



MARION COUNTY

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2019-2020, 2020-2021, 2021-2022

Adopted by Resolution 19-R-112

**Marion County Community Services
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I. Program Details:

A. LG(s)

Name of Local Government	Marion County, a political subdivision of the State of Florida
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	

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: 2019-2020, 2020-2021, 2021-2022

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 or programs.

G. Public Input: Public input was solicited through face-to-face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted, as well as any established funding priorities as described in this plan.



The following priorities for funding described/listed here apply to all strategies unless otherwise stated:

1. Persons with Special Needs as defined in Section 420.0004(13)(a), FS:
 - a) Extremely low income – 30%
 - b) Very income – 50%
 - c) Low income – 80%
 - d) Moderate income – 120%

2. Essential Service Personnel as defined in **Section I, S** of this plan:
 - a) Extremely low income – 30%
 - b) Very income – 50%
 - c) Low income – 80%
 - d) Moderate income – 120%

3. After serving special needs households as established in **Section I, U** of this plan and qualified essential service personnel, applicants will be served on a first-qualified, first-served basis with priority given to very low, then low, and then moderate-income groups.

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	X
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.

“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 periodic monitoring and determination, a municipality, county or local housing finance authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these 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 is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary 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	Percentage
Local Government	Administration of the local housing assistance plan is the responsibility of Marion County under the direction of the County Administrator, or his designee, the Community Services Director	100%
Third Party Entity/Sub-recipient	N/A	

- R. **Project Delivery Costs:** N/A
- S. **Essential Service Personnel Definition:** In Marion County essential service personnel are as follows: teachers and educators in PK-12; public safety personnel to include law enforcement officers, corrections officers, firefighters, EMTs and other first responders; health care personnel; skilled building trades personnel; and members of the United States Armed Forces to include active, reserve, honorably retired or separated from service.



- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:** Reduction of client's long-term costs relating to maintenance, utilities or insurance: Green building techniques including Energy Star appliances, HVAC duct sealing added insulation, energy-efficient lighting and Florida-friendly landscaping are included in the Marion County Community Services Rehabilitation Standards Manual. Energy and water conservation, and appropriate fertilizer and pesticide use, are part of County homeownership class instruction. In addition, rehabilitation activities include an assessment and repair/replacement as warranted of items as required to maintain affordable homeowner's insurance.
- U. Describe efforts to meet the 20% Special Needs set-aside:** : A minimum of 20% of each year's allocation will be expended for assistance to special needs persons with a priority for assisting persons with developmental disabilities. To meet this requirement, targeted marketing of the SHIP strategies, with an emphasis on the rehabilitation program for ADA and accessibility home modifications, will be done through:
- Brochures
 - Public awareness campaigns to agencies serving this population
 - Public information releases
 - Advertisement through participation in local community events
- V. Describe efforts to reduce homelessness:** Marion County staff actively participate in the Marion County Homeless Council and the Continuum of Care Council to maintain awareness of community needs and initiatives. Two new SHIP strategies will directly address this need by providing rent and utility assistance to: 1) move the working poor out of motels and into permanent rental units and 2) help prevent those currently in rental units, but facing eviction, to remain stably housed.



Section II. LHAP Strategies

A. Purchase Assistance with or without Rehab	Code 1, 2
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a. Summary: The Marion County Purchase Assistance Program is designed to assist homebuyers (that do not currently own a home) with the purchase of a new or existing single-family dwelling. Funding, which is provided as a subordinate mortgage loan, may be used for down payment, closing costs, principal buy-down and repairs as needed for affordable homeownership. SHIP funds may be used in conjunction with a first mortgage loan obtained from a participating lender, not-for-profit developer, Florida Housing Finance Corporation's Bond Program.

