

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: April 20, 2010 [X] Consent [ ] Regular

Department: Housing and Community Development

Submitted By: Housing and Community Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) adopt a Resolution approving the State Housing Initiative Program (SHIP) Local Housing Assistance Plan (LHAP) for fiscal years 2010-2011, 2011-2012 and 2012-2013 providing funding for the SHIP program strategies;

B) approve a Budget Amendment of \$6,551,026 to the Commission on Affordable Housing's (CAH) 2010-2011 budget; and

C) approve the following program strategy allocations: 1) Purchase Assistance Program \$2,508,167; 2) Homeownership Development Program \$1,000,000; 3) Federal HOME Program Match \$750,000; 4) Foreclosure Prevention Program \$100,000; 5) Utility Connection/Impact Fee Assistance Program \$100,000; 6) Housing Rehabilitation/ Barrier Free Program \$360,205; 7) Rental Development Program \$1,077,551; and 8) Program Administration \$655,103.

Summary: Palm Beach County is to receive an annual allocation from the State of Florida Housing Finance Corporation through the SHIP Program to implement various affordable housing programs and other related activities. The SHIP regulations require that at least 65% of a local jurisdiction's allocation be earmarked home ownership activities. The CAH Advisory Committee recommended approval of staff's funding recommendations for the 2010-2011 LHAP at its March 25, 2010 meeting. For Fiscal Year 2010-2011 Palm Beach County is to receive \$6,551,026. These are State SHIP funds that require no local match. Countywide (TKF)

Background and Justification: On May 18, 1993, the Board of County Commissioners (BCC) adopted its Affordable Housing Ordinance (No. 93-8 as amended) pursuant to the SHIP regulations outlined by the Florida Housing Finance Corporation (FHFC). The County's Commission on Affordable Housing (CAH) was established by the BCC in 1990 to administer the Robert E. Pinchuck Memorial Housing Trust Fund. Palm Beach County is to receive an annual allocation of SHIP funds from the State of Florida Housing Finance Corporation. A new LHAP is required every three years in order to receive this funding. This LHAP will cover fiscal years 2010-2011; 2011-2012; and 2012-2013. The SHIP funds are used to facilitate the acquisition and construction of affordable single-family and multi-family/rental housing in Palm Beach County. Additionally, under this Local Housing Assistance Plan SHIP funding is also used for: foreclosure prevention; utility connection and impact fee payments; Home Ownership Development; Federal HOME Program Match; architectural barrier removal; and owner-occupied rehabilitation.

Attachments:

- 1. Resolution
- 2. 2010 - 2013 LHAP
- 3. Housing Delivery Goals Chart
- 4. Budget Amendment

Recommended by: Edward W. Horn 4/19/2010  
Department Director Date

Approved By: Sharon J. By 4/17/10  
Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures					
Operating Costs	\$6,551,026				
External Revenues	(\$6,551,026)				
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>					

# ADDITIONAL FTE POSITIONS (Cumulative)	0				
---	---	--	--	--	--


Is Item Included In Current Budget?    Yes \_\_\_    No X  
 Budget Account No.:

Fund: \_\_\_ Dept: \_\_\_ Unit: \_\_\_ Object: \_\_\_ Program Code/Period: \_\_\_

B. Recommended Sources of Funds/Summary of Fiscal Impact:

**Approval of this agenda item will appropriate \$6,551,026 to the Commission on Affordable Housing to operate their Fiscal Year 2010-2011 funding levels.**

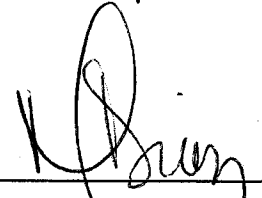
C. Departmental Fiscal Review:

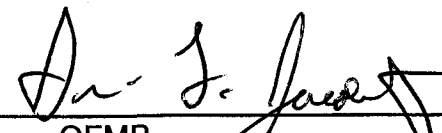
 4-8-10  
 Shairette Major, Fiscal Manager I

### III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

*No net fiscal impact*

 4/13/2010  
 K. Brown 4/13/10  
 4/12/10

 4/16/10  
 OFMB  
 Contract Development and Control  
 Edoms 4/14/10

B. Legal Sufficiency:

 4/19/10  
 Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.

ATTACHMENT 1

RESOLUTION NO. R-2010 \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING ASSISTANCE INITIATIVE PARTNERSHIP PRORAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE COUNTY ADMINISTRATOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTNACE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE COPORATION; 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 Stautes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local government to develop a one-to-three year Local Housing Assistance Plan outlining how funds will used; and

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

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

**WHEREAS**, as required by Section 420.9075(7), F.S., It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary cost of administrering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s.120.52 (17), and eligible municipalites receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

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

**NOW AND THEREFORE, BE IT RESOLVED BY THE PALM BEACH BOARD OF COUNTY COMMISSIONERS THAT:**

Section 1: The Palm Beach Board of County Commissioner hereby approves the Local Housing Assistance Plan, as attached and incorporated herto for submission to the Florida Housing Finance Corporation as required by ss.420.907-420-9079, Florida Sttutes, for fiscal years 2010/2011; 2011/2012 and 2012/2013.

Section 2: The County Administrator or his 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 property 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 \_\_\_\_\_, 2010.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Burt Aaronson, Chair	-
Karen T. Marcus, Vice Chair	-
John F. Koons	-
Shelley Vana	-
Steven L. Abrams	-
Jess F. Santamaria	-
Priscilla A. Taylor	-

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

ATTEST: SHARON R.BROCK,  
CLERK/COMPTRROLLER

BY: \_\_\_\_\_  
Tammy K. Fields  
Assistant County Attorney

BY: \_\_\_\_\_  
Deputy Clerk

**PALM BEACH COUNTY**

---

**SHIP LOCAL HOUSING ASSISTANCE PLAN  
(LHAP)**



**FISCAL YEARS COVERED**  
**2010/2011, 2011/2012, 2012/2013**

TABLE OF CONTENTS

Page Numbers

I	PROGRAM DESCRIPTION -----	3 - 7
II	LHAP HOUSING STRATEGIES -----	7 -32
III	LHAP INCENTIVE STRATEGIES -----	32 - 33
IV	EXHIBITS	
	A. Administrative Budget	
	B. Timeline	
	C. Housing Delivery Goals Charts (HDGC)	
	D. Certification to Florida Housing Finance Corporation	
	E. Palm Beach County Board of County Commissioners Resolution Approving Local Housing Assistance Plan	
	F. Program Information Sheet	
	G. Ordinance	
	H. Interlocal Agreement	
	I. Multi-Family Rental and Homeownership Development Program Scoring Sheet	
	J. Commission on Affordable Housing 2009 Advisory Committee Report	

**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.*

Palm Beach County

Interlocal: Yes \_\_\_\_\_ No X

Name of participating local government(s) in the Interlocal Agreement;

N/A

A copy of the Interlocal Agreement is attached as N/A.

**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, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

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

X 2010/2011  
X 2011/2012  
X 2012/2013

**D. Governance:** Chapter 67-37.005(3) and (5) (i) F.A.C. and Section 420.9071(14) F.S.  
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes, and Chapter 67-37.007 Florida Administrative Code. **Cities and Counties must be in compliance with all applicable statutes and rules.** The SHIP Program does further the housing element of the local 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) Florida Statutes  
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 is solicited through face to face meetings with housing providers, social service providers, local lenders and neighborhood associations during monthly advertised meetings of the County's Commission on Affordable Housing (CAH) established and active since 1990. Additionally, open work sessions dedicated solely to the development of affordable housing programs and policies are held. These sessions are open to the public, and include representative from various non-profit and for-profit housing providers, local lenders, realtors, governmental agencies and providers of affordable housing related services.

**H. Advertising and Outreach** Chapter 67-37.005(6) (a), F.A.C.  
Palm Beach County 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. In addition to advertising in newspaper, the County will advertise on its website. County staff will also participate in local homebuyers fair and workshops.

- 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, and may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation. Local financial institutions and non-profit agencies provide home buyer education seminars and workshops on a regular basis to educate prospective applicants.
- K. Purchase Price Limits: Section 420.9075(4) (c), F.S. and Chapter 67-37.007(6) F.A.C.**  
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 described above.
- The methodology used is:  
 Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers
- The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts
- 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. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.
- M. Welfare Transition Program: 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 whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

**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.

The Board of County Commissioners (BCC) finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:**

“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:**

“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10% program income for administrative costs.”

The Board of County Commissioners (BCC) determined 5 percent of the local housing distribution plus 5 percent of program income is insufficient to pay the necessary costs of administering the local housing assistance plan. Instead, they determined the cost of administering the program will cost 10 percent of the local housing distribution plus 5 percent of program income which is deposited into the trust fund. As such, the BCC adopted a resolution which authorizes ten percent of the local housing distribution plus five percent (5%) of program income for administrative costs.

