs, staff will request approval by the Board of Sumter County Commissioners to exceed the maximum award amount.

The applicant will be required to participate in a HUD approved homeownership-counseling course and provide a Certificate of Completion. Recipients of SHIP demolition/reconstruction funds will not be eligible for any other housing assistance, except in the case of a disaster. All work will be performed according to the new construction specifications. The contractor will be responsible for site cleanup, disposal of construction debris, and pulling all required permits. Demolition/reconstruction assistance will not include relocation costs.

- i. Special circumstances: Demolition/Reconstruction assistance will be provided to homeowners who lost their owner-occupied primary residence in a disaster within two years of the application date. All requirements listed above will apply along with the following:
 - 1. The homeowner must provide a copy of the incident report at the time of application;
 - 2. The home must have been covered by insurance unless the homeowner can provide written documentation that insurance could not be obtained or was canceled due to circumstances not under the control of the homeowner;
 - 3. If there are insurance proceeds or the homeowner receives funds from another agency, those funds must be used towards project activities;
 - 4. If the home was covered by insurance, the homeowner must disclose all information regarding any settlement amount received or to be received;
 - 5. If funds were provided by another agency, the homeowner must disclose all information regarding the amount received or to be received; and
 - 6. The residence must be damaged beyond repair.

C. Purchase Assistance without Rehabilitation	Code: 2
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a. Summary: Funds will be awarded for down payment and closing costs to assist eligible first-time homebuyers with the purchase of a newly constructed or existing site built house. The definition for first-time homebuyer is described in Section 1. Program Details (R) of this plan.

- b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$20,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Assistance shall be in the form of a loan secured by a recorded mortgage and promissory note with monthly payment required.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Twenty (20) years
 - 4. Forgiveness: None
 - 5. Repayment: All loans are amortized for twenty years with monthly payments required. All funds repaid to Sumter County shall be considered "program income" as defined in F.S. 420.9071(26). The homeowner may repay the outstanding balance without penalty at any time during the loan period.
 - 6. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or failure to occupy the home as a 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, a SHIP eligible heir who will occupy the home as a primary residence may assume the loan. The heir will be required to legally transfer the property into their name, execute an assumption of mortgage agreement, and obtain a new homeowner's insurance policy. 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 a superior mortgage holder forecloses on the home, the county will make an effort to collect 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: Assistance is provided on a first-qualified, first-served basis with the priority described in Section 1. (I) of this plan. If a waiting list exists and the projected wait time for assistance is more than thirty days, the strategy will be closed until all applicants on the list have been assisted or funding is received.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage with a fixed interest rate for the entire term of the loan. The County will only take the second mortgage position. Assistance will only be provided for the purchase of homes that will be owner-occupied and used as the primary residence. Mobile, modular and manufactured homes are not eligible for assistance. The applicant will be required



to participate in a HUD approved homeownership-counseling course and provide a Certificate of Completion before closing. Recipients of Purchase Assistance without Rehabilitation will not be eligible for any other SHIP assistance for twenty years and only if the outstanding balance is paid, except for a disaster.

D. Disaster Assistance

Code: 5

- a. Summary: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs may include:
1. Immediate threats to health and life safety (sewage, damaged windows, roofing, trees) in cases where the home is still habitable;
 2. Debris removal;
 3. Replacement or reinstatement of utilities to the home;
 4. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable;
 5. Repairs necessary to make the home habitable; and
 6. Repairs to mitigate dangerous situations (exposed wires).

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

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

d. Maximum award: \$10,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
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: Assistance is provided on a first-qualified, first-served basis.

g. Sponsor Selection Criteria: N/A

h. Additional Information: SHIP assistance will only be provided for homes that are owner-occupied and used as a primary residence. Proof of Homestead Exemption is required, and all property taxes must be current. Mobile, modular, and manufactured homes are not eligible for assistance. If there is a mortgage held against the property, the account must be current. If the homeowner is insured, proceeds from the insurance and other sources must be used in connection with SHIP funds, except for the payment of the deductible. It is not a requirement for the homeowner to have insurance prior to the disaster.

