

**HERNANDO COUNTY**



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

**2023-2024, 2024-2025, 2025-2026**

**Technical Revision 04/16/2024**

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**A. LG(s)**

Name of Local Government	Hernando County
Does this LHAP contain an interlocal agreement?	N/A
If yes, name of other local government(s)	

**B. Purpose of the program:**

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

**C. Fiscal years covered by the Plan:** 2023-2024, 2024-2025, 2025-2026

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

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

**F. Leveraging:** The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

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

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

**I. Waiting List/Priorities:** A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan. Exceptions will be made in order to meet the expenditure requirements as outlined in Section 420.9075 (5).

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



- K. Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- L. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

*“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.*

- N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county, or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.



- P. Administrative Budget:** A line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

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

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:** “The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.” The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

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

Entity	Duties	Admin. Fee Percentage
Local Government	Program Administration	10%
Third Party Entity/Sub-recipient		

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

- S. Project Delivery Costs:** Project delivery costs performed by non-county housing staff may include underwriting services, title searches, credit reporting, appraisals, Phase I or Phase II environmental reviews, loan closing, recording fees and document stamps, surveys, termite inspection, lead paint inspection, initial inspection/review, work write-ups, cost estimates, pre-bid management, management of the invitation to bid and award process, construction inspection and oversight, and case management oversight until construction completion. These project/program delivery costs are actual amounts of services and deliverables necessary to complete the activities. The following maximum percentages of the grant funding provided will be allowed for construction projects with SHIP funds: Program/Project Delivery Fee reasonable and not to exceed 3%.

- T. Essential Service Personnel Definition (ESP):** **ESP includes** Hernando County School District employees, teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel, government personnel, retail workers, hospitality, tourism industry workers, food service personnel and Hernando County child care personnel.



**U. Describe efforts to incorporate Green Building and Energy Saving products and processes:**

On all rehabilitation and replacement projects, Hernando County is requiring the use of green, energy efficient materials as appropriate. On all rehabilitation and replacement projects, Hernando County is requiring the use of green, energy efficient materials, as appropriate. When replacing older obsolete products and appliances the following “green” standards will be implemented for all homes rehabilitated, including new home construction to include appliances replaced shall be Energy Star Rated, Gas water heaters that are replaced or installed shall be Energy Star Rated, all exterior doors and windows that are replaced or installed shall be Energy Star Rated, all light fixtures and ceiling fans that are replaced or installed shall be Energy Star Rated. Weatherization of all homes rehabilitated at a minimum shall include attic insulation, and if appropriate, floor insulation as well as sealing all exterior walls. HVAC units that are replaced or installed shall be Energy Star rated and have a SEER rating of at least 14. Where feasible and cost effective, all rehabilitation and new construction work shall include the installation of water-efficient toilets, showers and faucets.

**V. Describe efforts to meet the 20% Special Needs set-aside:**

Hernando County staff has and continues to work with social services agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goal will be met through the utilization of all strategies.

**W. Describe efforts to reduce homelessness:**

Hernando County staff has and continues to work with agencies (including Hernando County School District and the Mid-Florida Homeless Coalition) serving the homeless populations primarily through rental assistance to place these individuals or families in rental or transitional housing for the purpose of providing a stable housing situation.

**Section II. LHAP Strategies (Please read LHAP Strategy Quick Guide before developing strategies):**

<b>A. Strategy Name: DOWN PAYMENT ASSISTANCE WITH OR WITHOUT REHAB.</b>	Code 1, 2
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**a. Summary:**

The Down payment assistance strategy provides qualified individuals/families with down payment, closing cost and renovation assistance. Renovation assistance may be used to bring the home up to current building code and/or health codes standards and/or expand the living area of the home.

**b. Fiscal Years Covered:** 2023-2024, 2024-2025, 2025-2026

**c. Income Categories to be served:** Very low, low, and moderate incomes.

**d. Maximum award:** \$70,000.00

\*Applicant will be awarded SHIP funds in an amount necessary to cover the gap between the approved first mortgage and sales price of the home.

