

**BOARD OF COUNTY COMMISSIONERS**

**DATE:** September 11, 2014

**AGENDA ITEM NO.** 16

**Consent Agenda** ☐

**Regular Agenda** ☒

**Public Hearing** ☐

 **County Administrator's Signature:**

**Subject:**

Adoption of a Resolution for approval and authorization to submit to the Florida Housing Finance Corporation, an Amendment to the State Housing Initiatives Partnership Program Local Housing Assistance Plan for Fiscal Years 2006-2009, for the purpose of providing a more comprehensive summary of housing program strategies, parameters and terms.

**Department:**

Health and Community Services

**Staff Member Responsible:**

Cheryl Reed, Division Director  
Community Revitalization

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) ADOPT THE RESOLUTION AMENDING THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN FOR FISCAL YEARS 2006-2009 AND AUTHORIZE THE SUBMISSION OF THE SECOND AMENDMENT TO THE FLORIDA HOUSING FINANCE CORPORATION.

**Summary Explanation/Background:**

Pinellas County has been a participating local government in the State Housing Initiatives Partnership (SHIP) Program since its creation in 1992. The SHIP Program provides funding for the production of housing units, the preservation/rehabilitation of housing units, the promotion of homeownership through down payment assistance, and the provision of housing services.

Every three years, Pinellas County submits a Local Housing Assistance Plan (LHAP) to the Florida Housing Finance Corporation (FHFC) identifying the County's strategies for targeting SHIP funds to very low, low, and moderate-income households; for providing stimulus to the housing development community; and for working in partnership with nonprofit and for-profit organizations to provide affordable housing. Each year, Pinellas County submits an Annual SHIP Report to the State on the SHIP Program. The Annual Report covers a 3-year period and details the County's affordable housing programs and accomplishments.

In 2006, by Resolution 06-68, the Board approved the 2006-2009 LHAP. In 2008, by Resolution 08-100, the Board approved an amendment to the 2006-2009 LHAP to increase the maximum award limits for each housing strategy to address dramatic real estate and construction cost increases.

In October of 2013, Seltzer Management Group, Inc. (Seltzer Management) monitored the 2008-2009 and 2009-2010 SHIP Program years. Seltzer Management is the contractor selected by the Florida Housing Finance Corporation to review and conduct compliance monitoring for county and city SHIP Programs. As a result of the monitoring, Seltzer Management made two determinations that required action by the County 1) the 2006-2009 LHAP needed to be amended and 2) that the County must reimburse the local SHIP Program for activities that did not meet specific program guidelines regarding eligibility.

Seltzer Management determined that the 2006-2009 LHAP needed to be amended to provide additional detail about specific strategies in order to show that the County's housing programs conducted in 2008-2009 were in compliance with the LHAP. At the recommendation of the monitoring agency, the 2006-2009 LHAP is being amended to provide additional detail about loan terms and conditions and recapture methods and remedies of SHIP funded housing grant and loan programs.

Seltzer Management identified two issues that require SHIP reimbursement: a) an ineligible beneficiary and b) four instances where total expenditures exceeded the per activity limit as defined by the County's Local Housing Assistance Plan. In the instance of an ineligible beneficiary, SHIP funds in the amount of \$105,461.05 were spent to construct a new single family home in the Union Academy neighborhood of Tarpon Springs. The home sale was restricted to buyers with an income below 120% of the area median income per the SHIP program requirements. Prior to the sale of the home, staff approved the homebuyer as income eligible based on employer provided income documentation. The buyer did not misrepresent their income; this was a staff error resulting from multiple forms of income information provided by the buyer resulting in differing amounts of projected income. During the monitoring review, Seltzer Management determined the homebuyer did not meet the established income limit based on sample pay stub documentation. Based on the determination of homebuyer ineligibility, the County is obligated to reimburse the SHIP program.

#### Ineligible Beneficiary - Over Income

<u>Activity</u>	<u>Amount to be reimbursed</u>
New Construction:	
• Model Home Program Construction	\$105,461.05

The second issue consists of four instances where the County's expenditures were above the County's per activity limit as defined by the program guidelines in the Local Housing Assistance Plan. The overages are outlined below.

#### Expenditure Exceeding Program Guidelines

<u>Activity</u>	<u>Maximum Limit</u>	<u>Amount to be reimbursed</u>
New Construction:		
• Haven Ridge	\$175,000 per unit	\$ 1,500.00
Homeowner Rehabilitation:		
• Pantelis & Despina Velis	\$ 50,000 per unit	\$ 436.18
• Katherine Moses	\$ 50,000 per unit	\$ 190.55
• Yvonne Maynard	\$ 50,000 per unit	\$ 408.25

Annually the Community Development special revenue fund receives an allocation from the General Fund to support expenses not eligible for reimbursement by local, state and federal grants. A portion of this General Fund allocation, through an administrative budget amendment, will be transferred to the SHIP special revenue fund to reimburse the SHIP fund for the ineligible expenses.

To ensure compliance with all SHIP Program guidelines and requirements, the Community Revitalization Division has reinstituted multiple levels of internal file review by County staff to ensure that maximum award amounts are not exceeded and the income of potential beneficiaries is accurately calculated. This is the first time since the inception of the SHIP Program in 1992 that it has been necessary for the County to reimburse SHIP funds. During FY2006 through FY2009, Pinellas County received a total of \$14,178,572 of SHIP funding from the State of Florida. Since 2000, Pinellas County has received a total of \$42,296,368 in SHIP funding.

The amended 2006-2009 LHAP was made available for public comment from March 30, 2014 to April 28, 2014. Notice of the comment period was advertised in the Tampa Bay Times on March 30, 2014. No comments were received. The Community Housing Work Group 2.0, established by the Board in Resolution 08-75, has reviewed and approved the proposed second amendment to the 2006-2009 LHAP.

Approval of the resolution will allow the Health and Community Services Department to submit the amended LHAP to the Florida Housing Finance Corporation.

**Fiscal Impact/Cost/Revenue Summary:**

Revenue	\$14,178,572.00	Total SHIP funding received by the County during the period covered by the 2006-2009 LHAP.
Cost	\$107,996.03	Total SHIP funds to be reimbursed from Community Development's existing General Fund budget. This represents 0.76% of the SHIP funds received from 2006-2009.

**Exhibits/Attachments Attached:**

Resolution  
Second Amendment to 2006-2009 Local Housing Assistance Plan - Redline Version  
Second Amendment to 2006-2009 Local Housing Assistance Plan - Clean Version

RESOLUTION NO. \_\_\_\_\_

APPROVAL OF AND AUTHORIZATION TO SUBMIT TO THE FLORIDA HOUSING FINANCE CORPORATION, A SECOND AMENDMENT TO THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN FOR FISCAL YEARS 2006-2009, FOR THE PURPOSE OF PROVIDING A MORE COMPREHENSIVE SUMMARY OF PROGRAM STRATEGIES AND TERMS.

WHEREAS, the State Housing Initiatives Partnership (SHIP) Program was created pursuant to S. 420.9072, Florida Statutes, for the purpose of providing funds to local governments as an incentive for the creation of partnerships to produce and preserve affordable housing; and

WHEREAS, to be eligible to receive funds under the SHIP Program, the Board of County Commissioners (Board) must submit to the Florida Housing Finance Corporation a Local Housing Assistance Plan (LHAP) describing the Local Housing Assistance Program established pursuant to S. 420.9075, Florida Statutes; and

WHEREAS, the Board approved the 2006-2009 LHAP by Resolution 06-68, and said LHAP was submitted to the Florida Housing Finance Corporation; and

WHEREAS, in 2008, the Board approved an amendment to the 2006-2009 LHAP, by Resolution 08-100, increasing the maximum award limits for each housing strategy in the LHAP and said amendment was submitted to the Florida Housing Finance Corporation; and

WHEREAS, Seltzer Management Group, Inc. completed a monitoring review of the Pinellas County SHIP Program in November 2013 on behalf of the Florida Housing Finance Corporation; and

WHEREAS, Seltzer Management Group determined that the 2006-2009 LHAP did not provide sufficient detail about loan terms and conditions and recapture methods and remedies of SHIP funded housing grant and loan programs; and

WHEREAS, it is necessary to amend the 2006-2009 LHAP in order to clarify terms and conditions of SHIP funded housing grant and loan programs.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Pinellas County in regular session duly assembled this 5<sup>th</sup> day of August, 2014, that the amendment to the 2006-2009 SHIP Local Housing Assistance Plan is hereby approved and authorized for submittal to the Florida Housing Finance Corporation as the Second Amendment to the 2006-2009 Local Housing Assistance Plan.

This Resolution shall become effective upon its adoption.

Commissioner \_\_\_\_\_ offered the foregoing resolution and moved its adoption, which was seconded by Commissioner \_\_\_\_\_, and upon roll call the vote was:

AYES:

NAYS:

ABSENT AND NOT VOTING:

APPROVED AS TO FORM  
OFFICE OF COUNTY ATTORNEY

by Michelle Wallace  
Attorney

**PINELLAS COUNTY, FLORIDA**  
**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**  
**LOCAL HOUSING ASSISTANCE PLAN (LHAP)**  
**SECOND AMENDMENT**  
**FISCAL YEARS 2006-2007, 2007-2008 and 2008-2009**

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## **I. PROGRAM DESCRIPTION**

- A. Name of the Participating Local Government:** Pinellas County, Florida
- B. Purpose of the Program:** The Pinellas County SHIP Program, as defined in this Local Housing Assistance Plan (LHAP) provides a locally determined means of meeting the housing needs of very-low, low- and moderate-income households, expanding production of and preserving affordable housing, and furthering the housing element of the local government comprehensive plan specific to affordable housing.
- C. Fiscal Years Covered by the Plan:** July 1, 2006 - June 30, 2007; July 1, 2007 - June 30, 2008; July 1, 2008 - June 30, 2009.
- D. Governance:** The Pinellas County SHIP Program is established in accordance with, and will conform to all requirements of, Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code and furthers the housing element of the Pinellas County Comprehensive Plan. This program will be administered by the Pinellas County Community Development Department and the program area is Countywide.
- E. Local Housing Partnership:** The Pinellas County SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups to produce affordable housing and provide related services.
- F. Leveraging:** The Pinellas County Local Housing Assistance Plan is intended to increase the availability of affordable residential units both by combining local resources and cost saving measures into a local housing partnership and by using public and private funds to reduce the cost of housing. Pinellas County SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and will provide local match to obtain federal housing grants or programs including funds provided under CDBG, HOME and FEMA.
- G. Public Input:** Public input is continuously provided by special housing committees; countywide and neighborhood committees; public hearings; public forums; consultations with public, quasi-public, and nonprofit agencies, the housing development community; and through special studies. County staff works with community groups, makes public presentations, invites citizen input and shares information on an ongoing basis. Examples of agencies and committees include the Community Housing Work Group, Collaborative Engagement, chambers of commerce, the Professional Realtor Organization, Tampa Bay Builders, the Tampa Bay Partnership, Faith and Action for Strength Together (FAST) and the Bay Area Apartment Association.
- H. Advertising and Outreach:** Pinellas County annually advertises a Notice of Funding Availability in a newspaper of general circulation and in one or more publications serving ethnic and diverse neighborhoods at least 30 days before the beginning of its application period. Means of outreach include provision of information on housing programs to committees, at meetings and forums, via television and radio programs and internet postings and a variety of printed materials such as information statements and brochures.