E. Rental Development

Code: 21

a. Summary: Funds will be made available to a sponsor for development of affordable housing rental units that are awarded construction financing through the State Apartment Incentive Program (SAIL), Low Income Housing Tax Credits (LIHTC), or Florida Housing Finance Corporation (FHFC). The State Housing Initiatives Partnership (SHIP) funding is intended to be used as gap financing, leveraging required for other FHFC funding awards, and to provide the Local Government Contribution (LGC) required for a state funded project. The LGC will only be provided with SHIP funding. The strategy will not provide funding for direct rental assistance to tenants as it is designed strictly to support the construction of affordable rental developments.

- b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028
- c. Income Categories to be served: Very low, and low
- d. Maximum award: \$10,000 per eligible unit/\$340,000 per project
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Deferred loan secured by a recorded subordinate mortgage and note
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Twenty (20) years
 - 4. Forgiveness: The loan is 100% forgiven at the end of the loan term
 - 5. Repayment: Not required as long as the loan is in good standing.
 - 6. Default: For all awards, the loan will be in default and the balance due if any of the following occur:
 - Any part of the property, or any interest in the property is sold, transferred, conveyed, whether voluntary or involuntarily, by operation of law or otherwise.
 - The mortgagee is divested of title by judicial sale, levy, or other legal proceeding, or if foreclosure action is instituted against the property.
 - The SHIP assisted units are leased or rented to other than very low or low-income eligible tenants.
 - Failure to maintain reporting standards for compliance as required by any of the funding sources.
 - The sponsor is in default of any mortgage provisions.
 - The sponsor is in default of provisions related to Florida Housing Finance Corporation's funding criteria outlined in the program regulations.
- f. Recipient/Tenant Selection Criteria: All tenant households in the SHIP assisted units must be income eligible and will be selected by the Sponsoring agency on a first-qualified, first-served basis.
- g. Sponsor/Sub-recipient Selection Criteria: The availability of SHIP funds will be advertised through a Notice of Funding Availability (NOFA). Sponsors will apply to the county through a Request for Application (RFA) process after the publication of the NOFA. A selection committee will score all applications. Recommendations will be submitted to the Board of Sumter County Commissioners who will approve the final SHIP award.



The RFA will require proof of sponsor's 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 the county's housing element in the Comprehensive Plan. The SHIP funding award will be subject to closing on other funding sources.

- h. Additional Information: The County will enter into a loan agreement and other legal documents with the selected sponsor to provide funding for the construction of a multifamily development, which will include at least thirty-four (34) units of affordable rental housing for very low and low-income residents. The development will be monitored throughout the compliance period to ensure that the rental units remain affordable. All assisted developments must commit to the HUD published rent limits for the agreement term and the sponsor selected must certify the development meets the minimum percentage of income set asides per FHFC's funding regulations. Units funded with SHIP may not charge rents that exceed the maximum for each income category except in the case of low-income housing tax credits. The sponsor will be required to meet annual compliance reporting requirements for the development necessary to meet the statutory requirements for the monitoring of SHIP rental units. The county and sponsor will execute a subordinate mortgage and note. The sponsor is subject to other compliance requirements based on the funding source such as the provision of services, maintaining the units in a safe and sanitary fashion, providing responsible and responsive property management services, and proper financial management.

The county serves as the single, unified point of service for workforce housing services in unincorporated areas of the county and within the cities according to the Inter-Local Service Boundary Agreement Article IX Workforce Housing Service Delivery Sub-Agreement. In addition, the county is the recipient of the SHIP funding allocation and the sole administrator of the SHIP program. Based on the above statements, the County Administrator or the Chairman of the Board of Sumter County Commissioners will execute FHFC's Local Government Verification of Contribution Loan Form.

F. Manufactured Housing (Mobile Homes)	Code 3, 28, 29
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- a. Summary: The manufactured housing strategy may provide funds for:
1. Relocation assistance for owners/tenants who have been evicted 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)

- b. Fiscal Years Covered: 2026-2027, 2027-2028
- 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:
7. 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.
 8. Interest Rate: 0%
 9. Years in loan term: N/A for relocation assistance and lot assistance, 10 years for rehab/emergency repairs
 10. Forgiveness: N/A for relocation assistance and lot assistance, forgiven at the end of the term for rehab/emergency repairs.
 11. Repayment: N/A for relocation assistance and lot assistance. None required for rehab/emergency repairs as long as loan is in good standing.
 12. 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. Expedited Permitting

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

All affordable housing projects in which the County is the leading entity in the process receive expedited permitting. The County will expedite review for affordable housing development. The County currently has an efficient and rapid permitting and review process. Residential permits are processed according to statutory requirements. Sumter County offers online permitting, which can save time, money and improve communication between applicants and the local government.