*The Board of County Commissioners has adopted the above findings in the attached resolution, **Exhibit E**.*

**P. Program Administration:**

Administration of the local housing assistance plan is the responsibility of the applicable city/county. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program provide in detail the duties, qualification and selection criteria.

**Q. Essential Services Personnel**

“Essential Services Personnel” means persons whose household incomes do not exceed 140% of AMI, as determined annually by the Florida Housing Finance Corporation and adjusted for family size, and shall include: teachers and educators;

other school district, community college, and university employees; police and fire personnel; health care personnel; housing related professionals and employees; skilled building trade industry personnel; Federal, State, County, and local government personnel; and may also include utility system (water/sewer, electrical, communication, etc.) personnel; information technology industry personnel; child care personnel; personal service providers; retail workers; wholesale/warehouse personnel; tourism industry personnel; biotechnology industry personnel; non-profit personnel; food service personnel; landscaping industry personnel; cosmetology service providers; facility maintenance personnel; automotive service personnel; marine services personnel; persons employed in local "business clusters" as identified by the Business Development Board of Palm Beach County; the occupations in demand with the most employees and the occupations in demand gaining the most new jobs according to the Agency for Workforce Innovation (AWI); and personnel in other industries deemed essential by Palm Beach County government based on the local economy. Palm Beach County will review and possibly revise this definition of essential service workers on an annual basis to conform with local economic and industry trends.

Although essential services personnel may earn an income of up to 140% of AMI, Palm Beach County's SHIP funding can only assist individuals and households whose income does not exceed 120% of AMI.

- R. **Section 420.9075(3) (d), F.S.:** Requires counties and eligible municipalities to describe initiatives in their local housing assistance plans that encourage or require innovative design, green building principles, storm resistant construction

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

A. **Name of the Strategy:** Purchase Assistance Existing With or Without Rehabilitation:

- a. **Summary of the Strategy:** Under this strategy, funding will be available strictly to income eligible first-time homebuyers for purchase assistance with or without rehabilitation. SHIP funds will be used with the goal of expanding homeownership opportunities to the targeted income groups. Assistance can be used for gap financing, lot acquisition; down payment; rehabilitation of the unit to be purchased; and closing cost; and will be based on the financing needs of the individual homebuyer up to the maximum amount of assistance available for the income group. Permanent first mortgage financing can be provided by either private sector financing institutions or other non-profit agency or governmental financing sources.

SHIP funds will not be utilized for the purchase of mobile homes.

- b. **Fiscal Years Covered:** 2010/2011; 2011/2012; 2012/2013
- c. **Income Categories to be served:** Very Low, Low and Moderate applicants up to 140% of the area median income can only utilize the SHIP program
- d. **Maximum Award:** is noted on the Housing Delivery Goals Charts. The maximum award is not automatically provided. The amount awarded will be the amount needed to purchase the property at a monthly payment affordable to the prospective homebuyer. The HOME match funding may be based on the maximum award stipulate by HOME program guidelines

The maximum award to a developer will be determined on a case by case basis subject to a funding review process.

e. **Terms, Recapture and Default:** For acquisition gap financing, lot acquisition; down payment; rehabilitation of the unit to be purchased; and closing cost by a individual first-time homebuyer:

1. SHIP/HOME Match funded projects will utilize a 30 year deferred payment loan at zero-percent interest. Payment in full is due upon sale if sold within the 30 year term. If sold after the 30 year term, no repayment is required, as long as, the recipient continues to own the assisted property and live in the property as their principle residence during the term of the mortgage. Assistance will be included in a recorded mortgage and subject to the above recapture provisions.
2. Default of loan occurs if the Mortgagor no longer resides in the home as the principle residence, or if any part of the property or an interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested of the title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the property is leased or rented.
3. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by Palm Beach County's SHIP Program.
4. In the event of a sale, the County may exercise its right of first refusal to purchase the property at its current market value for continued occupancy by income eligible persons.
5. In the event of death of the borrower prior to the end of the term of the mortgage, the outstanding balance become immediately due and payable. If the property is inherited by an income eligible heir that meets the requirements of the program, repayment may be waived, if the new homeowner accepts the terms and conditions of the program, including, but not limited to the principal residence requirement. The new owner's eligibility and entitlement shall be determined by the County in its sole discretion and must be requested by the new owner within ninety (90) days of the death of the original borrower. All applicable deed/affordability restrictions will be transferred to the new owner.
6. Additionally, a deed restriction or other legally sufficient document may be recorded with the Clerk of the Circuit Court to ensure the resale of the unit to a low or moderate income homebuyer. Moderate income households are not eligible where HOME match financing was used. The County is currently exploring other long term affordability options such as a Community Land Trust and Shared Equity/Appreciation policies. Resale restrictions as stipulated in a Community Land Trust and/or Shared Equity Agreements will be incorporated when/where applicable and imposed during the restrictive period. The Shared Equity/Appreciation policy will require homeowners receiving down payment assistance to repay a portion (20% to 75% of excess profit depending on year sold after purchase) of the equity/appreciation (less any applicable repayments) realized to the County when the property is sold at fair market value during the term of the mortgage.
7. In the event of default on the First Mortgage, the County may exercise its right of first refusal to purchase the property or if possible, coordinate the purchase of the property with an approved buyer. If unsuccessful, and a foreclosure or a deed in lieu of foreclosure of the

first mortgage transpires, any collateral agreement by the County restricting the use of the property or restricting the owner's ability to sell the property shall have no further force or effect on subsequent owners of the property. Furthermore, if the first lender acquires title to the property pursuant to a deed in lieu of foreclosure, the County's lien shall automatically terminate upon the first lender's acquisition of title. Any person, including his successors and assigns (other than the Borrower or a related entity or person to the Borrower), receiving title to the property through a foreclosure or deed in lieu of foreclosure of the first mortgage shall receive title to the property free and clear of the County's restrictions.

8. A land use restriction agreement may be utilized to maintain affordability for a period of time.

f. **Recipient Selection Criteria:**

1. Eligible applicants will be selected on a first come, first qualified, and first served basis within the income group subject to funding availability.
2. To qualify for assistance, eligible program participants must meet the definition of a first time homebuyer. A first time homebuyer is an applicant who has not owned a home within three (3) years immediately preceding the SHIP assisted purchase. The only exception is a person who has lost a home due to a divorce; within the three (3) years preceding the SHIP assisted purchase.
3. The applicant must have completed a Homebuyer Education class approved by the County prior to receiving financial assistance.
4. The purchase property must meet all applicable building codes. Deficiencies must be corrected prior to, or as part of the purchase transaction. In the case of new construction, a Certificate of Occupancy is required prior to occupancy.
5. Very low income homebuyers must contribute a minimum of 2.5% and low and moderate buyers must contribute a minimum of 3%.

g. **Developer/Sponsor Selection Criteria:**

1. The County will advertise the availability of funds. Proposed projects will be considered on an ongoing basis subject to funding availability. All applications from Developer's and Builder's will be evaluated based upon a point scoring system. An application scoring the most points does not guarantee funding of the request. It is the goal of the County to provide funding for a variety of housing projects in a variety of locations. If staff deems a project "not feasible," staff reserves the right to recommend no funding for that project stating the reason for such recommendation.
2. Selection criteria will also consider quality of the proposed development, development costs, development team experience, housing affordability, financial stability, economic viability, successful history of producing similar projects, ability to produce affordable housing within the specified time frames and sensitivity to local housing needs. All SHIP assisted units must be affordable to very low, low and moderate income households.
3. Eligible purchasers of the developed units must be very low, low or moderate income, and occupy the property as their primary residence.

Management of the development will select potential homebuyers for the SHIP assisted units on a first come, first qualified, first served basis. Qualification criteria for SHIP recipients must meet all SHIP affordability and income guidelines for the income group. County staff will income-certify all homebuyers for the SHIP assisted units.

4. Eligible applicants must qualify as first time homebuyers and must receive a certificate of homebuyer counseling prior to loan closing.
- h. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.

**B. Name of the Strategy: PURCHASE ASSISTANCE NEW CONSTRUCTION**

- a. **Summary of the Strategy:** Under this strategy, funding will be available strictly to first time homebuyers for purchase assistance with or without rehabilitation. Eligible applicants for this program is available on first time, first qualified, first served basis.

SHIP funds will be made available to income eligible first time homebuyers with the goal of expanding homeownership opportunities to the targeted income groups. Assistance can be used for gap financing, lot acquisition; down payment; rehabilitation of the unit to be purchased; and closing cost; and will be based on the financing needs of the individual homebuyer up to the maximum amount of assistance available for the income group. Permanent first mortgage financing can be provided by either private sector financing institutions or other non-profit agency or governmental financing sources.

SHIP funds will not be utilized for the purchase of mobile homes.

