

## EXHIBIT B

### CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/4/2008

Contract/Lease Control #: C09-1696-CAO

Bid #: N/A

Contract/Lease Type: INTERLOCAL

Award To/Lessee: CITY OF FT. WALTON

Lessor: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Term: INDEFINITE

Description of Contract/Lease:

S.H.I.P EXHIBIT H - *FY 2007/2008, 2008/2009, 2009/2010  
FY 2010/2011, 2011/2012, 2012/2013  
FY 2013/2014, 2014/2015, 2015, 2016*

Department Manager: COUNTY ADMIN

Department Monitor: J. CURRY

Monitor's Telephone #: 651-7515

Monitor's FAX #: 651-7551

Date Closed: \_\_\_\_\_

Cc: Finance Dept Contracts & Grants Division

*City of Fort Walton Beach / Okaloosa County*

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

**2016-2017, 2017-2018, and 2018-2019**

**CONTRACT # C09-1696-CAO  
CITY OF FORT WALTON BEACH  
SHIP INTERLOCAL EXHIBIT H  
EXPIRES: INDEFINITE**

**CERTIFIED A TRUE  
AND CORRECT COPY  
JD PEACOCK II  
CLERK, CIRCUIT COURT**

BY *J. Mary K. Carson*  
DEPUTY CLERK

DATE *4-11-16*



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E. Signed, dated, witnessed or attested adopting resolution	
F. Ordinance: (If changed from the original creating ordinance)	
G. Interlocal Agreement	

**I. Program Details:**

A. Name of the participating local government:

City of Fort Walton Beach / Okaloosa County

Is there an Interlocal Agreement:  Yes  No

Name of participating local Government(s) in the Inter-local Agreement;

Okaloosa County/City of Fort Walton Beach

A copy of the Inter-local Agreement will follow.

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 2016-2017, 2017-2018 and 2018-2019

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, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

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. 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.

J. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation.

K. Purchase Price Limits:

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

The methodology used is:

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | U. S. Treasury Department |
| <input type="checkbox"/>            | Local HFA Numbers         |

L. Income Limits, Rent Limits and Affordability:

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

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

M. 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.

N. 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 the same 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 \$3,000 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.

O. Administrative Budget:

A line-item budget of proposed Administrative Expenditures is attached as Exhibit A.

City of Fort Walton Beach / Okaloosa County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:**

“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:**

“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.”

The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

P. Program Administration:

Administration of the local housing assistance plan will be wholly performed and maintained by the City of Fort Walton Beach / Okaloosa County.

Or

A third party entity or consultant will be contracted for all or part of the administration of the program. The name of the entity is: Okaloosa Community Development Corporation (OCDC), which is a 501C3 nonprofit corporation. The Administrative funds cannot be drawn by the third party if the Project Delivery pay schedule is utilized.

Q. Project Delivery Costs: If the administrative costs listed above are not utilized by OCDC, OCDC will charge a reasonable project delivery cost for project management performed by OCDC employees. The fee will not exceed 10% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.

- R. Essential Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services and public safety. In accordance with Rule Chapter 67-37.002(8), F.A.C. and Chapter 67-37.005(8) F.A.C.
  
- S. The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, low-flow plumbing fixtures, as appropriate and Energy Star rated appliances where applicable and with homeowners' acceptance, metal roofing is installed. Metal roofing contributes to increased energy efficiency, longer life and is less susceptible to hurricane wind damage.

**Section II. LHAP Strategies:**

A.

<i>Owner Occupied Rehabilitation</i>	<i>Code 3</i>
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1. Summary of the Strategy: The intent of this strategy is to complete substantial rehabilitation of substandard, homeowner occupied housing. The maximum per unit cost for rehabilitation cannot exceed \$50,000, and is fully forgivable.  
 This strategy provides that energy conservation and other green features will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, low-flow plumbing fixtures, as appropriate and Energy Star rated appliances where applicable and with homeowners' acceptance, metal roofing. Metal roofing contributes to increased energy efficiency, longer life and is less susceptible to hurricane wind damage.
  
2. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
  
3. Income Categories to be served:  
 The targeted populations are those individuals or households who are at or below 80% of the median income.
  
4. Maximum award: \$75,000
  
5. Terms, Recapture and Default:  
 Deferred Payment Loans (DPL's) at 0% interest with no monthly payments secured by a recorded mortgage and promissory note that is forgiven at the end of 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.
  - a. \$1.00 - \$50,000 = 5 Years @ 20% per year
  - b. \$50,000 - \$ 75,000 = 15 Years @ 6.67 % per year

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no cash in hand to the homeowner.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

B.

<i>Purchase Assistance with or without Rehabilitation</i>
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<i>Code 1, 2</i>
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1. Summary of the Strategy: SHIP funds will be made available to support down payment, closing costs, gap financing, and substantial rehabilitation of existing or newly constructed affordable housing units on a one-time basis to income eligible homebuyers. However, each homebuyer shall only receive the minimum level of assistance required to enable the purchase, based on the Lender's Underwriting staff, and necessary repair of an existing or newly constructed home.
2. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
3. Income Categories to be served:  
Those individuals or households who are at or below 80% of the median income. Beneficiaries must complete a Home Buyer Counseling class provided by Consumer Credit Counseling Services, Inc. or other HUD certified Credit Counseling service prior to receiving funds. Eligible Moderate Income applicants will be considered only if there are no eligible buyers in the Very Low Income and Low Income categories.
4. Maximum award: \$30,000
5. Terms  
Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable upon sale, transfer or rental of subject property.

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no more than \$100.00 cash in hand to the homeowner.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first served basis for an applicant who receives a first mortgage commitment from a lender. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP



C.

<i>Foreclosure Prevention</i>	<i>Code 7</i>
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1. Summary of the Strategy: This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible low and very low income homeowners to become current on their mortgage payments. Eligible expenses will include delinquent mortgage payments, attorney's fees, recording fees, and late fees. The maximum grant amount is \$5,000.
2. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
3. Income Categories to be Served:  
Those individuals or households who are at or below 80 % of median income. Assistance will be provided on a first-come, first qualified, first-served basis.
4. Maximum Award: \$5,000
5. Terms, Recapture and Default:  
Assistance will be available in the form of a grant with no repayment required.
4. Recipient Selection Criteria:  
Homeowners must be delinquent at least 30 days with either a letter from the mortgagor-notifying applicant of delinquency and/or intent to foreclose. In addition, the default must have been caused by circumstances beyond the control of the applicant, such as - death of spouse, unforeseen medical expenses, divorce, or unemployment- and there must be a reasonable prospect that the applicant will be able to resume full mortgage payments to the primary lender, based on an income certification to determine Affordability. This program may only be used once by an eligible homeowner.

D.

<i>Disaster Repair</i>	<i>Code 5</i>
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1. Summary of Strategy: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:
  - a. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
  - b. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
  - c. Repairs necessary to make the home habitable.
  - d. Repairs to mitigate dangerous situations (exposed wires)
2. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
3. Income Categories to be served: Those individuals or households who are at or below 80% of the median income
4. Maximum award: \$50,000 for Rehabilitation, temporary emergency relocation expenses not to exceed \$3,500 per unit
5. Terms: Deferred Payment Loans (DPL's) at 0% interest with no monthly payments

secured by a recorded mortgage and promissory note that is forgiven at the end of 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

\$ 1.00 - \$50,000 = 5 Years @ 1/5 PER YEAR

6. Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no cash in hand to the homeowner.
7. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:
  - a. Must provide proof of homeowner's insurance
  - b. Must file for and use proceeds from insurance as first option

Additional Information: Funds for disaster repairs will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

E.

<i>New Construction or Rehabilitation Rental</i>	<i>Codes 14, 21</i>
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1. Summary of the Strategy: The intent of this strategy is provide funds to private investors and other non-profits for the acquisition, construction or rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.
2. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
3. Income Categories to be served: Families occupying rental units rehabilitated or developed through this activity must have incomes below 80% of the median income or in the case of a development receiving tax credits; they must adhere to state required percentages.
4. Maximum award: \$50,000 per unit for new developments  
\$40,000 per unit for existing developments
5. Terms: Default/Recapture: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance will be due and payable.
6. Recipient Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined by SHIP statutes. They must be reported by the developer's management company for 15 years from date of award.
7. Sponsor/Developer Selection Criteria: Developers applications will require proof of developer experience in providing affordable rental housing, proof of financial capacity,

evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the county's housing element in the Comprehensive Plan.

8. All funding awards will be subject to closing on other funding sources.
9. Additional Information: Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units for the period of 15 years.

F.

<i>Demolition / Reconstruction</i>	<i>Code 4</i>
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1. Summary of the Strategy: SHIP funds will be made available for the demolition of mobile homes and homes, which are determined to be deteriorated beyond repair for the reconstruction of homes on the property of the eligible homeowner. Reconstructed homes will include Energy Starr rated appliances, compact florescent light bulbs, energy efficiency rated HVAC units, and added insulation. Selected units will be determined based on feasibility analysis. The maximum allowable SHIP cost is up to \$150,000. If applicant is eligible for a first mortgage on the reconstruction project, the Okaloosa CDC will pay the difference between the amount of the first mortgage and the cost of the new reconstruction.
2. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
3. Income Categories to be served: The targeted populations are those individuals or households who are at or below 80% of the median income.
4. Maximum award; \$180,000
5. Terms, Recapture and Default:

Deferred Payment Loans (DPL's) at 0% interest with no monthly payments secured by a recorded mortgage and promissory note that is forgiven at the end of 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

- |                                    |                   |
|------------------------------------|-------------------|
| a. \$1.00 - \$50,000 = 5 Years     | @ 20% per year    |
| b. \$50,000 - \$75,000 = 15 Years  | @ 6.67 % per year |
| c. \$75,000 - \$180,000 = 20 Years | @5% per year      |

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no cash in hand to the homeowner.

6. Recipient Selection Criteria:  
Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

### 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. **Incentive:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

As provided in Policy 1.4.4 of the Housing Element of the Okaloosa County Comprehensive Plan, the County provides a fast-track review process for development order and building permit applications for projects that provide affordable housing.

**City of Fort Walton Beach:**

It is the policy of the City's Development Services Division to expedite affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

- b. **Incentive:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

The County shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

**City of Fort Walton Beach**

The City shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

- c. **Incentive.** Establishment of a schedule for implementing the incentive strategies. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**City of Fort Walton Beach:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**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. Interlocal Agreement
- H. Other Documents Incorporated by Reference

**Exhibit A**

Administrative Budget for each fiscal year covered in the Plan.

LHAP 2009-001

Exhibit A

Revised: 6/2015

Okaloosa County / City of Fort Walton Beach

Fiscal Year: 2016-2017		
Estimated Allocation for Calculating:	\$	938,000.00
Salaries and Benefits	\$	67,040.00
Office Supplies and Equipment	\$	18,760.00
Travel Per diem Workshops, etc.	\$	8,000.00
Advertising	\$	
Other*	\$	
<b>Total</b>	<b>\$</b>	<b>93,800.00</b>
		0.1
Fiscal Year: 2017-2018		
Estimated Allocation for Calculating:	\$	938,000.00
Salaries and Benefits	\$	67,040.00
Office Supplies and Equipment	\$	18,760.00
Travel Per diem Workshops, etc.	\$	8,000.00
Advertising	\$	
Other*	\$	
<b>Total</b>	<b>\$</b>	<b>93,800.00</b>
		0.1
Fiscal Year 2018-2019		
Estimated Allocation for Calculating:	\$	938,000.00
Salaries and Benefits	\$	67,040.00
Office Supplies and Equipment	\$	18,760.00
Travel Per diem Workshops, etc.	\$	8,000.00
Advertising	\$	
Other*	\$	
<b>Total</b>	<b>\$</b>	<b>93,800.00</b>
		0.1

\*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 Estimated Encumbrance and Expenditure.



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

City of Fort Walton Beach and Okaloosa County affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 <sup>st</sup> Year AR	2 <sup>nd</sup> Year AR	Closeout AR
2016-2017	6/30/2018	6/30/2019	9/15/2017	9/15/2018	9/15/2019
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021

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

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 <sup>st</sup> Year AR Not Submitted	2 <sup>nd</sup> Year AR Not Submitted	Closeout AR Not Submitted
2016-2017	3/30/2018	3/30/2019	6/15/2017	6/15/2018	6/15/2019
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021

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

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

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

**Other Key Deadlines:**

AHAC reports are due for each local government by **December 31** of the year prior to the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

**Exhibit C**

Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.

EXHIBIT C

FLORIDA HOUSING FINANCE CORPORATION  
HOUSING DELIVERY GOALS CHART  
2016-2017

Please check applicable box

New Plan:	X
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: City of Fort Walton Beach / Okaloosa County

Allocation: \$938,900.00

Strategy # From Plan Text	Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F	
									New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
3		Owner Occupied Rehabilitation	6	\$75,000	2	\$75,000	1	\$75,000		\$550,285.00		\$550,285.00	58.61%	9	
1		Purchase Assistance w/o Rehab	3	\$30,000							\$60,000.00	\$60,000.00	6.39%	3	
												\$0.00	0.00%	0	
												\$0.00	0.00%	0	
												\$0.00	0.00%	0	
												\$0.00	0.00%	0	
												\$0.00	0.00%	0	
		Subtotal 1 (Home Ownership)	9	\$510,000.00	2	\$150,000.00	1	\$75,000.00	\$0.00	\$550,285.00	\$60,000.00	\$610,285.00	65.00%	12	
		RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
14		Rehabilitation - Rental			3	\$40,000				\$117,362.50		\$117,362.50	12.50%	3	
21		New Construction- Rental			3	\$50,000			\$117,362.50			\$117,362.50	12.50%	3	
												\$0.00	0.00%	0	
												\$0.00	0.00%	0	
												\$0.00	0.00%	0	
		Subtotal 2 (Non-Home Ownership)	0		6	\$234,725.00	0		\$117,362.50	\$117,362.50	\$0.00	\$234,725.00	25.00%	6	
		Administration Fees										\$93,890.00	10.00%		
		Admin. From Program Income											0.00%		
		Home Ownership Counseling											0.00%		
		GRAND TOTAL													
		Add Subtotals 1 & 2, plus all Adm	9		8		1		\$117,362.50	\$667,647.50	\$60,000.00	\$938,900.00	100.00%	18	
		Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									84%			
		Maximum Allowable Purchase Price:													
												New	\$353,750	Existing	\$353,750

Allocation Breakdown	Amount	%
Very-Low Income	\$510,000.00	54.3%
Low Income	\$384,725.00	41.0%
Moderate Income	\$75,000.00	8.0%
TOTAL	\$969,725.00	103.3%

Projected Program Income:		Max Amount Program Income For Admi	\$0.00
Projected Recaptured Funds:			
Distribution:	\$938,900.00		
Total Available Funds:	\$938,900.00		

FLORIDA HOUSING FINANCE CORPORATION  
HOUSING DELIVERY GOALS CHART  
2017-2018

Please check applicable box	
New Plan:	x
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: City of Fort Walton Beach / Okaloosa County

Estimated Funds: \$938,900.00

Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
3	Owner Occupied Rehabilitation	6	\$75,000	2	\$75,000	1	\$75,000		\$550,285.00		\$550,285.00	58.61%	9
1	Purchase Assistance w/o Rehab	2	\$30,000							\$60,000.00	\$60,000.00	6.39%	2
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	8	\$510,000.00	2	\$150,000.00	1	\$75,000.00	\$0.00	\$550,285.00	\$60,000.00	\$610,285.00	65.00%	11

Code	RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
14	Rehabilitation- Rental			3	\$40,000				\$117,362.50		\$117,362.50	12.50%	3
21	New Construction- Rental			3	\$50,000			\$117,362.50			\$117,362.50	12.50%	3
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownersh)	0		6	\$234,725.00	0		\$117,362.50	\$117,362.50	\$0.00	\$234,725.00	25.00%	6
	Administration Fees										\$93,890.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	

GRAND TOTAL													
Add Subtotals 1 & 2, plus all Ad	8			8		1		\$117,362.50	\$667,647.50	\$60,000.00	\$938,900.00	100.00%	17

Percentage Construction/Re: Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

84%

Maximum Allowable

Purchase Price:

New

\$353,750

Existing

\$353,750

Allocation Breakdown	Amount	%
Very-Low Income	\$510,000.00	54.3%
Low Income	\$384,725.00	41.0%
Moderate Income	\$75,000.00	8.0%
TOTAL	\$969,725.00	103.3%

Projected Program Income:		Max Amount Program Income For Admin	\$0.00
Projected Recaptured Funds:			
Distribution:	\$938,900.00		
Total Available Funds:	\$938,900.00		

FLORIDA HOUSING FINANCE CORPORATION  
HOUSING DELIVERY GOALS CHART  
2018-2019

Please check applicable box	
New Plan:	
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: City of Fort Walton Beach / Okaloosa County

Estimated Funds: \$938,900.00

Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
3	Owner Occupied Rehabilitation	6	\$75,000	2	\$75,000	1	\$75,000		\$550,285.00		\$550,285.00	58.61%	9
1	Purchase Assistance w/o Rehab	2	\$30,000					\$60,000.00			\$60,000.00	6.39%	2
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	8	\$510,000.00	2	\$150,000.00	1	\$75,000.00	\$80,000.00	\$550,285.00	\$0.00	\$610,285.00	65.00%	11

Code	RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
21	New Construction- Rental	2	\$50,000	4	\$50,000			\$234,725.00			\$234,725.00	25.00%	6
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownership)	2	\$100,000.00	4	\$134,725.00	0		\$234,725.00	\$0.00	\$0.00	\$234,725.00	25.00%	6
	Administration Fees										\$93,890.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	

GRAND TOTAL													
Add Subtotals 1 & 2, plus all Adm	10			6				\$294,725.00	\$550,285.00	\$0.00	\$938,900.00	100.00%	17

Percentage Construction/Rehab Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. 90%

Maximum Allowable Purchase Price:													
								New	\$353,750	Existing	\$353,750		

Allocation Breakdown	Amount	%
Very-Low Income	\$610,000.00	65.0%
Low Income	\$284,725.00	30.3%
Moderate Income	\$75,000.00	8.0%
TOTAL	\$969,725.00	103.3%

Projected Program Income:		Max Amount Program Income For Adm	\$0.00
Projected Recaptured Funds:			
Distribution:	\$938,900.00		
Total Available Funds:	\$938,900.00		

**Exhibit D**

Signed LHAP Certification.

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government: City of Fort Walton Beach / Okaloosa County

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

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

BY: Mike Anderson

Mike Anderson, Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009

(850) 243-3141

BY: Charles K. Windes, Jr.

Charles K Windes, Jr., Chairman  
1804 Lewis-Turner Blvd.  
Fort Walton Beach, FL 32547

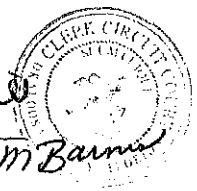
(850) 651-7105

1250 Eglin Pkwy N  
Shlimar, FL 32579



Kim M Barnes  
Witness

Jay J. Steford  
~~J.D. PEACOCK II~~ Amicus  
Type Name and Title  
Witness Kim M Barnes



Kim M. Barnes, City clerk  
Witness Type Name and Title  
Kim M Barnes

J.D. Peacock II, Clerk  
Type Name and Title



**Exhibit E**

Signed, dated, witnessed or attested adopting resolution.

Okaloosa County

and

City of Fort Walton Beach

Okaloosa County  
RESOLUTION #: 16-70

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

\*\*\*\*\*

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

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

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

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

**WHEREAS**, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

WHEREAS, the County Commission finds that it is in the best interest of the public for Okaloosa 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 OKALOOSA COUNTY, FLORIDA that:

Section 1: The Board of County Commissioners of Okaloosa 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 2016/2017, 2017/2018, and 2018/2019\_\_\_\_\_.

Section 2: The Chairman if the Board of County Commissioners 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 5 DAY OF April, 2016.

Charles K. Windes, Jr. \_\_\_\_\_ 4/7/16  
Charles K. Windes, Jr, Chairman Date  
Chairman, Board of County Commissioners



ATTEST:  
Angie J. Stafford \_\_\_\_\_ 4-11-16  
J.D. Peacock II, Clerk of Circuit Court Date



## RESOLUTION 2016-4

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

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

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

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

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

**WHEREAS**, as required by *Section 420.9075, F.S.*, it is found that five (5%) percent of the local housing distribution plus five (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 ten (10%) percent of the local housing distribution plus five (5%) percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to ten (10%) percent of program income for administrative costs.

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

**WHEREAS**, the City Council finds that it is in the best interest of the public for Okaloosa 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 MAYOR OF FORT WALTON BEACH, OKALOOSA COUNTY, FLORIDA that:**

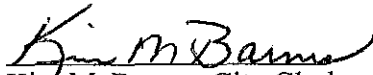
## RESOLUTION 2016-4

- Section 1: The Mayor of the City of Fort Walton Beach, Okaloosa County, Florida 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 2016/2017, 2017/2018, and 2018/2019.
- Section 2: The Mayor of the City of Fort Walton Beach, Okaloosa County, Florida 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.

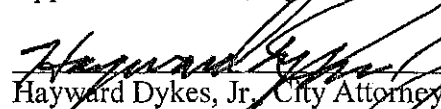


Mike Anderson, Mayor

Attest:

  
Kim M. Barnes, City Clerk

Approved for form, legal sufficiency

  
Hayward Dykes, Jr., City Attorney

**Exhibit F**

Ordinance: *(If changed from the original creating ordinance).*

There have been no ordinance changes

**Exhibit G**

Interlocal Agreement

## INTERLOCAL AGREEMENT

### State Housing Initiatives Partnership Program

THIS INTERLOCAL AGREEMENT made and entered into this 5<sup>th</sup> day of April 2016, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

#### WITNESSETH:

**WHEREAS**, the County and the City have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE County and the City are authorized by Florida Statutes Chapter 163.01 et seq., to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference) created Section 4209072, et seq., Florida Statutes, (the "State Housing Initiatives Partnership Program" ("SHIP")), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively and efficiently utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The County and the City do hereby agree that the (SHIP) Program funds are to be distributed to the County by Florida Housing Finance Corporation, as provided in 420.9073, Florida Statutes. Said funds shall be made available to the County's Housing Partner with a minimum of 20% of the funds being used within the City, unless qualified projects cannot be found. The County's Housing Partner for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.



2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by and managed by Okaloosa County. This account shall be known as the Okaloosa local Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the Corporation. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37 Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the County and the City, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rule 67-37, as amended, as each may be applicable to the SHIP Program.
8. If at any time during the term of this Interlocal Agreement, the County or the City which are the parties to this Interlocal Agreement, the County or City believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions of this interlocal Agreement prior to the commencement of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided

by law.