Before filing any development order or permit, the applicant may consult with county staff. This pre-application meeting provides an informal discussion of the schedule and requirements related to the proposed development. A development review application is processed within five days upon receipt of a completed application.

The Planning Department and all authorities shall make every reasonable effort to process all applications as expeditiously as possible, consistent with any public notice requirements and schedule of public hearings established by the commission, and with the need to ensure that all approvals conform to the requirements of the comprehensive plan and are in the best interests of the citizens of Sumter County.

The Sub-Agreement within the Inter-Local Service Boundary Agreement for each municipality states the county or city will not unreasonably withhold development approval based on the provision or mitigation of Affordable Housing by a developer. Based on staff's assessment, the county complies with Florida Statutes § 163.3177.

B. Ongoing Review Process

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

Staff actively reviews policies, procedures, SCBOCC & Planning and Zoning Special Master meeting agendas, amendments regarding affordable housing, and residential housing developments. If there is an item, which may affect affordable housing, it is brought to the attention of the Division Director. Staff gives any recommendations to the Division Director for the County Administrator and SCBOCC consideration and review. The potential to increase the cost of housing shall not in itself be sufficient to recommend the denial of any proposed changes to existing policies, procedures, ordinances, regulations, or plan provisions. Housing staff tracks any potential impacts for the submission of the SHIP annual report. The SCBOCC Chairman executes a certification confirming there is an ongoing process for review of local policies, regulations, and plan provisions and identifies increases in the cost of housing before their adoption. The process, established in 2007, is an ongoing task of housing staff.



C. Other Incentive Strategies Adopted:

All allowable fee waivers provided for the development or construction of affordable housing

All affordable housing projects in which the County is the lead entity in the process receive waived building permit fees, site plan review, variance or special exception, and re-zoning fees.

Incentive: Local Government Contribution to support a developer applying to Florida Housing Finance Corporation (FHFC) for State Apartment Incentive Loan (SAIL) funding to construct affordable housing developments within Sumter County.

On January 28, 2020, the Board of Sumter County Commissioners approved application criteria for the local government's qualifications to support a developer applying to Florida Housing Finance Corporation (FHFC) for State Apartment Incentive Loan (SAIL) funding. Sumter County will provide a local government verification of contribution fee waiver letter to approved applicants for submittal to FHFC; however, the County will only provide one local government contribution award of \$10,000 (via a waiver of road impact fees) per calendar year.

Incentive: All allowable fee waivers provided for the development or construction of affordable housing.

On December 14, 2021, the Board of Sumter County Commissioners approved this incentive. The Board of Sumter County Commissioners will provide an impact fee waiver to non-profit housing providers and affordable housing specially designated for households whose income is at or below 120% of the area median income guidelines used for the SHIP program only if the cities concurrently waive their impact, capacity, and connection fees for the project.

The allowance of flexibility in densities for affordable housing

The Board of Sumter County Commissioners adopted Ordinance 2018-20 that created two high-density residential zoning districts, HDR-12 and HDR-24. The HDR-12 designation allows for twelve (12) units per acre, and the HDR-24 designation allows for twenty-four (24) units per acre. The new high-density residential standards are an effective change to encourage affordable housing. The City of Wildwood adopted the same density standards as the County.

The allowance of affordable accessory residential units in residential zoning districts.

Sumter County's land development code allows accessory family cottages for any residential lot at least half an acre in size. The cottages may be attached to the principal structure or freestanding and are limited in size. An accessory cottage use is restricted to members of the family residing in the principal structure. The structure shall not be sold, transferred, or conveyed separate or apart from the principal dwelling unit. The housing element of the Unified Comprehensive Plan states the county shall continue to provide the opportunity for family accessory cottages and lineal transfer provision within its land development regulations for the allowance for affordable accessory residential units.

The allowance of flexible lot configurations, including zero-lot-line configurations, for affordable housing.

The County has several Planned Unit Development (PUD) classifications. A PUD allows a developer to submit an application that fits within certain guidelines, which can provide for special design and lot configurations. A developer can apply for a zoning district that will allow building a zero-lot-line configuration.