- I. Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin or handicap in the award application process for eligible housing.
- J. Support Services and Counseling:** Support services are available from various sources. Available support services will include, but will not necessarily be limited to, pre and post-purchase Homeownership Counseling, Credit Counseling and Foreclosure Prevention Counseling.

Support services are available from a number of sources within the community. Support services provided by nonprofits working as partners with the County include pre and post-purchase homeownership counseling and credit counseling; technical assistance to clients with home repair and new home construction processes including developing work plans, requesting bids and assisting in contractor selection. When appropriate, referrals are made to social service, health, housing and legal aid agencies. Clients wishing to purchase a home may participate in homeownership training programs and attend housing fairs, forums, and community homebuyer program presentations. In addition to counseling and credit repair services, these activities train individuals in budgeting, the mortgage application process, and home maintenance.

- K. 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 Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area. Pinellas County relies on figures provided by the U. S. Treasury Department to determine sales price or value of new and existing homes.

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts.

- L. Income Limits, Rent Limits and Affordability:** Income limits used in the Pinellas County SHIP Program are updated annually by the U.S. Department of Housing and Urban Development based on median income of residents of the Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area, adjusted for family size. Households at 0-50% of area median income are defined as very low-income, households at 51%-80% of area median income are defined as low-income and households at 81%-120% of area median income are defined as moderate-income.

Allowable rents for SHIP-assisted units are distributed annually by the Florida Housing Finance Corporation. Affordable means monthly rents or mortgage payments, including taxes and insurance, do not exceed 30% of the incomes of very low-income, low-income and moderate-income households.

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 institutional first 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 the rental limits adjusted for bedroom size that are established by the Florida Housing Finance Corporation.

- M. Wages to Work:** The qualification system and selection criteria for choosing eligible sponsors to assist in carrying out the Pinellas County SHIP Program includes a description demonstrating how eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives Programs will be given preference in the selection process.

- N. Monitoring and First Right of Refusal:** For rental housing assisted with SHIP funds, Pinellas County, or its agent, shall annually monitor and determine tenant eligibility. However, to the extent another governmental entity provides the same monitoring and determination, Pinellas County may rely on such monitoring and determination of tenant eligibility. Any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored at least annually for 15 years or the term of assistance, whichever period is longer unless as specified above.

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

- O. Administrative Budget:** The Pinellas County SHIP Program will be administered by the Pinellas County Community Development Department. A detailed listing including line-item budgets of proposed administrative expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted in this plan.

Monies deposited in the local housing assistance trust fund shall be used to administer and implement Pinellas County's Local Housing Assistance Plan. Pinellas County finds that 5% of the estimated local housing distribution plus 5% of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan and authorizes expenditures not to exceed 10% of distributed funds, to be supplemented by expenditures not to exceed 5% of program income.

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

## II. LHAP HOUSING STRATEGIES

### A. Preservation of the Existing Affordable Housing Stock:

#### 1. Homeowner Housing:

- a) Summary of the Strategy: This strategy provides incentives to promote rehabilitation of owner-occupied housing and purchase/rehabilitation for owner occupancy. SHIP assistance will be provided primarily through loans. Some target population programs offer assistance through grants. Rehabilitation loans are made in the full amount of the rehabilitation expense and closing costs. Purchase/rehabilitation loans provide a below market supplement to private market financing. Additionally, repayment of rehabilitation loans may be deferred until title is transferred or the mortgagor no longer occupies the property. Small grants-Grants may be made to fund specific work, including but not limited to, such as barrier removal to make housing accessible to the disabled.

Certain activities may require higher than typical expenditures for rehabilitation. Examples are asbestos removal and disposal, lead-based paint abatement, and compliance with historic preservation requirements. The maximum assistance amount shown in the Housing Delivery

Goals Chart has been set so as not to prohibit these activities.

The average cost per unit for this strategy is \$30,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes.

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5%, and some programs offer a payment deferral period ranging from 3-5 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

The loans described above are a form of housing assistance to very low-, low- and moderate-income homeowners and buyers. At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing. They cannot be transferred to another person at the original interest rate. Therefore, the borrower must pay off the loan if the property is sold, rented, or otherwise vacated.

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis by administering agencies. However, certain initiatives may be targeted to special populations or targeted neighborhoods. Applicants must be income-eligible and occupy properties as primary residences.
- g) Sponsor Selection Criteria: Proposed projects from eligible affordable housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, (c) priority of need addressed and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

## 2. Rental Housing:

- a) Summary of the Strategy: This strategy provides incentives to promote purchase, rehabilitation, and purchase/rehabilitation or conversion, of rental housing including special needs housing, as defined in Rule 67-37.002(21), and conversion of non-residential properties to rental housing. SHIP assistance will be provided primarily through loans. In some financial situations the funds may be granted. These loans will provide a below market supplement to private market financing ~~for for-profit entities~~. Financing at below market rate will be made in conjunction with private market financing ~~for purchase, purchase/rehabilitation or conversion.~~ Community-based non-profit housing organizations are eligible for up to 100% financing.

~~Small~~ Grants may be made to fund specific work, including, but not limited to, such as barrier removal to make housing accessible to the disabled, lead-based paint and asbestos abatement, demolition and clearance.

Certain necessary activities may require higher than typical expenditures for rehabilitation or conversion. Examples are asbestos removal and disposal, lead-based paint abatement, and compliance with historic preservation requirements. The maximum assistance amount shown in the Housing Delivery Goals Chart has been set so as not to prohibit these activities.

The average cost per unit for this strategy is \$30,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages, notes, and land use restriction agreements. (Properties receiving ~~no more than~~ \$3,000.00 or less in SHIP funds are not subject to land use restriction agreements.)

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5% and are deferred for periods up to 15 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

These agreements will assure required recapture of SHIP funds where property use fails to comply with SHIP requirements for a minimum period of 15 years or during the term of

assistance, whichever is longer. Funds will not be released to a project until these legally binding agreements have been executed. Annual monitoring will insure continued compliance with tenant eligibility and affordability requirements. (Properties receiving ~~no more than~~ \$3,000.00 or less in SHIP funds are not subject to monitoring requirements.)

Eligible sponsors offering rental housing for sale prior to the expiration of their agreement~~before 15 years~~ or that have remaining mortgage balances on loans funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at current market value for continued occupancy by eligible persons.

- f) Recipient Selection Criteria: Tenants applying for rental housing units will be qualified on a first-come, first-served basis by housing sponsors. Tenants must be income-eligible and must occupy rental units as primary residences.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this preservation strategy. Projects proposed by eligible affordable housing sponsors will be considered on an ongoing basis. Evaluation of all proposals from such sponsors will be based on these factors: (a) economic feasibility, (b) location, including consideration of impact on targeted areas, (c) priority of need addressed including consideration of those needs identified in the County's Comprehensive Plan and Consolidated Plan and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

## **B. Production of Additional Affordable Housing:**

### **1. Homeowner Housing:**

- a) Summary of the Strategy: This strategy provides incentives for construction of new or replacement of existing substandard homeowner housing. Assistance will be provided through loans to homeowners and affordable housing builders. These loans will provide a below market supplement to private market financing for purchase or construction of affordable homeowner units. Loans to homeowners may be subject to equity sharing requirements.

~~Small Grants~~ may be made to fund specific work, including but not limited to,~~such as~~ barrier removal to make housing accessible to the disabled.

Pinellas County will waive building permit and review fees for certified Affordable Housing Developments as defined in the Pinellas County Land Development Code, Section 138-1346 and reimburse impact fees upon sale of affordable units in certified Affordable Housing Developments to income-qualified buyers, to the extent budgeted funds are available.

The average cost per unit for this strategy is \$40,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.

- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes. Loans to homeowners may be subject to resale requirements; loans may be subject to equity sharing requirements; loans may be made for home purchase in developments structured under provisions of community land trusts that require equity sharing.

The loans described above are a form of housing assistance to very low-, low- and moderate-income homebuyers. Loans to affordable housing builders are also a form of assistance to very low-, low- and moderate-income homebuyers. The homes built with funds provided by construction loans must be sold only to very low-, low- and moderate-income homebuyers. ~~They cannot be transferred to another person at the original interest rate. Therefore, the borrower must pay off the loan if the property is sold, rented, or otherwise vacated.~~ At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis by eligible sponsors and administering agencies. However, certain initiatives may be targeted to special populations or targeted neighborhoods. Buyers must meet the income guidelines applicable to the strategy, and the property purchased must be the primary residence of the buyer.
- g) Sponsor Selection Criteria: Proposed projects from eligible housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, (c) priority of need addressed and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

## 2. Rental Housing:

- a) Summary of the Strategy: This strategy provides incentives for construction of affordable rental housing. Below market rate gap financing will be provided to assist builders and developers of affordable rental housing. Loans will provide a below market interest rate supplement to private market financing for construction of affordable rental units.

Pinellas County maywill waive building permit and review fees for certified Affordable Housing Developments as defined in the Pinellas County Land Development Code, Section

138-1346 and, to the extent that budgeted funds are available, reimburse impact fees for affordable rental units in certified Affordable Housing Developments when occupied by income-qualified tenants.

The average cost per unit for this strategy is \$96,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages, notes, and land use restriction agreements.

Terms of the loans, methods of recapture and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5% and are deferred for periods up to 10 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

These agreements will assure required recapture of SHIP funds where property use fails to comply with SHIP requirements for a minimum period of 15 years or during the term of assistance, whichever is longer. Funds will not be released to a project until these legally binding agreements have been executed. Annual monitoring will insure continued compliance with tenant eligibility and affordability requirements.

Eligible sponsors that offer rental housing for sale prior to the expiration of their agreement before 15 years or that have remaining mortgage balances on loans 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.

- f) Recipient Selection Criteria: Rental housing applicants will be qualified on a first-come, first-served basis by housing sponsors. Applicants must be income-eligible and must occupy rental units as primary residences.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this production strategy. Proposed projects from eligible affordable housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, including consideration of impact on targeted areas, (c) priority of need addressed including consideration of those needs identified in the County's Comprehensive Plan and Consolidated Plan and (d) employment of personnel from

the WAGES and Workforce Development Initiatives Programs.

### C. Promotion of Homeownership:

- a) Summary of the Strategy: Through this strategy, Pinellas County will provide down payment and closing cost assistance to lower-income households. SHIP assistance will be provided primarily through loans. Some target population programs offer assistance through grants. SHIP funds also may be used to lower the overall interest rate charged to homebuyers by producing a blended rate that is lower than otherwise would be available.

