



# Local Housing Assistance Plan 2017-2020

**Alachua County  
Department of Community Support Services  
218 SE 24<sup>th</sup> Street  
Gainesville, FL 32641**



<b>ALACHUA COUNTY</b>
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**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**State Fiscal Years**

**2017-2018, 2018-2019 and 2019-2020**

**Approved March 28, 2017**

**Alachua County Board of County Commissioners**

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**I. Program Details:**

A. Name of the participating local government: Alachua County

Is there an Interlocal Agreement: Yes \_\_\_\_\_ No ✓

If “Yes”, name local government(s) in the Interlocal Agreement:

\_\_\_\_\_N/A\_\_\_\_\_

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 2017-2018, 2018-2019 and 2019-2020

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 such as the Florida Small Cities Community Development Block Grant.

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 (NOFA).

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



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

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

The County will accept applications during the advertised “Application Period” which will be 30 days, unless specified differently in the NOFA. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and have been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low income. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very-low income, then low income. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low income groups.

Ranking Priority:

1. Special Needs Households
    - a. Very low
    - b. Low
  2. Essential Services Personnel
    - a. Very low
    - b. Low
  3. After Special Needs Set-asides and ESP goals are met
    - a. Very Low
    - b. Low
- J. **Discrimination :** In accordance with the provisions of ss.760.20-760.37 and the Alachua County Human Rights Ordinance, it is unlawful to discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability, sexual orientation, gender identity or expression in connection with housing or public accommodations and familial status in housing and 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, and Foreclosure Counseling through qualified HUD approved agencies.

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

The methodology used is:

- ☒ U.S. Treasury Department  
☐ Local HFA Numbers

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

- 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 of proposed Administrative Expenditures is attached as Exhibit A. Alachua County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

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

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

- Q. Program Administration: Administration of the local housing assistance plan will be wholly performed and maintained by Alachua County.
- R. Project Delivery Costs: In addition to the administrative costs listed above, the county will charge a reasonable project delivery cost to cover inspections performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.
- S. Essential Service Personnel Definition: For purpose of SHIP funding, the County considers the following groups as Essential Services to our county: First Responders, Educators in K-12, Nurses, Active Military, National Guard stationed in the county.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:  
The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:
1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
  2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
    - a. Toilets: 1.6 gallons/flush or less,
    - b. Faucets: 1.5 gallons/minute or less,
    - c. Showerheads: 2.2 gallons/minute or less;
  3. Energy Star qualified appliances, as available;
  4. Energy Star qualified exhaust fans in all bathrooms; and



5. HVAC: Minimum SEER of 14. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.
- U. Describe efforts to meet the 20% Special Needs set-aside: The County will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the owner occupied rehabilitation, emergency repair and rental assistance strategies.
- V. Describe efforts to reduce homelessness: The County works with the local Continuum of Care (CoC) and agencies serving the homeless populations primarily through referrals and rental assistance to place these individuals or families in rental housing for the purpose of providing a stable housing situation for twelve months or more. In addition to the direct use of SHIP funding to prevent homelessness through the eviction prevention strategy and to rehouse homeless households through the rental assistance strategy detailed below, the County has a partnership with the City of Gainesville to reduce homelessness. The County also has a representative serving on the CoC Governance Board and staff serving on the CoC housing committee, coordinated entry system committee, and planning committee.

## Section II. LHAP Strategies:

A. <i>Down Payment Assistance</i>	Codes 1, 2
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- a. Summary of Strategy: SHIP funds will be awarded for down payment, closing costs, and eligible repairs to households to purchase an existing or newly constructed home. A newly constructed home must have received a certificate of occupancy within the last twelve months.

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

### i. Assistance for the purchase of homes requiring repairs

Eligible home repairs include:

1. Repairs needed to meet or exceed the requirements of the Florida Building Code, ss. 553.70-553.898 F.S., as amended and adopted by Alachua County Ordinance 02-01.
2. Roof repair or replacement.





3. Repair, replacement, or provision of heating and/or cooling system.
4. Energy conservation measures such as insulation, weather-stripping, etc.
5. Alterations to the unit's exterior or interior to provide greater accessibility for persons with disabilities or for family members over the age of 62.
6. Other repairs as recommended by a certified SHIP inspector and approved by the Alachua County SHIP program.

