



qualify if earning less than \$68,880. This effort is in conjunction with the County's Workforce Housing Effort discussed at the June 13, 2006 Board meeting. In addition, a state mandated definition for "Essential Services Personnel" is added per the requirements of Section 420.9075(3)(a), Florida Statutes.

3. Down payment assistance subsidy rates are established for extremely low and moderate income households and raised for low income and very low income households. See attachment 1.
4. Affordability requirements are further defined and an additional \$5,000.00 of subsidy would be available to those households agreeing to an additional five (5) years of affordability requirements. Also added is the ability to loan contracted builders start-up funds that may be paid back upon sale of homes and the ability to do a community land trust with SHIP funds.
5. Other minor items to include better defining when to "demolish and replace" a house, under what circumstances the County would hold the first mortgage on an affordable home, definition of a first time buyer, and including the payment of back taxes and home insurance as a function of the LHAP strategy for a one time Foreclosure Prevention.

All proposed revisions are in keeping with Florida Statutes regarding Fair Housing. Should the Board approve these technical revisions (see attachment 2), Staff will forward these changes to the Florida Housing Finance Corporation for their review and approval.

#### **STAFF RECOMMENDATION:**

Staff recommends the Board approve the proposed revisions to the SHIP Local Housing Assistance Plan (LHAP) for Fiscal Years July 2004 through June 2007 and authorize staff to submit the proposed revisions to the Florida Housing Finance Corporation for approval. Also Staff recommends the Board approve the resolution, identified as Exhibit E, which indicates support for these revisions and authorize the Chairman to sign the resolution.

#### **Attachments:**

1. Proposed Subsidy Amounts for Down Payment Assistance
2. Revised Local Housing Assistance Plan (includes Resolution as Exhibit E)

**Attachment 1**  
**Proposed SHIP Subsidy Amounts for Down Payment Assistance**

<b>Income Eligibility Household</b>	<b>Current Subsidy Amount</b>	<b>Proposed Subsidy Amount</b>
Moderate Income	\$0	\$20,000
Low Income	\$20,000	\$30,000
Very Low Income	\$40,000	\$45,000
Extremely Low Income	\$40,000	\$50,000

\*A subsidy may be able to be increased by \$5000 if the applicant is willing to agree to an additional five years added to the mandated affordability period. This is accomplished through a restrictive clause placed on the deed. This effort will ensure that if the applicant sells the property that it will be sold to an income eligible household.

**Attachment 2**  
**Revised Local Housing Assistance Plan (LHAP)**

**Seminole County Government**  
**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**FISCAL YEARS COVERED**  
**2004/2005, 2005/2006, and 2006/2007**

**Amended 1/09/07**

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**EXHIBITS:**

<b>A.</b>	<b>Administrative Budget for each fiscal year covered in the Plan:</b>	<b>Exhibit A.</b>
<b>B.</b>	<b>Timeline for Encumbrance and Expenditure:</b>	<b>Exhibit B.</b>
<b>C.</b>	<b>Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:</b>	<b>Exhibit C.</b>
<b>D.</b>	<b>Certification Page:</b>	<b>Exhibit D.</b>
<b>E.</b>	<b>Adopting Resolution:</b>	<b>Exhibit E.</b>
<b>F.</b>	<b>Program Information Sheet:</b>	<b>Exhibit F.</b>

**(Adopting ordinance not included due to no change at this time)**

**I. PROGRAM DESCRIPTION** Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.

**A. Name of the participating local government and Interlocal if Applicable:**  
*Section 420.9072(5), F.S.*

Seminole County Government

Interlocal : No X

**B. Purpose of the program:** *Section 420.9072, F.S. and Chapter 67-37.005(3), F.A.C.*

Creation of the Plan is for the purpose of meeting the housing needs of the Extremely Low income, Very Low income, and Low income and Moderate income (defined as one or more natural persons or a family that has a total annual gross household income that does not exceed more than 120 percent of the area median income adjusted for family size and includes Essential Service Personnel) income households, to expand production of and preserve affordable housing, to further the housing element of the Seminole County Government comprehensive plan specific to affordable housing.

**C. Fiscal years covered by the Plan:** *Chapter 67-37.002, F.A.C.*

2004/2005

2005/2006

2006/2007

**D. Governance:** *Chapter 67-37.005(3) and (5)(i) F.A.C. and Section 420.9071(14) F.S.*

The Seminole County SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code. The SHIP Program does further the housing element of the Seminole County Government Comprehensive Plan.

**E. Local Housing Partnership** *Section 420.9072(1)(a), F.S.*

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low income persons and community groups.

**F. Leveraging:** *Chapter 67-37.007(1)(b)(c), F.A.C. and Section 420.9075(1)(a) and (1)(b3, and (1)(c), F.S.*

The Plans are 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:** *Chapter 67-37.005(3), F.A.C.*

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** *Chapter 67-37.005(6)(a), F.A.C.*

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. Discrimination:** *Section 420.9075(3)(c), F.S.*

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

**J. Support Services and Counseling:** *Chapter 67-37.005(5)(g), F.A.C.*

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 and Transportation

**K. Purchase Price Limits:** *Section 420.9075(4)(c), F.S. and Chapter 67-37.007(6) F.A.C.*

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 median area purchase price established by the U.S. Treasury Department or as described above.

Seminole County shall compute the maximum sales price for new and existing homes as being an amount not to exceeding 90% of the median price for the Orlando Metropolitan Statistical Area as established by the U.S. Treasury Department.

The methodology used by Seminole County Government is:

The purchase price limit for:

New Homes: \$160,000

Existing Homes: \$160,000

**L. Income Limits, Rent Limits and Affordability:**

*Chapter 67-37.005(5)(e), F.A.C. and Section 420.9071(2), F.S., and Section 420.9075(3)(a).*

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing

Finance Corporation. 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 (19), (20) and (28), F.S. Minimum affordability periods attempt to reflect set affordability periods for federal HOME funds in order that SHIP funds may be used to satisfy the twenty-five percent (25%) match requirements for use of HOME funds (see 24 C.F.R. 92.218).