The types of assistance provided will help to close an affordability gap that is typically faced by lower-income households when financing home purchases in the private financial market.

Small grants-Grants may be made to fund specific work, including but not limited to, -such as barrier removal to make housing accessible to the disabled.

The average cost per unit for this strategy is \$12,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on the Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes.

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or situations. Interest rates typically range from 0-5%, and some programs offer a payment deferral period ranging from 10 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

The loans noted above are a form of housing assistance to very low-, low-, and moderate-income homebuyers. At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing. They cannot be transferred to

~~another person at the original interest rate. Therefore, the borrower must pay off the loan if the property is sold, rented, or otherwise vacated. At Pinellas County Community Development's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate.~~

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis by eligible sponsors and administering agencies. Buyers must meet the income guidelines applicable to the strategy; these are based on the U.S. Department of Housing and Urban Development's median family income limits adjusted for household size. Also, property purchased must be the primary residence of the buyer.
- g) Sponsor Selection Criteria: Proposed projects from eligible affordable housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, (c) priority of need addressed and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

Agencies will be selected to administer activities supporting this preservation strategy. These agencies will be evaluated based on the following factors: (a.) knowledge of program requirements (b.) demonstrated track record in performing activities in support of the strategy (c.) cost of performing activities in support of the strategy (d.) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

**D. Disaster Recovery and Mitigation:** This is an initially un-funded contingency strategy to be utilized only in the event of a disaster officially declared at the federal, state, or local level. Anticipated types of natural disasters include, but are not limited to, tornadoes, hurricanes, and floods. In order to maximize funding available for disaster recovery and mitigation, funds not contractually committed for rehabilitation, construction, design or other activities will be redirected to the post-disaster recovery and mitigation effort. In an effort to maximize the effect of funds utilized for disaster mitigation and recovery, any waiting lists developed before the occurrence of a disaster will be suspended and funds will be redirected to areas of worst damage.

This strategy is directed to long-range repair and replacement efforts and not to emergency response. (Emergency assistance to secure structures and prevent additional damage, such as boarding up broken windows and making temporary roof repairs, will have been completed in accordance with provisions of Pinellas County's overall disaster plan prior to activation of this strategy.)

#### **1. Homeowner Housing:**

- a) Summary of the Strategy: This strategy primarily covers the response to repair and replacement needs resulting from damage caused by a disaster. However, other work beyond repair of only disaster damage, such as hazard mitigation, may be included. SHIP assistance will be provided primarily through loans. Rehabilitation loans are made in the full amount of the rehabilitation expense less any insurance payoff amount.

~~Small Grants~~ may be made to fund specific work, including but not limited to, ~~such as~~ barrier removal to make housing accessible to the disabled.

Necessary activities may, due to extent of damage, require higher than typical expenditures for rehabilitation. The maximum assistance amount shown in the Housing Delivery Goals Charts has been set so as not to prohibit these activities.

The estimated average cost per unit for this strategy is \$30,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes.

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5%, and some programs offer a payment deferral period ranging from 3-5 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

The loans described above are a form of housing assistance to very low-, low-, and moderate-income homeowners. ~~They cannot be transferred to another person at the original interest rate. Therefore, the borrower must pay off the loan if the property is sold, rented, or otherwise vacated.~~ At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate. in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis. Applicants must be income qualified and occupy properties as primary residences.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this strategy. Additionally, community-based housing organizations may work with the County to perform activities in support of this strategy.

Proposals from community based housing organizations will be considered based on the following factors: (a) staff training, (b) experience, (c) capacity and (d) employment of personnel from WAGES and Workforce Development Initiatives Programs.

## 2. Rental Housing:

- a) Summary of the Strategy: This strategy primarily covers the response to repair and replacement needs resulting from damage caused by a disaster. However, other work beyond only repair of disaster damage, such as hazard mitigation, may be included. SHIP assistance will be provided primarily through loans. These loans will provide a below market interest rate supplement to private market financing.

~~Small grants~~ Grants may be made to fund specific work such as barrier removal to make housing accessible to the disabled.

Necessary activities may, due to extent of damage, require higher than typical expenditures for rehabilitation. The maximum assistance amount shown in the Housing Delivery Goals Charts has been set so as not to prohibit these activities.

The estimated average cost per unit for this strategy is \$30,000, and the maximum size of a rental property that will be addressed is 11 units. Critical special needs housing that has experienced disaster damage may be addressed also.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages, notes, and land use restriction agreements. Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5% and are deferred for periods up to 10 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

These agreements will assure required recapture of SHIP funds where property use fails to comply with SHIP requirements for a minimum period of 15 years or during the term of assistance, whichever is longer. Funds will not be released to a project until these legally binding agreements have been executed. Annual monitoring will insure continued compliance with tenant eligibility and affordability requirements.

Eligible sponsors that offer rental housing for sale prior to the expiration of their agreement before 15 years or that have remaining mortgage balances 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.

- f) Recipient Selection Criteria: Rental property owners will be qualified on a first- come, first-served basis.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this strategy. Additionally, community-based housing organizations and for-profit entities may work with the County to perform activities in support of this strategy.

Proposals from community based housing organizations will be considered based on the following factors: (a) staff training, (b) experience, (c) capacity and (d) employment of personnel from WAGES and Workforce Development Initiatives Programs.

### III. LOCAL HOUSING ASSISTANCE PLAN INCENTIVE STRATEGIES

- A. **Expedited Permitting**: Pinellas County's permit review process gives priority to affordable housing developments so that these developments are permitted faster than other projects. The first step in obtaining approval for an affordable housing development is to meet with Community Development Department staff to determine if the proposed development meets definitional criteria for affordable housing. When Community Development Department staff is satisfied that these criteria are met, an affordable housing certification is issued. Additionally, a designated Development Review Services staff member serves as an ombudsman to assist the applicant in achieving an expeditious review and waiver of permit and review fees.
- B. **Ongoing Review Process**: Prior to adoption, the Pinellas County Planning Department, in its role as Local Planning Agency, conducts reviews of local ordinances, regulations, policies, and plan provisions that increase the cost of housing. The cumulative impact of changes on cost per housing unit will be determined. Special attention will be directed to the impact of proposed changes on affordable housing.

#### IV. EXHIBITS

- A. Administrative Budget for Each Fiscal Year Covered in the Plan: Exhibit A.**
- B. Timeline for Encumbrance and Expenditure:** A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B**. Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable state fiscal year.
- C. Housing Delivery Goals Chart (HDGC) for Each Fiscal Year Covered in the Plan:** A completed Housing Delivery Goals Chart for each fiscal year covered in this plan is attached as **Exhibit C**.
- D. Certification Page:** A signed Certification is attached as **Exhibit D**.
- E. Adopting Resolution:** An original signed, dated and attested adopting resolution is attached as **Exhibit E**.
- F. Program Information Sheet:** A completed Program Information Sheet is attached as **Exhibit F**.
- G. Ordinance:** There are no changes from the original ordinance previously submitted to the Florida Housing Finance Corporation. Therefore, a copy of the ordinance is not attached as an exhibit.
- H. Interlocal Agreement:** There is no Interlocal Agreement between Pinellas County and any other local government for use of funds distributed under the SHIP Program. Therefore, a copy of an Interlocal Agreement is not attached as an exhibit.

## Exhibit A

### ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Fiscal Year 2006/2007	
Salaries and Benefits	\$ 487,195.00
Office Supplies and Equipment	\$ 53,000.00
Travel Perdiem Workshops, etc.	\$ 20,000.00
Advertising	\$ 2,000.00
	<u>\$ 562,195.00</u>

Fiscal Year 2007/2008	
Salaries and Benefits	\$ 487,195.00
Office Supplies and Equipment	\$ 53,000.00
Travel Perdiem Workshops, etc.	\$ 20,000.00
Advertising	\$ 2,000.00
	<u>\$ 562,195.00</u>

Fiscal Year 2008/2009	
Salaries and Benefits	\$ 487,195.00
Office Supplies and Equipment	\$ 53,000.00
Travel Perdiem Workshops, etc.	\$ 20,000.00
Advertising	\$ 2,000.00
	<u>\$ 562,195.00</u>

## TIMETABLE FOR STATE FISCAL YEAR 2006/2007

[illegible]

## Exhibit B

## TIMETABLE FOR STATE FISCAL YEAR 2007/2008

**Name of Local Government:** Pinellas County, Florida

[illegible]

## TIMETABLE FOR STATE FISCAL YEAR 2008/2009

[illegible]

**Exhibit C**

<b>FLORIDA HOUSING FINANCE CORPORATION</b>										Please check applicable box, & if Amendment, enter number			
<b>HOUSING DELIVERY GOALS CHART#2002</b>										New Plan:			
<b>STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:</b>										2006-07			
Name of Local Government: Pinellas County										Available Funds: \$6,504,365.00			
										Amendment:			
										Fiscal Yr. Closeout:			
										X			
							A	B	C	D	E	F	
HOME OWNERSHIP STRATEGIES	VLJ Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
Preservation (HO Rehab)	48	\$50,000	50	\$50,000	30	\$50,000		\$3,843,000.00		\$3,843,000.00	59.08%	128	
Production (HO Constr.)	3	\$175,000	3	\$175,000	7	\$175,000	\$512,000.00			\$512,000.00	7.87%	13	
Promotion of Homeownership)	12	\$80,000	12	\$80,000	24	\$80,000			\$577,000.00	\$577,000.00	8.87%	48	
Disaster (HO Rehab)		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
<b>Subtotal 1 (Home Ownership)</b>	<b>63</b>		<b>65</b>		<b>61</b>		<b>\$512,000.00</b>	<b>\$3,843,000.00</b>	<b>\$577,000.00</b>	<b>\$4,932,000.00</b>	<b>75.83%</b>	<b>189</b>	
RENTAL STRATEGIES	VLJ Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
Preservation (MF Rehab)	3	\$120,000	2	\$120,000	1	\$120,000		\$448,000.00		\$448,000.00	6.89%	6	
Production (MF Constr.)	2	\$230,000	1	\$230,000	1	\$230,000	\$384,000.00			\$384,000.00	5.90%	4	
Disaster (MF Rehab)		\$100,000		\$100,000		\$100,000				\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
<b>Subtotal 2 (Non-Home Ownership)</b>	<b>5</b>		<b>3</b>		<b>2</b>		<b>\$384,000.00</b>	<b>\$448,000.00</b>	<b>\$0.00</b>	<b>\$832,000.00</b>	<b>12.79%</b>	<b>10</b>	
Administration Fees										\$479,036.00	7.36%		
Admin. From Program Income										\$85,700.00	1.32%		
Home Ownership Counseling										\$175,629.00	2.70%		
<b>GRAND TOTAL</b>													
Add Subtotals 1 & 2, plus all Admin. & HO Counseling	68		68		63		\$896,000.00	\$4,291,000.00	\$577,000.00	\$6,504,365.00	100.00%	199	
<b>Percentage Construction/Rehab</b>										Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.			
										80%			
<b>Maximum Allowable</b>													
<b>Purchase Price:</b>										<b>New</b>	\$171,000	<b>Existing</b>	\$171,000
<b>Allocation Breakdown</b>		<b>Amount</b>	<b>%</b>			Projected Program Income:		\$1,714,000.00	Max Amount Program Income For Admin:		\$85,700.00		
<b>Very-Low Income</b>		\$2,168,000.00	33.3%			Projected Recaptured Funds:							
<b>Low Income</b>		\$1,981,000.00	30.5%			Distribution:		\$4,190,365.00					
<b>Moderate Income</b>		\$1,625,000.00	25.0%			<b>Total Available Funds:</b>		\$6,504,365.00					
<b>TOTAL</b>			<b>88.8%</b>										