**Down Payment Assistance Only**

Income Level	Maximum Award
Very Low Income	\$50,000



Low Income	\$30,000
Moderate Income	\$20,000

Down Payment Assistance with Rehab

Income Level	Maximum Award
Very Low Income	\$70,000
Low Income	\$50,000
Moderate Income	\$40,000

e. Terms:

1. Repayment loan/deferred loan/grant: Secured by a note and mortgage
2. Interest Rate: 0.00%
3. Years in loan term: 30 years
4. Forgiveness: Forgiven at the end of the term.
5. Repayment: None as long as the loan is in good standing.
6. Default: Loans are considered in default/not in good standing and repayable if the following occur: the home is sold, transferred, foreclosed upon, or ceases to be the recipient's primary residence. If the homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

f. Recipient/Tenant Selection Criteria:

The applications will be numbered in the order received. Hernando County will process prospective applicants who submit their pre-qualifying, pre-approval, or approval letters from their mortgage lenders on a first qualified, first served basis. Should more names be submitted than the funding can support, a waiting list will be established.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- A certificate of homeownership counseling completion is required prior to loan closing.
- Manufactured or mobile homes are not allowed under this strategy.
- Very low, low income and special needs applicants will receive priority in funding.

<b>B. Strategy Name: OWNER OCCUPIED REHABILITATION</b>	Code 3
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a. Summary:

This strategy allows for more extensive and substantive repair cost to individual units including but not limited to, correcting housing, and building code violations, providing cost effective energy conserving features, making the dwelling accessible to handicapped and elderly occupants as necessary, correction of health and/or safety violations that may be present, and demolition and rebuild where appropriate.

b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026



- c. Income Categories to be served: Very low, low, and moderate  
d. Maximum award: \$90,000.00  
e. Terms:

1. Repayment loan/deferred loan/grant: Grant or forgivable loan secured by a mortgage and note.
2. Interest Rate: 0%
3. Years in loan term:

Amount of Assistance	Loan Term/Affordability Period
Up to \$10,000	Grant for ELI and VLI
Up to \$10,000	5 Years for Low Income and Moderate Income
\$10,001 - \$25,000	10 Years
\$25,001 - \$50,000	15 Years
\$50,001 - \$90,000	20 Years
Demo/Replacement	30 Years

4. Forgiveness: The County will forgive on a prorated basis of 20% per year beginning in Year 6 for loans \$10,001 - \$25,000, a prorated basis of 20% per year beginning in Year 11 for \$25,001 up to \$50,000, and a prorated basis of 20% per year beginning in Year 16 for loans of \$50,001 - \$90,000. No prorated forgiveness offered on loans of up to \$10,000 and demo/replacement, which will be forgiven at the end of term.
5. Repayment: None as long as the loan is in good standing.
6. Default: Loans are considered in default and payable if the following occurs, the home Is sold, transferred, foreclosed upon, or ceases to be the recipient's primary residence. If the homeowner(s) die(s), the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient/Tenant Selection Criteria:  
The applications will be numbered in the order received, assistance will be provided on a first qualified, first served basis with priority given to Very Low Income and Special Needs Households and as needed to meet the expenditure requirements as outlined in Section 420.9075(5). Should more names be submitted than the funding can support, a waiting list will be established.

- g. Sponsor Selection Criteria: N/A

- h. Additional Information:

- Must be primary residence, homestead property
- Must be current on property taxes, county utility accounts and have no count, state or federal or tax liens against the property
- Homes must not be up for sale or in the process of foreclosure
- Manufactured homes are eligible if constructed after June 1994 and classified as a real property. Assistance to manufactured homes is limited to no more than 10% of each Program Year's SHIP allocation. Homeowner must own the lot/parcel where the manufactured home is installed or where special needs modifications will be made.



**C. Strategy Name: DISASTER STRATEGY**

Code 5, 16

Summary: The Disaster Strategy provides assistance to households following a disaster as declared by Executive Order of the President of the United States or the Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

1. Purchase of emergency supplies for eligible households to weatherproof damaged homes.
2. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable.
3. Construction of wells or repair of existing wells where public water is not available.
4. Payment of insurance deductibles for rehabilitation of homes covered under homeowner's insurance policies.
5. Temporary rental assistance for renter household that have experienced a temporary financial hardship that results in missed rental payments and in danger of being evicted.
6. A self-certification streamlined verification of income, assets, etc. may be use in determining household eligibility.

b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026

c. Income Categories to be served: Very low, low, and moderate

d. Maximum award: \$15,000.00  
Maximum award rental assistance: \$6,000

e. Terms:

1. Repayment loan/deferred loan/grant: Grant or deferred loan secured by a note and mortgage
2. Interest Rate: 0%
3. Years in loan term:

Amount of Assistance	Loan Term/Affordability Period
Up to \$10,000	Grant for ELI and VLI
Up to \$10,000	5 Years for Low Income and Moderate Income
\$10,001 - \$15,000	10 Years

4. Forgiveness: Forgiven at the end of term.

5. Repayment: None as long as the loan is in good standing.

6. Default: Loans are considered in default/not in good standing if the following occur; the home is sold, transferred, foreclosed upon, or ceases to be the recipient's primary residence. If the homeowner(s) die(s), during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

f. Recipient/Tenant Selection Criteria:

Assistance will be provided on a first qualified/first served basis.



- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
- Must be primary residence
  - Must be current on property taxes, county utility accounts and have no count, state or federal or tax liens against the home.
  - Home must not be up for sale or in the process of foreclosure.
  - Manufactured homes are eligible if constructed after June 1994 and classified as a real property. Assistance to manufactured homes is limited to no more than 10% of each Program Year's SHIP allocation. Homeowner must own the lot/parcel where the manufactured home is installed or where special needs modifications will be made.

<b>D. Strategy Name: SPECIAL NEEDS HOUSING</b>	<b>11</b>
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<p>a. Summary:</p> <p>To assist local non-profit sponsors in developing special needs housing for eligible clients through acquisition, rehabilitation, and/or new construction of suitable units. Special needs groups are defined by Florida Statute 420.0004(13). Operational costs after initial acquisition shall be the responsibility of the sponsoring agency.</p>
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- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$75,000.00 per unit
- e. Terms:
1. Repayment loan/deferred loan/grant: Loans will be secured by a subordinate. Recorded note and mortgage and land use restriction agreement.
  2. Interest Rate: 0%
  3. Years in loan term: 20
  4. Forgiveness: Forgiven at the end of the term.
  5. Repayment: None as long as the loan is in good standing.
  6. Default: A default of the loan occurs if the Mortgagor no longer uses the property as Special Needs Housing, or if any part of the property or any interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntary, by operation of law or otherwise, or if the Mortgagor is divested of title by judicial sale, levy, or other proceeding, or if foreclosure action is instituted against the property. A Land Use Restriction Agreement will also be required and recorded in the public records. In the event of a default, the loan shall become due and payable immediately and the loan will be repaid to Hernando County SHIP Fund as program income. SHIP assisted housing for special needs offered for sale prior to the end of the affordability period must give a first right of refusal to eligible not-for-profit organizations for purchase at the current market value for continued occupancy by eligible residents.



- f. Recipient/Tenant Selection Criteria:  
Assistance will be provided on a first qualified/first served basis. Properties secured through this strategy shall be limited to occupancy by persons or families who have special needs and who are under active case management. Sponsor agency/agencies shall provide income, occupancy, and case management documentation to the SHIP Administrator at least annually.
- g. Sponsor /Sub-recipient Selection Criteria:
1. Sponsor must show the capacity and experience n building, financing, and developing affordable housing, and the capability to work with homebuyers and program.
  2. Must provide proof of current active 501 © status.
  3. Must provide three years financial records to show financial stability.
  4. Show the ability to obtain financing through lenders or ability to generate donations and/or grant funding.
  5. Affordability of homes being build or rehabilitated.
- h. Additional Information: N/A

<b>E. Strategy Name: EMERGENCY REPAIRS</b>	Code 6
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a. Summary: The Emergency Repairs strategy provides assistance to qualified homeowners to make needed repairs on homestead property for families facing immediate emergencies to the home including but not limited to roof repair, roof replacement, windows, electrical hazards, septic, replacement of a hazardous, unsafe or unsanitary well, major plumbing leak, replacement of non-functioning HVAC, handicap accessibility.
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- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$25,000.00

e. Terms:

Amount of Assistance	Loan Term/Affordability Period
Up to \$10,000	Grant for ELI and VLI
Up to \$10,000	5 Years for Low Income and Moderate Income
\$10,001 - \$25,000	10 Years

1. Interest Rate: 0%
2. Years in loan term: 10
3. Forgiveness: Forgiven at the end of the term.
4. Repayment: None as long as the loan is in good standing.
5. Default: Loans are considered in default/not in good standing if the following occur: the home is sold, transferred, foreclosed upon, or ceases to be the recipient's primary residence. If the homeowner(s) die(s), during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the



home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- f. Recipient/Tenant Selection Criteria: Applicants/Recipients will be selected on a first qualified and first served basis.
- g. Sponsor/Sub-recipient Selection Criteria: N/A
- h. Additional Information: Can be provided to homeowners that cannot obtain homeowners insurance due to condition of home.
  - Manufactured homes are eligible if constructed after June 1994 and classified as a real property. Assistance to manufactured homes is limited to no more than 10% of each Program Year's SHIP allocation. Homeowner must own the lot/parcel where the manufactured home is installed or where special needs modifications will be made.
  - Must be primary residence.
  - Must be current on property taxes, county utility accounts and have no county, state or federal or tax liens against the property.
  - Home must not be up for sale or in the process of foreclosure.
  - Applicants must allow the rehabilitation specialist to access the home for inspection to determine emergency.

