

SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM

SUBJECT: Proposed New SHIP Local Housing Assistance Plan 2004/05, 05/06, 06/07

DEPARTMENT: Planning & Development DIVISION: Community Resources

AUTHORIZED BY: Donald S. Fisher CONTACT: Diane Ledford EXT. 7420

Agenda Date <u>04/27/04</u>	Regular <input type="checkbox"/>	Consent <input checked="" type="checkbox"/>	Work Session <input type="checkbox"/>	Briefing <input type="checkbox"/>
	Public Hearing – 1:30 <input type="checkbox"/>		Public Hearing – 7:00 <input type="checkbox"/>	

MOTION/RECOMMENDATION:

Adopt Resolution for the proposed New 2004/2007 Local Housing Assistance Plan and authorize staff to submit the proposed Plan to the Florida Housing Finance Corporation for approval.

BACKGROUND:

The Local Housing Assistance Plan 2004/2007 (LHAP) is developed as the basis to identify the range of strategies the County will consider to meet affordable housing needs through use of SHIP funds. The Local Housing Assistance Plan (LHAP) is submitted for approval to the Florida Housing Finance Corporation to govern the use of SHIP Program funding for the next 3 years.

The new 2004/2007 LHAP will enhance and expand the housing strategies available for the County to more effectively meet the affordable housing needs of the County's lower income population.

The proposed LHAP is summarized as attached, and is aimed at streamlining processes and enhancing affordable housing production in Seminole County. Staff requests approval by the Board and authorization to submit these to the Florida Housing Finance Corporation for their approval. Once approved, implementation will begin immediately.

As discussed in the Board Meeting on April 13, 2004, the recommended amendments include a change to the maximum sales price of new and existing homes for low and very low income households respectively: from \$110,000 and \$85,000 to \$150,000 for new, and from \$106,899 and \$85,000 to \$140,000 for existing.

Reviewed by:	_____
Co Atty:	_____
DFS:	_____
Other:	
DCM:	
CM:	_____
File No. <u>-cpdc04</u>	

Summary of Local SHIP 2004/2007 LHAP

New plan includes the following additions and changes:

Maximum Sales Price method of determination using the Florida Housing Bond Study Sales Price: This will aid in (monitoring) compliance using the 90% sales price as requested by Florida Housing Corporation and will also relieve the county of the burden of preparing and paying for a separate study every time the sales price index changes. (2 to 4 times a year)

Change Maximum Sales Price of Homes to \$150,000 New and \$140,000 Existing: From \$110,000 new and \$106,899 existing for low income and \$85,000 new and existing for very low. This change will aid in assisting our first time home buyers with more choices of homes. Each home buyer's income will determine the sales price and will not exceed the new maximum. The updated sales prices reflect the current market trend.

Change Down Payment Assistance Program wording to read Purchase Assistance: This will aid in (monitoring) compliance using the wording requested by Florida Housing Corporation.

Change Home Repair wording to read Rehabilitation: This will aid in (monitoring) compliance using the wording requested by Florida Housing Corporation

Change Architectural Barrier Removal is incorporated in the Rehabilitation Strategy: This will aid in (monitoring) compliance using the wording requested by Florida Housing Corporation.

Change Reconstruction of homes is incorporated in the Rehabilitation Strategy: This will aid in (monitoring) compliance using the wording requested by Florida Housing Corporation.

Disaster Mitigation Recovery Assistance to read Disaster Relief: This will aid in (monitoring) compliance using the wording requested by Florida Housing Corporation.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN 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 DEVELOPMENT DIRECTOR TO EXECUTE AS 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 (2003) 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 attached Local Housing Assistance Plan; and

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

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 (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 (2003); and

WHEREAS, section 420.9075(6), Florida Statutes, requires a resolution of the governing body of the local participating jurisdiction if it is found that five percent (5%) of the local housing distribution is insufficient to cover the administrative expenses of Plan implementation; and

WHEREAS, the Local Housing Assistance Plan, attached to this Resolution and incorporated herein by reference hereto, sets forth the above referenced information and the Board desires to adopt said Local Housing Assistance 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:

The Board hereby adopts the 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.