9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Florida Administrative Code 67-37.011
11. For all purposes herein, the term "Interlocal Agreement" shall mean this Interlocal Agreement, and the provisions thereof.
12. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

IN WITNESS WHEREOF, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
of  
State of Florida

OKALOOSA COUNTY,  
A Political Subdivision of the State

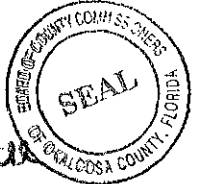
Florida, by and Through its Board of  
County Commissioners

BY: Mike Anderson

Mike Anderson, Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
(850) 243-3141

BY: Charles K. Windes, Jr.

Charles K Windes, Jr., Chairman  
1804 Lewis Turner Blvd.  
Fort Walton Beach, FL 32547  
(850) 651-7105



1250 Eglin Pkwy N  
Shalimar, FL 32579

BCC Approved: 4-5-16

ATTEST:

ATTEST:

BY: Kim M. Barnes

Kim M. Barnes  
Clerk

BY: J.D. Peacock II

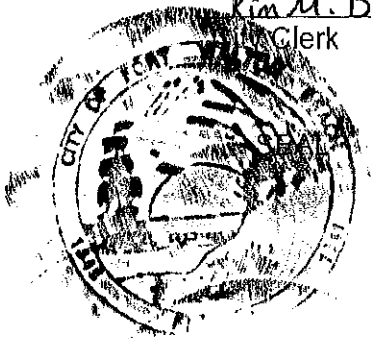
J.D. PEACOCK II  
Clerk of Circuit Court,  
Okaloosa County, FL



SEAL

Date: March 8, 2016

Date: 4-11-16



## EXHIBIT B

### CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/4/2008

Contract/Lease Control #: C09-1696-CAO

Bid #: N/A

Contract/Lease Type: INTERLOCAL

Award To/Lessee: CITY OF FT. WALTON

Lessor: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Term: INDEFINITE

Description of Contract/Lease: S.H.I.P EXHIBIT H

Department Manager: COUNTY ADMIN

Department Monitor: J. CURRY

Monitor's Telephone #: 651-7515

Monitor's FAX #: 651-7551

Date Closed: \_\_\_\_\_

Cc: Finance Dept Contracts & Grants Division

RESOLUTION NO. 15- 64

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA AMENDING SECTION II G. 1 OF THE 2013-2016 LOCAL HOUSING ASSISTANCE PLAN; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

Recitals

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, on May 21, 2013, the Board of County Commissioners adopted Resolution 13-79 adopting the 2013-2016 Local Housing Assistance Plan, as amended, for the provision of affordable housing as required by Chapter 420, Florida Statutes and Rule 67-37 of the Florida Administrative Code;

WHEREAS, Section II G. 1 of the 2013-2016 LHAP establishes the strategies to be applied to rental housing, including the new construction and rehabilitation of rental housing, but not acquisition of existing homes for rehabilitation and rental; and

WHEREAS, the County's SHIP contractor, the Okaloosa Community Development Corporation (CDC) has found that it used funds allocated under Section II G. 1 to help acquire existing dwelling units for rehabilitation and rental; and

WHEREAS, in order to ensure that the CDC's expenditure of SHIP funds clearly reflects the

**CONTRACT # C09-1696-CAO  
CITY OF FORT WALTON BEACH  
SHIP INTERLOCAL EXHIBIT H  
EXPIRES: INDEFINITE**

strategies provided in the LHAP, it is necessary to revise the LHAP to authorize the use of such funds for the "acquisition" of rental units.

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

**Section 1:** The Board of County Commissioners of Okaloosa County hereby amends the Section II G., LHAP RENTAL STRATEGIES, of the 2013-2016 LHAP to include the word "acquisition" in the Summary of the Strategy as shown below. The remainder of this strategy is unchanged by this amendment.

**G. LHAP RENTAL STRATEGIES**

**Name of the Strategy: Rehabilitation/New Construction**

**1. Summary of the Strategy:**

The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, acquisition, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.

**Section 2:** All provisions not in conflict with this amendment remain in full force and effect, and are to be performed at the level specified in the LHAP.

**Section 3:** The Chairman of the Board of County Commissioners 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 4: This resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED THIS 3rd Day of March, 2015.

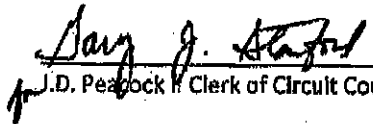
By



Nathan D. Boyles, Chairman; Board of  
County Commissioners



ATTEST:

  
J.D. Peabock, Clerk of Circuit Court



**NAME OF LOCAL GOVERNMENT:**

**Okaloosa County and City of Fort Walton Beach**

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

**FISCAL YEARS COVERED**

**2013/2014**

**2014/2015**

**2015/2016**

**Prepared by: Okaloosa Community Development Corporation**



## SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

I. **PROGRAM DESCRIPTION** Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.

A. **Name of the participating local government and Inter-local If Applicable:**  
*Section 420.9072(5), F.S.*

Okaloosa County/City of Fort Walton Beach

Inter local : Yes  No  Pending

Name of participating local government(s) in the Inter-local Agreement;

Okaloosa County/City of Fort Walton Beach

A copy of the Inter-local Agreement will follow.

B. **Purpose of the program:** Section 420.9072, F.S. & Chapter 67-37.005(3), F.A.C.  
Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate-income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. **Fiscal years covered by the Plan:** *Chapter 67-37.002, F.A.C.*

2013/2014  
 2014/2015  
 2015/2016

D. **Governance:** *Chapter 67-37.005(3) and (5)(i) F.A.C. and Section 420.9071(14) F.S.*  
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.  
The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. **Local Housing Partnership** *Section 420.9072(1)(a), F.S.*  
SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. **Leveraging:** *Chapter 67-37.007(1)(b)(c), F.A.C. and Section 420.9075(1)(a) and (1)(b3, and (1)(c), F.S.*

The Plans are 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:** *Chapter 67-37.005(3), F.A.C.*

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 Chapter 67-37.005(6) (a), F.A.C.**  
The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. Discrimination: Section 420.9075(3)(c), F.S.**  
In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.
- J. Support Services and Counseling: Chapter 67-37.005(5)(g), F.A.C.**  
Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation
- K. Purchase Price Limits: Section 420.9075(4)(c), F.S. and Chapter 67-37.007(6) F.A.C.**  
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 (Okaloosa County 2011 90% Average purchase price \$284,810.40). Such an average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used by Okaloosa County is:  
 Bond Study Numbers provided by Florida Housing Finance Corporation  
 Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers

The purchase price limits shall run concurrently with those set annually by the State:

Okaloosa County \$ 284,810.40

- L. Income Limits, Rent Limits and Affordability:**  
*Chapter 67-37.005(5)(e), F.A.C. and Section 420.9071(2), F.S.*  
 The Income and Rent Limits used in the SHIP Program are updated from the Housing Finance Corporation. 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 (19), (20) and (28), 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.

**M. Welfare Transition Program: Chapter 67-37.005(6)(b)(7)F.A.C.**  
Should an eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program and Workforce Development Initiatives programs will be given preference in the selection process.

**N. Monitoring and First Right of Refusal: Section 420.9075(3)(e) and (4) (f), F.S.**  
In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 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.

**O. Administrative Budget: Chapter 67-37.005(6)(f)3, F.A.C..**  
There is currently no administrative budget due to no funding.

The Okaloosa County/City of Fort Walton Beach finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

**P. Program Administration:**  
Okaloosa County BCC will provide the Request for Proposal based on SHIP program guidelines, and select the most qualified organization to provide services, according to Okaloosa County Procurement requirements.

**Q. Essential Service Personnel: Section 420.9075 (3) (a0)**

Essential Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or

county government, medical and health services and public safety, in accordance with Rule Chapter 67-37.002(8), F.A.C. and Chapter 67-37.005(8) F.A.C. Chapter 67-37.005(5), F.A.C.

**R. Green / Innovative Design: Section 420.90755 (3)(d) F.S.:**

The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, low-flow plumbing fixtures, as appropriate and Energy Star rated appliances where applicable and with homeowners' acceptance, metal roofing is installed. Metal roofing contributes to increased energy efficiency, longer life and is less susceptible to hurricane wind damage.

**II. LHAP HOUSING STRATEGIES:**

**A. Name of the Strategy: Purchase Assistance with or without Rehabilitation**

**1. Summary of the Strategy:**

SHIP funds will be made available to support down payment, closing costs, gap financing, and substantial rehabilitation of existing or newly constructed affordable housing units on a one-time basis to income eligible homebuyers. However, each homebuyer shall only receive the minimum level of assistance required to enable the purchase, based on the Lender's Underwriting staff, and necessary repair of an existing or newly constructed home.

**2. Fiscal Years Covered:**

2013/2014; 2014/2015; 2015/2016

**3. Income Categories to be served:**

Those individuals or households who are at or below 80% of the median income. Beneficiaries must complete a Home Buyer Counseling class provided by Consumer Credit Counseling Services, Inc. or other HUD certified Credit Counseling service prior to receiving funds. Eligible Moderate Income applicants will be considered only if there are no eligible buyers in the Very Low Income and Low Income categories.

**4. Maximum award: \$30,000**

**5. Terms, Recapture and Default:**

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no more than \$100.00 cash in hand to the homeowner.

**6. Recipient Selection Criteria:**

Assistance will be provided on a first-come, first qualified, first served basis for an applicant who receives a first mortgage commitment from a lender. Section 420.9075(3)(c) Florida Statute, state that it is unlawful to

discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**B. Name of the Strategy: Rehabilitation**

1. Summary of the Strategy:

The intent of this strategy is to complete substantial rehabilitation of substandard, homeowner occupied housing. The maximum per unit cost for rehabilitation cannot exceed \$50,000, and is fully forgivable.

Green strategy: The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation and other green features will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, low-flow plumbing fixtures, as appropriate and Energy Star rated appliances where applicable and with homeowners' acceptance, metal roofing. Metal roofing contributes to increased energy efficiency, longer life and is less susceptible to hurricane wind damage.

Fiscal Years Covered:  
2013/2014; 2014/2015; 2015/2016

2. Income Categories to be served:

The targeted populations are those individuals or households who are at or below 80% of the median income.

3. Maximum award: \$50,000

4. Terms, Recapture and Default:

The Ship note has no monthly payments, at 0% interest and is secured by a recorded mortgage and promissory note that is forgiven at the end of 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

\$ 1.00 - \$50,000 = 5 Years @ 1/5 PER YEAR

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no cash in hand to the homeowner.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9076(3)(c) Florida Statute, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**C. Name of the Strategy: Reconstruction or New Construction for Eligible Homeowners**

**1. Summary of the Strategy:**

SHIP funds will be made available for the demolition of mobile homes and homes, which are determined to be deteriorated beyond repair for the reconstruction of homes on the property of the eligible homeowner. Reconstructed homes will include Energy Star rated appliances, compact fluorescent light bulbs, energy efficiency rated HVAC units, and added insulation. Selected units will be determined based on feasibility analysis. The maximum allowable SHIP cost is up to \$150,000. If applicant is eligible for a first mortgage on the reconstruction project, the Okaloosa CDC will pay the difference between the amount of the first mortgage and the cost of the new reconstruction.

**2. Fiscal Years Covered:**

2013/2014; 2014/2015; 2015/2016

**3. Income Categories to be served:**

Those individuals or households who are within 80% of the median income or less.

**4. Maximum award is noted on the Housing Delivery Goals Charts: \$150,000**

**5. Terms, Recapture and Default:**

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The note has a term of 20 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

Loans will be forgiven in percentages at the following rates:

20 Year loan.....5% forgiven per year on the loan anniversary date.

There is a term of 20 years, unless the property is sold, transferred or rented, in which case the balance of the loan becomes due and payable in full, with the following exceptions:

a..In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

b.If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules (whichever is more restrictive) will apply to eligible recipients and property.

**6. Recipient Selection Criteria:**

Assistance will be on a first-come, first qualified, first-served, basis for

those whose income is 80% or less of the median income. Section 420.9075(3)(c) Florida Statute, states that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**D. Name of the Strategy: Disaster Assistance**

**1. Summary of the Strategy:**

SHIP funds may be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide emergency repairs and rental assistance funds to homes owned by SHIP very low and low income families in the aftermath of a Federal or state declared disaster by Executive Order to address emergency housing repair needs. Generally, such needs shall include, but not be limited to: purchase of emergency supplies for eligible homeowners to weatherproof damaged homes; interim repairs to avoid further damage to the homes of eligible families; tree and debris removal required to make individual housing units habitable by an eligible family; and post-disaster assistance for uninsured repairs to homes owned by low and very low income families. Additionally, in those cases where eligible families cannot live in their damaged homes, deposits and 1<sup>st</sup> and last month's rents will be provided not to exceed \$3,500 per unit. This optional strategy will be implemented only in the event of a "declared disaster" that directly impacts the area. The maximum amount of SHIP funds to be utilized through this strategy is \$50,000 in repairs per unit and \$3,500 per family for rental assistance.

**2. Fiscal Years Covered:**

2013/2014; 2014/2015; 2015/2016

**3. Income Categories to be served:**

Those individuals or households at or below 80% of the median income or less. The maximum SHIP cost per unit is \$50,000. Section 420.9075(3)(c) Florida Statute, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program. This is a one-time assistance program.

**4. Maximum award is noted on the Housing Delivery Goals Charts:**

\$50,000 per unit for rehabilitation  
\$ 3,500 per unit for rental assistance; if required

**5. Terms, Recapture and Default:**

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The mortgage and note have a maximum term of 6 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years

of commitment:

\$1.00 - \$50,000 = 5 years for unit repair

Loans will be forgiven in percentages at the following rates:

5 year loan-20% forgiven per year on the loan anniversary date.

There is a term of 5 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exception:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.

If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules will apply to eligible recipients and property.

Rental Assistance funds, not to exceed \$3,500 will be granted to income eligible recipients.

**6. Recipient Selection Criteria:**

Assistance will be provided on a first come, first qualified, first served basis following the declaration of a disaster. The strategy will be advertised upon declaration of the area as a "declared disaster" area. In the event the strategy is not implemented during a given SHIP Program year, any funding reserved for the Strategy will be reallocated to one or more of the approved SHIP strategies by SHIP budget transfer notification to the Housing Finance Agency.

**E. Name of the Strategy: Infill- Housing / Land and/or House Acquisition/Rehabilitation/Resale**

**1. Summary of the Strategy:**

The intent of this strategy is threefold:

- a.) To allow the Okaloosa CDC the capability to purchase the property, rehabilitate and resell it using HUD definition of "Affordability" within 12 months of purchase to low and very low income eligible customers.
- b.) To purchase property in target neighborhoods needing revitalization and to provide infill housing via new construction within 24 months of purchase.
- c.) To allow the Okaloosa Community Development Corp to purchase land to develop home sites within 36 months of purchase. This is not a land banking strategy, but instead a new construction strategy that complies with the SHIP expenditure deadline.

**2. Fiscal Years Covered:**

2013/2014; 2014/2015; 2015/2016

**3. Income Categories to be served:**

The targeted populations are those individuals or households who are at 80% of the median income or less.



Maximum award is noted on the Housing Delivery Goals Charts:  
\$100,000

4. Terms, Recapture and Default:

Applicants purchasing these properties will be allowed to participate in the SHIP Down Payment/Closing Cost Program

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. . The upfront SHIP investment from this strategy will be recaptured in full.

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no more than \$100.00 cash in hand to the homeowner.

**MAXIMUM AMOUNTS:**

Single Family Home                                        \$100,000

**Recipient Qualifications:**

Costs funded by the SHIP Program for homes purchased by SHIP recipients will require a Deferred Payment Loan (DPL) secured by a mortgage and promissory note. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

There is a term of 15 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

If HOME monies are leveraged with SHIP monies for reconstruction, HOME rules will apply to eligible recipients and property.

5. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**F. Name of the Strategy: Foreclosure Prevention / Intervention Strategy**

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible low and very low income homeowners to become current on their mortgage payments. Eligible expenses will include delinquent mortgage payments, attorney's fees, recording fees, and late fees. The maximum grant amount is \$5,000.

2. Fiscal Years Covered:

*2013/2014; 2014/2015; 2015/2016*

3. Income Categories to be Served:

Those individuals or households who are at or below 80 % of median income. Assistance will be provided on a first-come, first qualified, first-served basis.

4. Maximum Award: \$5,000

5. Terms, Recapture and Default:

Assistance will be available in the form of a grant with no repayment Required.

6. Recipient Selection Criteria:

Homeowners must be delinquent at least 30 days with either a letter from the mortgagor-notifying applicant of delinquency and/or intent to foreclose. In addition, the default must have been caused by circumstances beyond the control of the applicant, such as -death of spouse, unforeseen medical expenses, divorce, or unemployment-and there must be a reasonable prospect that the applicant will be able to resume full mortgage payments to the primary lender, based on an income certification to determine Affordability. This program may only be used once by an eligible homeowner.

**G. IHAP RENTAL STRATEGIES**

**Name of the Strategy: Rehabilitation/New Construction**

1. Summary of the Strategy:

The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, acquisition, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.

2. Fiscal Years Covered:

*2013/2014; 2014/2015; 2015/2016*

2. Income Categories to be served:

Families occupying rental units rehabilitated or developed through this activity must have incomes below 80% of the median income or in the case of a development receiving tax credits; they must adhere to state required percentages.

4. Sponsor Selection Criteria:

Selection criteria shall include the following, as applicable:

SELECTION CRITERIA	MAXIMUM POINTS
1) Provide the organization's mission statement or bylaws which must document the organization's intent to provide affordable rental housing	10 pts.
2) Amount of community related activity the organization has in Okaloosa County.	5 pts.
3) Experience in the development of affordable rental housing as well as any previous experience with the FHFC rental development.	20 pts.
4) The financial stability of the organization / corporation.	15pts.
5) Ability to complete projects in a timely manner with target dates for Project commitment and completion if selected.	10 pts.
6) Demonstrate site control.	15pts.
7) Demonstrate that other necessary funds and financing are committed with a ratio of private funds to public funds included.	15pts.
8) Document the SHIP cost per unit as well as the total aggregate cost per unit from all funding sources.	20pts.
9) Document that the infrastructure is in place or is available and project conforms to County and/or City development goals.	10pts
10) Document support services provided.	20pts.
11) Document the affordability of the proposed units to be constructed or rehabilitated (please include rental rates).	20pts.
12) Is the sponsor designated as a private for profit entity or a non-profit Organization.	10 pts.
13) Is the project located in an area targeted by the OCDC, City of Fort Walton Beach, or Okaloosa County, or is it located in a Community Redevelopment Area or Enterprise Zone?	10pts.
14) Demonstrate that you will employ personnel from the Welfare Transition Program and Workforce Development Initiatives Programs.	10pts.
15) Form of SHIP Assistance requested, i.e., deferred payment loan or low interest loan.	10pts.

#### 5. Terms, Recapture and Default:

The SHIP note will be at 0% for non-profit firms and a low interest loan not to exceed 3%, will be used for for-profit firms, with no monthly payments, and is due and payable upon sale, transfer or rental of subject property. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

##### Limits:

New Construction:	\$60,000/Unit
Existing	\$40,000/Unit

##### SHIP Leveraging Resources:

- Private Mortgage Lenders
- Florida Housing Finance Corporation (FHFC)

#### 6. Recipient Selection Criteria

All applicants that meet the selection criteria will be served on a first come-first qualified- first served bases and must be approved by vote of the Board of Directors of the Okaloosa Community Development Corporation.

NOTE: All applicants must be registered and have ability to obtain permits in Okaloosa County, and have current license to operate its business within Okaloosa County. SHIP applicants must agree to comply with all SHIP program guidelines by contract, certify that it will not discriminate on the basis of race, creed, color, marital status, religion, age, sex, familial status, national origin, or handicap, and certify that all SHIP assisted individuals or households qualify as very low or low income under the current Florida Housing Finance Corporation income limits. Rental housing constructed or rehabilitated using SHIP funds must provide the minimum set aside of units for eligible persons for at least (15) years or the term of assistance, whichever is longer. Throughout the terms of assistance, the Okaloosa Community Development Corporation will be monitoring the Rental Housing to ensure guidelines are being met. The staff or 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 the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. Rental housing offered for sale prior to the end of this period must be subject to a first right of refusal for purchase at the current market value by eligible non-profit organizations who would provide continued occupancy by eligible persons.

### H. SPECIAL NEEDS HOUSING STRATEGY

#### 1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to qualified not-for-profit organizations applying for funds to acquire, develop and/or rehabilitate affordable housing for very - low to low income special needs populations. Persons who have special housing needs are defined in Chapter 67-37.002 (21), F.A.C. Such persons included: those who have encountered resistance to their residing in particular communities; suffered increased housing costs resulting from their unique needs and high risk of institutionalization; persons with developmental disabilities; persons with mental illness or chemical dependency; persons with Acquired Immune Deficiency Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaways and

abandoned youth; public assistance recipients; migrant and seasonal farm workers; refugees and entrants; the elderly; and disabled adults. The not-for-profit/for profit organizations selected for award of funding will utilize a first come, first served tenant selection process.

2. Fiscal Years Covered:

2013/2014; 2014/2015; 2015/2016

3. Income and eligibility requirements:

Eligible persons include those whose income do not exceed 80% of median income

Eligible activities include acquisition, reconstruction, moderate or substantial rehabilitation, site improvements, conversion, and/or new construction of units.

None of the funds may be used for administrative support, staff, administrative materials, and or any other cost associated with administration.

Allowable SHIP expenses under this strategy are: construction materials and labor, permits, payment of impact and capacity fees, lender fees, and infrastructure expenses typically paid by the developer, appraisals, soft costs such as engineering fees, architectural and related fees, environmental studies, financing costs, and legal fees.

4. Applicant Criteria

The applicant must have experienced staff that have successfully completed similar projects, or experienced consultants.

Applicant will conjoin housing with appropriate services, enabling special needs individuals to achieve independent living appropriate to their level of ability.

Rental housing offered for sale prior to the end of this period will be required to offer a right of first refusal for purchase at the current market value by eligible non-profit organizations that would provide continued occupancy by eligible persons.

5. Terms, Recapture and Default:

The SHIP note will be 0% for non-profit organizations only whose application fit criteria for Special Needs and is to be approved by the Board of Directors. No payments will be required. Based on the Board of Directors approval the loan will be secured by mortgage and note, with a term of 15 years. If at anytime the originally intended use of the special needs housing changes, the funds utilized from SHIP must be repaid in full.

