

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: January 23, 2018 Consent Regular
 Ordinance Public Hearing

Department: Department of Housing and Economic Sustainability

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends a motion to approve: Consent for four (4) County employees and one (1) relative of a County employee to receive State Housing Initiatives Partnership (SHIP) Program funds under the Purchase Assistance Program as administered by the Department of Housing and Economic Sustainability (HES).

Summary: This item is a change in procedure to request advance Board of County Commissioners (Board) consent of the approval of SHIP Purchase Assistance for four (4) County employees and one (1) relative of a County employee in order for the home-buying process for these applicants to proceed in a similar fashion to other applicants. HES staff usually requests Board consent after each applicant enters into a contract to purchase a home which staff has found often necessitated extending the purchase contracts and delaying the private lender's first mortgage underwriting and closing process. This change will help timely achieve the SHIP Program objective of providing affordable housing to the applicants by removing the delays.

Between August 10, 2016 and May 1, 2017, HES accepted names for the SHIP Program waiting list. One thousand and thirty-two (1,032) applicants signed up. Staff subsequently contacted all of the applicants to advise them that the SHIP applications would be available on May 8, 2017. From July 17, 2017 to August 31, 2017, intake appointments were scheduled and 282 applications submitted. Of which, 129 applicants were ineligible and the remaining 153 applicants are income certified or in the income-certification process. The intake process included six (6) applicants who are County employees or relatives of County employees including the five (5) subject applicants. At the November 7, 2017 meeting, the Board gave its consent for one (1) of the applicants and this request is for the other five (5): **1) Derek Wiley, a County employee; 2) Jonathan Henry, a relative of a County employee; 3) Audrey Richards, a County employee; 4) Margo Smith, a County employee; and 5) Albert Daughrity, a County employee.** All five (5) applicants have been income certified and are eligible to purchase a home in Palm Beach County for a purchase price that may not exceed the SHIP Program's maximum of \$317,647. The County's second mortgage assistance will be a deferred, forgivable loan at the end of 30 years, as long as the home remains the homeowner's primary residence. If the homeowner rents, sells, or otherwise conveys the home during the 30 years, the entire principal amount will become due and payable. **These are State SHIP funds which require no local match.** Countywide (JB)

Background and Justification: On April 16, 2013 (R-2013-0487), the BCC approved the three-year SHIP Local Housing Assistance Plan (LHAP) for Palm Beach County that included the Purchase Assistance strategy providing the funds for the five (5) subject applicants. The SHIP distribution to the housing strategies through the 2013-2016 LHAP has a June 30, 2018 expenditure deadline. This strategy provides financial assistance for gap financing, lot acquisition, down payment assistance, closing costs and rehabilitation of the purchased unit. The requested assistance for the four subject applicants along with the status of their County employment-County relative are summarized as follows: **(Continued on Page 3)**

Attachment(s): none

Recommended By: Jonathan Brown 1/5/18
 Department Director Date

Approved By: Nancy L. Bolton 1/11/18
 For Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT					

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes _____ No _____
 Does this Item include the use of Federal funds? Yes _____ No X _____

Budget Account No.:

Fund _____ Dept _____ Unit _____ Object _____ Program Code/Period _____.

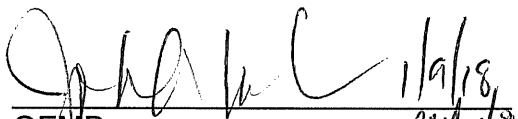
B. Recommended Sources of Funds/Summary of Fiscal Impact:

No fiscal impact at this time

C. Departmental Fiscal Review: 
 Shairette Major, Fiscal Manager II

III. REVIEW COMMENTS

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


 OFMB
 1/9/18
 1/9/18


 Contract Development and Control
 1/9/18

B. Legal Sufficiency:


 Assistant County Attorney

C. Other Department Review:

 Department Director

Background and Justification: (Continued from Page 1)

1. Derek Wiley is an income eligible applicant who is seeking to receive up to \$50,000 in a forgivable second mortgage. Mr. Wiley is presently employed by Fire Rescue and has been a County employee since July 2003. He applied for assistance on August 8, 2017, and was income certified on October 24, 2017. Mr. Wiley is a moderate-income homebuyer; therefore, he will be required to contribute a minimum of three and one-half percent (3.5%) of the purchase price.
2. Jonathan Henry is an income eligible applicant who is seeking to receive up to \$100,000 in a forgivable second mortgage. Mr. Henry is the son of Evelyn Henry, who is presently employed by HES and who has been a County employee since October 2005. He applied for assistance on August 10, 2017, and was income certified on October 10, 2017. Mr. Henry is a very low-income homebuyer; therefore, he will be required to contribute a minimum of two and one-half percent (2.5%) of the purchase price.
3. Audrey Richards is an income eligible applicant who is seeking to receive up to \$50,000 in a forgivable second mortgage. Ms. Richards is presently employed by Victim Services and has been a County employee since May 2016. She applied for assistance on August 10, 2017, and was income certified on October 26, 2017. Ms. Richards is a moderate-income homebuyer; therefore, she will be required to contribute a minimum of three and one-half percent (3.5%) of the purchase price.
4. Margo Smith is an income eligible applicant who is seeking to receive up to \$65,000 in a forgivable second mortgage. Ms. Smith is presently employed by Public Safety and has been a County employee since April 5, 1999. She applied for assistance on August 11, 2017, and was income certified on October 17, 2017. Ms. Smith is a low-income homebuyer; therefore, she will be required to contribute a minimum of three and one-half percent (3.5%) of the purchase price.
5. Albert Daughrity is an income eligible applicant who is seeking to receive up to \$65,000 in a forgivable second mortgage. Mr. Daughrity is presently employed by the Engineering Department and has been a County employee since January 2016. He applied for assistance on August 14, 2017, and was income certified on September 29, 2017. Mr. Daughrity is a low-income homebuyer; therefore, he will be required to contribute a minimum of three and one-half percent (3.5%) of the purchase price.