The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

The Office of Management and Budget (OMB) maintains a list of surplus county-owned properties that may be suitable for affordable housing or for sale. Sumter County adopted the first list on October 9, 2007, and continues to maintain the list of surplus properties within the Office of Management and Budget (OMB). OMB performs a reconciliation of county expenditures and proceeds following the closing of each sale of surplus property in the event any positive balance for all properties within the fiscal year can support additional funding for affordable housing. The transfer of funds to the Affordable Housing account is the total net profit from sales of these properties if any. The funding, when available, will assist with various housing projects consistent with the Affordable Housing Assistance Plan.

The SCBOCC approved a new policy for the donation of county-owned property for affordable housing purposes on September 26, 2017. The policy outlines how SCBOCC will offer eligible properties for affordable housing opportunities to community housing partners to meet the objective of Florida Statutes § 125.379. When the SCBOCC gains property through an escheatment tax deed, code enforcement foreclosure, or tax deed sale when associated with a code enforcement case, these properties may not be marketable due to title defects or because they have not sold after a year of being on the market with the BOCC's contracted broker. When any of the conditions above render the property not marketable, then the SCBOCC may offer the property to its community housing partners with conditions for sole use in providing a new single-family site-built home or renovation of the existing site-built home on the transferred property. Concurrent to the SCBOCC proposed action to request transferring property to a Community Housing Partner, a notice on the SCBOCC's website will be posted of that intention.

The support of development near transportation hubs and major employment centers and mixed-use developments.

The county and cities promote compact growth with a variety of land use within the Municipal Overlay Areas and Joint Planning Areas around each city to promote walkable communities and support downtown corridors. Sumter County uses the Joint Planning Areas to encourage development within areas that have municipal services. Economic development is encouraged, and a mixture of future land use districts are identified to promote high-value growth consistent with the community.

There are several walkable communities within Sumter County, such as The Villages Community District, the City of Bushnell, and the City of Wildwood. These communities consist of mixed-use development and offer a wide variety of different employment opportunities.

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). 2020-11, 2016-07, 2015-12, 2013-04, 2011-11, 2010-11, 2008-15, 2008-14, and 2000-4
- G. Interlocal Agreement (Required if applicable). N/A
- H. Other Documents Incorporated by Reference. N/A

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- G. Interlocal Agreement (Required if applicable). N/A
- H. Other Documents Incorporated by Reference. N/A

Sumter County Board of County Commissioners
--

Fiscal Year: 2025-2026	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ -
Office Supplies and Equipment	\$ -
Travel Per diem Workshops, etc.	\$ 100.00
Advertising	\$ -
Other*	\$ -
Total	\$ 100.00
Admin %	0.03%
	OK
Fiscal Year 2026-2027	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ -
Office Supplies and Equipment	\$ -
Travel Per diem Workshops, etc.	\$ -
Advertising	\$ -
Other*	\$ -
Total	\$ -
Admin %	0.00%
	OK
Fiscal Year 2027-2028	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ -
Office Supplies and Equipment	\$ -
Travel Per diem Workshops, etc.	\$ 100.00
Advertising	\$ -
Other*	\$ -
Total	\$ -
Admin %	0.00%
	OK
*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document. Details:	

Exhibit B
Timeline for SHIP Expenditures

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

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

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

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

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

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

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

Other Key Deadlines:

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

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

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

2025-2026

Name of Local Government:

Sumter County Board of County Commissioners

Estimated Funds (Anticipated allocation only):			\$ 350,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
6	Emergency Repair	Yes	3	\$20,000	2	\$20,000	1	\$15,000	\$115,000.00	\$0.00	\$115,000.00	6
4	Demolition/Reconstruction	Yes	1	\$175,000	0	\$175,000	0	\$175,000	\$175,000.00	\$0.00	\$175,000.00	1
2	Purchase Assistance without Rehabilitation	No	0	\$20,000	1	\$20,000	2	\$20,000	\$0.00	\$60,000.00	\$60,000.00	3
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		4		3		3		\$290,000.00	\$60,000.00	\$350,000.00	10
Purchase Price Limits:			New	\$ 510,939	Existing	\$ 510,939						

OK

OK

[illegible]