- b. Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served:** Extremely Low, Very Low, Low, and Moderate
- d. Maximum award:** \$40,000
- e. Terms**
- 1. Repayment loan/deferred loan/grant:** Deferred Payment loan secured by a mortgage and note
 - 2. Interest Rate:** 0%
 - 3. Years in loan term:** 20 years
 - 4. Forgiveness:** The loan will be forgiven at the end of the 20-year period, if all conditions have been met.
 - 5. Repayment:** None due as long as the loan is in good standing.
 - 6. Default:** Monthly payments are not required. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a) Sale.** If proceeds are not sufficient to pay off the first mortgage note then the client may petition the Marion County Community Services Department for an optional payment plan or the county may consider accepting an amount less than the outstanding balance as part of a short sale.
 - b) Title transfer.** Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services has the right of first refusal.
 - c) Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the County subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount.
 - d) Homeowner no longer resides in the home.** The County reserves the right to foreclose if payment is not received as noted above.
 - e) Death of homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as their 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.
- f. Recipient Selection Criteria:** An applicant may submit a completed SHIP Application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.



1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, I** of this plan as funds become available.
2. The household assisted must be able to obtain first mortgage loan financing from a participating lender.
3. Applicants that meet income and eligibility guidelines will be required to complete a County approved, HUD certified Homebuyer Education class.
4. Applicants must be a current Florida resident for a minimum of two (2) years.
5. Persons that qualify for SHIP assistance will be required to abide by all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. Units assisted must be within Marion County
2. Applicants are not eligible to apply for any additional SHIP Assistance Strategy, except Disaster Relief, for a period of 5 years.
3. First mortgage must be at a fixed rate; no ARMs, prepayment penalty, negative amortization, balloon loan, or owner financing are allowed.



B. Owner Occupied Rehabilitation/Demolition-Reconstruction	Code – 3, 4
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a. Summary: This program is designed to assist eligible homeowners with needed repairs, alterations, mitigation, and/or additions to improve their health, safety, and well-being or contribute to the structural integrity, long-term affordability, and preservation of their owner-occupied home. The home must be suitable for rehabilitation. Loans for assistance may include costs related to all eligible repairs, such as testing, inspections, engineering, permit fees, and abatement and pest control. If rehabilitation will exceed maximum award, the homeowner may be eligible for reconstruction.

- b. Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served:** Extremely Low, Very Low, Low
- d. Maximum award:**
 - \$40,000 for rehabilitation of Site Built Homes
 - \$90,000.00 for reconstruction.
 - \$40,000 for rehabilitation of mobile homes or manufactured housing constructed after June 1994.
- e. Terms:**
 - 1. Repayment loan/deferred loan: Deferred payment loan secured by a mortgage and note or grant a outlined below
 - 2. Interest Rate: 0%
 - 3. Years in loan term:

Amount of Assistance	Lien Period	Forgiven
Up to \$10,000	5 Years	5 Years
Over \$10,000.00 - \$40,000.00	15 Years	15 Years
Over \$40,000.00 - \$90,000.00	20 Years	20 Years

- 4. **Forgiveness:** The loan will be forgiven at the end of the above forgiveness periods, if all conditions have been met. If all conditions have been met, loans for more than \$10,000.00 up to \$40,000.00 may be partially forgiven for up to 20% of the loan balance at the completion of year 11 and up to an additional 20% of the loan balance at the completion of each subsequent year, until full forgiveness of the entire loan balance at the completion of year 15.
- 5. **Repayment:** None required as long as the loan is in good standing.
- 6. **Default:** Monthly payments are not required. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a) **Sale.** If proceeds are not sufficient to pay off the first mortgage note, then the client may petition the Marion County Community Services Department for an optional payment plan or the County may consider accepting an amount less than the outstanding balance as part of a short sale.
 - b) **Title transfer.** Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services has the first right of refusal.
 - c) **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the county subordinate its mortgage if the request is submitted in writing, the refinance is at a



lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount.

- d) **Homeowner no longer resides in the home.** The County reserves the right to foreclose if payment is not received as noted above.
- e) **Death of the homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.

f. **Recipient Selection Criteria:** An applicant may submit a completed SHIP Application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.

- 1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, I** of this plan when funding becomes available.
- 2. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.