Essential Service Personnel (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 other job categories deemed essential in Seminole County where one or more natural persons or a family has a total annual gross household income that does not exceed 120 percent of the area median income adjusted for family size.

In case of rental housing the rent does not exceed those rental limits adjusted for bedroom size.

In the event of the death of a SHIP mortgagor prior to the forgiveness date or final payment due date, said mortgage may be assumed by a surviving spouse or direct lineal descendant who also inhabited the affordable housing unit provided said person meets the income qualifications applicable to all SHIP applicants and subject to approval by the County. This provision applies to strategies where a homeowner has a SHIP mortgage.

**M. Wages to Work:** *Chapter 67-37.005(6)(b)(7)F.A.C.*

Should an eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which. This criteria includes a description ~~that demonstrates~~ demonstrating how eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives programs will be given preference in the selection process.

**N. Monitoring and First Right of Refusal:** *Section 420.9075(3)(e) and (4) (f), F.S.*

In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever 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.

- O. Administrative Budget:** *Chapter 67-37.005(6)(f)3, F.A.C.*  
An updated detailed listing including line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted.

Seminole County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. 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. 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(17), 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.

Seminole County has adopted the above findings in the attached resolution, **Exhibit E**.

**II. LHAP HOUSING STRATEGIES:** *Chapter 67-37.005(5), F.A.C.*

**Homeownership Strategies**

**A. Purchase Assistance:**

1. **Summary of the Strategy:** This strategy may be used for down payment and closing cost assistance for new or existing homes whether it is for new construction or rehab, in additions this strategy may be used to assist in financing or buy down of costs associated with purchasing a home.
2. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
3. **Income Categories to be served:** Extremely Low, Very Low, and Low Income and Moderate income households as defined by the U. S. Department

of Housing (HUD) and adopted by the State of Florida and distributed applied by the Florida Housing Finance Corporation for the use in the SHIP Program. Down payment purchase assistance for Moderate income households will only be funded from SHIP program income or recaptured funds.

4. **Maximum award is noted on the Housing Delivery Goals Charts (See Exhibit C):**

5. **Terms, Recapture and Default:** Seminole County will provide an interest free, forgivable ten (10) year loan with affordability periods set depending on the amount of SHIP subsidy for up to 10 years. Within these ten (10) years, full payment is due for the SHIP subsidy amount upon sale of property, prior to expiration of the affordability period, to include:

- Default of the loan occurs if the mortgagor no longer resides in the home as a permanent residence, or loss of homestead exemption; or
- If any part of the property or any interest in it is sold, refinanced (deemed to also include procurement of new, additional financing), transferred, gifted or possession is otherwise conveyed to another person, whether by voluntary act, involuntarily, by operation of law or otherwise; or
- If the mortgagor is divested of title by judicial sale, levy or other proceedings; or
- If foreclosure is instituted against the property; or
- If the property is leased, subleased or rented.

A portion of the deferred payment SHIP mortgage may be forgiven in cases where the loan-to-value ratio exceeds 100 percent and the home must be sold due to a catastrophic event (i.e., borrower's death or divorce, an extended illness of the borrower or a close family member who depends primarily on the borrower for support, etc.)

Minimum affordability period is:

5 Years	Assistance of: \$0-\$14,999 per unit
10 Years	Assistance of: \$15,000 – \$40,000 per unit
15 Years	Assistance of: More than \$40,000 per unit

Based upon the amount loaned, the property/residence, which is the subject of financing, shall remain affordable for the required number of years stated immediately above and be specified in a restrictive deed recorded at loan closing. The required affordability period will run with the land until the affordability period expires even if the SHIP loan has been forgiven. This restriction shall mean that the property/residence purchased with SHIP funds

shall be occupied only by a household where the mean gross income does not exceed Low or Moderate income. This shall be interpreted to mean that Moderate income households obtaining SHIP financing assistance shall only be allowed to acquire and occupy affordable housing units which were previously occupied by SHIP assisted Moderate income households. Affordable housing units previously occupied by Extremely low income, Very Low income and Low income households may be acquired and occupied by households whose gross income does not exceed Low income; provided, however, said Low income households shall not be allowed to utilize SHIP financing assistance to acquire and occupy affordable housing units previously owned and occupied by SHIP assisted Moderate income households.

For purposes of this Local Housing Assistance Plan, the terms “Extremely Low income”, “Very Low income”, “Low income” and “Moderate income” shall mean households whose gross income does not exceed the limits defined by HUD for the Orlando Metropolitan Statistical Area.

The applicant(s) may receive an additional \$5000.00 in subsidy if he, she or they agrees to an additional five years of an affordability period.

~~Repayment, default and recapture will be triggered point of sale, transfer, refinance or no longer owner-occupied before the end of the term.~~

6. **Recipient Selection Criteria:**

- Funds will be made available on a first come, first complete, first served basis while funds are available
- All units assisted will be within Seminole County
- Mobile Homes are not eligible for assistance
- The applicant must secure first mortgage financing at a competitive fixed rate prior to applying to the SHIP down payment assistance program (the only exception to this policy is when the SHIP down payment assistance mortgage is the first and only mortgage and there is no other owner financing)
- Applicants are required to submit a completed Seminole County SHIP Application and provide all written required documentation requested ~~of~~ for income, eligibility and qualifications
- Persons who qualify for SHIP Assistance must contractually agree to all SHIP Program guidelines, Seminole County SHIP requirements, recapture provisions and certify that the unit assisted will be their principal residence

7. **Sponsor Selection Criteria:** The County may choose a sponsor to assist in

the administration of this strategy by advertising using Seminole County purchase and procurement guidelines. The Sponsor may be a private corporation, or a not for profit corporation, community based organization. Selection will be based on the sponsor's ability to proceed, past experience in related fields, and performance.

