

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: May 17, 2011

Consent Regular
 Public Hearing

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 Ninth Amendment to the State Housing Initiative Partnership Program (SHIP) Local Housing Assistance Plan (LHAP) approved September 1, 2006 (R-2006-0735) for Fiscal Year 2007-2008 2008-2009; and 2009-2010 to approve the addition of a First Mortgage Loan Assistance Program strategy;

B) approve an appropriation of SHIP program income of \$2,759,437 to fund a First Mortgage Program strategy;

C) approve an appropriation of SHIP program income of \$545,084 to fund Fiscal Year 2009-2010 HOME match strategy;

D) approve an appropriation of SHIP program income of \$186,694 to fund program administration;

E) approve an appropriation of SHIP program income of \$327,664 to fund Fiscal Year 2009-2010 Purchase Assistance Program strategy; and

F) approve an appropriation of SHIP program income of \$100,000 to fund Fiscal Year 2009-2010 Special Needs Barrier Free Program strategy.

Summary: Over the last three (3) years, the County's SHIP funding has been significantly reduced or eliminated entirely. In FY2009-2010, funding was reduced by 90% and in FY2010-2011, funding was eliminated. SHIP funding for FY2011-2012 is not anticipated. Accordingly, the Florida Housing Finance Corporation (FHFC) desires Grantees to allocate program income to programs that generate reoccurring income such as repayable mortgage programs while facilitating the goal of creating and maintaining an affordable housing stock. The First Mortgage Program strategy will create a funding source for administration of the program outside of Ad Valorem funding. The First Mortgage Program strategy will create affordable home ownership units, diversify our investment risk, and generate approximately \$3.8 Million in program income over 30 years. (Continued on page 3) **These State SHIP funds require no local match.** (Mortgage and Housing Assistance) Countywide. (TKF)

Background and Justification: On September 1, 2006 (R-2006-0735), the 2007-2009; 2008-2009; 2009-2010 the Local Housing Assistance Plan (LHAP) was approved by the Board of County Commissioners (BCC). The LHAP contains existing program strategies and associated funding amounts. The creation of the First Mortgage Loan Assistance Program strategy and funding allocations will expand homeownership opportunities for first-time homebuyers and leverage existing homeownership strategies, and the Neighborhood Stabilization Program Federal funding. (TKF)

Attachments:

1. Resolution
2. 2007-2010 LHAP

Recommended by: Edward W. Fournier
Department Director

5/2/2011
Date

Approved By: Sharon B. [Signature]
Assistant County Administrator

5/12/11
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Grant Expenditures	\$3,918,879				
Operating Costs	\$				
External Revenues	\$				
Program Income	\$3,918,879				
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)	0				
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Is Item Included In Current Budget? Yes X No

Budget Account No.:

Fund 1100 Dept 143 Unit various Object various Program Code/Period

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

Funding for this agenda item will be provided by program income.

C. Departmental Fiscal Review: Shairette Major 5-2-11
Shairette Major, Fiscal Manager I

III. REVIEW COMMENTS

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

OFMB [Signature] 5/11/11
Contract Development and Control [Signature] 5/11/11
E. Jones 5/11/11

B. Legal Sufficiency: [Signature] 5/11/11
Assistant County Attorney [Signature] Tammy Talley

C. Other Department Review:

Department Director

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

Summary: (Continued from page 1)

The HOME strategy requires a match of non-federal funding of 25%. The matching contribution must be a permanent contribution to affordable housing. These funds are necessary to expend HOME funding. The Purchase Assistance strategy will expand homeownership opportunities for first-time homebuyers and leverage the funding for existing homeownership strategies. The Special Needs/Barrier Free strategy provides structural modification and rehabilitative home repair services to improve accessibility for persons with disabilities and elderly homeowners.

The Commission on Affordable Housing's Advisory Committee approved the 2009-2010 budget allocation at their regular April 25, 2010, meeting.

RESOLUTION NO. R-2011

A RESOLUTION APPROVING THE NINTH AMENDMENT TO THE STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM'S LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FISCAL YEAR 2007-2008; 2008-2009; AND 2009-2010 APPROVE THE ADDITION OF A FIRST MORTGAGE ASSISTANCE PROGRAM AND APPROVE AN APPROPRIATION TO THE HOME MATCH, PROGRAM ADMINISTRATION, PURCHASE ASSISTANCE PROGRAM AND SPECIAL NEEDS BARRIER FREE PROGRAM STRATEGIES.

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

WHEREAS, Palm Beach County receives State funds through the State Housing Initiatives Partnership (SHIP) Program (F.S. Chapter 420.907); and

WHEREAS, Palm Beach County's Affordable Housing Ordinance established the Robert E. Pinchuck Memorable Housing Trust Fund that provides program funding directly to the Local Housing Assistance Plan (LHAP); and

WHEREAS, Palm Beach County adopted its Affordable Housing Ordinance No. 93-8 (as amended) pursuant to the requirements of the State SHIP Program; and

WHEREAS, it is required for Palm Beach County to revise its LHAP specifically indicating the nature of the requested changes to the previously approved LHAP and Housing Goals Delivery Chart for Fiscal Years 2007-2008; 2008-2009; and 2009-2010; and

WHEREAS, Palm Beach County Board of County Commissioners wishes to document its aforementioned desires in the ninth amendment to the Local Housing Assistance Plan for Fiscal Years 2009-2010; and

WHEREAS, the Board of County Commissioners desires further to amend Resolution R-2006-0735 in Exhibit "B" attached hereto and made a part hereof to reflect the changes in program funding for Fiscal Years 2009-2010; and

WHEREAS, the current SHIP program level for Administration will increase by \$186,694; and

WHEREAS, Palm Beach County Board of County Commissioners desires to approve and allocate \$2,759,437 to a new First Mortgage Assistance Program strategy for fiscal year 2009-2010; and

WHEREAS, Palm Beach County Board of County Commissioners desires to appropriate \$545,084 to fund the HOME Match strategy for fiscal year 2009-2010; and

WHEREAS, Palm Beach County Board of County Commissioners desires to appropriate \$327,664 to fund the Purchase Assistance Program strategy for fiscal year 2009-2010; and

WHEREAS, Palm Beach County Board of County Commissioners desires to appropriate \$100,000 to fund the Special Needs Barrier Free Program strategy for fiscal year 2009-2010; and

WHEREAS, Palm Beach County is revising its Housing Delivery Goal Chart for Fiscal Years 2009-2011.

NOW, THEREFORE, BE IT RESOLVE BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, THAT:

Section 1: The Board of County Commissioners of Palm Beach County hereby approves amending the 2010-2011 Local Housing Assistance Plan to include a new First Mortgage Assistance Program as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by F.S. ss 420.907 through ss 420.9079


Section 2: The forgoing Resolution was offered by Commissioner _____ and seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Karen T. Marcus, Chair -
Shelley Vana, Vice Chair -
Paulette Burdick -
Steven L. Abrams -
Burt Aaronson -
Jess R. Santamaria -
Priscilla A. Taylor -

The Chair thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2011

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

**ATTEST:
SHARON R. BROCK
Clerk & Comptroller**

By: 
Tammy K. Fields
Senior Assistant County Attorney

By: _____
Deputy Clerk

Agenda Item #:

8D-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

R-2006-0735

Meeting Date: 04/25/06

Consent Regular
 Public Hearing

M/M/C-C

Department: HOUSING & COMMUNITY DEVELOPMENT

APPROVED

Submitted By: Housing and Community Development

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF APR 25 2006

Submitted For: Commission on Affordable Housing

Judith [Signature] D.C.
MINUTES & RECORDS SECTION

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: a) Adopt a resolution approving the Local Housing Assistance Plan (LHAP) for Fiscal Years 2007-2008; 2008-2009; 2009-2010 as required by the State Housing Partnership Program Act; authorizing the submission of the LHAP for review and approval by the Florida Housing Finance Corporation and providing an effective date; and b) approve the execution of the required Certification.

Summary: The proposed LHAP was developed by the Commission on Affordable Housing (ACH) staff, reviewed and recommended for approval by the CAH Advisory Committee (CAHAC) during their regular meeting of March 24, 2006. It covers Fiscal Years 2007/2008; 2008/2009; 2009/2010 and provides funding for administration and the following strategies: Purchase Assistance; Single Family Development; Housing Rehabilitation; Foreclosure Prevention; Utility Connection/Impact Fees; Disaster Mitigation; and Multifamily Competitive Rental. A detailed administrative budget for each fiscal year is also included. Countywide (TKF)

Background and Policy Issues: The LHAP must be adopted by Resolution and submitted to the Florida Housing Finance Corporation for approval on or before May 2nd 2006 as required by SHIP Act, Subsections 420.907-420.9079, Florida Statutes; and Rule Chapter 67-37. Per the current SHIP regulations, a local government's LHAP can be established for a three year period and can be amended as necessary. The proposed LHAP establishes how Palm Beach County will utilize its SHIP allocation for the fiscal years identified in the Plan.

