



PASCO COUNTY, FLORIDA

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2024-2025, 2025-2026, 2026-2027

Approved June 18, 2024



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I. Program Details:

A. LG(s)

Name of Local Government	PASCO COUNTY, FLORIDA
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:** 2024-2025, 2025-2026, 2026-2027
- D. Governance:** The SHIP Program is established in accordance with sections 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.
- E. Local Housing Partnership:** The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.
- F. Leveraging:** The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.
- G. Public Input:** Public input was solicited through face-to-face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.
- H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.
- I. Waiting List/Priorities:** A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

- | | |
|----|---|
| 1. | Special Needs Households: Very low and low income |
| 2. | Elderly (62 years of age and older) Households: Very low and low income |
| 3. | Essential Service Personnel: Very low, low, and moderate income |
| 4. | All other very low, low, and moderate income |

- J. Discrimination:** In accordance with the provisions of sections 760.20-760.37, Florida Statutes, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.



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

The methodology used is:

U.S. Treasury Department	x
Local HFA Numbers	

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

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

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

Entity	Duties	Admin. Fee Percentage
Local Government	Pasco County	10%
Third Party Entity/Sub-recipient	N/A	

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: In addition to the administrative cost listed above, the County may charge a reasonable project delivery cost to cover work write-ups, and inspections conducted by County staff. This amount will not exceed 5% of the contracted SHIP award and will be treated as soft costs for the project.

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: For owner occupied rehabilitation, the County will provide an opportunity for homeowners to upgrade existing insulation to an R-30 standard. Appliances, windows, doors, and light fixtures can be replaced with Energy Star-rated items if replacement is necessary at the time of rehabilitation. Air conditioning units can be replaced with 15 Seasonal Energy Efficiency Ratio (SEER) -rated units. Improvements are subject to homeowner equity and eligibility criteria.

V. Describe efforts to meet the 20% Special Needs set-aside: The County will meet this requirement through the Homeowner Rehabilitation, Homebuyer Assistance and Rental Housing Strategies. The priority of special needs funds is to serve persons with disabilities as defined in sections 393.063 and 420.0004 (13), Florida Statutes, with an emphasis on home modifications and enhancements that will allow homeowners to remain independent in their own homes and maintain homeownership. Applicants referred by one of the three



partner agencies serving developmentally disabled persons in the County (A.F.I.R.E. of Pasco County, Inc., The ARC Nature Coast, and The Red Apple Adult Training Center), will receive priority funding, under the 20% set aside.

- W. Describe efforts to reduce homelessness:** The County works in collaboration with the Continuum of Care (CoC) to develop and coordinate strategies in the effort to end homelessness. The County is responsible for Community Development Block Grant, HOME Investment Partnership (HOME) and Emergency Solutions Grant funds; which are leveraged with other resources to reduce homelessness.

Section II. LHAP Strategies:

A. DOWN PAYMENT ASSISTANCE	Code 2
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- a. Summary:
The Down Payment Assistance Program (DPA) will provide funds for down payment assistance, closing costs, and gap financing assistance to qualifying households to assist with the purchase of a new or existing home.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

- d. Maximum award:
- | | |
|-----------|----------|
| Very Low: | \$65,000 |
| Low: | \$50,000 |
| Moderate: | \$35,000 |

- e. Terms:

1. Repayment loan/deferred loan/grant: Deferred or amortized loan secured by a note and mortgage.
2. Interest Rate: 0%
3. Years in loan term: 30 Years
4. Forgiveness: Very low and low- income loans are forgiven after 30 years
5. Repayment: For moderate-income households the loan is deferred for five (5) years and amortized payment begins in year six (6) over a twenty-five (25) year amortization period.
6. Default:
 - a. The loan will be determined to be in default if the any of the following occur: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or the home is no longer owner-occupied. The outstanding balance shall become due and payable.
 - b. In cases where the qualifying homeowner(s) pass away 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 shall become due and payable; however, a modification may be arranged with the County for a loan bearing 6% interest.
 - c. If the home is being foreclosed by a superior mortgage, Pasco County reserves the right to but the property at foreclosure sale to protect its loan interest.

- f. Recipient/Tenant Selection Criteria:



1. Applicants are prioritized for assistance on a first qualified, first served basis with priorities for Special Needs, Elderly, Essential Service Personnel, and income groups if a waiting list has been established.
2. Homebuyer is required to contribute a minimum of their own funds into the purchase as follows:
 - a. Very Low Income \$500
 - b. Low Income \$1,250
 - c. Moderate Income \$1,500

The homebuyer's minimum investment may include the earnest deposit, amount paid for appraisal, home inspections, and other expenses the homebuyer pays to finalize the closing. Each item must be documented on the final closing statement as paid outside of the closing. The invoice for services and proof of payment must be provided, payments may not be placed on credit card without prior approval from the county.

