Florida Housing Finance Corporation

MADISON COUNTY

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2023-2024, 2024-2025, 2025-2026

Table of Contents

I. Program Details:

A. LG(s)

Name of Local Government	MADISON COUNTY
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	N/A

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 local newspaper in the advertising of the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation 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 received by the SHIP Administrator 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 an individual strategy in Section II:

Applications are placed on an intake tracking log when received and separated by strategy. If Special Needs designation is verified by the SHIP Administrator at application time, the applicant will receive priority. Applications are processed as set forth within the strategies listed herein. Once funding has been expended the priority list is maintained as a waiting list and is continually updated as new applications are received.

Applications for Emergency Repair strategy will be ranked according to the following point criteria. Applications with the highest points will be served first.

Age of Household Members	**Household Income**
Over 60 …………………………..……....……6 points Under 12 ……………………………….….…..6 points	Below federal poverty level ………….…….6 points
Special Needs as defined herein…………..….6 points	Served Previously in the past 5 years, points per occurrence………………….…….-10 points

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, or Foreclosure Counseling, and Transportation.

L. Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed $250,000. . 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.

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

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

N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county, or local housing 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 those 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	Fiscal responsibility for SHIP funds	20%
Third Party Entity/Sub-recipient	All administrative responsibility to carry out the SHIP program in full, including record retention and reporting as requested.	80%

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:** A $500 Project Delivery Cost for inspections will be charged for Purchase Assistance strategies requiring a Home Inspection Repair. A $1,000 Project Delivery Cost will be charged for the Disaster Repair/Mitigation strategy, and the Emergency Repair strategy. The Project Delivery Cost will be included in the award amount and will be included in the SHIP Lien Agreement if a SHIP Lien Agreement is applicable to the strategy.

T. Essential Service Personnel Definition (ESP): ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.

U. Describe efforts to incorporate Green Building and Energy Saving products and processes: When repairs are performed on a home by a contractor under contract with the SHIP Administrator green initiatives will be utilized to include, but are not limited to: low E windows, energy efficient hot water heaters, energy efficient appliances, high efficient HVAC systems, etc.

V. Describe efforts to meet the 20% Special Needs set-aside: Applicants with households qualifying as Special Needs as defined by Section 420.0004(13) will be given priority.

W. **Describe efforts to reduce homelessness:** County residents needing emergency shelter housing will be referred to GRACE Marketplace (operated by North Central Florida Coalition for the Homeless and Hungry), 3055 NE 28th Drive, Gainesville FL 32609 (352) 792-0800 www.gracemarketplace.org

For those county residents seeking information for affordable rental housing and who are not in immediate danger of eviction and/or homelessness, referrals will be made to www.floridahousingsearch.org (877) 428-8844.

Additional assistance is provided through the Emergency Repair strategy which provides for the correction of health, safety, and building code violations in order for the resident to maintain the existing home and prevent homelessness.

X. General Provisions

1. Property Location. Property must be located within the County to be eligible for assistance.
2. Income Producing Properties. Residential properties used as income producing properties are not eligible for SHIP assistance. Income producing properties are defined as properties producing rental income, or business income based on day care, personal services, retail services or similar activities that require regular and ongoing visits by clients and/or customers to the property. Home offices do not create income producing properties unless the office is regularly used to meet with customers within the property.
3. Applicant Contributions Defined. Such contributions may include: cash deposits paid under a purchase contract; cost of reports or inspections required by the SHIP program; typical closing cost expenses paid at or outside of closing; the cost of purchasing hazard insurance in instances where there is no existing insurance; and required repairs or additions to the property not paid by SHIP and paid by the applicant provided repairs or additions are complete and documentation provided. Value of land owned or given may

be applied toward contribution requirement. Written documentation must be provided. Payments for prior year's taxes, liens, repairs or improvements not required by SHIP or costs to cure existing title defects are excluded.