Limits:

New Construction	\$50,000/Unit
Existing	\$40,000/Unit

IV. LHAP INCENTIVE STRATEGIES

Section 420.9071(16), F.S.

- a. Incentive: The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects

Is expedited to a greater degree than other projects. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

As provided in Policy 1.4.4 of the Housing Element of the Okaloosa County Comprehensive Plan, the County provides a fast-track review process for development order and building permit applications for projects that provide affordable housing.

**City of Fort Walton Beach:**

It is the policy of the City's Development Services Division to expedite affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

- b. **Incentive:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

The County shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

**City of Fort Walton Beach**

The City shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

- c. **Incentive.** Establishment of a schedule for implementing the incentive strategies. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**City of Fort Walton Beach:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**IV. EXHIBITS:**

- A. **Administrative Budget, For Each Fiscal Year Covered in the Plan**  
Chapter 67-37.005, F.A.C.
- B. **Timeline For Each Fiscal Year Covered in the Plan: Chapter 67-37.005, F.A.C.**

- C. **Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: Chapter 87-37.005, F.A.C.**
- D. **Certification Page: Chapter 87-37.005(7), F.A.C. Signed Certification is attached.**
- E. **Resolution: Signed Resolution is attached.**
- F. **Program Information Sheet**
- G. **Ordinance**
- H. **Inter-local Agreement: Section 420.9072, F.S. Signed Inter-local Agreement will follow.**

Exhibit A  
Administrative Budget



ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A

LHAP 2013

Exhibit A

67-37.005(1), F.A.C.

Effective Date: 11/09

Okaloosa County

Estimated Allocation for Calculating:	\$	350,000.00	
Fiscal Year 2013 / 2014			
Salaries and Benefits	\$	31,500.00	
Office Supplies and Equipment	\$	2,000.00	
Travel Perdiem Workshops, etc	\$	1,000.00	
Advertising	\$	500.00	
Other	\$		
Total	\$	35,000.00	10%
Fiscal Year 2014 / 2015			
Estimated Allocation for Calculating:	\$	-	
Salaries and Benefits	\$	-	
Office Supplies and Equipment	\$	-	
Travel Perdiem Workshops, etc	\$	-	
Advertising	\$	-	
Other	\$	-	
Total	\$	-	0%
Fiscal Year 2015/2016			
Estimated Allocation for Calculating:	\$	-	
Salaries and Benefits			
Office Supplies and Equipment			
Travel Perdiem Workshops, etc			
Advertising			
Other	\$		
Total	\$	-	0%

Exhibit B  
Timeline

TIMETABLE FOR STATE FISCAL YEAR: 2013 / 2014

Name of Local Government: Okafoosa County

Activity	Year: 2013 / 2014												2014 / 2015												2015 / 2016											
	Month																																			
Advertise Availability of Funds		X	X																																	
Application Period (On-Going)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Start Program Year		X																																		
Annual Report			X											X											X									X		
Mid-Year Review/Adjustments					X																															
End-Year Review/Adjustments									X												X												X			
Encumbrance Deadline																					X															
Expenditure Deadline																																		X		
Final Program Review																																		X		

- Directions:** Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:
- 1) Advertise availability of funds and application period
  - 2) Encumbrance of funds (12 months following end of State Fiscal Year)
  - 3) Expenditure of funds (24 months following end of State Fiscal Year).
  - 4) Submit Annual Report to FHFC (September 15th)

LEAP BINDER B 2015  
 FORM B  
 67-37,005(1), F.A.C.  
 Effective Date: 11/99

TIMETABLE FOR STATE FISCAL YEAR: 2014 / 2015

Name of Local Government: Okaloosa County

Activity	Fiscal Year												
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Advertise Availability of Funds	X												
Application Period (On-going)	X	X	X	X	X	X	X	X	X	X	X	X	X
Start Programs Year	X												
Annual Report		X											
Mid-Year Review/Adjustments													
End-Year Review/Adjustments													
Encumbrance Deadline													
Expenditure Deadline													
Final Program Review													

**Directions:** Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period

TIMETABLE FOR STATE FISCAL YEAR: 2015 / 2016

Name of Local Government: Okaloosa County

Program Activities	Fiscal Year 2015												Fiscal Year 2016											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advertise Availability of Funds																								
Application Period (On-Going)																								
Start Program Year																								
Annual Report																								
Mid-Year Evaluation/Adjustments																								
End-Year Evaluation/Adjustments																								
Encumbrance Deadline																								
Expenditure Deadline																								
Fiscal Program Review																								

**Directions:** Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period

Exhibit C  
Housing Delivery Goals Charts



# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2014 / 2015

Please check applicable box

New Plan:    
 Amendment:    
 Fiscal Yr. Closeout: 2017/2019

Name of Local Government: Okaloosa County Estimated Funds: \$350,000.00

Strategy #	HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
	Purchase Assistance	1	\$30,000	1	\$20,000	1	\$10,000	\$0.00		\$60,000.00	\$60,000.00	17.14%	3
	Rehabilitation	3	\$50,000	1	\$50,000	1	\$50,000	\$0.00	\$250,000.00		\$250,000.00	71.43%	5
	Reconstruction or New Construction		\$150,000		\$150,000		\$150,000	\$0.00			\$0.00	0.00%	0
	Disaster Assistance		\$53,500		\$53,500		\$53,500	\$0.00			\$0.00	0.00%	0
	In-Fill Housing / Land In/for House Acquisition/ Rehabilitation/Realty		\$100,000		\$100,000		\$100,000	\$0.00			\$0.00	0.00%	0
	Foreclosure Prevention	1	\$5,000	0	\$5,000	0	\$5,000	\$0.00		\$5,000.00	\$5,000.00	1.43%	1
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 1 (Home Ownership)</b>	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$315,000.00</b>	<b>90.00%</b>	<b>9</b>
	<b>RENTAL STRATEGIES</b>	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
	Rehabilitation / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Rehabilitation / Existing		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
	Special Needs Housing / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Special Needs Housing / Existing Construction		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 2 (Non-Home Ownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0</b>
	Administration Fees										\$35,000.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	<b>GRAND TOTAL</b>												
	Add Subtotal 1 & 2, plus all Admin. & HO Counseling	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$350,000.00</b>	<b>100.00%</b>	<b>9</b>
	Percentage Construction/Rehab	Calculate Constr/Rehab Percent, by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										71%	
	Maximum Allowable												
	Purchase Price:							New	\$284,810	Existing	\$284,810		
	Allocation Breakdown	Amount	%					Projected Program Income:	\$0.00	Max Amount Program Income For Admin:	\$0.00		
	Vary-Low Income	\$185,000.00	52.9%					Projected Recaptured Funds:	\$0.00				
	Low Income	\$70,000.00	20.0%					Distribution:	\$350,000.00				
	Moderate Income	\$60,000.00	17.1%					Total Available Funds:	\$350,000.00				
	<b>TOTAL</b>		<b>90.0%</b>										



**FLORIDA HOUSING FINANCE CORPORATION**

**HOUSING DELIVERY GOALS CHART**

**STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2015/2016**

Please check applicable box

New Plan:    
 Amendment:    
 Fiscal Yr. Closeout: 2018/2020

Name of Local Government: Okaloosa County Estimated Funds: \$350,000.00

Strategy # From Plan Text	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text)	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
	Purchase Assistance	1	\$30,000	1	\$20,000	1	\$10,000	\$0.00		\$60,000.00	\$60,000.00	17.14%	3
	Rehabilitation	3	\$50,000	1	\$50,000	1	\$50,000	\$0.00	\$250,000.00		\$250,000.00	71.43%	5
	Reconstruction or New Construction		\$150,000		\$150,000		\$150,000	\$0.00			\$0.00	0.00%	0
	Disaster Assistance		\$53,500		\$53,500		\$53,500	\$0.00			\$0.00	0.00%	0
	Infill Housing / Land and/or House Acquisition/ Rehabilitation/Restoration		\$100,000		\$100,000		\$100,000	\$0.00			\$0.00	0.00%	0
	Foreclosure Prevention	1	\$5,000	0	\$5,000	0	\$5,000	\$0.00		\$5,000.00	\$5,000.00	1.43%	1
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 1 (Home Ownership)</b>	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$315,000.00</b>	<b>90.00%</b>	<b>9</b>
	<b>RENTAL STRATEGIES</b>	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
	Rehabilitation / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Rehabilitation / Existing		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
	Special Needs Housing / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Special Needs Housing / Existing Construction		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 2 (Non-Home Ownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0</b>
	Administration Fees										\$35,000.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	<b>GRAND TOTAL</b>												
	Add Subtotal 1 & 2, plus all Admin. SHIP Counseling	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$350,000.00</b>	<b>100.00%</b>	<b>9</b>
	<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										<b>71%</b>	
	<b>Maximum Allowable Purchase Price:</b>							<b>New</b>	<b>\$284,810</b>	<b>Existing</b>	<b>\$284,810</b>		
	<b>Allocation Breakdown</b>	<b>Amount</b>	<b>%</b>			<b>Projected Program Income:</b>		<b>\$0.00</b>		<b>Max Amount Program Income For Admin:</b>		<b>\$0.00</b>	
	<b>Very-Low Income</b>	<b>\$185,000.00</b>	<b>52.9%</b>			<b>Projected Recaptured Funds:</b>		<b>\$0.00</b>					
	<b>Low Income</b>	<b>\$70,000.00</b>	<b>20.0%</b>			<b>Distribution:</b>		<b>\$350,000.00</b>					
	<b>Moderate Income</b>	<b>\$60,000.00</b>	<b>17.1%</b>			<b>Total Available Funds:</b>		<b>\$350,000.00</b>					
	<b>TOTAL</b>		<b>90.0%</b>										

Exhibit D  
Certification

Okaloosa County  
and  
City of Fort Walton Beach

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Okaloosa County

- (1) The local government will advertise the availability of SHIP funds, if available, pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for assistance.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if, at any time, the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments and Technical Revisions to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities as program income.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation by June 30 of each calendar year.

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



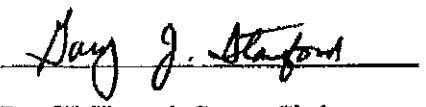


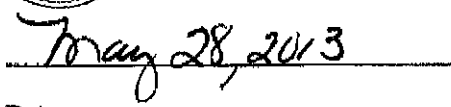
Witness \_\_\_\_\_  
Don R. Amunds, Chairman Board of County Commissioners  
BCC approval on May 21, 2013.

Witness \_\_\_\_\_

ATTEST:







Don W. Howard, County Clerk

Date

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: City of Fort Walton Beach, Okaloosa County, Florida

- (1) The local government will advertise the availability of SHIP funds, if available, pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for assistance.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if, at any time, the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments and Technical Revisions to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
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- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation by June 30 of each calendar year.

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

Rebecca Van Othen  
Witness

Mike Anderson  
Mike Anderson, Mayor Fort Walton Beach, FL

[Signature]  
Witness

ATTEST:

(SEAL)

Helen A. Spencer  
Helen Spencer, Clerk of Court  
City Clerk

May 14, 2013  
Date

## RESOLUTION 2013-13

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

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORT WALTON BEACH, FLORIDA THAT:**

**Section 1.** The State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Law, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

**Section 2.** 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

**Section 3.** The SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

**Section 4.** 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

**Section 5.** As required by Chapter 67-37.005(6)(f)3, F.A.C., 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 percent of program income deposited into the trust fund, except that small counties, as defined in f.s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

**Section 6.** The Okaloosa County Development Corporation has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

**Section 7.** The City Council finds that it is in the best interest of the public for the City of Fort Walton Beach to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

CERTIFIED A TRUE AND CORRECT COPY  
CITY OF FORT WALTON BEACH  
HELEN SPENCER, CITY CLERK  
BY: Helen A. Spencer  
DATE: 5-14-13

**RESOLUTION 2013-13**

**Section 8.** The City Council of Fort Walton Beach hereby approves the amended Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by sections 420.907-420-9079, Florida Statutes, for fiscal years 2010/2011, 2011/2012, 2012/2013.

**Section 9.** The Mayor is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the amended Local Housing Assistance Plan and interlocal agreement, and to do all things necessary and proper to carry out the terms and conditions of said program.

**Section 10.** This Resolution shall take effect immediately upon approval by the City Council.

  
\_\_\_\_\_  
Mike Anderson, Mayor

Attest:  
  
\_\_\_\_\_  
Helen Spencer, City Clerk

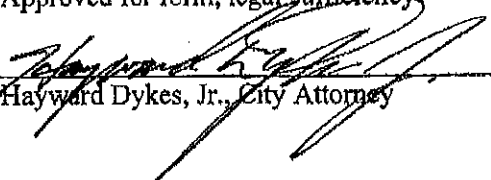
Approved for form, legal sufficiency,  
  
\_\_\_\_\_  
Hayward Dykes, Jr., City Attorney



Exhibit E  
Resolution

Okaloosa County  
and  
City of Fort Walton Beach

OKALOOSA COUNTY  
RESOLUTION #: 13-79

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

\*\*\*\*\*

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

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

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

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

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

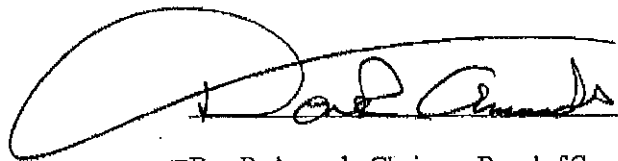
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA that:

Section 1: The Board of County Commissioners of Okaloosa 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 2013/2014, 2014/2015, and 2015/2016 \_\_\_\_\_.

Section 2: The Chairman of the board of County Commissioners, 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.

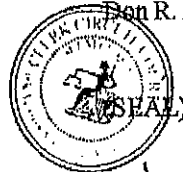
Section 3: This resolution shall take effect immediately upon its adoption.

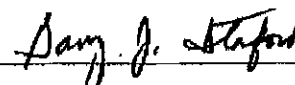
PASSED AND ADOPTED THIS 21st DAY OF May, 2013.

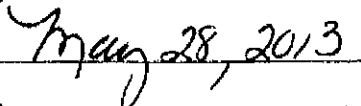
  
Don R. Amunds, Chairman Board of County Commissioners



ATTEST:



  
Don W. Howard, County Clerk

  
Date

RESOLUTION #: \_\_\_\_\_

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

\*\*\*\*\*

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

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

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

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

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the 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 City Commission finds that it is in the best interest of the public for Okaloosa 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 MAYOR FORT WALTON BEACH, OKALOOSA COUNTY, FLORIDA that:

Section 1: The Board of Mayor of Fort Walton Beach, Okaloosa 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 2013/2014, 2014/2015, and 2015/2016\_\_\_\_\_.

Section 2: The Mayor of Fort Walton Beach, 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 14th DAY OF May, 2013.

Deanne Van Olen  
Witness

Mike Anderson  
Mike Anderson, Mayor Fort Walton Beach

ATTEST:

(SEAL)

Helen A. Spencer

May 14, 2013

Helen Spencer, Clerk of Court  
City Clerk

Date

Exhibit F  
Program Information Sheet

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

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

<b>Local Government</b>	Okaloosa County
<b>Chief Elected Official</b>	Don R. Amunds
<b>Address</b>	1804 Lewis Turner Blvd., Suite 100, Fort Walton Beach, FL 32547
<b>SHIP Administrator</b>	Okaloosa Community Development Corp.
<b>Address</b>	204 Cloverdale Blvd, Fort Walton Beach, FL 32547
<b>Telephone</b>	850-863-1969
<b>EMAIL</b>	Okaloosacdc@embarqmail.com
<b>Alternate SHIP Contact</b>	Brenda Bailey
<b>Telephone</b>	850-651-7200 ext 4581
<b>EMAIL</b>	grants@clerkofcourts.cc
<b>Interlocal Agreement (list other local governments in interlocal)</b>	Okaloosa County City of Fort Walton Beach
<b>Local Government Employer Federal ID #</b>	59-6000765
<b>Disbursement (list bank account information if changed from previous)</b>	
<b>Other Information</b>	

Please attach this form as Exhibit F and submit along with your completed LHAP.

Exhibit G  
Ordinance

There have been no Ordinance changes.



Exhibit H  
Interlocal Agreement

**CONTRACT # C09-1696-CAO  
CITY OF FORT WALTON BEACH  
SHIP INTERLOCAL EXHIBIT H  
EXPIRES: INDEFINITE**

# INTERLOCAL AGREEMENT

## State Housing Initiatives Partnership Program

THIS INTERLOCAL AGREEMENT made and entered into this 21<sup>st</sup> day of May 2013, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

WHEREAS, the County and the City have legal authority to perform general government services within their respective jurisdiction; and

WHEREAS, THE County and the City are authorized by Florida Statutes Chapter 163.01 et seq., to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

WHEREAS, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference) created Section 4209072, et seq., Florida Statutes, (the "State Housing Initiatives Partnership Program" ("SHIP")), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

WHEREAS, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

WHEREAS, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

WHEREAS, the County and the City have determined that (SHIP) Program funds can be more effectively and efficiently utilized and managed through an Interlocal Agreement.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The County and the City do hereby agree that the (SHIP) Program funds are to be distributed to the County by Florida Housing Finance Corporation, as provided in 420.9073, Florida Statutes. Said funds shall be made available to the County's Housing Partner with a minimum of 20% of the funds being used within the City, unless qualified projects cannot be found. The County's Housing Partner for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

Instr # 2858684 BK: 3088 PG: 3607 Page 1 of 4  
Recorded 06/03/2013 at 10:19 PM  
RECORDING: \$19.50 RECORDING ARTICLE V: \$16.00

DEPUTY CLERK KSCHOEDRANT  
OON.W. HOWARD, CLERK OF COURTS, OKALOOSA COUNTY, FL

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.

3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.

4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by and managed by Okaloosa County. This account shall be known as the Okaloosa local Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the Corporation. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37 Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.

5. Provided this Interlocal Agreement remains effective between the County and the City, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.

6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.

7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rule 67-37, as amended, as each may be applicable to the SHIP Program.

8. If at any time during the term of this Interlocal Agreement, the County or the City which are the parties to this Interlocal Agreement, the County or City believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions of this interlocal Agreement prior to the commencement of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided

by law.

9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Florida Administrative Code 67-37.011.
11. For all purposes herein, the term "Interlocal Agreement" shall mean this Interlocal Agreement, and the provisions thereof.
12. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

IN WITNESS WHEREOF, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

**CITY OF FORT WALTON BEACH,**  
A Municipality Chartered in the  
of  
State of Florida

**OKALOOSA COUNTY,**  
A Political Subdivision of the State

Florida, by and Through its Board of  
County Commissioners

BY: Mike Anderson

Mike Anderson, Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
  
(850) 243-3141

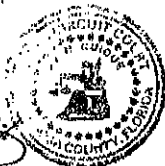
BY: Don R. Amunds

Don R. Amunds, Chairman  
1804 Lewis Turner Blvd.  
Fort Walton Beach, FL  
32547  
(850) 651-7105

CERTIFIED A TRUE  
AND CORRECT COPY

DON W. HOWARD  
CLERK CIRCUIT COURT

BY: Brenda K. ...  
DEPUTY CLERK



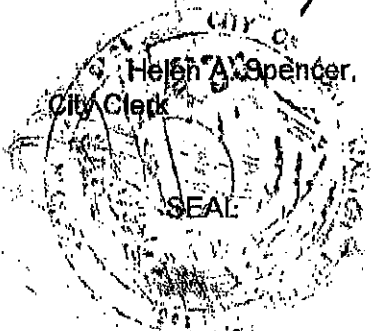
DATE: 6-11-13

BCC Approved: May 21, 2013

ATTEST:

BY: Helen A. Spencer

Helen A. Spencer,  
City Clerk



Date: May 14, 2013

BY: Don W. Howard

Don W. Howard,  
Clerk of Circuit Court,  
Okaloosa County, FL



Date: May 28, 2013

RESOLUTION NO. 15- 63

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA AMENDING SECTION II F. 1 OF THE 2010-2013 LOCAL HOUSING ASSISTANCE PLAN; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

Recitals

**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**, on July 19, 2011, the Board of County Commissioners adopted Resolution 11-95 adopting the 2010-2013 Local Housing Assistance Plan, as amended, for the provision of affordable housing as required by Chapter 420, Florida Statutes and Rule 67-37 of the Florida Administrative Code;

**WHEREAS**, Section II F. 1 of the 2010-2013 LHAP establishes the strategies to be applied to rental housing, including the new construction and rehabilitation of rental housing, but not acquisition of existing homes for rehabilitation and rental; and

**WHEREAS**, the County's SHIP contractor, the Okaloosa Community Development Corporation (CDC) has found that it used funds allocated under Section II F. 1 to help acquire existing dwelling units for rehabilitation and rental; and

**WHEREAS**, in order to ensure that the CDC's expenditure of SHIP funds clearly reflects the

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**CONTRACT # C09-1696-CAO  
CITY OF FORT WALTON BEACH  
SHIP INTERLOCAL EXHIBIT H  
EXPIRES: INDEFINITE**

strategies provided in the LHAP, it is necessary to revise the LHAP to authorize the use of such funds for the "acquisition" of rental units.

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

**Section 1:** The Board of County Commissioners of Okaloosa County hereby amends the Section II F., LHAP RENTAL STRATEGIES, of the 2010-2013 LHAP to include the word "acquisition" in the Summary of the Strategy as shown below. The remainder of this strategy is unchanged by this amendment.

**F. LHAP RENTAL STRATEGIES**

**Name of the Strategy: Rehabilitation/New Construction**

**1. Summary of the Strategy:**

The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, acquisition, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.

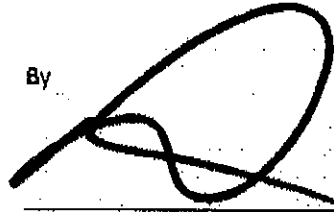
**Section 2:** All provisions not in conflict with this amendment remain in full force and effect, and are to be performed at the level specified in the LHAP.

**Section 3:** The Chairman of the Board of County Commissioners is hereby 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 4: This resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED THIS 3rd Day of March, 2015.

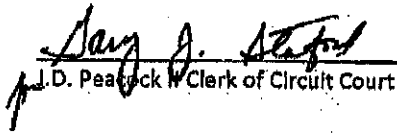
By



Nathan D. Boyles, Chairman; Board  
County Commissioners



ATTEST:

  
J.D. Peacock, Clerk of Circuit Court





**NAME OF LOCAL GOVERNMENT**

**Okaloosa County and City of Fort Walton Beach**

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

**FISCAL YEARS COVERED**

**2010/2011, 2011/2012 AND 2012/2013**

**Prepared by:**

**Okaloosa Community Development Corporation**

Rev: 03/2015

I. PROGRAM DESCRIPTION Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.

A. Name of the participating local government and Inter-local if Applicable:  
Section 420.9072(5), F.S.

Okaloosa County/City of Fort Walton Beach

Inter local : Yes  No

Name of participating local government(s) in the Inter-local Agreement;

Okaloosa County/City of Fort Walton Beach

A copy of the Inter-local Agreement is attached as Exhibit C.