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

h. **Additional Information:**

- 1. Units assisted must be within Marion County.
- 2. The home must be homesteaded and owner-occupied as the primary residence for a minimum of 12 months prior to application. Eligible forms of ownership may be:
 - a) Warranty Deed
 - b) Fee simple title
 - c) An equivalent form of ownership approved by HUD



C. New Construction – Home Ownership	Code - 10
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a. Summary: One of Marion County’s priorities is to increase affordable housing within the county. This strategy is designed to incentivize the development and construction of affordable housing units for sale to SHIP eligible homebuyers.

Marion County will assist Sponsors with the acquisition, infrastructure, and construction costs associated with producing affordable, residential, owner occupied housing for SHIP eligible home buyers. SHIP assistance will be repaid to the County by the developer from the proceeds of the home’s sale. A portion of the County’s assistance, up to \$40,000.00, may be used to assist the homebuyer.

- b. **Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022
- c. **Income Categories to be served:** Extremely Low, Very Low, Low, and Moderate
- d. **Maximum award:** \$40,000
- e. **Terms:**
 - 1. Repayment loan/deferred loan/grant:
Developer: A deferred payment construction lien will be placed on the property during construction and released upon sale of the home to an eligible SHIP client. All or a portion of the Lot purchase and/or clearing can be provided in the form of a grant, not to exceed \$15,000.
Homebuyer: A deferred payment loan secured by a mortgage and note.
 - 2. **Interest Rate:** 0% Homebuyer, 1% Developer
 - 3. **Years in loan term:** **Developer:** not to exceed 12 months
Homebuyer: 20 years
 - 4. **Forgiveness:**
Developer: N/A
Home Buyer: The loan will be forgiven at the end of 20 years, if all conditions are met.
 - 5. **Repayment:**
Developer-payment is due upon the earlier of:
 - a) The loan becomes due and payable at the end of the 12-month loan term, including interest, if the home is not sold or is sold to an ineligible buyer.
 - b) Full payment is required when the home is sold to an eligible buyer**Homebuyer.** None required as long as the loan is in good standing.
 - 6. **Default:**
Developer.
 - 1. The loan becomes due and payable at the end of the 12-month loan term if the home is not sold or is sold to an ineligible buyer.
 - 2. Full payment is required when the home is sold to an eligible buyer**Homebuyer.**
 - a) Monthly payments are not required. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - 1. **Sale.** If proceeds are not sufficient to pay off the first mortgage note, the client may petition the Marion County Community Services Department for an optional payment plan or the County may consider accepting an amount less than the outstanding balance as part of a short sale.
 - 2. **Title Transfer.** Either voluntarily or by operation of law, including death of the surviving



mortgagor or foreclosure. In the event of foreclosure, Marion County Community Services has the first right of refusal.

3. **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the County will subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and the refinanced closing costs do not increase the loan balance beyond the original loan amount.
 4. **Homeowner no longer resides in the home.** The County reserves the right to foreclose if payment is not received as noted above.
 5. **Death of the homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.
- f. **Recipient Selection Criteria:** An applicant may submit a completed SHIP application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, I** of this plan.
 2. The household assisted must be able to obtain a mortgage from a participating lender, not-for-profit agency, or USDA.
 3. Applicants that meet income and eligibility guidelines will be required to complete a County Approved Homebuyer Education class.
 4. Applicants must be a Florida resident for a minimum of two (2) years.
 5. Applicants that qualify for SHIP assistance will be required to abide by all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.
- g. **Sponsor Selection Criteria:** Applications will be received through Marion County Procurement Requests for Proposal process, from non-profit and for-profit organizations. Information should include, but is not limited to, unit price, leveraging of funds, duration of project, project feasibility, number of clients to be served, client selection process, organizational experience, monitoring capabilities, and documentation procedures. This will be evaluated and awarded by a predetermined selection committee. In the event SHIP funding is used as leverage as match for a competitive housing grant, a selection committee will not be required. Additional points may be given in the application selection process to those eligible sponsors which employ personnel from the Welfare Transition Program or provide for persons with special housing needs.
- h. **Additional Information:**
Homebuyer
1. Units assisted must be located within Marion County.
 2. Applicants are not eligible to apply for any additional SHIP Assistance Strategy, except Foreclosure Intervention or Disaster Relief, for a period of 5 years from closing.
 3. First mortgage must be at a fixed rate; no ARMs, prepayment penalty, negative amortization, balloon loan, owner financing, or other non-affordable loan terms are allowed.