4. SHIP Mortgage Position. SHIP mortgages must be in primary or secondary position, except in the case where the client is utilizing the Hometown Heroes program in conjunction with the SHIP program where the SHIP Lien Agreement would be in third lien position. SHIP mortgages may not be in positions inferior to second position even in instances of subordination, except in the case where the client is utilizing the Hometown Heroes program in conjunction with the SHIP program where the SHIP Lien Agreement would be in third lien position.
5. Contractor Information. For strategies requiring rehabilitation, repair, or reconstruction that is paid for with funds from the SHIP program only state licensed contractors with proof of active status and insurance will be approved for contract work. Upon completion and final inspection, Contractors are required to submit request of payment through the SHIP Administrators. The SHIP Administrator will review the payment request and pay contractors. All documentation will be submitted to the Madison County Finance Department for reimbursement to the SHIP Administrator.
6. Lifetime Limits. Applicants are eligible for SHIP assistance only twice in a lifetime. Lifetime limits are not applicable to Disaster strategy or any assistance provided utilizing HHRP funds.
7. Eligible Housing. Any real and personal property located within the county or the eligible municipality which is designed and intended for the primary purpose of providing decent, safe, and sanitary residential units that are designed to meet the standards of the Florida Building Code or previous building codes adopted under chapter 553. Manufactured / mobile homes no older than four (4) years old are eligible for Purchase Assistance with Rehab and Purchase Assistance without Rehab. Mobile homes constructed 1994 or after are eligible for Disaster strategy. Mobile homes of any age are eligible for Demolition/Reconstruction if using HHRP funds.
8. Mortgage Maximums. The total of the mortgages cannot exceed $275,000 excluding approved closing costs. Approved closing costs are those costs that are normal and customary in closing a primary or secondary Real Estate mortgage. This specifically excludes any costs associated with debt consolidation, pay-down of debt, or any existing debt or judgment payoff other than an existing mortgage encumbering the property.

Section II. LHAP Strategies

A. PURCHASE ASSISTANCE WITH REHAB	Code 01

a. Summary: Assist applicants with the down payment and closing costs for the purchase and repair of an existing home.

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

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

d. Maximum award: $35,000 for Very Low, $30,000 for Low, $25,000 for Moderate

e. Terms:

1. Repayment loan/deferred loan/grant: Deferred loan secured by a recorded, subordinate mortgage
2. Interest Rate: 0%
3. Years in loan term: 10
4. Forgiveness: 10% per year from the date of the SHIP lien
5. Repayment: Not required as long as the loan is in good standing
6. Default: If, within the period of ten (10) years immediately following the date of the SHIP Lien Agreement, the property shall be sold, transferred or otherwise disposed of, or if the Owner shall die, Owner's estate, or the person or persons acquiring any title or interest in the property shall pay to the County that percent of said financial assistance provided to Owner under the SHIP program to be determined as set forth in the SHIP Lien Agreement with the exception of the allowance regarding transfer of the subject property from the Owner to the Owner's spouse; but if transferred to an Owner's spouse, the SHIP Lien Agreement shall run with title to the land and, thereafter, be applicable to any transfer made by the transferee's spouse; the time period for reimbursement to the County as set forth in the SHIP Lien Agreement shall be computed from the date of the SHIP Lien Agreement. If the home is foreclosed on by a superior mortgage holder the County will try to recapture funds through the legal process it if is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria: Applicants must meet SHIP program income eligibility regulations in addition to the criteria listed in Section I Program Details. Applications will be processed in date order as received by the SHIP Administrator as long as funds are available. SHIP funds will be committed on a first-qualified, first-served basis, providing funds are available. "First-qualified" is defined as having all commitment required documents on file with the SHIP Administrator: Construction or Sales Contract and Addendums (if applicable), Lender's Loan Application, Appraisal, Home Inspection Report conducted by a State of Florida certified Home Inspector (if applicable), and a Wood Destroying Organism (WDO) Report conducted by a State of Florida licensed Pest Control Inspector (if applicable), and any other documentation requested by the SHIP Administrator.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. Down payment assistance cannot exceed 50% of the sales price of the home.
2. Applicant contribution amount is 1% of the sales price.
3. Subordination requests for refinancing will be in accordance with Exhibit G Subordination Agreement Policies.
4. Client must complete a Home Ownership course.
5. In the case of financing by an individual rather than a financial institution the following will apply:
   a. SHIP Lien Agreement will be in the primary lien position and the financer will be in the subordinate lien position.
   b. The interest rate cannot exceed 8%.
   c. The maximum PITI cannot exceed 30% of the client's gross monthly income.
   d. There can be no balloon payment.
   e. An amortization schedule must be provided to the SHIP Administrator.
6. The County's Board of County Commissioners will make the determination of forgiveness beyond stated

above based upon client justification and circumstances.