- b. **Fiscal Years Covered:** 2010/2011; 2011/2012; 2012/2013
- c. **Income Categories to be served:** Very Low, Low and Moderate applicants up to 140% of the area median income can only utilize the SHIP program
- d. **Maximum Award:** The maximum award to the developer will be determined on a case by case basis subject to a funding review process. The maximum award to individual home owners as noted on the Housing Delivery Goals Charts is not automatically provided. The amount awarded is what's needed to purchase the property at a monthly payment affordable to the prospective homebuyer.

e. **Terms, Recapture and Default:**

- **Acquisition by an individual first- time homebuyer:**
  1. SHIP/HOME Match funded projects will utilize a 30 year deferred payment loan at zero-percent interest. Payment in full is due upon sale if sold within the 30 year term. If sold after the 30 year term, no repayment is required, as long as, the recipient continues to own the assisted property and live in the property as their principle residence during the term of the mortgage. Assistance will be included in a recorded mortgage and subject to the above recapture provisions.
  2. Default of loan occurs if the Mortgagor no longer resides in the home as the principle residence, or if any part of the property or an interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested by the title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the property is leased or rented.

3. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by Palm Beach County's SHIP Program.
4. In the event of a sale, the County may exercise its right of first refusal to purchase the property at its current market value for continued occupancy by income eligible persons.
5. In the event of death of the borrower prior to the end of the term of the mortgage, the outstanding balance become immediately due and payable. If the property is inherited by an income eligible heir that meets the requirements of the program, repayment may be waived, if the new homeowner accepts the terms and conditions of the program, including, but not limited to the principal residence requirement. The new owner's eligibility and entitlement shall be determined by the County in its sole discretion and must be requested by the new owner within ninety (90) days of the death of the original borrower. All applicable deed/affordability restrictions will be transferred to the new owner.
6. Additionally, a deed restriction or other legally sufficient document may be recorded with the Clerk of the Circuit Court to ensure the resale of the unit to a low or moderate income homebuyer. Moderate income households are not eligible where HOME match financing was used. The County is currently exploring other long term affordability options such as a Community Land Trust and Shared Equity/Appreciation policies. Resale restrictions as stipulated in a Community Land Trust and/or Shared Equity Agreements will be incorporated when/where applicable and imposed during the restrictive period. The Shared Equity/Appreciation policy will require homeowners receiving down payment assistance to repay a portion (20% to 75% of excess profit depending on year sold after purchase) of the equity/appreciation (less any applicable repayments) realized to the County when the property is sold at fair market value during the term of the mortgage.
7. In the event of default on the First Mortgage, the County may exercise its right of first refusal to purchase the property or if possible, coordinate the purchase of the property with an approved buyer. If unsuccessful, and a foreclosure or a deed in lieu of foreclosure of the first mortgage transpires, any collateral agreement by the County restricting the use of the property or restricting the owner's ability to sell the property shall have no further force or effect on subsequent owners of the property. Furthermore, if the first lender acquires title to the property pursuant to a deed in lieu of foreclosure, the County's lien shall automatically terminate upon the first lender's acquisition of title. Any person, including his successors and assigns (other than the Borrower or a related entity or person to the Borrower), receiving title to the property through a foreclosure or deed in lieu of foreclosure of the first mortgage shall receive title to the property free and clear of the County's restrictions.
8. A land use restriction agreement may be utilized to maintain affordability for a period of time.

f. **Recipient Selection Criteria:**

1. Eligible applicants will be selected on a first come, first qualified, and first served basis within the income group subject to funding availability.

2. To qualify for assistance, eligible program participants must meet the definition of a first time homebuyer. A first time homebuyer is an applicant who has not owned a home within three (3) years immediately preceding the SHIP assisted purchase. The only exception is a person who has lost a home due to a divorce; within the three (3) years preceding the SHIP assisted purchase.
3. The applicant must have completed a Homebuyer Education class approved by the County prior to receiving financial assistance.
4. The purchase property must meet all applicable building codes. Deficiencies must be corrected prior to, or as part of the purchase transaction. In the case of new construction, a Certificate of Occupancy is required prior to occupancy.
5. Very low income homebuyers must contribute a minimum of 2.5% and low and moderate buyers must contribute a minimum of 3%.

g. **Developer/Sponsor Selection Criteria:**

1. The County will advertise the availability of funds. Proposed projects will be considered on an ongoing basis subject to funding availability. All applications from Developer's and Builder's will be evaluated based upon a point scoring system. An application scoring the most points does not guarantee funding of the request. It is the goal of the County to provide funding for a variety of housing projects in a variety of locations. If staff deems a project "not feasible", staff reserves the right to recommend no funding for that project stating the reason for such recommendation.
2. Selection criteria will also consider quality of the proposed development, development costs, development team experience, housing affordability, financial stability, economic viability, successful history of producing similar projects, ability to produce affordable housing within the specified time frames and sensitivity to local housing needs. All SHIP assisted units must be affordable to very low, low and moderate income households.
3. Eligible purchasers of the developed units must be very-low, low, or moderate income, and occupy the property as their primary residence. Management of the development will select potential homebuyers for the SHIP assisted units on a first come, first qualified, first served, basis. Qualification criteria for SHIP recipients must meet all SHIP affordability and income guidelines for the income group. County staff will income-certify all homebuyers for the SHIP assisted units.
4. Eligible applicants must qualify as first time homebuyers and must receive a certificate of homebuyer counseling prior to loan closing.

- h. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.

C. **Name of the Strategy: RENTAL HOUSING ENTRY ASSISTANCE**

- a. **Summary of the Strategy:** This strategy will provide financial assistance to eligible extremely-low, very-low, and low income households to pay for rental security deposits and utility deposits and connection fees.
- b. **Fiscal Years Covered:** 2007-2008

- c. **Income Categories to be served:** Extremely low, Very-low and low income
- d. **Maximum award as noted on the Housing Delivery Housing Goals Chart:** \$5,000
- e. **Terms, Recapture and Default:** The assistance will be in the form of a grant with required guarantees from the landlord and the SHIP recipient.

**Landlord Guarantees**

**Tenant Guarantees**

» Regularly collect all rent due under lease.

» Regularly inspect rented premises for damage.

» Advise Palm Beach County of all lease violations by tenants.

» Advise Palm Beach County when tenant vacates or abandons rented premises.

» Refund directly to Palm Beach County rental deposit funding after tenants vacate rented premises.

» To use rented premises as principal place of residence.

» To properly maintain rented premises to limit damage.

» To timely pay all due rent.

» To not violate terms of lease; and to advise Palm Beach County of lease violations including abandonment prior to end of lease.

» To repay Palm Beach County for any reduction of deposit funds repaid to Palm Beach County due to damage of rented premises by tenants.

- f. **Recipient Selection Criteria:** Recipients will be selected on a first come, first qualified, first served basis within the eligible income groups and subject to funding availability. Recipients will only receive financial assistance once through this SHIP funded program.

- g. **Sponsor Selection Criteria:**

Applications will be accepted while funding is available from individual households as well as non-profit and community based organizations with housing delivery experience and documented ability to deliver results. Funding may be awarded to the non-profit organizations with documented housing delivery experience. Successful non-profits will be selected according to the following criteria:

- Organization's past experience with direct assistance.
- Outreach capability to targeted client groups and ability to serve County residents.
- Proof of ability to income certify applicants utilizing State SHIP standards.

**Additional Information:** None

- D. **Name of the Strategy:** FORECLOSURE PREVENTION



- a. **Summary of the Strategy:** Funding will be provided to income eligible single family owner occupied households who are facing foreclosure, to preserve and maintain homeownership within the targeted income groups. The goal of this strategy is to avoid foreclosure by paying up to six (6) months delinquent mortgage payments (PITI), including late fees, attorney's fees, homeowners' association payments, special assessments and other foreclosure associated costs.

In order for Palm Beach County to provide foreclosure prevention assistance, the property taxes, homeowners insurance and association fees must be current and up to date. Additionally, funding can only be used to pay property taxes and insurance, if they are currently escrowed or will become escrowed as a result of receiving assistance.

- b. **Fiscal Years Covered:** 2010/2011; 2011/2012; 2012/2013.
- c. **Income Categories to be served:** Very Low, Low and Moderate Income
- d. **Maximum Award:** is noted on the Housing Delivery Goals Charts. The maximum award is not automatically provided. The amount awarded is what is needed to restore the mortgage to current status.
1. **Terms, Recapture and Default.** The County will develop a legally sufficient agreement maintaining affordability for a minimum period of 30 years; projects will utilize a 30 year deferred payment loan at zero-percent interest. Payment in full is due upon sale if sold within the 30 year term. If sold after the 30 year term, no repayment is required, as long as, the recipient continues to own the assisted property and live in the property as their principle residence during the term of the mortgage. Assistance will be included in a recorded mortgage and subject to the above recapture provisions.
  2. Default of loan occurs if the Mortgagor no longer resides in the home as the principle residence, or if any part of the property or an interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested by the title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the property is leased or rented.
  3. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by Palm Beach County's SHIP Program.
  4. In the event of a sale, the County may exercise its right of first refusal to purchase the property at its current market value for continued occupancy by income eligible persons.
  5. In the event of death of the borrower prior to the end of the term of the mortgage, the outstanding balance become immediately due and payable. If the property is inherited by an income eligible heir that meets the requirements of the program, repayment may be waived, if the new homeowner accepts the terms and conditions of the program, including, but not limited to the principal residence requirement. The new owner's eligibility and entitlement shall be determined by the County in its sole discretion and must be requested by the new owner within ninety (90) days of the death of the original borrower. All applicable deed/affordability restrictions will be transferred to the new owner.