3. Applicants must have a back-end ratio of no more than 45%.
4. Homebuyers must complete a County approved, HUD-Certified Homebuyer's Education Program.
5. The sale price must not exceed \$330,000.
6. Applicants must not have liquid assets of more than \$25,000.
7. Homebuyers must have secured a fixed-rate, first mortgage from a Pasco County approved lender. The mortgage rate may not be higher than 1% over Freddie Mac average rate (www.freddiemac.com).
8. Pasco County's mortgage will be subordinate to the first loan and will take second position as a secured lienholder on the property. Exceptions may be allowed for other State or Federal Down Payment Assistance (such as Florida Housing Finance Corporation) at the discretion of the Community Development Director.
9. Lender fees and points may not exceed 4% of the loan amount.
10. The contract for sale is approved by the lender; the reservation for the loan is sent to Pasco County by the lender, and Pasco County will approve the down payment assistance.
11. Realtors may not charge any fees other than commission.
12. Homebuyer must certify the property will be their primary residence.
13. Homebuyer must maintain homestead exemption.
14. No cash can be given to the buyer at closing.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

Homes not eligible include:

1. Mobile or manufactured homes.
2. Homes in a flood hazard zone.
3. Sinkhole homes, or homes with documented ground settlement activity, including those that have been remediated.



B. OWNER-OCCUPIED REHABILITATION PROGRAM (OOR)

Code 3

a. Summary:

The Owner-Occupied Rehab program is for homeowners in need of repairs on their homes. Eligible repairs include substantial code violations such as roofs, electrical, heating/AC, septic/sewer, water facilities, doors/windows, and making handicap accessible modifications. The program will also address items that jeopardize the integrity of the home or pose a safety hazard to the homeowner.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

d. Maximum award:

Very Low:	\$100,000
Low:	\$100,000
Moderate:	\$65,000

e. Terms:

1. Repayment loan/deferred loan/grant: Deferred or amortized loan secured by a note and mortgage
2. Interest Rate: 0%
3. Years in loan term: 30
4. Forgiveness:
 - a. For elderly over 62, and special needs the loan will be deferred for five (5) years and then forgiven.
 - b. Very Low and low income households will have the loan forgiven after 30 years provided title remains under the ownership of the borrowers signing the mortgage and note and the home remains the homesteaded, principal residence.
5. Repayment: For moderate-income households the loan is deferred for five (5) years and amortized payment begins in year six (6) over a twenty-five (25) year amortization period.
6. Default:
 - a. The loan will be determined to be in default if the any of the following occur: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or home not owner-occupied status. The outstanding balance shall become due and payable; however, a modification may be arranged with the County for a loan bearing interest.
 - b. In cases where the qualifying homeowner(s) passes away 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 shall become due and payable; however, a modification may be arranged with the County for a loan bearing 6% interest.
 - c. If the home is being foreclosed by a superior mortgage, Pasco County reserves the right to buy the property at foreclosure sale to protect its loan interest.

f. Recipient/Tenant Selection Criteria:



1. Applicants are prioritized for assistance on a first qualified, first served basis with priorities for Special Needs, Elderly, Essential Service Personnel, and income eligibility.
2. The just value of the home may not exceed \$330,000 as determined by the Pasco County Property Appraiser.
3. Applicants may not have received assistance through the Pasco County's OOR program in the last two (2) years. Any exceptions to this will require approval of the Community Development Department Director.
4. Applicants must have owned and occupied the housing for the last two (2) years under a recorded instrument and have a current homestead exemption.
5. Applicants cannot have more than \$25,000 in liquid assets.
6. Property tax and existing mortgage(s) must be current.
7. The Pasco County Property Appraiser assessment or appraisal must show that after- rehabilitation or construction value is less than the SHIP sales price limit, according to applicable SHIP rules and statutes.
8. The total loan-to-value cannot exceed 120 percent of the assessed value.
9. Applicants must have acceptable credit. This is defined as:
 - a. Any bankruptcy must be discharged and at least two years must have passed. The client must have a six-month history of timely payments on at least two obligations.
 - b. Payment for property taxes or other County assessments must be current for the past year.
 - c. All medical collections and debts will be ignored.
 - d. Any adverse debt more than three years old will be ignored.
 - e. Applicants must be current with their mortgage payment.
 - f. If adverse debt collectively is less than \$4,000 (including collections and judgments), they shall be ignored.
 - g. If the applicant is making an effort to pay back the adverse debt or has worked out an agreement with an approved credit counseling agency, the Community Development Director may review individual credit situations and waive these requirements.

g. Sponsor Selection Criteria: N/A

h. Additional Information: Homes not eligible include:

1. Mobile homes constructed after June 1994.
 2. No structures that have been built or have had rehab work completed without the proper permitting and inspections will be assisted.
 3. Properties located in flood zones are restructured by current substantial improvement codes.
 4. Properties that have experienced repetitive loss, such as repetitive flooding after heavy rain events, shall be ineligible.
2. All work will be performed by contractors on the County's approved contractor's list.