The Board further finds that five percent (5%) of the Local Housing Distribution is insufficient to adequately pay the administrative costs of SHIP and hereby provides for an increase in the administrative expense funding to not more than ten (10%) for Seminole County's plans and programs relating to affordable housing in Seminole County.

BE IT FURTHER RESOLVED THAT: The Board hereby adopts the attached Plan in its entirety as the Seminole County Local Housing Assistance Plan. The County Manager and Community Development Director are hereby authorized to execute the necessary documents required by the State of Florida in connection therewith and to submit the Plan to the Florida Housing Finance Corporation for its review and approval.

This Resolution shall become effective immediately upon its adoption.

DONE AND ADOPTED at the regular meeting of the Board of County Commissioners this _____ day of _____, 2004.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
DARYL G. MCLAIN, Chairman

Date: _____

AWS/lpk
4/19/04
reso ship plan

Attachment:
Local Housing Assistance Plan

EXHIBIT 1

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

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

TABLE OF CONTENTS

I.	PROGRAM DESCRIPTION.....	3-6
II.	STRATEGIES.....	6-17
	A. Purchase Assistance Program.....	6-7
	B. New Construction.....	7-9
	C. Acquisition and Rehabilitation of Homes.....	9-11
	D. Rehabilitation.....	11-13
	E. Disaster Relief.....	13-14
	G. Rental Construction and Rehabilitation.....	15-16
III.	LOCAL HOUSING INCENTIVES STRATEGIES.....	16
	A. Process for Expedited Permits for Affordable Housing.....	16
	B. On-going Process of Review.....	16

EXHIBITS:

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

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

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 very low, and low 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 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used by Seminole County Government is:

Bond Study Numbers Provided by Florida Housing Finance Corporation

The purchase price limit for:

New Homes: \$160,000

Existing Homes: \$150,000

L. Income Limits, Rent Limits and Affordability:

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

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

M. Wages to Work: *Chapter 67-37.005(6)(b)(7)F.A.C.*
Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates 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.*
A 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:

- a. Summary of the Strategy: This strategy may be used for down payment, closing costs assistance for new or existing homes whether it is for new construction or rehab, in addition this strategy may be used to assist in financing or buy down of costs associated with purchasing a home.
- b. Fiscal Years Covered: 2004/2005; 2005/2006; 2006/2007
- c. Income Categories to be served: 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.
- d. Maximum award is noted on the Housing Delivery Goals Charts:
- e. Terms, Recapture and Default: Seminole County will provide an interest free forgivable loan for up to 10 years. Minimum affordability period is

5 Years	Assistance	\$0-\$14,999
10 Years	Assistance	\$15,000 – \$40,000
- f. Recipient Selection Criteria:
 - Funds will be made available on a first come, first complete, first served basis while funds are available;

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

- 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 will be their principal residence.
- g. **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. **Additional Information:**
- This is first time home buyer strategy;
 - Applicant must be credit worthy and have sufficient income required to obtain mortgage financing from participating lenders; and
 - 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.

B. New Construction:

- a. **Summary of Strategy:** SHIP funds may be used to construct a new home, payment of impact fees, infill and land acquisition
- b. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
- c. **Income Categories to be served:** 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.

- d. Maximum award is noted on the Housing Delivery Goals Charts:
- e. 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. Interest bearing loans will not exceed two percent (2%)
Minimum affordability period is:

5 Years	Assistance	\$0-\$14,999
10 Years	Assistance	\$15,000 - \$25,000
30 Years	Assistance	\$25,001 - and above

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

- f. 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 will be their principal residence.
- g. 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

h. **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;
- 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;
- 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; and
- 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.

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

- a. **Summary of the Strategy:** SHIP funds may be used to acquire and rehabilitate existing homes
- b. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
- c. **Income Categories to be served:** 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.
- d. **Maximum award is noted on the Housing Delivery Goals Charts:**
- e. **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. Interest bearing loans will not exceed two percent (2%)
Minimum affordability period is

5 Years	Assistance	\$0-\$14,999
10 Years	Assistance	\$15,000 - \$25,000
30 Years	Assistance	\$25,001 - and up

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

f. 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, legibility 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 will be their principal residence.

g. 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

h. 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;
- 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 an existing home;
- 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; and
- 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.