8. **Additional Information:**

- This is first time home buyer strategy defined as persons or households who have not owned a home other than a mobile home during the three (3) year period immediately prior to applying for SHIP funds, except that the following persons shall not be excluded from consideration as a first-time home buyer:
  - a. Displaced homemaker, as defined by HUD;
  - b. An individual or household living in a substandard dwelling that cannot be brought into compliance with local building and housing codes for less than the cost of constructing a permanent structure and there is no mortgage, taxes due or liens on the property
- ~~Applicant must be credit worthy and have sufficient income required to obtain mortgage financing from participating lenders~~
- Mortgage payments, including taxes and insurance may not exceed 30 percent of an amount representing the percentage of area's median annual gross income for the household
- Down payment assistance may be used in conjunction with the purchase of a unit or house in a community land trust

B. **New Construction:**

1. **Summary of Strategy:** SHIP funds may be used to construct a new home, payment of impact fees, infill, costs of needed infrastructure (i.e., water and sewer) and land acquisition
2. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
3. **Income Categories to be served:** Extremely Low income, Very Low income, and Low income and Moderate income households as defined by the U. S. Department of Housing (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for the use in the SHIP Program.
4. **Maximum award is noted on the Housing Delivery Goals Charts (See Exhibit C):**

5. **Terms, Recapture and Default:** Seminole County ~~will~~ may provide a low interest loan or a deferred loan or a combination loan for up to 30 years per constructed unit with affordability periods set depending on the amount of the SHIP loan. Interest bearing loans will not exceed two percent (2%).

Minimum affordability period is:

5 Years	Assistance of \$0-\$14,999 per constructed unit
10 Years	Assistance of \$15,000 - \$25,000 \$40,000 per constructed unit
30 Years	Assistance of \$25,001– and above More than \$40,000 per constructed unit

Based upon the amount loaned, the property/residence, which is the subject of financing, shall remain affordable for the required number of years stated immediately above and be specified in a restrictive deed recorded at loan closing. The required affordability period will run with the land until the affordability period expires even if the SHIP loan has been forgiven. This restriction shall mean that the property/residence purchased with SHIP funds shall be occupied only by a household where the mean gross income does not exceed Low or Moderate income. This shall be interpreted to mean that Moderate income households obtaining SHIP financing assistance shall only be allowed to acquire and occupy affordable housing units which were previously occupied by SHIP assisted Moderate income households. Affordable housing units previously occupied by Extremely low income, Very low income and Low income households may be acquired and occupied by households whose gross income does not exceed Low income; provided, however, said Low income households shall not be allowed to utilize SHIP financing assistance to acquire and occupy affordable housing units previously owned and occupied by SHIP assisted Moderate income households.

For purposes of this Local Housing Assistance Plan, the terms “Extremely Low income”, “Very Low income”, “Low income” and “Moderate income” shall mean households whose gross income does exceed the limits defined by HUD for the Orlando Metropolitan Statistical Area.

Per constructed unit, R repayment, default and recapture will be triggered at point of sale, transfer, refinance (including the procurement of new, additional financing), or discovery that the home is no longer owner – occupied before the end of the term as specified in the mortgage and accompanying note.

6. **Recipient Selection Criteria:**
- Funds will be made available on a first come, first complete, first served basis while funds are available
  - All units assisted will be within Seminole County

- Mobile Homes are not eligible for assistance
  - Applicants are required to submit a completed Seminole County SHIP Application and provide all ~~written~~ required documentation requested of income, eligibility and qualifications
  - Persons who qualify for SHIP Assistance must contractually agree to all SHIP Program guidelines, Seminole County SHIP requirements, recapture provisions and certify that the unit assisted will be their principal residence
7. **Sponsor Selection Criteria:** The County may choose a sponsor to assist in administration of this strategy assistance by advertising using Seminole County purchase and procurement guidelines. The Sponsor may be a private corporation, or a not for profit corporation, community based organization. Selection will be based on the sponsor's ability to proceed, past experience in related fields, and performance
8. **Additional Information:**  
 If it is determined by Seminole SHIP Program that the applicant meets income eligibility guidelines. Funds will be encumbered for eligible applicants
- This is first time home buyer strategy defined as persons or households who have not owned a home other than a mobile home during the three (3) year period immediately prior to applying for SHIP funds, except that the following persons shall not be excluded from consideration as a first-time home buyer:
    - a. Displaced homemaker, as defined by HUD;
    - b. An individual or household living in a substandard dwelling that cannot be brought into compliance with local building and housing codes for less than the cost of constructing a permanent structure and there is no mortgage, taxes due or liens on the property
  - ~~Applicants eligible to receive assistance must have applied to the purchase assistance program and be determined credit worthy. but not be able to obtain a first mortgage for new construction. The applicant will attempt to obtain a first mortgage from an outside lender for new construction. In the event, the applicant can not obtain a first mortgage from an outside lender, the County may opt to originate and hold a SHIP first mortgage~~
  - Applicant must be credit worth and have sufficient income required to pay the mortgage payments and any additional existing debit service
  - Mortgage payments, including taxes and insurance may not exceed 30 percent of an amount representing the percentage of area's median annual gross income for the household
  - The County or its designee will assist the homeowner with County approved new home plans, contractor quote process and inspections to

- insure that all work is performed by a licensed and insured contractor
- SHIP funds for new housing construction purposes may be loaned to a contracted builder for the construction of affordable housing to pay for land acquisition, development costs and infrastructure. The contractor loan payback agreement mechanisms and conditions will be specified, e.g., construction draw mortgages or “parcel” mortgages
- SHIP funds for new housing construction may be used for housing built through a community land trust.