B. PURCHASE ASSISTANCE WITHOUT REHAB	Code 02

a. Summary: Assists applicants with the down payment and closing costs for the purchase of a newly constructed home or an existing home with no repairs paid for with SHIP funds.

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

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

d. Maximum award: $35,000 for Very Low, $30,000 for Low, $25,000 for Moderate

e. Terms:
1. Repayment loan/deferred loan/grant: Deferred loan secured by a recorded, subordinate mortgage
2. Interest Rate: 0%
3. Years in loan term: 10
4. Forgiveness: 10% per year from the date of the SHIP lien
5. Repayment: Not required if the loan is in good standing
6. Default: If, within the period of ten (10) years immediately following the date of the SHIP Lien Agreement, the property shall be sold, transferred or otherwise disposed of, or if the Owner shall die, Owner's estate, or the person or persons acquiring any title or interest in the property shall pay to the County that percent of said financial assistance provided to Owner under the SHIP program to be determined as set forth in the SHIP Lien Agreement with the exception of the allowance regarding transfer of the subject property from the Owner to the Owner's spouse; but if transferred to an Owner's spouse, the SHIP Lien Agreement shall run with title to the land and, thereafter, be applicable to any transfer made by the transferee's spouse; the time period for reimbursement to the County as set forth in the SHIP Lien Agreement shall be computed from the date of the SHIP Lien Agreement. If the home is foreclosed on by a superior mortgage holder the County will try to recapture funds through the legal process it if is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria: Applicants must meet SHIP program income eligibility regulations in addition to the criteria listed in Section I Program Details. Applications will be processed in date order as received by the SHIP Administrator as long as funds are available. SHIP funds will be committed on a first-qualified, first-served basis, providing funds are available. "First-qualified" is defined as having all commitment required documents on file with the SHIP Administrator: Construction or Sales Contract and Addendums (if applicable), Lender's Loan Application, Appraisal, Home Inspection Report conducted by a State of Florida certified Home Inspector (if applicable), and a Wood Destroying Organism (WDO) Report conducted by a State of Florida licensed Pest Control Inspector (if applicable), and any other documentation requested by the SHIP Administrator.

g. Sponsor Selection Criteria: N/A

h. Additional Information:
1. Down payment assistance cannot exceed 50% of the sales price of the home.
2. Applicant contribution amount is 1% of the sales price.
3. New construction contracts must be "turn key" form with floor plans, costs of materials and labor, and statement of no changes made once submitted.
4. Subordination requests for refinancing will be in accordance with Exhibit G Subordination Agreement Policies.
5. Client must complete a Home Ownership course.
5. In the case of financing by an individual rather than a financial institution the following will apply:
   a. SHIP Lien Agreement will be in the primary lien position and the financer will be in the subordinate lien position.
   b. The interest rate cannot exceed 8%.
   c. The maximum PITI cannot exceed 30% of the client's gross monthly income.
   d. There can be no balloon payment.
   e. An amortization schedule must be provided to the SHIP Administrator.
6. The County's Board of County Commissioners will make the determination of forgiveness beyond stated above based upon client justification and circumstances.

C. DEMOLITION / RECONSTRUCTION	04

a. Summary: Assists applicants with the demolition of an existing home when at least 50% of the dwelling is beyond reasonable repair, and construction of a new, affordable home. . Replacement housing will be provided for owner occupied, homesteaded single family homes that are unfeasible for rehabilitation. Manufacture/mobile homes will be used for replacement when using HHRP funds unless the property is located in a geographical area that does not allow mobile homes. In this case, a single family site-built home will be constructed.

