

# *Indian River County*



## SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

**2021-2022, 2022-2023, and 2023-2024**

Adopted by BCC: December\_, 2020

Approved by FHFC: \_\_\_\_\_, 2021



Equal Housing Opportunity

**ATTACHMENT 2**

Effective: July 1, 2021

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**I. Program Details:**

**A. LG(s)**

Name of Local Government	Indian River County
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	NA

**B. Purpose of the program:**

- To meet the housing needs of the very low, low and moderate income households;
- To expand production of and preserve affordable housing; and
- To further the housing element of the local government comprehensive plan specific to affordable housing.

**C. Fiscal years covered by the Plan:** 2021-2022, 2022-2023, and 2023-2024

**D. Governance:** The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

**E. Local Housing Partnership:** The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

**F. Leveraging:** The Plan is 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, loans or programs.

**G. Public Input:** Public input was solicited through face to face meetings with housing providers, social service providers, local lenders, neighborhood associations, Affordable Housing Advisory Committee, and the Indian River County Affordable Housing Partnership Group. Public input was solicited through the county website and in the advertising of the Local Housing Assistance Plan Notice of Funding Availability in the local newspaper.

**H. Advertising and Outreach:** SHIP funding availability shall be advertised in the Press Journal (the local newspaper of general circulation) and on the county website, at least 30 days before the beginning of the application period. If no funding is available due to a queue list, no notice of funding availability is required.

**I. Queue List/Priorities:** A queue list will be established when applicants apply to the county SHIP program. Those households on the queue list will be contacted by staff when their queue number is reached. The queue list will be maintained with applicants listed in an order that is consistent with the time that their preliminary intake forms were submitted. Queue numbers will

be assigned based on that order. Adjustments to the queue order may be made to achieve any established funding priorities as described in this plan.

Priorities for funding described herein apply to all strategies unless otherwise stated in the strategy. The county will accept preliminary intake forms during the advertised “Application Period”. All applicants must complete the SHIP preliminary intake information sheet and submit it to the SHIP office to obtain their queue list number.

Once there is a list of eligible applicants, they will be ranked based on the priorities provided below.

Ranking Priority:

1. Emergency Loans
2. Special Needs Households (until the program’s required percentage has been met)
3. Very low income applicants from local Non-profit Affordable Housing Organizations such as Habitat for Humanity and Every Dream Has a Price
4. Other applicants
  - a. Very low income (until the program’s required percentage has been met)
  - b. Low income (until the program’s required percentage has been met)
  - c. Moderate income

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

K. **Support Services and Counseling:** Support services are available from various sources. Available support services may include, but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.

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

The methodology used is:

U.S. Treasury Department	<b>X</b>
Local HFA Numbers	

M. **Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at [www.floridahousing.org](http://www.floridahousing.org).

*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, 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.*

- N. **Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
  
- O. **Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any 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 in the original amount of \$10,000 or less shall not be subject to this annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 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.

- P. **Administrative Budget:** A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. Indian River County finds that the funds deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:** “A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:** “The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), 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.”

The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. **Program Administration:** Administration of the local housing assistance plan will be performed by

Entity	Duties	Admin. Fee
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		<b>Percentage</b>
Indian River County	Administer the program	100%

- R. **First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*
- S. **Project Delivery Costs:** In addition to the administrative costs listed above, the county will charge a reasonable project delivery cost not to exceed \$2,750.00 to cover inspection services, preparation of work write-ups, and construction inspections performed by non-county employees for rehabilitation projects. Since the county Building Division is set as an enterprise fund, if SHIP utilizes a building inspector, SHIP must reimburse the Building Division for the building inspector’s time. For all loans, housing delivery cost will also include but not be limited to recording fees, documentary stamp tax fees, credit report fees, title search fees, partial satisfaction of mortgage recording fees, and counseling fees. These fees will be included in the amount of the recorded mortgage and note.
- T. **Essential Service Personnel Definition (ESP):** **ESP includes** teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.
- U. The county will, when economically feasible as determined by cost comparison by the assigned housing inspector, employ the following Green Building requirements on rehabilitation repairs, emergency repairs, and new construction:
1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
  2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
    - a. Toilets: 1.6 gallons/flush or less;
    - b. Faucets: 1.5 gallons/minute or less; and
    - c. Showerheads: 2.2 gallons/minute or less.
  3. Energy Star qualified refrigerator (for new construction);
  4. Energy Star qualified dishwasher (for new construction);
  5. Energy Star qualified washing machine (for new construction) if provided in units;

- 6. Energy Star qualified exhaust fans in all bathrooms; and
  - 7. Air conditioning: Minimum SEER of 14 (or higher if required by code).
- V. The county will inform social service agencies serving the designated special needs populations of available SHIP assistance to achieve the 20% goal of the special needs set-aside. The goals will be met through all loan assistance strategies.
- W. Describe Efforts to Reduce Homelessness: The Treasure Coast Homeless Services Council (TCHSC) provides continuum of care to the homeless population within Indian River County. County staff works with the TCHSC staff to apply for grants, exchanges information, and provides assistance as needed.
- TCHSC administers the Homeless Management Information System (HMIS). TCHSC provides shelters, rental and utility assistance, supportive services for veteran families and manages affordable rental properties.
- X. Total assets (cash or non-cash items that can be converted to cash) not including IRA, Keogh, similar retirement savings accounts, and dedicated college saving accounts of an eligible household applying for SHIP assistance shall not exceed twenty thousand dollars (\$20,000.00).
- Y. The maximum active SHIP loans on any property shall not exceed \$60,000, except when utilization of disaster and/or emergency funds are necessary.