Attachments:

- A) Proposed Resolution for Fiscal Years 2007/2008; 2008/2009; 2009/2010
- B) Local Housing Assistance Plan with Exhibits A, B, C, D, E & F
- C) Certification To Florida Housing Finance Corporation

Recommended by:

[Signature]
Department Director

4-18-06

Date

Approved By:

[Signature]
Deputy County Administrator

4/21/06

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2006	2007	2008	2009	2010
Capital Expenditures	\$ _____	_____	_____	_____	_____
Operating Costs	\$ _____	_____	_____	_____	_____
External Revenues	\$ _____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	<u>N/A</u>	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>N/A</u>	_____	_____	_____	_____
Is Item Included In Current Budget?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
Budget Account No.:	Fund _____	Agency _____	Org. <u>Various</u>	Object <u>8301</u>	
Program Code/Period					

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 No Fiscal Impact At This Time

C. Departmental Fiscal Review: Larry D. Brown *LDB*

III. REVIEW COMMENTS

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

[Signature] 4-18-06
 OFMB *CN/04/18/06*

[Signature] 4/19/06
 Contract Dev. and Control *4/19/06*

B. Legal Sufficiency:

[Signature] 4/19/06
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

RESOLUTION NO R-2006-0735

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

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

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

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

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

WHEREAS, as required by *Chapter 67-37.005(6)(f)3, F.A.C.*, It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

WHEREAS, the Board of County Commissioners finds that it is in the best interest of the public for 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 THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA that

Section 1: The BOARD OF COUNTY COMMISSIONERS of PALM BEACH COUNTY hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2007/2008; 2008/2009; 2009/2010.

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

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

Attachment A


The foregoing Resolution was offered by Commissioner Marcus and seconded by Commissioner McCarty, and upon put to vote, the vote was as follows:

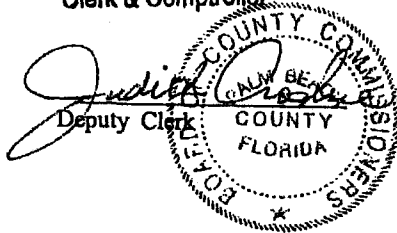
Tony Masilotti, Chairman	- Aye
Addie Green, Vice Chairperson	- Aye
Jeff Koons	- Aye
Warren Newell	- Aye
Burt Aaronson	- Aye
Mary McCarty	- Absent
Karen Marcus	- Aye
	- Aye

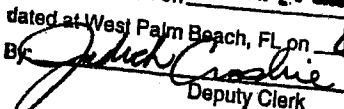
The Chair thereupon declared this Resolution duly PASSED AND ADOPTED THIS 25 DAY OF April, 2006.

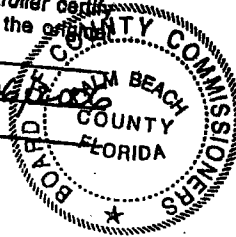
APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
CLERK/COMPTROLLER

ATTEST:
SHARON R. BROCK,
Clerk & Comptroller

By: 
Tammy K. Fields,
Assistant County Attorney



STATE OF FLORIDA, COUNTY OF PALM BEACH
I, SHARON R. BOCK, Clerk & Comptroller certify
this to be a true and correct copy of the original
filed in my office on APR 25 2006
dated at West Palm Beach, FL on 4/24/06
By: 
Deputy Clerk



R2006 0735

APR 25 2006

**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 provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation 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.

- (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.

Diene Brown
Witness

Tom Masi
Chief Elected Official or designee

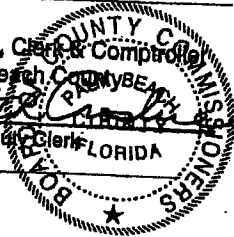
Glenn Madison
Witness

Tony Masiotti/Chairman
Type Name and Title

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APR 15 2006

Date _____
 OR Sharon R. Bock, Clerk & Comptroller
 Palm Beach County
 By Judith Casali
 Deputy Clerk
 FLORIDA



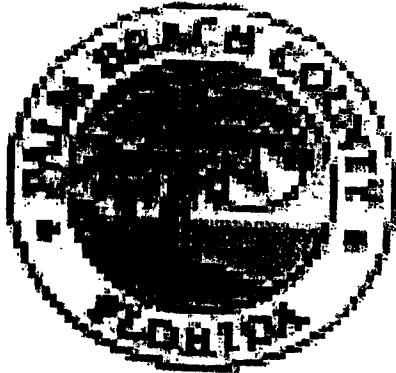
Attest:
(Seal)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

[Signature]
COUNTY ATTORNEY

PALM BEACH COUNTY

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



FISCAL YEARS COVERED
2007/2008, 2008/2009, 2009/2010

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Attachment B

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 2007/2008

X 2008/2009

X 2009/2010

D. Governance: Chapter 67-37.005(3) and (5)(1) 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.
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), F.S.
The Plans are intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP

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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.*
Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price median area purchase price established by the U.S. Treasury Department or as 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(3)(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. Wages to Work: *Chapter 67-37.005(6)(b)(7)F.A.C.*

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

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

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

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

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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.

In accordance with Chapter 67-37, Florida Administrative Code, the cost of administering the local housing assistance plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. However, the Board of County Commissioners (BCC) determined 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. Instead, they determined 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. 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**.*

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

A. **Name of the Strategy: Purchase Assistance:**

- a. **Summary of the Strategy:** 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 is required and provided through private sector financing institutions.

SHIP funds will also be made available to income eligible law enforcement officers who are first time homebuyers residing in identified redevelopment target areas with high incidences of crime. The maximum award for income eligible low and moderate income law enforcement officers will be up to \$60,000.

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

- b. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010

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- 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 based on what's needed to purchase the property at a monthly payment affordable to the prospective homebuyer.
- e. **Terms, Recapture and Default:** Deferred payment loans secured by mortgage and note for a term of thirty (30) years with zero interest. No payment is required as long as the home remains the primary residence of the applicant. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. Any applicable affordability restrictions will be transferred to the new owner.

If the home is sold, title is transferred or conveyed to an ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become immediately due and payable. 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.

In the event of the 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 owner within ninety (90) days of the death of the original borrower. Any applicable deed/affordability restrictions will be transferred to the new owner.

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 home buyer. The County is currently exploring other long term affordability options such as Community Land Trust and Shared Equity/Appreciation. 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 of the equity/appreciation (less any applicable

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repayments) realized to the County when the property is sold at fair market value during the term of the mortgage.

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 deed in lieu of foreclosure of the first mortgage transpire, 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.

f. **Recipient Selection Criteria:**

1. Eligible applicants will be selected on a first come, first qualified, 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 home buyer is an applicant who has not owned a home within the 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 (3) three 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 purchased 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 (CO) 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. **Sponsor Selection Criteria:** N/A

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

B. Name of the Strategy: Single Family Development

- a. **Summary of the Strategy:** This strategy will provide financial assistance to builders to encourage the development and construction of affordable housing. The escalating cost, and scarcity of land in Palm Beach County makes it extremely difficult for housing developers to build affordable housing units. SHIP funds may be used for site acquisition, site development, infrastructure improvements, impact fees, demolition costs, construction financing, and other construction related costs. The funding may be leveraged with land donated to the developer/non-profit and or density bonuses granted. The goal of this strategy is to increase the number of affordable owner housing units available to low income persons in Palm Beach County. This is achieved through the builder/developer reducing the cost of the home to the low income homebuyer by the amount of SHIP funds provided.
- b. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010
- c. **Income Categories to be served:** Very Low, Low and Moderate Income.
- 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:**
 1. The financial assistance to the developer will be secured with a mortgage and note that may require repayment at an interest rate of three percent (3%) with a maximum term of thirty years to preserve affordability.
 2. Assisted developments must commit to set aside a minimum number of units for low income households based on 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.
 3. For owner occupied units developed through this program, the County will develop a legally sufficient agreement maintaining affordability for a minimum period similar to the Purchase Assistance Program. Recapture and default provisions will also be similar to the Purchase Assistance Program.

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

f. **Recipient Selection Criteria:**

1. The County will advertise the availability of funds. Proposed projects will be considered on an ongoing basis subject to funding availability basis. Eligible applicants will be awarded assistance on a first come, first qualified, first served basis until all available funds are allocated. All applications will be evaluated based upon a point scoring system. An application scoring the most points does not guarantee funding for 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 and state the reason for such recommendation.
2. Selection criteria will also include 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. 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.

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

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

C. **Name of the Strategy:** HOME Match

- a. **Summary of the Strategy:** SHIP funds will be used to provide the local required dollar match for the federal HOME program. Under this strategy, the only initiative funded will be purchase assistance for first time homebuyers. Funds will be made available to first time homebuyers. Assistance will be

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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 is required and provided through private sector financing institutions.

- b. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010
 - c. **Income Categories to be served:** Very Low, and Low
 - 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 maximum award may also be based on the maximum award stipulated by HOME program guidelines.
 - e. **Terms, Recapture and Default.** Zero interest deferred payment loans secured by a mortgage and note will be for a term of thirty (30) years with zero interest. For owner occupied units developed through this program, the County will develop a legally sufficient agreement maintaining affordability for a minimum period similar to the Purchase Assistance Program. Recapture and default provisions will also be similar to the Purchase Assistance Program.
 - f. **Recipient Selection Criteria:**
 - 1. Eligible applicants will be selected on a first come, first qualified, first served basis within the income groups subject to funding availability.
 - 2. Eligible program participants must meet the definition of a first time homebuyer. The only exception is a person who has lost a home due to a divorce; within the (3) three 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 purchased 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 (CO) is required prior to occupancy.
 - g. **Sponsor Selection Criteria:** N/A
 - h. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.
- D. Name of the Strategy: **Housing Rehabilitation**

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- a. **Summary of the Strategy:** Home repair assistance will be provided to income-eligible owner-occupied applicants (structures of one to four dwelling units) for substantial rehabilitation and/or emergency repair of the home to correct code violations and stop additional deteriorations. Mobile homes will not be eligible for assistance.

Eligible homes requiring rehabilitation will be renovated to meet the County's applicable housing and building code standards. If the maximum award amount 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. In the event the maximum award is insufficient to bring the home up to applicable building code standards, and the applicant is very-low income or elderly, the homeowner may be eligible for replacement housing. Eligible home repair include:

- **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 replacement, door replacement, re-wiring, re-plumbing, kitchen and bathroom remodeling to reverse deterioration, a/c and heating system replacement, interior and exterior painting, floor covering replacement to replace deteriorated existing floor covering, insulation, repair cracked or hazardous driveways, termite treatment and repairs, room additions to alleviate overcrowded living conditions, and hurricane shutters installation (eligible item when included in overall repair project, and only if required by code or ordinance). This strategy may also allow for addressing unforeseen conditions of deterioration or other conditions discovered during a substantial rehabilitation project.