D. Rehabilitation:

- a. **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.
- b. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
- c. **Income Categories to be served:** 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.
- d. **Maximum award is noted on the Housing Delivery Goals Charts:**
- e. **Terms, Recapture and Default:** Seminole County will 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. Interest rate not to exceed two percent (2%). Minimum affordability period is:

5 Years	Assistance	\$1,000-\$14,999
10 Years	Assistance	\$15,000 – \$40,000
30 years	Assistance	\$400001 – and above

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

f. **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, legibility 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 will be their principal residence.

g. **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.

h. **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 demotion 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 insure that all work is performed by a licensed and insured contractor;
- All mortgage payments, 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 setback 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;
- Funds will be encumbered for eligible applicants whose lots are deemed buildable according to program guidelines; and
- 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.

E. Disaster Relief:

- a. Summary of Strategy: SHIP Funds may be used 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.
- b. Fiscal Years Covered: 2004/2005; 2005/2006; 2006/2007

- c. **Income Categories to be served:** 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.
- d. **Maximum award is noted on the Housing Delivery Goals Charts:**
- e. **Terms, Recapture and Default:** Seminole County will provide an interest free forgivable loan for 5 years. Minimum affordability period is

5 Years	Assistance	\$1,000-\$14,999
---------	------------	------------------

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

- f. **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, legibility 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 will be their principal residence.
- g. **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.
- h. **Additional Information:**
 - Applications for disaster repair will be given priority above others on the waiting lists for other strategies;
 - Funds will not be allocated to this strategy except in the case of a federal, state, or local declared disaster;

Rental Strategies

G. Rental Construction and Rehabilitation

- a. **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
- b. **Fiscal Years Covered:** 2004/2005; 2005/2006; 2006/2007
- c. **Income Categories to be served:** 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.
- d. **Maximum award is noted on the Housing Delivery Goals Charts:**

Terms, Recapture and Default: Seminole County will provide a low interest or deferred pay forgivable loan for up to 15 years. Interest bearing loans will not exceed two percent (2%)

Minimum affordability period is:

15 Years Assistance of \$3,001 and higher

Repayment, default and recapture will be triggered point of sale, transfer, refinance or no longer used for purpose intended before the end of the term.

- f. **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, eligibility and qualifications, site control, plans, and other

documentation as required;

- 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; and
- Affordability period begins with either the certificate of occupancy or final inspection approval by the local building official.

- g. **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.

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.

- a. 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.

- a. Established policy and procedures: Seminole County's Development Review Committee 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.

IV. 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

\$247,350	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$ 8,000	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$40,796.70	Office Expense, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
\$296,146.70	Total

Fiscal Years Covered: 2005/2006

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

\$247,350	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$ 8,000	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$40,796.70	Office Expense, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
\$296,146.70	Total

Fiscal Years Covered: 2006/2007

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

\$247,350	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$ 8,000	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$40,796.70	Office Expense, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
\$296,146.70	Total

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

\$250,864	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$ 8,000	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$40,797	Office Expense, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
\$299,661	Total

Fiscal Years Covered: 2005/2006

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

\$250,864	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$ 8,000	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$40,797	Office Expense, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
\$299,661	Total

Fiscal Years Covered: 2006/2007

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

\$250,864	Salaries and benefits for Seminole County Community Development Office personnel for SHIP related duties and activities
\$ 8,000	Travel expenses for Seminole County Community Development Office personnel for SHIP related activities
\$40,797	Office Expense, Postage, Professional Services, Printing, Promotion, Marketing SHIP Programs, Advertising, Memberships, Computers and Technology
\$299,661	Total

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:2004 2005

Please check applicable box, & if Amendment, enter number

New Plan:	1
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: Seminole County

Available Funds: \$2,961,467

HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Purchase Assistance	24	\$25,000	30	\$10,000	0	\$0	\$300,000.00	\$600,000.00	\$100,000.00	\$900,000.00	24.92%	54
Rehabilitation	14	\$85,000	14	\$85,000	0	\$0	\$390,000.00	\$695,125.00		\$1,085,125.00	30.05%	28
New Construction	3	\$150,000	1	\$150,000	0	\$0	\$414,875.00		\$0.00	\$414,875.00	11.49%	4
Acquisition and Rehab	1	\$85,000	1	\$85,000	0	\$0	\$170,000.00		\$0.00	\$170,000.00	4.71%	2
Disaster Relief		\$50,000		\$50,000						\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	42		46		0		\$1,274,875.00	\$1,295,125.00	\$100,000.00	\$2,570,000.00	71.16%	88