Repairs will be completed within 90 days of closing.

**ii. Assistance for the purchase of newly constructed homes**

SHIP award will be available for down payment and closing cost assistance for homes meeting the following definitions:

1. If a home is being constructed involving a construction agreement between the eligible home buyer and a licensed builder/general contractor.
2. If a home has obtained a certificate of occupancy in the 12-month period preceding the contract for sale and purchase.
3. If a home was built as a model home and has never been occupied.
4. If the final appraised value (including land value), is less than or equal to the maximum purchase price.

b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020

c. Income Categories to be served: Very Low, Low and Moderate

d. Maximum award: Very Low: \$15,000  
Low: \$10,000  
Moderate: \$5,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 10 years
4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a leased or rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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



occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture. If the home must be sold as a short sale due to a catastrophic event, the short sale procedures and policies governing the first mortgage shall prevail and the County will make an effort to recapture funds according to the short sale guidelines. All repayments from this program will be considered program income.

- f. Recipient Selection Criteria: Applicants will be served on a first-qualified, first-served basis.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage by an approved lender. Mobile home purchases are not eligible for assistance. Home must be located in Alachua County, outside the city limits of Gainesville.

<i>B. Owner Occupied Rehabilitation</i>	<i>Codes 3, 6</i>
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- a. Summary of Strategy: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, heating and cooling, accessibility, and weatherization. The County may designate funding from this strategy for its own match with CDBG, or may use funding to target specific neighborhood projects at its own discretion.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low, Low
- d. Maximum award: \$20,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Years in loan term: 10 years
  - 4. Forgiveness: Loan is forgiven on a prorated basis so that 10% of the principal is forgiven annually.
  - 5. Repayment: Not required as long as the loan is in good standing.
  - 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property;



conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment. If the home must be sold as a short sale due to a catastrophic event, the short sale procedures and policies governing the first mortgage shall prevail and the County will make an effort to recapture funds according to the short sale guidelines. All repayments from this program will be considered program income.

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

Eligibility criteria include:

1. Owner occupancy
2. Primary residence
3. Current on property taxes (not delinquent)
4. Current on mortgage; No Lis Pendens currently in effect
5. Property located in Alachua County, outside the City of Gainesville

- g. Sponsor/Developer Selection Criteria: The County will have an RFP process and will select sponsors based on the following criteria:
1. Management, organizational capacity, and history of providing services to local government.
  2. Expertise, specific project examples, and variety of professional backgrounds, certifications, and skills.
  3. Financial history of organization.
  4. Direct program experience and success with a variety of programs including SHIP.
  5. Demonstration and assurance of sponsor's ability to adhere to program requirements.
  6. Proposed fee, rates, and level of service in relation to proposed fees.
  7. Most effective use of funds, producing the greatest benefit to very low income homeowners.
  8. Project approach and proven leveraging strategies implemented by the sub-recipient.
  9. Capacity of sponsor to manage and disburse funds on a timely basis.



- h. Additional Information: Mobile homes are not eligible for repair, unless it is a reconstruction (demolition and replacement) through the Florida Small Cities Community Development Block Grant (CDBG) Housing Rehabilitation Program where the County is using SHIP funds as match for the CDBG grant. Applicants who have received repair assistance through SHIP in the past 5 years are not eligible. Home must be located in Alachua County, outside the city limits of Gainesville.

<i>C. Foreclosure Prevention</i>	<i>Code 7</i>
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- a. Summary of Strategy: SHIP funds will be awarded to homeowners that are in arrears on their first mortgage in order to avoid foreclosure. The arrearage must be at least two months, but no more than six months and cannot be under an active foreclosure action. Funds will be provided as a grant to homeowners to assist with bringing mortgage payments current prior to the start of the foreclosure process. Payments will be made directly to the lending institution.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low, Low
- d. Maximum award: \$4,000
- e. Terms:
1. Repayment loan/deferred loan/grant: Grant
  2. Interest Rate: N/A
  3. Years in loan term: N/A
  4. Forgiveness: N/A
  5. Repayment: N/A
  6. Default: N/A
- f. Recipient Selection Criteria: In addition to being selected on a first-qualified, first-served basis, applicants must:
1. Provide proof on the arrearage in the form of notification from the mortgage holder. This cannot be from a private mortgage holder.
  2. Provide evidence of a hardship that caused the arrearage (health issue, loss of employment/income, death of household member, divorce).
  3. Provide a written statement as evidence of the ability to resume making payments after the assistance is used which includes an explanation of how the hardship has been overcome and an indication of the budget plan that will allow for resumption of payments.
  4. Receive counseling from a HUD approved agency trained in foreclosure counseling as assigned by the County housing staff. The counseling agency must sign off on the budget plan.



- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants may be required to apply to other foreclosure assistance programs (Hardest Hit Fund, Foreclosure Counseling Program) for assistance prior to being approved for assistance under this strategy. Home must be located in Alachua County, outside the city limits of Gainesville.

<i>D. Disaster Mitigation/Recovery</i>	<i>Code 5</i>
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- a. Summary of Strategy: SHIP funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:
  - 1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
  - 2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
  - 3. Repairs necessary to make the home habitable.
  - 4. Repairs to mitigate dangerous situations (exposed wires)
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low, Low
- d. Maximum award: \$10,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
  - 2. Interest Rate: N/A
  - 3. Years in loan term: N/A
  - 4. Forgiveness: N/A
  - 5. Repayment: N/A
  - 6. Default: N/A
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:
  - 1. Must provide proof of homeowner's insurance
  - 2. Must file for and use proceeds from insurance as first option
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster. Home must be located in Alachua County, outside the city limits of Gainesville.

<i>E. Rental Assistance</i>	<i>Codes 13, 23, 26</i>
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- a. Summary of Strategy: SHIP funds will be awarded to renters that are in need of rent payments to assist with obtaining a lease on a rental unit that qualify under Section 420.9072 (10), F.S. This may include utility deposits, security deposits and rent equal to no more than twelve months' rent.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low
- d. Maximum award: \$6,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant.
  - 2. Interest Rate: N/A
  - 3. Years in loan term: N/A
  - 4. Forgiveness: N/A
  - 5. Repayment: N/A
  - 6. Default: N/A
- f. Recipient Selection Criteria: In addition to requirements under 420.9072(10), applicants must be in Homeless Management Information System (HMIS) and assistance will be provided based on prioritization tool utilized by the local Continuum of Care.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: The lease must be at least 12 months. Case management will be provided by Alachua County Community Support Services Department or referred to community social service agencies as needed.

<i>F. Rental Development</i>	<i>Codes 14, 21</i>
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- a. Summary of Strategy: SHIP funds will be awarded to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct or rehabilitate affordable rental units. This funding is intended to be used as gap financing required for the project. In cases where a smaller development (less than 50 units) is being proposed that includes Special Needs units, the County may choose to provide a larger amount of the overall construction financing.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020



- c. Income Categories to be served: Very Low, Low, and Moderate
- d. Maximum award: \$50,000 for developments over 50 units  
\$100,000 for developments with 50 units or less that include Special Needs units
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: For for-profit developers, funds will be awarded as a loan secured by a recorded subordinate mortgage and note. For non-profit developers, funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Years in loan term: 15 years
  - 4. Forgiveness: Non-profits, the loan is forgiven on a prorated basis beginning in year six so that 10% of the loan is forgiven annually from years six through fifteen.
  - 5. Repayment: For-profits, the loan is due and payable at the end of the term unless the county negotiates an extended loan term to secure affordable rental units in the best interest of the county's residents.
  - 6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance will be due and payable.
- f. Recipient Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer's management company for the development.
- g. Sponsor/Developer Selection Criteria: Developers will apply to the County through an RFQ process that is open year round. The RFQ will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the county's housing element in the Comprehensive Plan.

The County reserves the right to select developments that meet all the above requirements and:

- 1. Are in areas of immediate need due to lack of available units.
- 2. Propose to preserve and improve existing units.

All funding awards will be subject to closing on other funding sources.

- 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.

<i>G. Eviction Prevention</i>	<i>Codes 13, 18</i>
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- a. Summary of Strategy: SHIP funds will be awarded to renters that are in need of a one-time payment to assist with rent payments that are in arrears. Eviction prevention applies only to rental dwellings to prevent homelessness. Assistance for rent payments in arrears is limited to six months of rent.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low
- d. Maximum award: \$3,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant.
  - 2. Interest Rate: N/A
  - 3. Years in loan term: N/A
  - 4. Forgiveness: N/A
  - 5. Repayment: N/A
  - 6. Default: N/A
- f. Recipient Selection Criteria: Eligible applicants will be approved for assistance, subject to funding availability, based on a first-qualified, first-served basis.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Case management will be provided by Alachua County Community Support Services Department or referred to community social service agencies as needed.