**Section II. LHAP Strategies:**

<b>A. Owner Occupied Rehabilitation Loans</b>	<b>Code 3</b>
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- a. Summary of Strategy: SHIP funds will be awarded to owner occupied households in need of repairs to correct health and safety issues and code violations related to electrical, plumbing, roofing, windows, and other structural items as well as hurricane hardening activities. A detailed list of rehabilitation work activities allowed or not allowed is included in the Indian River County Guidelines and Procedures for Implementing Strategies of Local Housing Assistance Plan document.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, and 2023-2024
- c. Income Categories to be served: Very-low, low, and moderate
- d. Maximum award:
 

Very Low and Low Income	\$60,000*
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\*For rehabilitation loans in conjunction with Purchase Assistance loans, see Strategy B of this LHAP for maximum award allowances.

e. Terms

1. Deferred Payment Loan (DPL): Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 3% Simple Annual Interest.
3. Years in Loan term: 10 years (5 years in conjunction with CDBG funding).
4. Forgiveness: The entire loan amount and interest accumulated will be forgiven after 10 years of occupancy (only rehabilitation loans in conjunction with CDBG funding will be forgiven in 5 years or upon death of the homeowner, whichever comes first).
5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the 10 year loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence, or refinancing with cash out. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying non-CDBG related homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

7. Property shall not be eligible to re-apply until after expiration of a 10 year rehab loan, except when utilization of disaster and/or emergency rehabilitation funds are necessary.

f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities as described in section I of this plan.

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information: All work must be performed by licensed and insured contractors.

Applicants applying for rehabilitation assistance loans must also provide a copy of the deed to their home. A complete application and all required documents must be submitted to the SHIP office when an applicant's queue number is reached and contacted by SHIP staff.



i. Other Rehabilitation Loan requirements:

Rehabilitation loans shall be provided consistent with the requirements of the County's Minimum Standards for Rehabilitation of Residential Properties document. Rehabilitation loans will not be awarded for rehabilitation work completed prior to the county loan approval.

For additional information please see the Indian River County Guidelines and Procedures for Implementing Strategies of Local Housing Assistance Plan document.

j. Residential Construction Hurricane Mitigation (RCMP):

The county will match SHIP funds with My Safe Florida Home Funds for hurricane resistant retrofit improvements to owner occupied site built homes to reduce potential future hurricane damage. If applicable, the county shall advertise the availability of My Safe Florida Home funds, accept applications from very low, low, and moderate income homeowners with homestead exemptions for homes that have insured values not exceeding \$294,601 (SHIP program maximum). Applications will be reviewed on first qualified, first served basis.

Eligible retrofit improvements work activities include the following:

1. Improving the strength of the roof deck attachment
2. Creating a secondary water barrier to prevent water intrusion
3. Improving the survivability of the roof covering
4. Bracing gable-ends in the roof framing
5. Reinforcing roof-to-wall connections
6. Upgrading exterior wall opening protections
7. Upgrading exterior doors

<b><i>B. Purchase Assistance with Rehabilitation Loans</i></b>	<b><i>Code 1</i></b>
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a. Summary of Strategy: SHIP funds will be awarded for downpayment and closing costs as well as principal reduction to households to purchase an existing home. An existing home must be in need of rehabilitation.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

b. Fiscal Years Covered: 2021-2022, 2022-2023, and 2023-2024

- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award:

<b>Income Category</b>	<b>Purchase Assistance Portion</b>	<b>Rehab Portion</b>	<b>Max. Total</b>
Very Low	\$20,000	\$12,000	<b>\$32,000</b>
Low	\$15,000	\$11,500	<b>\$26,500</b>
Moderate	\$10,000	\$11,000	<b>\$21,000</b>

- e. Terms:
  1. Deferred Payment Loan (DPL): Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 3% Simple Annual Interest.
  3. Years in Loan term: 20 years for Purchase Assistance Portion and 10 Years for Rehabilitation Portion.
  4. Forgiveness: The entire loan amount and interest accumulated will be forgiven after 20 years of occupancy for the Purchase Assistance Portion and 10 years of occupancy for the Rehabilitation Portion.
  5. Repayment: Not required as long as the loan is in good standing.
  6. Default: The loan will be determined to be in default if any of the following occurs during the loan term (20 years for Purchase Assistance Portion and 10 years for Rehabilitation Assistance Portion): sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence or refinancing with cash out. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs income groups as described in section I of this plan.

- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage from a lender.  
  
Applicants for purchase assistance loans must also provide a pre-qualification letter from a lender.
- i. For additional information please see the Indian River County Guidelines and Procedures for Implementing Strategies of the Local Housing Assistance Plan.
- j. No existing SHIP mortgage will be subordinated to a refinanced first mortgage unless the following requirements are met:

Requirements for a Refinanced First Mortgage			
Maximum Term Allowed	Maximum Interest Rate Allowed	Maximum First Mortgage Amount Allowed	Maximum Points Allowed
30 Years	Must be a fixed rate loan, and interest rate must be lower than the existing first mortgage interest rate.	Not to exceed the original first mortgage amount. Any available equity up to the original mortgage amount may be used for closing costs associated with the refinancing.  No cash out to applicant	For purchase assistance loans up to 1 point allowed  For other loans up to 2 points allowed

<b><i>C. Purchase Assistance without Rehabilitation Loans</i></b>	<b><i>Code 2</i></b>
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- a. Summary of Strategy: SHIP funds will be awarded for downpayment and closing costs as well as principal reduction to households to purchase a newly constructed home. A newly constructed home must have received a certificate of occupancy within the last twelve months.  
  
Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*
- b. Fiscal Years Covered: 2021-2022, 2022-2023, and 2023-2024
- c. Income Categories to be served: Very-low, low and moderate

- d. Maximum award: Very Low: \$20,000  
                                   Low: \$15,000  
                                   Moderate: \$10,000
  
- e. Terms:
  - 7. Deferred Payment Loan (DPL): Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note.
  - 8. Interest Rate: 3% Simple Annual Interest.
  - 9. Years in Loan term: 20 years.
  - 10. Forgiveness: The entire loan amount and interest accumulated will be forgiven after 20 years of occupancy.
  - 11. Repayment: Not required as long as the loan is in good standing.
  - 12. Default: The loan will be determined to be in default if any of the following occurs during the 20 year loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence or refinancing with cash out. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
  
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs income groups as described in section I of this plan.
  
- g. Sponsor/Developer Selection Criteria: N/A
  
- h. Additional Information: Applicants must secure a first mortgage from a lender.  
  
     Applicants for purchase assistance loans must also provide a pre-qualification letter from a lender.
  
- i. For additional information please see the Indian River County Guidelines and Procedures for Implementing Strategies of the Local Housing Assistance Plan.
  
- j. No existing SHIP mortgage will be subordinated to a refinanced first mortgage unless the following requirements are met:

Requirements for a Refinanced First Mortgage			
Maximum Term Allowed	Maximum Interest Rate Allowed	Maximum First Mortgage Amount Allowed	Maximum Points Allowed
30 Years	Must be a fixed rate loan, and interest rate must be lower than the existing first mortgage interest rate.	Not to exceed the original first mortgage amount. Any available equity up to the original mortgage amount may be used for closing costs associated with the refinancing.  No cash out to applicant	For purchase assistance loans up to 1 point allowed  For other loans up to 2 points allowed

<b>D. Emergency Repair Loans</b>	<b>Code 6</b>
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- a. Summary of Strategy: Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately. This includes: damaged roofing that is leaking, damaged windows causing exposure to the elements, or electrical or plumbing, including septic tank problems, that could cause damage (fire) to the home or is an immediate health hazard to the occupants. This strategy may be used in cases where the health department, a jurisdiction's building official, or SHIP administrator utilizing a SHIP inspector's inspection report(s) determined that a home is in such a condition that it jeopardizes the occupant's health and safety. When an applicant is assisted with emergency repairs, they will not lose their place on the queue list. However, the amount of funds expended for the emergency repairs will be counted towards the maximum award if the applicant receives subsequent assistance through the rehabilitation strategy. Funds may also be awarded to pay insurance deductibles for any emergency repairs covered by the homeowner's policy.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, and 2023-2024
- c. Income Categories to be served: Very-low, low, moderate
- d. Maximum award: \$25,000
- e. Terms:
  1. Deferred Payment Loan (DPL): Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 3% Simple Annual Interest.
  3. Years in Loan term: 10 years.
  4. Forgiveness: The entire loan amount and interest accumulated will be forgiven after 10 years of occupancy.

5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the 10 year loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence or refinancing with cash out. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

- f. Recipient Selection Criteria: Applicants will be selected on a first-qualified, first-served basis with the priorities as described in Section I of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: An applicant requesting an emergency repair will be required to:
  1. Allow the health department inspector, building department inspector, or rehabilitation specialist to access the home for an inspection to determine the need for the repair.
  2. Provide proof of homeowner’s insurance policy if it is available, any proof whether or not the insurance will cover any part of the repair, and if applicable, insurance award to be completed prior to SHIP award.
- i. For additional information please see the Indian River County Guidelines and Procedures for Implementing Strategies of Local Housing Assistance Plan document.