C. DEMOLITION / RECONSTRUCTION	Code 4
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a. Summary: Reconstruction projects require demolition of the existing structure and the development of a new home on the owner's site. If more than 50% of the assessed value of the structure (structural, electrical, etc....) is deemed unlivable and estimated rehabilitation exceeds available award for Owner Occupied Rehabilitation, then the home may be eligible for demolition and reconstruction.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

d. Maximum award: \$330,000

e. Terms:

1. Repayment loan/deferred loan/grant: All funds are secured by a recorded Mortgage and Note.
2. Interest Rate: 0%
3. Years in loan term: 30
4. Forgiveness: N/A
5. Repayment: The loan will be deferred for 5 years. Amortized Payback will begin after 5 years
 - a. Default: The loan will be determined to be in default if the any of the following occur: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or failure to occupy the home as their primary residence. The outstanding balance shall become due and payable; however, a modification may be arranged with the County for a loan bearing 6 % interest.
 - b. In cases where the qualifying homeowner(s) passes away 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 shall become due and payable; however, a modification may be arranged with the County for an interest-bearing loan.
 - c. If the home is being foreclosed by a superior mortgage, Pasco County reserves the right to buy the property at foreclosure sale to protect its loan interest.

f. Recipient/Tenant Selection Criteria:

1. Applicants are prioritized for assistance on a first qualified, first served basis with priorities for Special Needs, Elderly, Essential Service Personnel, and income eligibility.

g. Sponsor Selection Criteria: N/A

h. Additional Information: N/A

D. DISASTER REPAIR / MITIGATION

Code 5, 16

a. Summary: SHIP funds will be awarded to applicants in need of home repairs caused directly by a disaster that is declared by an Executive Order of the President or Governor. SHIP disaster funds may be used for items such as, but not limited to:



1. Purchase of emergency supplies for eligible households to weatherproof damaged homes.
2. Interim repairs, including one-time septic tank pumping, to avoid further damage; tree and debris removal required to make the individual housing unit habitable.
3. Construction of wells or repair of existing wells where public water is not available.
4. Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies.
5. Security and utility deposit for recipients that have been displaced from their homes.
6. Rental and utility assistance, a maximum of 12 months, for eligible applicants.
7. Mortgage and utility payment assistance for eligible applicants.
8. Strategies included in the approved LHAP that benefit applicants directly affected under the Executive Order.
9. Hotel costs for those who have been displaced and have no other housing options.
10. Other eligible activities as proposed to and approved by Florida Housing. Other activities as approved through the Executive Order or any accompanying Supplemental Order, or activities proposed by the BCC and approved by FHFC.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- 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:
 1. First qualified, first served, priority shall be given to Special Needs applicants, Essential Services Personnel, and income groups as described in Section I of this Plan.
 2. All households assisted must be victims of the declared disaster. This may be certified by an outside party or by the Community Development Department.
 3. Additionally, eligibility for this strategy shall be done in an expedited manner and may include alternative forms of documents, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income, and assets. Additionally, if the Florida Housing Finance Corporation allows less documentation with the disaster funds, that methodology may be used. Should the client receive other assistance such as insurance reimbursement, or FEMA aid that duplicates what was received through Pasco County Community Development's Office the client will be required to reimburse the County for the amount of additional assistance that was received from a third party. The reimbursement shall not exceed the value of the funding that was awarded through the Community Development Department.
- g. Sponsor Selection Criteria: N/A



h. Additional Information:

1. Replacement housing applicants must provide proof of homestead residency for the past five years.

E. FORECLOSURE PREVENTION/TAX PAYMENTS & ASSESSMENTS	Code 7
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- a. Summary: Funding to stabilize homesteaded homeowners with delinquent property taxes and special assessments, association fees or homeowners who are at least three months but no more than six months in arrears in their first mortgage and are not under an active foreclosure action. Funding may also provide for homeowner education and counseling services.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

- d. Maximum award: \$ 15,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds are awarded as an amortized loan, by recorded Mortgage and Note. The mortgage is a subordinate mortgage.
2. Interest Rate: 0%
3. Years in loan term:

a.	Up to \$5,000	10 Years
b.	\$5,001-\$10,000	15 Years
c.	Over \$10,000	20 Years
4. Forgiveness: N/A
5. Repayment: The loan will be deferred for five (5) years. At the end of the deferral period, amortized payback will begin.
6. Default:
 - a. The loan will be determined to be in default if the any of the following occur: sale, transfer, or conveyance of property; conversion to rental property; loss of homestead exemption status; or failure to occupy the home as their primary residence. The outstanding balance shall become due and payable; however, a modification may be arranged with the County for a loan bearing 6% interest.
 - b. In cases where the qualifying homeowner(s) pass away 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 shall become due and payable; however, a modification may be arranged with the County for a loan bearing interest.
 - c. If the home is being foreclosed by a superior mortgage, Pasco County reserves the right to buy the property at foreclosure sale to protect its loan interest.