### III. LHAP Incentive Strategies

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

- A. Name of the Strategy: **Expedited Permitting**  
Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy: In the case when a backlog of applications for development approval occurs, resulting in delays in processing





applications within the regularly scheduled time-frame, for profit and not for profit permits for affordable housing projects are assigned priority for review and processing. Permits shall be available within six business days after the application is found sufficient. This policy was implemented through Unified Land Development Code (ULDC) Chapter 402.03.5.

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

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

Provide a description of the procedures used to implement this strategy: The County provides for the development of an expanded process to review local policies, ordinances, regulations, and comprehensive plan provisions which significantly increase the cost of housing. This initiative is administered through public advertisement of proposed new land development regulations and invitation of public comment on housing cost impact. Staff analysis is required for any comprehensive plan amendments or land development regulation text amendments, prior to adoption, to evaluate the impact(s) on the cost of housing, and to incorporate the findings in the staff report. This was implemented by ULDC Chapter 402.05 (a) 17.

C. Other Incentive Strategies Adopted:

**Modification of Impact Fees for Affordable Housing**

The County no longer provides General Revenue Funding to offset the cost of impact fees for affordable housing units but there are ongoing discussions.

**The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.**

The new ULDC allows for long term concurrency reservation for Affordable Housing Developments without utilizing the Planned Development (PD) process (Chapter 407.121b, ULDC). Traffic capacity on many major county roads is limited. Therefore, the reservation of traffic concurrency is a critical element of the development approval process. Without a Planned Development zoning approval, concurrency reservations are normally limited to six months with Preliminary Plan approval and one year after final development plan approval. Not having a longer term reservation limits most development projects to one phase of construction. With a Planned Development approved by the Board of County Commissioners through a public hearing process, developments may be built in multiple phases over several years with the certainty of having reserved traffic capacity reserved for all of the phases. The incentive of offering long term concurrency reservations with a development plan approval for an affordable housing project allows for long term multi-phase projects without the additional effort, time, and costs required to pursue a planned development zoning approval.

**Allowance for Accessory Dwelling Units-in Residential units in residential zoning Districts**

**Chapter 404.24, Unified Land Development Code (ULDC)**

In the, RE, RE-1, R-1aa, R-1a, R-1b, and R-1c districts, located within the Estate Residential, Low Density, or Medium Density Residential land use designations a single accessory dwelling unit is allowed as an accessory use to a principal structure, without being included in gross residential density calculations. Within the A district in the



Rural/Agriculture land use designation, a single accessory dwelling unit may be allowed as an accessory use, but shall be included in the gross density requirements for that district. All accessory dwelling units must comply with the standards identified in Chapter 404.24.

**Reduction in parking and setback requirements for affordable housing**

Chapter 407, ULDC, allows flexibility in parking requirements by providing options for shared parking for mixed use projects or uses that are adjacent to one another and provides allowances for reductions in off street parking requirements.

**The allowance of flexible lot configurations, including zero –lot-line configurations, for affordable housing\***

The Unified Land Development Code, Chapter 403. Article 3, implemented density based zoning districts that allow for flexible lot sizes and better utilization of densities allowed within land uses. The Unified Land Development Code contains a provision to allow mixed unit types by right (Single family and attached units) in residential zoning districts, allowing for more density and a greater range of unit prices. This in turn creates opportunities to include affordable housing units in market rate developments.

**Modification of street requirements for affordable housing**

The County has a range of street standards, depending on street volume, which are intended to minimize street width requirements. There are no further recommendations on this issue at this time.

**Development of an inventory list of locally-owned public lands appropriate for use as affordable housing**

Alachua County, in accordance with Florida Statutes, requires that every three years a review of County-owned lands be completed to determine if any are appropriate for use as affordable housing and conducted its evaluation at a scheduled public hearing. This policy was implemented through Resolution 08-28 on March 25, 2008. An updated inventory list will be prepared and submitted in 2017.