**C. Acquisition and Rehabilitation of Homes:**

1. **Summary of the Strategy:** SHIP funds may be used to acquire and rehabilitate existing homes which also may be in a community land trust.
2. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
3. **Income Categories to be served:** Extremely Low, Very Low income and Low income households as defined by the U. S. Department of Housing (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for the use in the SHIP Program.
4. **Maximum award is noted on the Housing Delivery Goals Charts (See Exhibit C):**
5. **Terms, Recapture, and Default:** Seminole County will provide a low interest loan or a deferred loan or a combination loan for up to 30 years per unit with affordability periods set depending on the amount of the SHIP loan. Interest bearing loans will not exceed two percent (2%)  
Minimum affordability period is

5 Years	Assistance of	<u>\$0-\$14,999 per unit</u>
10 Years	Assistance of	<u>\$15,000 - \$25,000 \$40,000 per unit</u>
30 Years	Assistance of	<u>\$25,001 and above More than \$40,000 per unit</u>

Based upon the amount loaned, the property/residence, which is the subject of financing, shall remain affordable for the required number of years stated immediately above and be specified in a restrictive deed recorded at loan closing. The required affordability period will run with the land until the affordability period expires even if the SHIP loan has been forgiven. This restriction shall mean that the property/residence purchased, rehabilitated or otherwise assisted with SHIP funds shall be occupied only by a household where the mean gross income does not exceed Low income for the Orlando Standard Metropolitan Statistical Areas as determined by HUD.

Repayment, default and recapture will be triggered at point of sale, transfer, (including procurement of new, additional financing), or discovery that the home is no longer owner – occupied before the end of the term as specified in the mortgage and accompanying note.

6. **Recipient Selection Criteria:**

- Funds will be made available on a first come, first complete, first served basis while funds are available
- All units assisted will be with in Seminole County
- Mobile Homes are not eligible for assistance
- Applicants are required to submit a completed Seminole County SHIP Application and provide all written documentation requested of income, legibility and qualifications
- Persons who qualify for SHIP Assistance must contractually agree to all SHIP Program guidelines, Seminole County SHIP requirements, recapture provisions and certify that the unit assisted will be their principal residence

7. **Sponsor Selection Criteria:** The County may choose a sponsor to assist in administration of this strategy assistance by advertising using Seminole County purchase and procurement guidelines. The Sponsor may be a private corporation, or a not for profit corporation, community based organization. Selection will be based on the sponsor's ability to proceed, past experience in related fields, and performance

8. **Additional Information:**

If it is determined by Seminole SHIP Program that the applicant meets income eligibility guidelines, funds will be encumbered for eligible applicants

- This is first time home buyer strategy defined as persons or households who have not owned a home other than a mobile home during the three (3) year period immediately prior to applying for SHIP funds, except that the following persons shall not be excluded from consideration as a first-time home buyer:
  - a. Displaced homemaker, as defined by HUD;
  - b. An individual or household living in a substandard dwelling that cannot be brought into compliance with local building and housing codes for less than the cost of constructing a permanent structure and there is no mortgage, taxes due or liens on the property
- ~~Applicants eligible to receive assistance must have applied to the purchase assistance program and be determined credit worthy but not be able to obtain a first mortgage for new construction. The applicant will attempt to obtain a first mortgage from an outside lender for new construction. In the event, the applicant can not obtain a first mortgage from an outside lender, the County may opt to originate and~~

hold a SHIP first mortgage. Mortgage payments will begin approximately 90 days after the certificate of occupancy.

- Applicant must be credit worthy and have sufficient income required to pay the mortgage payments and any additional existing debit service. Mortgage payments, including taxes and insurance may not exceed 30 percent of an amount representing the percentage of area's median annual gross income for the household
- The County or its designee will assist the homeowner with County contractor quote process and inspections to insure that all work is performed by a licensed and insured contractor
- SHIP funds for new housing construction may be used for housing built through a community land trust

**D. Rehabilitation:**

1. **Summary of the Strategy:** This strategy offers qualified home owners assistance with needed repairs, alterations to improve their health, safety, and well being or contribute to structural integrity and preservation of their owner occupied home. Assistance to make a home barrier free for special needs households is also eligible. This strategy also includes reconstruction and demolition if a home is beyond financial feasibility to repair.
2. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
3. **Income Categories to be served:** Extremely Low, Very Low income and Low income households as defined by the U. S. Department of Housing (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for the use in the SHIP Program.
4. **Maximum award is noted on the Housing Delivery Goals Charts (See Exhibit C):**
5. **Terms, Recapture and Default:** Seminole County will may provide an interest free forgivable loan for up to 10 years for rehabilitation and a low interest or deferred payment forgivable or combination loan for up to 30 years for reconstruction and demolition of home. Affordability periods will be set depending on the amount of the SHIP loan. Interest rate is not to exceed two percent (2%).

Minimum affordability period is:

5 Years	Assistance of \$0-\$14,999 per unit
10 Years	Assistance of \$15,000 - <del>\$25,000</del> \$40,000 per unit

30 Years Assistance of ~~\$25,001~~ and above More than \$40,000 per unit

Based upon the amount loaned, the property/residence, which is the subject of financing, shall remain affordable for the required number of years stated immediately above and be specified in a restrictive deed recorded at loan closing. The required affordability period will run with the land until the affordability period expires even if the SHIP loan has been forgiven. (This restriction shall mean that the property/residence rehabilitated or otherwise assisted with SHIP funds shall be occupied only by a household where the mean gross income does not exceed low income for the Orlando Standard Metropolitan Statistical Areas as determined by HUD.)

Repayment, default and recapture will be triggered at point of sale, transfer, refinance (including procurement of new, additional financing), or discovery that the home is no longer owner – occupied before the end of the term as specified in the mortgage and accompanying note.