6. Additionally, a deed restriction or other legally sufficient document may be recorded with the Clerk of the Circuit Court to ensure the resale of the unit to a low or moderate income homebuyer. Moderate income households are not eligible where HOME match financing was used. The County is currently exploring other long term affordability options such as a Community Land Trust and Shared Equity/Appreciation policies. Resale restrictions as stipulated in a Community Land Trust and/or Shared Equity Agreements will be incorporated when/where applicable and imposed during the restrictive period. The Shared Equity/Appreciation policy will require homeowners receiving down payment assistance to repay a portion (20% to 75% of excess profit depending on year sold after purchase) of the equity/appreciation (less any applicable repayments) realized to the County when the property is sold at fair market value during the term of the mortgage.
7. In the event of default on the First Mortgage, the County may exercise its right of first refusal to purchase the property or if possible, coordinate the purchase of the property with an approved buyer. If unsuccessful, and a foreclosure or a deed in lieu of foreclosure of the first mortgage transpires, any collateral agreement by the County restricting the use of the property or restricting the owner's ability to sell the property shall have no further force or effect on subsequent owners of the property. Furthermore, if the first lender acquires title to the property pursuant to a deed in lieu of foreclosure, the County's lien shall automatically terminate upon the first lender's acquisition of title. Any person, including his successors and assigns (other than the Borrower or a related entity or person to the Borrower), receiving title to the property through a foreclosure or deed in lieu of foreclosure of the first mortgage shall receive title to the property free and clear of the County's restrictions.
8. A land use restriction agreement may be utilized to maintain affordability for a period of time.

f. **Recipient Selection Criteria:**

- Income eligible applicants will be selected on a first-come, first qualified, first served basis subject to funding availability.
- Applicants must be very low or low income homeowners and the property must be owner occupied.
- The homeowner must demonstrate their ability to make future mortgage payments after assistance is received.
- The application process will include a review of the funding request and the cause of the delinquency. Applicant must prove that the delinquency is due to a significant change in family structure resulting in considerable loss of income, and / or unforeseen / unexpected / unanticipated home repairs.
- Participants can apply only once.
- Fair Market value of the property may not exceed the established maximum sales price.

g. **Sponsor Selection Criteria:** N/A

h. **Additional Information:** SHIP funds may be leveraged with other private

funding and local funding.

**E. Name of the Strategy: DISASTER MITIGATION**

- a. **Summary of the Strategy:** Financial assistance will be provided to income eligible households following a natural disaster as declared by Executive Order of the United States, Governor of the State of Florida, or by the Board of County Commissioners. This strategy will only be implemented in the event of a natural disaster using any funds that have not yet been encumbered and/or additional disaster funds issued by the Florida Housing Finance Corporation. When necessary, SHIP funds may be used for items such as, but not limited to:
1. Purchase of emergency supplies for eligible households to weatherproof damaged homes;
  2. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
  3. Construction of wells or repair of existing wells where public water is not available;
  4. Payment of insurance deductibles for rehabilitation of homes covered under homeowner insurance and homeowner association policies;
  5. Security deposits and rental assistance by Executive Order, for eligible recipients displaced from their homes due to damage caused by the natural disaster;
  6. Repair / replace / reconstruct / retrofit eligible single family owner-occupied units (structures of one to four dwelling units) for the purpose of upgrading damaged substandard properties to correct code violations and prevent additional deterioration;
  7. Repair eligible rental units for the purpose of upgrading damaged substandard properties to correct code violations and prevent additional deterioration;
  8. Payment for rehabilitation of homes with non-insured repairs;
  9. Other activities as proposed by Palm Beach County and approved by Florida Housing Finance Corporation.
- b. **Years Covered:** 2010/2011; 2011/2012; 2012/2013
- c. **Income Categories to be served:** Very Low, Low, and Moderate income
- d. **Maximum Award:** is noted on the Housing Goals Delivery Chart
- e. **Terms, Recapture and Default:** **Terms, Recapture and Default.** The County will develop a legally sufficient agreement maintaining affordability for a minimum period of 30 years; projects will utilize a 30 year deferred payment loan at zero-percent interest. Payment in full is due upon sale if sold within the 30 year term. If sold after the 30 year term, no repayment is required, as long as, the recipient continues to own the assisted property and live in the property as their principle residence during the term of the mortgage. Assistance will be included in a recorded mortgage and subject to the above recapture provisions.

1. Default of loan occurs if the Mortgagor no longer resides in the home as the principle residence, or if any part of the property or an interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested by the title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the property is leased or rented.
2. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by Palm Beach County's SHIP Program.
3. In the event of a sale, the County may exercise its right of first refusal to purchase the property at its current market value for continued occupancy by income eligible persons.
4. In the event of death of the borrower prior to the end of the term of the mortgage, the outstanding balance become immediately due and payable. If the property is inherited by an income eligible heir that meets the requirements of the program, repayment may be waived, if the new homeowner accepts the terms and conditions of the program, including, but not limited to the principal residence requirement. The new owner's eligibility and entitlement shall be determined by the County in its sole discretion and must be requested by the new owner within ninety (90) days of the death of the original borrower. All applicable deed/affordability restrictions will be transferred to the new owner.
5. Additionally, a deed restriction or other legally sufficient document may be recorded with the Clerk of the Circuit Court to ensure the resale of the unit to a low or moderate income homebuyer. Moderate income households are not eligible where HOME match financing was used. The County is currently exploring other long term affordability options such as a Community Land Trust and Shared Equity/Appreciation policies. Resale restrictions as stipulated in a Community Land Trust and/or Shared Equity Agreements will be incorporated when/where applicable and imposed during the restrictive period. The Shared Equity/Appreciation policy will require homeowners receiving down payment assistance to repay a portion (20% to 75% of excess profit depending on year sold after purchase) of the equity/appreciation (less any applicable repayments) realized to the County when the property is sold at fair market value during the term of the mortgage.
6. In the event of default on the First Mortgage, the County may exercise its right of first refusal to purchase the property or if possible, coordinate the purchase of the property with an approved buyer. If unsuccessful, and a foreclosure or a deed in lieu of foreclosure of the first mortgage transpires, any collateral agreement by the County restricting the use of the property or restricting the owner's ability to sell the property shall have no further force or effect on subsequent owners of the property. Furthermore, if the first lender acquires title to the property pursuant to a deed in lieu of foreclosure, the County's lien shall automatically terminate upon the first lender's acquisition of title. Any person, including his successors and assigns (other than the Borrower or a related entity or person to the Borrower), receiving title to the property through a foreclosure or deed in lieu of foreclosure of the first mortgage shall receive title to the property free and clear of the County's restrictions.
7. A land use restriction agreement may be utilized to maintain

affordability for a period of time.

Financial assistance to rental owners will be secured with a mortgage and note that will require repayment at an interest rate of three percent (3%) for a term of fifteen (15) years. All rental owners will be required to comply with the Monitoring and First Right of Refusal requirements shown on page 4 of the LHAP.

- f. **Recipient Selection Criteria:** Income eligible renter and owner occupied households will be assisted on a first-come, first qualified, first served basis subject to funding availability. The housing unit must be located within the urban service area of the County and the applicant must own and occupy the property as their primary residence.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.

**F. Name of Strategy: Developer Assistance- Rental Housing**

- a. **Summary of Strategy:** This strategy will provide assistance to developers and owners of affordable rental housing serving lower income households. Eligible recipients of this assistance shall include owners of 25 units and fewer. These eligible recipients include owner of affordable rental units serving lower income special needs population. The goal of this strategy is to preserve and increase the number of affordable rental housing units available to income eligible persons in Palm Beach County. Funds awarded under this strategy will be encumbered within 12 months and expended within 24 months with the units occupied by eligible applicants. SHIP funds may be used for site acquisition, site development, rehabilitation, infrastructure improvements, impact fees or construction related costs. SHIP funds may not be used to pay rental subsidies. All SHIP assisted units must be occupied by income eligible families.
- b. **State Fiscal Years:** 2010/2011; 2011/2012; 2012/2013.
- c. **Income Categories to be served:** Very Low and Low Income
- d. **Maximum Award:** is noted on the Housing Goals Delivery Chart.
- e. **Terms, Recapture and Default:** The financial assistance can be provided as a “forgivable loan” to non-profit developers and builders; or as a low-interest loan to for-profit developers and builders.