F.A.C. B. Purpose of the program: Section 420.9072, F.S. and Chapter 67-37.005(3),

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate-income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: Chapter 67-37.002, F.A.C.

2010/2011  
 2011/2012  
 2012/2013

D. Governance: Chapter 67-37.005(3) and (5)(i) F.A.C. and Section 420.9071(14) F.S.  
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.  
The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. Local Housing Partnership Section 420.9072(1)(a), F.S.  
SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging: Chapter 67-37.007(1)(b)(c), F.A.C. and Section 420.9075(1)(a) and (1)(b3, and (1)(c), F.S.

The Plans are 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: Chapter 67-37.005(3), F.A.C.

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 Chapter 67-37.005(6) (a), F.A.C.**  
The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. **Discrimination: Section 420.9075(3)(c), F.S.**  
In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.
- J. **Support Services and Counseling: Chapter 67-37.005(5)(g), F.A.C.**  
Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation
- K. **Purchase Price Limits: Section 420.9075(4)(c), F.S. and Chapter 67-37.007(8) F.A.C.**  
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 an average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used by Okaloosa County (local government) is:  
 Bond Study Numbers provided by Florida Housing Finance Corporation  
 Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers

The purchase price limits shall run concurrently with those set annually by the State:

New Homes:	\$281,137.50
Existing Homes:	\$281,137.50

- L. **Income Limits, Rent Limits and Affordability:**  
*Chapter 67-37.005(5)(e), F.A.C. and Section 420.9071(2), F.S.*  
The Income and Rent Limits used in the SHIP Program are updated from the Housing Finance Corporation. 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 (19), (20) and (28), 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.

**M. Welfare Transition Program: Chapter 87-37.005(6)(b)(7)F.A.C.**  
Should an eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program and Workforce Development Initiatives programs will be given preference in the selection process.

**N. Monitoring and First Right of Refusal: Section 420.9075(3)(e) and (4) (f), F.S.**  
In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

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

**O. Administrative Budget: Chapter 87-37.005(6)(f)3, F.A.C.**  
There is currently no administrative budget due to no funding.

The Okaloosa County/City of Fort Walton Beach finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

**P. Green / Innovative Design: Section 420.9075 (3)(d) F.S.:**  
The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, low-flow plumbing fixtures, as appropriate and Energy Star rated appliances where applicable and with homeowners' acceptance, metal roofing is installed. Metal roofing contributes to increased energy efficiency, longer life and less susceptible to hurricane wind damage.

**Q. Essential Service Personnel: Section 420.9075 (3) (a0)**

Essential Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services and public safety. In accordance with Rule Chapter 67-37.002(8), F.A.C. and Chapter 67-37.005(8) F.A.C.

**ii. LHAP HOUSING STRATEGIES: Chapter 67-37.005(5), F.A.C.**

**A. Name of the Strategy: Purchase Assistance**

**1. Summary of the Strategy:**

Ship funds will be made available to support down payment, closing costs, gap financing, and substantial rehabilitation for the purchase of existing or newly constructed affordable housing units on a one-time basis to income eligible homebuyers. However, each homebuyer shall only receive the minimum level of assistance required to enable the purchase and necessary repair of an existing or newly constructed home utilizing gap financing when necessary.

The projected average SHIP cost per unit is a maximum of \$60,000.

**2. Fiscal Years Covered:**

2010/2011; 2011/2012; 2012/2013

**3. Income Categories to be served:**

Those individuals or households who are within 80% of the median income or less. Beneficiaries must complete a Home Buyer Counseling class prior to receiving funds. Eligible Moderate Income applicants will be considered only if there are non-eligible buyers in the Very Low Income and Low Income categories.

**4. Maximum award is noted on the Housing Delivery Goals Charts: \$60,000**

**5. Terms, Recapture and Default:**

Deferred Payment Loan (DPL) to the homeowner secured by a promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property. The loan is due and payable upon sale, transfer or rental of subject property.

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a significant decrease of their mortgage payment or term of the loan. There is the stipulation of no cash in hand to the homeowner.

**6. Recipient Selection Criteria:**

Assistance will be provided on a first-come, first qualified, first served basis, for an applicant who receives a first mortgage commitment from a lender. Section 420.9075(3)(c) Florida Statute, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of

contracts or assistance under the SHIP Program.

**B. Name of the Strategy: Rehabilitation**

1. Summary of the Strategy:

The intent of this strategy is to complete substantial rehabilitation of substandard, homeowner occupied housing. The maximum per unit cost for rehabilitation cannot exceed \$50,000, and is fully forgivable.

Green strategy: The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation and other green features will be incorporated into all substantial rehabilitation projects, as noted in subsection P., page 4. Fiscal Years Covered: 2010/2011; 2011/2012; 2012/2013

2. Income Categories to be served:

The targeted populations are those individuals or households who are at 80% of the median income or less.

4. Maximum award is noted on the Housing Delivery Goals Charts \$50,000

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL's) at 0% interest with no monthly payments secured by a recorded mortgage and promissory note that is forgiven at the end of 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

\$ 1.00 - \$50,000 = 5 Years @ 1/5 PER YEAR

Requests for subordination in the event of homeowner refinancing will be reviewed on a and granted only when the refinancing will result in a significant decrease of their mortgage payment, There is the stipulation of no cash in hand to the homeowner.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statute, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**C. Name of the Strategy: Disaster Assistance**

1. Summary of the Strategy:

SHIP funds may be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide emergency repairs and rental assistance funds to homes owned by SHIP very low and low income families in the

aftermath of a Federal, state or locally "declared natural disaster" to address emergency housing repair needs. Generally, such needs shall include, but not be limited to: purchase of emergency supplies for eligible homeowners to weatherproof damaged homes; interim repairs to avoid further damage to the homes of eligible families; tree and debris removal required to make individual housing units habitable by an eligible family; and post-disaster assistance with non-insured repairs to homes owned by low and very low income families. Additionally, in those cases where eligible families cannot live in their damaged homes, deposits and 1<sup>st</sup> and last months rents will be provided not to exceed \$3,500 per family. This optional strategy will be implemented only in the event of a "declared natural disaster" that directly impacts the area. The maximum amount of SHIP funds to be utilized through this strategy is \$50,000 in repairs per unit and \$3,500 per family for rental assistance unit.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income Categories to be served:

Those individuals or households who are who are at 80% of the median income or less. The maximum SHIP cost per unit is \$50,000. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program. This is a one-time assistance program.

4. Maximum award is noted on the Housing Delivery Goals Charts:

\$50,000 per unit for rehabilitation  
\$ 3,500 per family for rental assistance

5. Terms, Recapture and Default:

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The note has a maximum term of 5 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

\$1.00 - \$50,000 = 5 years for unit repair

Loans will be forgiven in percentages at the following rates:

5 year loan.....20 % forgiven per year on the loan anniversary date.

There is a maximum term of 5 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

**Recipient Qualifications:**

Costs funded by the SHIP Program for homes purchased by SHIP recipients will require a Deferred Payment Loan (DPL) secured by a mortgage and promissory note. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

There is a maximum term of 15 years, unless the property is sold transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 15 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

If HOME monies are leveraged with SHIP monies for reconstruction, HOME rules will apply to eligible recipients and property.

5. **Recipient Selection Criteria:**

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement of the availability of SHIP resources for eligible homeowners who are at no more than 120% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**E. Name of the Strategy: Foreclosure Prevention/Intervention Strategy**

1. **Summary of the Strategy:**

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible low and very low income homeowner's to become current on their mortgage payments. Eligible expenses will include delinquent mortgage payments, attorney's fees, recording fees, and late fees. The maximum grant amount is \$5,000.

2. **Fiscal Years Covered:**

2010/2011; 2011/2012; 2012/2013

3. **Income Categories to be Served:**

Those individuals or households who are at or below 80 % of median income. Assistance will be provided on a first-come, first qualified, first-served basis.

4. **Maximum Award Is noted on the Housing Delivery Goals Charts: \$5,000**

5. **Terms, Recapture and Default:**

Assistance will be available in the form of a grant with no repayment Required.



6. Recipient Selection Criteria:

Homeowner's must be delinquent at least 30 days with either a letter from the mortgagor-notifying applicant of delinquency and/or intent to foreclosure. In addition, the default must have been caused by circumstances beyond the control of the applicant, such as -death of spouse, unforeseen medical expenses, divorce, or unemployment-and there must be a reasonable prospect that the applicant will be able to resume full mortgage payments to the primary lender. This program may only be used once by an eligible homeowner.

F. LHAP RENTAL STRATEGIES Name of the Strategy: Rehabilitation/New Construction

1. Summary of the Strategy:

The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, acquisition, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income Categories to be served: .

Families occupying rental units rehabilitated or developed through this activity must have incomes below 80% of the median income or in the case of a development receiving tax credits; they must adhere to state required percentages.

4. Sponsor Selection Criteria:

Selection criteria shall include the following, as applicable:

SELECTION CRITERIA	MAXIMUM POINTS
1) Provide the organization's mission statement or bylaws which must document the organization's intent to provide affordable rental housing	10 pts.
2) Amount of community related activity the organization has in Okaloosa County.	5 pts.
3) Experience in the development of affordable rental housing as well as any previous experience with the FHFC rental development.	20 pts.
4) The financial stability of the organization / corporation.	15pts.
5) Ability to complete projects in a timely manner with target dates for Project commitment and completion if selected.	10 pts.
6) Demonstrate site control.	15pts.
7) Demonstrate that other necessary funds and financing are committed with a ratio of private funds to public funds included.	15pts.
8) Document the SHIP cost per unit as well as the total aggregate cost per unit from all funding sources.	20pts.
9) Document that the infrastructure is in place or is available and project conforms to County and/or City development goals.	10pts
10) Document support services provided.	20pts.
11) Document the affordability of the proposed units to be constructed or rehabilitated (please include rental rates).	20pts .

- |   |         |
|---|---------|
| 12) Is the sponsor designated as a private for profit entity or a non-profit Organization.  | 10 pts. |
| 13) Is the project located in an area targeted by the OCDC, City of Fort Walton Beach, or Okaloosa County, or is it located in a Community Redevelopment Area or Enterprise Zone? | 10pts.  |
| 14) Demonstrate that you will employ personnel from the Welfare Transition Program and Workforce Development Initiatives Programs.  | 10pts.  |
| 15) Form of SHIP Assistance requested, i.e., deferred payment loan or low interest loan.  | 10pts.  |
| 16) The ability to provide housing with appropriate supportive services, enabling special needs individuals to achieve appropriate independent living.                            |         |

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL)'s will be used at 0% for non-profit firms and a low interest loan not to exceed 3%, will be used for for-profit firms. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

Limits:

New Construction:	\$50,000/Unit
Existing	\$40,000/Unit

SHIP Leveraging Resources:

- Private Mortgage Lenders
- Florida Housing Finance Corporation (FHFC)

6. Recipient Selection Criteria

All applicants that meet the selection criteria will be served on a first come-first qualified- first served bases and must be approved by vote of the Board of Directors of the Okaloosa Community Development Corporation.

NOTE: All applicants must be registered and have ability to obtain permits in Okaloosa County, and have current license to operate its business within Okaloosa County. SHIP applicants must agree to comply with all SHIP program guidelines by contract, certify that it will not discriminate on the basis of race, creed, color, marital status, religion, age, sex, familial status, national origin, or handicap, and certify that all SHIP assisted individuals or households qualify as very low or low income under the Florida Housing Finance Corporation income limits. Rental housing constructed or rehabilitated using SHIP funds must provide the minimum set aside of units for eligible persons for at least (15) years or the term of assistance, whichever is longer. Throughout the terms of assistance, the Okaloosa Community Development Corporation will be monitoring the Rental Housing to ensure guidelines are being met. The staff or 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 the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. Rental housing offered for sale prior to the end of this period must be subject to a first right of refusal for purchase at the current market value by eligible non-profit organizations who would provide continued occupancy by eligible persons.

**G. SPECIAL NEEDS HOUSING STRATEGY**

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to qualified not-for-profit organizations applying for funds to acquire, develop and/rehabilitate affordable housing for very - low to low income special needs populations. Persons who have special housing needs are defined in Chapter 67-37.002 (21), F.A.C. The not-for-profit/for profit organizations selected for award of funding will utilize a first come, first served tenant selection process.

2. Fiscal Years Covered:

2010/2011; 2011/2012; 2012/2013

3. Income and eligibility requirements:

First Come, First Qualified, First Serve. Eligible persons include those whose income do not exceed 80% of median income and because of particular social, economic, or health-related circumstances may have, for example, encountered resistance to their residing in a particular community, and may have suffered increased housing costs resulting from their unique needs and high risk of institutionalization.

Eligible activities include acquisition, reconstruction, moderate or substantial rehabilitation, site improvements, conversion, and/or new construction of units.

None of the funds may be used for administrative support, staff, administrative materials, and or any other cost associated with administration.

Allowable SHIP expenses under this strategy are: construction materials and labor, permits, payment of impact and capacity fees, lender fees, and infrastructure expenses typically paid by the developer, appraisals, soft costs such as engineering fees, architectural and related fees, environmental studies, financing costs, and legal fees.

4. Applicant Criteria

The applicant must have experienced staff that have successfully completed similar projects, or experienced consultants.

In addition, sponsor selection criteria will be the same as used in the Rehabilitation/New Construction Rental Strategy.

Applicant will combine housing with appropriate services, enabling special needs individuals to achieve independent living appropriate to their level of ability.

Rental housing offered for sale prior to the end of this period will be required to offer a right of first refusal for purchase at the current market value by eligible non-profit organizations that would provide continued occupancy by eligible persons.

5. Terms, Recapture and Default:

Deferred Payment Loan (DPL)'s will be 0% for non-profit organizations only whose application fit criteria for Special Needs and is to be approved by the Board of Directors'. No payments will be required. Based on the Board of Directors approval the loan will be secured by mortgage and note, with a term of 15 years. If at any time the originally intended use of the special needs housing changes, the funds utilized from SHIP must be repaid in full.

Limits:  
New Construction \$50,000/Unit  
Existing \$40,000/Unit

IV. EXHIBITS:

- A. LHAP Exhibit A ADMINISTRATION BUDGET Exhibit A.
- B. Timeline for Encumbrance and Expenditure: Chapter 67-37.005(6)(d) and (f) F.A.C. A separate timeline for each fiscal year covered in this plan is attached as Exhibit B. Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: Chapter 67-37.005, F.A.C. Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Okaloosa County Affordable Housing Incentive Plan: Signed Certification is attached as Exhibit D.
- E. Inter-local Agreement: *Section 420.9072, F.S.* A copy of the Inter-local Agreement if applicable is attached as Exhibit E.
- F. Certification Page: Chapter 67-37.005(7), F.A.C. Signed Certification is attached as Exhibit F.
- G. Resolution: Attached as Exhibit G.
- H. Program Information Sheet: Completed program information sheet is attached as Exhibit H.

Exhibit A

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A

Title: LHAP Template 2009

Exhibit A Admin Budget

No. 001

Fiscal Year	
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Perdiem Workshops, etc	\$
Advertising	\$
	\$
	\$

67-37.005(1), F.A.C.

Effective Date: 11/09

Fiscal Year	
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Perdiem Workshops, etc	\$
Advertising	\$
	\$

Fiscal Year	
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Perdiem Workshops, etc	\$
Advertising	\$
	\$

Based on a distribution of

**Exhibit B**



TIMETABLE FOR STATE FISCAL YEAR 2010/2011

Exhibit B

Name of Local Government: Okaloosa County

Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52					
Available Availability of Funds	X																																																								
Application Period (On-Cover)																																																									
Start Program Year																																																									
Annual Report																																																									
Mid-Year Review/Adjustments																																																									
End-Year Review/Adjustments																																																									
Encumbrance Describe																																																									
Expenses Describe																																																									
Final Program Review																																																									

**Directions:**

Type in the applicable years across the top line.

List Program Activities down left hand side. Type in an "X" on applicable activity line under month and year the activity will be initiated or completed. At a minimum the following activities should be included:

- 1) Advise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year)
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR 2011/2012

Exhibit B

Name of Local Government: Okaloosa County

Program Activities	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Advertise Availability of Funds	X																				
Application Period (On-Going)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Start Program Year	X																				
Annual Report							X								X						X
Mid-Year Review/Adjustments				X																	
End-Year Review/Adjustments								X							X						X
Encumbrance Deadline															X						
Expenditure Deadline																					X
Final Program Review																					X

Directions: Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR 2012/2013

Exhibit B

Name of Local Government: Okaloosa County

ACTIVITY	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Advertise Availability of Funds	X																			
Application Period (One-Gate)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Start Program Year	X																			
Annual Report							X													X
Mid-Year Review/Adjustments				X																
End-Year Review/Adjustments								X												X
Encumbrance Deadline																				X
Expenditure Deadline																				X
Final Program Review																				X

Directions: Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

# Exhibit C

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART#2002

Please check applicable box, if X provided, enter number

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:							2010 - 2011					
Name of Local Government:							Available Funds:					
Okaloosa County							\$0.00					
							A	B	C	D	E	F
HOME OWNERSHIP STRATEGIES							New Construction	Rehab/Repair	Without Construction	Total	Total	Total
V/L	Max. SHP	LI	Max. SHP	MI	Max. SHP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total	
Units	Award	Units	Award	Units	Award	\$HP Dollars	\$HP Dollars	\$HP Dollars	\$HP Dollars	Percentage	Units	
Purchase Assistance	\$60,000		\$40,000		\$20,000	\$221,088.00	\$300,000.00		\$521,088.00	#DIV/0!	0	
Rehabilitation	\$50,000		\$50,000		\$50,000		\$230,000.00		\$230,000.00	#DIV/0!	0	
In Fill Housing	\$180,000		\$180,000			\$450,000.00			\$450,000.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
<b>Subtotal 1 (Home Ownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>	<b>\$671,088.00</b>	<b>\$530,000.00</b>	<b>\$0.00</b>	<b>\$1,201,088.00</b>	<b>#DIV/0!</b>	<b>0</b>	
RENTAL STRATEGIES							New Construction	Rehab/Repair	Without Construction	Total	Total	Total
V/L	Max. SHP	LI	Max. SHP	MI	Max. SHP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total	
Units	Award	Units	Award	Units	Award	\$HP Dollars	\$HP Dollars	\$HP Dollars	\$HP Dollars	Percentage	Units	
Rental Housing Strategy	\$50,000		\$50,000		\$50,000	\$400,000.00			\$400,000.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
<b>Subtotal 2 (Non-Home Ownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>#DIV/0!</b>	<b>0</b>	
Administration Fees										#DIV/0!		
Admin. From Program Income										#DIV/0!		
Home Ownership Counseling										#DIV/0!		
<b>GRAND TOTAL</b>	<b>0</b>		<b>0</b>		<b>0</b>	<b>\$1,071,088.00</b>	<b>\$530,000.00</b>	<b>\$0.00</b>	<b>\$1,601,088.00</b>	<b>#DIV/0!</b>	<b>0</b>	
<b>Percentage Construction/Reh</b>							Calculate Const./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.			#DIV/0!		
<b>Maximum Allowable Purchase Price:</b>							<b>New</b>	<b>\$281,137.50</b>	<b>Existing</b>	<b>\$281,137.50</b>		
<b>Allocation Breakdown</b>							<b>Amount</b>		<b>%</b>			
Very-Low income	\$960,000.00		#DIV/0!		Projected Program Income:				Max Amount Program Income For Admin:		\$0.00	
Low Income	\$490,000.00		#DIV/0!		Projected Recaptured Funds:							
Moderate Income	\$171,088.00		#DIV/0!		Distributions:							
<b>TOTAL</b>			#DIV/0!		Total Available Funds:		\$0.00					

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART#2002

Figure 2002 applicable to 6, 6 & 6 Attachment, enter number

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:							2011 - 2012			New Plan:	x	
Name of Local Government: Okaloosa County							Available Funds: \$0.00			Fiscal Yr. Closeout:		
							A	B	C	D	E	F
HOME OWNERSHIP STRATEGIES							New Construction	Rehab/Repair	Without Construction	Total	Total	Total
VL1	Max. SHIP	L1	Max. SHIP	M1	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total	
Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units	
A. Purchase Assistance	\$60,000		\$40,000		\$20,000	\$221,088.00	\$300,000.00		\$521,088.00	#DIV/0!	0	
B. Rehabilitation	\$50,000		\$50,000		\$50,000		\$230,000.00		\$230,000.00	#DIV/0!	0	
D. In Fill Housing	\$100,000		\$100,000		\$100,000	\$450,000.00			\$450,000.00	#DIV/0!	0	
C. Disaster Assistance	\$53,500		\$53,500		\$53,500				\$0.00	#DIV/0!	0	
E. Foreclosure Prevention/Intervention	\$5,000		\$5,000		\$5,000				\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
<b>Subtotal 1 (Home Ownership)</b>		0		0		\$871,088.00	\$530,000.00	\$0.00	\$1,201,088.00	#DIV/0!	0	
RENTAL STRATEGIES							New Construction	Rehab/Repair	Without Construction	Total	Total	Total
VL2	Max. SHIP	L2	Max. SHIP	M2	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total	
Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units	
G. Rental Rehab/New Const.	\$50,000		\$50,000		\$50,000	\$400,000.00			\$400,000.00	#DIV/0!	0	
H. Special Needs Strategy	\$50,000		\$50,000		\$50,000				\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
									\$0.00	#DIV/0!	0	
<b>Subtotal 2 (Non-Home Ownership)</b>		0		0		\$400,000.00	\$0.00	\$0.00	\$400,000.00	#DIV/0!	0	
Administration Fees										#DIV/0!		
Admin. From Program Income										#DIV/0!		
Home Ownership Counseling										#DIV/0!		
<b>GRAND TOTAL</b>		0		0		\$1,071,088.00	\$530,000.00	\$0.00	\$1,601,088.00	#DIV/0!	0	
Add Subtotal 1 & 2, plus Admin. & HO Counseling												
Percentage Construction/Reh							Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.			#DIV/0!		
Maximum Allowable												
Purchase Price:							New	\$281,137.50	Existing	\$281,137.50		
Allocation Breakdown							Amount		%		Projected Program Income:	
Very-Low Income							\$853,088.00	#DIV/0!		Projected Recaptured Funds:		
Low Income							\$400,000.00	#DIV/0!		Distribution:		
Moderate Income							\$171,088.00	#DIV/0!		Total Available Funds:		
<b>TOTAL</b>									\$0.00			