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

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

d. Maximum award: $50,000.00 if leveraging with CDBG. If cost exceed maximum award client must be awarded CDBG grant for the remainder. $250,000 if using HHRP funds

e. Terms:
1. Repayment loan/deferred loan/grant: Deferred loan secured by a recorded mortgage.
2. Interest Rate: 0%
3. Years in loan term: 10 if leveraging with CDBG. 20 if using HHRP funds
4. Forgiveness: The loan is forgivable at 10% per year if leveraging with CDBG. 5% if using HHRP funds from the date of the SHIP lien.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: If, within the period of ten (10) years if leveraging with CDBG or twenty (20) years if using

HHRP funds, immediately following the date of the SHIP Lien Agreement, the property shall be sold, transferred or otherwise disposed of, or if the Owner shall die, Owner's estate, or the person or persons acquiring any title or interest in the property shall pay to the County that percent of said financial assistance provided to Owner under the SHIP program to be determined as set forth in the SHIP Lien Agreement with the exception of the allowance regarding transfer of the subject property from the Owner to the Owner's spouse; but if transferred to an Owner's spouse, the SHIP Lien Agreement shall run with title to the land and, thereafter, be applicable to any transfer made by the transferee's spouse; the time period for reimbursement to the County as set forth in the SHIP Lien Agreement shall be computed from the date of the SHIP Lien Agreement. If leveraging with CDBG, if the home is foreclosed on by a superior mortgage holder the County will try to recapture funds through the legal process it if is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient Selection Criteria: If leveraging with CDBG, homes must not be eligible for any other SHIP strategy. Applicants will be served on the basis of qualification for CDBG. If using HHRP funds, applications will be maintained in an order that is consistent with the date completed applications are received by SHIP Administrator's office. A completed application is defined as having all needed paperwork submitted in full. Applicants with a completed application on file will be served in date order and in compliance with income category set-asides as required by SHIP regulations.

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information:

2. If leveraging with CDBG, subordination requests for refinancing will be in accordance with Subordination Agreement Policies attached hereto.
3. If leveraging with CDBG, construction contract must be "turn key".
4. The County's Board of County Commissioners will make the determination of forgiveness beyond stated above based upon client justification and circumstances.
5. Property must be free of delinquent taxes.
6. For home replacement with HHRP funds:
    a. If there is a first mortgage, lender must agree to demo/reconstruction.
    b. Only those dwellings occupied by eligible homeowners wishing to participate in a voluntary demolition will be considered.
    c. Homeowners must obtain temporary housing on their own.
    d. Homeowner is responsible for obtaining homeowner's insurance.
    e. Additional site improvement costs may be included but are not limited to: geotechnical surveys, engineering, concrete pilings/piers, septic system improvements, fill, sod, driveways, debris removal, and any other as deemed necessary, and will be included in the award amount and the SHIP Lien Agreement.
    f. Applicant must demonstrate ability to pay property taxes, homeowner's insurance, and utilities.

D. DISASTER REPAIR/MITIGATION	Code 05, 16

a. Summary: Assists applicants following a disaster declared by the President of the United States or the Governor of the State of Florida.

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

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/Tenant Selection Criteria: Priority shall be given to households qualifying as Special Needs as defined in 420.0004 (13) FS or Elderly as defined in 420.503 FS

g. Sponsor Selection Criteria: N/A

h. Additional Information:
1. SHIP disaster funds may be used for items such as, but not limited to:
   A. Purchase of emergency supplies for eligible households to weatherproof damaged homes.
   B. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable.
   C. Repairs of their primary residence to alleviate code violations or improve health hazards, and life and safety issues.
   D. Construction of wells or repair of existing wells where public water is not available.
   E. Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies.
   F. Security deposit for eligible recipients that have been displaced from their homes due to disaster.
   G. Rental assistance for eligible recipients that have been displaced from their homes due to disaster.
   H. Other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.
2. Existing homeowner's insurance is not required to be eligible for assistance.