**Exhibit C**

<b>FLORIDA HOUSING FINANCE CORPORATION</b>										Please check applicable box, & if Amendment, enter number		
<b>HOUSING DELIVERY GOALS CHART#2002</b>										New Plan:		
<b>STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:</b>										2007-08		
Name of Local Government: Pinellas County										Available Funds: \$6,504,365.00		
										Amendment:		
										Fiscal Yr. Closeout:		
										X		
							A	B	C	D	E	F
<b>HOME OWNERSHIP STRATEGIES</b>	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Preservation (HO Rehab)	48	\$50,000	50	\$50,000	30	\$50,000		\$3,843,000.00		\$3,843,000.00	59.08%	128
Production (HO Constr.)	3	\$175,000	3	\$175,000	7	\$175,000	\$512,000.00			\$512,000.00	7.87%	13
Promotion of Homeownership)	12	\$80,000	12	\$80,000	24	\$80,000			\$577,000.00	\$577,000.00	8.87%	48
Disaster (HO Rehab)		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
<b>Subtotal 1 (Home Ownership)</b>	63		65		61		\$512,000.00	\$3,843,000.00	\$577,000.00	\$4,932,000.00	75.83%	189
<b>RENTAL STRATEGIES</b>	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Preservation (MF Rehab)	3	\$120,000	2	\$120,000	1	\$120,000		\$448,000.00		\$448,000.00	6.89%	6
Production (MF Constr.)	2	\$230,000	1	\$230,000	1	\$230,000	\$384,000.00			\$384,000.00	5.90%	4
Disaster (MF Rehab)		\$100,000		\$100,000		\$100,000				\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
<b>Subtotal 2 (Non-Home Ownership)</b>	5		3		2		\$384,000.00	\$448,000.00	\$0.00	\$832,000.00	12.79%	10
Administration Fees										\$479,036.00	7.36%	
Admin. From Program Income										\$85,700.00	1.32%	
Home Ownership Counseling										\$175,629.00	2.70%	
<b>GRAND TOTAL</b>												
Add Subtotals 1 & 2, plus all Admin. & HO Counseling	68		68		63		\$896,000.00	\$4,291,000.00	\$577,000.00	\$6,504,365.00	100.00%	199
<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									80%		
<b>Maximum Allowable</b>												
<b>Purchase Price:</b>							New	\$171,000	Existing	\$171,000		
<b>Allocation Breakdown</b>	Amount		%				Projected Program Income:		\$1,714,000.00	Max Amount Program Income For Admin:		\$85,700.00
Very-Low Income	\$2,168,000.00		33.3%				Projected Recaptured Funds:					
Low Income	\$1,981,000.00		30.5%				Distribution:		\$4,190,365.00			
Moderate Income	\$1,625,000.00		25.0%				Total Available Funds:		\$6,504,365.00			
<b>TOTAL</b>			88.8%									
26-Jun-14												

**Exhibit C**

<b>FLORIDA HOUSING FINANCE CORPORATION</b>										Please check applicable box, & if Amendment, enter number			
<b>HOUSING DELIVERY GOALS CHART#2002</b>										New Plan:			
<b>STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:</b>										2008-09			
Name of Local Government: <b>Pinellas County</b>										Available Funds: <b>\$6,504,365.00</b>			
										Amendment:			
										Fiscal Yr. Closeout:			
										X			
							A	B	C	D	E	F	
<b>HOME OWNERSHIP STRATEGIES</b>	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
Preservation (HO Rehab)	48	\$50,000	50	\$50,000	30	\$50,000		\$3,843,000.00		\$3,843,000.00	59.08%	128	
Production (HO Constr.)	3	\$175,000	3	\$175,000	7	\$175,000	\$512,000.00			\$512,000.00	7.87%	13	
Promotion of Homeownership)	12	\$80,000	12	\$80,000	24	\$80,000			\$577,000.00	\$577,000.00	8.87%	48	
Disaster (HO Rehab)		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
<b>Subtotal 1 (Home Ownership)</b>	<b>63</b>		<b>65</b>		<b>61</b>		<b>\$512,000.00</b>	<b>\$3,843,000.00</b>	<b>\$577,000.00</b>	<b>\$4,932,000.00</b>	<b>75.83%</b>	<b>189</b>	
<b>RENTAL STRATEGIES</b>	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
Preservation (MF Rehab)	3	\$120,000	2	\$120,000	1	\$120,000		\$448,000.00		\$448,000.00	6.89%	6	
Production (MF Constr.)	2	\$230,000	1	\$230,000	1	\$230,000	\$384,000.00			\$384,000.00	5.90%	4	
Disaster (MF Rehab)		\$100,000		\$100,000		\$100,000				\$0.00	0.00%	0	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
<b>Subtotal 2 (Non-Home Ownership)</b>	<b>5</b>		<b>3</b>		<b>2</b>		<b>\$384,000.00</b>	<b>\$448,000.00</b>	<b>\$0.00</b>	<b>\$832,000.00</b>	<b>12.79%</b>	<b>10</b>	
Administration Fees										\$479,036.00	7.36%		
Admin. From Program Income										\$85,700.00	1.32%		
Home Ownership Counseling										\$175,629.00	2.70%		
<b>GRAND TOTAL</b>													
Add Subtotals 1 & 2, plus all Admin. & HO Counseling	68		68		63		\$896,000.00	\$4,291,000.00	\$577,000.00	\$6,504,365.00	100.00%	199	
<b>Percentage Construction/Rehab</b>										Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.			
										80%			
<b>Maximum Allowable Purchase Price:</b>													
										<b>New</b>	\$170,000	<b>Existing</b>	\$170,000
<b>Allocation Breakdown</b>													
	<b>Amount</b>		<b>%</b>				Projected Program Income:		\$1,714,000.00	Max Amount Program Income For Admin:		\$85,700.00	
<b>Very-Low Income</b>	\$2,168,000.00		33.3%				Projected Recaptured Funds:						
<b>Low Income</b>	\$1,981,000.00		30.5%				Distribution:		\$4,790,365.00				
<b>Moderate Income</b>	\$1,625,000.00		25.0%				<b>Total Available Funds:</b>		<b>\$6,504,365.00</b>				
<b>TOTAL</b>			<b>88.8%</b>										

26-Jun-14

## **Exhibit D**

### **CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Pinellas County

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.

Page 2  
Certification

- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each State fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida has or x has not been implemented.

\_\_\_\_\_  
Witness

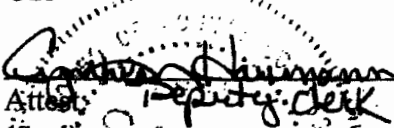
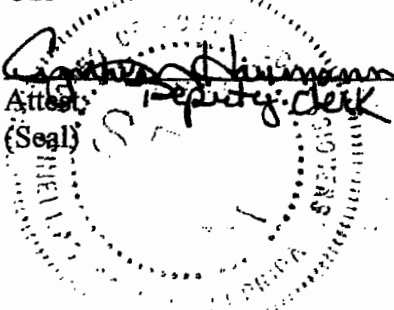
Kenneth T. Welch  
Chief Elected Official or designee


\_\_\_\_\_  
Witness

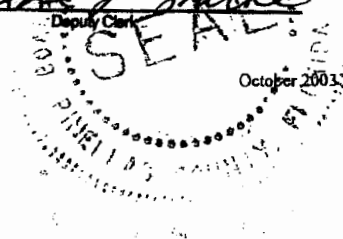
Kenneth T. Welch, Chairman  
Type Name and Title

\_\_\_\_\_  
Date

OR

  
Attest:  
(Seal) Deputy Clerk  


I, KENNETH P. BURKE, Clerk of the Circuit Court and Clerk Ex-Officio, Board of County Commissioners, do hereby certify that the above and foregoing is a true and correct copy of the original as it appears in the official files of the Board of County Commissioners of Pinellas County, Florida. Witness my hand and seal of said County FL this 26<sup>th</sup> day of April, A.D. 2006.  
KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio, Clerk of the Board of County Commissioners, Pinellas County, Florida.  
By   
Deputy Clerk



**Exhibit E**

**Adopting Resolution**

RESOLUTION NO. 08-100

APPROVAL OF AND AUTHORIZATION TO SUBMIT TO THE FLORIDA HOUSING FINANCE CORPORATION AN AMENDMENT TO THE 2006-2009 STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN, FOR THE PURPOSE OF DEFINING THE PROGRAM AREA AND ESTABLISHING MAXIMUM AWARD LIMITS AND MAXIMUM PURCHASE PRICES FOR NEW AND EXISTING HOMES.

WHEREAS, the State Housing Initiatives Partnership (SHIP) Program was created pursuant to §420.9072, Florida Statutes, for the purpose of providing funds to local governments as an incentive for the creation of partnerships to produce and preserve affordable housing; and

WHEREAS, to be eligible to receive funds under the SHIP Program, the Board of County Commissioners (BCC) must submit to the Florida Housing Finance Corporation a Local Housing Assistance Plan (LHAP) describing the Local Housing Assistance Program established pursuant to §420.9075, Florida Statutes; and

WHEREAS, by Resolution No. 06-68 the BCC approved the 2006-2009 LHAP and said LHAP was submitted to the Florida Housing Finance Corporation; and

WHEREAS, the LHAP does not specifically define the program area; and

WHEREAS, the LHAP specified certain maximum award limits to be used under the SHIP Program; and

WHEREAS, the LHAP specified maximum allowable purchase prices for new and existing homes under the SHIP Program; and

WHEREAS, changes in market conditions during the period of the LHAP have necessitated raising these maximum award limits.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Pinellas County in regular session duly assembled this 1<sup>st</sup> day of July, 2008, that the program area is defined as countywide and the following maximum award limits and maximum purchase price limits are hereby approved and authorized for submittal to the Florida Housing Finance Corporation as an Amendment to the Local Housing Assistance Plan:

### HOME OWNERSHIP STRATEGIES

	<u>Current Limit</u>	<u>Amended Limit</u>
Production (Home Owner Construction)	\$136,000	\$175,000
Promotion (Down Payment Assistance)	\$ 20,000	\$ 80,000

### RENTAL STRATEGIES

	<u>Current Limit</u>	<u>Amended Limit</u>
Preservation (Multi-Family Rehab)	\$100,000	\$120,000
Production (Multi-Family Construction)	\$193,000	\$230,000

### MAXIMUM ALLOWABLE PURCHASE PRICE

	<u>Current Limit</u>	<u>Amended Limit</u>
2006-2007		
New	\$171,000	\$240,157
Existing	\$171,000	\$240,157
2007-2008		
New	\$171,000	\$263,250
Existing	\$171,000	\$263,250
2008-2009		
New	\$171,000	\$263,250
Existing	\$171,000	\$263,250

This Resolution shall become effective upon its adoption.