<b><i>E. Disaster Mitigation Loans</i></b>	<b><i>Code 5</i></b>
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- a. Summary of Strategy: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:
  1. Immediate threats to health and life safety (such as sewage, damaged windows, roofing) in cases where the home is still habitable.
  2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
  3. Repairs necessary to make the home habitable.

- 4. Repairs to mitigate dangerous situations (such as exposed wires).
- b. Fiscal Years Covered: 2021-2022, 2022-2023, and 2023-2024
- c. Income Categories to be served: Very-low, low, moderate
- d. Maximum award: \$30,000
- e. Terms:
  - 1. Deferred Payment Loan (DPL): Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 3% Simple Annual Interest.
  - 3. Years in loan term: 10 years.
  - 4. Forgiveness: The entire loan amount and interest accumulated will be forgiven after 10 years of occupancy.
  - 5. Repayment: Not required as long as the loan is in good standing.
  - 6. Default: The loan will be determined to be in default if any of the following occurs during the 10 year loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence or refinancing with cash out. If any of these occur, the outstanding balance will be due and payable.
 

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
  - 7. If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the priorities for Special Needs income groups as described in section I of this plan.
  - 1. Proof of homeowner's insurance if available.
  - 2. Must file for and use proceeds from insurance as first option.
  - 3. Must file for FEMA, SBA and other assistance available prior to applying to SHIP.
- g. Sponsor/Developer Selection Criteria: N/A

- h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.
- i. For additional information please see the Indian River County Guidelines and Procedures for Implementing Strategies of Local Housing Assistance Plan document.

<b><i>F. Impact Fee / Capacity Charge Loans</i></b>	<b><i>Code 8</i></b>
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- a. Summary of the Strategy: To assist income eligible persons with the cost of impact fees and/or water and sewer capacity charges for owner occupied housing units anywhere in Indian River County.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, and 2023-2024
- c. Income Categories to be served: Very Low, low, moderate (in conjunction with PA loan only)
- d. Maximum award: \$20,000 (current average actual cost range from \$4,423 to \$10,993)
- e. Terms:
  - 1. Deferred Payment Loan (DPL); Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 3% Simple Annual Interest.
  - 3. Years in loan term: 10 years (5 years in conjunction with CDBG funding).
  - 4. Forgiveness: The entire loan amount and interest accumulated will be forgiven after 10 years of occupancy (5 years if in conjunction with CDBG funding).
  - 5. Repayment: Not required as long as the loan is in good standing.
  - 6. Default: The loan will be determined to be in default if any of the following occurs during the 10 year loan term, sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; failure to occupy the home as primary residence or refinancing with cash out. If any of these occur, the outstanding balance will be due and payable.
  - 7. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.



- 8. If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the priorities for Special Needs income groups as described in Section I.
- g. Additional Information: Impact Fee Capacity Charge loans will be based on actual amount of impact fees/capacity charges charged by the county.
- h. For additional information please see the Indian River County Guidelines and Procedures for Implementing Strategies of the Local Housing Assistance Plan.

<b><i>G. New Construction (Federal or State Programs Matching Loans)</i></b>	<b><i>Code 21</i></b>
--	-----------------------

- a. Summary of the Strategy: To assist non-profit organizations, and for-profit developers with matching funds needed to obtain federal or state housing programs funding for development of rental affordable housing projects.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, and 2023-2024
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$25,000 per unit, and \$100,000 per project. These amounts may be administratively lowered by SHIP staff with Loan Review Committee approval if limited SHIP funds are available (due to a larger waiting/queue list than funds available) and/or if a lower award amount will achieve the same point outcome for federal or state housing programs funding for development of rental affordable housing projects.
- e. Terms:
  - 1. Deferred Payment Loan (DPL): Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate 3%
  - 3. Term 10 years
  - 4. Forgiveness: the entire loan amount and interest accumulated will be forgiven after 10 years of compliance with federal and state housing program requirements.
  - 5. Repayment: Not required as long as the project is constructed and meets the federal or state housing program requirements for occupancy by very low, low, and/or moderate income households.