E. EMERGENCY REPAIR	Code 06

a. Summary: Assists applicants with the emergency repair of their primary residence to alleviate code violations or improve health hazards, and life and safety issues.

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

c. Income Categories to be served: Very low and Low

d. Maximum award: $16,000

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/Tenant Selection Criteria: In addition to meeting income eligibility requirements, recipients must meet certain other criteria listed in Section I Program Details. Applications will be ranked as set forth in Section I Program Details, Item I Waiting List/Priorities.

g. Sponsor Selection Criteria: N/A

h. Additional Information:
1. Existing homeowner's insurance is not required to be eligible for assistance.
2. Property must be free of delinquent property taxes.

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.

The current permitting process for Madison County should be retained until the case load increases to such a degree that a backlog is experienced. Madison County is a low growth county with limited requests for development permitting of all types. A building permit can currently be processed within one to two days, and subdivision and other development permits within approximately thirty to sixty days.

In accordance with the Policy of the Housing Element of the County's Comprehensive Plan, this includes the continued refining and streamlining of the existing development approval process, plus expedited plan reviews and inspections, explanatory brochures, and computer programs to further refine the existing one-stop permitting and development review process and reduce the financing cost for developers.

The County takes all steps necessary not to delay the review of affordable housing developments, and should review delays begin to occur, the County institutes the practice of reviewing the affordable housing development first.

The Planning and Zoning Commission will conduct a second meeting a month to accommodate specific affordable housing projects brought forth by planning and development if they are unable to meet the regular meeting schedule.

No delays have been experienced in Madison County's permitting procedures.

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.

1. Established policy and procedures: The current ongoing process of review allows the county to review any policy, procedure, ordinance, regulation, or plan revision that may increase the cost of housing prior to its adoption.
2. On November 6, 1996 Madison county adopted Resolution No. 96-11-6A amending Resolution No. 01/1994-1, providing an ongoing process of review of any policy ordinance comprehensive plan, building regulation or procedure which may significantly impact the cost of housing.
3. The County has the responsibility of performing the review procedure. The County or SREC, Inc. staff will review the action and prepare a written report with recommendations prior to the adoption of the plan if a policy, ordinance or regulation change, or plan provision is made by the County. The staffs' review will consider the following:

   a. Will the action increase the cost of development? If so, approximate cost. Explain how increased cost is worth the negative impact on housing cost.

b. Will the action increase the time of approval? If so, how does benefit of this increase in approval time compare with the impact on housing costs?

c. Does the action increase the long-term development cost? If so, how do the increased cost compare with the benefits of the action?

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: (If changed from the original creating ordinance).

G. Subordination Policy

Exhibit A

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A (2023)

MADISON COUNTY

Fiscal Year: 2023-2024		
Estimated SHIP Funds for Fiscal Year:	$	350,000.00
Salaries and Benefits	$	35,000.00
Office Supplies and Equipment	$	
Travel Per diem Workshops, etc.	$	
Advertising	$	
Other*	$	
Total	$	35,000.00
Admin %		10.00%
		OK
Fiscal Year 2024-2025		
Estimated SHIP Funds for Fiscal Year:	$	350,000.00
Salaries and Benefits	$	35,000.00
Office Supplies and Equipment	$	
Travel Per diem Workshops, etc.	$	
Advertising	$	
Other*	$	
Total	$	35,000.00
Admin %		10.00%
		OK
Fiscal Year 2025-2026		
Estimated SHIP Funds for Fiscal Year:	$	350,000.00
Salaries and Benefits	$	35,000.00
Office Supplies and Equipment	$	
Travel Per diem Workshops, etc.	$	
Advertising	$	
Other*	$	
Total	$	35,000.00
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
Timeline for SHIP Expenditures