D. Rental Assistance	Code – 13, 26
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a. Summary: This is for rental and utility assistance. The program has two components and is designed for:

- **Rapid Rehousing:** to assist income eligible households who can pay on-going rent and utilities, but without the resources to pay first, last and deposits and/or utilities arrearages necessary to attain affordable rental housing.
- **Rental Assistance:** to assist income eligible households faced with utility disconnection or eviction after receiving a disconnect notice or a 3-day eviction notice and without resources to bring the account current; or households residing in a place not meant for human habitation; or individuals fleeing or attempting to flee domestic violence.

- b. Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served:** Extremely Low, Very Low
- d. Maximum award:** \$10,000
- e. Terms** (all six items must be completed or “N/A”):
1. Repayment loan/deferred loan/grant: Grant
 2. Interest Rate: 0%
 3. Years in loan term: N/A
 4. Forgiveness: N/A
 5. Repayment: N/A
 6. Default: N/A
- f. Recipient Selection Criteria:** Applications are processed on a first-qualified, first-served basis based on the funding priorities established by **Section I, I** of this plan.
- g. Sponsor/Sub-recipient Selection Criteria:** Qualified non-profit organizations must be established under the laws of the State of Florida, and in receipt of a letter from the Internal Revenue Service indicating that the organization is recognized as tax exempt, pursuant to Section 501(c)(3) of the Internal Revenue Code. The organization must be established for the purpose of providing housing services, and it must have been operating in Marion County for a minimum of 24 months with paid staff and demonstrate professional capability and proficiency. Organizations must have internet capabilities at the time the selection of an organization to administer the Ship program is made.
- h. Additional Information: Rapid Rehousing**
1. Moving and relocation costs are eligible.
 2. May meet with a HUD certified Financial Counselor.
 3. Unit must meet habitability standards.



E. Disaster Assistance	Code - 5
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1 a. Summary of the Strategy: The Disaster Assistance strategy provides funds to households following a disaster or emergency declared by the President of the United States or Governor of the State of Florida. SHIP disaster 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 homeowners' insurance policies;
- (e) security deposit for eligible recipients that have been displaced from their homes due to disaster;
- (f) rental and utility assistance for eligible applicants.
- (g) mortgage and utility payment assistance for eligible applicants.
- (h) Strategies included in the approved LHAP that benefit applicants directly affected under the Executive Order.
- (i) other eligible activities as proposed to and approved by Florida Housing.

- b. Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served:** Extremely Low, Very Low, Low, and Moderate
- d. Maximum award:** \$20,000
- e. Terms** (all six items must be completed or "N/A"):
 - 1. Repayment loan/deferred loan/grant: Grant
 - 2. Interest Rate: 0%
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria:** Applications are processed on a first-qualified, first-served basis based on the funding priorities established by **Section I, I** of this plan. Income eligible homeowners or Tenants should be located in Marion County, at or below 120% AMI, and lack financial resources to cover the cost for repairs, deductibles, monthly rent or mortgage payments. Complete applications from affected homeowners or tenants will be processed expediently.
 - 1. Applicants are required to provide all documentation requested for income and eligibility determination.
 - 2. The unit assisted must be owner-occupied and homesteaded as the primary resident or be the current leaseholder for the unit rented.
- g. Sponsor Selection Criteria:** Qualified non-profit organizations or Local Government, must be established under the laws of the State of Florida, and non-profit organizations in receipt of a letter from the Internal Revenue Service indicating that the organization is recognized as tax exempt, pursuant to Section 501(c)(3) of the Internal Revenue Code. The organization must be established for the purpose of providing housing



services or disaster relief, and it must have been operating in Marion County for a minimum of 24 months with paid staff and demonstrate professional capability and proficiency. Organizations must have internet capabilities at the time of selection to administer the SHIP program.

h. Additional Information:

1. Mobile homes are eligible for repair assistance, only allows for repairing those built after June 1994.
2. Applicant's needing additional repairs may apply for SHIP Homeowner Rehabilitation. However, total combined funding may not exceed the maximum Rehabilitation per unit award. All Rehabilitation guidelines will apply.