- Housing modifications and architectural barrier removal to improve accessibility for owner occupants and renter occupants who are elderly (62 years or older) and/or medically or physically disabled, or have family members who are medically or physically disabled. Barrier removal and home modification for both renter and owner housing include:
 - Modification to widen doorways and hallways; installation of accessible doors and hardware; kitchen, bathroom and bedroom modification to accommodate mobility; grab bars; entry ramps; railings; walkways; landings, non-slip floor surfaces; delayed closing mechanisms on egress and garage doors; accessible appliances; installation of accessible cabinets, shelves, drawers, sinks, toilets, roll in showers; removal of architectural barriers.
 - Replacement Housing will provide gap financing to income eligible very low and low income elderly (62 years or older), medically or physically disabled homeowners residing in homes deemed not viable for rehabilitation. The goal of this strategy is to preserve the affordable housing stock of lower income households in Palm Beach County. Funds can be used for demolition of existing property, construction cost of a replacement home on the same lot or at a new location selected by the County, and purchase of an existing home.
- b. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010
- c. **Income Categories to be served:** Very Low and Low Income.
- 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 make all necessary repairs to bring the home up to applicable building code standards. Assistance for renter households applying for housing modification/architectural barrier removal may not exceed \$5,000 for all income groups.
- e. **Terms, Recapture and Default:**
- Emergency and general home repair funding in the amount of \$5,000 or less will be provided as an unsecured grant with no recapture or deferred payment provision. Assistance exceeding \$5,000 up to the maximum award will be in the form of a deferred payment zero (0) interest loan secured by a mortgage and note for a period of 30 years. No payments will be due as long as the home remains the primary residence of the applicant. If the home is

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sold, title is transferred or conveyed, or the home ceases to be the primary residence of the applicant during the term of the loan, the entire amount of assistance provided will be due and payable

Barrier removal and other modification related repair funding for owner occupied households in the amount of \$5,000 or less will be provided as an unsecured grant with no recapture or deferred payment provision. Assistance in the amount of \$5,001 up to \$10,000 will be a deferred payment zero interest loan for a term of five (5) years secured by a note and mortgage. Assistance exceeding \$10,000 up to the maximum award will be in the form of a deferred payment zero interest loans for a term of ten (10) years secured by a note and mortgage. The maximum award for renter occupied units will be \$5,000 with no recapture or deferred payment provision.

No payment is required as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become immediately due and payable. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. Any applicable affordability restrictions will be transferred to the new owner.

In the event of death of the owner, recapture and default provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.

f. **Recipient Selection Criteria:**

The County will advertise the availability of funds. Eligible owner and renter applicants will be considered on an ongoing basis subject to funding. Applicants will be awarded assistance on a first come, first qualified, first served basis until all available funds are allocated.

Property owners seeking assistance in this program must meet the program requirements outlined in Palm Beach County's Department of Housing and Community Development's policies for the Property Rehabilitation Program for Single-Family Structures and the Emergency Rehabilitation Program. Waiting list priority may be given in the following circumstances:

1. Documented special needs (as defined by Chapter 67-37.002(13), F.A.C.) of eligible homeowner (or immediate household member) who faces immediate institutionalization without the rehabilitation to the home. If institutionalization is not imminent, the applicant will not receive priority.
 2. Eligible homeowner who has suffered a catastrophic single event emergency (e.g. fire, localized weather damage, etc) that will cause imminent homelessness. If homelessness is not imminent, the applicant will not receive priority.
 3. Other selection criteria are as follows:
 - Applicant promises to pay all property taxes, insurance, utilities, existing mortgage payments and other assessments when due.
 - Applicant promises to maintain property and not allow deterioration of mortgaged property.
 - First time applicants will generally be given priority over previously assisted persons. Exceptions may be made for eligible property owners in cases where living conditions threaten the personal health and safety of the household.
 - Property must be owner occupied.
 - Verification of ownership and documented payment of property taxes must be provided.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.
- E. **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.
 - b. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010.

- c. **Income Categories to be served:** Very Low and Low Income
- d. **Maximum Award:** is noted on the Housing Delivery Goals Charts. The maximum award is not automatically provided. The amount awarded is what's needed to restore the mortgage to current status.
- e. **Terms, Recapture and Default:** Zero interest deferred payment loans secured by a mortgage and note will be for a term of thirty (30) years. No payment is required as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed to an eligible buyer, recapture and default provisions will also be similar to the Purchase Assistance Program for income eligible buyers/heirs. In the event of death of the owner, recapture and default provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.
- 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.
 - Assessed or taxable value of the property, whichever is lower, 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.

F. **Name of the Strategy:** Utility Connection/Impact Fee Payment Strategy

- a. **Summary of the Strategy:** Direct financial assistance will be provided to income eligible single family homeowners, for the payment of impact fees and/or sewer and water connection system fees charged by local governments for new municipal improvements.
- b. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010.
- 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:** Zero interest deferred payment loans secured by a mortgage and note will be for a term of thirty (30) years. No payment is required as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed to an eligible or ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, recapture and default provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.

In the event of death of the owner, recapture and default provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.
- f. **Recipient Selection Criteria:** Income eligible applicants will be assisted on a first-come, 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. Applicants must be very low or low income to participate.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.

G. **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 the President 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 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.
- a. **Years Covered:** 2007/2008; 2008/2009; 2009/2010
 - b. **Income Categories to be served:** Very Low, Low, and Moderate income
 - c. **Maximum Award:** is noted on the Housing Goals Delivery Chart
 - d. **Terms, Recapture and Default:** Funding in the amount of \$5,000 or less will be provided in the form of an unsecured grant with no recapture or deferred payment provision. Assistance of \$5,001 up to \$20,000 to homeowners will be a deferred payment zero interest loan for a term of ten

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(10) years secured by a note and mortgage. Assistance exceeding \$20,000 up to the maximum award will be a deferred payment interest loan for a term of 30 years, secured by a note and mortgage.

No payment is required as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed to an ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become due and payable immediately. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage, including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. Any applicable affordability restrictions will be transferred to the new owner. Other recapture and default provisions will also be similar to the Purchase Assistance Program. In the event of death of the owner, recapture and default provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.

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.

- 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.

H. **Name of Strategy:** Multi-Family Rental

- a. **Summary of Strategy:** This strategy will provide assistance to developers of affordable rental housing serving low income households. The goal of this strategy is to increase the number of affordable rental housing units available to income eligible persons in Palm Beach County. 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:** 2007/2008; 2008/2009; 2009/2010.
- 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 will be secured with a mortgage and note that will require repayment at an interest rate of three percent (3%) with a minimum term of fifteen (15) years and a maximum term of thirty (30) 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 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. **Applicant Selection Criteria:** The County will advertise the availability of funds. Sponsors of affordable rental developments will be selected through an RFP and review process based upon a point scoring system. The applications will be scored for comparison to other similar projects and funding recommendations. Applications must score a minimum of fifty percent (50%) of total available points to be reviewed for funding. Applications scoring less than fifty percent will be disqualified. An application scoring the most points does not guarantee funding for 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 and state the reason for such recommendation

Selection criteria will further include quality of the proposed development, operational costs, development team experience, housing affordability, economic viability and sensitivity to local housing needs.

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 local WAGES and Workforce Development initiatives.
- g. **Sponsor Selection Criteria:** N/A

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

III. LHAP INCENTIVE STRATEGIES

Section 420.9071(16), F.S.

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

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

- a. **Established policy and procedures:** To facilitate this strategy, the County restructured its development process by reducing the number of review boards and created a single Development Review Committee. The Manager of the Planning Division of the Planning, Zoning & Building Department (PZ&B) and Engineering designated a staff person to be responsible for processing and facilitating affordable housing projects through the review process. The emphasis is on reducing processing time. This staff person is the developer's point of contact for all questions concerning the review process and follows any affordable housing application through the process. All permit applications that have been determined to be affordable housing is given priority. This strategy is implemented through the Building Planning and Zoning Department and is functioning as intended.

B. **Name of the Strategy: Ongoing Review Process**

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

- a. **Established policy and procedures:** An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption. The Director of the Zoning Division of Planning Zoning & Building Department (PZ&B) and the County Engineer or his/her designee will review all proposed County ordinances to determine the outcome, if any, on the cost of housing. When it is determined that an impact exist, a cost analysis is prepared by appropriate staff. This strategy has been implemented and is functioning as intended

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

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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.