MADISON 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 and 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 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:			**Madison**									
Estimated Funds (Anticipated allocation only):			$ 350,000									
Code	**Strategies / Homeownership**	**Qualifies for 75% set-aside**	**VLI Units**	**Max. SHIP Award**	**LI Units**	**Max. SHIP Award**	**Mod Units**	**Max. SHIP Award**	**Construction**	**Without Construction**	**Total**	**Units**
1	Purchase Assistance with Rehab	Yes	1	$35,000	2	$30,000	1	$25,000	$120,000.00	$0.00	$120,000.00	4
2	Purchase Assistance without Rehab	Yes	2	$35,000	1	$30,000	1	$25,000	$125,000.00	$0.00	$125,000.00	4
4	Demolition/Reconstruction	Yes	0	$50,000	0	$50,000	0	$50,000	$0.00	$0.00	$0.00	0
5	Disaster Assistance	Yes	0	$25,000	0	$25,000	0	$25,000	$0.00	$0.00	$0.00	0
6	Emergency Repair	Yes	2	$16,000	2	$16,000			$64,000.00	$0.00	$64,000.00	4
									$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		5		5		2		$309,000.00	$0.00	$309,000.00	12
Purchase Price Limits:			**New**	$ 225,000	**Existing**	$ 225,000						
			OK		OK							

Code	**Rental**	**Qualifies for 75% set-aside**	**VLI Units**	**Max. SHIP Award**	**LI Units**	**Max. SHIP Award**	**Mod Units**	**Max. SHIP Award**	**Construction**	**Without Construction**	**Total**	**Units**
									$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
									$0.00	$0.00	$0.00	0
	Total Rental		0		0		0		$0.00	$0.00	$0.00	0
	Administration Fees		$ 35,000		10%		OK					
	Home Ownership Counseling											
	Total All Funds		$ 344,000		OK							

Set-Asides

Percentage Construction/Rehab (75% requirement)		88.3%		OK
Homeownership % (65% requirement)		88.3%		OK
Rental Restriction (25%)		0.0%		OK
Very-Low Income (30% requirement)		$ 137,000	39.1%	OK
Low Income (30% requirement)		$ 122,000	34.9%	OK
Moderate Income		$ 50,000	14.3%	

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2024-2025

Name of Local Government: Madison

Estimated Funds (Anticipated allocation only): $ 350,000

Code	Strategies Homeownership	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
1	Purchase Assistance with Rehab	Yes	1	$35,000	2	$30,000	1	$25,000	$120,000.00	$0.00	$120,000.00	4
2	Purchase Assistance without Rehab	Yes	2	$35,000	1	$30,000	1	$25,000	$125,000.00	$0.00	$125,000.00	4
4	Demolition/Reconstruction	Yes	0	$50,000	0	$50,000	0	$50,000	$0.00	$0.00	$0.00	0
5	Disaster Assistance	Yes	0	$25,000	0	$25,000	0	$25,000	$0.00	$0.00	$0.00	0
6	Emergency Repair	Yes	2	$16,000	2	$16,000			$64,000.00	$0.00	$64,000.00	4
									$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		5		5		2		$309,000.00	$0.00	$309,000.00	12
	Purchase Price Limits:		New	$ 225,000	Existing	$ 225,000						
			OK		OK							

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
									$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
									$0.00	$0.00	$0.00	0
	Total Rental		0		0		0		$0.00	$0.00	$0.00	0
	Administration Fees		$ 35,000		10%		OK					
	Home Ownership Counseling		$ -									
	Total All Funds		$ 344,000		OK							

Set-Asides

Percentage Construction/Rehab (75% requirement)		88.3%		OK
Homeownership % (65% requirement)		88.3%		OK
Rental Restriction (25%)		0.0%		OK
Very-Low Income (30% requirement)		$ 137,000	39.1%	OK
Low Income (30% requirement)		$ 122,000	34.9%	OK
Moderate Income		$ 50,000	14.3%	

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART

2025-2026

Name of Local Government:	**Madison**
Estimated Funds (Anticipated allocation only):	**$ 350,000**