f. Recipient/Tenant Selection Criteria:

1. Applicants must provide evidence of the hardship that caused the nonpayment of their mortgage or



property tax & assessments. Eligible reasons are:

- a. Loss of employment
- b. Sudden medical illness and/or expenses
- c. Divorce or separation
- d. Death in the immediate family
- e. Unforeseen home repair bills
- f. Large increase in amount of mortgage payment because of terms of adjustable loan

2. Non-homesteaded property assets cannot exceed \$25,000, excluding home and personal furnishings.

3. Property must be homesteaded; rental lots are not eligible.

4. Foreclosure Prevention:

- a. Applicants must complete counseling from a HUD-Certified approved agency trained in foreclosure counseling as assigned by the County.
- b. Applicants must provide written evidence, such as steady income including paystubs or other sources of income that demonstrates their ability to resume making monthly payments after the assistance is provided, which includes an explanation of how the hardship has been overcome and a budget plan approved by the counseling agency.

5. Tax Payment & Assessment Program:

- a. Property must be homesteaded; rental lots are not eligible.
- b. Homeowner's insurance is not a requirement.
- c. Only tax on the property is eligible for mobile and manufactured homes, and the mobile home must be built after June 1994.
- d. Property value cannot exceed \$330,000 according to the Pasco County Property Appraiser and no more than 75% of its value in debt.
- e. No outstanding judgments or liens placed on the property by the County, excluding paving assessment liens and utility assessments.
- f. Current and delinquent taxes and Tax Certificates are eligible to be paid. Past payments are not eligible for reimbursement.

g. Sponsor/Sub-recipient Selection Criteria: N/A

h. Additional Information:

- 1. Foreclosure prevention is limited to a life-time award not to exceed \$20,000.
- 2. Tax payment & assessment assistance is limited to a maximum life-time award, not to exceed \$15,000.

F. NEW CONSTRUCTION/HOMEBUYER ASSISTANCE PROGRAM	Code 9, 10
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- a. Summary: SHIP funds may be awarded to assist Sponsors with the acquisition, infrastructure, and construction costs associated with producing affordable, residential, owner-occupied housing for SHIP eligible home buyers. The developer will construct the home and market to potential buyers. A portion of SHIP assistance will be repaid to the County by the developer from the proceeds of the home's sale. The homebuyer will likely also need help with down payment/closing costs and so must also qualify for purchase assistance as outlined in Strategy A on page 6.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027



- c. Income Categories to be served: Very Low, Low and Moderate
- c. Maximum Award: \$350,000 developer construction loan per unit. Upon sale of the home to the eligible buyer the loan will be due and payable back to Community Development. The developer may keep up to 15% Developers Fee. The buyer will be eligible for up to \$65,000 in Down Payment Assistance. This will be administered as outlined in strategy 2 on page 6.
- e. Terms
 - 1. Repayment loan/deferred loan/grant:
 - Developer:** A deferred payment construction lien will be placed on the property during construction and released upon sale of the home to an eligible SHIP client. In cases where the cost to develop the project is higher than the appraised value or sales price, the expensed associated with development of the project that exceed the sales price shall be awarded as a grant.
 - Homebuyer:** A deferred payment loan secured by a mortgage and note.
 - 2. Interest Rate:
 - Developer:** 0%
 - Homebuyer:** 0%
 - 3. Years in loan term:
 - Developer:** 24 Months
 - Homebuyer:** 30 years
 - 4. Forgiveness:
 - Developer:** N/A
 - Homebuyer:** Forgiven at the end of 30 Years
 - 5. Repayment:
 - Developer:** Full payment of the loan is due upon the earlier of:
 - a) The end of the 24-month loan term; or
 - b) Full payment is required when the home is sold to an eligible buyer minus the Developer Fee.
 - Homebuyer:** This will follow Strategy A on page 7.
 - 6. Default:
 - Developer:** The loan becomes due and payable at the end of the 24-month loan term if the home is not sold or is sold to an ineligible buyer.
 - Homebuyer:** The loan terms are outlined in Strategy A on page 7. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a) **Sale.** In the event of a default on the first mortgage, the outstanding balance shall be due and payable, and 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 after assessing the value of the property.
 - b) **Title Transfer.** Default is defined as the failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership. In the event of a default on the first mortgage, the outstanding balance shall be due and payable, and 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 after assessing the



value of the property.