6. Default: When the assisted housing has changed to a market rate prior to 10 years. In that case, the entire original loan and accumulated interest amount is due and payable.
7. Recipient Selection Criteria: Non-profit organizations or for-profit developers eligible to participate in the local housing assistance program must submit a federal or state housing funding application to the appropriate agency to qualify. Assistance will be provided to projects which receive an award of funds from a federal or state housing programs. Factors that may be considered in selecting the sponsor/developer may include, but is not limited to:
  - a. Capacity and Capability to Carry-out Project
  - b. Scale of Project/Utilization of Density Bonuses
  - c. Experience in Completing Similar Projects
  - d. Use of Personnel from Wages and Workforce Development Programs
  - e. Leveraging
  - f. Site Control
  - g. Neighborhood Compatibility with Area Redevelopment Plan
  - h. Creation of Mixed Income Communities
  - i. Recapture Provisions
  - j. Incorporation of Partnerships with Local Employers, Institutions, Hospitals and Schools
  - k. Incorporation of Transit-Oriented Design
  - l. Attractiveness of Design
  - m. Multistory Buildings Must Have Elevators and be ADA Compliant
  - n. Use of Green Building Techniques
- f. Additional Information: The compliance period for developments receiving SHIP funds as a match for any federal and/or state funds will be consistent with applicable federal and state fund requirements. Monitoring of these developments will be done through the appropriate federal or state programs.
 

Developers receiving assistance from both SHIP and from the Low Income Housing Tax Credit (LIHTC) program shall be required to comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from SHIP and other federal, state or local programs shall be required to comply with any requirements specified by the other program in addition to SHIP program requirements. In the event both programs have restrictions on the same issue, the more restrictive regulation shall take precedence. If one program is silent on an issue, the program with a regulation on the issue shall apply. 67-37.007(12) F.A.C.
- g. For additional information please see the Indian River County Guidelines and Procedures for Implementing Strategies of Local Housing Assistance Plan document.

### **III. LHAP Incentive Strategies**

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives

with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

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

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects (Housing Element policies 1.5 and 1.6)

- Housing Element Policy 1.5

POLICY 1.5: By 2000, the county shall assess its existing permit processing procedure and, if warranted, establish a full one-stop permitting process.

- Housing Element Policy 1.6

POLICY 1.6: The County shall take all necessary steps to eliminate delays in the review of affordable housing development projects. In order to define delay, the county hereby establishes the following maximum timeframes for approval of projects when an applicant provides needed information in a timely manner:

- Administrative approval - 5 days;
- Minor site plan - 5 weeks;
- Major site plan - 6 weeks; and
- Special exception approval - 13 weeks.

Whenever these review times increase by 150% or more due to the work load of the review staff, the county will begin prioritizing the review of affordable housing development project applications. In prioritizing affordable housing development project applications, staff will schedule affordable housing project applications for review before other types of project applications to ensure that maximum review timeframes are not exceeded for affordable housing projects.

In 2019, after recommendation from the Affordable Housing Advisory Committee (AHAC), the County revised the permit expediting process to make identification of affordable housing permits more identifiable. For hardcopy permit application submissions, the new process uses a bright neon green affordable housing permit expediting form and a similarly colored permit review folder to designate the permit as a permit that must be expedited.

More recently in 2020 in response to the COVID-19 health crisis, the Community Development Department implemented an electronic permit e-mail application process for all building permits. The process is currently being changed over to a permanent process. While not specific to affordable housing, the electronic permit application process will eliminate the time it takes to produce paper copies and have them delivered. With this process, applicants may request that the permit be expedited in the subject line of the e-mail and provide a copy of the neon green permit expediting form.

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 (Housing Element Policy 1.7).

- Housing Element Policy 1.7

POLICY 1.7: As part of the adoption process for any county regulations which could affect housing development, county planning staff shall prepare a Financial Impact Statement to assess the anticipated impact of the proposed regulation on the cost of housing. When proposed regulatory activities are anticipated

to increase the estimated cost per unit projection. The financial impact statement then will be reviewed by the Professional Services Advisory Committee, the Planning and Zoning Commission, and, if possible, the Affordable Housing Advisory Committee. Those groups shall consider the regulation's effect on housing cost in making their recommendation to the Board of County Commissioners. The Board of County Commissioners will consider the financial impact statement in making its final decision on the adoption of any proposed regulations.

**C. Other Incentive Strategies Adopted:**

1. Regulations providing up to a 20% density bonus for affordable housing development projects (housing element policy 2.5, Land Development Regulations Section 911.14(4)(a)).
2. Regulations allowing for small lot subdivisions with reduced setbacks, lot size, and lot width requirements for Workforce or Affordable Housing subdivision projects (Land Development Regulations, Chapter 911 and section 971.41(9)).
3. Regulations allowing for accessory single-family dwelling units in all agricultural and residential zoning districts (Land Development Regulations, Chapter 911 and Section 971.41(10)).
4. Regulations allowing multi-family dwelling units in conjunction with commercial development, such as apartments over commercial buildings (Land Development Regulations Section 911.10 and Section 971.41 (6)).
5. Policies for expedited permit processing (Housing Element policies 1.5 and 1.6).
6. Policy for review of proposed local policies or regulations, which may increase the cost of housing (Housing Element policy 1.7).
7. Inventory of all surplus county owned land (Housing Element policy 2.4).
8. Policy for financing impact fees or payment of impact fees (Housing Element policy 4.3 and policy 4.4).
9. New single-family housing impact fee reduction/waiver categories added to County impact fee schedule; reducing or eliminating impact fees for certain sized housing units occupied by households with household incomes below 80% of the Area Median Income.
10. Policy for expediting permits for housing projects utilizing new construction technology (green building, Energy Star Program) (Housing Element policy 1.8).
11. Policy for support of development near transportation hubs or major employment centers (Housing Element policy 1.9).
12. Policy for assistance to non-profit housing organizations to establish CLTs (Housing Element policy 4.10).
13. Policy for assistance to non-profit organizations to establish CDCs (Housing

Element policy 4.11).