F. Rental New Construction, Acquisition, Rehabilitation	Code 14, 15, 20, 21,
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a. Summary: To promote the production of affordable multi-family rental housing in the County, particularly for special needs households as defined by Section 420.0004(13)(a), F.S. Funds may be provided as deferred loans or low interest loans to support the acquisition and rehabilitation of, or the new construction of multifamily housing, including single room occupancy, transitional/group home housing, senior rental facilities, scattered sites or the housing portion of a mixed-use facility. The program is designed to promote mixed income projects and neighborhoods.

Funds may be used as a match for U.S. Department of Housing and Urban Development's HOME program and various other programs offered by the federal government and the State of Florida to develop affordable housing.

- b. Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022
- c. Income Categories to be served:** Extremely Low, Very Low, Low, and Moderate
- d. Maximum award:** \$90,000 per unit
- e. Terms:**
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a mortgage and note
 - 2. Interest Rate: 0 %
 - 3. Years in loan term: 30 years
 - 4. Forgiveness: There is no yearly pro-rata forgiveness of the loan.
 - 5. Repayment: None required as long as the loan is in good standing.
 - 6. Default: Repayment of the principal is due in full upon sale, title transfer, or if no longer serving extremely low, very low or low-income residents.
- f. Recipient Selection Criteria:** N/A
- g. Sponsor Selection Criteria:** Applicants may include for-profit and non-profit entities. Sponsor must have a minimum of 3 years of housing project development experience. A minimum of 10% match is required for total project cost, may include in-kind. For bridge or construction loans, a for-profit project sponsor must be organized as a partnership or limited liability company with each investor contributing equity in exchange for ownership interest. Non-profit bridge or construction loan applicants must provide commitment letters for permanent financing for a minimum of 80% of total construction and land acquisition cost. Project eligibility will be determined by an affordable housing rating committee with a recommendation to Marion County's Community Services Department with priority given to projects that include units for very low-income populations and/or accessible units for the disabled.
- h. Additional Information:**
 - 1. Eligible expenses will include construction hard costs and soft costs necessary to rehabilitate or construct the project. This includes cost of land, cost to acquire structure and land, demolition cost, and professional service fees (e.g. environmental phase 1, engineering, survey, appraisal, architectural and interest buy downs).
 - 2. Infrastructure directly related to the project including streets, roadways, parking, sidewalks, pathways, storm drainage, water, sewer and sanitary systems, sewer connections, hydrants, meters,



utilities and utility easements for telephone, cable electric lines, right of way and other acceptable fees will also be allowed.

- 3.** Rental units constructed, rehabilitated, or otherwise assisted in excess of \$10,000.00 will be monitored at least annually for 15 years or the term of assistance, whichever is longer, for compliance with tenant income and affordability requirements. All other regulatory requirements will be enforced.



G. Impact Fees	Code 8, 19
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a. **Summary:** SHIP Funds will be awarded to developers to offset a portion of the development impact fees incurred in connection with the development of affordable housing with four (4) or more units.

- b. **Fiscal Years Covered:** 2019-2020, 2020-2021, 2021-2022
- c. **Income Categories to be served:** Very Low, Low and Moderate
- d. **Maximum award:** \$20,000
- e. **Terms:**
 - 1. **Repayment loan/deferred loan/grant:** Once the units are constructed, the Developer will pass the lien to the income eligible buyer as a forgivable loan. Eligible buyers shall sign a mortgage and note.
 - 2. **Interest Rate:** 0 %
 - 3. **Years in loan term:** 15 years
 - 4. **Forgiveness:** The loan will be forgiven at the end of 15 years, if all conditions have been met.
 - 5. **Repayment:** None required as long as the loan is in good standing.
 - 6. **Default:** Monthly payments are not required. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a. **Sale.** If proceeds are not sufficient to pay off the first mortgage note, the client may petition the Marion County Community Services Department for an optional payment plan or the County may consider accepting an amount less than the outstanding balance as part of a short sale.
 - b. **Title transfer.** Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, Marion County Community Services has the first right of refusal.
 - c. **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the County subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount.
 - d. **Homeowner no longer resides in the home.** The County reserves the right to foreclose if payment is not received as noted above.
 - e. **Death of the homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.
- f. **Recipient Selection Criteria:** An applicant may submit a completed SHIP Application to Marion County Community Services for a determination of income eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
 - 1. In the event there are more applications than can be assisted due to lack of funding, the applications will be processed as established by **Section I, I** of this plan when funding becomes available.
 - 2. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, Marion County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.