**Support for development and growth near transportation hubs, major employers, and mixed-use centers.**

Alachua County has adopted Comprehensive Plan amendments to encourage Transit Oriented Developments (TOD's).

**Increased Number of Attached Units**

Chapter 404.20(d) ULDC, contains a provision to increase the number of attached units allowed from four to eight units for Affordable Housing Developments.

**Development Review Application Fee**

The County Manager may waive development review application fees and charges to not-for-profit corporations that submit affordable housing projects. This policy is annually approved through the Alachua County fee schedule by the Board of County Commissioners.



**IV. EXHIBITS:**

- A. Administrative Budget for each fiscal year covered in the Plan
- B. Timeline for Estimated Encumbrance and Expenditure
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan
- D. Signed LHAP Certification
- E. Signed, dated, witnessed or attested adopting resolution
- F. Ordinance: No change
- G. Interlocal Agreement
- H. Subordination Policy

**LHAP 2009-001****Exhibit A****Revised: 6/2016****Alachua County**

Fiscal Year: 2017-2018		
Estimated Allocation for Calculating:	\$	808,774.00
Salaries and Benefits	\$	68,774.00
Office Supplies and Equipment	\$	2,500.00
Travel Per diem Workshops, etc.	\$	2,000.00
Advertising	\$	2,000.00
Other*	\$	5,500.00
Total	\$	80,774.00
Fiscal Year: 2018-2019		
Estimated Allocation for Calculating:	\$	808,774.00
Salaries and Benefits	\$	68,774.00
Office Supplies and Equipment	\$	2,500.00
Travel Per diem Workshops, etc.	\$	2,000.00
Advertising	\$	2,000.00
Other*	\$	5,500.00
Total	\$	80,774.00
Fiscal Year 2019-2020		
Estimated Allocation for Calculating:	\$	808,774.00
Salaries and Benefits	\$	68,774.00
Office Supplies and Equipment	\$	2,500.00
Travel Per diem Workshops, etc.	\$	2,000.00
Advertising	\$	2,000.00
Other*	\$	5,500.00
Total	\$	80,774.00

0.099872

0.099872

0.099872

\*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: Filing and Recording Fees, Conference and Training, Postage, Membership Fees

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

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

<b>Fiscal Year</b>	<b>Encumbered</b>	<b>Expended</b>	<b>1<sup>st</sup> Year AR</b>	<b>2<sup>nd</sup> Year AR</b>	<b>Closeout AR</b>
<b>2017-2018</b>	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
<b>2018-2019</b>	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021
<b>2019-2020</b>	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022

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

<b>Fiscal Year</b>	<b>Funds Not Encumbered</b>	<b>Funds Not Expended</b>	<b>1<sup>st</sup> Year AR Not Submitted</b>	<b>2<sup>nd</sup> Year AR Not Submitted</b>	<b>Closeout AR Not Submitted</b>
<b>2017-2018</b>	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
<b>2018-2019</b>	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021
<b>2019-2020</b>	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022