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART#2002

Please check applicable line, A if Amendment, other number

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

2012 - 2013

New Plan: \_\_\_\_\_  
 Amendment: \_\_\_\_\_  
 Fiscal Yr. Closeout: \_\_\_\_\_

Name of Local Government:	Okaloosa County						Available Funds:			\$0.00					
										A	B	C	D	E	F
HOME OWNERSHIP STRATEGIES										New Construction \$HP Dollars	Rehab/Repair \$HP Dollars	Without Construction \$HP Dollars	Total \$HP Dollars	Total Percentage	Total Units
VLI	Max. SHP	LI	Max. SHP	MI	Max. SHP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total				
Units	Award	Units	Award	Units	Award	\$HP Dollars	\$HP Dollars	\$HP Dollars	\$HP Dollars	Percentage	Units				
A. Purchase Assistance	\$60,000		\$40,000		\$20,000	\$221,088.00	\$300,000.00		\$521,088.00	#DIV/0!	0				
B. Rehabilitation	\$50,000		\$50,000		\$50,000		\$230,000.00		\$230,000.00	#DIV/0!	0				
D. In-Fill Housing	\$100,000		\$100,000		\$100,000	\$450,000.00			\$450,000.00	#DIV/0!	0				
C. Disaster Assistance	\$53,500		\$53,500		\$53,500				\$0.00	#DIV/0!	0				
E. Foreclosure Prevention/Intervention	\$5,000		\$5,000		\$5,000				\$0.00	#DIV/0!	0				
									\$0.00	#DIV/0!	0				
									\$0.00	#DIV/0!	0				
<b>Subtotal 1 (Home Ownership)</b>		0		0		\$871,088.00	\$530,000.00	\$0.00	\$1,201,088.00	#DIV/0!	0				
RENTAL STRATEGIES										New Construction \$HP Dollars	Rehab/Repair \$HP Dollars	Without Construction \$HP Dollars	Total \$HP Dollars	Total Percentage	Total Units
VLI	Max. SHP	LI	Max. SHP	MI	Max. SHP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total				
Units	Award	Units	Award	Units	Award	\$HP Dollars	\$HP Dollars	\$HP Dollars	\$HP Dollars	Percentage	Units				
G. Rental Housing Strategy: Rehab/New Const.	\$50,000		\$50,000		\$50,000	\$400,000.00			\$400,000.00	#DIV/0!	0				
H. Special Needs Strategy	\$50,000		\$50,000		\$50,000				\$0.00	#DIV/0!	0				
									\$0.00	#DIV/0!	0				
									\$0.00	#DIV/0!	0				
<b>Subtotal 2 (Non-Home Ownership)</b>		0		0		\$400,000.00	\$0.00	\$0.00	\$400,000.00	#DIV/0!	0				
Administration Fees										#DIV/0!					
Admin. From Program Income										#DIV/0!					
Home Ownership Counseling										#DIV/0!					
<b>GRAND TOTAL</b>		0		0		\$1,071,088.00	\$530,000.00	\$0.00	\$1,601,088.00	#DIV/0!	0				
Add Subtotal 1 & 2, plus 3 Admin. & HO Counseling															
Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										#DIV/0!				
Maximum Allowable															
Purchase Price:						New	\$281,137.50	Existing	\$281,137.50						
Allocation Breakdown	Amount		%		Projected Program Income:			Max Amount Program Income For Ad		\$0.00					
Very-Low Income	\$950,000.00		#DIV/0!		Projected Recaptured Funds:										
Low Income	\$480,000.00		#DIV/0!		Distribution:										
Moderate Income	\$171,088.00		#DIV/0!		Total Available Funds:			\$0.00							
<b>TOTAL</b>			#DIV/0!							28-Jun-11					

# Exhibit D



IV. LHAP INCENTIVE STRATEGIES  
Section 420.9071(16), F.S.

- a. **Incentive:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects. (Section 420.9071(16), *Florida Statutes*)

Okaloosa County:

As provided in Policy 1.4.4 of the Housing Element of the Okaloosa County Comprehensive Plan, the County provides a fast-track review process for development order and building permit applications for projects that provide affordable housing.

City of Fort Walton Beach:

It is the policy of the City's Development Services Division to expedite affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

- b. **Incentive:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. (Section 420.9071(16), *Florida Statutes*)

Okaloosa County:

The County shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

City of Fort Walton Beach:

The City shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

- c. **Incentive.** Establishment of a schedule for implementing the incentive strategies. (Section 420.9071(16), *Florida Statutes*)

Okaloosa County:

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

City of Fort Walton Beach:

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

Exhibit E

## INTERLOCAL AGREEMENT

### State Housing Initiatives Partnership Program

THIS INTERLOCAL AGREEMENT made and entered into this 16th day of August 2011, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

#### WITNESSETH:

**WHEREAS**, the County and the City have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE County and the City are authorized by Florida Statutes Chapter 163.01 et seq., to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference) created Section 4209072, et seq., Florida Statutes, (the "State Housing Initiatives Partnership Program" ("SHIP")), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively and efficiently utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The County and the City do hereby agree that the (SHIP) Program funds are to be distributed to the County by Florida Housing Finance Corporation, as provided in 420.9073, Florida Statutes. Said funds shall be made available to the County's Housing Partner with a minimum of 20% of the funds being used within the City, unless qualified projects cannot be found. The County's Housing Partner for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by and managed by Okaloosa County. This account shall be known as the Okaloosa local Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the Corporation. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37 Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the County and the City, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rule 67-37, as amended, as each may be applicable to the SHIP Program.
8. If at any time during the term of this Interlocal Agreement, the County or the City which are the parties to this Interlocal Agreement, the County or City believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions of this interlocal Agreement prior to the commencement of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by

law.

9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Florida Administrative Code 67-37.011
11. For all purposes herein, the term "Interlocal Agreement" shall mean this Interlocal Agreement, and the provisions thereof.
12. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

IN WITNESS WHEREOF, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of County  
Commissioners

BY: *Dennis Reeves*  
~~Mike Anderson~~ Dennis Reeves  
Mayor Mayor Pro-Tem  
P.O. Box 4009

BY: *James Campbell*  
James Campbell  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105



107 Miracle Strip Parkway SW  
Fort Walton Beach, FL 32548  
(950) 233-9504

ATTEST:

ATTEST:

BY: *Helen A. Spencer*  
Helen A. Spencer  
City Clerk of ~~County~~

BY: *Don W. Howard*  
Don W. Howard  
County Clerk



SEAL

SEAL

Date: 8-11-11

DATE: August 16, 2011



**Exhibit F**

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Okaloosa County and City of Fort Walton Beach

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



Exhibit F

Certification

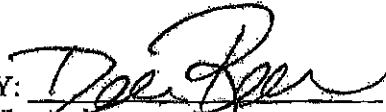
- 13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving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

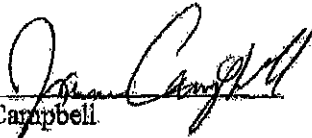
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Exhibit F

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of County  
Commissioners

BY:   
~~Mike Anderson~~ Dennis Reeves  
~~Mayor~~ Mayor Pro-Tem

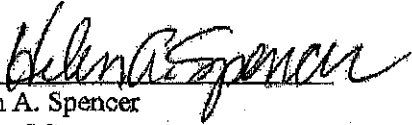
BY:   
James Campbell  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105




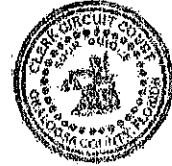
107 Miracle Strip Parkway SW  
Fort Walton Beach, FL 32548  
(850) 833-9309

ATTEST:

ATTEST:

BY:   
Helen A. Spencer  
*City* Clerk of Court

BY:   
for Don W. Howard  
County Clerk



SEAL

SEAL

Date: 8-11-11

DATE: August 16, 2011



# Exhibit G

**RESOLUTION 2011-20**

**A RESOLUTION OF THE CITY OF FORT WALTON BEACH, FLORIDA, APPROVING THE REVISED LOCAL HOUSING ASSISTANCE PLAN FOR FISCAL YEARS 2010 THROUGH 2013, AS AMENDED, AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.**

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

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

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

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

**WHEREAS**, as required by Chapter 67-37.005(6)(f)3, F.A.C., 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 percent of program income deposited into the trust fund, except that small counties, as defined in f.s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

**WHEREAS**, the Okaloosa County Development Corporation has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Council finds that it is in the best interest of the public for the City of Fort Walton Beach to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF FORT WALTON BEACH:

SECTION 1. The City Council of Fort Walton Beach hereby approves the amended Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by sections 420.907-420-9079, Florida Statutes, for fiscal years 2010/2011, 2011/2012, 2012/2013.

SECTION 2. The Mayor is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the amended Local Housing Assistance Plan and interlocal agreement, and to do all things necessary and proper to carry out the terms and conditions of said program.

SECTION 3. This Resolution shall take effect immediately upon approval by the City Council.

Adopted: August 9, 2011

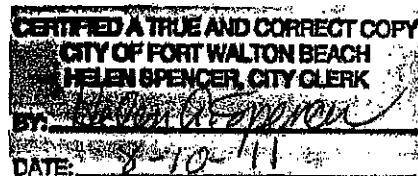
Mike Anderson  
Mike Anderson, Mayor

Attest:

Helen A. Spencer  
Helen Spencer, City Clerk

Approved for form and legal sufficiency:

Hayward Dykes  
Hayward Dykes, City Attorney



RESOLUTION NO. 11- 95

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA 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 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.

Recitals

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 the maximum SHIP funds allowable for each strategy; and

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

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative

costs.

WHEREAS, the 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 Board of County Commissioners finds that it is in the best interest of the public to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

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

Section 1: The Board of County Commissioners of Okaloosa 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 2010 through 2013.

Section 2: The Chairman of the Board of County Commissioners 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 DULY ADOPTED THIS 19<sup>TH</sup> Day of July, 2011.

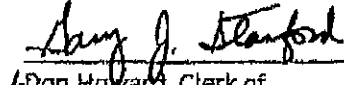
By



James Campbell, Chairman; Board of  
County Commissioners



ATTEST:



Dan Howard, Clerk of  
Circuit Court





Exhibit H

**Exhibit H - REVISED**

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

---

LOCAL GOVERNMENT: OKALOOSA COUNTY

**CHIEF ELECTED OFFICIAL** (Mayor, Chairman, etc.): CHAIRMAN, JAMES CAMPBELL

ADDRESS: 1804 LEWIS TURNER BLVD., SUITE 100, FORT WALTON BEACH, FL 32547

**SHIP ADMINISTRATOR:** OKALOOSA COMMUNITY DEVELOPMENT CORP.

ADDRESS: 204 CLOVERDALE BLVD., FORT WALTON BEACH, FL 32547

TELEPHONE: (850) 863-1969 FAX: (850) 863-7954

EMAIL ADDRESS: [okloosacdc@embarqmail.com](mailto:okloosacdc@embarqmail.com)

**ADDITIONAL SHIP CONTACTS:** BRENDA L. BAILEY- GRANTS AND CONTRACTS

ADDRESS: 1804 LEWIS TURNER BLVD., SUITE 206, FORT WALTON BEACH, FL 32547

EMAIL ADDRESS: [bbailey@clerkofcourts.cc](mailto:bbailey@clerkofcourts.cc)

INTERLOCAL AGREEMENT: YES (IF yes, list other participants in the inter-local agreement):

CITY OF FORT WALTON BEACH, FL

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-6000765

MAIL DISBURSEMENT TO: N/A

ADDRESS: N/A

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

---

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

**PLEASE SEE NEW DIRECT DEPOSIT AUTHORIZATION FORM**

---

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST, STE 5000

TALLAHASSEE, FL 32301 Fax: (850) 488-9809



**DIRECT DEPOSIT AUTHORIZATION**

Okaloosa Board of County Commissioners

Name of Payee (last, first, middle initial)

302 North Wilson Street, Suite 203

Mailing Address of Payee

Crestview, FL 32536

City

State

Zip

0458210003824

Account Number

061000104

Transit Routing Number

SunTrust Bank

Name of Financial Institution

Pensacola, FL

City, State

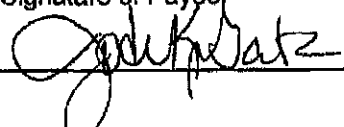
850-435-1206

Telephone Number of Financial Institution

**AGREEMENT**

I hereby authorize and request Florida Housing Finance Corporation to initiate credit entries to my account at the financial institution above. This authorization is to remain in effect until withdrawn by the city or county in writing with sufficient notice to the Corporation to allow adequate time to effect termination.

Signature of Payee



Date

7/19/2011

RESOLUTION NO. 15- 62

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA AMENDING SECTION II G. 1 OF THE 2007-2010 LOCAL HOUSING ASSISTANCE PLAN; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

Recitals

**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**, on February 20, 2007, the Board of County Commissioners adopted Resolution 07-46 adopting the 2007-2010 Local Housing Assistance Plan, as amended, for the provision of affordable housing as required by Chapter 420, Florida Statutes and Rule 67-37 of the Florida Administrative Code;

**WHEREAS**, Section II G. 1 of the 2007-2010 LHAP establishes the strategies to be applied to rental housing, including the new construction and rehabilitation of rental housing, but not acquisition of existing homes for rehabilitation and rental; and

**WHEREAS**, the County's SHIP contractor, the Okaloosa Community Development Corporation (CDC) has found that it used funds allocated under Section II G. 1 to help acquire existing dwelling units for rehabilitation and rental; and

**WHEREAS**, in order to ensure that the CDC's expenditure of SHIP funds clearly reflects the

**CONTRACT # C09-1696-CAO  
CITY OF FORT WALTON BEACH  
SHIP INTERLOCAL EXHIBIT H  
EXPIRES: INDEFINITE**

strategies provided in the LHAP, it is necessary to revise the LHAP to authorize the use of such funds for the "acquisition" of rental units .

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

**Section 1:** The Board of County Commissioners of Okaloosa County hereby amends the Section II G., LHAP RENTAL STRATEGIES, of the 2007-2010 LHAP to include the word "acquisition" in the Summary of the Strategy as shown below. The remainder of this strategy is unchanged by this amendment.

**G. LHAP RENTAL STRATEGIES**

**Name of the Strategy: Rehabilitation/New Construction**

**1. Summary of the Strategy:**

The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, acquisition, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.

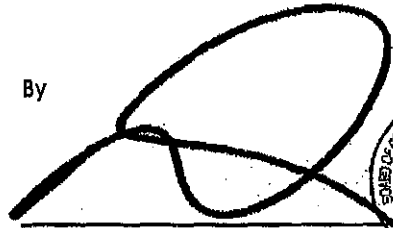
**Section 2:** All provisions not in conflict with this amendment remain in full force and effect, and are to be performed at the level specified in the LHAP.

**Section 3:** The Chairman of the Board of County Commissioners 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 4: This resolution shall take effect immediately upon its adoption.


PASSED AND DULY ADOPTED THIS 3rd Day of March, 2015.

By



Nathan D. Boyles, Chairman; Board of  
County Commissioners

ATTEST:

  
J.D. Peacock, Clerk of Circuit Court



**NAME OF LOCAL GOVERNMENT**

**Okaloosa County and City of Fort Walton Beach**

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

**FISCAL YEARS COVERED**

**2007/2008, 2008/2009 AND 2009/2010**

**Prepared by:**

**Okaloosa Community Development Corporation**

Revised 03/2015

Updated June 17, 2009 – Addition FHOP Strategy

**I. PROGRAM DESCRIPTION Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.**

- A. Name of the participating local government and Interlocal if Applicable: Section 420.9072(5), F.S.**

Okaloosa County/City of Fort Walton Beach

Interlocal : Yes  X  No \_\_\_\_\_

Name of participating local government(s) in the Interlocal Agreement;

Okaloosa County/City of Fort Walton Beach

A copy of the Interlocal Agreement is attached as Exhibit H.

- B. Purpose of the program: Section 420.9072, F.S. and Chapter 67-37.005(3), F.A.C.**  
Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate-income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

- C. Fiscal years covered by the Plan: Chapter 67-37.002, F.A.C.**

X  2007/2008

X  2008/2009

X  2009/2010

- D. Governance: Chapter 67-37.005(3) and (5)(1) F.A.C. and Section 420.9071(14) F.S.**  
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.  
The SHIP Program does further the housing element of the local government Comprehensive Plan.

- E. Local Housing Partnership Section 420.9072(1)(a), F.S.**  
SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

- F. Leveraging: Chapter 67-37.007(1)(b)(c), F.A.C. and Section 420.9075(1)(a) and (1)(b)3, and (1)(c), F.S.**

The Plans are 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: Chapter 67-37.005(3), F.A.C.**

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 Chapter 67-37.005(6)(a), F.A.C.**



The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. **Discrimination:** *Section 420.9075(3)(c), F.S.*  
In accordance with the provisions of ss.760.20-760.37, It is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.
- J. **Support Services and Counseling:** *Chapter 67-37.005(5)(g), F.A.C.*  
Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation
- K. **Purchase Price Limits:** *Section 420.9075(4)(c), F.S. and Chapter 67-37.007(6) F.A.C.*  
Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used by Okaloosa County (local government) is:  
 Bond Study Numbers provided by Florida Housing Finance Corporation  
 Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers

The purchase price limits shall run concurrently with those set annually by the State:

New Homes:	\$281,137.50
Existing Homes:	\$281,137.50

- L. **Income Limits, Rent Limits and Affordability:**  
*Chapter 67-37.005(5)(e), F.A.C. and Section 420.9071(2), F.S.*  
The Income and Rent Limits used in the SHIP Program are updated from the Housing Finance Corporation. 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 (19), (20) and (28), 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.
- M. **Welfare Transition Program:** *Chapter 67-37.005(6)(b)(7) F.A.C.*  
Should an eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives programs will be given preference in the selection process.

- N. Monitoring and First Right of Refusal:** *Section 420.9076(3)(e) and (4) (f), F.S.*  
In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

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

- O. Administrative Budget:** *Chapter 67-37.005(6)(f)3, F.A.C.*  
A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted.

The Okaloosa County/City of Fort Walton Beach finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

The Okaloosa County/City of Fort Walton Beach city/county has adopted the above findings in the attached resolution, Exhibit E.

**II. LHAP HOUSING STRATEGIES: Chapter 67-37.005(5), F.A.C.**

**A. Name of the Strategy: Purchase Assistance**

**1. Summary of the Strategy:**

SHIP funds will be made available to support down payment, closing costs, GAP financing, debt collection and substantial rehabilitation for the purchase of existing or newly constructed affordable housing units on a one-time basis to income eligible homebuyers. Assistance shall be tailored to the individual affordability and financing needs of the participating homebuyer. However, each homebuyer shall only receive the minimum level of assistance required to enable the purchase and necessary repair of an existing or newly constructed home utilizing GAP financing when necessary. Permanent first mortgage financing (exceeding the SHIP Homebuyer Assistance) is provided through financial institutions without local guarantee, thereby leveraging a significant volume of private sector financing.

The projected average SHIP cost per unit is a maximum of \$60,000.

**2. Fiscal Years Covered:**

2007/2008; 2008/2009; 2009/2010

**3. Income Categories to be served:**

Those individuals or households who are within 80% of the median income or less. Beneficiaries must complete a certified Home Buyer Counseling class prior to receiving funds. Eligible Moderate Income applicants will be considered only if there are non-eligible buyers in the Very Low Income and Low Income categories.

**4. Maximum award is noted on the Housing Delivery Goals Charts: \$60,000**

**5. Terms, Recapture and Default:**

Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property.

Requests for subordination in the event of homeowner refinancing will be reviewed on a case-by-case basis with priority given to debt consolidation or reduction in interest rate and disallowing cash in hand to recipient.

**6. Recipient Selection Criteria:**

Assistance will be provided on a first-come, first qualified, first served basis following annual advertisement when required of the availability of SHIP resources for eligible homebuyers who are at no more than 80% of the median income level for Okaloosa County as determined by HUD, and receive a first mortgage commitment from a local lender. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**B. Name of the Strategy: Rehabilitation**

1. Summary of the Strategy:

The intent of this strategy is to complete substantial rehabilitation of substandard, homeowner occupied housing. Eligibility for relocation costs will be determined on a case-by-case basis. The economic life of the house should be extended by an additional 20 to 30 years. The maximum per unit cost for rehabilitation can go up to \$50,000.

Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

2. Income Categories to be served:

The targeted population are those individuals or households who are at 80% of the median income or less.

4. Maximum award is noted on the Housing Delivery Goals Charts \$50,000

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL's) at 0% interest with no monthly payments secured by a recorded mortgage and promissory note that is forgiven at the end of the following time periods according to the amount borrowed for 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

\$ 1.00 - \$50,000 = 5 Years

Requests for subordination in the event of homeowner refinancing will be reviewed on a case-by-case basis with priority given to debt consolidation or reduction in interest rate and disallowing cash in hand to recipient.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**C. Name of the Strategy: Reconstruction or New Construction for Eligible Homeowners**

1. Summary of the Strategy:

SHIP funds will be made available for the demolition of mobile homes and homes, which are determined to be deteriorated beyond repair for the reconstruction of homes on the property of the eligible homeowner and for relocation costs for the home owner while they are being reconstructed. Selected units will be determined based on feasibility analysis. The maximum allowable SHIP cost is up to \$180,000. If applicant is eligible for a partial home loan on the reconstruction project, the Okaloosa CDC will pay the difference not to exceed the maximum allowable SHIP funds.

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income Categories to be served:

Those individuals or households who are within 80% of the median income or less.