- c) **Refinance to access equity.** Prohibited. However, a refinance of the first mortgage may be approved and the County will subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and the refinanced closing costs do not increase the loan balance beyond the original loan amount.
- d) **Homeowner no longer resides in home.** The County reserves the right to foreclose if the home is not owner-occupied.
- e) **Death of the homeowner.** In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.

f. Recipient Selection Criteria:

1. Applicants:

Assistance will be provided on a first qualified, first served basis to an income eligible household. If used as GAP funding for the buyer, the amount of assistance is limited to the actual amount the buyer needs to qualify for the first mortgage up to a maximum of \$65,000. The applicant will need to go through the Down Payment Assistance Program outlined in Strategy A on page 7.

h. Sponsor Selection Criteria:

- 1. Affordable Housing Development applications will be funded on a first qualified, first eligible basis according to the established Affordable Housing Development guidelines and underwriting criteria. Developers will be selected based on the capacity of the organization to complete projects that are similar in type and scope. Previous work in affordable housing developments is desired. Developers will be encouraged to work with partner agencies and seek other funding that is prioritized towards affordable housing.

i. Additional Information:

1. Homebuyer:

- a. Applicants cannot have an ownership interest in a principal residence.
- b. Applicants are not eligible to apply for any additional SHIP Assistance Strategy, except Disaster Relief, for a period of 5 years from closing.
- c. First mortgage must be at a fixed rate; no ARMs, prepayment penalty, negative amortization, balloon loan, owner financing, or other non-affordable loan, owner financing, or other non-affordable loan terms are allowed.
- d. SHIP may pay for hard costs typically or customarily treated as construction costs by institutional lenders or any other reasonable hard costs associated or involved with the development and or construction process.
- e. SHIP may pay for all soft costs associated with the development including, but not limited to, preliminary and Final Plat Review, Engineering Service Charges, Recording Fees, Site Plan Review Fees, Minor Review Fees, Surface Water License, Permit to Construct in Right-of-Way, Sewer and Water Installation Fee, Sewer and Water Plan Review, Wastewater License, Building Permits, Road Construction Agreement Review, Traffic Study/Action Plan Review, Environmental Impact Review, Surface Water Permit, Land Use Amendment Review, Septic Tank Permit, and Well Permit, Payment of Impact Fees.
- f. SHIP may pay for infrastructure expenses typically paid by the developer including, but not



limited to, streets, roadways, parking areas, sidewalks, pathways, walkways, storm-drainage systems, sanitary sewer systems, water supply systems, water mains, connections, hydrants, meters, utility hookups and utility easements for telephone, cable, electric lines, and rights-of-way, and street lighting. Infrastructure expenses must be on-site and must be directly related to the housing being assisted with SHIP funds.

H. RENTAL ASSISTANCE / SECURITY AND UTILITY DEPOSITS	Code 13, 26
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<p>a. Summary:</p> <p>Funds will be awarded to income eligible households to prevent eviction and becoming homeless. Eligible expenses include rent, rental deposits, rental arrears, utility payments, utility deposits, security deposits.</p>
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- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$15,000
- e. Terms:
 - 1.Repayment loan/deferred loan/grant: Grant
 - 2.Interest Rate: 0%
 - 3.Years in loan term: N/A
 - 4.Forgiveness: N/A
 - 5.Repayment: N/A
 - 6.Default: N/A
- f. Recipient/Tenant Selection Criteria:
 - 1. The assistance is for renters who have experienced a temporary financial hardship that has resulted in missed rent payments and who are in danger of eviction.
 - 2. Priority shall be on a first-qualified, first-served basis; referrals shall be accepted from Coordinated Entry.
 - 3. Assistance is limited to a one-time award and cannot exceed six (6) months of rental payments total.
 - 4. There must be a valid lease in place.
 - 5. There must be a reasonable prospect that the applicant will be able to resume full rental payments after receiving SHIP assistance. Eligible applicants must document their ability to continue to maintain monthly rent payments, this should include income stability as evidenced by paystubs or other regular income.
- g. Sponsor Selection Criteria:

Pasco County will select service providers based on their capacity and capability to effectively carry out this strategy. Service providers must demonstrate a history of effectively administering funds income eligible persons and should include adequate staff who have training and experiencing in dealing with special needs individuals and case management.



- h. Additional Information:
Pasco County Community Development may administer this program in house with current staff.

I. RENTAL REHABILITATION/CONSTRUCTION	Code 14, 21
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a. Summary:

This strategy is intended to maintain and increase the amount of affordable rental housing in the County. Rental housing will be addressed with the following programs:

1. Developers of affordable rental housing may be provided Gap funding to be utilized for property acquisition, rehabilitation, or new construction. Developers will be required to submit an application to Community Development and will be selected based on previous experience, organizational capacity, and financial stability.
2. Homeless Facility Development – Gap Funding may be provided to assist a not-for-profit agency or members of the Pasco County Continuum of Care (CoC) that seek funding from HUD or funds through the State of Florida.
3. Federal Rental Assistance – Funds may be made available for not-for-profit developers that need funding for HUD Section 202, HUD Section 811 programs, or the equivalent.
4. State Rental Program Assistance – Funds may be available for developers of affordable housing That are applying for funds through FHFC. County funding is contingent on developer's Selection for FHFC financing under the program upon which they applied.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

d. Maximum award: \$350,000 per unit

e. Terms:

1. Repayment loan/deferred loan/grant: Deferred loan secured by recorded note and mortgage.
2. Interest Rate: 0 %
3. Years in loan term: 30
4. Forgiveness: If all terms are met the loan is forgiven at the end of the loan term.
5. Repayment: Repayment will be required in the event subsidized units are converted away from the original eligibility and rent limits prior to the end of the loan term.
6. Default:
 - a. The loan will be determined to be in default if the any of the following occur: sale, transfer, or conveyance of property; or conversion to a different use. The outstanding balance shall become due and payable; however, a modification may be arranged with the County for an interest bearing loan.
 - b. The County may foreclose if the owner does not meet the terms of the recorded County mortgage and note.
 - c. For all loan programs listed above, Pasco County reserves the right to buy the property at foreclosure sale to protect its loan interest. At that time, the County may sell the property to another agency to own/manage the property.



- f. Recipient/Tenant Selection Criteria: All residents in SHIP assisted rental units will be approved on a first-qualified, first served basis with priorities listed in Section 1.1
- g. Sponsor Selection Criteria:
1. Capacity and capability.
 2. Experience in development and working with assisted population.
 3. Site control.
 4. Homeless Facility Development applicants must prove they have funds committed for the operation of the facility and that they are active members of the Pasco County Continuum of Care.
 5. Participation in the Welfare Transition Program.
 6. All agencies must demonstrate that they have the funds committed for the operation of new facilities, as necessary, and that additional funds necessary for project completion have been secured. If the funding provided by Pasco County is necessary for a grant application, that application will be sufficient to prove the intent to commit the remainder of necessary funds
- h. Additional Information:
1. SHIP funds are intended to be the last funding and used as gap funding for the developer.
 2. In the event of a small project, 12 units or less, SHIP funds may finance the entire project.

J. LAND ACQUISITION / NEW CONSTRUCTION RENTAL	Code 20, 21
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a. Summary: Funds may be awarded to developers of affordable rental units that are awarded construction financing through other State or Federal housing programs to construct affordable rental units. 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 Permanent Supportive Housing units, the County may choose to provide a larger amount of the overall construction financing not to exceed the maximum strategy award.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$350,000 per unit
- e. Terms:
1. Repayment loan/deferred loan/grant: Deferred loan secured by recorded note and mortgage.
 2. Interest Rate: 0%
 3. Years in loan term: 30 Year
 4. Forgiveness: If all terms are met the loan is forgiven at the end of the loan term.
 5. Repayment: Repayment will be required in the event subsidized units are converted away from prescribed eligibility and rent limits prior to the loan term.
 6. Default:
 - a. The loan will be determined to be in default if the any of the following occur: sale, transfer, or conveyance of property; or conversion to a different use. The outstanding balance shall



become due and payable; however, a modification may be arranged with the County for a loan bearing interest.

- b. If the property is foreclosed by a superior mortgage, Pasco County reserves the right to buy the property at foreclosure sale to protect its loan interest. At that time, the County may sell the property to another not-for-profit to develop the property for a rental program.
- c. The County may foreclose if the owner does not meet the terms of the recorded County mortgage and note.
- f. Recipient/Tenant Selection Criteria: All residents in SHIP assisted rental units will be approved on a first-qualified, first served basis with priorities listed in Section I.I.
- g. Sponsor Selection Criteria: Applications will be received through the SHIP application portal in Neighborly. Information should include, but is not limited to unit price, leveraging of funds, duration of project, project feasibility, number of clients to be served, client selection process, organizational experience, monitoring capabilities, and documentation procedures. Applications will be evaluated by SHIP staff for consistency with the mission of Pasco County Community Development. Additional points may be given in the application selection process to those eligible sponsors which employ personnel from the Welfare Transition Program or provide for persons with special housing needs.
- h. Additional Information: N/A

K. RAPID RE-HOUSING / SECURITY AND UTILITY DEPOSITS	Code 23, 26
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- a. Summary: Funds will be provided for the homeless or those displaced from affordable housing to put a rental security and/or utility deposit down for an eligible housing unit. Eligible utility deposits include provider-mandated deposits for water, sewer, electric, and gas.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low and low
- d. Maximum award: \$15,000
- 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:
 - 1. Funds will be made available on a first-qualified, first-served basis; priority shall be given to households that qualify as Special Needs as defined in Florida Statutes 420.0004 (13), homeless as defined in Florida Statutes 420.621, F.S. or Elderly as defined in Florida Statutes 420.503.
 - 2. Applicants must meet the Federal or State definition of homeless.



3. Homeless referrals shall come from the Coordinated Entry System.
4. Applicants must show they can pay rent after SHIP assistance is provided.
5. Applicants must be Pasco County residents or fleeing domestic violence.
6. A valid one-year lease is required.

g. Sponsor Selection Criteria: Pasco County will select service providers based on their capacity and capability to effectively carry out this strategy. Pasco County Community Development may administer this program in-house with available staff.

h. Additional Information:

1. All rental units assisted must meet SHIP affordability requirements.
2. Mobile homes and manufactured homes must be built after June 1994 to be eligible.
3. Assistance is limited to a one-time award.
4. Structures must meet the Section 8 Housing Quality Standards.
5. Assistance is required to be documented in HMIS for all applicants.