“Forgivable Loans” may be provided only to non-profit developers, owners and builders who have an established track record of affordable housing experience. Also, such “non-profits” must be a certified 501(c) (3) organization and be familiar with municipal and county development codes and propose housing projects which serve a majority of low and very-low income households. Suitable non-profits must also have an established history of utilizing government funding for the development of affordable/work-force housing. These non-profits must also provide evidence that their by-laws specifically identifies affordable housing development as a goal of the organization. “Non-profits” may also form partnerships with for-profit developers and builders and may receive Forgivable Loans where the resulting project will serve predominantly low and very-low income households. These Forgivable Loans will be forgiven over a twenty (20) year period, in exchange for a certain number of housing units set aside for lower income households over the same twenty (20) year period. If the project ceases to remain

affordable for the entire approved affordability period, the entire amount of the SHIP assistance provided will become due and payable. Forgivable loans shall not be prorated.

The low-interest loan assistance will be provided to for-profit developers (*and non-profit developers who desire such*) and secured with a mortgage and note that will require repayment at an interest rate of three percent (3%) annually with a minimum encumbrance term of fifteen (15) years to preserve affordability. Assisted developments must commit to rent limits as established by HUD for the term of the mortgage and all other stipulations of the loan agreement. The assisted development must also commit to set aside a minimum number of units for very-low and low income households based upon the amount of assistance provided. The housing must remain affordable, and all SHIP assisted units must be occupied by income eligible persons during the affordability period. If the project ceases to remain affordable for the term of the loan, the entire unpaid balance is due and payable.

f. **Recipient Selection Criteria:**

1. Management of the development will select potential homebuyers for the SHIP assisted units on a first come, first qualified, first served, basis. SHIP recipients must meet all SHIP affordability and income guidelines for the income group. County staff will income-certify all homebuyers for the SHIP assisted units.
2. Eligible purchasers of the developed units must be very low, low or moderate income, and occupy the property as their primary residence.
3. Eligible applicants must qualify as first time homebuyers and must receive a certificate of homebuyer counseling prior to loan closing.

g. **Developer (Sponsor) Selection Criteria:**

The County will advertise the availability of funds. Proposed projects will be considered on an ongoing basis subject to funding availability. All applications from Developers, Owners and Builders will be evaluated based upon a point scoring system and other community/development factors. An application scoring the most points does not necessarily guarantee funding of the request. Actual funding will also be based upon: availability of funding; project's affordability to low and very-low income households including special needs households; project's location relative to other government assisted affordable housing projects; project's location relative to existing infrastructure; long-term project maintenance and security; home ownership education and other services for the tenants; and final funding approvals by the Board of County Commissioners. Please see the Scoring Criteria labeled as Exhibit G.

It is the goal of the County to provide funding for a variety of housing projects in a variety of locations. If staff deems a project "not feasible"; staff reserves the right to recommend no funding for that project stating the reason for such recommendation.

Management of the development will select and place income eligible persons into the SHIP assisted units on a first come, first qualified, first served basis. Qualification criteria for SHIP recipients must meet all SHIP affordability and income guidelines for the income group. The County will be responsible for monitoring the project annually for compliance with tenant income and affordability requirements. Preference will be given to sponsors who hire employees through the local Welfare Transition Program.

h. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.

**G. Name of the Strategy: HOUSING REHABILITATION/BARRIER FREE**

- a. **Summary of the Strategy:** Home repair assistance will be provided to income-eligible owner-occupied applicants (structure of one to four dwelling units) for substantial rehabilitation, emergency repair to correct code violations or incipient items that will become a code violation. This strategy will also fund water and or sewer connections to include assessments from local municipalities charged by local governments for new improvements, home modification and architectural barrier removal.

Eligible homes requiring rehabilitation will be renovated to meet the County's applicable building code standards. If the maximum SHIP award combined with other public or private dollars is not sufficient to bring a home up to County's building code standards, the home will not be eligible for assistance under this Strategy

Additionally, Homeowner and Condominium Associations are eligible to apply for assistance to install elevators and lifts for SHIP eligible applicants. This assistance will only be provided to those Homeowner and Condominium Associations where at least 51% of the homeowners (*in that particular building*) are either lower income or elderly (*62 years of age or older*). Assistance will also be provided to qualified sponsors of rental housing who serve extremely low, very low, and low income elderly (*62 years or older*) and disabled households. Eligible activities include new construction, rehabilitation, emergency repairs, code compliance accessibility and energy efficiency improvements, for people with disabilities and those who are elderly (*62 years or older*).

**Eligible home repairs: include but are not limited to:**

**Emergency Repairs:** Conditions that may be considered as an emergency are: Structural components that show signs of imminent collapse, damage caused by fire, broken water pipes, heating and water heating system failure, inoperable air conditioning system, water leaks in walls or foundation, sewer/sanitation failure, roof leaks causing electrical hazards, ceiling collapse or structural damage, inoperable exterior doors and or windows, preventing emergency egress, inoperable toilet or hot water heater, exposed bare wires or other imminent fire hazard, electrical failures, lead based paint, gas leaks and any other repairs threatening the life, health and safety of the resident which has been identified as being in violation of applicable building/housing codes.

**Roof Repairs and/or Replacement:** complete repair or replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions.

**General Home Repairs:** window repair or replacement to include weatherstripping, re-plumbing, kitchen and bathroom remodeling to reverse deterioration to include the installation of energy star appliances where the existing are inoperable and beyond repair, a/c and heating system replacement with energy efficient models, interior and exterior painting that meets the Green Seal G-11 Environmental Standard, floor covering, insulation, repair cracked and hazardous driveways, termite treatment utilizing a pest Control Management that does not use insecticides, where available, room additions to alleviate overcrowded living conditions, and hurricane shutter installation (eligible item when included in overall repair project, and only if required by code or ordinance). This strategy may also unforeseen conditions of deterioration or other conditions discovered during a substantial rehabilitation project.

The Commission on Affordable Housing Compliance Inspector will determine which items are required to be completed. Code violations, structural damage and health hazards must be completed first and if funds are remaining the applicant may be able to select the items to be rehabilitated with the remaining funds.

b. **Fiscal Years Covered: 2010/2011; 2011/2012; 2012/2013**

c. **Income Categories to be served:**

Extremely Low, very low, and low income households as defined by the U. S. Department of Housing and Urban Development (HUD) and adopted by the State of Florida and Palm Beach County.

d. **Maximum award as noted on the Housing Delivery Goals Chart**

The maximum award for this strategy is not automatically provided. Rather, the amount of subsidy awarded will be the maximum amount necessary to make the necessary repairs and bring the house up to applicable building code requirements.

e. **Terms, Recapture and Default**

Funding in the amount up to \$20,000 will be in the form of a zero-interest, 10 year deferred payment loan. Assistance of \$20,001 up to the maximum award will be in the form of a zero interest, 30 year deferred loan. Applicants will be required to sign a mortgage that will be secured by the property and adhere to the recapture provisions below.

No repayments is required as long as, the home remains the primary residence of the original applicant for the term of the loan. If the home is sold, or any interest in it is sold, leased, title is transferred, gifted or otherwise conveyed, whether by voluntary act, involuntary, by operation of law or otherwise, or if the Mortgagor is divested of title by judicial sale, levy or other proceedings, or if foreclosure action is instituted against the property, or if the property is leased or rented or ceases to be the primary residence of the applicant with the lien period, the entire amount of assistance provided must be repaid within 60 days. All repayments under this program shall be considered program income.

A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by Palm Beach County's SHIP Program.

If the property is sold or title is transferred to an income eligible buyer during the term of the mortgage, repayment may be waived for the owner and transferred to the buyer if the purchaser accepts the terms and conditions of the program, including the principal residence requirement and any new/additional program requirements applicable at the time of transfer. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. If eligible, the purchaser shall be entitled to the remainder of the owner's benefit.

f. **Recipient Selection Criteria:**

Eligible applicants will be approved for assistance on a first-come/first served basis within the income groups subject to funding availability.

g. **Sponsor Selection Criteria, if applicable:**

The County will advertise the availability of funding and applicants must qualify as extremely low, very low or low income elderly (*62 years or older*), medically disabled, or physically disabled. Qualified homeowners will be assisted on a first come, first qualified, first served basis subject to funding availability



Condominium and Homeowner Associations will provide a detailed plan, a list of applicants to be income certified and submit the necessary application. Qualified applicants will be assisted on a first come, first qualified, first served basis subject to funding availability.