6. **Recipient Selection Criteria:**

- Funds will be made available on a first come, first complete, first served basis while funds are available
- All units assisted will be with in Seminole County
- Mobile Homes are not eligible for assistance
- Applicants are required to submit a completed Seminole County SHIP Application and provide all written documentation requested of income, legibility and qualifications
- Persons who qualify for SHIP Assistance must contractually agree to all SHIP Program guidelines, Seminole County SHIP requirements, recapture provisions and certify that the unit assisted will be their principal residence

7. **Sponsor Selection Criteria:** The County may choose a sponsor to assist in administration of this strategy by advertising using Seminole County purchase and procurement guidelines. The Sponsor may be a private corporation, or a not for profit corporation, community based organization. Selection will be based on the sponsor's ability to proceed, past experience in related fields, and performance

8. **Additional Information:**

If it is determined by Seminole SHIP Program that the applicant meets income eligibility guidelines, a home inspection and work write up will be completed by the County or its designee. Applicants whose homes are

beyond repair may apply for Demolition and Replacement

- Funds will be encumbered for eligible applicants whose homes are deemed repairable according to program guidelines
- The County or its designee will assist the homeowner with work write up and inspections to ensue that all work is performed by a licensed and insured contractor
- All mortgages, taxes, and special assessments must be current and paid
- All homes eligible for rehabilitation must be owner occupied and with fee simple title
- If it is determined by Seminole SHIP Program that the applicant meets eligibility guidelines for reconstruction. A title search, variances and set back requirements update, necessary sanitary requirements for water and sewer or septic and lot size will be determined to see if the lot meets current building guidelines
- Applicants eligible to receive assistance must have applied to the rehabilitation program and their home was declared beyond repair
- Applicants own their home and the home must be free and clear and have no mortgages or encumbrances on the title. For rehabilitation of owner occupied homes, Seminole County may opt to originate and hold a SHIP mortgage for Extremely Low, Very Low and Low income applicants. In the event SHIP funds were used for earlier home repairs and the house has deteriorated beyond financial feasibility to repair, the previous, deferred SHIP loan may be forgiven by Seminole County
- Mortgage payments, including taxes and insurance may not exceed 30 percent of an amount representing the percentage of area's median annual gross income for the household. ~~Funds will be encumbered for eligible applicants whose lots are deemed buildable according to program guidelines~~
- The County or its designee will assist the homeowner with County approved new home plans, contractor quote process and inspections to ensue that all work is performed by a licensed and insured contractor
- For applicants in the Demolition and Replacement program:
  - a. The decision to demolish and replace a home will be made by the Community Services Manager or designee after a review of the home inspection report and a site visit to determine the extent of structural integrity of the home and need of repairs
  - b. Mortgage payments should begin approximately 90 days after the certificate of occupancy is issued for reconstructed homes.
  - c. Funds will be encumbered for eligible applicants whose lots are deemed buildable according to program guidelines

**E. Disaster Relief:**

1. **Summary of Strategy:** SHIP Funds may be use for disaster assistance emergency housing repairs in the aftermath of a natural disaster in the event of a declared Presidential or Governor or Local disaster being declared by Federal and/or State of Florida officials or by the Board of County Commissioners of Seminole County. This program is for owner-occupied homes.
  
2. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
  
3. **Income Categories to be served:** Extremely Low, Very Low and Low income as defined by the U. S. Department of Housing (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for the use in the SHIP Program.
  
4. **Maximum award is noted on the Housing Delivery Goals Charts (See Exhibit C):**
  
5. **Terms, Recapture and Default:** Seminole County may provide a grant up to \$15,000 upon declaration of a disaster or will may provide an interest free forgivable loan for 5 years with affordability periods set depending on the amount of the SHIP loan.

Minimum affordability period for loan recipients is

5 Years	Assistance of \$1,000-\$14,999
10 Years	Assistance of \$15,000 - \$25,000

Based upon the amount loaned, the property/residence, which is the subject of financing, shall remain affordable for the required number of years stated immediately above and be specified in a restrictive deed recorded at loan closing. The required affordability period will run with the land until the affordability period expires even if the SHIP loan has been forgiven. (This restriction shall mean that the property/residence rehabilitated or otherwise assisted with SHIP funds shall be occupied only by a household where the mean gross income does not exceed low income for the Orlando Standard Metropolitan Statistical Areas as determined by HUD.)

Repayment, default and recapture for loan recipients will be triggered at point of sale, transfer, refinance (including procurement of new, additional financing) or discovery that the home is no longer owner – occupied before the end of the term as specified in the mortgage and accompanying note.

6. **Recipient Selection Criteria:**

- Funds will be made available on a first come, first complete, first served basis while funds are available
- All units assisted will be with in Seminole County
- Mobile Homes are not eligible for assistance
- Applicants are required to submit a completed Seminole County SHIP Application and provide all written documentation requested of income, legibility and qualifications
- Persons who qualify for SHIP Assistance must contractually agree to all SHIP Program guidelines, Seminole County SHIP requirements, recapture provisions and certify that the unit assisted will be their principal residence

7. **Sponsor Selection Criteria:** The County may choose a sponsor to assist in the administration this strategy by advertising using Seminole County purchase and procurement guidelines. The Sponsor may be a private corporation, or a not for profit corporation, community based organization. Selection will be based on the sponsor's ability to proceed, past experience in related fields, and performance.

8. **Additional Information:**

- Funds will not be allocated to this strategy except in the case of a federal, state, or local declared disaster
- Applications for disaster repair will be given priority above others on the waiting lists for other strategies

*Rental Strategies*

**G. Rental Construction and Rehabilitation**

1. **Summary of Strategy:** SHIP Funds may be use for assistance for new construction or rehabilitation of existing rental properties and may be used to assist in financing
2. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
3. **Income Categories to be served:** Extremely Low, Very Low and Low income as defined by the U. S. Department of Housing (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for the use in the SHIP Program.

4. **Maximum award is noted on the Housing Delivery Goals Charts (See Exhibit C):**

**Terms, Recapture and Default:** Seminole County will provide a low interest or deferred payment forgivable loan for up to 15 years. Interest bearing loans will not exceed two percent (2%). Units may be “floating” as defined by HUD to meet affordability requirements.

Minimum affordability period is:

15 Years      Assistance of \$3,001 and higher

Repayment, default and recapture will be triggered at point of sale, transfer, refinance (including procurement of new, additional financing), or discovery that the home is no longer owner – occupied before the end of the term as specified in the mortgage and accompanying note.