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

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

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

**Other Key Deadlines:**

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

FLORIDA HOUSING FINANCE CORPORATION												Please check applicable box					
HOUSING DELIVERY GOALS CHART												New Plan:		X			
2017-2018												Amendment:					
Name of Local Government: Alachua County												Allocation:		\$808,774.00	Fiscal Yr. Closeout:		
												A	B	C	D	E	F
Strategy #		HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
From Plan Text	Code	STRATEGIES (strategy title must be same as the title used in plan text.	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
A	1, 2	Down Payment Assistance	6	\$15,000	9	\$10,000	4	\$5,000		\$200,000.00		\$200,000.00	24.73%	19			
B	3, 6	Owner Occupied Rehabilitation	13	\$20,000	6	\$20,000				\$387,000.00		\$387,000.00	47.85%	19			
C	7	Foreclosure Prevention	3	\$4,000	2	\$4,000					\$20,000.00	\$20,000.00	2.47%	5			
D	5	Disaster Mitigation/Recovery		\$10,000		\$10,000						\$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)	22		17		4		\$0.00	\$587,000.00	\$20,000.00	\$607,000.00	75.05%	43			
		RENTAL	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
		STRATEGIES	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
E	13, 23, 2	Rental Assistance	14	\$6,000							\$83,500.00	\$83,500.00	10.32%	14			
F	14, 21	Rental Development	1	\$100,000		\$100,000			\$37,500.00			\$37,500.00	4.64%	1			
G	13, 18	Eviction Prevention		\$3,000								\$0.00	0.00%	0			
												\$0.00	0.00%	0			
												\$0.00	0.00%	0			
		Subtotal 2 (Non-Home Ownership)	15		0		0		\$37,500.00	\$0.00	\$83,500.00	\$121,000.00	14.96%	15			
		Administration Fees										\$80,774.00	9.99%				
		Admin. From Program Income											0.00%				
		Home Ownership Counseling											0.00%				
		GRAND TOTAL															
		Add Subtotals 1 & 2, plus all Admin.	37		17		4		\$37,500.00	\$587,000.00	\$103,500.00	\$808,774.00	100.00%	58			
		Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									77%					
		Maximum Allowable															
		Purchase Price:							New	\$160,000	Existing	\$160,000					
		Allocation Breakdown	Amount		%			Projected Program Income:				Max Amount Program Income For Admin.		\$0.00			
		Very-Low Income	\$510,000.00		63.1%			Projected Recaptured Funds:									
		Low Income	\$198,000.00		24.5%			Distribution:		\$808,774.00							
		Moderate Income	\$20,000.00		2.5%			Total Available Funds:		\$808,774.00							
		TOTAL	\$728,000.00		90.0%												



FLORIDA HOUSING FINANCE CORPORATION												Please check applicable box							
HOUSING DELIVERY GOALS CHART												New Plan:		X					
2019-2020												Amendment:							
Fiscal Yr. Closeout:																			
Name of Local Government:		Alachua County						Allocation:		\$808,774.00									
								A		B		C		D		E		F	
Strategy #		HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total					
From Plan Text	Code	STRATEGIES (strategy title must be same as the title used in plan text.	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units					
A	1, 2	Down Payment Assistance	6	\$15,000	9	\$10,000	4	\$5,000		\$200,000.00		\$200,000.00	24.73%	19					
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D	5	Disaster Mitigation/Recovery		\$10,000		\$10,000						\$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)	22		17		4		\$0.00	\$587,000.00	\$20,000.00	\$607,000.00	75.05%	43					
		RENTAL	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total					
		STRATEGIES	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units					
E	13, 23,	Rental Assistance	14	\$6,000							\$83,500.00	\$83,500.00	10.32%	14					
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G	13, 18	Eviction Prevention		\$3,000								\$0.00	0.00%	0					
												\$0.00	0.00%	0					
												\$0.00	0.00%	0					
		Subtotal 2 (Non-Home Ownership)	15		0		0		\$37,500.00	\$0.00	\$83,500.00	\$121,000.00	14.96%	15					
		Administration Fees										\$80,774.00	9.99%						
		Admin. From Program Income											0.00%						
		Home Ownership Counseling											0.00%						
		GRAND TOTAL																	
		Add Subtotals 1 & 2, plus all Admin.	37		17		4		\$37,500.00	\$587,000.00	\$103,500.00	\$808,774.00	100.00%	58					
		Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									77%							
		Maximum Allowable																	
		Purchase Price:							New	\$160,000	Existing	\$160,000							
		Allocation Breakdown	Amount		%			Projected Program Income:				Max Amount Program Income For Admin.		\$0.00					
		Very-Low Income	\$510,000.00		63.1%			Projected Recaptured Funds:											
		Low Income	\$198,000.00		24.5%			Distribution:		\$808,774.00									
		Moderate Income	\$20,000.00		2.5%			Total Available Funds:		\$808,774.00									
		TOTAL	\$728,000.00		90.0%														



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

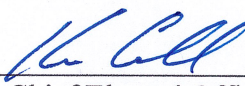
Local Government or Interlocal Entity: \_\_\_\_\_ Alachua County \_\_\_\_\_

Certifies that:


- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.

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

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

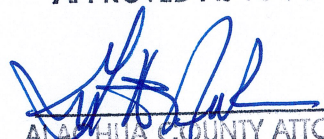
Ken Cornell, Chair   
\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Date

OR

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

APPROVED AS TO FORM

  
\_\_\_\_\_  
ALACHUA COUNTY ATTORNEY

ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

RESOLUTION 17- 35

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

\* \* \* \* \*

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

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

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

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

**WHEREAS**, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of

up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

**WHEREAS**, the Board of County Commissioners finds that it is in the best interest of the public for Alachua 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 ALACHUA COUNTY, FLORIDA that:**

Section 1: The Board of County Commissioners of Alachua 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 2017-2018, 2018-2019, and 2019-2020.