g. Sponsor Selection Criteria: Sponsors will apply through an application process. These processes will require proof of developer experience in constructing and selling affordable housing, financial capacity, including established partnership with a lender, effective project management system, and provide a housing unit design that meets with the County's housing element in the Comprehensive Plan and an eligible purchase assistant client.

h. Additional Information: N/A



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.

Provide a description of the procedures used to implement this strategy: Administrative Policy 07-04 requires the Marion County Community Services Department review all Affordable/Workforce Housing Department applications for affordability provisions. Approved projects will be provided with a Certification of Affordability to be attached to their application. The Application and Certification will be forwarded to the Department Review Committee (DRC). The DRC will meet with the Affordable Housing Project Manager or Engineer at their next scheduled meeting to establish timelines and procedures for fast tracking reviews and permit processing. The timeline schedule and procedures for fast tracking shall be provided to the Marion County Community Services Department, along with an estimation of how much time this expedited schedule will save over regular development processing.

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.

Provide a description of the procedures used to implement this strategy: All Departments under the Marion County Administrator will, prior to adoption or Board approval, review all policies, procedures, ordinances, regulations or plan provisions to determine if there will be any impact to the cost of housing. If there is a cost associated, this cost is to be noted to the Agenda Cover Page and forwarded to the Marion County Community Services Department prior to the Board meeting. If it is a policy change that does not require Board action, a summary with the associated cost should be forwarded to the Marion County Community Services Director for review and comment prior to implementations.

C. Other Incentive Strategies Adopted: Impact Fees, modifications, waivers, or reimbursements

Ordinance No. 15-14, § 1, 9-1-2015 allows the County Administrator to approve an agreement for twelve (12) equal monthly payments of the impact fee for applicants who meet the Marion County SHIP Program guidelines for low income families. A forty dollar (\$40.00) nonrefundable processing fee will be charged for all applications for a deferred payment agreement.

- Use SHIP funds, when available, to pay for impact and building department fees for new affordable housing projects consisting of more than four units, resulting in a revenue neutral incentive.
- Designate incentive areas, possibly by proximity to employment centers and public transportation routes, for reduction or waiver of impact fees.
- Establish lien mechanisms to recapture these fees if the house is sold within ten (10) years.



IV. EXHIBITS:

- A.** Administrative Budget for each fiscal year covered in the Plan
- B.** Timeline for Estimated Encumbrance and Expenditure
- C.** Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan
- D.** Signed LHAP Certification
- E.** Signed, dated, witnessed or attested adopting resolution

Marion County

Fiscal Year: 2019-2020	
Estimated SHIP Funds for Fiscal Year:	\$ 1,200,000.00
Salaries and Benefits	\$ 108,000.00
Office Supplies and Equipment	\$ 3,000.00
Travel Per diem Workshops, etc.	\$ 2,000.00
Advertising	\$ 1,400.00
Other*	\$ 5,000.00
Total	\$ 119,400.00
Admin %	9.95%
	OK

Fiscal Year 2020-2021	
Estimated SHIP Funds for Fiscal Year:	\$ 1,200,000.00
Salaries and Benefits	\$ 108,000.00
Office Supplies and Equipment	\$ 3,000.00
Travel Per diem Workshops, etc.	\$ 2,000.00
Advertising	\$ 1,400.00
Other*	\$ 5,000.00
Total	\$ 119,400.00
Admin %	9.95%
	OK

Fiscal Year 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 1,200,000.00
Salaries and Benefits	\$ 108,000.00
Office Supplies and Equipment	\$ 3,000.00
Travel Per diem Workshops, etc.	\$ 2,000.00
Advertising	\$ 1,400.00
Other*	\$ 5,000.00
Total	\$ 119,400.00
Admin %	9.95%
	OK

*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:

Exhibit B
Timeline for SHIP Expenditures

Marion County affirms that funds allocated for these fiscal years will
(local government)
meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022
2020-2021	6/30/2022	6/30/2023	9/15/2021	9/15/2022	9/15/2023
2021-2022	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024

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 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022
2020-2021	3/30/2022	3/30/2023	6/15/2021	6/15/2022	6/15/2023
2021-2022	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024

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 and 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 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.