14. Policy for assistance to employers for establishing employer assisted housing programs (Housing Element policy 4.12).
15. Policy for establishing a private/public housing trust fund (Housing Element policy 4.13).
16. Regulations allowing zero lot line subdivisions (Land Development Regulations Section 915.15).
17. Establishment of a Local Housing Assistance Program, allowing the county to utilize State Housing Initiatives Partnership (SHIP) program funds for the provision of affordable housing (Local Housing Assistance program, Local Housing Assistance plan, Housing Element policies 2.7, 3.6, 4.4, 4.6, 4.7, 4.9, and 9.1).

#### **IV. EXHIBITS:**

- A. Administrative Budget for 2021-2022, 2022-2023, and 2023-2024
- B. Timeline for Estimated Encumbrance and Expenditure
- C. Housing Delivery Goals Charts (HDGC) For 2021-2022, 2022-2023, and 2023-2024
- D. Signed LHAP Certification
- E. Signed, Dated, Witnessed or Attested Adopting Resolution
- F. Ordinance: *No Change to the Original Ordinance*
- G. Interlocal Agreement: No Interlocal Agreement
- H. State Housing Initiatives Partnership (SHIP) Program Information Sheet

<b>Indian River County</b>
----------------------------

Fiscal Year: 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 358,231.00
Salaries and Benefits	\$ 25,823.10
Office Supplies and Equipment	\$ 3,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 5,000.00
<b>Total</b>	<b>\$ 35,823.10</b>
Admin %	10.00%
<b>OK</b>	

Fiscal Year 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 358,231.00
Salaries and Benefits	\$ 25,823.10
Office Supplies and Equipment	\$ 3,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 5,000.00
<b>Total</b>	<b>\$ 35,823.10</b>
Admin %	10.00%
<b>OK</b>	

Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 358,231.00
Salaries and Benefits	\$ 25,823.10
Office Supplies and Equipment	\$ 3,000.00
Travel Per diem Workshops, etc.	\$ 1,000.00
Advertising	\$ 1,000.00
Other*	\$ 5,000.00
<b>Total</b>	<b>\$ 35,823.10</b>
Admin %	10.00%
<b>OK</b>	

\*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.  
 Details: Other = Professional Services. There will also be additional administrative income from SHIP program loan repayments and interest earned (not included in the above numbers).

## Exhibit B

### Timeline for SHIP Expenditures

Indian River County affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 <sup>st</sup> Year AR	2 <sup>nd</sup> Year AR	Closeout AR
2021-2022	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024
2022-2023	6/30/2024	6/30/2025	9/15/2023	9/15/2024	9/15/2025
2023-2024	6/30/2025	6/30/2026	9/15/2024	9/15/2025	9/15/2026

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 <sup>st</sup> Year AR Not Submitted	2 <sup>nd</sup> Year AR Not Submitted	Closeout AR Not Submitted
2021-2022	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024
2022-2023	3/30/2024	3/30/2025	6/15/2023	6/15/2024	6/15/2025
2023-2024	3/30/2025	3/30/2026	6/15/2024	6/15/2025	6/15/2026

**Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to [robert.dearduff@floridahousing.org](mailto:robert.dearduff@floridahousing.org) and [terry.auringer@floridahousing.org](mailto:terry.auringer@floridahousing.org) and include:**

1. A statement that “(city/county) requests an extension to the expenditure deadline for fiscal year \_\_\_\_\_.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

*Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email [terry.auringer@floridahousing.org](mailto:terry.auringer@floridahousing.org) when you are ready to “submit” the AR.*

#### **Other Key Deadlines:**

AHAC reports are due for each local government the same year as the local government’s LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