5. **Recipient Selection Criteria:**

- Funds will be made available on a first come, first complete, first ready to proceed served basis while funds are available
- All units assisted will be within Seminole County
- Mobile Homes are not eligible for assistance
- Applicants are required to submit a completed Seminole County SHIP Proposal and provide all written documentation requested of income, legibility and qualifications, site control, plans,
- Persons who qualify for SHIP Assistance must contractually agree to all SHIP Program guidelines, Seminole County SHIP requirements, recapture provisions and certify that the unit assisted will be occupied by an eligible resident
- Affordability period begins with either the certificate of occupancy or final inspection approval by the local building official

6. **Sponsor Selection Criteria:** The County may choose a sponsor to assist in the administration this strategy by advertising using Seminole County purchase and procurement guidelines. The Sponsor may be a private corporation, or a not for profit corporation, community based organization. Selection will be based on the sponsor’s ability to proceed, past experience in related fields, and performance.

H. **Foreclosure Prevention Strategy:**

1. **Summary of the Strategy:** This strategy may be used to provide

homeowners who have previously received Seminole County SHIP assistance the opportunity to avoid foreclosure and retain their homes. This is a one time assistance per household strategy and may include payment of property taxes and/or home insurance.

2. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
3. **Income Categories to be served:** Extremely Low, Very Low and Low income as defined by the U. S. Department of Housing (HUD) and adopted by the State of Florida and distributed by the Florida Housing Finance Corporation for the use in the SHIP Program.
4. **Maximum award is noted on the Housing Delivery Goals Charts (See Exhibit C)**
5. **Terms, Recapture and Default:** Seminole County will provide an interest free forgivable loan for 5 years. Minimum affordability period is 5 years. Repayment, default and recapture will be triggered at point of sale, transfer, refinance (including procurement of new, additional financing), or discovery that the home is no longer owner – occupied before the end of the term.
6. **Recipient Selection Criteria:**
  - Funds will be made available on a first come, first complete, first served basis while funds are available;
  - All units assisted will be within Seminole County;
  - Mobile Homes are not eligible for assistance;
  - Applicants are required to submit a completed Seminole County SHIP Application and provide all written documentation requested of income, eligibility and qualifications; and
  - Persons who qualify for SHIP Assistance must contractually agree to all SHIP Program guidelines, Seminole County SHIP requirements, recapture provisions and certify that the unit assisted is their principal residence.
7. **Sponsor Selection Criteria:** The County may choose a sponsor to assist in the administration of this strategy by advertising using Seminole County purchase and procurement guidelines. The Sponsors may be a private corporation, a not for profit corporation or a community based organization. Selection will be based on the sponsor's ability to proceed, past experience in related fields, and performance.
8. **Additional Information:**

- All assisted units must have previously received SHIP homeownership assistance, purchase assistance, or rehabilitation assistance;
- Applicants must be at least 2 months in mortgage payment arrears and have received notification in writing from their lender that foreclosure proceedings will begin;
- Applicants who apply for assistance and who need more than the foreclosure assistance that is offered in this strategy must have the additional funds to pay all the remaining unpaid deficiency. However, in the case when foreclosure assistance is also applied to pay for property taxes and insurance in addition to money towards mortgage payments, the amount of foreclosure assistance may exceed the amount listed in Exhibit C;
- Applicants must be credit worthy and have sufficient income required to maintain their SHIP Mortgage after foreclosure assistance is received;
- Applicants may receive the foreclosure strategy one time only and it may include payment of property taxes and/or home insurance; and
- Applicant must demonstrate through documentary evidence that non payment of their mortgage is due to:
  1. Sudden Loss of Income;
  2. Sudden Medical Expenses;
  3. Divorce or Separation;
  4. Death in Family; and
  5. Unforeseen home repair bills.

### III. LHAP INCENTIVE STRATEGIES

*Section 420.9071(16), F.S.*

#### A. **Name of the Strategy:** Expedited Permitting

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

1. Established policy and procedures: All housing permits that meet the affordable guidelines are noted. When permitting exceeds two weeks the permit will then be expedited. Average turn around time is one week.

#### 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.

1. Established policy and procedures: Seminole Counties Development review board notifies the SHIP Program Administrator of any impending changes that might impact the cost of affordable housing and receives comments regarding alternative solutions to limit cost increases

**EXHIBITS:**

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.**
- B. Timeline for Encumbrance and Expenditure:** *Chapter 67-37.005(6)(d) and (f) F.A.C.*  
A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:** *Chapter 67-37.005, F.A.C.*  
Completed HDGC for each fiscal year is attached as **Exhibit C.**
- D. Certification Page:** *Chapter 67-37.005(7), F.A.C.*  
Signed Certification is attached as **Exhibit D.**
- E. Adopting Resolution:** *Section 420.9072(2)(b)2, F.S.*  
Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**
- F. Program Information Sheet:**  
Completed program information sheet is attached as **Exhibit F.**
- G. Ordinance:** *Section 420.9072(3)(a), F.S.*  
If changed from the original ordinance, a copy is attached as **Exhibit G.**

Exhibit A  
SEMINOLE COUNTY BUDGET  
**FISCAL YEARS COVERED: 2004/2005**

Budget: Seminole County will use 10% of its allocation for administration and 5% of the funds from program income.

\$255,000	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$4,927	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$47,704	Office Expenses, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
<b>\$307,631</b>	<b>Total</b>

**Fiscal Years Covered: 2005/2006**

Budget: Seminole County will use 10% of its allocation for administration and 5% of the funds from program income.

\$265,000	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$4,285	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$71,130	Office Expenses, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
<b>\$383,237</b>	<b>Total</b>

**Fiscal Years Covered: 2006/2007**

Budget: Seminole County will use 10% of its allocation for administration and 5% of the funds from program income.