Set-Asides

Percentage Construction/Rehab (75% requirement)		82.9%	OK
Homeownership % (65% requirement)		100.0%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 235,000	67.1%	OK
Low Income (30% requirement)	\$ 60,000	17.1%	OK
Moderate Income	\$ 55,000	15.7%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2026-2027												
Name of Local Government:			Board of Sumter County Commissioners									
Estimated Funds (Anticipated allocation only):			\$ 350,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
6	Emergency Repair	Yes	0	\$20,000	0	\$20,000	0	\$20,000	\$0.00	\$0.00	\$0.00	0
4	Demolition/Reconstruction	Yes	1	\$175,000	1	\$175,000		\$175,000	\$350,000.00	\$0.00	\$350,000.00	2
2	Purchase Assistance without Rehab	No	0	\$20,000	0	\$20,000	0	\$20,000	\$0.00	\$0.00	\$0.00	0
3	Relocation Assistance	No	0	\$10,000	0	\$10,000	0	\$10,000	\$0.00	\$0.00	\$0.00	0
28	Lot Rental Assistance	No	0	\$5,000	0	\$5,000	0	\$5,000	\$0.00	\$0.00	\$0.00	0
29	Rehab/Emergency Repairs	Yes	0	\$15,000	0	\$15,000	0	\$15,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		1		1		0		\$350,000.00	\$0.00	\$350,000.00	2
Purchase Price Limits:			New	\$ 510,939	Existing	\$ 510,939						
			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
21	Rental Development	No	0	\$340,000	0	\$340,000	0	0	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees		\$ -		0%		OK					
	Home Ownership Counseling		\$ -									
Total All Funds			\$	350,000 OK								

Set-Asides			
Percentage Construction/Rehab (75% requirement)		100.0%	OK
Homeownership % (65% requirement)		100.0%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 175,000	50.0%	OK
Low Income (30% requirement)	\$ 175,000	50.0%	OK
Moderate Income	\$ -	0.0%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2027-2028												
Name of Local Government:		Sumter County Board of County Commissioners										
Estimated Funds (Anticipated allocation only):			\$ 350,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
6	Emergency Repair	Yes	3	\$20,000	3	\$20,000	1	\$15,000	\$135,000.00	\$0.00	\$135,000.00	7
4	Demolition/Reconstruction	Yes	0	\$175,000	1	\$175,000	0	\$175,000	\$175,000.00	\$0.00	\$175,000.00	1
2	Purchase Assistance without Rehab	No	1	\$20,000	1	\$20,000	0	\$20,000	\$0.00	\$40,000.00	\$40,000.00	2
3	Relocation Assistance	No	0	\$10,000	0	\$10,000	0	\$10,000	\$0.00	\$0.00	\$0.00	0
28	Lot Rental Assistance	No	0	\$5,000	0	\$5,000	0	\$5,000	\$0.00	\$0.00	\$0.00	0
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									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		4		5		1		\$310,000.00	\$40,000.00	\$350,000.00	10
Purchase Price Limits:			New	\$ 510,939	Existing	\$ 510,939						
			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
21	Rental Development	No	0	\$340,000	0	\$340,000	0	0	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees		\$	-	0%		OK					
	Home Ownership Counseling		\$	-								
Total All Funds			\$	350,000	OK							

Set-Asides			
Percentage Construction/Rehab (75% requirement)		88.6%	OK
Homeownership % (65% requirement)		100.0%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 80,000	22.9%	OK
Low Income (30% requirement)	\$ 255,000	72.9%	OK
Moderate Income	\$ 15,000	4.3%	

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal
Entity:

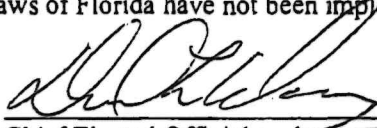
Sumter County Board of County Commissioners

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will ensure that there will be no discrimination on the basis of
- (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

Donald Wiley, Chairman

Type Name and Title



Date

OR

Attest:



Melissa Elliott P.C.

(Seal)

RESOLUTION #: 2025-16

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

* * * * *

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

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

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

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

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

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

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

Section 1: The Board of County Commissioners of Sumter County Florida hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420.9079, Florida Statutes, for fiscal years 2025-2026, 2026-2027, 2027-2028.

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

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

PASSED AND ADOPTED THIS 8TH DAY OF APRIL 2025.