# Exhibit C

LHAP Exhibit C 2019

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2021-2022												
Name of Local Government:		Indian River County										
Estimated Funds (Anticipated allocation only):			\$ 358,231									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
8	Impact Fee/Capacity Charges Loan	Yes	1	\$20,000		\$20,000		\$20,000	\$20,000.00	\$0.00	\$20,000.00	1
1	Purchase Assistance Loan with Rehab	Yes		\$32,500	1	\$32,500		\$32,500	\$32,500.00	\$0.00	\$32,500.00	1
2	Purchase Assistance Loan without Rehab	No	1	\$20,000		\$20,000		\$20,000	\$0.00	\$20,000.00	\$20,000.00	1
3	Owner Occupied Rehabilitation Loan	Yes	1	\$60,000	1	\$60,000		\$60,000	\$120,000.00	\$0.00	\$120,000.00	2
6	Emergency Repair 10 Year Loan	Yes	2	\$25,000	1	\$25,000	1	\$25,000	\$100,000.00	\$0.00	\$100,000.00	4
5	Disaster Mitigation Repair 10 Year Loan	Yes		\$30,000		\$30,000		\$30,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Homeownership</b>		5		3		1		\$272,500.00	\$20,000.00	\$292,500.00	9
<b>Purchase Price Limits:</b>			<b>New</b>	\$ 294,601	<b>Existing</b>	\$ 294,601						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
21	New Construction (LIHTC Project)	Yes	1	\$25,000		\$25,000		\$25,000	\$25,000.00	\$0.00	\$25,000.00	1
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Rental</b>		1		0		0		\$25,000.00	\$0.00	\$25,000.00	1
	<b>Administration Fees</b>			\$ 35,823.10	10%			OK				
	<b>Home Ownership Counseling</b>			\$								
<b>Total All Funds</b>				\$ 353,323	OK							

**Set-Asides**

Percentage Construction/Rehab (75% requirement)		83.0%	OK
Homeownership % (65% requirement)		81.7%	OK
Rental Restriction (25%)		7.0%	OK
Very-Low Income (30% requirement)	\$ 175,000	48.9%	OK
Low Income (30% requirement)	\$ 117,500	32.8%	OK
Moderate Income	\$ 25,000	7.0%	



# Exhibit C

LHAP Exhibit C 2019

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2022-2023												
Name of Local Government:		Indian River County										
Estimated Funds (Anticipated allocation only):			\$ 358,231									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
8	Impact Fee/Capacity Charges Loan	Yes	1	\$20,000		\$20,000		\$20,000	\$20,000.00	\$0.00	\$20,000.00	1
1	Purchase Assistance Loan with Rehab	Yes		\$32,500	1	\$32,500		\$32,500	\$32,500.00	\$0.00	\$32,500.00	1
2	Purchase Assistance Loan without Rehab	No	1	\$20,000		\$20,000		\$20,000	\$0.00	\$20,000.00	\$20,000.00	1
3	Owner Occupied Rehabilitation Loan	Yes	1	\$60,000	1	\$60,000		\$60,000	\$120,000.00	\$0.00	\$120,000.00	2
6	Emergency Repair 10 Year Loan	Yes	2	\$25,000	1	\$25,000	1	\$25,000	\$100,000.00	\$0.00	\$100,000.00	4
5	Disaster Mitigation Repair 10 Year Loan	Yes		\$30,000		\$30,000		\$30,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Homeownership</b>		5		3		1		\$272,500.00	\$20,000.00	\$292,500.00	9
Purchase Price Limits:			<b>New</b>	\$ 294,601	<b>Existing</b>	\$ 294,601						

**OK** **OK**

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
21	New Construction (LIHTC Project)	Yes	1	\$25,000		\$25,000		\$25,000	\$25,000.00	\$0.00	\$25,000.00	1
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Rental</b>		1		0		0		\$25,000.00	\$0.00	\$25,000.00	1
	Administration Fees			\$ 35,823.10		10%		<b>OK</b>				
	Home Ownership Counseling			\$								
<b>Total All Funds</b>				\$ 353,323		<b>OK</b>						

**Set-Asides**

Percentage Construction/Rehab (75% requirement)		83.0%	<b>OK</b>
Homeownership % (65% requirement)		81.7%	<b>OK</b>
Rental Restriction (25%)		7.0%	<b>OK</b>
Very-Low Income (30% requirement)	\$ 175,000	48.9%	<b>OK</b>
Low Income (30% requirement)	\$ 117,500	32.8%	<b>OK</b>
Moderate Income	\$ 25,000	7.0%	

# Exhibit C

LHAP Exhibit C 2019

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2023-2024												
Name of Local Government:		Indian River County										
Estimated Funds (Anticipated allocation only):			\$ 358,231									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
8	Impact Fee/Capacity Charges Loan	Yes	1	\$20,000		\$20,000		\$20,000	\$20,000.00	\$0.00	\$20,000.00	1
1	Purchase Assistance Loan with Rehab	Yes		\$32,500	1	\$32,500		\$32,500	\$32,500.00	\$0.00	\$32,500.00	1
2	Purchase Assistance Loan without Rehab	No	1	\$20,000		\$20,000		\$20,000	\$0.00	\$20,000.00	\$20,000.00	1
3	Owner Occupied Rehabilitation Loan	Yes	1	\$60,000	1	\$60,000		\$60,000	\$120,000.00	\$0.00	\$120,000.00	2
6	Emergency Repair 10 Year Loan	Yes	2	\$25,000	1	\$25,000	1	\$25,000	\$100,000.00	\$0.00	\$100,000.00	4
5	Disaster Mitigation Repair 10 Year Loan	Yes		\$30,000		\$30,000		\$30,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Homeownership</b>		5		3		1		\$272,500.00	\$20,000.00	\$292,500.00	9
Purchase Price Limits:			New	\$ 294,601	Existing	\$ 294,601						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
21	New Construction (LIHTC Project)	Yes	1	\$25,000		\$25,000		\$25,000	\$25,000.00	\$0.00	\$25,000.00	1
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Rental</b>		1		0		0		\$25,000.00	\$0.00	\$25,000.00	1
	Administration Fees			\$ 35,823.10	10%			OK				
	Home Ownership Counseling			\$								
<b>Total All Funds</b>				\$ 353,323	OK							