RENTAL STRATEGIES	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 Percentage	Total Units
Rental Construction	10	\$45,000	4	\$45,000	0	\$0	\$630,000.00		\$0.00	\$630,000.00	17.44%	14
Subtotal 2 (Non-Home Ownership)	10		4		0		\$630,000.00	\$0.00	\$0.00	\$630,000.00	17.44%	14
Administration										299,661.00	8.30%	
Admin. From Program Income										\$32,500.00	0.90%	
Home Ownership Counseling										\$79,306.00	2.20%	

GRAND TOTAL	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 Percentage	Total Units
Add Subtotals 1 & 2, plus all Admin. & HO Counseling	52	0	50	0	0	0	\$ 1,904,875.00	\$ 1,295,125.00	\$ 100,000.00	\$ 3,611,467.00	117.44%	102

Percentage Construction/Rehab	Calculate Constr./Rehab Percent by adding Grand Total	\$	3,200,000.00	108.05%	
Maximum Allowable Purchase Price:		New	\$150,000	Existing	\$140,000

Allocation Breakdown	Amount	%
Very Low Income	\$1,915,000.00	53%
Low Income	\$1,385,000.00	38%
Moderate Income	\$0.00	
TOTAL	\$3,300,000.00	91%

Projected Program Income:	\$650,000	Max Amount Program Income For Admin:	\$32,500
Projected Recaptured Funds:	\$0		
Distribution:	\$2,961,467		
Total Available Funds:	\$3,611,467		

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:2005/2006

Please check applicable box, & if Amendment, enter number

New Plan:	1
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: Seminole County

Available Funds: \$2,961,467

							A	B	C	D	E	F
HOME OWNERSHIP STRATEGIES	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 Percentage	Total Units
Purchase Assistance	24	\$25,000	30	\$10,000	0	\$0	\$300,000.00	\$600,000.00	\$100,000.00	\$900,000.00	24.92%	54
Rehabilitation	14	\$85,000	14	\$85,000	0	\$0	\$390,000.00	\$695,125.00		\$1,085,125.00	30.05%	28
New Construction	3	\$150,000	1	\$150,000	0	\$0	\$414,875.00		\$0.00	\$414,875.00	11.49%	4
Acquisition and Rehab	1	\$85,000	1	\$85,000	0	\$0	\$170,000.00		\$0.00	\$170,000.00	4.71%	2
Disaster Relief		\$50,000		\$50,000						\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	42		46		0		\$1,274,875.00	\$1,295,125.00	\$100,000.00	\$2,570,000.00	71.16%	88

RENTAL STRATEGIES	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 Percentage	Total Units
Rental Construction	10	\$45,000	4	\$45,000	0	\$0	\$630,000.00		\$0.00	\$630,000.00	17.44%	14
Subtotal 2 (Non-Home Ownership)	10		4		0		\$630,000.00	\$0.00	\$0.00	\$630,000.00	17.44%	14
Administration										299,661.00	8.30%	
Admin. From Program Income										\$32,500.00	0.90%	
Home Ownership Counseling										\$79,306.00	2.20%	

GRAND TOTAL	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 Percentage	Total Units
Add Subtotals 1 & 2, plus all Admin. & HO Counseling	52	0	50	0	0	0	\$ 1,904,875.00	\$ 1,295,125.00	\$ 100,000.00	\$ 3,611,467.00	117.44%	102

Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total	\$	3,200,000.00	108.05%	
Maximum Allowable Purchase Price:		New	\$150,000	Existing	\$140,000

Allocation Breakdown	Amount	%
Very Low Income	\$1,915,000.00	53%
Low Income	\$1,385,000.00	38%
Moderate Income	\$0.00	
TOTAL	\$3,300,000.00	91%

Projected Program Income:	\$650,000	Max Amount Program Income For Admin:	\$32,500
Projected Recaptured Funds:	\$0		
Distribution:	\$2,961,467		
Total Available Funds:	\$3,611,467		