EXHIBIT A

Below, please find a break out of Administrative budget for the three (3) fiscal years

	Fy 2007 -2008	FY 2008 -2009	FY 2009-2010
Salaries	\$ 547,880	\$ 565,076	\$ 583,000
FICA/Taxes	41,091	42,381	43,725
Retirement	52,049	53,682	55,385
Insurance /Life & Health	82,182	84,761	87,450

Workers Comp.	\$ 5,677	\$ 5,704	\$ 5,844
County Attorney	30,000	30,000	28,000
Other Contr. Services	2,000	3,000	1,500
Office Temporaries	30,000	20,000	7,000
ISS-Computer Services	5,000	1,400	1,400
Contr. Services - Training	600	500	500
Travel	800	5,000	2,500
Postage	3,500	1,500	1,500
Utilities/Waste	5,000	6,500	6,500
Pager Rental	100	200	200
Auto Repairs - Fleet Ngnt	19,500	19,500	19,500
Graphics	500	500	500
Reg. Fees	500	1,500	1,700
Advertisement	2,000	2,000	2,000
Indirect Cost	41,000	41,000	41,000
Office supplies	4,500	4,500	4,500
Office Furniture	8,500	2,500	1,000
Computer Software	1,500	500	500
Gasoline	800	1,000	1,000
Clothing/Safety Equip	150	150	150
Subscriptions	300	300	300
Memberships	100	200	200
Computer Equip.	13,125	5,000	1,500

Totals	\$ 898,354	\$ 898,354	\$ 898,354
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TIMETABLE FOR STATE FISCAL YEAR:

PALMBEACH COUNTY

	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030			
Advertise Availability of Funds	X																																			
Application Period(On-Going)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Start Program Year	X																																			
Annual Report									X																											
Mid-Year Review/Adjustments						X																														
End-Year Review/Adjustments							X																													
Encumbrance Deadline																																				
Expenditure Deadline																																				
Final Program Review																																				

Directions: Type in the applicable years across the top line.
 List Program Activities down left hand side. Type in an "X"
 on applicable activity line under month and year the activity will be initiated or completed.
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

EXHIBIT C

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
 STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2007 - 2008

Please check applicable box, & if Amendment, enter number	
New Plan:	x
Amendment:	
Fiscal Year Closeout:	

Name of Local Government: Palm Beach County

Available Funds: \$8,983,547

HOME OWNERSHIP STRATEGIES	VLI Units	Max SHIP Award	LI Units	Max SHIP Award	MI Units	Max SHIP Award	New Construction			SHIP Dollars	Percentage	Units
							SHIP Dollars	SHIP Dollars	SHIP Dollars			
Purchase Assistance	15	\$75,000	40	\$80,000	20	\$45,000	\$750,000	\$2,800,000	\$450,000	\$4,000,000	44.53%	75
Single Family Development	5	\$75,000	10	\$80,000	10	\$45,000	\$1,450,000	\$0	\$0	\$1,450,000	16.14%	25
Home Program Match	10	\$75,000	20	\$80,000	0	\$0	\$300,000	\$200,000	\$200,000	\$700,000	7.79%	30
Single Family Rehabilitation	15	\$40,000	20	\$40,000	0	\$0	\$0	\$800,000	\$0	\$800,000	6.68%	35
Foreclosure Prevention	10	\$7,500	15	\$7,500	0	\$0	\$0	\$0	\$100,000	\$100,000	1.11%	25
Utility Connection/Impact Fees	15	\$10,000	20	\$10,000	0	\$0	\$0	\$0	\$150,000	\$150,000	1.67%	35
Disaster Mitigation	0	\$0	0	\$0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0
Subtotal 1 (Home Ownership)	70		125		30		\$2,500,000.00	\$3,800,000.00	\$900,000.00	\$7,000,000.00	77.92%	225
RENTAL STRATEGIES	VLI Units	Max SHIP Award	LI Units	Max SHIP Award	MI Units	Max SHIP Award	New Construction			SHIP Dollars	Percentage	Units
Multifamily Competitive Rental	20	\$10,000	150	\$10,000	0	\$0	\$750,000	\$250,000	\$0			
Barrier Removal	10	\$5,000	10	\$5,000	0	\$0	\$0.00	\$85,193		\$85,193		
Subtotal 2 (Non-Home Ownership)	30		160		0		\$750,000	\$335,193	\$0	\$1,085,193	11.13%	170
Administrative Fees										\$898,354	10.00%	
Admin. From Program Income												
Home Ownership Counseling												
GRAND TOTAL	VLI Units	Max SHIP Award	LI Units	Max SHIP Award	MI Units	Max SHIP Award	New Construction			SHIP Dollars	Percentage	Units
Subtotal 1 & 2, Admin. & HO Counseling	100		285		30		\$3,250,000	\$3,935,193	\$900,000			
Percentage Construction/Rehab Total Columns A&B											87.81%	
Maximum Allowable Purchase Price:							New	\$280,467	Existing	\$780,407		

Allocation Breakdown	Amount	%
Very-Low Income	\$2,829,817.00	31.50%
Low Income	\$4,446,856.00	49.50%
Moderate Income	\$808,519.00	9.00%
TOTAL	\$8,085,192.00	90.00%

Projected Program Income:	\$0	Amount Program Income for Admin:	\$0
Projected Recaptured Funds:	\$0		
Distribution:	\$8,983,547		
Total Available Funds:	\$8,983,547		

Revised for 2/14/06

PALM BEACH COUNTY

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)



**FISCAL YEARS COVERED
2007/2008, 2008/2009, 2009/2010**

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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 2007/2008

X 2008/2009

X 2009/2010

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 homebuyer 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.**
Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price median area purchase price established by the U.S. Treasury Department or as 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) 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% 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. 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.

Q. Lien Policy

Where Palm Beach County provides SHIP funds to facilitate the development of

affordable and workforce housing, it is the County's policy that a superior lien position be granted to Palm Beach County whenever its SHIP contribution is larger than either any mortgage or any other subsidy. The Department of Housing & Community Development will provide a copy of this policy to the public.

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

A. Name of the Strategy: PURCHASE ASSISTANCE:

1. **Summary of the Strategy**: 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; 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 also be made available to income eligible law enforcement officers who are first time homebuyers residing in identified redevelopment target areas with high incidences of crime. The maximum award for income eligible low and moderate-income law enforcement officers will be up to \$60,000.

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

2. **Fiscal Years Covered**: 2007/2008; 2008/2009; 2009/2010
3. **Income Categories to be served**: Very Low, Low and Moderate Income.
4. **Maximum Award**: is noted on the Housing Delivery Goals Charts. The maximum award is not automatically provided. The amount awarded is based on what is needed to purchase the property at a monthly payment affordable to the prospective homebuyer.
5. **Terms, Recapture and Default**: Deferred payment loans secured by mortgage and note for a term of thirty (30) years with zero interest. Payment in full is due if the property is sold within 30-year term. If sold after the 30-year term, no repayment is required. Assistance will be included in a recorded mortgage and subject to recapture provision below.

If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. Any applicable affordability restrictions will be transferred to the new owner.

If the home is sold, title is transferred or conveyed to an ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become immediately due and payable. 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

In the event of the 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 owner within ninety (90) days of the death of the original borrower. Any applicable deed/affordability restrictions will be transferred to the new owner.

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. The County is currently exploring other long-term affordability options such as Community Land Trust and Shared Equity/Appreciation. 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 70% 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.

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 deed in lieu of foreclosure of the first mortgage transpire, 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.

6. **Recipient Selection Criteria:**
- a. Eligible applicants will be selected on a first come, first qualified, first served basis within the income group subject to funding availability.
 - b. 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 the 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 (3) three years preceding the SHIP assisted purchase.
 - c. The applicant must have completed a Homebuyer Education class approved by the County prior to receiving financial assistance.
 - d. The purchased 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 (CO) is required prior to occupancy.
 - e. Very low-income homebuyers must contribute a minimum of 2.5% and low and moderate buyers must contribute a minimum of 3%.

7. **Sponsor Selection Criteria:** N/A
8. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds. But, where the County's SHIP subsidy is equal to the first mortgage, the County must share first lien position with the first mortgage lender. However, where the County's SHIP subsidy is larger than the first mortgage, then the County must be in first lien position. Also, where the County's SHIP subsidy is larger than another subsidy, the County must be placed in a superior lien position to any smaller subsidy.

B. Name of the Strategy: HOMEOWNERSHIP DEVELOPMENT

1. **Summary of the Strategy:** This strategy will provide financial assistance to builders to encourage the development and construction of affordable housing. The cost and scarcity of land in Palm Beach County makes it extremely difficult for housing developers to build affordable housing units. SHIP funds may be used for site acquisition, site development, infrastructure improvements, impact fees, demolition costs, construction financing, and other construction related costs. Funds awarded under this strategy will be encumbered within 12 months and expended within 24 months with the unit occupied by an eligible applicant. The funding may be leveraged with land donated to the developer/non-profit and or density bonuses granted.

The goal of this strategy is to increase the number of affordable owner housing units available to low income persons in Palm Beach County. This is achieved through the builder/developer reducing the cost of the home to the low-income homebuyer by the amount of SHIP funds provided.

2. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010
3. **Income Categories to be served:** Very Low, Low and Moderate Income.
4. **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 homeowners as noted on the Housing Delivery Goals Charts is not automatically provided. The amount awarded is what is needed to purchase the property at a monthly payment affordable to the prospective homebuyer.
5. **Terms, Recapture and Default:**
 - a. The financial assistance to the developer will be secured with a mortgage and note that may require repayment at an interest rate of three percent (3%) with a maximum term of thirty years to preserve affordability.
 - b. Assisted developments must commit to set aside a minimum number of units for very low and low-income households based on 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.
 - c. For owner occupied units developed through this program, the County will develop a legally sufficient agreement maintaining affordability for a minimum period of 30 years. The Recapture and default provisions require the home remains the primary residence of the applicant. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the

mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. All applicable affordability restrictions will be transferred to the new owner.

If the home is sold, title is transferred or conveyed to an ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become immediately due and payable. 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.

In the event of the 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.

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 home buyer. 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.

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.

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

6. **Recipient Selection Criteria:**

- a. 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.
- b. Eligible purchasers of the developed units must be very low, low or moderate income, and occupy the property as their primary residence.
- c. Eligible applicants must qualify as first time homebuyers and must receive a certificate of homebuyer counseling prior to loan closing.

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

- a. 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 and Builders 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.
- b. 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.
- c. 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.
- d. Eligible applicants must qualify as first time homebuyers and must receive a certificate of homebuyer counseling prior to loan closing.