\$275,000	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$4,323	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$73,304	Office Expenses, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
<b>\$396,734</b>	<b>Total</b>







Exhibit C

Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART

### STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2004-05

Name of Local Government:	Seminole County												Available Funds:		C		D		E		F
	ELI Units	Max. SHIP Award	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units						
<b>HOME OWNERSHIP STRATEGIES</b>																					
Purchase Assistance **	0	\$0	7	\$40,000	14	\$20,000	0	\$0	\$0.00	\$0.00	\$560,000.00	\$560,000.00	\$560,000.00	15.42%	21						
Rehabilitation	0	\$40,000	0	\$40,000	1	\$40,000	0	\$0	\$0.00	\$31,943.00	\$0.00	\$31,943.00	\$31,943.00	0.88%	1						
New Construction	0	\$160,000	5	\$160,000	2	\$160,000	0	\$0	\$1,180,000.00	\$0.00	\$0.00	\$1,180,000.00	\$1,180,000.00	32.50%	7						
Acquisition and Rehab	0	\$125,000	0	\$125,000	0	\$125,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0						
Disaster Relief	0	\$10,000	0	\$10,000	0	\$10,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0						
Enclosure Prevention	0	\$5,000	0	\$5,000	0	\$5,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0						
Reconstruction	0	\$125,000	4	\$125,000	1	\$125,000	0	\$0	\$607,000.00	\$0.00	\$0.00	\$607,000.00	\$607,000.00	16.72%	5						
<b>Subtotal 1 (Home Ownership)</b>	0				18		0		\$1,787,000.00	\$31,943.00	\$560,000.00	\$2,378,943.00	\$2,378,943.00	65.53%	34						
<b>RENTAL STRATEGIES</b>																					
Rental Construction	0	\$45,000	6	\$45,000	7	\$45,000	0	\$0	\$944,000.00	\$0.00	\$0.00	\$944,000.00	\$944,000.00	26.00%	13						
<b>Subtotal 2 (Non-Home Ownership)</b>	0				7		0		\$944,000.00	\$0.00	\$0.00	\$944,000.00	\$944,000.00	26.00%	13						
Administration Fees																					
Admin. From Program Income																					
Home Ownership Counseling																					
<b>GRAND TOTAL</b>	0				25		0		\$2,731,000.00	\$31,943.00	\$560,000.00	\$3,630,574.00	\$3,630,574.00	100.00%	47						
<small>AMF Subtotal T.R.Z., Dis-Adj Admin, &amp; HO Counseling</small>																					
Percentage Construction/Rehab												Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									
Maximum Allowable											New		Existing								
Purchase Price:																					
Allocation Breakdown	Amount										%										
Very-Low Income	\$1,947,000.00										57.8%		Projected Program Income: \$256,908.00 Max Amount Program Income For Admin: \$12,845.40								
Low Income	\$1,375,943.00										40.8%		Projected Recaptured Funds: \$422,296.00								
Moderate Income	\$0.00										0.0%		Distribution: \$2,947,864.00								
TOTAL	\$3,322,943.00										98.6%		Total Available Funds: \$3,627,068.00								
										3,506.00		Carry-Forward									
										\$0.00		Other Funds									
** = The Maximum SHIP Award amounts for down payment assistance were not changed for the 2004-05 Distribution Year.																					
														27-Nov-06							



# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2006-07

### STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2006-07

Name of Local Government:	Seminole County													Available Funds:		D		E		F
														Total		Total		Total		
														SHIP Dollars		Percentage			Units	
	ELI Units	Max. SHIP Award	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units					
<b>HOME OWNERSHIP STRATEGIES</b>																				
Purchase Assistance	1	\$50,000	13	\$45,000	17	\$30,000	20	\$20,000	\$900,000.00	\$0.00	\$645,000.00	\$1,545,000.00	\$1,545,000.00	33.12%	51					
Rehabilitation	0	\$40,000	5	\$40,000	5	\$40,000	0	\$0	\$0.00	\$400,000.00	\$0.00	\$400,000.00	\$400,000.00	8.58%	10					
New Construction	3	\$160,000	1	\$160,000	0	\$160,000	0	\$0	\$640,000.00	\$0.00	\$0.00	\$640,000.00	\$640,000.00	13.72%	4					
Acquisition and Rehab	0	\$125,000	1	\$125,000	1	\$125,000	0	\$0	\$0.00	\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	5.36%	2					
Disaster Relief	0	\$10,000	0	\$10,000	0	\$10,000	0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0					
Foreclosure Prevention	0	\$5,000	5	\$5,000	5	\$5,000	0	\$0	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	1.07%	10					
Reconstruction	0	\$125,000	3	\$125,000	3	\$125,000	0	\$0	\$752,758.00	\$0.00	\$0.00	\$752,758.00	\$752,758.00	16.14%	6					
<b>Subtotal 1 (Home Ownership)</b>	<b>4</b>		<b>28</b>		<b>31</b>		<b>20</b>		<b>\$2,292,758.00</b>	<b>\$650,000.00</b>	<b>\$695,000.00</b>	<b>\$3,637,758.00</b>	<b>\$3,637,758.00</b>	<b>77.99%</b>	<b>83</b>					
<b>RENTAL STRATEGIES</b>																				
Rental Construction	0	\$45,000	10	\$45,000	4	\$45,000	0	\$0	\$630,000.00	\$0.00	\$0.00	\$630,000.00	\$630,000.00	13.51%	14					
<b>Subtotal 2 (Non-Home Ownership)</b>	<b>0</b>		<b>10</b>		<b>4</b>		<b>0</b>		<b>\$630,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$630,000.00</b>	<b>\$630,000.00</b>	<b>13.51%</b>	<b>14</b>					
Administration Fees																				
Admin. From Program Income																				
Home Ownership Counseling																				
<b>GRAND TOTAL</b>	<b>4</b>		<b>38</b>		<b>35</b>		<b>20</b>		<b>\$2,922,758.00</b>	<b>\$650,000.00</b>	<b>\$695,000.00</b>	<b>\$4,664,492.00</b>	<b>\$4,664,492.00</b>	<b>100.00%</b>	<b>97</b>					
Add Subtotal 1 & 2, plus all Admin. & HO C counseling																				
<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.																			
<b>Maximum Allowable Purchase Price:</b>																				
<b>Allocation Breakdown</b>	<b>New</b>																			
<b>ELI &amp; Very-Low Income</b>	<b>Existing</b>																			
<b>LDW Income</b>	<b>Max Amount: Program Income For Admin: \$15,615.80</b>																			
<b>Moderate Income</b>	<b>Projected Program Income: \$312,316.00</b>																			
<b>TOTAL</b>	<b>Projected Recaptured Funds: \$540,985.00</b>																			
	<b>Distribution: \$3,811,191.00</b>																			
	<b>Total Available Funds: \$4,664,492.00</b>																			
	<b>98.1%</b>																			

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government: Seminole County/~~City~~

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan 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 Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation with in 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.
- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.