4. Maximum award is noted on the Housing Delivery Goals Charts: \$180,000

5. Terms, Recapture and Default:

Relocation costs are in the form of a grant only, and will not be included in the mortgage. For eligible households outside of the City of Fort Walton Beach limits, 50% can be funded by the 602 Rural Development Direct Loan Program at an interest rate no higher than 6% with the remaining 50%, plus demolition costs to be funded by the SHIP Program with a Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be very-low or low income. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The mortgage and note have a maximum term of 20 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

\$ 1.00 - \$180,000 = 20 Years

Loans will be forgiven in percentages at the following rates:

20 Year loan.....5% forgiven per year

There is a maximum term of ~~15~~ 20 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

For eligible households not acceptable to the guidelines of the Rural Development Program, or within the City of Fort Walton Beach limits, the Okaloosa CDC will allow eligible households to owe a 50 % financed Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be within the very-low or low income categories). The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 4 1/2 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

1. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.
2. If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules will apply to eligible recipients and property.
6. Recipient Selection Criteria:  
 Assistance will be on a first-come, first qualified, first-served, basis for those whose income is 80% or less of the median income. Section 420.9075(3)(c) Florida Statute, states that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**D. Name of the Strategy: Disaster Assistance**

1. Summary of the Strategy:  
 SHIP funds may be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide emergency repairs and rental assistance funds to homes owned by SHIP very low and low income families in the aftermath of a Federal, state or locally "declared natural disaster" to address emergency housing repair needs. Generally, such needs shall include, but not be limited to: purchase of emergency supplies for eligible homeowners to weatherproof damaged homes; interim repairs to avoid further damage to the homes of eligible families; tree and debris removal required to make individual housing units inhabitable by a the eligible family; and post-disaster assistance with non-insured repairs to homes owned by low and very low income families. Additionally, in those cases where eligible families cannot live in their damaged homes, deposits and 1<sup>st</sup> and last months rents will be provided not to exceed \$3,500 per family. This optional strategy will be implemented only in the event of a "declared natural disaster" that directly impacts the area. The maximum amount of SHIP funds to be utilized through this strategy is \$50,000 in repair per unit and \$3,500 per family for rental assistance unit.
2. Fiscal Years Covered:  
 2007/2008; 2008/2009; 2009/2010
3. Income Categories to be served:  
 Those individuals or households who are who are at 80% of the median income or less. The maximum SHIP cost per unit is \$50,000. Section 420.9075(3)(c) Florida Statute, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program. This is a one-time assistance program.
4. Maximum award is noted on the Housing Delivery Goals Charts:  
 \$50,000 per unit for rehabilitation  
 \$ 3,500 per family for rental assistance

5. Terms, Recapture and Default:

Relocation costs are in the form of a grant only, and will not be included in the mortgage. For eligible households outside of the City of Fort Walton Beach limits, 50% can be funded by the 502 Rural Development Direct Loan Program at an interest rate no higher than 6% with the remaining 50%, plus demolition costs to be funded by the SHIP Program with a Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be very-low or low income. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The mortgage and note have a maximum term of 4 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

\$1.00 - \$50,000 = 4 years for unit repair

Loans will be forgiven in percentages at the following rates:

4 year loan.....25% forgiven per year

Rental assistance funds, not to exceed \$3,500 will be granted.

There is a maximum term of 4 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) For eligible households not acceptable to the guidelines of the Rural Development Program, or within the City of Fort Walton Beach limits, the Okaloosa CDC will allow eligible households to owe a 50 % financed Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be within the very-low or low income categories). The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 5 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules will apply to eligible recipients and property.

6. Recipient Selection Criteria:

Assistance will be provided on a first come, first qualified, first served basis following the declaration of a natural disaster. The strategy will be advertised upon declaration of the area as a "declared natural disaster" area. In the event the strategy is not implemented during a given SHIP Program year, any funding reserved for the Strategy will be reallocated to one or more of the approved SHIP strategies by SHIP budget transfer notification to the Housing Finance Agency.

**E. Name of the Strategy: Infill-Housing/Land and/or House Acquisition/Rehabilitation/Resale**

1. Summary of the Strategy:  
The intent of this strategy is threefold:
  - a.) To allow the Okaloosa CDC the capability to purchase property at relatively low prices below market value, rehabilitate the property and resell the property at approximately fair market value to low and very low income eligible customers.
  - b.) To purchase property in target neighborhoods needing revitalization and to provide infill housing via new construction.
  - c.) Purchase land to develop home sites
2. Fiscal Years Covered:  
2007/2008; 2008/2009; 2009/2010
3. Income Categories to be served:  
The targeted populations are those individuals or households who are at 80% of the median income or less. This is a one-time assistance program.  
  
Maximum award is noted on the Housing Delivery Goals Charts: \$800,000.
4. Terms, Recapture and Default:  
Customers purchasing properties owned by the Okaloosa CDC, would be allowed, if eligible, to participate in the Down Payment/Closing Cost Program and/or Housing Rehabilitation upon procurement of a home mortgage. The investment by the Okaloosa CDC would be recaptured in full less the Down Payment/Closing Cost funds.



**MAXIMUM AMOUNTS:**

Single Family Home	\$281,137.50
Land for Development	\$800,000

**Recipient Qualifications:**

Costs funded by the SHIP Program with a Deferred Payment Loan (DPL) secured by a mortgage and promissory note. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

There is a maximum term of 15 years, unless the property is sold transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) For eligible households not acceptable to the guidelines of the Rural Development Program, or within the City of Fort Walton Beach limits, the Okaloosa CDC will allow eligible households to owe a 50 % financed Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be within the very-low or low income categories). The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 15 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

If HOME monies are leveraged with SHIP monies for reconstruction, HOME rules will apply to eligible recipients and property.

**5. Recipient Selection Criteria:**

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement of the availability of SHIP resources for eligible homeowners who are at no more than 120% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**F. Name of the Strategy: Foreclosure Prevention/Intervention Strategy**

1. **Summary of the Strategy:**

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible low and very low income homeowner's to become current on their mortgage payments. Eligible expenses will include delinquent mortgage payments, debt collection, attorney's fees, recording fees, and late fees. The maximum grant amount is \$5,000.

2. **Fiscal Years Covered:**

2007/2008; 2008/2009; 2009/2010

3. **Income Categories to be Served:**

Those individuals or households who are at or below 80 % of median income. That are not eligible for the HUD Assignment Program or other related programs. Assistance will be provided on a first-come, first qualified, first-served basis.

4. **Maximum Award is noted on the Housing Delivery Goals Charts: \$5,000**

5. **Terms, Recapture and Default:**

Assistance will be available in the form of a grant with no repayment required.

6. **Recipient Selection Criteria:**

Homeowner's must be delinquent in at least 30 days with either a letter from the mortgagee-notifying applicant of delinquency and/or intent to foreclosure. In addition, the default must have been caused by circumstances beyond the control of the applicant and there must be a reasonable prospect that the applicant will be able to resume full mortgage payments to the primary lender. This program may only be used once by an eligible homeowner.

**G. LHAP RENTAL STRATEGIES**

**Name of the Strategy: Rehabilitation/New Construction**

1. **Summary of the Strategy:**  
The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, acquisition, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.
2. **Fiscal Years Covered:**  
2007/2008; 2008/2009; 2009/2010
3. **Income Categories to be served:**  
Families occupying rental units rehabilitated or developed through this activity must have incomes at or below 80% of the median income or in the case of a development receiving tax credits, they must adhere to state required percentages.
4. **Sponsor Selection Criteria:**  
Selection criteria shall include the following, as applicable:

**SELECTION CRITERIA**

**MAXIMUM POINTS**

- |   |         |
|---|---------|
| 1) Proof of the desire to provide affordable rental housing as stated in the organization's mission statement or bylaws.  | 10 pts. |
| 2) Amount of community related activity the organization has one in Okaloosa County.  | 5 pts.  |
| 3) Experience in the development of affordable rental housing as well as any previous experience with the FHFC rental development.  | 20 pts. |
| 4) The financial stability of the organization / corporation.   | 15pts.  |
| 5) Ability to complete projects in a timely manner with target dates for Project commitment and completion if selected.   | 10 pts. |
| 6) Demonstrate site control.  | 15pts.  |
| 7) Demonstrate that other necessary funds and financing are committed with a ration of private funds to public funds included.  | 15pts.  |
| 8) Document the SHIP cost per unit as well as the total aggregate cost per unit from all funding sources.   | 20pts.  |
| 9) Document that the infrastructure is in place or is available and project conforms to County and/or City development goals.   | 10pts   |
| 10) Document support services provided.   | 20pts.  |
| 11) Document the affordability of the proposed units to be constructed or rehabilitated (please include rental rates).  | 20pts.  |
| 12) Is the sponsor designated as a private for profit entity or a non-profit organization.  | 10 pts. |
| 13) Is the project located in an area targeted by the OCDC, City of Fort Walton Beach, or Okaloosa County, or is it located in a Community Redevelopment Area or Enterprise Zone? | 10pts.  |
| 14) Demonstrate that you will employ personnel from the WAGES and Workforce Development Initiatives Programs.   | 10pts.  |
| 15) Form of SHIP Assistance requested, i.e., deferred payment loan or low interest loan.  | 10pts.  |
|   | 200pts. |

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL)'s will be used at 0% for non-profit firms and a low interest loan not to exceed 3%, based on Board of Directors approval, will be used for for-profit firms. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

**Limits:**

New Construction:	\$40,000/Unit
Existing	\$30,000/Unit

SHIP Leveraging Resources:

- Private Mortgage Lenders
- Florida Housing Finance Corporation (FHFC)

6. Recipient Selection Criteria

All applicants that meet the selection criteria will be served on a first come-first qualified- first served bases and must be approved by vote of the Board of Directors of the Okaloosa Community Development Corporation.

NOTE: All applicants must be registered and have ability to obtain permits in Okaloosa County, and have current license to operate its business within Okaloosa County. SHIP applicants must agree to comply with all SHIP program guidelines by contract, certify that it will not discriminate on the basis of race, creed, color, marital status, religion, age, sex, familial status, national origin, or handicap, and certify that all SHIP assisted individuals or households qualify as very low or low income under the current Florida Housing Finance Agency income limits. Rental housing constructed or rehabilitated using SHIP funds must provide the minimum set aside of units for eligible persons for at least (15) years or the term of assistance, whichever is longer. Throughout the terms of assistance, the Okaloosa Community Development Corporation will be monitoring the Rental Housing to ensure guidelines are being met. The staff or 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 the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. Rental housing offered for sale prior to the end of this period must be subject to a first right of refusal for purchase at the current market value by eligible non-profit organizations who would provide continued occupancy by eligible persons.

**H. SPECIAL NEEDS HOUSING STRATEGY**

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to qualified not-for-profit/for profit organizations applying for funds to acquire, develop and/rehabilitate affordable housing for very – low to low income special needs populations to include transitional housing for the homeless. The not-for-profit/for profit organizations selected for award of funding will utilize a first come, first served tenant selection process, in a case-by-case basis, that meets the specific special needs populations as identified by the Okaloosa County and The City of Fort Walton Beach.

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income and eligibility requirements:

Eligible persons include those whose income does not exceed 80% of median income and because of particular social, economic, or health-related circumstances may have, for example, encountered resistance to their residing in a particular communities, and may have suffered increased housing costs resulting from their unique needs and high risk of institutionalization. Eligible special needs groups include the elderly/frail (persons over the age of 65), persons with alcohol and drug addiction, persons with other physical and mental disabilities, persons with mental illness, persons with HIV/AIDS, and homeless persons.

Eligible activities include acquisition, reconstruction, moderate or substantial rehabilitation, site improvements, conversion, and/or new construction of units.

None of the funds may be used for administrative support, staff, administrative materials, and or any other cost associated with administration.

Allowable SHIP expenses under this strategy are: construction materials and labor, permits, payment of impact and capacity fees, lender fees, infrastructure expenses typically paid by the developer, appraisals, soft costs like engineering fees, architectural and related fees, environmental studies, financing costs, legal, etc...

4. Applicant Criteria

The applicant must have experienced staff who have successfully completed similar projects, or experienced consultants.

Applicant will conjoin housing with appropriate services, enabling special needs individuals to achieve independent living appropriate to their level of ability.

Rental housing offered for sale prior to the end of this period will be required to offer a right of first refusal for purchase at the current market value by eligible non-profit organizations that would provide continued occupancy by eligible persons.

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL)'s will be used at 0% for non-profit firms and a low interest loan not to exceed 3%, based on Board of Directors approval, will be used for for-profit firms. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

**Limits:**

New Construction:	\$40,000/Unit
Existing	\$30,000/Unit

## II. LHAP HOUSING STRATEGIES

### I. Name of the Strategy: Florida Home Buyers Opportunity Program

1. Summary of the Strategy: This strategy is designed in response to the legislative proviso requiring SHIP local governments to expend 2009-2010 funds to ensure that residents of the state derive the maximum possible economic benefit from the federal first time homebuyer tax credit created through The American Recovery and Reinvestment Act of 2009 by providing subordinate down payment assistance loans to first time homebuyers for owner occupied primary residences that can be repaid by the income tax refund the homebuyer is entitled to under the First Time Homebuyer Credit. The state program shall be called the "Florida Homebuyer Opportunity Program."
2. Fiscal Years Covered: 2009/2010 until expiration of the Florida Homebuyer Opportunity Program Tax Credit.
3. Income Categories to be served: Up to \$75,000 for single taxpayers or \$150,000 for joint filers. There is no requirement to reserve 30 percent of the funds for awards to very-low-income persons or 30 percent of the funds for awards to low-income persons; and there is no requirement to expend 75% of funds for construction, rehabilitation or emergency repair.
4. Maximum award is the principal balance of the loans provided shall not exceed 10% of the purchase price or \$8,000 whichever is less.
5. Terms, Recapture and Default: If the county or eligible municipality receives repayment from the homebuyer within 18 months after the closing date of the loan the county or eligible municipality shall waive all interest charges. A homebuyer who fails to fully repay the loan within 18 months shall be subject to repayment terms provided in an appropriate strategy in the local housing assistance plan. All funds repaid to a county or eligible municipality shall be considered "program income" as defined in s. 420.9071 (24).  
  
Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property.
6. Recipient Selection Criteria: Recipients must meet the requirements of the following: The maximum income limit shall be Adjusted Gross Income of \$75,000 for single taxpayer households or \$150,000 for joint-filing taxpayer households which is equal to that permitted by the American Recovery and Reinvestment Act of 2009

**IV. LHAP INCENTIVE STRATEGIES**

*Section 420.9071(16), F.S.*

- a. **Incentive:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

As provided in Policy 1.4.4 of the Housing Element of the Okaloosa County Comprehensive Plan, the County provides a fast-track review process for development order and building permit applications for projects that provide affordable housing.

**City of Fort Walton Beach:**

It is the policy of the City's Development Services Division to expedite affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

- b. **Incentive:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

The County shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

**City of Fort Walton Beach**

The City shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

- c. **Incentive.** Establishment of a schedule for implementing the incentive strategies. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**City of Fort Walton Beach:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**V. EXHIBITS:**

Updated June 17, 2009 – Addition FHOP Strategy



- A. **Administrative Budget for each fiscal year covered in the Plan. Exhibit A.**
- B. **Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and (f) F.A.C.***  
A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.**  
Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. **Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: *Chapter 67-37.005*, F.A.C.**  
Completed HDGC for each fiscal year is attached as **Exhibit C.**
- D. **Certification Page: *Chapter 67-37.005(7)*, F.A.C.**  
Signed Certification is attached as **Exhibit D.**
- E. **Adopting Resolution: *Section 420.9072(2)(b)2*, F.S.**  
Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**
- F. **Program Information Sheet:**  
Completed program information sheet is attached as **Exhibit F.**
- G. **Ordinance: *Section 420.9072(3)(a)*, F.S.**  
If changed from the original ordinance, a copy is attached as **Exhibit G.**
- H. **Interlocal Agreement: *Section 420.9072*, F.S.**  
A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**

ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

**Exhibit A**

LHAP Template 6/06

Exhibit A Admin Budget

Fiscal Year	1
2007/2008	
Salaries and Benefits	\$ 169,532.20
Office Supplies and Equipment	\$ 2,500.00
Travel Perdiem Workshops, etc	\$ 1,500.00
Advertising	\$ 1,200.00

Fiscal Year	
2008/2009	
Salaries and Benefits	\$ 169,532.20
Office Supplies and Equipment	\$ 2,500.00
Travel Perdiem Workshops, etc	\$ 1,500.00
Advertising	\$ 1,200.00

Fiscal Year	
2009/2010	
Salaries and Benefits	\$ 169,532.20
Office Supplies and Equipment	\$ 2,500.00
Travel Perdiem Workshops, etc	\$ 1,500.00
Advertising	\$ 1,200.00

Based on a distribution of

TIMETABLE FOR STATE FISCAL YEAR: 2007-2008

Exhibit B

Name of Local Government: OKALOOSA COUNTY

Activity	2007												2008												2009												2010												
Activity	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Advertise Availability of Funds		X											X												X													X											
Application Period(On-Going)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X														X	X	X	X	X	X	X	X	X	X	X	X
Start Program Year		X											X												X													X											
Annual Report				X												X													X														X						
Mid-Year Review/Adjustments						X											X														X																	X	
End-Year Review/Adjustments										X												X														X													
Encumbrance Deadline			X												X												X													X									
Expenditure Deadline		X											X												X													X											
Final Program Review		X											X												X													X	X										

**Directions:** Type in the applicable years across the top line.  
List Program Activities down left hand side. Type in an "X"  
on applicable activity line under month and year the activity will be initiated or completed.  
At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR 2008-2009

Name of Local Government: OKALOOSA COUNTY

Activity	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09					
Advertise Availability of Funds		x																																										
Application Period(On-Going)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					
Start Program Year		x																																										
Annual Report																																												
Mid-Year Review/Adjustments																																												
End-Year Review/Adjustments																																												
Encumbrance Deadline																																												
Expenditure Deadline																																												
Final Program Review																																												

Directions: Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
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 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR 2009-2010

Name of Local Government: OKALOOSA COUNTY

Program	Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030						
Advertise Availability of Funds	X																												
Application Period(On-Going)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Start Program Year	X																												
Annual Report																			X										
Mid-Year Review/Adjustments																													
End-Year Review/Adjustments																													
Encumbrance Deadline																													
Expenditure Deadline																													
Final Program Review																													

Directions: Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

FLORIDA HOUSING FINANCE CORPORATION											Please check applicable box, & if Amendment, enter number		
HOUSING DELIVERY GOALS CHART#2002											New Plan:		
STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2007/2008											Amendment: X		
Name of Local Government:											Fiscal Yr. Closeout: 2008		
Available Funds: \$1,740,551.00													
Strategy #	HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
From Plan Text	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
1	PURCHASE ASSISTANCE	3	\$60,000	3	\$60,000	1	\$60,000			\$380,000.00	\$380,000.00	21.83%	7
2	REHABILITATION	3	\$46,000	2	\$46,000				\$206,495.90		\$206,495.90	11.86%	5
3	RECONSTRUCTION/NEW CONSTRUCTION	1	\$100,000	1	\$100,000				\$200,000.00		\$200,000.00	11.49%	2
4	DISASTER ASSISTANCE	1	\$50,000	1	\$50,000				\$100,000.00		\$100,000.00	5.75%	2
5	INFILL HOUSING/LAND ACQUISITION	2	\$258,637					\$500,000.00			\$500,000.00	28.73%	2
6	FORECLOSURE PREVENTION	2	\$5,000	2	\$5,000					\$20,000.00	\$20,000.00	1.15%	4
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 1 (Home Ownership)</b>	<b>12</b>		<b>9</b>		<b>1</b>		<b>\$500,000.00</b>	<b>\$506,495.90</b>	<b>\$400,000.00</b>	<b>\$1,406,495.90</b>	<b>80.81%</b>	<b>22</b>
	<b>RENTAL STRATEGIES</b>	<b>VLI</b>	<b>Max. SHIP</b>	<b>LI</b>	<b>Max. SHIP</b>	<b>MI</b>	<b>Max. SHIP</b>	<b>New Construction</b>	<b>Rehab/Repair</b>	<b>Without Construction</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
		<b>Units</b>	<b>Award</b>	<b>Units</b>	<b>Award</b>	<b>Units</b>	<b>Award</b>	<b>SHIP Dollars</b>	<b>SHIP Dollars</b>	<b>SHIP Dollars</b>	<b>SHIP Dollars</b>	<b>Percentage</b>	<b>Units</b>
7	REHABILITATION/NEW CONSTRUCTION	1	\$40,000	1	\$40,000			\$40,000.00	\$40,000.00		\$80,000.00	4.60%	2
8	SPECIAL NEEDS HOUSING	1	\$40,000	1	\$40,000			\$40,000.00	\$40,000.00		\$80,000.00	4.60%	2
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 2 (Non-Home Ownership)</b>	<b>2</b>		<b>2</b>		<b>0</b>		<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$160,000.00</b>	<b>9.19%</b>	<b>4</b>
	Administration Fees										\$174,055.10	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	<b>GRAND TOTAL</b>												
	Add Subtotals 1 & 2, plus all Admin. & HO Counseling	<b>14</b>		<b>11</b>		<b>1</b>		<b>\$580,000.00</b>	<b>\$586,495.90</b>	<b>\$400,000.00</b>	<b>\$1,740,551.00</b>	<b>100.00%</b>	<b>26</b>
	<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									<b>67%</b>		
	<b>Maximum Allowable Purchase Price:</b>							<b>New</b>	<b>\$258,637</b>	<b>Existing</b>	<b>\$258,637</b>		
	<b>Allocation Breakdown</b>	<b>Amount</b>		<b>%</b>		<b>Projected Program Income:</b>			<b>Max Amount Program Income For Admin:</b>			<b>\$2,000.00</b>	
	<b>Very-Low Income</b>	\$1,012,000.00		58.1%		<b>Projected Recaptured Funds:</b>							
	<b>Low Income</b>	\$512,000.00		29.4%		<b>Distribution:</b>			\$1,740,551.00				
	<b>Moderate Income</b>	\$60,000.00		3.4%		<b>Total Available Funds:</b>			\$1,740,551.00				
	<b>TOTAL</b>			<b>91.0%</b>								<b>27-Nov-07</b>	