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

C. **Name of the Strategy: HOME MATCH**

- 1. **Summary of the Strategy:** SHIP funds will be used to provide the local required dollar match for the federal HOME program. Under this strategy, the only initiative funded will be purchase assistance for first time homebuyers. Funds will be made available to first time homebuyers. Assistance 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 is required and provided through private sector financing institutions.

2. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010
3. **Income Categories to be served:** Very Low, and Low
4. **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 maximum award may also be based on the maximum award stipulated by HOME program guidelines.
5. **Terms, Recapture and Default.** The County will develop a legally sufficient agreement maintaining affordability for a minimum period of 30 years. The Recapture and default provisions require the home remains the primary residence of the applicant. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the new owner prior to the sale of the property. All applicable affordability restrictions will be transferred to the new owner.

If the home is sold, title is transferred or conveyed to an ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become immediately due and payable. 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.

In the event of the death of the borrower prior to the end of the term of the mortgage, the outstanding balance becomes 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.

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 home buyer. 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.

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.

6. **Recipient Selection Criteria:**

- a. Eligible applicants will be selected on a first come, first qualified, first served basis within the income groups subject to funding availability.
- b. Eligible program participants must meet the definition of a first time homebuyer. The only exception is a person who has lost a home due to a divorce; within the (3) three years preceding the SHIP assisted purchase.
- c. The applicant must have completed a Homebuyer Education class approved by the County prior to receiving financial assistance.
- d. The purchased 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 (CO) is required prior to occupancy.

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

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

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

1. **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.
2. **Fiscal Years Covered:** 2007-2008
3. **Income Categories to be served:** Extremely low, Very-low and low income
4. **Maximum award as noted on the Housing Delivery Housing Goals Chart:** \$5,000
5. **Terms, Recapture and Default:** The assistance will be in the form of a grant.
6. **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.
7. **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.

8. **Additional Information:** None

E. **Name of the Strategy:** FORECLOSURE PREVENTION

1. **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.

2. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010.
3. **Income Categories to be served:** Very Low, Low and Moderate Income
4. **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.
5. **Terms, Recapture and Default.** The County will develop a legally sufficient agreement maintaining affordability for a minimum period of 30 years. All assistance provided is due upon sale, title transfer or conveyance. The Recapture and default provisions require the home remains the primary residence of the applicant. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the new owner prior to the sale of the property. All applicable affordability restrictions will be transferred to the new owner.

If the home is sold, title is transferred or conveyed to an ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become immediately due and payable.

In the event of the death of the borrower prior to the end of the term of the mortgage, the outstanding balance becomes 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.

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. 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.

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.

6. **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, low-income or moderate-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.
- Taxable value of the property, whichever is lower, may not exceed the established maximum sales price.

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

8. **Additional Information:** SHIP funds may be leveraged with other private funding and local funding.

F. **Name of the Strategy: UTILITY CONNECTION/IMPACT FEE PAYMENT STRATEGY**

1. **Summary of the Strategy:** Direct financial assistance will be provided to income eligible single-family homeowners, for the payment of impact fees and/or sewer and water connection system fees charged by local governments for new municipal improvements.
2. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010.
3. **Income Categories to be served:** Very Low and Low Income
4. **Maximum Award:** is noted on the Housing Goals Delivery Chart.
5. **Terms, Recapture and Default:** Zero interest deferred payment loans secured by a mortgage and note will be for a term of thirty (30) years. All assistance provided is due upon sale, title transfer or conveyance. No payment is required as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed to an eligible or ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, recapture and default provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.

In the event of death of the owner, recapture and default, provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.
6. **Recipient Selection Criteria:** Income eligible applicants 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. Applicants must be very low or low income to participate.
7. **Sponsor Selection Criteria:** N/A
8. **Additional Information:** Other state, federal, private and local funds may be leveraged with SHIP funds.

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

1. **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:
 - a. Purchase of emergency supplies for eligible households to weatherproof damaged homes;
 - b. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
 - c. Construction of wells or repair of existing wells where public water is not available;
 - d. Payment of insurance deductibles for rehabilitation of homes covered

under homeowner insurance and homeowner association policies;

- e. Security deposits and rental assistance by Executive Order, for eligible recipients displaced from their homes due to damage caused by the natural disaster;
- f. 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;
- g. Repair eligible rental units for the purpose of upgrading damaged substandard properties to correct code violations and prevent additional deterioration;
- h. Payment for rehabilitation of homes with non-insured repairs;
- i. Other activities as proposed by Palm Beach County and approved by Florida Housing Finance Corporation.

2. **Years Covered:** 2007/2008; 2008/2009; 2009/2010

3. **Income Categories to be served:** Very Low, Low, and Moderate income

4. **Maximum Award:** is noted on the Housing Goals Delivery Chart

5. **Terms, Recapture and Default:** All assistance provided is due upon sale, title transfer or conveyance. No payment is required as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed to an ineligible buyer, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become due and payable immediately. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage, including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. Any applicable affordability restrictions will be transferred to the new owner. Other recapture and default provisions will also be similar to the Purchase Assistance Program. In the event of death of the owner, recapture and default, provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.

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.

6. **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.

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

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

H. **Name of Strategy:** MULTIFAMILY RENTAL DEVELOPMENT

1. **Summary of Strategy:** This strategy will provide assistance to developers of affordable rental housing serving low-income households. The goal of this strategy is to 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.
2. **State Fiscal Years:** 2007/2008; 2008/2009; 2009/2010.
3. **Income Categories to be served:** Very Low and Low Income
4. **Maximum Award** is noted on the Housing Goals Delivery Chart.
5. **Terms, Recapture and Default:**
The financial assistance will be secured with a mortgage and note that will require repayment at an interest rate of three percent (3%) annually with a minimum of fifteen (15) years and a maximum term of thirty (30) 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. Assisted developments must commit to rent stipulations as established by HUD for the term of the mortgage and all other stipulations if the loan agreement. 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.
6. **Recipient Selection Criteria:**
 - a. 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.
 - b. Eligible purchasers of the developed units must be very low, low or moderate income, and occupy the property as their primary residence.
 - c. Eligible applicants must qualify as first time homebuyers and must receive a certificate of homebuyer counseling prior to loan closing.
7. **Developer (Sponsor) Selection Criteria:**
The County will advertise the availability of funds. Sponsors of affordable rental development will be selected through an RFP and review process based upon a point scoring system. Applicants must score a minimum of fifty percent (50%) of total available points to be reviewed for funding. Applicants scoring less than fifty percent (50%) will be disqualified. An application scoring the most points does not necessarily 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 deem 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.

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

I. Name of the Strategy: OWNER-OCCUPIED HOUSING REHABILITATION

1. **Summary of the Strategy:** This strategy provides funding to extremely-low, very-low and low income homeowners to repair or rehabilitate eligible single-family owner-occupied units (structures of one to four dwelling units) for the purpose of upgrading substandard property conditions and correcting building and housing code violations. 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. However, where the rehabilitation cost exceeds fifty percent (50%) or more of the fair market value of the home, the homeowner will be referred for Federal (CDBG) or other replacement assistance.

Eligible home repairs include but are not limited to:

- Structural components that show sign of imminent collapse
- Damages cause by fire
- Roof repair and /or replacement: complete repair or replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions including gutters
- Broken water pipes
- Septic system failure
- Water leaks in walls or foundation
- Interior and exterior door replacement including hardware
- Bathroom remodeling to include wall repair, new tub, new sink, and new toilet
- Garage door repair/replacement
- Windows and window fixtures replacement including screens
- Roof leaks causing electrical hazard, ceiling collapse or structural damage
- Inoperable toilet, sink, tub or hot water heater
- Drywall replacement/repair
- Inoperable exterior doors and windows
- Installation of hurricane shutters
- Electrical repairs to include breaker panel upgrades and whole house rewiring
- Gas leaks
- Mold remediation
- Termite treatment and repairs
- Kitchen remodeling to include wall repair, new stove, new refrigerator, new sink, and new cabinets (this item is only available as part of an overall project and will not be done on its own)
- Cracked/dangerous driveway
- Interior and exterior painting
- Re-plumbing of entire home
- Repair/replace/install HVAC system
- Floor covering installation or replacement

- Insulation
- Repair deteriorated siding/stucco
- Repair/replace existing sprinkler system and related items
- Repair/replace screen and patio enclosures
- Repair/replace fencing
- Repair/replace interior and exterior light fixtures
- Handicapped accommodations in bedroom, bathroom and/or kitchen including removal of all architectural barriers
- Repair or replace existing lawn sprinkler system
- Replace existing yard grass (sod) when required by municipal code
- Repair or replace existing fencing
- Sheds
- Any other repairs identified as being in violation of applicable building codes threatening the life, health and safety of the residents

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.

2. **Fiscal Years Covered 2007/2008; 2008/2009; 2009/2010**

3. **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.

4. **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.

5. **Terms, Recapture and Default**

Funding in the amount of \$5,000 or less will be provided in the form of an unsecured grant with no recapture or deferred payment provision. Assistance of \$5,001 up to \$20,000 will be in the form of a deferred payment zero interest loan secured by a lien on the property for a period of 10 years. Assistance exceeding \$20,001 and up to the maximum award will be in the form of a deferred payment, zero interest loan secured by a lien for a period of 30 years.

No payments will be due as long as the home remains the primary residence of the original applicant. If the home is sold, leased, title is transferred, or the home ceases to be the primary residence of the applicant within the lien period, the entire amount of assistance provided must be repaid within 60 days.

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.

6. **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.

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

No sponsors will be utilized for the Owner-Occupied Housing Rehabilitation Program. Applicants will be funded directly subject to funding availability. Funding for materials and labor may also be provided to long-term recovery organizations in Palm Beach County including non-profit and community housing organizations.