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.

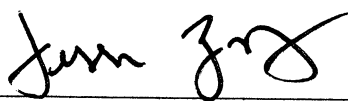
Section 3: This resolution shall take effect immediately upon its adoption.

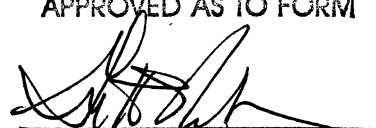
PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF MARCH, 2017.

  
\_\_\_\_\_  
Ken Cornell, Chair

(SEAL)

ATTEST:

  
\_\_\_\_\_  
Jesse K. Irby II, Clerk

APPROVED AS TO FORM  
  
\_\_\_\_\_  
ALACHUA COUNTY ATTORNEY



**Alachua County Community Support Services  
Housing Programs**  
218 SE 24<sup>th</sup> Street  
Gainesville, FL 32641  
(352) 337-6284

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## **Subordination Policies and Procedures**

### **I. POLICY**

The following guidelines and procedures are designed to efficiently process requests for subordination of recapture agreements pertaining to assistance provided by Alachua County Housing Programs. Assistance is provided to eligible applicants in the form of down payment/closing cost assistance and home repairs to first-time homebuyers, home repairs to existing homeowners, and other programs as outlined in the Alachua County SHIP Local Housing Assistance Plan, the Community Development Block Grant Housing Assistance Plan, and the Housing Finance Authority Housing Assistance Plan. SHIP clients enter into mortgage agreements to reimburse the County for SHIP loans in the event that the house is sold, transferred, conveyed, or the client moves out of the assisted unit within the applicable term. In some cases, subordination requests are submitted to Alachua County when the homeowner seeks to refinance their mortgage.

It shall be the policy of Alachua County Housing Programs that subordination of loans and recapture agreements may be only approved in the event that the housing unit becomes more affordable as described below. The following guidelines will be used to determine whether Alachua County will approve subordination of its housing related loan documents.

1. Subordination must occur only once.
2. The total monthly payment (Principal, Interest, Taxes & Insurance) and the interest rate are lower than the previous amount/rate.
3. If the current mortgage is an Adjustable Rate Mortgage (ARM), then the proposed new mortgage must be a fixed rate at or below the current ARM.
4. The participants may include only their mortgage and closing costs in the refinancing.
5. There is no cash returned to the participants upon refinancing and no other debts are being paid off other than the existing mortgage.
6. A Closing Disclosure (formerly HUD-1 Settlement Statement) shall be submitted for final review to the Housing Programs Office by the title company before closing.

## Exhibit H

### **II. Procedures**

In the event that a former participant of Alachua County Housing Programs wishes to request subordination of recapture agreements, the following supporting documentation shall be provided:

1. Authorization for Release of Information signed by the homeowner.
2. A written request, explaining the reason for the subordination and how the above conditions are being met.
3. A Good Faith Estimate for initial approval of subordination and a Closing Disclosure prior to Alachua County releasing a signed subordination agreement to the new lender.
4. Complete terms and conditions of the new loan.
5. Terms of new mortgage must comply with our current subordination guidelines as described in the Lender Guidelines:

#### **Lender guidelines for Mortgage Subordination**

- ☐ Institutional Lenders
- ☐ Fixed Interest Rate Loans
- ☐ No ARM's, No Balloon Payments
- ☐ 30-Year Maximum Amortization
- ☐ Lower Interest Rate and Monthly Payment
- ☐ No Cash Out, No Payoffs
- ☐ Property Taxes & Hazard Insurance Must Be Escrowed
- ☐ Lenders Fees not to exceed 2% of loan value (application fee, appraisal review, closing fee, commitment fee, discount points, doc prep fee, origination fee, processing fee, underwriting fee, partner fee, mortgage broker fee, administration fee).

Upon receipt of a written request along with the required supporting documentation, the Housing Programs Manager or designee will prepare the Subordination Agreement to be approved by the Alachua County Community Support Services Department Director.