L. EMERGENCY REPAIR	Code 6
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- a. Summary: Funds will be available to assist homeowners with hazardous, unsafe, or unsanitary conditions. The emergency repair program will allow critically needed repairs to be made in an expedited manner. Repairs may include, but are not limited to roofs, air conditioners, windows, and water heaters. Client eligibility shall be expedited.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be served: Special needs, elderly, and very low

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:

1. Applicants are prioritized for assistance on a first qualified, first served basis with priorities for Special Needs, Elderly, and income eligibility.
2. Must be current on mortgage and taxes
3. Home value cannot exceed \$330,000.
4. Applicants cannot have more than \$25,000 in liquid assets.

g. Sponsor Selection Criteria: Approved contractors on the current contractor list can request to be added to the emergency contractor list. Contractors must be willing to expedite estimates, and start of the



construction.

The homeowner may select their own contractor, but contractor must be appropriately licensed in the state or county and carry acceptable liability insurance.

h. Additional Information:

1. No structure that has been built or has had rehab work completed without the proper permitting and inspections will be assisted.
2. Properties in flood zones are restricted by current substantial improvement codes.
3. All work must be performed by licensed and insured contractors.
4. All work must be inspected by Community Development staff for final approval.

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 section 163.3177 (6) (f) (3), Florida Statutes for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy:

It is the policy of Pasco County to expedite the review of applications for affordable housing projects, LEEDs projects and projects approved by the Pasco Economic Development Council as targeted industry projects. In all cases, every effort will be made to expedite those projects using a shared, agreed upon time frame where the responsibilities and time frames for both the County and applicant are mutually agreed upon. The County has an "Expedited Permitting and Fee Waiver" form that certifies the applicant is eligible for expedited permitting and fee waivers. This certification is approved by the Community Development Director.

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:

Pasco County, through the Development Services Branch and with the assistance of the Community Development Director, regularly review the Land Development Code and building regulations to identify potential actions that may reduce the cost of developing affordable housing.

C. Other Incentive Strategies Adopted: **Modification of impact fees:**

The County has waived mobility fees for affordable housing since 2020. The County recently approved the waiver all other impact fees, including School, Parks, Library, and Fire. All projects that serve populations at 80% and below of the Area Median Income (AMI) are eligible to have these fees waived. Projects serving populations between 80% and 120% of the AMI are eligible for a 75% waiver. These projects must remain affordable and will have a mortgage or restrictive covenant place upon them.



IV. EXHIBITS:

Required

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

Optional

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

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A (2024)

Pasco County Florida

Fiscal Year: 2024-2025

Estimated SHIP Funds for Fiscal Year:	\$	4,631,151.00
Salaries and Benefits	\$	425,000.00
Office Supplies and Equipment	\$	3,000.00
Travel Per diem Workshops, etc.	\$	3,500.00
Advertising	\$	500.00
Other*	\$	20,000.00
Total	\$	452,000.00
Admin %		9.76%
		OK

Fiscal Year 2025-2026

Estimated SHIP Funds for Fiscal Year:	\$	4,631,151.00
Salaries and Benefits	\$	425,000.00
Office Supplies and Equipment	\$	3,000.00
Travel Per diem Workshops, etc.	\$	3,500.00
Advertising	\$	500.00
Other*	\$	20,000.00
Total	\$	452,000.00
Admin %		9.76%
		OK

Fiscal Year 2026-2027

Estimated SHIP Funds for Fiscal Year:	\$	4,631,151.00
Salaries and Benefits	\$	425,000.00
Office Supplies and Equipment	\$	3,000.00
Travel Per diem Workshops, etc.	\$	3,500.00
Advertising	\$	500.00
Other*	\$	20,000.00
Total	\$	452,000.00
Admin %		
		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:

2024

Exhibit B
Timeline for SHIP Expenditures

PASCO COUNTY affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	Interim Report	Closeout Report
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
2026-2027	6/30/2028	6/30/2029	9/15/2028	9/15/2029

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
2024-2025	3/30/2027	6/15/2027
2025-2026	3/30/2028	6/15/2028
2026-2027	3/30/2029	6/15/2029

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.