8. **Additional Information:**

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

- 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).
- The residence must be owner occupied.
- Mortgage payments and taxes must be current / paid up to date.
- Applicants must provide proof of current homeowners insurance.
- SHIP funds may be combined with CDBG and/or HOME funds where needed. 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.
- Rehabilitation/repairs will be performed by a State certified licensed contractor licensed to do business in Palm Beach County. The homeowner must utilize the contractors within Palm Beach County's Facilities and Operations' Residential Repair Program.
- SHIP funds will not be expended on properties where the repair costs exceed fifty (50%) of the property's assessed value.

J. Name of the Strategy: HOUSING REHABILITATION

Summary of the Strategy: Home repair assistance will be provided only to income-eligible owner-occupied properties (structures of one to four dwelling units. The U.S. Department of Housing and Urban Development considers structure of one to four dwelling units, if one unit is owner-occupied to be owner-occupied housing), for substantial rehabilitation and/or emergency repair of the home to correct code violation and stop additional deterioration. Rental properties and mobile home will not be eligible for assistance under this program/strategy

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

- **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 replacement, door replacement, re-wiring, re-plumbing, kitchen and bathroom remodeling to reverse deterioration, a/c and heating system replacement, interior and exterior painting, floor covering replacement to replace deteriorated existing floor covering, insulation, repair cracked or hazardous driveways, termite treatment and repairs, room additions to alleviate overcrowded living conditions, and hurricane shutters installation (eligible item when included in overall repair project, and only if required by code or ordinance). This strategy may also allow for addressing unforeseen conditions of deterioration or other conditions discovered during a substantial rehabilitation project.
 - Housing modifications and architectural barrier removal to improve accessibility for owner occupants who are elderly (62 years or older) and/or medically or physically disabled, or have family members who are medically or physically disabled. Barrier removal and home modification for both renter and owner housing include:
 - Modification to widen doorways and hallways; installation of accessible doors and hardware; kitchen, bathroom and bedroom modification to accommodate mobility; grab bars; entry ramps; railings; walkways; landings, non-slip floor surfaces; delayed closing mechanisms on egress and garage doors; accessible appliances; installation of accessible cabinets, shelves, drawers, sinks, toilets, roll in showers; removal of architectural barriers.
 - Replacement Housing will provide gap financing to income eligible very low and low-income elderly (62 years or older), medically or physically disabled homeowners residing in homes deemed not viable for rehabilitation. The goal of this strategy is to preserve the affordable housing stock of lower income households in Palm Beach County. Funds can be used for demolition of existing property, construction cost of a replacement home on the same lot or at a new location selected by the County, and purchase of an existing home.
- b. **Fiscal Years Covered:** 2007/2008; 2008/2009; 2009/2010
- c. **Income Categories to be served:** Very Low and Low Income.
- 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 make all necessary repairs to bring the home up to applicable building code standards. Assistance for renter households applying for housing modification/architectural barrier removal may not exceed \$5,000 for all income groups.
- e. **Terms, Recapture and Default:**

Emergency and general home repair funding in the amount of \$5,000 or less will be provided as an unsecured grant with no recapture or deferred payment provision. Assistance exceeding \$5,000 up to the maximum

award will be will be in the form of a deferred payment zero (0) interest loan secured by a mortgage and note for a period of 30 years. No payments will be due as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the applicant during the term of the loan, the entire amount of assistance provided will be due and payable.

Barrier removal and other modification related repair funding for owner occupied households in the amount of \$5,000 or less will be provided as an unsecured grant with no recapture or deferred payment provision. Assistance in the amount of \$5,001 up to \$10,000 will be a deferred payment zero interest loan for a term of five (5) years secured by a note and mortgage. Assistance exceeding \$10,000 up to the maximum award will be in the form of a deferred payment zero interest loans for a term of ten (10) years secured by a note and mortgage. The maximum award for renter occupied units will be \$5,000 with no recapture or deferred payment provision.

No payment is required as long as the home remains the primary residence of the applicant. If the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the applicant during the term of the mortgage, the entire amount of the loan shall become immediately due and payable. If the property is sold, title is transferred or conveyed to an income eligible buyer during the term of the mortgage, repayment may be waived if the new buyer accepts and agrees to the term and conditions of the mortgage including, but not limited to the primary residence requirement. The purchaser's eligibility will be determined by the County and must be requested by the owner prior to the sale of the property. Any applicable affordability restrictions will be transferred to the new owner.

In the event of death of the owner, recapture and default, provisions will be similar to the Purchase Assistance Program provisions for income eligible heirs, and ineligible persons.

f. **Recipient Selection Criteria:**

The County will advertise the availability of funds. Eligible owner and renter applicants will be considered on an ongoing basis subject to funding. Applicants will be awarded assistance on a first come, first qualified, first served basis until all available funds are allocated.

Property owners seeking assistance in this program must meet the program requirements outlined in Palm Beach County's Department of Housing and Community Development's policies for the Property Rehabilitation Program for Single-Family Structures and the Emergency Rehabilitation Program. Waiting list priority may be given in the following circumstances:

1. Documented special needs (as defined by Chapter 67-37.002(13), F.A.C.) of eligible homeowner (or immediate household member) who faces immediate institutionalization without the rehabilitation to the home. If institutionalization is not imminent, the applicant will not receive priority.
2. Eligible homeowner who has suffered a catastrophic single event emergency (e.g. fire, localized weather damage, etc) that will cause imminent homelessness. If homelessness is not imminent, the applicant will not receive priority.

3. Other selection criteria are as follows:

- Applicant promises to pay all property taxes, insurance, utilities, existing mortgage payments and other assessments when due.
- Applicant promises to maintain property and not allow deterioration of mortgaged property.
- First time applicants will generally be given priority over previously assisted persons. Exceptions may be made for eligible property owners in cases where living conditions threaten the personal health and safety of the household.
- Property must be owner occupied.
- Verification of ownership and documented payment of property taxes must be provided.

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

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.

8. **Additional Information:**

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.

K. **Name of the Strategy:** **SPECIAL NEEDS BARRIER FREE HOUSING STRATEGY**

1. **Summary of the Strategy:** This strategy will provide assistance to extremely low, very low and low-income eligible elderly (*62 years or older*) and disabled owner households for housing modifications and barrier removal. This will improve elderly (*62 years or older*) and disabled accessibility. Additionally, Homeowner and Condominium Associations are eligible to apply for assistance to install elevators and lifts for SHIP eligible applicants. There is a critical need for elevators and lifts at many of Palm Beach County's elderly housing developments. A considerable percentage of these developments were built in the late 1970's and early 1980's. Moreover, many of those developments were built without elevators and lifts. In addition, even where there are elevators and lifts, some are in need of repair or replacement. This assistance will only be provided to those Homeowner and Condominium Associations where at least 51% of the home owners (*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, and code compliance accessibility for people with disabilities and those who are elderly (*62 years or older*).

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

- Extremely low, very low and low-income eligible elderly (*62 years or older*) and disabled owner households.
- Homeowner and/or Condominium Associations that will install

elevators and lifts for SHIP eligible residents.

3. **Eligible Uses of Funding for barrier removal and home modifications include, but are not limited to:**

- 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*)
- 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

Health safety and security related repairs include but shall not be limited to the following:

- Roof repairs and/or replacement
- Complete repair or replacement of deteriorated roofing systems to eliminate substandard or unsafe roofing conditions
- Window repairs and/or replacement
- Re-wiring, re-plumbing
- Termite treatment and repair
- Interior wall repairs and painting
- A/C and heating systems repair or replacement
- Repair cracked or hazardous driveway and/or sidewalks.

4. **Maximum award is noted on the Housing Delivery Goals Chart**

5. **Fiscal Years Covered: 2007/2008; 2008/2009; 2009/2010**

6. **Selection Criteria**

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 were 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.

7. Terms, Recapture and Default

a. For owner-occupied units, assistance will be provided as follows:

- **\$5,000 or less** – the assistance will be provided in the form of a forgivable loan (*forgivable after 1 year*). Complete repayment of SHIP assistance is required if the property is sold or title is transferred within 1 year.
- **\$5,001 up to \$10,000** – the assistance will be provided in the form of a forgivable loan (*forgivable after 5 years*). Complete repayment of SHIP assistance is required if the property is sold or title is transferred within 5 years.
- **\$10,001 up to \$20,000** – the assistance will be provided in the form of a forgivable loan (*forgivable after 10 years*). Complete repayment of SHIP assistance is required if the property is sold or title is transferred within 10 years.
- **\$20,001 and above** – the assistance will be provided in the form of a forgivable loan (*forgivable for a period not to exceed 30 years*). Complete repayment of SHIP assistance is required if the property is sold or title is transferred within the approved lien period.

Funds will be provided in the form of a deferred payment loan secured by a mortgage and note for a period of thirty (30) years. The loan is at zero percent interest and requires no monthly payments. The family will be required to repay the entire amount of the loan if they sell, transfer or convey title, or the home ceases to be the principal residence of the homeowner within the lien period.

No payments will be due as long as the home remains the primary residence of the original applicant. If the home is sold, leased, title is transferred, or the home ceases to be the primary residence of the applicant within the lien period, the entire amount of assistance provided must be repaid within 60 days.

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.

All assistance will be provided in the form of a deferred payment zero (0) percent interest loan secured by a mortgage and note. No payment will be due as long as the home remains the primary residence of the applicant. If the house is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the applicant for the term of the mortgage, the entire amount of the assistance provide will be due and payable.

b. For Condominium and Homeowner Associations, assistance will be provided as follows:

- **\$50,000 or less** – the assistance to associations will be provided in the form of a forgivable loan (*forgivable after 10 years*). Complete repayment of SHIP assistance is required if the property is sold or

title is transferred within the 10 years encumbrance period.