Commissioner Latvala offered the foregoing resolution and moved its adoption, which was seconded by Commissioner Welch, and upon roll call the vote was:

AYES: Stewart, Harris, Seel, Latvala, Morroni, and Welch.

NAYS: None.

ABSENT AND NOT VOTING: Duncan.

I, KENNETH P. BURKE, Clerk of the Circuit Court and Clerk Ex-Officio, Board of County Commissioners, do hereby certify that the above and foregoing is a true and correct copy of the original as it appears in the official files of the Board of County Commissioners of Pinellas County, Florida. Witness my hand and seal of said County FL, this 9th day of July, A.D. 2008.

KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio  
Clerk of the Board of County Commissioners,  
Pinellas County, Florida.

By [Signature]  
Deputy Clerk

## Exhibit F

### STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM INFORMATION SHEET

---

LOCAL GOVERNMENT: Pinellas County Florida

CHIEF ELECTED OFFICIAL (Mayor, Chairman): Kenneth T. Welch, Chairman

ADDRESS: 315 Court Street, Clearwater, FL 33756

SHIP ADMINISTRATOR: Larry L. Yancey

ADDRESS: 600 Cleveland Street, Suite 800, Clearwater, FL 33755

TELEPHONE: (727) 464-8244 FAX: (727) 464-8254

EMAIL ADDRESS: lyancey@pinellascounty.org

ADDITIONAL SHIP CONTACTS: Anthony Jones, Director, Community Development

ADDRESS: 600 Cleveland Street, Suite 800, Clearwater, FL 33755

EMAIL ADDRESS: ajones@pinellascounty.org

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

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-6000800

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

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

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

☒ NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

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

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

## **Exhibit G**

ORDINANCE NO. 08- 39

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, AMENDING SECTION 38-29 AND SECTION 38-30 OF THE PINELLAS COUNTY CODE DESIGNATING THE RESPONSIBILITY FOR THE ADMINISTRATION AND IMPLEMENTATION OF THE LOCAL HOUSING ASSISTANCE PROGRAM; PROVIDING FOR AN AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE PINELLAS COUNTY CODE; PROVIDING FOR OTHER MODIFICATIONS THAT MAY ARISE FROM REVIEW OF THE ORDINANCE AT THE PUBLIC HEARING AND WITH RESPONSIBLE AUTHORITIES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the State Housing Initiatives Partnership (SHIP) Program was created pursuant to the William E. Sadowski Affordable Housing Act and §420.9072, Florida Statutes, for the purpose of providing funds to local governments as an incentive for the creation of partnerships to produce and preserve affordable housing; and

WHEREAS, pursuant to Pinellas County Ordinance 93-30, the Board of County Commissioners began implementing and continue to implement a Local Housing Assistance Program; and

WHEREAS, pursuant to §420.9072, Florida Statutes and the Florida Administrative Code, local governments are required to establish an Affordable Housing Advisory Committee; and

WHEREAS, in 2007, SHIP legislation was amended to require recipients of SHIP funds to expand the committee from nine (9) members to a committee that consists of eleven (11) members; and

WHEREAS, on May 20, 2008, the County adopted Resolution 08-75 establishing an Affordable Housing Advisory Committee and appointing eleven members to the Committee; and

WHEREAS, the County must amend Ordinance 93-30 to comply with SHIP legislation in order to continue to receive entitlement funding.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, in a meeting duly assembled this 22<sup>nd</sup> day of July, 2008 that:

SECTION 1. Section 38-29 of the Pinellas County Code is hereby amended to read as follows:

Section 38-29. Local housing assistance program – Administration; costs.

- (a) The county community development department or its successors is hereby designated as the agency responsible for administering the SHIP program, including the development of a local strategy and local housing assistance program to meet the requirements of the SHIP program, as amended, and for coordinating with the housing partnership.
- (b) Administrative expenses under this article include the cost of salaries, benefits and operational expenses associated with the program. Such administrative expenses shall also include costs of necessary consultants to develop programs and program

parameters, to evaluate proposals and projects, and to develop staff capacity to carry out the housing programs and projects. Administrative costs shall not exceed the amount authorized in §420.9075 (6).

SECTION 2. Section 38-30 of the Pinellas County Code is hereby amended to read as follows:

Section 38-30. Affordable housing advisory committee.

The County has established, by Resolution 08-75, adopted May 20, 2008, an eleven-member affordable housing advisory committee which complies with F.S. § 420.9076(2). The committee's work involves recommendations to the Board of County Commissioners for implementation of its affordable housing incentive program. Staff and administrative support shall be provided by the Board of County Commissioners as an eligible administrative expense under the SHIP program.

SECTION 3. Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not be construed to render the remaining provisions of this Ordinance invalid or unconstitutional.

SECTION 4. Codification.

The provisions of this Ordinance shall be included and incorporated in the Pinellas County Code as an addition thereto, and shall be appropriately renumbered to conform to the uniform system of the Code.

SECTION 5. Amendment of Proposed Ordinance at Public Hearing.

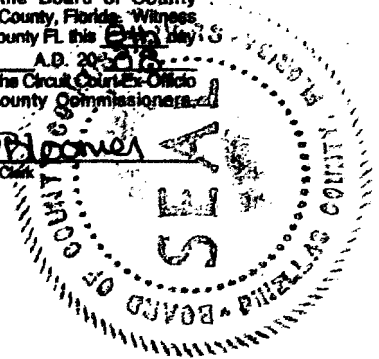
Any section, subsection, sentence, clause, phrase, or provision of this Ordinance as proposed be amended, added, or deleted by majority vote of the Board of County Commissioners as a result of matters raised at the public hearing or in consultation with responsible authorities, and in such event, the amendments, additions or deletions shall be validly adopted without additional advertisement or hearing.

SECTION 6. Filing of Ordinance.

Pursuant to Section 125.66, Fla. Stat., a certified copy of this Ordinance shall be filed with the Department of State by the Clerk of the Board of County Commissioners within ten (10) days after the enactment by the Board of County Commissioners. This Ordinance shall become effective upon filing of the Ordinance with the Department of State. Additionally, pursuant to Section 38-31 of the Pinellas County Code, a copy of this Ordinance shall be furnished to the State Housing Finance Agency within twenty-one (21) days after the enactment.

I, KENNETH P. BURKE, Clerk of the Circuit Court and  
Clerk Ex-Officio, Board of County Commissioners,  
do hereby certify that the above and foregoing is a  
true and correct copy of the original as it appears  
in the official files of the Board of County  
Commissioners of Pinellas County, Florida. Witness  
my hand and seal of said County FL this 24th day  
of August A.D. 2008  
KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio  
Clerk of the Board of County Commissioners,  
Pinellas County, Florida.

By Kenneth P. Burke  
Deputy Clerk



APPROVED AS TO FORM  
OFFICE OF COUNTY ATTORNEY

M. J. [Signature]  
Attorney

**PINELLAS COUNTY, FLORIDA**  
**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**  
**LOCAL HOUSING ASSISTANCE PLAN (LHAP)**  
**SECOND AMENDMENT**  
**FISCAL YEARS 2006-2007, 2007-2008 and 2008-2009**

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## **I. PROGRAM DESCRIPTION**

- A. Name of the Participating Local Government:** Pinellas County, Florida
- B. Purpose of the Program:** The Pinellas County SHIP Program, as defined in this Local Housing Assistance Plan (LHAP) provides a locally determined means of meeting the housing needs of very-low, low- and moderate-income households, expanding production of and preserving affordable housing, and furthering the housing element of the local government comprehensive plan specific to affordable housing.
- C. Fiscal Years Covered by the Plan:** July 1, 2006 - June 30, 2007; July 1, 2007 - June 30, 2008; July 1, 2008 - June 30, 2009.
- D. Governance:** The Pinellas County SHIP Program is established in accordance with, and will conform to all requirements of, Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code and furthers the housing element of the Pinellas County Comprehensive Plan. This program will be administered by the Pinellas County Community Development Department and the program area is Countywide.
- E. Local Housing Partnership:** The Pinellas County SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups to produce affordable housing and provide related services.
- F. Leveraging:** The Pinellas County Local Housing Assistance Plan is intended to increase the availability of affordable residential units both by combining local resources and cost saving measures into a local housing partnership and by using public and private funds to reduce the cost of housing. Pinellas County SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and will provide local match to obtain federal housing grants or programs including funds provided under CDBG, HOME and FEMA.
- G. Public Input:** Public input is continuously provided by special housing committees; countywide and neighborhood committees; public hearings; public forums; consultations with public, quasi-public, and nonprofit agencies, the housing development community; and through special studies. County staff works with community groups, makes public presentations, invites citizen input and shares information on an ongoing basis. Examples of agencies and committees include the Community Housing Work Group, Collaborative Engagement, chambers of commerce, the Professional Realtor Organization, Tampa Bay Builders, the Tampa Bay Partnership, Faith and Action for Strength Together (FAST) and the Bay Area Apartment Association.
- H. Advertising and Outreach:** Pinellas County annually advertises a Notice of Funding Availability in a newspaper of general circulation and in one or more publications serving ethnic and diverse neighborhoods at least 30 days before the beginning of its application period. Means of outreach include provision of information on housing programs to committees, at meetings and forums, via television and radio programs and internet postings and a variety of printed materials such as information statements and brochures.

- I. Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin or handicap in the award application process for eligible housing.
- J. Support Services and Counseling:** Support services are available from various sources. Available support services will include, but will not necessarily be limited to, pre and post-purchase Homeownership Counseling, Credit Counseling and Foreclosure Prevention Counseling.

Support services are available from a number of sources within the community. Support services provided by nonprofits working as partners with the County include pre and post-purchase homeownership counseling and credit counseling; technical assistance to clients with home repair and new home construction processes including developing work plans, requesting bids and assisting in contractor selection. When appropriate, referrals are made to social service, health, housing and legal aid agencies. Clients wishing to purchase a home may participate in homeownership training programs and attend housing fairs, forums, and community homebuyer program presentations. In addition to counseling and credit repair services, these activities train individuals in budgeting, the mortgage application process, and home maintenance.

- K. 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 Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area. Pinellas County relies on figures provided by the U. S. Treasury Department to determine sales price or value of new and existing homes.

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts.