Qualified sponsors of rental housing must submit the necessary application. If the qualified sponsor is assisting one unit, then the normal application process would apply. If the qualified sponsor is applying to assist more than one unit, a detailed plan and list of applicants to be income certified is required. Assistance will be provided on a first come, first qualified, first served basis subject to funding availability.

h. **Additional Information:**

In addition to being income eligible as described above, applicants must meet the following selection criteria:

1. Applicant may not currently own or have assets exceeding \$200,000 (monetary gifts and real estate excluding applicant's primary residence are included in the asset calculation).
2. The residence must be owner occupied with a maximum that does not exceed \$280,000 based on the Palm Beach County Property Appraiser current market value.
3. Mortgage payments and taxes must be current / paid up to date.
4. Applicants must provide proof of current homeowners insurance.
5. SHIP funds may be combined with CDBG and/or HOME funds where needed.
6. When SHIP funds are combined with CDBG or HOME funds, any SHIP loan repayment proceeds will be prorated and deposited into a separate Housing Trust Fund account as required.
7. Rehabilitation/repairs will be performed by a State certified licensed contractor licensed to do business in Palm Beach County. The home owner must utilize the contractors within Palm Beach County's Facilities and Operations' Residential Repair Program.
8. SHIP funds will not be expended on properties where the repair costs exceed fifty (50%) of the property's assessed value.
9. Eligible repairs for barrier removal modifications include: ADA/UFAS compliant repairs, installations and modifications (*for things such as widening of doors, and installation of accessible doors and hardware*), widen halls, kitchens, bathrooms and bedrooms to accommodate mobility aides (*canes, walkers, wheelchairs and scooters*), energy star rated products should be used whenever available, installation of grab bars, entry ramps, railings, walkways and landings, installation and repair of light switches, electrical outlets, thermostats and other environmental controls in accessible locations, installation of non-slip floor surfaces throughout the home, installation of lever hardware, delayed opening and closing mechanism on egress and garage doors, improved lighting, accessible appliances which include but not limited to front or touch-type controls, installation of accessible cabinets, shelves, drawers, sinks, toilets, kitchen and bathroom, installation and provision of assisted technology products to increase accessibility in the home (*shower chair, hand accessible touch-type light switches and thermostats, hand held shower, non-slip surfaces roll-in with or without curb shower*), alternative communication devices, hurricane impact

windows and doors, accommodations for service or companion animals, roof repairs and/or replacement, complete repair or replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions, window repair, replacement and weather-stripping, re-wiring, re-plumbing, termite treatment and repair, interior wall repairs and painting, a/c and heating systems repair or replacement and repair cracked or hazardous driveway and/or sidewalks.

**H. Name of the Strategy: REPLACEMENT HOUSING**

- a. **Summary of the Strategy:** This strategy will provide financing to extremely low and very low income homeowners residing in dilapidated structures which are beyond rehabilitation.
- b. **Income Categories to be served:**
- Extremely low or very low income based on total household income and family size.
  - Elderly (*62 years or older*) and/or disabled head of household, for the extremely low, very low and low income categories.
- c. **Eligible Uses of Funding include but are not limited to:**  
To provide financing for eligible applicants without the ability to finance a replacement home.
- Demolition of the existing property;
  - Construction cost of a replacement home on the same lot; or
  - Purchase of an existing home.
- d. **Maximum Award:**  
The maximum award for this strategy is not automatically provided. Rather, the amount of subsidy awarded will be the maximum amount necessary to replace the home through the purchase of an existing house or new construction.
- e. **Fiscal Years Covered: 2010/2011; 2011/2012; 2012/2013**
- f. **Selection Criteria:**  
Income eligible applicants will be assisted on a first come first served basis subject to funding availability. Applicants must demonstrate the ability to pay property taxes, insurance, utilities, and mortgage payments (*where applicable*); and must also demonstrate the ability to maintain the property.
- g. **Terms, Recapture and Default: For Acquisition by an Individual First-time Homebuyer:**
1. SHIP/HOME Match funded projects will utilize a 30 year deferred payment loan at zero-percent interest. Payment in full is due upon sale if sold within the 30 year term. If sold after the 30 year term, no repayment is required, as long as, the recipient continues to own the assisted property and live in the property as their principle residence during the term of the mortgage. Assistance will be included in a recorded mortgage and subject to the above recapture provisions.
  2. Default of loan occurs if the Mortgagor no longer resides in the home as the principle residence, or if any part of the property or an interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested by the title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the property is leased or rented.

3. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by Palm Beach County's SHIP Program.
4. In the event of a sale, the County may exercise its right of first refusal to purchase the property at its current market value for continued occupancy by income eligible persons.
5. In the event of death of the borrower prior to the end of the term of the mortgage, the outstanding balance become immediately due and payable. If the property is inherited by an income eligible heir that meets the requirements of the program, repayment may be waived, if the new homeowner accepts the terms and conditions of the program, including, but not limited to the principal residence requirement. The new owner's eligibility and entitlement shall be determined by the County in its sole discretion and must be requested by the new owner within ninety (90) days of the death of the original borrower. All applicable deed/affordability restrictions will be transferred to the new owner.
6. Additionally, a deed restriction or other legally sufficient document may be recorded with the Clerk of the Circuit Court to ensure the resale of the unit to a low or moderate income homebuyer. Moderate income households are not eligible where HOME match financing was used. The County is currently exploring other long term affordability options such as a Community Land Trust and Shared Equity/Appreciation policies. Resale restrictions as stipulated in a Community Land Trust and/or Shared Equity Agreements will be incorporated when/where applicable and imposed during the restrictive period. The Shared Equity/Appreciation policy will require homeowners receiving down payment assistance to repay a portion (20% to 75% of excess profit depending on year sold after purchase) of the equity/appreciation (less any applicable repayments) realized to the County when the property is sold at fair market value during the term of the mortgage.
7. In the event of default on the First Mortgage, the County may exercise its right of first refusal to purchase the property or if possible, coordinate the purchase of the property with an approved buyer. If unsuccessful, and a foreclosure or a deed in lieu of foreclosure of the first mortgage transpires, any collateral agreement by the County restricting the use of the property or restricting the owner's ability to sell the property shall have no further force or effect on subsequent owners of the property. Furthermore, if the first lender acquires title to the property pursuant to a deed in lieu of foreclosure, the County's lien shall automatically terminate upon the first lender's acquisition of title. Any person, including his successors and assigns (other than the Borrower or a related entity or person to the Borrower), receiving title to the property through a foreclosure or deed in lieu of foreclosure of the first mortgage shall receive title to the property free and clear of the County's restrictions.
8. A land use restriction agreement may be utilized to maintain affordability for a period of time.

**h. Additional Information:**

Other state, federal, private and local funds may be leveraged with SHIP funds. SHIP funds may be leveraged with CDBG, HOME, private financing and other public financing sources where applicable. Family size will dictate the size of the replacement home.

### III. LHAP INCENTIVE STRATEGIES

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

#### A. Name of the Incentive Strategy:

**THE PROCESSING OF APPROVALS OF DEVELOPMENT ORDERS OR PERMITS, AS DEFINED IN S. 163.3164(7) AND (8), FOR AFFORDABLE HOUSING PROJECTS IS EXPEDITED TO A GREATER DEGREE THAN OTHER PROJECTS.**

To ensure the review of affordable housing projects are expedited to a greater degree than other projects, Palm Beach County has instituted a "Pre-Application Review Process", in which Affordable Housing Developers are encouraged to participate. The pre-application review process will occur prior to the submittal of a Zoning or Building permit application, for purposes of establishing a density bonus determination. The pre-application shall be established by the Planning Director, and made available to the public and be subject to Sufficiency Review. The Planning Director shall provide a written density determination letter within ten days of determining the pre-application is sufficient. The determination shall be based on the sector analysis, size, location and development characteristics of the project with consideration given towards affordability, accessibility, proximity to mass transit or employment centers, compatibility, quality of design, pedestrian and vehicular circulation, open space, and resource protection. The Planning Director shall prepare a report for the applicant, Development Review Officer (DRO) Committee, Zoning Commission (ZC), or Board of County Commissioners (BCC), whichever is appropriate, making a determination of compliance with this chapter, consistency with the Plan and recommend approval, approval with conditions, or denial of the request.

Additionally, HCD staff will serve as one of the agencies that make up the Development Review Officer (DRO) Committee. The DRO Committee meets monthly and provides the process by which private land development proposals are reviewed by various County Departments and agencies for compliance with County development regulations. This process is administered by PZ&B's Zoning Division. HCD will be one of the review agencies certifying projects for public hearings before the County's Zoning Commission and the Board of County Commissioners. HCD will also help certify site development plans prior to building permit applications being submitted by a developer. As Affordable Housing Projects are presented, HCD staff will work with the PZ&B staff, as well as the developer to ensure that affordable housing projects are expedited to a greater degree than other projects.

Also, Palm Beach County updated its Unified Land Development Code (ULDC) (*located in Article 5, CHAPTER G, Section 1*) ordinance (#2006-055) in 2006. The ULDC allows for the following processes with regards to expedited review for a proposed Affordable Housing Development:

#### a. **Design Review**

Review of multifamily or townhouse structures by the Building Division and Fire Rescue shall be allowed concurrent with final DRO review, prior to permit application.

#### b. **Platting**

- 1) If only a boundary plat is required for an existing single lot, building permits may be issued after submittal of the final plat for recordation.
- 2) If a subdivision plat is required, permits will be concurrently reviewed, but only issued at recording of the plat.
- 3) Pursuant to Article 3.E.1.G.1.a, Permits, Building permits may be issued for sales offices, sales models, gate houses, entry features, and utilities may be issued prior to the recording of a final plat.