- **\$50,001 and above** – the assistance to associations will be provided in the form of a forgivable loan (*forgivable for a period not to exceed 30 years*). Complete repayment of SHIP assistance is required if the property is sold or title is transferred within the approved encumbrance period.

The amount of assistance that Condominiums and Homeowner Associations are eligible to receive is greater than the amount an individual homeowner would be eligible to receive. Due to the amount of households that would benefit from the installation of elevators and lifts, the difference in available assistance for associations over individual homeowners is justified. When an association is seeking assistance staff will confirm that at least 51% lower income elderly (*62 years of age or older*) and/or disabled households are living in the building. The approved number of housing units must remain affordable and the approved number of SHIP assisted units must be occupied by eligible persons for the duration of the lien period. The loan is at zero percent interest and requires no monthly payments.

Maximum allowable rents cannot exceed rent limits as published by the U.S Department of Housing and Urban Development (HUD) annually, adopted by the State of Florida, and distributed by the Florida Housing Finance Corporation.

c. For qualified sponsors of rental housing, assistance will be provided as follows:

- **\$35,000 or less** – funds will be provided in the form of a deferred payment loan secured by a mortgage and note that is due upon sale, title transfer or conveyance.

The approved number of housing units must remain affordable and the approved number of SHIP assisted units must be occupied by eligible persons for the duration of the lien period. The loan is at zero percent interest and requires no monthly payments. The qualified sponsor will be required to repay a prorated amount (*amount is prorated annually*) within 60 days, once the property is no longer occupied by an eligible applicant and if the property owner sells, transfer or convey title.

Maximum allowable rents cannot exceed rent limits as published by the U.S Department of Housing and Urban Development (HUD) annually, adopted by the State of Florida, and distributed by the Florida Housing Finance Corporation.

8. Additional Information:

This strategy can be leveraged with other state, federal private and local resources.

L. Name of the Strategy: Florida Homebuyer Opportunity Program

1. **Summary of the Strategy:** This strategy is designed in response to the legislative provision requiring SHIP local governments to expend 2009-2010 funds to ensure that residents of the state derive the maximum possible economic benefit from the federal first time homebuyer tax credit created through The American Recovery and Recovery Act of Reinvestment Act of 2009. This will be accomplished by providing subordinate down payment assistance loans to first time homebuyers for an owner occupied primary residence. This loan is to be repaid by the income tax refund the homebuyer is entitled to under the federal First Time Homebuyer Credit. This program shall be called the "Florida Homebuyer Opportunity Program."

2. **Fiscal Years Covered:** 2009/2010 until expiration of the Florida Homebuyer Opportunity Program Tax Credit.
3. **Income Categories to be served:** Up to \$75,000 for a single taxpayer or \$150,000 for multiple tax payer households.
4. **Maximum award:** is the principal balance of the loans provided and shall not exceed 10% of the purchase price or \$8,000 whichever is less.
5. **Terms, Recapture and Default:** the term of the loan is four years at 4% interest. From the date the loan proceeds are disbursed, interest will accrue at 4%, with no repayment required for 36 months. If the County receives repayment from the homebuyer within 18 months after the closing date of the loan, the County shall waive all interest charges that accrued at four percent (4%) from date the loan proceeds were disbursed. Failure by the homebuyer to initiate payment after the 36th month will trigger default on the note and mortgage as well as make the loan balance immediately due in full.

This loan will be secured by a mortgage and note. If the property is sold, title is transferred or conveyed or ceases to be the applicants primary residence, the loan becomes immediately due and payable.

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.

In the event of the death of the borrower prior to the end of the term of the Mortgage, the outstanding balance becomes immediately due and payable.

All funds repaid to a county or eligible municipality shall be considered "program income" as defined in s. 420.9071 (24).

6. **Recipient Selection Criteria:** Recipients must meet the requirements of the following: The maximum income limit shall be Adjusted Gross Income of \$75,000 for single taxpayer households or \$150,000 for multiple taxpayer households which is equal to that permitted by the American Recovery and Reinvestment Act of 2009.

M. Name of Strategy: First Mortgage Loan Assistance Program With or Without Rehabilitation:

1. **Summary of Strategy: This strategy will provide first mortgage loan assistance to individuals and households earning up to 120% of the area median income. SHIP funds will be used with the goal of expanding homeownership opportunities to targeted income groups. Assistance will be in the form of a low interest loan at four percent (4%) with a term of up to 30 years. This funding can be used in conjunction with other public or private financing. SHIP funding will not be utilized for the purchase of mobile homes.**
2. **Fiscal Years Covered 2011/2012; 2012/2013; 2013/2014**
3. **Income Categories to be served: Very Low, Low and Moderate Applicants up to 120% of the area median income can only utilized the SHIP program.**
4. **Maximum Award: is noted on the Housing Delivery Goals Charts.**

5. Terms, Recapture and Default: For acquisition and acquisition with rehabilitation

- a. **SHIP funded projects will utilize a direct loan with a mortgage term of up to 30 years. The mortgage balance at the time the property is sold, leased or rented, title is 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 proceedings, become immediately due and payable. The home must remain the Mortgagor's principal residence over the life the loan, unless the remaining balance is paid-in-full. The financing provided will occur by a recorded mortgage and subject to recapture.**
- b. **Default on the loan occurs if the Mortgagor fails to make the required monthly payment to include a principal and interest payment plus escrow payment and the annual property tax assessment for homeowner's, flood and windstorm insurance, as applicable**
- c. **In the event of the death of the Morgagor prior to the end of the mortgage, the outstanding balance shall become immediately due and payable.**

1. Recipient Selection Criteria:

- a. **Eligible applicants are selected on a first come, first qualified, and first served basis with the targeted income groups subject to funding availability.**
- b. **An income eligible household may not have liquid assets that exceed \$200,000. Liquid Assets are defined as any cash or cash equivalent that can be immediately converted into cash at an established rate or value. Cash equivalents include savings bonds and other bond investments; corporate stock and stock futures; mutual bonds; and any other investment security or note.**
- c. **The applicant cannot own other residential properties.**
- d. **The applicant must complete 8 hours of homebuyer education classes approved by the County prior to receiving financial assistance.**
- e. **The purchased 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 before the home can be occupied.**
- f. **Very low- income homebuyers (50% or below area median income) must contribute a minimum downpayment of 1% of the total purchase price and the cost of rehabilitation.**

Low and moderate-income homebuyers, between 51% and 120% of area median income must contribute a minimum downpayment of 2% of the purchase price and cost of rehabilitation. A household's amount total liquid assets can increase the minimum applicant contribution to twenty percent (20%) of the total cost to purchase and rehabilitate the property and in some cases could disqualify a household.

2. Rehabilitation Standards

Eligible homes requiring rehabilitation shall only be renovated to upgrade the property to ensure compliance with applicable municipal, county and state housing and building standards to the extent that the repairs performed are practical and feasible.

3. Developer/Sponsor Selection Criteria:

- a. 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. Projects deemed not feasible will not be funded.
- b. 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 periods and sensitivity to local housing needs. All SHIP assisted units must be affordable to very low, low and moderate-income households.
- c. 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.
- d. Eligible applicants must receive a certificate of homebuyer counseling prior to loan closing.

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 is 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. PZ&B's Zoning Division administers this process. 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.

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

1. 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.

2. 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, gatehouses, 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. In addition, 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 that 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 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, 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 that 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 that 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.

TIMETABLE FOR STATE FISCAL YEAR 2009/2010
 Amendment 9 5/11
Palm Beach County:

Program/Activities	2009/2010												2010/2011												2011/2012												2012											
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12					
Advertise Availability of Funds													X																																			
Application Period(On-Going)													X	X	X																																	
Start Program Year	X																																															
Annual Report																																														X		
Mid-Year Review/Adjustments																																																
End-Year Review/Adjustments																																													X			
Encumbrance Deadline																																																
Expenditure Deadline																																														X		
Final Program Review																																														X		

Directions: Type in the applicable years across the top line.
 List Program Activities down left hand side. Type in an "X"
 on applicable activity line under month and year the activity will be initiated or completed.
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
 STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

2007-2008

EXHIBIT C

Please check applicable box, & if Amendment, enter number	
New Plan:	
Amendment: #2	X
Fiscal Year Closeout:	2007/2008

Name of Local Government: **Palm Beach County**

Available Funds: **\$8,775,479**

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	SHIP Dollars	Percentage	Units
Purchase Assistance	10	\$150,000	40	\$60,000	20	\$45,000	\$620,000	\$4,800,000	\$450,000	\$5,870,000	66.89%	70
Homeownership Development	5	\$150,000	5	\$60,000	5	\$45,000	\$500,000	\$0	\$0	\$500,000	5.70%	15
Home Program Match	10	\$75,000	20	\$60,000	0	\$0	\$300,000	\$200,000	\$200,000	\$700,000	7.98%	30
Foreclosure Prevention	10	\$7,500	15	\$7,500	0	\$0	\$0	\$0	\$100,000	\$100,000	1.14%	25
Utility Connection/ Impact Fee	15	\$10,000	20	\$10,000	0	\$0	\$0	\$0	\$150,000	\$150,000	1.71%	35
Disaster Mitigation	0	\$55,000	0	\$45,000	0	\$40,000				\$1,250,000		0
Owner Occupied Rehabilitation	13	\$75,000	4	\$60,000				\$1,250,000		\$1,250,000		
Subtotal 1 (Home Ownership)	63		104		25		\$1,420,000.00	\$6,250,000.00	\$900,000.00	\$8,570,000.00	83.41%	175