<b>F. Strategy Name: MULTI-FAMILY AFFORDABLE HOUSING</b>	Code 21
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a. Summary:

This strategy may provide SHIP funding as the local contribution for the construction or rehabilitation of multi-family rental housing units in connection with Florida Housing Finance Corporation (FHFC)'s multi-family development programs. The funds may be used to pay impact fees, application cost for other financing sources, pre-development, or development cost, and/or actual construction cost as may be otherwise allowed under the SHIP program. Program regulations require that awards apply to eligible units occupied by eligible recipients assisted with program timelines.

- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$340,000 per development of 75 units or more and \$150,000 for developments of less than 75 units or Florida Housing Finance Corporation's Local Government Contribution requirements whichever is lower.
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: All loans will be secured by a recorded mortgage agreement, promissory note or lien and a land use restriction agreement.
  - 2. Interest Rate: 0.00%
  - 3. Years in loan term: 20 years
  - 4. Forgiveness: Forgiven at the end of the term.



5. Repayment: SHIP assisted rental housing offered for sale prior to the end of the 15-year affordability period must give a first right of refusal to eligible nonprofit organizations for purchase at the current market for continued occupancy by eligible residents, per 420.9075(5)(g), F.S.
  6. Default: If the owner sells, transfers or discontinues to use the property for affordable housing, the outstanding balance is due and payable.
- f. Recipient/Selection Criteria:  
A sponsor's designated management company will select and place eligible households into SHIP assisted units on a first-qualified, first-served basis.
- g. Sponsor Selection Criteria: Hernando County will allow qualified Applicant/Developers to submit applications for multifamily affordable housing on a first qualified, first served basis. The applications will be numbered in the order received subject to availability of multi-family funds. To be deemed qualified; Applicants/Developers must demonstrate that the proposed development is economically and technically feasible, and that all permits can reasonably be expected to be obtained. Other selection criteria include design and curb appeal, tenant services offered, experience of the developer in financing and construction of affordable rental developments. Developer selection will be based on award of funding by the Florida Housing Finance corporation. Preference will be given to eligible sponsors that first preserve or redevelop existing public or affordable housing units/properties and second provide employment opportunities pursuant to the Welfare Transition Program.
- h. Additional Information: Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units.

<b>G. Strategy Name: NON-PROFIT CONSTRUCTION</b>	Code 10
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<p>a. Summary:</p> <p>Ship Funds will be made available to area non-profit housing agencies and non-profit housing developers to partially underwrite the costs of construction or rehabilitating affordable homes. All the SHIP funds invested into the unit will be converted into a dollar-for-dollar reduction in the sales/appraised price of the home to a SHIP eligible down payment assistance buyer.</p>
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- b. Fiscal Years Covered: 2023-2024, 2024-2025, 2025-2026
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$50,000.00 per unit.
- e. Terms: Developer
1. Repayment loan/deferred loan/grant: Deferred loan.
  2. Interest Rate: 0%
  3. Years in loan term: 2 1/2
  4. Forgiveness: Forgiven at the end of the term.
  5. Repayment: These funds will be allocated as a loan to the non-profit. Should the non-profit not utilize



the funding within the thirty (30) months all funding will be returned to the Hernando County SHIP program as recaptured funds to be reallocated. If after thirty (30) months the unit is constructed and sold to a qualified recipient, the loan will be forgiven.

6. Default: These funds will be considered in default should the non-profit not utilize the funding within the allowable period for thirty (30) months, all funding will be returned to the Hernando County SHIP program as recaptured funds to be allocated to another strategy.

Terms: Homebuyer

1. Repayment loan/deferred loan/grant: Deferred loan secured by a note and mortgage.
2. Interest Rate: 0%
3. Years in loan term: 30
4. Forgiveness: Forgiven at the end of the term.
5. Repayment: None as long as the loan is in good standing.

Default: Loans are considered in default and repayable if the following occur: The home is sold, transferred, foreclosed upon, or ceases to be the recipient's primary residence.