### Set-Asides

Percentage Construction/Rehab (75% requirement)		83.0%	OK
Homeownership % (65% requirement)		81.7%	OK
Rental Restriction (25%)		7.0%	OK
Very-Low Income (30% requirement)	\$ 175,000	48.9%	OK
Low Income (30% requirement)	\$ 117,500	32.8%	OK
Moderate Income	\$ 25,000	7.0%	

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: Indian River County, Florida

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, 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, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP 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 LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S.

**Exhibit D**

67-37.005(1), F.A.C.  
[eff. date]

shall be provided to Florida Housing by June 30 of the applicable year.

- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) 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.
- (15) 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 serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Elected Official or designee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Joseph E. Flescher, BCC Chairman  
Type Name and Title

\_\_\_\_\_  
Date

**OR**

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

**RESOLUTION #: 2020 - \_\_\_\_\_**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF INDIAN RIVER 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 MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

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

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

**WHEREAS**, the SHIP Act requires local governments to establish the 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 *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary 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 Indian River County Community Development Department 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 Indian River County citizens to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

**WHEREAS**, this resolution replaces and supersedes resolution #2017-118, that was approved by the Board on December 5, 2020.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF INDIAN RIVER COUNTY, FLORIDA that:**

Section 1: The Board of County Commissioners of Indian River 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 2021-2022, 2022-2023, 2023-2024.

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

Section 3: The County shall utilize up to 10 percent of the local housing distribution plus 5 percent of the program income deposited into the trust fund to administer the program.

Section 4: This resolution shall take effect immediately upon its adoption.

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

Chairman, Joseph E. Flescher \_\_\_\_\_

Vice Chairman, Peter D. O'Bryan \_\_\_\_\_

Commissioner, Susan Adams \_\_\_\_\_

Commissioner, Joseph H. Earman \_\_\_\_\_

Commissioner, Laura Moss \_\_\_\_\_

**Exhibit E**  
**67-37.005(1), F.A.C.**  
**[eff. date]**

The Chairman thereupon declared the resolution duly passed and adopted this \_\_\_\_\_ day  
of \_\_\_\_\_ 2020.

Board of County Commissioners of  
Indian River County

By: \_\_\_\_\_  
Joseph E. Flescher, Chairman

ATTEST by: \_\_\_\_\_  
Jeffrey R. Smith, Clerk of the Circuit Court & Comptroller

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: \_\_\_\_\_  
Dylan Reingold  
County Attorney

**EXHIBIT F**

**No change to the Original Ordinance**

**EXHIBIT G**

**No Interlocal Agreement**



**EXHIBIT H**

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

*INFORMATION SHEET*

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**LOCAL GOVERNMENT:** Indian River County, Florida

**CHIEF ELECTED OFFICIAL:** Joseph E. Flescher, Chairman,  
Board of County Commissioners

**ADDRESS:** 1801 27<sup>th</sup> Street, Vero Beach, FL 32960

**SHIP ADMINISTRATOR:** Bill Schutt, AICP, Chief, Long Range Planning

**ADDRESS:** 1801 27<sup>th</sup> Street, Vero Beach, FL 32960

**TELEPHONE:** (772) 226-1250 **FAX:** (772) 226-1922

**EMAIL ADDRESS:** [bschutt@ircgov.com](mailto:bschutt@ircgov.com)

**ADDITIONAL SHIP CONTACTS:** Vickie Johnston

**ADDRESS:** 1801 27<sup>th</sup> Street, Vero Beach, FL 32960

**EMAIL ADDRESS:** [vjohnston@ircgov.com](mailto:vjohnston@ircgov.com)

**PLANNER** Matt Kalap

**ADDRESS:** 1801 27<sup>th</sup> Street, Vero Beach, FL 32960

**EMAIL ADDRESS:** [mkalap@ircgov.com](mailto:mkalap@ircgov.com)

**INTERLOCAL AGREEMENT:** **NO** (IF yes, list other participants in the inter-local agreement):

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

**LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER:** 59-6000674

**MAIL DISBURSEMENT TO:** Board of County Commissioners, Indian River **ADDRESS:**  
1801 27<sup>th</sup> Street, Vero Beach, FL 32960

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

**NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.**

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

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