- L. Income Limits, Rent Limits and Affordability:** Income limits used in the Pinellas County SHIP Program are updated annually by the U.S. Department of Housing and Urban Development based on median income of residents of the Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area, adjusted for family size. Households at 0-50% of area median income are defined as very low-income, households at 51%-80% of area median income are defined as low-income and households at 81%-120% of area median income are defined as moderate-income.

Allowable rents for SHIP-assisted units are distributed annually by the Florida Housing Finance Corporation. Affordable means monthly rents or mortgage payments, including taxes and insurance, do not exceed 30% of the incomes of very low-income, low-income and moderate-income households.

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 institutional first 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 the rental limits adjusted for bedroom size that are established by the Florida Housing Finance Corporation.

- M. Wages to Work:** The qualification system and selection criteria for choosing eligible sponsors to assist in carrying out the Pinellas County SHIP Program includes a description demonstrating how eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives Programs will be given preference in the selection process.

- N. Monitoring and First Right of Refusal:** For rental housing assisted with SHIP funds, Pinellas County, or its agent, shall annually monitor and determine tenant eligibility. However, to the extent another governmental entity provides the same monitoring and determination, Pinellas County may rely on such monitoring and determination of tenant eligibility. Any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored at least annually for 15 years or the term of assistance, whichever period is longer unless as specified above.

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

- O. Administrative Budget:** The Pinellas County SHIP Program will be administered by the Pinellas County Community Development Department. A detailed listing including line-item budgets of proposed administrative expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted in this plan.

Monies deposited in the local housing assistance trust fund shall be used to administer and implement Pinellas County's Local Housing Assistance Plan. Pinellas County finds that 5% of the estimated local housing distribution plus 5% of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan and authorizes expenditures not to exceed 10% of distributed funds, to be supplemented by expenditures not to exceed 5% of program income.

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

## **II. LHAP HOUSING STRATEGIES**

### **A. Preservation of the Existing Affordable Housing Stock:**

#### **1. Homeowner Housing:**

- a) Summary of the Strategy: This strategy provides incentives to promote rehabilitation of owner-occupied housing and purchase/rehabilitation for owner occupancy. SHIP assistance will be provided primarily through loans. Some target population programs offer assistance through grants. Rehabilitation loans are made in the full amount of the rehabilitation expense and closing costs. Purchase/rehabilitation loans provide a below market supplement to private market financing. Additionally, repayment of rehabilitation loans may be deferred until title is transferred or the mortgagor no longer occupies the property. Grants may be made to fund specific work, including but not limited to, barrier removal to make housing accessible to the disabled.

Certain activities may require higher than typical expenditures for rehabilitation. Examples are asbestos removal and disposal, lead-based paint abatement, and compliance with historic

preservation requirements. The maximum assistance amount shown in the Housing Delivery Goals Chart has been set so as not to prohibit these activities.

The average cost per unit for this strategy is \$30,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes.

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5%, and some programs offer a payment deferral period ranging from 3-5 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

The loans described above are a form of housing assistance to very low-, low- and moderate-income homeowners and buyers. At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis by administering agencies. However, certain initiatives may be targeted to special populations or targeted neighborhoods. Applicants must be income-eligible and occupy properties as primary residences.
- g) Sponsor Selection Criteria: Proposed projects from eligible affordable housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, (c) priority of need addressed and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

## 2. Rental Housing:

- a) Summary of the Strategy: This strategy provides incentives to promote purchase, rehabilitation, and purchase/rehabilitation or conversion, of rental housing including special needs housing, as defined in Rule 67-37.002(21), and conversion of non-residential properties to rental housing. SHIP assistance will be provided primarily through loans. In some financial situations the funds may be granted. These loans will provide a below market supplement to private market financing. Financing at below market rate will be made in conjunction with private market financing. Community-based non-profit housing organizations are eligible for up to 100% financing.

Grants may be made to fund specific work, including, but not limited to, barrier removal to make housing accessible to the disabled, lead-based paint and asbestos abatement, demolition and clearance.

Certain necessary activities may require higher than typical expenditures for rehabilitation or conversion. Examples are asbestos removal and disposal, lead-based paint abatement, and compliance with historic preservation requirements. The maximum assistance amount shown in the Housing Delivery Goals Chart has been set so as not to prohibit these activities.

The average cost per unit for this strategy is \$30,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages, notes, and land use restriction agreements. Properties receiving \$3,000.00 or less in SHIP funds are not subject to land use restriction agreements.

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5% and are deferred for periods up to 15 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

These agreements will assure required recapture of SHIP funds where property use fails to comply with SHIP requirements for a minimum period of 15 years or during the term of assistance, whichever is longer. Funds will not be released to a project until these legally binding agreements have been executed. Annual monitoring will insure continued compliance

with tenant eligibility and affordability requirements. Properties receiving \$3,000.00 or less in SHIP funds are not subject to monitoring requirements.

Eligible sponsors offering rental housing for sale prior to the expiration of their agreement or that have remaining mortgage balances on loans funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at current market value for continued occupancy by eligible persons.

- f) Recipient Selection Criteria: Tenants applying for rental housing units will be qualified on a first-come, first-served basis by housing sponsors. Tenants must be income-eligible and must occupy rental units as primary residences.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this preservation strategy. Projects proposed by eligible affordable housing sponsors will be considered on an ongoing basis. Evaluation of all proposals from such sponsors will be based on these factors: (a) economic feasibility, (b) location, including consideration of impact on targeted areas, (c) priority of need addressed including consideration of those needs identified in the County's Comprehensive Plan and Consolidated Plan and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

## **B. Production of Additional Affordable Housing:**

### **1. Homeowner Housing:**

- a) Summary of the Strategy: This strategy provides incentives for construction of new or replacement of existing substandard homeowner housing. Assistance will be provided through loans to homeowners and affordable housing builders. These loans will provide a below market supplement to private market financing for purchase or construction of affordable homeowner units. Loans to homeowners may be subject to equity sharing requirements.

Grants may be made to fund specific work, including but not limited to, barrier removal to make housing accessible to the disabled.

Pinellas County will waive building permit and review fees for certified Affordable Housing Developments as defined in the Pinellas County Land Development Code, Section 138-1346 and reimburse impact fees upon sale of affordable units in certified Affordable Housing Developments to income-qualified buyers, to the extent budgeted funds are available.

The average cost per unit for this strategy is \$40,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.

- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes. Loans to homeowners may be subject to resale requirements; loans may be subject to equity sharing requirements; loans may be made for home purchase in developments structured under provisions of community land trusts that require equity sharing.

The loans described above are a form of housing assistance to very low-, low- and moderate-income homebuyers. Loans to affordable housing builders are also a form of assistance to very low-, low- and moderate-income homebuyers. The homes built with funds provided by construction loans must be sold only to very low-, low- and moderate-income homebuyers. At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis by eligible sponsors and administering agencies. However, certain initiatives may be targeted to special populations or targeted neighborhoods. Buyers must meet the income guidelines applicable to the strategy, and the property purchased must be the primary residence of the buyer.
- g) Sponsor Selection Criteria: Proposed projects from eligible housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, (c) priority of need addressed and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

## **2. Rental Housing:**

- a) Summary of the Strategy: This strategy provides incentives for construction of affordable rental housing. Below market rate gap financing will be provided to assist builders and developers of affordable rental housing. Loans will provide a below market interest rate supplement to private market financing for construction of affordable rental units.

Pinellas County may waive building permit and review fees for certified Affordable Housing Developments as defined in the Pinellas County Land Development Code, Section 138-1346 and, to the extent that budgeted funds are available, reimburse impact fees for affordable rental units in certified Affordable Housing Developments when occupied by income-qualified tenants.

The average cost per unit for this strategy is \$96,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages, notes, and land use restriction agreements.

Terms of the loans, methods of recapture and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5% and are deferred for periods up to 10 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

These agreements will assure required recapture of SHIP funds where property use fails to comply with SHIP requirements for a minimum period of 15 years or during the term of assistance, whichever is longer. Funds will not be released to a project until these legally binding agreements have been executed. Annual monitoring will insure continued compliance with tenant eligibility and affordability requirements.

Eligible sponsors that offer rental housing for sale prior to the expiration of their agreement or that have remaining mortgage balances on loans 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.

- f) Recipient Selection Criteria: Rental housing applicants will be qualified on a first-come, first-served basis by housing sponsors. Applicants must be income-eligible and must occupy rental units as primary residences.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this production strategy. Proposed projects from eligible affordable housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, including consideration of impact on targeted areas, (c) priority of need addressed including consideration of those needs identified in the County's Comprehensive Plan and Consolidated Plan and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

### **C. Promotion of Homeownership:**

- a) Summary of the Strategy: Through this strategy, Pinellas County will provide down payment and closing cost assistance to lower-income households. SHIP assistance will be provided primarily through loans. Some target population programs offer assistance through grants. SHIP funds also may be used to lower the overall interest rate charged to homebuyers by producing a blended rate that is lower than otherwise would be available.

The types of assistance provided will help to close an affordability gap that is typically faced by lower-income households when financing home purchases in the private financial market.

Grants may be made to fund specific work, including but not limited to, barrier removal to make housing accessible to the disabled.

The average cost per unit for this strategy is \$12,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on the Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes.

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or situations. Interest rates typically range from 0-5%, and some programs offer a payment deferral period ranging from 10 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

The loans noted above are a form of housing assistance to very low-, low-, and moderate-income homebuyers. At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis by eligible sponsors and administering agencies. Buyers must meet the income guidelines applicable to the strategy; these are based on the U.S. Department of Housing and Urban Development's median family income limits adjusted for household size. Also, property purchased must be the primary residence of the buyer.
- g) Sponsor Selection Criteria: Proposed projects from eligible affordable housing sponsors will be considered on an ongoing basis. All proposals from such sponsors will be evaluated based on the following factors: (a) economic feasibility, (b) location, (c) priority of need addressed and (d) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

Agencies will be selected to administer activities supporting this preservation strategy. These agencies will be evaluated based on the following factors: (a.) knowledge of program requirements (b.) demonstrated track record in performing activities in support of the strategy (c.) cost of performing activities in support of the strategy (d.) employment of personnel from the WAGES and Workforce Development Initiatives Programs.

**D. Disaster Recovery and Mitigation:** This is an initially un-funded contingency strategy to be utilized only in the event of a disaster officially declared at the federal, state, or local level. Anticipated types of natural disasters include, but are not limited to, tornadoes, hurricanes, and floods. In order to maximize funding available for disaster recovery and mitigation, funds not contractually committed for rehabilitation, construction, design or other activities will be redirected to the post-disaster recovery and mitigation effort. In an effort to maximize the effect of funds utilized for disaster mitigation and recovery, any waiting lists developed before the occurrence of a disaster will be suspended and funds will be redirected to areas of worst damage.