Exhibit D

Certification

- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) 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.
- (16) 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 service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements.
- (18) The Plan references the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The Plan furthers the housing element, goals, policies and objectives of the comprehensive Plan.

Witness



Chief Elected Official or designee

Witness

Daryl McLain, Chairman

Type Name and Title

Date

4/28/04

OR



Attest:

(Seal) Maryanne Morse  
Clerk

EXHIBIT E

RESOLUTION NO. 2007-R-\_\_\_\_\_

SEMINOLE COUNTY, FLORIDA

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA APPROVING AMENDMENTS TO THE LOCAL HOUSING ASSISTANCE PLAN FOR FISCAL YEARS 2004-2005, 2005-2006, AND 2006-2007, AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, CODIFIED AS CHAPTER 420, PART VII, FLORIDA STATUTES AND CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE, AUTHORIZING AND DIRECTING THE CHAIRMAN, THE COUNTY MANAGER, AND THE COMMUNITY SERVICES DIRECTOR TO EXECUTE AS NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN AMENDMENTS FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State Housing Initiatives Partnership ("SHIP") Act, Sections 420.907-420.9079, Florida Statutes, and Chapter 67-37, Florida Administrative Code require the County to develop a Local Housing Assistance Plan outlining how its allocated SHIP funds will be used and describing the County's local affordable housing strategies to meet the affordable housing needs identified in Section 420.9075, Florida Statutes; 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 Local Housing Assistance Plan; and

WHEREAS, the Board of County Commissioners of Seminole County ("Board") is very committed to ensuring that affordable housing is available to the citizens and residents of Seminole County; and

## EXHIBIT E

**WHEREAS,** the Board desires to work closely with the Florida Housing Finance Corporation, the State of Florida Department of Community Affairs, and other state and federal departments and agencies regarding delivery of affordable housing to persons and families in need thereof; and

**WHEREAS,** Seminole County has devoted substantial amounts of public resources to develop plans and programs addressing affordable housing needs in Seminole County; and

**WHEREAS,** extensive public input has been solicited, received, considered, and incorporated into Seminole County's plans and programs relating to affordable housing; and

**WHEREAS,** Seminole County's Local Housing Assistance Plan for Fiscal Years 2004-2005, 2005-2006, and 2006-2007 (the "Plan") more fully details and describes the public process involved in developing the Plan; and

**WHEREAS,** Section 420.9072(2)(b)2 requires the Board to adopt a resolution setting forth the particulars of its Local Housing Assistance Plan as described in Section 67-37.005, Florida Administrative Code, and in a manner that employs a Local Housing Partnership involving private sector as well as local government persons with an interest in providing affordable housing as described in Section 420.9071(18) Florida Statutes (2006); and

**WHEREAS,** recent rapid escalation in the price of housing coupled with changing area demographics and the need for expanded creative

EXHIBIT E

financing strategies make it necessary for the Plan to be amended in order to better address actual and potential future shortages in the supply of suitable housing for low and moderate income households in Seminole County; and

**WHEREAS,** the proposed Amended Local Housing Assistance Plan, attached to this Resolution, incorporated herein by reference hereto, reflects the changes necessary to address the circumstances addressed therein and in the preceding Recitals, and the Board desires to adopt said Amendments to the Plan for submittal to the Florida Housing Finance Corporation.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA THAT:**

1. The foregoing Recitals comprise the findings of fact as determined by the Board of County Commissioners (the "Board") and are hereby incorporated into this Resolution in their entirety.

2. The Board hereby adopts the Amended Plan, attached hereto as Exhibit 1, relating to the housing strategies, average estimated and maximum cost per unit for eligible housing benefiting from a SHIP award, and the estimated average and maximum SHIP funds available for each strategy with regard to Seminole County's plans and programs relating to affordable housing in Seminole County.

3. The County Manager and Community Services Director are hereby authorized to execute the necessary documents required by the State of Florida in connection therewith and to submit the Amended



Exhibit F

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM  
*LOCAL GOVERNMENT INFORMATION SHEET*

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Local Government: Seminole County

SHIP Administrator: Alice E. Gilmartin, AICP

Address: Community Assistance Division, 534 W. Lake Mary Blvd., Sanford, FL 32773

Phone: (407) 665-2386 Fax: (407) 665-2399 email: agilmartin@seminolecountyfl.gov

Additional SHIP contacts: Mr. David Medley, Community Services Manager

Phone: (407) 665-2363 dmedley@seminolecountyfl.gov

Mr. Leo Luttig, Fiscal Manager Phone: (407) 665-2393

Elected Official (Board Chairman): Carlton D. Henley

Address: 1101 E. First Street, Sanford, FL 32771

Phone: (407) 665-7029 Fax: (407) 665-7958 email: gvenn@seminolecountyfl.gov

County Manager: Cindy A. Coto

Address: 1101 E. First Street, Sanford, FL 32771

Phone: (407) 665-7211 Fax: (407) 665-7958 e-mail: ccoto@seminolecountyfl.gov

Interlocal Agreement: NO (If yes, list other participants in the interlocal agreement)

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**The following information must be furnished to the Corporation before any funds can be disbursed.**

Local Government Employer Federal ID Number: 59-6000856

Mail Disbursement to: Seminole County

Attention: Community Services Department SHIP

Address: 534 W. Lake Mary Blvd., Sanford, FL 32773

The following information is for your Finance Department in the event of changes relating to disbursement:

If you would like your name or address changed, please contact the Department of Management Services at: (850) 921-0997

If you would like your funds electronically transferred, please contact the Department of Financial Services at: (850) 410-9372 or 410-9356.

Provide any additional updates the Corporation should be aware of in the space below:

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST., SUITE 5000, TALLAHASSEE, FL 32301 Fax: (850) 922-7253