FLORIDA HOUSING FINANCE CORPORATION											Please check applicable box, & if Amendment, enter number					
HOUSING DELIVERY GOALS CHART#2002											New Plan:					
STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2008/2009											Amendment:		X			
Name of Local Government:											Available Funds:	\$1,740,551.00	Fiscal Yr. Closeout:	2009		
											A	B	C	D	E	F
Strategy #	HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
From Plan Text	STRATEGIES (strategy title must be same as the title used in plan text)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
1	PURCHASE ASSISTANCE	3	\$80,000	3	\$80,000	1	\$60,000			\$380,000.00	\$380,000.00	21.83%	7			
2	REHABILITATION	3	\$46,000	2	\$46,000				\$206,495.90		\$206,495.90	11.86%	5			
3	RECONSTRUCTION/NEW CONSTRUCTION	1	\$100,000	1	\$100,000				\$200,000.00		\$200,000.00	11.49%	2			
4	DISASTER ASSISTANCE	1	\$50,000	1	\$50,000				\$100,000.00		\$100,000.00	5.75%	2			
5	INFILL HOUSING/LAND/HOUSE ACQUISITION	1	\$258,637	1	\$258,637			\$500,000.00			\$500,000.00	28.73%	2			
6	FORECLOSURE PREVENTION	2	\$5,000	2	\$5,000					\$20,000.00	\$20,000.00	1.15%	4			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
	Subtotal 1 (Home Ownership)	11		10		1		\$500,000.00	\$506,495.90	\$400,000.00	\$1,406,495.90	80.81%	22			
	<b>RENTAL STRATEGIES</b>	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total			
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units			
7	REHABILITATION/NEW CONSTRUCTION	1	\$40,000	1	\$40,000			\$40,000.00	\$40,000.00		\$80,000.00	4.60%	2			
8	SPECIAL NEEDS HOUSING	1	\$40,000	1	\$40,000			\$40,000.00	\$40,000.00		\$80,000.00	4.60%	2			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
											\$0.00	0.00%	0			
	Subtotal 2 (Non-Home Ownership)	2		2		0		\$80,000.00	\$80,000.00	\$0.00	\$160,000.00	9.19%	4			
	Administration Fees											0.00%				
	Admin. From Program Income											0.00%				
	Home Ownership Counseling											0.00%				
	<b>GRAND TOTAL</b>															
	Add Subtotals 1 & 2, plus all Admin. & HO Counseling	13		12		1		\$580,000.00	\$586,495.90	\$400,000.00	\$1,566,495.90	90.00%	26			
	Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										67%				
	Maximum Allowable Purchase Price:							New	\$258,637	Existing	\$258,637					
	Allocation Breakdown	Amount			%			Projected Program Income:				Max Amount Program Income For Admin: \$2,000.00				
	Very-Low Income	\$1,012,000.00			58.1%			Projected Recaptured Funds:								
	Low Income	\$512,000.00			29.4%			Distribution:		\$1,740,551.00						
	Moderate Income	\$60,000.00			3.4%			Total Available Funds:		\$1,740,551.00						
	<b>TOTAL</b>				91.0%								27-Nov-07			

FLORIDA HOUSING FINANCE CORPORATION											Please check applicable box, & # Amendment, enter number				
HOUSING DELIVERY GOALS CHART#2007											New Plan:				
STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2009/2010											Amendment:		X		
Name of Local Government:											Available Funds:	\$1,740,551.00		Fiscal Yr. Closeout:	2010
								A	B	C	D	E	F		
Strategy #	HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total		
From Plan Text	STRATEGIES (strategy title must be same as the title used in plan text)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units		
1	PURCHASE ASSISTANCE	3	\$60,000	3	\$80,000	1	\$80,000			\$380,000.00	\$380,000.00	21.83%	7		
2	REHABILITATION	3	\$46,000	2	\$46,000				\$206,495.90		\$206,495.90	11.86%	5		
3	RECONSTRUCTION/NEW CONSTRUCTION	1	\$100,000	1	\$100,000				\$200,000.00		\$200,000.00	11.49%	2		
4	DISASTER ASSISTANCE	1	\$50,000	1	\$50,000				\$100,000.00		\$100,000.00	5.75%	2		
5	INFILL HOUSING/LAND/HOUSE ACQUISITION	2	\$250,000					\$500,000.00			\$500,000.00	28.73%	2		
6	FORECLOSURE PREVENTION	2	\$5,000	2	\$5,000					\$20,000.00	\$20,000.00	1.15%	4		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
	<b>Subtotal 1 (Home Ownership)</b>	<b>12</b>		<b>9</b>		<b>1</b>		<b>\$500,000.00</b>	<b>\$506,495.90</b>	<b>\$400,000.00</b>	<b>\$1,406,495.90</b>	<b>80.81%</b>	<b>22</b>		
	<b>RENTAL STRATEGIES</b>	<b>VLI</b>	<b>Max. SHIP</b>	<b>LI</b>	<b>Max. SHIP</b>	<b>MI</b>	<b>Max. SHIP</b>	<b>New Construction</b>	<b>Rehab/Repair</b>	<b>Without Construction</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>		
		<b>Units</b>	<b>Award</b>	<b>Units</b>	<b>Award</b>	<b>Units</b>	<b>Award</b>	<b>SHIP Dollars</b>	<b>SHIP Dollars</b>	<b>SHIP Dollars</b>	<b>SHIP Dollars</b>	<b>Percentage</b>	<b>Units</b>		
7	REHABILITATION/NEW CONSTRUCTION	1	\$40,000	1	\$40,000			\$40,000.00	\$40,000.00		\$80,000.00	4.60%	2		
8	SPECIAL NEEDS HOUSING	1	\$40,000	1	\$40,000			\$40,000.00	\$40,000.00		\$80,000.00	4.60%	2		
258537											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
	<b>Subtotal 2 (Non-Home Ownership)</b>	<b>2</b>		<b>2</b>		<b>0</b>		<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$160,000.00</b>	<b>9.19%</b>	<b>4</b>		
	Administration Fees										\$174,055.10	10.00%			
	Admin. From Program Income											0.00%			
	Home Ownership Counseling											0.00%			
	<b>GRAND TOTAL</b>														
	Asic Subtotals 1 & 2, plus all Admin. & HO Counseling	<b>14</b>		<b>11</b>		<b>1</b>		<b>\$580,000.00</b>	<b>\$586,495.90</b>	<b>\$400,000.00</b>	<b>\$1,740,551.00</b>	<b>100.00%</b>	<b>26</b>		
	<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										<b>67%</b>			
	<b>Maximum Allowable</b>														
	<b>Purchase Price:</b>							<b>New</b>	<b>\$258,637</b>	<b>Existing</b>	<b>\$258,637</b>				
	<b>Allocation Breakdown</b>	<b>Amount</b>		<b>%</b>		Projected Program Income:		Max Amount Program Income For Admin:		<b>\$2,000.00</b>					
	<b>Very-Low Income</b>	<b>\$1,012,000.00</b>		<b>58.1%</b>		Projected Recaptured Funds:									
	<b>Low Income</b>	<b>\$512,000.00</b>		<b>29.4%</b>		Distribution:		<b>\$1,740,551.00</b>							
	<b>Moderate Income</b>	<b>\$80,000.00</b>		<b>3.4%</b>		Total Available Funds:		<b>\$1,740,551.00</b>							
	<b>TOTAL</b>			<b>91.0%</b>									<b>27-Nov-07</b>		



**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Okaloosa County

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

Page 2  
Certification

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

Hande A. Glass  
Witness

Sherry S. Campbell  
Chief Elected Official or designee



\_\_\_\_\_  
Witness

Sherry S. Campbell  
Type Name and Title  
Chairman - Board of County Commissioners

\_\_\_\_\_  
Date

OR

Dary J. Stanford  
Attest: DON W. HOWARD, CLERK OF COUNTY  
(Seal) Dec. 18, 2006



**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: \_\_\_\_\_

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

Page 2  
Certification

- (14) HHAP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both HHAP 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 HHAP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with HHAP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida has or has not been implemented.

\_\_\_\_\_  
 Witness Mike Anderson  
 Chief Elected Official or designee

\_\_\_\_\_  
 Witness Mike Anderson, Mayor  
 Type Name and Title

\_\_\_\_\_  
 Date

OR

Helena A. Spencer  
 Attest: City Clerk  
 (Seal)

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

Name of Local Government: CITY OF FORT WALTON BEACH

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

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

*Mike Anderson*

\_\_\_\_\_  
Mike Anderson, Mayor  
City of Fort Walton Beach

*August 11, 2009*

\_\_\_\_\_  
Date

Attest by:

*Helen G. Spencer*

\_\_\_\_\_  
Helen Spencer  
City Clerk

RESOLUTION NO. 07-46

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

\*\*\*\*\*

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

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

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

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

WHEREAS, as required by Chapter 67-37.005F.A.C., It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52 (17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for

administrative costs.

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

WHEREAS, the County Commission finds that it is in the best interest of the public for OKALOOSA 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 OKALOOSA COUNTY, FLORIDA that:

Section 1: The COMMISSION of OKALOOSA 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 2007-2010.

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

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

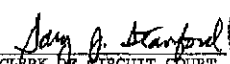
PASSED AND ADOPTED THIS 20th DAY OF February, 2007

  
CHAIRMAN  
DON R. AMUNDS

(CORPORATE



ATTEST:

  
CLERK OF CIRCUIT COURT  
DON W. HOWARD



STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM  
INFORMATION SHEET

---

LOCAL GOVERNMENT: OKALOOSA COUNTY

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): \_\_\_\_\_

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

SHIP ADMINISTRATOR: OKALOOSA COMMUNITY DEVELOPMENT CORPORATION

ADDRESS: P.O. BOX 2707

FORT WALTON BEACH, FLORIDA 32549

TELEPHONE:(850) 862-1969 FAX:(850) 862-7954

EMAIL ADDRESS: okaloosacdc@embarqmail.com

ADDITIONAL SHIP CONTACTS: PATTI SUNNARBORG - EXECUTIVE DIRECTOR

ADDRESS: P.O. BOX 2707

FORT WALTON BEACH, FLORIDA 32549

EMAIL ADDRESS: okaloosacdc@embarqmail.com

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

OKALOOSA COUNTY AND CITY OF FORT WALTON BEACH

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-3165895

MAIL DISBURSEMENT TO: OKALOOSA COMMUNITY DEVELOPMENT CORPORATION

ADDRESS: P.O. BOX 2707

FORT WALTON BEACH, FLORIDA 32549

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

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

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

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

## INTERLOCAL AGREEMENT

**THIS INTERLOCAL AGREEMENT** made and entered into this \_\_\_ day of \_\_\_\_\_ 2006, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

**WHEREAS**, the City and the County have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE City and the County are authorized by Florida Statutes Chapter 163.01 et seq., to enter the Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference created Section 420.9027, et seq. Florida Statutes, (the "State Housing Initiatives Partnership Program" "SHIP"), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The City and the County do hereby agree that the (SHIP) Program funds which are to be distributed to the County as provided in 420.9073, Florida Statutes, shall be allocated to the Okaloosa Community Development Corporation with a minimum of 20% of the funds being used within the City, unless qualified projects

cannot be found. The Okaloosa Community Development Corporation for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by Okaloosa Community Development Corp., which shall be administered by the Board of Directors. This account shall be known as the Hurricane Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the State of Florida. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Rule 67-37, 67ER-05 and 67-55, Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the City and the County, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rules 67-37, 67ER-05 and 67-55 (as each may be applicable to the(SHIP) Program)

8. If at any time during the term of this Interlocal Agreement, the City or the County which are the parties to this Interlocal Agreement, the City or County believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions to be effective on the first day of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by law.
9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. Okaloosa Community Development Corp. will report quarterly to the Board of County Commissioners and the City of Fort Walton Beach.
11. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Administrative Rule 67ER-05 and 67-55.
12. For all purposes of this Interlocal Agreement, the term "Interlocal Agreement" shall mean this Interlocal Agreement.
13. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

**IN WITNESS WHEREOF**, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of  
County Commissioners

BY: \_\_\_\_\_

Mike Anderson  
Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
(850) 243-3141

BY: \_\_\_\_\_

Sherry Campbell  
Sherry Campbell  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 851-7105



ATTEST:

BY: \_\_\_\_\_  
Helen A. Spencer  
Clerk of Court

SEAL

Date: \_\_\_\_\_

ATTEST:

BY: \_\_\_\_\_  
DON W. HOWARD  
CLERK OF COURTS



SEAL

DATE: Dec. 18, 2006

## INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT made and entered into this \_\_\_ day of \_\_\_\_\_ 2006, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

**WHEREAS**, the City and the County have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE City and the County are authorized by Florida Statutes Chapter 163.01 et seq., to enter the Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference created Section 420.9027, et seq. Florida Statutes, (the "State Housing Initiatives Partnership Program" "SHIP"), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The City and the County do hereby agree that the (SHIP) Program funds which are to be distributed to the County as provided in 420.9073, Florida Statutes, shall be allocated to the Okaloosa Community Development Corporation with a minimum of 20% of the funds being used within the City, unless qualified projects

cannot be found. The Okaloosa Community Development Corporation for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by Okaloosa Community Development Corp., which shall be administered by the Board of Directors. This account shall be known as the Hurricane Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the State of Florida. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program Fund audited annually as required by Chapter 420, Florida Statutes and Rule 67-37, 67ER-05 and 67-55, Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the City and the County, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rules 67-37, 67ER-05 and 67-55 (as each may be applicable to the (SHIP) Program)

8. if at any time during the term of this Interlocal Agreement, the City or the County which are the parties to this Interlocal Agreement, the City or County believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions to be effective on the first day of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the notifying party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by law.
9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. Okaloosa Community Development Corp. will report quarterly to the Board of County Commissioners and the City of Fort Walton Beach.
11. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Administrative Rule 67ER-05 and 67-55.
12. For all purposes of this Interlocal Agreement, the term "Interlocal Agreement" shall mean this Interlocal Agreement.
13. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

**IN WITNESS WHEREOF**, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.



CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of  
County Commissioners

BY: *Mike Anderson*

Mike Anderson  
Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
(850) 243-3141

BY: \_\_\_\_\_

Sherry Campbell  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105

ATTEST:  
BY: *Helen A. Spencer*  
Helen A. Spencer  
Clerk of Court

ATTEST:  
BY: \_\_\_\_\_  
Jim Curry  
County Clerk

SEAL

SEAL

Date: 12-12-06

DATE: \_\_\_\_\_

# AMENDMENT NO. 1

between

## OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS

and

## THE CITY OF FORT WALTON BEACH

This amendment is made and entered into by and between The City of Fort Walton Beach ("the City") and the Board of County Commissioners of Okaloosa County ("the County") wish to amend the SHIP Local Housing Assistance Plan (LHAP), (the Agreement) to add an additional strategy known as the Florida Home Buyers Opportunity Program, created by The American Recovery and Reinvestment Act of 2009

NOW THEREFORE, in consideration of the mutual promises set forth below, the County and the City hereby amend the LHAP to read as follows:

### II. LHAP HOUSING STRATEGIES:

#### I. Name of Strategy: Florida Home Buyers Opportunity Program

1. Summary of the Strategy: This strategy is designed in response to the legislative proviso requiring SHIP local governments to expend 2009-2010 funds to ensure that residents of the state derive the maximum possible economic benefit from the federal first time homebuyer tax credit created through The American Recovery and Reinvestment Act of 2009 by providing subordinate down payment assistance loans to first time homebuyers for owner occupied primary residences that can be repaid by the income tax refund the homebuyer is entitled to under the First Time Homebuyer Credit. The state program shall be called the "Florida Homebuyer Opportunity Program."
2. Fiscal Years Covered: 2009/2010 until expiration of the Florida Homebuyer Opportunity Program Tax Credit.
3. Income Categories to be served: Up to \$75,000 for single taxpayers or \$150,000 for joint filers. There is no requirement to reserve 30 percent of the funds for awards to very-low-income persons or 30 percent of the funds for awards to low-income persons; and there is no requirement to expend 75% of funds for construction, rehabilitation or emergency repair.
4. Maximum award is the principal balance of the loans provided shall not exceed 10% of the purchase price or \$8,000 whichever is less.

5. Terms, Recapture and Default: If the county or eligible municipality receives repayment from the homebuyer within 18 months after the closing date of the loan the county or eligible municipality shall waive all interest charges. A homebuyer who fails to fully repay the loan within 18 months shall be subject to repayment terms provided in an appropriate strategy in the local housing assistance plan. All funds repaid to a county or eligible municipality shall be considered "program income" as defined in s. 420.9071 (24).
6. Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property.
7. Recipient Selection Criteria: Recipients must meet the requirements of the following: The maximum income limit shall be Adjusted Gross Income of \$75,000 for single taxpayer households or \$150,000 for joint-filing taxpayer households which is equal to that permitted by the American Recovery and Reinvestment Act of 2009

Except as modified herein, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized undersigned officials on the dates set forth below.

FOR

City of Fort Walton Beach

By: Mike Anderson

Name: Mike Anderson

Title: Mayor

Date: August 11, 2009

ATTEST:

Helen Spencer

By: Helen G. Spencer  
City Clerk

FOR

Okaloosa County Board of County  
Commissioners

By: William J. Roberts, III 


Name: William J. Roberts, III

Title: Chairman

Date: 8-20-09

ATTEST:

Don W. Howard  
Clerk of Circuit Court

By: Don W. Howard   
Deputy Clerk

e-mailed 4/24/13  
to Elliot  
JK

### CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: C09-1696-CAO Tracking Number: 594-13  
 Contractor/Lessee Name: City of Fort Walton Beach Grant Funded: YES  NO   
 Purpose: Interlocal Agreement for JHIP funds  
 Date/Term: 2 years 1.  GREATER THAN \$50,000  
 Amount: \$350,000.00 2.  GREATER THAN \$25,000  
 Department: G.M. 3.  \$25,000 OR LESS  
 Dept. Monitor Name: Elliot Kampert  
 Document has been reviewed and includes any attachments or exhibits.

**Purchasing Review**

Procurement requirements are met:  
[Signature] Date: 4/12/13  
 Purchasing Director or designee

**Risk Management Review**

Approved as written:  
[Signature] Date: 4/18/13  
 Risk Manager or designee

**County Attorney Review**

Approved as written: Subject to RFP Date: 4/24/13  
[Signature]  
 County Attorney

Following Okaloosa County approval:

**Contracts & Grants**

Document has been received:  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 Contracts & Grants Manager



# City of Fort Walton Beach

*America's Most Beautiful Beaches*

107 Miracle Strip Parkway, SW \* Fort Walton Beach, Fl 32548

(850) 833-9500 \* Fax (850) 833-9640

[www.fwb.org](http://www.fwb.org)



TDD (850) 833-9925

**Helen Spencer, City Clerk**  
850-833-9509  
[hspencer@fwb.org](mailto:hspencer@fwb.org)

May 15, 2013

Don R. Amunds, Chairman  
1804 Lewis Turner Blvd.  
Fort Walton Beach, FL 32547

RE: SHIP Local Housing Assistance Plan (LHAP)  
FY 2013/2014; 2014/2015; 2015/2016

Dear Mr. Amunds:

Enclosed are (2) originals of the above Local Housing Assistance Plan signed by City officials. Please sign both originals where indicated for the County and forward one original to my office for our files.

Please contact me if you have any questions or need additional information.

Sincerely,

  
Helen Spencer  
City Clerk

**NAME OF LOCAL GOVERNMENT:**

**Okaloosa County and City of Fort Walton Beach**

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

**FISCAL YEARS COVERED**

**2013/2014**

**2014/2015**

**2015/2016**

**Prepared by: Okaloosa Community Development Corporation**

# SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

## I. PROGRAM DESCRIPTION Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.

### A. Name of the participating local government and Inter-local if Applicable: *Section 420.9072(5), F.S.*

Okaloosa County/City of Fort Walton Beach

Inter local : Yes   X   No           

Name of participating local government(s) in the Inter-local Agreement;

Okaloosa County/City of Fort Walton Beach

A copy of the Inter-local Agreement is attached as **Exhibit H.**

### B. Purpose of the program: Section 420.9072, F.S. & Chapter 67-37.005(3), F.A.C. Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate-income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

### C. Fiscal years covered by the Plan: *Chapter 67-37.002, F.A.C.*

  X   2013/2014  
  X   2014/2015  
  X   2015/2016

### D. Governance: *Chapter 67-37.005(3) and (5)(i) F.A.C. and Section 420.9071(14) F.S.* The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan.

### E. Local Housing Partnership *Section 420.9072(1)(a), F.S.* SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

### F. Leveraging: *Chapter 67-37.007(1)(b)(c), F.A.C. and Section 420.9075(1)(a) and (1)(b3), and (1)(c), F.S.*

The Plans are 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: *Chapter 67-37.005(3), F.A.C.* 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** Chapter 67-37.005(6) (a), F.A.C.  
 The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. Discrimination:** Section 420.9075(3)(c), F.S.  
 In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.
- J. Support Services and Counseling:** Chapter 67-37.005(5)(g), F.A.C.  
 Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation
- K. Purchase Price Limits:** Section 420.9075(4)(c), F.S. and Chapter 67-37.007(6) F.A.C.  
 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 (Okaloosa County 2011 90% Average purchase price \$284,810.40). Such an average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used by Okaloosa County is:  
 Bond Study Numbers provided by Florida Housing Finance Corporation  
 Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers

The purchase price limits shall run concurrently with those set annually by the State:

Okaloosa County \$ 284,810.40

- L. Income Limits, Rent Limits and Affordability:**  
 Chapter 67-37.005(5)(e), F.A.C. and Section 420.9071(2), F.S.  
 The Income and Rent Limits used in the SHIP Program are updated from the Housing Finance Corporation. 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 (19), (20) and (28), 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.



**M. Welfare Transition Program: Chapter 67-37.005(6)(b)(7)F.A.C.**  
Should an eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program and Workforce Development Initiatives programs will be given preference in the selection process.

**N. Monitoring and First Right of Refusal: Section 420.9075(3)(e) and (4) (f), F.S.**  
In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 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.

**O. Administrative Budget: Chapter 67-37.005(6)(f)3, F.A.C..**  
There is currently no administrative budget due to no funding.

The Okaloosa County/City of Fort Walton Beach finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

**P. Green / Innovative Design: Section 420.90755 (3)(d) F.S.:**  
The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, lo-flow plumbing fixtures, as appropriate and Energy Star rated appliances where applicable and with homeowners' acceptance, metal roofing is installed. Metal roofing contributes to increased energy efficiency, longer life and is less susceptible to hurricane wind damage.

**Q. Essential Service Personnel: Section 420.9075 (3) (a0**

Essential Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services and public safety. In accordance with Rule Chapter 67-37.002(8), F.A.C. and Chapter 67-37.005(8) F.A.C.

**II. LHAP HOUSING STRATEGIES: Chapter 67-37.005(5), F.A.C.**

**A. Name of the Strategy: Purchase Assistance with Rehabilitation**

**1. Summary of the Strategy:**

SHIP funds will be made available to support down payment, closing costs, gap financing, and substantial rehabilitation of existing or newly constructed affordable housing units on a one-time basis to income eligible homebuyers. However, each homebuyer shall only receive the minimum level of assistance required to enable the purchase, based on the Lender's Underwriting staff, and necessary repair of an existing or newly constructed home.

**2. Fiscal Years Covered:**

2013/2014; 2014/2015; 2015/2016

**3. Income Categories to be served:**

Those individuals or households who are at or below 80% of the median income. Beneficiaries must complete a Home Buyer Counseling class provided by Consumer Credit Counseling Services, Inc. or other HUD certified Credit Counseling service prior to receiving funds. Eligible Moderate Income applicants will be considered only if there are no eligible buyers in the Very Low Income and Low Income categories.

**4. Maximum award: \$30,000**

**5. Terms, Recapture and Default:**

Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable upon sale, transfer or rental of subject property.