Code	Strategies Homeownership	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
1	Purchase Assistance with Rehab	Yes	1	$35,000	2	$30,000	1	$25,000	$120,000.00	$0.00	$120,000.00	4
2	Purchase Assistance without Rehab	Yes	2	$35,000	1	$30,000	1	$25,000	$125,000.00	$0.00	$125,000.00	4
4	Demolition/Reconstruction	Yes	0	$50,000	0	$50,000	0	$50,000	$0.00	$0.00	$0.00	0
5	Disaster Assistance	Yes	0	$25,000	0	$25,000	0	$25,000	$0.00	$0.00	$0.00	0
6	Emergency Repair	Yes	2	$16,000	2	$16,000			$64,000.00	$0.00	$64,000.00	4
									$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		5		5		2		$309,000.00	$0.00	$309,000.00	12
	Purchase Price Limits:		New	$ 225,000	Existing	$ 225,000						
			OK		OK							

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
									$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
									$0.00	$0.00	$0.00	0
	Total Rental		0		0		0		$0.00	$0.00	$0.00	0
	Administration Fees		$ 35,000		10%		OK					
	Home Ownership Counseling		$ -									
	Total All Funds		$ 344,000		OK							

Set-Asides

Percentage Construction/Rehab (75% requirement)		88.3%		OK
Homeownership % (65% requirement)		88.3%		OK
Rental Restriction (25%)		0.0%		OK
Very-Low Income (30% requirement)		$ 137,000	39.1%	OK
Low Income (30% requirement)		$ 122,000	34.9%	OK
Moderate Income		$ 50,000	14.3%	

Exhibit D
67-37.005(1), F.A.C.
2023

CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: MADISON 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).

Brian Williams, Chairman
Board of County Commission

3/22/23
Date

(COUNTY SEAL)

ATTEST:

Billy Washington
Clerk of Court

Exhibit E
67-37.005(1), F.A.C.
2023

RESOLUTION #: 2023-03-22

A RESOLUTION OF THE BOARD OF COUNTY COMMISSION OF MADISON COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES;AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSION 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 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.

Exhibit E
67-37.005(1), F.A.C.
2023

WHEREAS the SHIP Administrator 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 Madison County, Florida 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 COMMISSION OF MADISON COUNTY, FLORIDA that:

Section 1: The Board of County Commission of Madison 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 of the Board of County Commission 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 22nd DAY OF March, 2023.

Brian Williams, Chairman
Board of County Commission

(COUNTY SEAL)

ATTEST:

Billy Washington
Clerk of Court

MADISON COUNTY, FLORIDA

RESOLUTION NO. 2024-07-10

A Resolution of the Madison County Board of County Commissioners revising the language to the 2023-2026 SHIP Local Housing Assistance Plan.

WHEREAS it is in the best interest of the citizens of Madison County, Florida to modify the language in the SHIP Local Housing Assistance Plan as follows:

WHEREAS it is necessary to amend the language as currently stated in the Local Housing Assistance Plan, **Section II, LHAP Strategies, Demolition/Reconstruction** to revise the language allowing for the construction of single family, site-built homes using Hurricane Housing Replacement Program funds.

NOW, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSION OF MADISON COUNTY, FLORIDA THAT the above stated language is hereby amended in the 2023-2026 SHIP Local Housing Assistance Plan.

Passed and adopted this 10th day of July, 2024.

Alston Kelley
Chairman, Board of County Commissioners
Madison County, Florida

ATTEST:

Billy Washington, Clerk of Court
Madison county, Florida

SUBORDINATION AGREEMENT POLICY

The SHIP Administrator will review the terms of the subordination request based on the following criteria and recommend approval by the Board of County Commissioners. The Board of County Commissioners will make the ultimate decision.

1. The new loan/mortgage cannot be greater than the original loan/mortgage obtained to purchase the home except in the following circumstances:
   a. The client's income has increased and, thus, the affordability has also increased; and/or
   b. The additional funds are used to improve the home and provide additional value

2. The interest rate must be the same or less than the original interest rate.

3. Payments must still meet the Home Ownership Affordability criteria.

4. Loan Consolidations are not allowed.

5. There can be no cash back to the borrower.

6. Payments may not be higher than the original payments unless the term is being reduced <u>and</u> the Home Ownership Affordability criteria are met.