Melissa Elliott D.C.
Erin C. Munz, Sumter County Clerk of Court

Don Wiley, Chairman

SUMTER COUNTY ORDINANCE 2020 - 11

AN ORDINANCE OF SUMTER COUNTY, FLORIDA, AMENDING SECTION 12, ARTICLE III, SECTION 12-42 THROUGH 12-48 OF THE SUMTER COUNTY CODE OF ORDINANCES TO REFLECT CHANGES OUTLINED IN HOUSE BILL 1339, THE LOCAL HOUSING ASSISTANCE PLAN, FLORIDA STATUTES §§ 420.907-420.9089, AND FLORIDA ADMINISTRATIVE CODE CHAPTER 67-37; PROVIDING FOR RESOLUTION OF CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Sumter County Board of County Commissioners adopted Ordinances 1993-1, 2000-04, 2010-11, 2011-11, 2013-04, 2015-12, and 2016-07 which established policies within the Sumter County Affordable Housing Assistance Program, pursuant to Florida Statutes §§ 420.907-420.9089, which was codified in Chapter 12, Article III, Section 12-41 through 12-48 of the Sumter County Code and,

WHEREAS, the Sumter County Board of County Commissioners desires to amend the requirements outlined in House Bill 1339 which was approved by Florida Governor, Ron DeSantis, on June 9, 2020, and took effect on July 1, 2020; and

WHEREAS, the amendment will also reflect changes with Sumter County's Local Housing Assistance Plan strategies, reference provisions, the language in the Florida Statutes and the Florida Administrative Code which pertain to the administration of the State Housing Initiatives Program along with requirements related to Sumter County's Affordable Housing Advisory Committee;

NOW THEREFORE BE IT ORDAINED by the Sumter County Board of County Commissioners, as follows:

SECTION 1. PURPOSE.

The purpose of this Ordinance is to Amend the Sumter County Code of Ordinances: Chapter 12 (Human Rights), specifically Amending the identified sections for the reasons set forth in the above, Whereas clauses, which are incorporated herein, *in haec verba*.

SECTION 2. AUTHORITY.

Pursuant to Article VIII, Section I of the Florida Constitution and Sections 125.01 and 125.66 of the Florida Statutes, the Sumter County Board of County Commissioners has all powers of local self-government to perform county functions and render county services and facilities except when prohibited by law, including the authority to amend its Code of Ordinances.

SECTION 3. Chapter 12 of the Sumter County Code of Ordinances is hereby amended to read as follows:

Sec. 12-42. - Definitions.

The definitions set forth in Rule 67-37.002, F.A.C., and F.S. § 420.9071, or its successor provisions, are hereby adopted for the purposes of this article.

Sec. 12-43. - Sumter County Affordable Housing Partnership.

- (c) *Participation.* The partnership may participate in the program in a manner that provides both direct housing, as specified in this section, and housing support services for program beneficiaries. Support services, such as training to prepare persons for the responsibility of homeownership, counseling of tenants, and the establishment of services such as daycare, health care, and transportation, are important to the success of the program. Such participation shall be consistent with this article, F.S. §§ 420.907-420.9079 and Rule 67-37, F.A.C.

Sec. 12-44. - Sumter County Affordable Housing Assistance Program.

- d) *Strategy.* The Sumter County Affordable Housing Partnership shall use the funds received from the state pursuant to the State Housing Initiatives Program, F.S. §§ 420.907—420.9079, and other funding sources, to implement the program. The funds shall be distributed for one (1) or more of the following methods of assistance:
- (1) Utilization of locally-designed strategies that create or preserve affordable housing through:
 - a. Provision of construction, purchase, and emergency repair assistance for the following strategies:
 1. New construction. Funds will be made available to eligible homeowners for the construction of a new site-built house to replace their unsafe structure where rehabilitation is not financially feasible.
 2. Purchase assistance. Funds will be awarded for down payment and closing costs to assist eligible first-time homebuyers with the purchase of a newly constructed or existing site-built house.
 3. Emergency repair. Funds will be made available to homeowners for emergency repairs to their owner-occupied site-built house.
 4. Disaster Repair/Mitigation. Funds will be awarded to homeowners in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor.
 - (6) The program may include all other lawful strategies or objectives not previously listed if those strategies or objectives have been adopted into the local housing assistance plan in the manner provided for by F.S. §§ 420.907—420.9079 and Rule 67-37, F.A.C.
- (e) *Program Requirements.* The following requirements, and others provided by law, shall be adhered to in implementing and administering the program:

- (5) Administrative expenses shall be limited to salaries, office expenses, and housing studies unless specifically approved by the review committee established in Rule 67-37.007, F.A.C.
- (22) At least 20 percent of each local government's local housing distribution must be used to serve persons with special needs, as defined in F. S. § 420.0004 and Rule 67-37.007(4) F.A.C.
- (a) *Establishment.* There is hereby established a separate trust fund to be known as the "Sumter County Affordable Housing Assistance Trust Fund" (sometimes referred to herein as the "fund"). Administration of the fund shall comply with this article and Rule 67-37.007 and 67-37.008, F.A.C.
- (b) *Revenue.*
 - (1) All program income, including money received from the state pursuant to the State Housing Initiative Partnership Act, investment earnings, and any other funds received or budgeted for the purposes established by the program shall be deposited and retained in the fund and used only for program purposes. Until utilized for the purposes thereof, money in the fund shall be held in trust by the county solely for use pursuant to the program.
 - (2) Amounts on deposit in the local housing assistance fund shall be invested as permitted by law for the local housing distribution funds of the applicable local government. All investment earnings shall be retained in the fund and used for the purposes thereof.

Sec. 12-46. - Implementation and administration of the program.

- (a) *Implementation.* Implementation of the program and plan shall involve, to the greatest extent possible, the county, municipalities, lending institutions, for-profit and non-profit housing developers, community-based housing and service organizations, and providers of professional services relating to affordable housing.
- (b) *Administration.* Housing Services is hereby established under the quality of the service level and within the division set forth by the county administrator and approved by the board of county commissioners to be responsible for the implementation and administration of the program. The duties of housing services shall include, but are not necessarily limited to, the following:
 - (1) To work with the local housing partnership in implementing and administering the program. In this capacity, housing services shall monitor the success of the program and plan, develop proposals, and provide recommendations to the partnership related to the improvement of the program.
 - (2) To assist the Florida Housing Finance Corporation in facilitating state funding programs which provide purchase assistance, structural improvements to existing housing, and construction of new housing within the community. Housing Services will set up advertisements to notify potential homebuyers and existing homeowners of available funding for each program.

- (6) When required, to annually monitor and determine tenant eligibility and amount of subsidy pursuant to the provisions of this article, F.S. §§ 420.907—420.9079.

Sec. 12-47. - Sumter County Affordable Housing Advisory Committee.

- (a) *Establishment, purpose and intent.* There is hereby created the Sumter County Affordable Housing Advisory Committee (hereinafter referred to as the "committee" or "advisory committee"), whose members shall be appointed by resolution of the board of county commissioners. The local action adopted pursuant to F.S. § 420.9072, which creates the advisory committee and appoints the advisory committee members must name at least eight (8) but not more than eleven (11) committee members and specify their terms. Six (6) members shall constitute a quorum. The committee may not take formal actions unless a quorum is present, but may meet to hear presentations if duly noticed. Effective October 1, 2020, the committee must consist of one locally elected official from each county or municipality participating in the State Housing Initiatives Partnership Program and one representative from at least six (6) of the categories listed below:
- (1) A citizen who is actively engaged in the residential home building industry in connection with affordable housing;
 - (2) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing;
 - (3) A citizen who is a representative of those areas of labor engaged in home building in connection with affordable housing;
 - (4) A citizen who is designated as an advocate for low-income persons in connection with affordable housing;
 - (5) A citizen who is a for-profit provider of affordable housing;
 - (6) A citizen who is a not-for-profit provider of affordable housing;
 - (7) A citizen who is actively engaged as a real estate professional in connection with affordable housing;
 - (8) A citizen who actively serves on the local planning agency of the county;
 - (9) A citizen chosen by the board of county commissioners from any profession or occupation;
 - (10) A citizen who represents employers within the jurisdiction;
 - (11) A citizen who represents essential services personnel, as defined in the local housing assistance plan.
- (b) *Term.* Members shall serve two-year terms following their appointment. All members or their successors may, thereafter, be appointed for two-year terms at the sole discretion of the board of county commissioners. If a member is unable to finish his or her term, his or her replacement shall serve the remainder of the departed member's existing term before being eligible for an appointment to a new two-year term. Alternates shall serve a term of two (2) years.
- (f) *Duties.* The advisory committee shall have the following duties:

- (1) Annually, review established policies and procedures, ordinances, land development regulations, and the adopted county comprehensive plan and recommended specific initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations or plan provisions; those creations of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances or plan provisions. The committee shall submit an annual report to the local governing body and to the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program which includes recommendations on affordable housing incentives in the following areas:
- a. The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in F.S. § 163.3177(6)(f)3.
 - b. All allowable fee waivers provided for the development or construction of affordable housing.
 - c. The allowance of flexibility in densities for affordable housing.
 - d. The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
 - e. Affordable accessory residential units.
 - f. The reduction of parking and setback requirements for affordable housing.
 - g. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
 - h. The modification of street requirements for affordable housing.
 - i. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
 - j. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
 - k. The support of development near transportation hubs and major employment centers and mixed-use developments.