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

f. Recipient Selection Criteria:

1. Purchase price must be below the SHIP purchase price.
2. Must attend HUD approved homebuyer class.
3. Household income must be below 80% AMI
4. Homebuyer must be approved by first mortgage lender.

g. Sponsor Selection Criteria:

1. Sponsor must show the capacity and experience in building, financing, and developing affordable housing, and the capability to work with homebuyers and the program.
2. Must provide proof of current active 501 © status.
3. Must provide three years audited financial records to show financial stability.
4. Show the ability to obtain financing through lenders or ability to generate donations and/or grant funding.

### III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

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

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

Coordinate with building department to code affordable housing cases and ensure process is monitored and improved as necessary. Implement a coding system to flag qualified developments/permits.

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

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

Staff to review policies and processes: Prior to the adoption of any procedures or policies an analysis should be performed to determine the new policies or procedure impact on the cost of housing. If a proposed policy or procedure is not going to impact the house of

### IV. EXHIBITS:

#### Required

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

#### Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement (Required if applicable).
- H. Other Documents Incorporated by Reference.

## ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

**Exhibit A**

Exhibit A (2023)

**HERNANDO COUNTY**

Fiscal Year: 2023-2024		
Estimated SHIP Funds for Fiscal Year:	\$	1,896,413.00
Salaries and Benefits	\$	85,656.00
Office Supplies and Equipment	\$	4,680.00
Travel Per diem Workshops, etc.	\$	
Advertising	\$	1,000.00
Other*	\$	
Total	\$	91,336.00
Admin %		10.00%
OK		
Fiscal Year 2024-2025		
Estimated SHIP Funds for Fiscal Year:	\$	1,896,413.00
Salaries and Benefits	\$	85,656.00
Office Supplies and Equipment	\$	4,680.00
Travel Per diem Workshops, etc.	\$	
Advertising	\$	1,000.00
Other*	\$	
Total	\$	91,336.00
Admin %		10.00%
OK		
Fiscal Year 2025-2026		
Estimated SHIP Funds for Fiscal Year:	\$	1,896,413.00
Salaries and Benefits	\$	85,656.00
Office Supplies and Equipment	\$	4,680.00
Travel Per diem Workshops, etc.	\$	
Advertising	\$	1,000.00
Other*	\$	
Total	\$	91,336.00
Admin %		10.00%
OK		
*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.		
Details:		



Exhibit B- 2023

**Exhibit B**  
**Timeline for SHIP Expenditures**

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

Fiscal Year	Encumbered	Expended	Interim Report	Closeout Report
2023-2024	6/30/2025	6/30/2026	9/15/2025	9/15/2026
2024-2025	6/30/2026	6/30/2027	9/15/2026	9/15/2027
2025-2026	6/30/2027	6/30/2028	9/15/2027	9/15/2028

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

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
2023-2024	3/30/2026	6/15/2026
2024-2025	3/30/2027	6/15/2027
2025-2026	3/30/2028	6/15/2028

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

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

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

**Other Key Deadlines:** AHAC reports are now due annually by December 31. Local governments receiving the minimum (or less) allocation may choose not to report.

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2023-2024												
Name of Local Government:			Hernando County									
Estimated Funds (Anticipated allocation only):			\$ 1,800,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
1	Purchase Assistance with Rehab	Yes	1	\$70,000	0	\$50,000	2	\$40,000	\$150,000.00	\$0.00	\$150,000.00	3
2	Purchase Assistance without Rehab	No	0	\$50,000	2	\$30,000	5	\$20,000	\$0.00	\$160,000.00	\$160,000.00	7
3	Owner Occupied Rehab	Yes	10	\$90,000	5	\$90,000	0	\$90,000	\$1,350,000.00	\$0.00	\$1,350,000.00	15
5	Disaster Assistance	Yes	0	\$15,000	0	\$15,000	0	\$15,000	\$0.00	\$0.00	\$0.00	0
6	Emergency Repairs	Yes	3	\$25,000	0	\$25,000	0	\$25,000	\$75,000.00	\$0.00	\$75,000.00	3
9,10	Non Profit Construction	Yes	0	\$50,000	0	\$50,000	0	\$50,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		14		7		7		\$1,575,000.00	\$160,000.00	\$1,735,000.00	28
Purchase Price Limits:			New	\$ 481,176	Existing	\$ 481,176						