This strategy is directed to long-range repair and replacement efforts and not to emergency response. (Emergency assistance to secure structures and prevent additional damage, such as boarding up broken windows and making temporary roof repairs, will have been completed in accordance with provisions of Pinellas County's overall disaster plan prior to activation of this strategy.)

#### **1. Homeowner Housing:**

- a) Summary of the Strategy: This strategy primarily covers the response to repair and replacement needs resulting from damage caused by a disaster. However, other work beyond repair of only disaster damage, such as hazard mitigation, may be included. SHIP assistance will be provided primarily through loans. Rehabilitation loans are made in the full amount of the rehabilitation expense less any insurance payoff amount.

Grants may be made to fund specific work, including but not limited to, barrier removal to make housing accessible to the disabled.

Necessary activities may, due to extent of damage, require higher than typical expenditures for rehabilitation. The maximum assistance amount shown in the Housing Delivery Goals Charts has been set so as not to prohibit these activities.

The estimated average cost per unit for this strategy is \$30,000.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages and notes.

Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5%, and some programs offer a payment deferral period ranging from 3-5 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

The loans described above are a form of housing assistance to very low-, low-, and moderate-income homeowners. At Pinellas County's discretion, loans may be assumed by subsequent buyers, heirs, or assigns at a negotiated interest rate in accordance with executed loan documents and standard lending practices. Typically, assumed loans are converted to a 5% amortizing loan. In the event that the party assuming the loan can demonstrate an inability to pay at this rate, upon verification of income/assets, Pinellas County may allow the party to assume the loan as is, or modify in an appropriate manner reflective of the affordability of the party assuming the loan. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

- f) Recipient Selection Criteria: Homeowner applicants will be qualified on a first-come, first-served basis. Applicants must be income qualified and occupy properties as primary residences.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this strategy. Additionally, community-based housing organizations may work with the County to perform activities in support of this strategy.

Proposals from community based housing organizations will be considered based on the following factors: (a) staff training, (b) experience, (c) capacity and (d) employment of personnel from WAGES and Workforce Development Initiatives Programs.

## 2. Rental Housing:

- a) Summary of the Strategy: This strategy primarily covers the response to repair and replacement needs resulting from damage caused by a disaster. However, other work beyond only repair of disaster damage, such as hazard mitigation, may be included. SHIP assistance will be provided primarily through loans. These loans will provide a below market interest rate supplement to private market financing.

Grants may be made to fund specific work such as barrier removal to make housing accessible to the disabled.

Necessary activities may, due to extent of damage, require higher than typical expenditures for rehabilitation. The maximum assistance amount shown in the Housing Delivery Goals Charts has been set so as not to prohibit these activities.

The estimated average cost per unit for this strategy is \$30,000, and the maximum size of a rental property that will be addressed is 11 units. Critical special needs housing that has experienced disaster damage may be addressed also.

- b) Fiscal Years Covered: 2006-2007, 2007-2008 and 2008-2009.
- c) Income Categories to be Served: Very low-, low- and moderate-income.
- d) Maximum Award: Noted on Housing Delivery Goals Charts.
- e) Terms, Recapture and Default: Legally binding contractual agreements between property owners and the County will detail specific recapture provisions and terms and will include, but not necessarily be limited to, mortgages, notes, and land use restriction agreements. Terms of the loans, methods of recapture, and remedies in the event of a default are specific to individual programs and/or proforma analysis. Interest rates typically range from 0-5% and are deferred for periods up to 10 years. Depending upon the original loan structure, recapture methods resulting from a default can include, but are not limited to, conversion from a deferred loan to an amortizing loan, payment in full at the time of default, or the initiation of foreclosure proceedings. Pinellas County applies established standards of the Lending Industry when attempting to mitigate losses. Similarly, Pinellas County attempts to provide work-out options whenever feasible to preserve the affordable housing.

These agreements will assure required recapture of SHIP funds where property use fails to comply with SHIP requirements for a minimum period of 15 years or during the term of assistance, whichever is longer. Funds will not be released to a project until these legally binding agreements have been executed. Annual monitoring will insure continued compliance with tenant eligibility and affordability requirements.

Eligible sponsors that offer rental housing for sale prior to the expiration of their agreement or that have remaining mortgage balances 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.

- f) Recipient Selection Criteria: Rental property owners will be qualified on a first-come, first-served basis.
- g) Sponsor Selection Criteria: County staff will administer activities supporting this strategy. Additionally, community-based housing organizations and for-profit entities may work with the County to perform activities in support of this strategy.

Proposals from community based housing organizations will be considered based on the following factors: (a) staff training, (b) experience, (c) capacity and (d) employment of personnel from WAGES and Workforce Development Initiatives Programs.

### **III. LOCAL HOUSING ASSISTANCE PLAN INCENTIVE STRATEGIES**

- A. Expedited Permitting:** Pinellas County's permit review process gives priority to affordable housing developments so that these developments are permitted faster than other projects. The first step in obtaining approval for an affordable housing development is to meet with Community Development Department staff to determine if the proposed development meets definitional criteria for affordable housing. When Community Development Department staff is satisfied that these criteria are met, an affordable housing certification is issued. Additionally, a designated Development Review Services staff member serves as an ombudsman to assist the applicant in achieving an expeditious review and waiver of permit and review fees.
- B. Ongoing Review Process:** Prior to adoption, the Pinellas County Planning Department, in its role as Local Planning Agency, conducts reviews of local ordinances, regulations, policies, and plan provisions that increase the cost of housing. The cumulative impact of changes on cost per housing unit will be determined. Special attention will be directed to the impact of proposed changes on affordable housing.

#### **IV. EXHIBITS**

- A. Administrative Budget for Each Fiscal Year Covered in the Plan:** **Exhibit A.**
- B. Timeline for Encumbrance and Expenditure:** A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable state fiscal year.
- C. Housing Delivery Goals Chart (HDGC) for Each Fiscal Year Covered in the Plan:** A completed Housing Delivery Goals Chart for each fiscal year covered in this plan is attached as **Exhibit C.**
- D. Certification Page:** A signed Certification is attached as **Exhibit D.**
- E. Adopting Resolution:** An original signed, dated and attested adopting resolution is attached as **Exhibit E.**
- F. Program Information Sheet:** A completed Program Information Sheet is attached as **Exhibit F.**
- G. Ordinance:** There are no changes from the original ordinance previously submitted to the Florida Housing Finance Corporation. Therefore, a copy of the ordinance is not attached as an exhibit.
- H. Interlocal Agreement:** There is no Interlocal Agreement between Pinellas County and any other local government for use of funds distributed under the SHIP Program. Therefore, a copy of an Interlocal Agreement is not attached as an exhibit.

## Exhibit A

### ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Fiscal Year 2006/2007	
Salaries and Benefits	\$ 487,195.00
Office Supplies and Equipment	\$ 53,000.00
Travel Perdiem Workshops, etc.	\$ 20,000.00
Advertising	\$ 2,000.00
	<u>\$ 562,195.00</u>

Fiscal Year 2007/2008	
Salaries and Benefits	\$ 487,195.00
Office Supplies and Equipment	\$ 53,000.00
Travel Perdiem Workshops, etc.	\$ 20,000.00
Advertising	\$ 2,000.00
	<u>\$ 562,195.00</u>

Fiscal Year 2008/2009	
Salaries and Benefits	\$ 487,195.00
Office Supplies and Equipment	\$ 53,000.00
Travel Perdiem Workshops, etc.	\$ 20,000.00
Advertising	\$ 2,000.00
	<u>\$ 562,195.00</u>

## TIMETABLE FOR STATE FISCAL YEAR 2006/2007

[illegible]

## Exhibit B

## TIMETABLE FOR STATE FISCAL YEAR 2007/2008

**Name of Local Government:** Pinellas County, Florida

[illegible]

### TIMETABLE FOR STATE FISCAL YEAR 2008/2009

Program Activities	Year	2008/2009												2009/2010												2010/2011												2011					
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Advertise Availability of Funds		x																																									
Application Period(On-Going)			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	X	X	X	X	X	X																		
Start Program Year		x																																									
Annual Report																x												x												x			
Mid-Year Review/Adjustments							x																																				
End-Year Review/Adjustments												x												x											x								
Encumbrance Deadline																								x																			
Expenditure Deadline																																				x							
Final Program Review																																				x							

## Exhibit C

FLORIDA HOUSING FINANCE CORPORATION											Please check applicable box, & if Amendment, enter number		
HOUSING DELIVERY GOALS CHART#2002											New Plan:		
STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:											Amendment:		
											Fiscal Yr. Closeout:		
Name of Local Government: Pinellas County							Available Funds:		\$6,504,365.00				
							A		B		C		
							D		E		F		
HOME OWNERSHIP STRATEGIES		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
Preservation (HO Rehab)		48	\$50,000	50	\$50,000	30	\$50,000		\$3,843,000.00		\$3,843,000.00	59.08%	128
Production (HO Constn.)		3	\$175,000	3	\$175,000	7	\$175,000	\$512,000.00			\$512,000.00	7.87%	13
Promotion of Homeownership		12	\$80,000	12	\$80,000	24	\$80,000			\$577,000.00	\$577,000.00	8.87%	48
Disaster (HO Rehab)			\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
Subtotal 1 (Home Ownership)		63		65		61		\$512,000.00	\$3,843,000.00	\$577,000.00	\$4,932,000.00	75.83%	189
RENTAL STRATEGIES		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
Preservation (MF Rehab)		3	\$120,000	2	\$120,000	1	\$120,000		\$448,000.00		\$448,000.00	6.89%	6
Production (MF Constn.)		2	\$230,000	1	\$230,000	1	\$230,000	\$384,000.00			\$384,000.00	5.90%	4
Disaster (MF Rehab)			\$100,000		\$100,000		\$100,000				\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)		5		3		2		\$384,000.00	\$448,000.00	\$0.00	\$832,000.00	12.79%	10
Administration Fees											\$479,036.00	7.36%	
Admin. From Program Income											\$85,700.00	1.32%	
Home Ownership Counseling											\$175,629.00	2.70%	
GRAND TOTAL													
Add Subtotals 1 & 2, plus all Admin. & HO Counseling		68		68		63		\$896,000.00	\$4,291,000.00	\$577,000.00	\$6,504,365.00	100.00%	199
Percentage Construction/Rehab											Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.		
Maximum Allowable											80%		
Purchase Price:													
											New		
											\$171,000		
											Existing		
											\$171,000		
Allocation Breakdown		Amount		%		Projected Program Income:		\$1,714,000.00		Max Amount Program Income For Admin:		\$85,700.00	
Very-Low Income		\$2,168,000.00		33.3%		Projected Recaptured Funds:							
Low Income		\$1,981,000.00		30.5%		Distribution:		\$4,790,365.00					
Moderate Income		\$1,625,000.00		25.0%		Total Available Funds:		\$6,504,365.00					
TOTAL				88.8%								26-Jun-14	





## **Exhibit D**

### **CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Pinellas County

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.

Page 2  
Certification

- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each State fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida has or x has not been implemented.