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:2006/2007

Please check applicable box, & if Amendment, enter number

New Plan:	1
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: Seminole County

Available Funds: \$2,961,467

HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Purchase Assistance	24	\$25,000	30	\$10,000	0	\$0	\$300,000.00	\$600,000.00	\$100,000.00	\$900,000.00	24.92%	54
Rehabilitation	14	\$85,000	14	\$85,000	0	\$0	\$390,000.00	\$695,125.00		\$1,085,125.00	30.05%	28
New Construction	3	\$150,000	1	\$150,000	0	\$0	\$414,875.00		\$0.00	\$414,875.00	11.49%	4
Acquisition and Rehab	1	\$85,000	1	\$85,000	0	\$0	\$170,000.00		\$0.00	\$170,000.00	4.71%	2
Disaster Relief		\$50,000		\$50,000						\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	42		46		0		\$1,274,875.00	\$1,295,125.00	\$100,000.00	\$2,570,000.00	71.16%	88

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Rental Construction	10	\$45,000	4	\$45,000	0	\$0	\$630,000.00		\$0.00	\$630,000.00	17.44%	14
Subtotal 2 (Non-Home Ownership)	10		4		0		\$630,000.00	\$0.00	\$0.00	\$630,000.00	17.44%	14
Administration										299,661.00	8.30%	
Admin. From Program Income										\$32,500.00	0.90%	
Home Ownership Counseling										\$79,306.00	2.20%	

GRAND TOTAL	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
Add Subtotals 1 & 2, plus all Admin. & HO Counseling	52	0	50	0	0	0	\$ 1,904,875.00	\$ 1,295,125.00	\$ 100,000.00	\$ 3,611,467.00	117.44%	102

Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total	\$	3,200,000.00	108.05%	
Maximum Allowable Purchase Price:		New	\$150,000	Existing	\$140,000

Allocation Breakdown	Amount	%
Very Low Income	\$1,915,000.00	53%
Low Income	\$1,385,000.00	38%
Moderate Income	\$0.00	
TOTAL	\$3,300,000.00	91%

Projected Program Income:	\$650,000	Max Amount Program Income For Admin:	\$32,500
Projected Recaptured Funds:	\$0		
Distribution:	\$2,961,467		
Total Available Funds:	\$3,611,467		

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government: _____ 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.

Page 2

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

Type Name and Title

Date

OR

Attest:
(Seal)

Exhibit E
RESOLUTION NO.

A RESOLUTION OF THE _____ COMMISSION OF THE _____
(Local Government) 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 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, It is found that 5% of the Local Housing Distribution is
insufficient to adequately pay the administrative costs of the SHIP Program. The
cost of administering the program may not exceed 10% of the local housing
distribution; and

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

Exhibit E

WHEREAS, the County Commission finds that it is in the best interest of the public for the _____ (local government) 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 _____ OF THE _____, FLORIDA that:

Section 1: The _____ (commission or council) of the _____ (local government) 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 _____.

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

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

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Chairman or designee

(CORPORATE SEAL)

ATTEST:

County Clerk

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

Local Government: Seminole County

SHIP Administrator: Diane Ledford

Address: 1101 E First Street Sanford, FL 32771

Phone: (407)665-7420 Fax: (407) 665-7366 Email: dledford@seminolecountyfl.gov

Additional SHIP Contacts (Name, email): Gene Chambers 407-665-7016 echambers@seminolecountyfl.gov

Elected Official (Board Chairman): Daryl McLain

Address: 1101 E First Street Sanford, FL 32771

Phone: (407)665- 7209 Fax: (407) 665-7958 Email: dmerkt@seminolecountyfl.gov

Manager/County: Kevin Grace

Address: 1101 E First Street Sanford, FL 32771

Phone: (407)665-7211 Fax: (407) 665-7958 Email: kgrace@seminolecountyfl.gov

Inter-local Agreement: NO (IF yes, list other participants in the inter-local agreement):

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 Development Office SHIP

Address: 1101 E First Street , Sanford, FL 32771

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 via fax to: AMY GRISSOM, SHIP PROGRAM MANAGER, FHFC
227 N. BRONOUGH ST, SUITE 5000, TALLAHASSEE, FL 32301 Fax: (850) 922-7253