**THIS "EXPEDITED PERMITTING" INCENTIVE HAS BEEN IN OPERATION SINCE NOVEMBER 2006.**

#### B. Name of the Incentive Strategy:

**THE ESTABLISHMENT OF A PROCESS BY WHICH A LOCAL GOVERNMENT CONSIDERS,**

**BEFORE ADOPTION, POLICIES, PROCEDURES, ORDINANCES, REGULATIONS, OR PLAN PROVISIONS THAT INCREASE THE COST OF HOUSING.**

In order to ensure that this incentive is met, HCD staff shall attend all monthly Planning Commission meetings. The Planning Commission serves as the Local Planning Agency (LPA) per sec. 163.3174, F.S. and provides recommendations on amendments to the Palm Beach County Comprehensive Plan. HCD staff will provide appropriate input at all Planning Commission meetings regarding issues related to Affordable Housing. Also, a member of our Affordable Housing Advisory Committee is currently serving as a board member of the Planning Commission. This provides further insight and an affordable housing advocate on the Planning Commission. By participating as one of the County Departments responsible for presenting information to the Planning Commission, specifically for Affordable Housing Projects this will further ensure that HCD is up to date and/or at the forefront on all discussions related to policies, procedures, ordinances, regulations, or plan provisions that may increase the cost of housing. HCD staff will draft monthly reports outlining issues discussed at the Planning Commission meetings which may potentially impact the cost of housing. HCD staff will then submit the report to the HCD Director and the Commission on Affordable Housing Advisory Committee.

Palm Beach County's Housing and Community Development (HCD) Department shall also work with the Planning Zoning and Building (PZ&B) Department and serve as staff to the Land Development Regulation Advisory Board (LDRAB). The LDRAB meets monthly and reviews and makes a recommendation to the Board of County Commissioners (BCC) on proposed amendments to the Unified Land Development Code (ULDC). HCD will work with the Code Revision Section of PZ&B, which is responsible for: coordinating the periodic review and updates to the ULDC for the LDRAB; conducting on-going research of various projects and topics related to the code amendment process; the coordination of amendments to the Articles with the various County Divisions for compliance with the Comprehensive Plan, Board of County Commission directives and in response to changes in industry standards. HCD will be involved with this process by regularly attending meetings with the Code Revision Section to review all of the proposed code revisions that are being presented to the LDRAB. HCD staff will work with the Code Revision Section to ensure that if any policy, procedure, ordinance or plan provisions that address housing development, that it is adequately reviewed by HCD Staff and presented to our Commission on Affordable Housing Advisory Committee. HCD staff will draft monthly reports outlining issues discussed at the LDRAB meetings which may potentially impact the cost of housing. HCD staff will then submit the report to the HCD Director and the Commission on Affordable Housing Advisory Committee.

Finally, HCD staff will serve as one of the agencies that make up the Development Review Officer (DRO) Committee. The DRO Committee meets monthly and provides the process by which private land development proposals are reviewed by various County Departments and agencies for compliance with County development regulations. This process is administered by PZ&B's Zoning Division. HCD will be one of the review agencies certifying projects for public hearings before the County's Zoning Commission and the Board of County Commissioners. HCD will also help certify site development plans prior to building permit applications being submitted by a developer. HCD staff will draft monthly reports outlining issues discussed at the DRO Committee meetings which may potentially impact the cost of housing. HCD staff will then submit the report to the HCD Director and the Commission on Affordable Housing Advisory Committee.

**THIS "ONGOING REVIEW PROCESS" INCENTIVE WAS ESTABLISHED BY THE BOARD OF COUNTY COMMISSIONERS ON JANUARY 27, 2009, AND IS CURRENTLY IN OPERATION.**

**C. Name of the Incentive Strategy:**

**THE PREPARATION OF A PRINTED INVENTORY OF LOCALLY OWNED PUBLIC LANDS**

**SUITABLE FOR AFFORDABLE HOUSING.**

On September 9, 2008 (R-2008-1562) the Palm Beach County Board of County Commissioners approved a list of County owned land that was determined to be suitable for affordable housing. This list will be updated tri-annually.

**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: **N/A.**
- H. Interlocal Agreement:** *Section 420.9072, F.S.*  
A copy of the Interlocal Agreement if applicable is attached as: **N/A.**
- K. Multi-Family Rental and Homeownership Development Program Scoring Criteria:**  
A copy of the Scoring Criteria is provided as **Exhibit G.**
- L. Commission on Affordable Housing 2009 Advisory Committee Report**  
A copy of the Scoring Criteria is provided as **Exhibit H.**

**Exhibit A Admin Budget  
Fiscal Year 2010/2011**

Salarie & Wages (Regular)	\$238,320.00
Salaries & Wages-Non-Frs Employees	\$30,000.00
Salaries & Wages - Overtime	\$5,000.00
Fica - Taxes	\$16,639.00
Fica Meidcare	\$3,884.00
Retirement Contributions - FRS	\$33,000.00
Insurance - Life & Health	\$45,480.00
Workers Compensation	\$4,742.00
Unemployment Compensation	\$3,000.00
Lega Services - County Attorney	\$55,000.00
Audio/Visual Services	\$15,000.00
Other Contractual Services	\$15,000.00
Temp/Service-Contracted	\$10,000.00
ISS Enterprise Service	\$2,000.00
ISS Professional Service	\$1,000.00
Contractual Services - Training	\$15,000.00
Travel and Per Diem	\$10,000.00
Communication Service	\$600.00
Postage	\$3,000.00
Utilities/Electric	\$100.00
Rent - Office Equipment	\$8,400.00
Rent-Storage/Warehouse Space	\$1,000.00
Rental - Pager Services	\$250.00
Rental Motor Pool	\$7,000.00
Casualty Self Insurance	\$1,898.00
Repari/Maint - Buildings	\$1,000.00
Repair/Maint - Equipment	\$1,000.00
Repair/Maint - Motor Pool	\$7,200.00
Repair/Maint - DP Equipment	\$2,500.00
Printing and Binding	\$4,000.00
Graphic Charges	\$3,000.00
Promotional Activities	\$2,000.00
Registration Fees	\$3,000.00
Advertising/Legal	\$5,000.00
Indirect Cost	\$47,691.00
Office Supplies	\$10,000.00
Furniture - Equipment	\$16,149.00
Telephone Equip/Installation	\$2,500.00
Gasoline	\$3,500.00
Water	\$750.00
Clothing & Wearing Apparal	\$500.00
Books/Publications/Subscriptions	\$2,500.00
Dues/Memberships	\$2,500.00
Data Processing Equipment	\$15,000.00
<b><u>TOTAL EXPENDITURES</u></b>	<b>\$655,103.00</b>

Based on a distribution of \$655,103.00







**TIMETABLE FOR STATE FISCAL YEAR**

Name of Local Government:

Program Year	November 1, 2011	December 1, 2011	January 1, 2012	February 1, 2012	March 1, 2012	April 1, 2012	May 1, 2012	June 1, 2012
Activities Month								
Advertise Availability of Funds								
Application Period(On-Going)	X	X	X	X	X	X		
Start Program Year								
Annual Report								
Mid-Year Review/Adjustments								
End-Year Review/Adjustments								
Encumbrance Deadline								X
Expenditure Deadline	X	X	X	X	X	X	X	X
Final Program Review						X	X	X

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government **Palm Beach County**

- (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 provision of 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 within 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 or as required in Section 420.9075 (3)(e).
- (18) The Plan meets 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 provisions of Chapter 83-220, Laws of Florida X has or \_\_\_ has not been implemented.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Elected Official or Designee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Attest:  
(Seal)

Exhibit F

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM  
INFORMATION SHEET

---

LOCAL GOVERNMENT: PALM BEACH COUNTY

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Robert Weisman

ADDRESS: 301 N. Olive Avenue, West Palm Beach, FL 33401

---

SHIP ADMINISTRATOR: Edward L. Lowery

ADDRESS: 160 Australian Avenue, Suit 500, West Palm Beach, FL 33406

---

TELEPHONE:( 561-233-3600) \_\_\_\_\_ FAX:(561-233-3647) \_\_\_\_\_

EMAIL ADDRESS: Elowery@pbcgov.org

ADDITIONAL SHIP CONTACTS: Linda Goddard

ADDRESS: 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406

EMAIL ADDRESS: lgoddard@pbcgov.org

---

INTERLOCAL AGREEMENT: YES/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: 59-6000-785

MAIL DISBURSEMENT TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

---

OR:IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED FORM:

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

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, STE 5000  
TALLAHASSEE, FL 32301 Fax: (850)488-9809

**FLORIDA HOUSING FINANCE CORPORATION**

**HOUSING DELIVERY GOALS CHART#2002**

**STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:**

ATTACHMENT 3

New Plan:	X
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government:

**PALM BEACH COUNTY**

**Available Funds:** \$6,551,026.00

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 EXITING WITHH OR WITHOUT REHABILITATION	3	\$150,000	12	\$60,000	13	\$45,000		\$1,808,167.00	\$200,000.00	\$2,008,167.00	30.65%	28
PURCHASE ASSISTANCE NEW CONSTRUCTION	1	\$150,000	4	\$60,000	3	\$45,000	\$500,000.00	\$0.00		\$500,000.00	7.63%	8
HOME OWNERSHIP DEVELOPMENT	2	\$150,000	7	\$60,000	8	\$45,000	\$250,000.00	\$750,000.00		\$1,000,000.00	15.26%	17
HOME PROGRAM MATCH	5	\$75,000	5	\$65,000	0	\$0	\$0.00	\$562,500.00	\$187,500.00	\$750,000.00	11.45%	10
FORECLOSURE PREVENTION	3	\$10,000	5	\$10,000	2	\$10,000	\$0.00	\$0.00	\$100,000.00	\$100,000.00	1.53%	10
UTILITY CONNECTION	5	\$10,000	5	\$10,000				\$100,000.00		\$100,000.00	1.53%	10
HOUSING REHABILITATION/ BARRIER FREE	2	\$125,000	2	\$125,000	0	\$0		\$250,000.00		\$250,000.00	3.82%	4
										\$0.00	0.00%	0
<b>Subtotal 1 (Home Ownership)</b>	<b>21</b>		<b>40</b>		<b>26</b>		<b>\$750,000.00</b>	<b>\$3,470,667.00</b>	<b>\$487,500.00</b>	<b>\$4,708,167.00</b>	<b>71.87%</b>	<b>87</b>

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
HOUSING REHABILITATION/BARRIER FREE	1	\$55,102	1	\$55,103	0	0	\$0.00	\$110,205.00		\$110,205.00	1.68%	2
RENTAL DEVELOPMENT	28	\$15,000	28	\$15,000	15	\$15,000	\$808,163.00	\$269,388.00		\$1,077,551.00	16.45%	71
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
<b>Subtotal 2 (Non-Home Ownership)</b>	<b>29</b>		<b>29</b>		<b>15</b>		<b>\$808,163.00</b>	<b>\$379,593.00</b>	<b>\$0.00</b>	<b>\$1,187,756.00</b>	<b>18.13%</b>	<b>73</b>
Administration Fees	655103										0.00%	
Admin. From Program Income	0										0.00%	
Home Ownership Counseling	0										0.00%	

<b>GRAND TOTAL</b>	<b>50</b>		<b>69</b>		<b>41</b>		<b>\$1,558,163.00</b>	<b>\$3,850,260.00</b>	<b>\$487,500.00</b>	<b>\$5,895,923.00</b>	<b>90.00%</b>	<b>160</b>
--------------------	-----------	--	-----------	--	-----------	--	-----------------------	-----------------------	---------------------	-----------------------	---------------	------------

<b>Percentage Construction/Reh</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										83%	
<b>Maximum Allowable Purchase Price:</b>		<b>New</b>	<b>\$280,000</b>	<b>Existing</b>	<b>\$280,000</b>							

Allocation Breakdown	Amount	%
<b>Very-Low Income</b>	\$2,298,013.00	35.1%
<b>Low Income</b>	\$2,279,911.00	34.8%
<b>Moderate Income</b>	\$1,317,999.00	20.1%
<b>TOTAL</b>		<b>90.0%</b>

Projected Program Income:	\$0.00	Max Amount Program Income For Admin:	\$0.00
Projected Recaptured Funds:	\$0.00		
Distribution:	\$6,551,026.00		
<b>Total Available Funds:</b>	<b>\$6,551,026.00</b>		

08-Apr-10

**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

FUND 1100 - AFFORDABLE HOUSING TRUST FUND

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
<b>REVENUE</b>								
143-7176-3469	State Grant Other - Gen Govt	799,498	799,498	6,551,026	0	7,350,524		
	<b>TOTAL REVENUE</b>	<b>10,183,735</b>	<b>10,183,735</b>	<b>6,551,026</b>	<b>0</b>	<b>16,734,761</b>		
<b>EXPENDITURES</b>								
143-7175-1201	Salarie & Wages (Regular)	182,411	182,411	238,320	0	420,731		
143-7175-1301	Salaries & Wages-Non-Frs Employees	0	0	30,000	0	30,000		
143-7175-1401	Salaries & Wages - Overtime	0	0	5,000	0	5,000		
143-7175-2101	Fica - Taxes	11,309	11,309	16,639	0	27,948		
143-7175-2105	Fica Meidcare	2,645	2,645	3,884	0	6,529		
143-7175-2201	Retirement Contributions - FRS	19,792	19,792	33,000	0	52,792		
143-7175-2301	Insurance - Life & Health	36,384	36,384	45,480	0	81,864		
143-7175-2401	Workers Compensation	4,744	4,744	4,742	0	9,486		
143-7175-2501	Unemployment Compensation	0	0	3,000	0	3,000		
143-7175-3124	Lega Services - County Attorney	0	0	55,000	0	55,000		
143-7175-3161	Audio/Visual Services	10,000	10,000	15,000	0	25,000		
143-7175-3401	Other Contractual Services	1,000	1,000	15,000	0	16,000		
143-7175-3404	Temp/Service-Contracted	1,000	1,000	10,000	0	11,000		
143-7175-3413	ISS Enterprise Service	500	500	2,000	0	2,500		
143-7175-3414	ISS Professional Service	4,000	4,000	1,000	0	5,000		
143-7175-3421	Contractual Services - Training	0	0	15,000	0	15,000		
143-7175-4001	Travel and Per Diem	500	500	10,000	0	10,500		
143-7175-4101	Communication Service	300	300	600	0	900		
143-7175-4205	Postage	1,500	1,500	3,000	0	4,500		
143-7175-4301	Utilities/Electric	0	0	100	0	100		
143-7175-4406	Rent - Office Equipment	8,400	8,400	8,400	0	16,800		
143-7175-4412	Rent-Storage/Warehouse Space	0	0	1,000	0	1,000		
143-7175-4418	Rental - Pager Services	100	100	250	0	350		
143-7175-4420	Rental Motor Pool	2,856	2,856	7,000	0	9,856		
143-7175-4502	Casualty Self Insurance	13,069	13,069	1,898	0	14,967		
143-7175-4610	Repari/Maint - Buildings	0	0	1,000	0	1,000		
143-7175-4620	Repair/Maint - Equipment	0	0	1,000	0	1,000		
143-7175-4625	Repair/Maint - Motor Pool	3,000	3,000	7,200	0	10,200		
143-7175-4674	Repair/Maint - DP Equipment	1,000	1,000	2,500	0	3,500		
143-7175-4701	Printing and Binding	500	500	4,000	0	4,500		

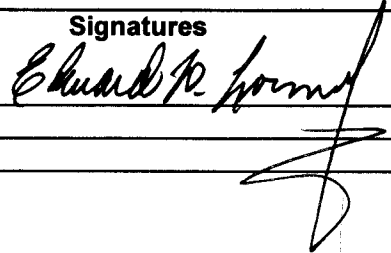
**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

FUND 1100 - AFFORDABLE HOUSING TRUST FUND

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
143-7175-4703	Graphic Charges	0	0	3,000	0	3,000		
143-7175-4801	Promotional Activities	0	0	2,000	0	2,000		
143-7175-4941	Registration Fees	0	0	3,000	0	3,000		
143-7175-4946	Advertising/Legal	0	0	5,000	0	5,000		
143-7175-4979	Indirect Cost	47,691	47,691	47,691	0	95,382		
143-7175-5101	Office Supplies	3,000	3,000	10,000	0	13,000		
143-7175-5111	Furniture - Equipment	1,498	1,498	16,149	0	17,647		
143-7175-5121	Telephone Equip/Installation	1,000	1,000	2,500	0	3,500		
143-7175-5215	Gasoline	3,500	3,500	3,500	0	7,000		
143-7175-5220	Water	5,220	5,220	750	0	5,970		
143-7175-5248	Clothing & Wearing Appara	250	250	500	0	750		
143-7175-5401	Books/Publications/Subscriptions	130	130	2,500	0	2,630		
143-7175-5412	Dues/Memberships	1,000	1,000	2,500	0	3,500		
143-7175-6405	Data Processing Equipment	0	0	15,000	0	15,000		
143-7176-8201	Contributions - Non Govt Agencies	8,276,458	8,276,458	3,387,756	0	11,664,214		
143-7176-8301	Contributions for Individuals	0	0	2,508,167	0	2,508,167		
<b>TOTAL EXPENDITURES</b>		<b>10,183,735</b>	<b>10,183,735</b>	<b>6,551,026</b>	<b>0</b>	<b>16,734,761</b>		

Housing and Community Development  
**INITIATING DEPARTMENT/DIVISION**  
 Administration/Budget Department Approval  
 OFMB Department - Posted

**Signatures**  
  
**Date**  
 4/8/2010

**By Board of County Commissioners**  
**At Meeting of :**  
 April 20, 2010  
**Deputy Clerk to the**  
**Board of County Commissioners**