\_\_\_\_\_  
Witness

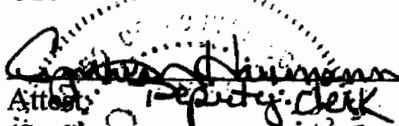

Kenneth T. Welch  
Chief Elected Official or designee

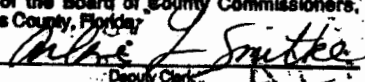
\_\_\_\_\_  
Witness

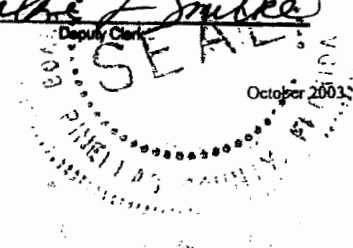
Kenneth T. Welch, Chairman  
Type Name and Title

\_\_\_\_\_  
Date

OR

  
Attest: Deputy Clerk  
(Seal) 

I, KENNETH P. BURKE, Clerk of the Circuit Court and Clerk Ex-Officio, Board of County Commissioners, do hereby certify that the above and foregoing is a true and correct copy of the original as it appears in the official files of the Board of County Commissioners of Pinellas County, Florida. Witness my hand and seal of said County FL this 26 day of April, A.D. 2006.  
KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio, Clerk of the Board of County Commissioners, Pinellas County, Florida  
By   
Deputy Clerk



**Exhibit E**

**Adopting Resolution**

RESOLUTION NO. 08-100

APPROVAL OF AND AUTHORIZATION TO SUBMIT TO THE FLORIDA HOUSING FINANCE CORPORATION AN AMENDMENT TO THE 2006-2009 STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN, FOR THE PURPOSE OF DEFINING THE PROGRAM AREA AND ESTABLISHING MAXIMUM AWARD LIMITS AND MAXIMUM PURCHASE PRICES FOR NEW AND EXISTING HOMES.

WHEREAS, the State Housing Initiatives Partnership (SHIP) Program was created pursuant to §420.9072, Florida Statutes, for the purpose of providing funds to local governments as an incentive for the creation of partnerships to produce and preserve affordable housing; and

WHEREAS, to be eligible to receive funds under the SHIP Program, the Board of County Commissioners (BCC) must submit to the Florida Housing Finance Corporation a Local Housing Assistance Plan (LHAP) describing the Local Housing Assistance Program established pursuant to §420.9075, Florida Statutes; and

WHEREAS, by Resolution No. 06-68 the BCC approved the 2006-2009 LHAP and said LHAP was submitted to the Florida Housing Finance Corporation; and

WHEREAS, the LHAP does not specifically define the program area; and

WHEREAS, the LHAP specified certain maximum award limits to be used under the SHIP Program; and

WHEREAS, the LHAP specified maximum allowable purchase prices for new and existing homes under the SHIP Program; and

WHEREAS, changes in market conditions during the period of the LHAP have necessitated raising these maximum award limits.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Pinellas County in regular session duly assembled this 1<sup>st</sup> day of July, 2008, that the program area is defined as countywide and the following maximum award limits and maximum purchase price limits are hereby approved and authorized for submittal to the Florida Housing Finance Corporation as an Amendment to the Local Housing Assistance Plan:

### HOME OWNERSHIP STRATEGIES

	<u>Current Limit</u>	<u>Amended Limit</u>
Production (Home Owner Construction)	\$136,000	\$175,000
Promotion (Down Payment Assistance)	\$ 20,000	\$ 80,000

### RENTAL STRATEGIES

	<u>Current Limit</u>	<u>Amended Limit</u>
Preservation (Multi-Family Rehab)	\$100,000	\$120,000
Production (Multi-Family Construction)	\$193,000	\$230,000

### MAXIMUM ALLOWABLE PURCHASE PRICE

	<u>Current Limit</u>	<u>Amended Limit</u>
2006-2007		
New	\$171,000	\$240,157
Existing	\$171,000	\$240,157
2007-2008		
New	\$171,000	\$263,250
Existing	\$171,000	\$263,250
2008-2009		
New	\$171,000	\$263,250
Existing	\$171,000	\$263,250

This Resolution shall become effective upon its adoption.

Commissioner Latvala offered the foregoing resolution and moved its adoption, which was seconded by Commissioner Welch, and upon roll call the vote was:

AYES: Stewart, Harris, Seel, Latvala, Morroni, and Welch.

NAYS: None.

ABSENT AND NOT VOTING: Duncan.

I, KENNETH P. BURKE, Clerk of the Circuit Court and Clerk Ex-Officio, Board of County Commissioners, do hereby certify that the above and foregoing is a true and correct copy of the original as it appears in the official files of the Board of County Commissioners of Pinellas County, Florida. Witness my hand and seal of said County FL, this 28 day of July, A.D. 2008.

KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio  
Clerk of the Board of County Commissioners,  
Pinellas County, Florida.

By [Signature] Deputy Clerk

## Exhibit F

### STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM INFORMATION SHEET

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LOCAL GOVERNMENT: Pinellas County Florida

CHIEF ELECTED OFFICIAL (Mayor, Chairman): Kenneth T. Welch, Chairman

ADDRESS: 315 Court Street, Clearwater, FL 33756

SHIP ADMINISTRATOR: Larry L. Yancey

ADDRESS: 600 Cleveland Street, Suite 800, Clearwater, FL 33755

TELEPHONE: (727) 464-8244 FAX: (727) 464-8254

EMAIL ADDRESS: lyancey@pinellascounty.org

ADDITIONAL SHIP CONTACTS: Anthony Jones, Director, Community Development

ADDRESS: 600 Cleveland Street, Suite 800, Clearwater, FL 33755

EMAIL ADDRESS: ajones@pinellascounty.org

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

\_\_\_\_\_

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-6000800

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

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

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

☒ NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## **Exhibit G**

ORDINANCE NO. 08- 39

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, AMENDING SECTION 38-29 AND SECTION 38-30 OF THE PINELLAS COUNTY CODE DESIGNATING THE RESPONSIBILITY FOR THE ADMINISTRATION AND IMPLEMENTATION OF THE LOCAL HOUSING ASSISTANCE PROGRAM; PROVIDING FOR AN AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE PINELLAS COUNTY CODE; PROVIDING FOR OTHER MODIFICATIONS THAT MAY ARISE FROM REVIEW OF THE ORDINANCE AT THE PUBLIC HEARING AND WITH RESPONSIBLE AUTHORITIES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the State Housing Initiatives Partnership (SHIP) Program was created pursuant to the William E. Sadowski Affordable Housing Act and §420.9072, Florida Statutes, for the purpose of providing funds to local governments as an incentive for the creation of partnerships to produce and preserve affordable housing; and

WHEREAS, pursuant to Pinellas County Ordinance 93-30, the Board of County Commissioners began implementing and continue to implement a Local Housing Assistance Program; and

WHEREAS, pursuant to §420.9072, Florida Statutes and the Florida Administrative Code, local governments are required to establish an Affordable Housing Advisory Committee; and

WHEREAS, in 2007, SHIP legislation was amended to require recipients of SHIP funds to expand the committee from nine (9) members to a committee that consists of eleven (11) members; and

WHEREAS, on May 20, 2008, the County adopted Resolution 08-75 establishing an Affordable Housing Advisory Committee and appointing eleven members to the Committee; and

WHEREAS, the County must amend Ordinance 93-30 to comply with SHIP legislation in order to continue to receive entitlement funding.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, in a meeting duly assembled this 22<sup>nd</sup> day of July, 2008 that:

SECTION 1. Section 38-29 of the Pinellas County Code is hereby amended to read as follows:

Section 38-29. Local housing assistance program – Administration; costs.

- (a) The county community development department or its successors is hereby designated as the agency responsible for administering the SHIP program, including the development of a local strategy and local housing assistance program to meet the requirements of the SHIP program, as amended, and for coordinating with the housing partnership.
- (b) Administrative expenses under this article include the cost of salaries, benefits and operational expenses associated with the program. Such administrative expenses shall also include costs of necessary consultants to develop programs and program

parameters, to evaluate proposals and projects, and to develop staff capacity to carry out the housing programs and projects. Administrative costs shall not exceed the amount authorized in §420.9075 (6).

SECTION 2. Section 38-30 of the Pinellas County Code is hereby amended to read as follows:

Section 38-30. Affordable housing advisory committee.

The County has established, by Resolution 08-75, adopted May 20, 2008, an eleven-member affordable housing advisory committee which complies with F.S. § 420.9076(2). The committee's work involves recommendations to the Board of County Commissioners for implementation of its affordable housing incentive program. Staff and administrative support shall be provided by the Board of County Commissioners as an eligible administrative expense under the SHIP program.

SECTION 3. Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not be construed to render the remaining provisions of this Ordinance invalid or unconstitutional.

SECTION 4. Codification.

The provisions of this Ordinance shall be included and incorporated in the Pinellas County Code as an addition thereto, and shall be appropriately renumbered to conform to the uniform system of the Code.

SECTION 5. Amendment of Proposed Ordinance at Public Hearing.

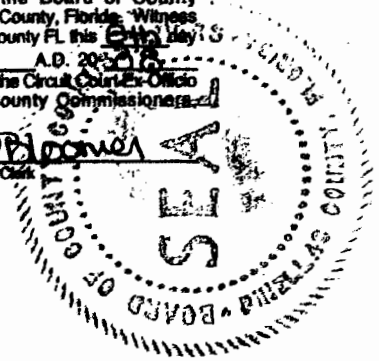
Any section, subsection, sentence, clause, phrase, or provision of this Ordinance as proposed be amended, added, or deleted by majority vote of the Board of County Commissioners as a result of matters raised at the public hearing or in consultation with responsible authorities, and in such event, the amendments, additions or deletions shall be validly adopted without additional advertisement or hearing.

SECTION 6. Filing of Ordinance.

Pursuant to Section 125.66, Fla. Stat., a certified copy of this Ordinance shall be filed with the Department of State by the Clerk of the Board of County Commissioners within ten (10) days after the enactment by the Board of County Commissioners. This Ordinance shall become effective upon filing of the Ordinance with the Department of State. Additionally, pursuant to Section 38-31 of the Pinellas County Code, a copy of this Ordinance shall be furnished to the State Housing Finance Agency within twenty-one (21) days after the enactment.

I, KENNETH P. BURKE, Clerk of the Circuit Court and  
Clerk Ex-Officio, Board of County Commissioners,  
do hereby certify that the above and foregoing is a  
true and correct copy of the original as it appears  
in the official files of the Board of County  
Commissioners of Pinellas County, Florida. Witness  
my hand and seal of said County FL this 24th day  
of August A.D. 2008  
KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio  
Clerk of the Board of County Commissioners,  
Pinellas County, Florida.

By Kenneth P. Burke  
Deputy Clerk



APPROVED AS TO FORM  
OFFICE OF COUNTY ATTORNEY

M. Tan  
Attorney