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	SHIP Dollars	Percentage	Units
Multifamily Rental Development	10	\$10,000	75	\$10,000	0	\$0	\$400,000	\$100,000	\$0	\$500,000	5.70%	85
Special Needs / Barrier Free	10	\$5,000	10	\$5,000	0	\$0	\$0.00	\$77,931	\$0	\$77,931	0.89%	20
Rental Disaster Mitigation	0	\$20,000	0	\$20,000	0	\$20,000				\$250,000		
Rental Housing Entry Assistance	30	\$5,000	20	\$5,000	0	\$0	\$0	\$0	\$0	\$827,931	6.59%	105
Subtotal 2 (Non-Home Ownership)	50		105		0		\$400,000	\$177,931	\$0	\$877,548	10.00%	
Administrative Fees												
Admin. From Program Income												
Home Ownership Counseling												

GRAND TOTAL	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
Subtotals 1 & 2, Admin. & HO Counseling	113		209		25		\$1,820,000	\$6,427,931	\$900,000	\$10,275,479	100.00%	280

Percentage Construction/Rehab Total Columns A&B

Maximum Allowable Purchase Price:	New	Existing
	\$280,462	\$280,462

Allocation Breakdown	Amount	%
Very-Low Income	\$3,169,379.00	34.65%
Low Income	\$3,765,924.72	41.17%
Moderate Income	\$2,212,626.98	24.19%
TOTAL	\$9,147,930.70	100.00%

Projected Program Income:	\$1,250,000	x. Amount Program Income for Admin:	\$0
Projected Recaptured Funds:	\$0		
Distribution:	\$8,775,479		
Total Available Funds:	\$10,025,479		

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
 STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

2008-2009

EXHIBIT C

Please check applicable box, & if Amendment, enter number	
New Plan:	
Amendment:	8th
Fiscal Year Closeout:	6/30/2011

Name of Local Government:

Palm Beach County

Available Funds: **\$9,402,087**

HOME OWNERSHIP STRATEGIES	ELI Units	Max. SHIP Award	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	SHIP Dollars	Percentage	Units
Purchase Assistance	0	0	44	\$150,000	29	\$60,000	0	\$45,000	\$200,000	\$2,911,968	\$970,656	\$3,882,625	41.30%	73
Homeownership Development	12	\$39,474	0	\$0	7	\$39,473	0	\$0	\$750,000	\$0	\$0	\$750,000	7.98%	15
Home Program Match	0	0	3	\$75,000	4	\$60,000	0	\$0	\$0	\$275,000	\$275,000	\$550,000	5.85%	7
Foreclosure Prevention	0	0	10	\$10,000	9	\$10,000	6	\$10,000	\$0	\$0	\$250,000	\$250,000	2.66%	25
Utility Connection/ Impact Fee	0	0	16	\$10,000	11	\$10,000	0	\$0	\$0	\$277,524	\$0	\$277,524	2.95%	27
Special Needs / Barrier Free	0	0	1	\$55,000	1	\$45,000	0	\$402,087	\$0	\$100,000	\$0	\$100,000	1.06%	2
Special Needs / Replacement Housing	0	0	3	\$108,000	1	\$108,000	0	\$0	\$500,000	\$0	\$0	\$500,000	5.32%	4
Owner Occupied Rehabilitation	3	\$75,000	6	\$75,000	4	\$75,000	0	\$0	\$0	\$991,505	\$0	\$991,505	10.55%	10
Subtotal 1 (Home Ownership)	0	0	83		66		6		\$950,000.00	\$4,555,997.00	\$1,495,656.25	\$7,301,654.00	60.73%	149

RENTAL STRATEGIES	ELI Units	Max. SHIP Award	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	SHIP Dollars	Percentage	Units
Multifamily Rental Development	16	\$5,208.00	10	\$5,208	118	\$5,208	0	\$0	\$750,000	\$0	\$0	\$750,000	7.98%	128
Special Needs / Barrier Free	0	0	10	\$20,000	0	\$0	0	\$0	\$200,000	\$0	\$0	\$200,000	2.13%	0
Rental Housing Entry Program	45	5000	46	\$5,000	49	\$5,000	0	\$0	\$0	\$0	\$700,000	\$700,000	7.45%	140
Subtotal 2 (Non-Home Ownership)	61	0	10		118		0		\$750,000	\$0	\$0	\$1,650,000	7.98%	128

Administrative Fees												\$940,209		
Admin. From Program Income												\$93,968		
Home Ownership Counseling														

GRAND TOTAL			93		184		6		\$1,700,000	\$4,555,997	\$1,495,656	\$9,985,830	68.71%	277
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Subtotals 1 & 2, Admin. & HO Counseling													87.81%	
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Maximum Allowable Purchase Price:									New	\$280,462	Existing	\$280,462		
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Allocation Breakdown	Amount	%
Extremely Low Income	\$210,000.00	2.40%
Very-Low Income	\$5,298,890.30	60.60%
Low Income	\$2,785,238.70	31.85%
Moderate Income	\$450,000.00	5.15%
TOTAL	\$8,744,129.00	100.00%

Projected Program Income:	\$1,879,355	Admin. Program Income for Admin:	\$93,968
Projected Recaptured Funds:	\$0		
Distribution:	\$9,402,087		
Total Available Funds:	\$11,281,442		

**FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART**

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

2009-2010

EXHIBIT C

Please check applicable box, & if Amendment, enter number	
New Plan:	
Amendment: #9	X
Fiscal Year Closeout:	6/30/2011

Name of Local Government: **Palm Beach County**

Available Funds: **\$4,718,377**

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	SHIP Dollars	Percentage	Units
<u>First Mortgage Loan Assistance Program With or Without Rehabilitation</u>	7	\$ 150,000.00	12	\$ 60,000.00	0	\$ 45,000.00	0	\$ 2,759,437.00	0	\$ 2,759,437.00	58.48%	10
<u>Purchase Assistance</u>	4	\$150,000	5	\$60,000	0	\$45,000	\$0	\$327,664	\$0	\$327,664	6.94%	9
<u>Homeownership Development</u>	0	\$250,000	0	\$60,000	0	\$45,000	\$0	\$0	\$0	\$0	0.00%	0
<u>Home Program Match</u>	4	\$75,000	4	\$60,000	0	\$0	\$0	\$0	\$545,084	\$545,084	11.55%	8
<u>Foreclosure Prevention</u>	0	\$7,500	0	\$7,500	0	\$0	\$0	\$0	\$0	\$0	0.00%	0
<u>Utility Connection/ Impact Fee</u>	0	\$10,000	0	\$10,000	0	\$0	\$0	\$0	\$0	\$0	0.00%	0
<u>Special Needs / Barrier Free</u>	1	\$55,000	1	\$45,000	0	\$0	\$0	\$100,000	\$0	\$100,000	2.12%	2
<u>Special Needs / Replacement Housing</u>	0	\$250,000	0	\$250,000	0	\$0	\$0	\$0	\$0	\$0	0.00%	0
<u>Owner Occupied Rehabilitation</u>	0	\$75,000	0	\$60,000	0	\$0	\$0	\$0	\$0	\$680,000	14.41%	86
<u>Florida Homebuyer Opportunity Program</u>	10	\$8,000	31	\$8,000	45	\$8,000	\$0	\$0	\$0	\$680,000	14.41%	86
Subtotal 1 (Home Ownership)	19		41		44		\$0.00	\$ 3,187,101.00	\$545,084.00	\$3,732,185.00	93.51%	105

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	SHIP Dollars	Percentage	Units
<u>Multifamily Rental Development</u>	0	\$50,000	0	\$50,000	0	\$0	\$0	\$0	\$0	\$0	0.00%	0
<u>Special Needs / Barrier Free</u>	0	\$55,000	0	\$45,000	0	\$0	\$0	\$0	\$0	\$0	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0					\$0	0.00%	0
<u>Administrative Fees</u>										\$119,248	2.53%	
<u>Admin. From Program Income</u>										\$186,694		
<u>Home Ownership Counseling</u>												

GRAND TOTAL	19		41		44		\$0	\$3,187,101	\$545,084	\$3,851,433	96.04%	105
<small>Subtotals 1 & 2, Admin. & HO Counseling</small>												

Percentage Construction/Rehab Total Columns A&B										87.81%	
Maximum Allowable Purchase Price:								New	\$280,462	Existing	\$280,462

Allocation Breakdown	Amount	%
Very-Low Income	\$1,381,849.00	37.03%
Low Income	\$1,878,839.00	50.34%
Moderate Income	\$471,498.00	12.63%
TOTAL	\$3,732,185.00	100.00%

Projected Program Income:	\$3,918,879	x. Amount Program Income for Admin:	\$0
Projected Recaptured Funds:	\$0		
Distribution:	\$799,498		
Total Available Funds:	\$4,718,377		

SHIP Program
INFORMATION SHEET

LOCAL GOVERNMENT: Palm Beach County
CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Karen T. Marcus, Chair

ADDRESS: 301 North Olive Avenue, West Palm Beach, FL 33406

PROGRAM ADMINISTRATOR Carol Eddy Langford, Manager
ADDRESS: 160 Australian Avenue, Suite 500, West Palm Beach, FL 33406

TELEPHONE: (561) 233-3660 FAX: (561) 233-3647

ADDITIONAL CONTRACTS: Linda Jeter

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

EMAIL ADDRESS: CEaddyLangford@pbcgov.org or Ljeter@pbcgov.com

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: Brad Rubinson, Accountant III, CCR Finance, Palm Beach County

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

OR: IF FUNDS ARE ELECTRONICALLY TRANSFERRED, PLEASE COMPLETE THE ATTACHED FROM:

NO CHANGE FROM PREVIOUS ELETRONIC FORM SUBMITTED.

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

Please return this form to: HHRP PROGRAM MANAGER, FHFS 227 N. BRONOUGH ST., STE 5000
TALLAHASSEE, FL 32301 Fax (850) 488-9809