The committee recommendations may also include other affordable housing incentives identified by the advisory committee. The committee shall make recommendations approved by a majority of its membership at a public hearing. Notice of the time, date, and place of the public hearing of the advisory committee to adopt its evaluation and final local housing incentive strategies recommendations must be published in a newspaper of greatest general circulation in Sunter County. The notice must contain a short and concise summary of the evaluation and local housing incentives strategies recommendations to be considered by the advisory committee. The notice must state the public plan where a copy of the evaluation and tentative recommendations can be obtained by interested persons. The final report, evaluation, and recommendations shall be submitted to the corporation,

Local governments that receive the minimum allocation under the State Housing Initiatives Partnership Program shall perform an initial review but may elect not to perform the annual review.

- (2) The locally elected official serving on an advisory committee, or a locally elected designee, must attend biannual regional workshops convened and administered under the Affordable Housing Catalyst Program as provided in F.S. 420.531(2). If the locally elected official or locally elected designee fails to attend three consecutive regional workshops, the corporation may withhold funds pending the person's attendance at the next regularly scheduled biannual meeting.
- (3) The committee shall serve as the Community Development Block Grant Citizen Advisory Task Force (CATF), pursuant to F.S. § 290.046. The committee shall meet as the CATF as needed to review and monitor Community Development Block Grant projects consistent with the requirements of 73C-23.0041, Florida Administrative Code.

Sec. 12-48. - Sumter County's Affordable Housing Incentive Review and Implementation Process.

- (b) *Adoption.* Within ninety (90) days after the receipt date of the evaluation and local housing incentive strategies recommendations from the affordable housing advisory committee, the board of county commissioners of Sumter County shall adopt an amendment to its Local Housing Assistance Plan (LHAP) to incorporate the local housing incentives strategies it will implement within the county. The LHAP shall describe the adoption of specific initiatives strategies to encourage or facilitate affordable housing, a schedule for implementation and must include, at a minimum:
 - (1) Expedited Permitting: Permits as defined in F.S. § 163.3177(6)(f)(3) for affordable housing projects are expedited to a greater degree than other projects were feasible.
 - (2) 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. The potential to increase the cost of housing shall not in itself be sufficient to recommend the denial of any proposed changes to existing policies, procedures, ordinances, regulations, or plan provisions.
- (c) *Notification.* Upon adoption of the Local Housing Assistance Plan (LHAP), the board of county commissioners of Sumter County shall so notify the Florida Housing Finance Corporation by email. Florida Housing Finance Corporation must receive a copy of the approved LHAP, including all exhibits, and the recommendation report via email in a pdf document format.

SECTION 4. CODIFICATION.

It is the intention of the Sumter County Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the Sumter County, Florida, with the exception of Sections 2, 4, 5 and 6. The word "Ordinance," or similar words, may be changed to "section," "article," or other appropriate word or phrase, and the sections of this Ordinance may be renumbered or re-lettered to accomplish such

intention. The Code codifier is granted liberal authority to rescind those sections of the Code declared null and void as set forth herein, within Chapter 6 of the Code of Ordinances.

SECTION 5. CONFLICTS AND REPEALER.

This Ordinance shall be cumulative of all provisions of the Ordinances of Sumter County, Florida, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event all Ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 6. SEVERABILITY.

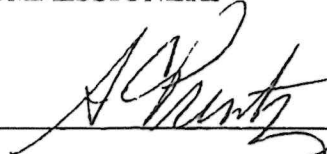
If any section, subsection, sentence, clause, phrase or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 7. EFFECTIVE DATE.

This Ordinance shall become effective immediately upon its adoption by the Sumter County Board of County Commissioners.

PASSED AND ADOPTED BY THE SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS, SUMTER COUNTY, FLORIDA, THIS 14TH DAY OF JULY, 2020.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS



STEVE PRINTZ, CHAIRMAN



TEST:



GLORIA HAYWARD,

SUMTER COUNTY CLERK OF COURT

BY: Caroline Alrestimawi, Deputy Clerk