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

2021-2022

Name of Local Government:		Marion County Community Services										
Estimated Funds (Anticipated allocation only):		\$		1,200,000								
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
1, 11	Purchase Assistance w/ Rehab	Yes	1	\$40,000	7	\$40,000	4	\$40,000	\$480,000.00	\$0.00	\$480,000.00	12
3, 11	Owner Occupied Rehab	Yes	6	\$40,000	4	\$40,000		\$40,000	\$400,000.00	\$0.00	\$400,000.00	10
4	Demolition/Reconstruction	Yes		\$90,000		\$90,000		\$90,000	\$0.00	\$0.00	\$0.00	0
5, 11	Disaster Repair/Mitigation	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
8	Impact Fees	Yes		\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
9, 11	Acquisition/Rehabilitation	Yes							\$0.00	\$0.00	\$0.00	0
10, 11	New Construction	Yes		\$40,000		\$40,000		\$40,000	\$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
Total Homeownership			7		11		4		\$880,000.00	\$0.00	\$880,000.00	22
Purchase Price Limits:			New	\$ 253,809	Existing	\$ 189,682						

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
13	Rental Assistance	No	2	\$10,000		\$10,000		\$10,000	\$0.00	\$20,000.00	\$20,000.00	2
14	Rehab Rental			\$90,000		\$90,000		\$90,000	\$0.00	\$0.00	\$0.00	0
19	Impact Fees			\$20,000		\$20,000		\$20,000	\$0.00	\$0.00	\$0.00	0
21	New Construction	Yes	1	\$90,000	1	\$90,000		\$90,000	\$180,000.00	\$0.00	\$180,000.00	2
20	Land Acquisition			\$90,000		\$90,000		\$90,000	\$0	\$0.00	\$0.00	0
	Total Rental		3		1		0		\$180,000.00	\$20,000.00	\$200,000.00	4
	Administration Fees	\$		120,000		10%	OK					
	Home Ownership Counseling	\$		-								
Total All Funds		\$		1,200,000	OK							

Set-Asides

Percentage Construction/Rehab (75% requirement)	88.3%	OK
Homeownership % (65% requirement)	73.3%	OK
Rental Restriction (25%)	16.7%	OK
Very-Low Income (30% requirement)	\$ 390,000	32.5%
Low Income (30% requirement)	\$ 530,000	44.2%
Moderate Income	\$ 160,000	13.3%

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: Marion County

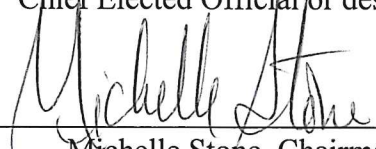
Certifies that:

- (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. 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

Marion County Board of County Commissioners
Chief Elected Official or designee

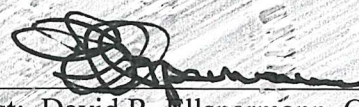


Witness

Michelle Stone, Chairman

Date

OR



Attest: David R. Ellspermann, Clerk
(Seal)

RESOLUTION #: 19-R-112

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MARION 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 CHAIRMAN 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; and

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

WHEREAS, the County Commission finds that it is in the best interest of the public for the Marion 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 MARION COUNTY, FLORIDA that:


Section 1: The Board of County Commissioners of Marion 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 2019/20, 2020/21, and 2021/22.

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

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

PASSED AND ADOPTED THIS 16th DAY OF April, 2019.

BOARD OF COUNTY COMMISSIONERS
MARION COUNTY


MICHELLE STONE, CHAIRMAN

(SEAL)

ATTEST:


DAVID R. ELLSPERMANN, CLERK