c34

OK													OK												
Code	Rental	Qualifies for 75% set-aside	VU Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units													
12 26	New Construction Rental	Yes	2	\$350,000	2	\$350,000		\$350,000.00																	
13	Rental Assistance Eviction Prevention	No	3	\$15,000	2	\$15,000		\$15,000.00																	
23 26	Security and /or utility deposits	No	3	\$15,000	2	\$15,000		\$15,000.00																	
									\$0.00	\$0.00	\$0.00	0													
									\$0.00	\$0.00	\$0.00	0													
	Total Rental		8		6		0		\$0.00	\$0.00	\$0.00	0													
	Administration Fees			463,115	10%			OK																	
	Home Ownership Counseling			25,000																					
	Total All Funds	\$		5,223,115	This total is over the allocation and will require less than the maximum amount be awarded per applicant																				
Set-Asides																									
Percentage Construction/Rehab (75% requirement)			83.7%			OK																			
Homeownership % (65% requirement)			102.2%			OK																			
Rental Restriction (25%)			0.0%			OK																			
Very-Low Income (30% requirement)			\$ 2,855,000			OK																			
Low Income (30% requirement)			\$ 2,100,000			OK																			
Moderate Income			\$ 660,000			14.3%																			

Code	Rental	Qualifies for 75% set-aside	VII Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
12-26	New Construction Rental	Yes	2	\$350,000	2	\$350,000		\$350,000.00				
13	Rental Assistance Eviction Prevention	No	3	\$15,000	2	\$15,000		\$15,000.00				
23-26	Security and /or utility deposits	No	3	\$15,000	2	\$15,000		\$15,000.00				
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		8		6		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees			\$ 463,115	10%			OK				
	Home Ownership Counseling			\$ 25,000								
	Total All Funds	\$		5,223,115	This total is over the allocation and will require less than the maximum amount be awarded per applicant							
Set-Asides												
	Percentage Construction/Rehab (75% requirement)			83.7%				OK				
	Homeownership % (65% requirement)			102.2%				OK				
	Rental Restriction (25%)			0.0%				OK				
	Very-Low Income (30% requirement)			\$ 2,855,000				OK				
	Low Income (30% requirement)			\$ 2,100,000				OK				
	Moderate Income			\$ 660,000				14.3%				

HOUSING DELIVERY GOALS CHART

2026-2027

Pasco County, Florida

Estimated Funds (Anticipated allocation only):

\$	4,631,151
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Code	Strategies	Qualifies for 75% set-aside	VU Units	Max. SHIP Award	LU Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
	Homeownership											
2	Down Payment Assistance	No	2	\$65,000	8	\$50,000	6	\$35,000	\$0.00	\$740,000.00	\$740,000.00	14
3	Owner Occupied Rehab	Yes	12	\$100,000	12	\$100,000	6	\$75,000	\$2,850,000.00	\$0.00	\$2,850,000.00	30
4	Demolition/Reconstruction	Yes	1	\$300,000		\$300,000		\$300,000	\$300,000.00	\$0.00	\$300,000.00	1
5	Disaster Repair/Mitigation	Yes	1	\$25,000		\$25,000		\$25,000	\$25,000.00	\$0.00	\$25,000.00	1
7	Foreclosure Prevention/Tax Payment	No	4	\$15,000	4	\$15,000		\$15,000	\$0.00	\$120,000.00	\$120,000.00	8
10	New Construction homeownership	Yes	1	\$350,000	1	\$350,000		\$350,000	\$700,000.00	\$0.00	\$700,000.00	2
									\$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		21		25		12		\$3,875,000.00	\$860,000.00	\$4,735,000.00	56
	Purchase Price Limits:		New	\$ 330,000	Existing	\$ 330,000						

[illegible]

Percentage Construction/Rehab (75% requirement)	113.9%	OK
Homeownership % (65% requirement)	102.2%	OK
Rental Restriction (25%)	33.5%	Does Not Meet Requirement
Very-Low Income (30% requirement)	\$ 2,855,000	OK
Low Income (30% requirement)	\$ 2,100,000	OK
Moderate Income	\$ 660,000	OK

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**


Local Government or Interlocal Entity: Pasco County, Florida

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in sections 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 sections 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

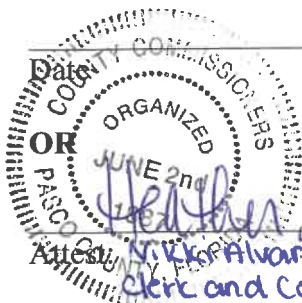
 Ronald E. Oakley
Ronald E. Oakley, Chairman

APPROVED
IN SESSION

JUN 18 2024

PASCO COUNTY
BCC

Witness

 Debra Armes, D.C.
Attest: N. R. Alvarez-Saules, Esq.
Clerk and Comptroller

(Seal)

RESOLUTION #: 24- 140

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

* * * * *

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

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

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

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

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

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

WHEREAS, the Pasco County Board of County Commissioners finds that it is in the best interest of the public for the Pasco 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 PASCO COUNTY, FLORIDA that:

Section 1: The Pasco County Board of County Commissioners 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, and 2026-2027.

Section 2: The Honorable Ronald E. Oakley, 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 18th DAY OF June, 2024

 Ronald E. Oakley
Chairman, Ronald E. Oakley
APPROVED
IN SESSION

JUN 18 2024
PASCO COUNTY
BCC