OK

OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
16	Disaster Assistance	No	0	\$6,000	0	\$6,000	0	6000	\$0.00	\$0.00	\$0.00	0
12	Special Needs Housing	Yes	1	\$75,000	0	\$75,000	0	75000	\$75,000.00	\$0.00	\$75,000.00	1
14,21	Multi Family Affordable Housing	Yes	0	\$340,000	0	\$340,000	0	340000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		1		0		0		\$75,000.00	\$0.00	\$75,000.00	1
	Administration Fees		\$ -		10%		OK					
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 1,810,000		This total is over the allocation and will require less than the maximum amount be awarded per applicant							

## Set-Asides

Percentage Construction/Rehab (75% requirement)		91.7%	OK
Homeownership % (65% requirement)		96.4%	OK
Rental Restriction (25%)		4.2%	OK
Very-Low Income (30% requirement)	\$ 1,120,000	62.2%	OK
Low Income (30% requirement)	\$ 510,000	28.3%	OK
Moderate Income	\$ 180,000	10.0%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2024-2025												
Name of Local Government:			Hernando County									
Estimated Funds (Anticipated allocation only):			\$ 1,800,000									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
1	Purchase Assistance with Rehab	Yes	1	\$70,000	0	\$50,000	2	\$40,000	\$150,000.00	\$0.00	\$150,000.00	3
2	Purchase Assistance without Rehab	No	0	\$50,000	2	\$30,000	5	\$20,000	\$0.00	\$160,000.00	\$160,000.00	7
3	Owner Occupied Rehab	Yes	10	\$90,000	5	\$90,000	0	\$90,000	\$1,350,000.00	\$0.00	\$1,350,000.00	15
5	Disaster Assistance	Yes	0	\$15,000	0	\$15,000	0	\$15,000	\$0.00	\$0.00	\$0.00	0
6	Emergency Repairs	Yes	3	\$25,000	0	\$25,000	0	\$25,000	\$75,000.00	\$0.00	\$75,000.00	3
9,10	Non Profit Construction	Yes	0	\$50,000	0	\$50,000	0	\$50,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
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	Total Homeownership		14		7		7		\$1,575,000.00	\$160,000.00	\$1,735,000.00	28
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12	Special Needs Housing	Yes	1	\$75,000	0	\$75,000	0	75000	\$75,000.00	\$0.00	\$75,000.00	1
14,21	Multi Family Affordable Housing	Yes	0	\$340,000	0	\$340,000	0	340000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		1		0		0		\$75,000.00	\$0.00	\$75,000.00	1
	Administration Fees		\$	-	10%		OK					
	Home Ownership Counseling		\$	-								
Total All Funds			\$	1,810,000 This total is over the allocation and will require less than the maximum amount be awarded per applicant								

## Set-Asides

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FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2025-2026												
Hernando County												
Estimated Funds (Anticipated allocation only):			\$ 1,800,000									
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									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Homeownership		14		7		7		\$1,575,000.00	\$160,000.00	\$1,735,000.00	28
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									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		1		0		0		\$75,000.00	\$0.00	\$75,000.00	1
	Administration Fees		\$ -		10%		OK					
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 1,810,000 This total is over the allocation and will require less than the maximum amount be awarded per applicant									

## Set-Asides

Percentage Construction/Rehab (75% requirement)		91.7%	OK
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Very-Low Income (30% requirement)	\$ 1,120,000	62.2%	OK
Low Income (30% requirement)	\$ 510,000	28.3%	OK
Moderate Income	\$ 180,000	10.0%	

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

Hernando County

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will ensure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.

- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low-Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

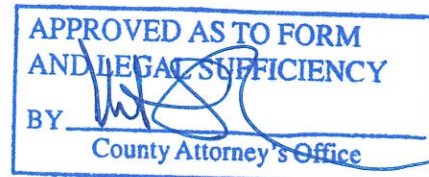
Colleen Conter  
Witness

Heidi Kuppe  
Witness

April 25, 2023  
Date

OR

John Allocco, Chairman



Attest:

RESOLUTION #: 84

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY (Local Government) FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

\* \* \* \* \*

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

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

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

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

**WHEREAS**, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.



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

**WHEREAS** the County Commission finds that it is in the best interest of the public for Hernando County to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

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

Section 1: The Board of County Commissioners of Hernando County hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2023-2024, 2024-2025, 2025-2026.

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

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

PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF April, 2023.

ATTEST:

*Hadi Kuppe, Deputy Clerk*  
Doug Chorvat, Jr. County Clerk

*John Allocco, Chairman*  
John Allocco, Chairman