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no more than \$100.00 cash in hand to the homeowner.

**6. Recipient Selection Criteria:**

Assistance will be provided on a first-come, first qualified, first served basis for an applicant who receives a first mortgage commitment from a lender. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**B. Name of the Strategy: Rehabilitation**

1. Summary of the Strategy:

The intent of this strategy is to complete substantial rehabilitation of substandard, homeowner occupied housing. The maximum per unit cost for rehabilitation cannot exceed \$50,000, and is fully forgivable.

Green strategy: The Housing Rehabilitation and Substantial Rehabilitation strategy provides that energy conservation and other green features will be incorporated into all substantial rehabilitation projects. This includes, but is not limited to energy conserving windows and doors, higher efficiency HVAC units, increased wall and ceiling insulation, programmable thermostats, low-flow plumbing fixtures, as appropriate and Energy Star rated appliances where applicable and with homeowners' acceptance, metal roofing. Metal roofing contributes to increased energy efficiency, longer life and is less susceptible to hurricane wind damage.

Fiscal Years Covered:

2013/2014; 2014/2015; 2015/2016

2. Income Categories to be served:

The targeted populations are those individuals or households who are at or below 80% of the median income.

3. Maximum award: \$50,000

4. Terms, Recapture and Default:

Deferred Payment Loans (DPL's) at 0% interest with no monthly payments secured by a recorded mortgage and promissory note that is forgiven at the end of 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

\$ 1.00 - \$50,000 = 5 Years @ 1/5 PER YEAR

Requests for subordination in the event of homeowner refinancing will be reviewed and granted only when the refinancing will result in a decrease of their mortgage payment. There is the stipulation of no cash in hand to the homeowner.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**C. Name of the Strategy: Reconstruction or New Construction for Eligible**

## Homeowners

1. Summary of the Strategy:

SHIP funds will be made available for the demolition of mobile homes and homes, which are determined to be deteriorated beyond repair for the reconstruction of homes on the property of the eligible homeowner. Reconstructed homes will include Energy Starr rated appliances, compact florescent light bulbs, energy efficiency rated HVAC units, and added insulation. Selected units will be determined based on feasibility analysis. The maximum allowable SHIP cost is up to \$150,000. If applicant is eligible for a first mortgage on the reconstruction project, the Okaloosa CDC will pay the difference between the amount of the first mortgage and the cost of the new reconstruction.

2. Fiscal Years Covered:

2013/2014; 2014/2015; 2015/2016

3. Income Categories to be served:

Those individuals or households who are within 80% of the median income or less.

4. Maximum award is noted on the Housing Delivery Goals Charts: \$150,000

5. Terms, Recapture and Default:

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The note has a term of 20 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

Loans will be forgiven in percentages at the following rates:

20 Year loan.....5% forgiven per year on the loan anniversary date.

There is a term of 20 years, unless the property is sold, transferred or rented, in which case the balance of the loan becomes due and payable in full, with the following exceptions:

a..In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

b.if HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules (whichever is more restrictive) will apply to eligible recipients and property.

6. Recipient Selection Criteria:

Assistance will be on a first-come, first qualified, first-served, basis for those whose income is 80% or less of the median income. Section 420.9075(3)(c) Florida Statue, states that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status,

national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**D. Name of the Strategy: Disaster Assistance**

1. Summary of the Strategy:

SHIP funds may be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide emergency repairs and rental assistance funds to homes owned by SHIP very low and low income families in the aftermath of a Federal or state declared disaster by Executive Order to address emergency housing repair needs. Generally, such needs shall include, but not be limited to: purchase of emergency supplies for eligible homeowners to weatherproof damaged homes; interim repairs to avoid further damage to the homes of eligible families; tree and debris removal required to make individual housing units habitable by an eligible family; and post-disaster assistance for uninsured repairs to homes owned by low and very low income families. Additionally, in those cases where eligible families cannot live in their damaged homes, deposits and 1<sup>st</sup> and last month's rents will be provided not to exceed \$3,500 per unit. This optional strategy will be implemented only in the event of a "declared disaster" that directly impacts the area. The maximum amount of SHIP funds to be utilized through this strategy is \$50,000 in repairs per unit and \$3,500 per family for rental assistance.

2. Fiscal Years Covered:

2013/2014; 2014/2015; 2015/2016

3. Income Categories to be served:

Those individuals or households at or below 80% of the median income or less. The maximum SHIP cost per unit is \$50,000. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or famillial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program. This is a one-time assistance program.

4. Maximum award is noted on the Housing Delivery Goals Charts:

\$50,000 per unit for rehabilitation  
\$ 3,500 per unit for rental assistance, if required

5. Terms, Recapture and Default:

The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The mortgage and note have a maximum term of 5 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

\$1.00 - \$50,000 = 5 years for unit repair

Loans will be forgiven in percentages at the following rates:  
5 year loan-20% forgiven per year on the loan anniversary date.

There is a term of 5 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exception:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.

If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules will apply to eligible recipients and property.

Rental Assistance funds, not to exceed \$3,500 will be granted to income eligible recipients.

6. Recipient Selection Criteria:

Assistance will be provided on a first come, first qualified, first served basis following the declaration of a disaster. The strategy will be advertised upon declaration of the area as a "declared disaster" area. In the event the strategy is not implemented during a given SHIP Program year, any funding reserved for the Strategy will be reallocated to one or more of the approved SHIP strategies by SHIP budget transfer notification to the Housing Finance Agency.

**E. Name of the Strategy: Infill- Housing / Land and/or House Acquisition/Rehabilitation/Resale**

1. Summary of the Strategy:

The intent of this strategy is threefold:

- a.) To allow the Okaloosa CDC the capability to purchase the property, rehabilitate and resell it using HD definition of "Affordability" within 12 months of purchase to low and very low income eligible customers.
- b.) To purchase property in target neighborhoods needing revitalization and to provide infill housing via new construction within 24 months of purchase.
- c.) To allow the Okaloosa Community Development Corp to purchase land to develop home sites within 36 months of purchase. This is not a land banking strategy, but instead a new construction strategy that complies with the SHIP expenditure deadline.

2. Fiscal Years Covered:

2013/2014; 2014/2015; 2015/2016

3. Income Categories to be served:

The targeted populations are those individuals or households who are at 80% of the median income or less.

Maximum award is noted on the Housing Delivery Goals Charts:

\$100,000

4. Terms, Recapture and Default:

Applicants purchasing these properties will be allowed to participate in the SHIP Down Payment/Closing Cost Program. The upfront SHIP investment from this strategy will be recaptured in full.

MAXIMUM AMOUNTS:

Single Family Home \$100,000

Recipient Qualifications:

Costs funded by the SHIP Program for homes purchased by SHIP recipients will require a Deferred Payment Loan (DPL) secured by a mortgage and promissory note. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

There is a term of 15 years, unless the property is sold transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) The SHIP note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

If HOME monies are leveraged with SHIP monies for reconstruction, HOME rules will apply to eligible recipients and property.

5. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement of the availability of SHIP resources for eligible homeowners who are at no more than 120% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**F. Name of the Strategy: Foreclosure Prevention/Intervention Strategy**

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible low and very low income homeowners to become current on their mortgage payments. Eligible expenses will include delinquent mortgage payments, attorney's fees, recording fees, and late fees. The maximum grant amount is \$5,000.

2. Fiscal Years Covered:

2013/2014; 2014/2015; 2015/2016

3. **Income Categories to be Served:**  
Those individuals or households who are at or below 80 % of median income. Assistance will be provided on a first-come, first qualified, first-served basis.
4. **Maximum Award:** \$5,000
5. **Terms, Recapture and Default:**  
Assistance will be available in the form of a grant with no repayment Required.
6. **Recipient Selection Criteria:**  
Homeowners must be delinquent at least 30 days with either a letter from the mortgagor-notifying applicant of delinquency and/or intent to foreclose. In addition, the default must have been caused by circumstances beyond the control of the applicant, such as - death of spouse, unforeseen medical expenses, divorce, or unemployment- and there must be a reasonable prospect that the applicant will be able to resume full mortgage payments to the primary lender, based on an income certification to determine Affordability. This program may only be used once by an eligible homeowner.

**G. LHAP RENTAL STRATEGIES**

**Name of the Strategy: Rehabilitation/New Construction**

1. **Summary of the Strategy:**  
The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.
2. **Fiscal Years Covered:**  
2013/2014; 2014/2015; 2015/2016
3. **Income Categories to be served:**  
Families occupying rental units rehabilitated or developed through this activity must have incomes below 80% of the median income or in the case of a development receiving tax credits; they must adhere to state required percentages.
4. **Sponsor Selection Criteria:**  
Selection criteria shall include the following, as applicable:



SELECTION CRITERIA

MAXIMUM POINTS

- |   |         |
|---|---------|
| 1) Provide the organization's mission statement or bylaws which must document the organization's intent to provide affordable rental housing                                      | 10 pts. |
| 2) Amount of community related activity the organization has in Okaloosa County.  | 5 pts.  |
| 3) Experience in the development of affordable rental housing as well as any previous experience with the FHFC rental development.  | 20 pts. |
| 4) The financial stability of the organization / corporation.   | 15pts.  |
| 5) Ability to complete projects in a timely manner with target dates for Project commitment and completion if selected.   | 10 pts. |
| 6) Demonstrate site control.  | 15pts.  |
| 7) Demonstrate that other necessary funds and financing are committed with a ratio of private funds to public funds included.   | 15pts.  |
| 8) Document the SHIP cost per unit as well as the total aggregate cost per unit from all funding sources.   | 20pts.  |
| 9) Document that the infrastructure is in place or is available and project conforms to County and/or City development goals.   | 10pts   |
| 10) Document support services provided.   | 20pts.  |
| 11) Document the affordability of the proposed units to be constructed or rehabilitated (please include rental rates).  | 20pts.  |
| 12) Is the sponsor designated as a private for profit entity or a non-profit Organization.  | 10 pts. |
| 13) Is the project located in an area targeted by the OCDC, City of Fort Walton Beach, or Okaloosa County, or is it located in a Community Redevelopment Area or Enterprise Zone? | 10pts.  |
| 14) Demonstrate that you will employ personnel from the Welfare Transition Program and Workforce Development Initiatives Programs.  | 10pts.  |
| 15) Form of SHIP Assistance requested, i.e., deferred payment loan or low interest loan.  | 10pts.  |

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL)'s will be used at 0% for non-profit firms and a low interest loan not to exceed 3%, will be used for for-profit firms. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

**Limits:**

New Construction:	\$50,000/Unit
Existing	\$40,000/Unit

SHIP Leveraging Resources:

- Private Mortgage Lenders
- Florida Housing Finance Corporation (FHFC)

6. Recipient Selection Criteria

All applicants that meet the selection criteria will be served on a first come-first qualified- first served bases and must be approved by vote of the Board of Directors of the Okaloosa Community Development Corporation.

NOTE: All applicants must be registered and have ability to obtain permits in Okaloosa County, and have current license to operate its business within Okaloosa County. SHIP applicants must agree to comply with all SHIP program guidelines by contract, certify that it will not discriminate on the basis of race, creed, color, marital status, religion, age, sex, familial status, national origin, or handicap, and certify that all SHIP assisted individuals or households qualify as very low or low income under the current Florida Housing Finance Corporation income limits. Rental housing constructed or rehabilitated using SHIP funds must provide the minimum set aside of units for eligible persons for at least (15) years or the term of assistance, whichever is longer. Throughout the terms of assistance, the Okaloosa Community Development Corporation will be monitoring the Rental Housing to ensure guidelines are being met. The staff or 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 the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. Rental housing offered for sale prior to the end of this period must be subject to a first right of refusal for purchase at the current market value by eligible non-profit organizations who would provide continued occupancy by eligible persons.

**H. SPECIAL NEEDS HOUSING STRATEGY**

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to qualified not-for-profit organizations applying for funds to acquire, develop and/or rehabilitate affordable housing for very – low to low income special needs populations. Persons who have special housing needs are defined in Chapter 67-37.002 (21), F.A.C. Such persons included: those who have encountered resistance to their residing in particular communities; suffered increased housing costs resulting from their unique needs and high risk of institutionalization; persons with developmental disabilities; persons with mental illness or chemical dependency; persons with Acquired Immune Deficiency

Syndrome ("AIDS") and Human Immunodeficiency Virus ("HIV") disease; runaways and abandoned youth; public assistance recipients; migrant and seasonal farm workers; refugees and entrants; the elderly; and disabled adults. The not-for-profit/for profit organizations selected for award of funding will utilize a first come, first served tenant selection process,

2. Fiscal Years Covered:

2013/2014; 2014/2015; 2015/2016

3. Income and eligibility requirements:

Eligible persons include those whose income do not exceed 80% of median, income

Eligible activities include acquisition, reconstruction, moderate or substantial rehabilitation, site improvements, conversion, and/or new construction of units.

None of the funds may be used for administrative support, staff, administrative materials, and or any other cost associated with administration.

Allowable SHIP expenses under this strategy are: construction materials and labor, permits, payment of impact and capacity fees, lender fees, and infrastructure expenses typically paid by the developer, appraisals, soft costs such as engineering fees, architectural and related fees, environmental studies, financing costs, and legal fees.

4. Applicant Criteria

The applicant must have experienced staff that have successfully completed similar projects, or experienced consultants.

Applicant will conjoin housing with appropriate services, enabling special needs individuals to achieve independent living appropriate to their level of ability.

Rental housing offered for sale prior to the end of this period will be required to offer a right of first refusal for purchase at the current market value by eligible non-profit organizations that would provide continued occupancy by eligible persons.

5. Terms, Recapture and Default:

Deferred Payment Loan (DPL)'s will be 0% for non-profit organizations only whose application fit criteria for Special Needs and is to be approved by the Board of Directors'. No payments will be required. Based on the Board of Directors approval the loan will be secured by mortgage and note, with a term of 15 years. If at anytime the originally intended use of the special needs housing changes, the funds utilized from SHIP must be repaid in full.

**Limits:**

New Construction	\$50,000/Unit
Existing	\$40,000/Unit

IV. LHAP INCENTIVE STRATEGIES  
*Section 420.9071(16), F.S.*

- a. **Incentive:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

As provided in Policy 1.4.4 of the Housing Element of the Okaloosa County Comprehensive Plan, the County provides a fast-track review process for development order and building permit applications for projects that provide affordable housing.

**City of Fort Walton Beach:**

It is the policy of the City's Development Services Division to expedite affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

- b. **Incentive:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

The County shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

**City of Fort Walton Beach**

The City shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

- c. **Incentive.** Establishment of a schedule for implementing the incentive strategies. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**City of Fort Walton Beach:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**IV. EXHIBITS:**

- A. **Administrative Budget,** For Each Fiscal Year Covered in the Plan Chapter 67-37.005), F.A.C.

- B. **Timeline** For Each Fiscal Year Covered in the Plan: Chapter 67-37.005), F.A.C.
- C. **Housing Delivery Goals Chart (HDGC)** For Each Fiscal Year Covered in the Plan: Chapter 67-37.005), F.A.C.
- D. **Certification Page: Chapter 67-37.005(7), F.A.C.** Signed Certification is attached.
- E. **Resolution:** Signed Resolution is attached.
- F. **Program Information Sheet**
- G. **Ordinance**
- H. **Inter-local Agreement: Section 420.9072, F.S.** Signed Inter-local Agreement is attached.

Exhibit A  
Administrative Budget

LHAP 2013  
 Exhibit A  
 67-37.005(1), F.A.C.  
 Effective Date: 11/09

Okaloosa County

Estimated Allocation for Calculating:	\$	350,000.00	
Fiscal Year 2013 / 2014			
Salaries and Benefits	\$	31,500.00	
Office Supplies and Equipment	\$	2,000.00	
Travel Perdiem Workshops, etc	\$	1,000.00	
Advertising	\$	500.00	
Other	\$		
Total	\$	35,000.00	10%
Fiscal Year 2014 / 2015			
Estimated Allocation for Calculating:	\$	-	
Salaries and Benefits	\$	-	
Office Supplies and Equipment	\$	-	
Travel Perdiem Workshops, etc	\$	-	
Advertising	\$	-	
Other	\$	-	
Total	\$	-	0%
Fiscal Year 2015/2016			
Estimated Allocation for Calculating:	\$	-	
Salaries and Benefits			
Office Supplies and Equipment			
Travel Perdiem Workshops, etc			
Advertising			
Other	\$		
Total	\$	-	0%

Exhibit B  
Timeline



TIMETABLE FOR STATE FISCAL YEAR: 2013 / 2014

Name of Local Government: Okaloosa County

Program Activities	Year	2013 / 2014												2014 / 2015												2015 / 2016											
		Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12					
Advertise Availability of Funds			x	x																																	
Application Period (On-Going)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x												
Start Program Year		x																																			
Annual Report				x											x															x							
Mid-Year Review/Adjustments						x																															
End-Year Review/Adjustments												x																			x						
Encumbrance Deadline																																					
Expenditure Deadline																																		x			
Final Program Review																																		x			

Directions: Type in the applicable years across the top line.  
List Program Activities down left hand side. Type in an "X"  
on applicable activity line under month and year the activity will be initiated or completed.  
At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR: 2014 / 2015

Name of Local Government: Okaloosa County

Program Activities	Year: 2014 / 2015						2015 / 2016						2016 / 2017																								
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
Advertise Availability of Funds		x	x																																		
Application Period(On-Going)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Start Program Year		x																																			
Annual Report				x											x																					x	
Mid-Year Review/Adjustments							x																														
End-Year Review/Adjustments													x																							x	
Encumbrance Deadline															x																						
Expenditure Deadline																																				x	
Final Program Review																																				x	

Directions: Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period

TIMETABLE FOR STATE FISCAL YEAR: 2015 / 2016

Name of Local Government: Okaloosa County

Program Activities	Year 2015 / 2016												Year 2016 / 2017												Year 2017 / 2018																							
	Mon	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12					
Advertise Availability of Funds			x	x																																												
Application Period(On-Going)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x																								
Start Program Year	x																																															
Annual Report			x												x												x																	x				
Mid-Year Review/Adjustments						x																																										
End-Year Review/Adjustments											x												x													x												
Encumbrance Deadline																							x																									
Expenditure Deadline																																																
Final Program Review																																																

Directions: Type in the applicable years across the top line.  
 List Program Activities down left hand side. Type in an "X"  
 on applicable activity line under month and year the activity will be initiated or completed.  
 At a minimum the following activities should be included:  
  
 1) Advertise availability of funds and application period

Exhibit C  
Housing Delivery Goals Charts

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2013 / 2014

Please check applicable box

New Plan:		x
Amendment:		
Fiscal Yr. Closeout:		2016/2018

Name of Local Government: Okaloosa County Estimated Funds: \$350,000.00

Strategy # From Plan Text	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI		LI		MI		A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
		Purchase Assistance	1	\$30,000	1	\$20,000	1	\$10,000	\$0.00		\$60,000.00	\$60,000.00	17.14%
Rehabilitation	3	\$50,000	1	\$50,000	1	\$50,000	\$0.00	\$250,000.00		\$250,000.00	71.43%	5	
Reconstruction or New Construction		\$150,000		\$150,000		\$150,000	\$0.00			\$0.00	0.00%	0	
Disaster Assistance		\$53,500		\$53,500		\$53,500	\$0.00			\$0.00	0.00%	0	
Infill Housing / Land and/or House Acquisition/ Rehabilitation/Resale		\$100,000		\$100,000		\$100,000	\$0.00			\$0.00	0.00%	0	
Foreclosure Prevention	1	\$5,000	0	\$5,000	0	\$5,000	\$0.00		\$5,000.00	\$5,000.00	1.43%	1	
										\$0.00	0.00%	0	
										\$0.00	0.00%	0	
<b>Subtotal 1 (Home Ownership)</b>	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$315,000.00</b>	<b>90.00%</b>	<b>9</b>	

RENTAL STRATEGIES	VLI		LI		MI		A	B	C	D	E	F
	Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
	Rehabilitation / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%
Rehabilitation / Existing		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
Special Needs Housing / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
Special Needs Housing / Existing Construction		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
										\$0.00	0.00%	0
<b>Subtotal 2 (Non-Home Ownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0</b>

Administration Fees										\$35,000.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling											0.00%	

<b>GRAND TOTAL</b> <small>Add Subtotals 1 &amp; 2, plus all Admin. &amp; HO Counseling</small>	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$350,000.00</b>	<b>100.00%</b>	<b>9</b>
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Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										71%
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Maximum Allowable Purchase Price:								New	\$284,810	Existing	\$284,810
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Allocation Breakdown	Amount	%	Projected Program Income:	\$0.00	Max Amount Program Income For Admin:	\$0.00
Very-Low Income	\$185,000.00	52.9%	Projected Recaptured Funds:	\$0.00		
Low Income	\$70,000.00	20.0%	Distribution:	\$350,000.00		
Moderate Income	\$60,000.00	17.1%	Total Available Funds:	\$350,000.00		
<b>TOTAL</b>		<b>90.0%</b>				

10-Dec-12

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2014 / 2015

Please check applicable box

New Plan:		x
Amendment:		
Fiscal Yr. Closeout:		2017/2019

Name of Local Government:	Okaloosa County	Estimated Funds:	\$350,000.00
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Strategy #	HOME OWNERSHIP	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
From Plan Text	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
	Purchase Assistance	1	\$30,000	1	\$20,000	1	\$10,000	\$0.00		\$60,000.00	\$60,000.00	17.14%	3
	Rehabilitation	3	\$50,000	1	\$50,000	1	\$50,000	\$0.00	\$250,000.00		\$250,000.00	71.43%	5
	Reconstruction or New Construction		\$150,000		\$150,000		\$150,000	\$0.00			\$0.00	0.00%	0
	Disaster Assistance		\$53,500		\$53,500		\$53,500	\$0.00			\$0.00	0.00%	0
	Infill Housing / Land and/or House Acquisition/ Rehabilitation/Resale		\$100,000		\$100,000		\$100,000	\$0.00			\$0.00	0.00%	0
	Foreclosure Prevention	1	\$5,000	0	\$5,000	0	\$5,000	\$0.00		\$5,000.00	\$5,000.00	1.43%	1
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 1 (Home Ownership)</b>	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$315,000.00</b>	<b>90.00%</b>	<b>9</b>
	<b>RENTAL STRATEGIES</b>	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
	Rehabilitation / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Rehabilitation / Existing		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
	Special Needs Housing / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Special Needs Housing / Existing Construction		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 2 (Non-Home Ownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0</b>
	Administration Fees										\$35,000.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	<b>GRAND TOTAL</b>												
	Add Subtotals 1 & 2, plus all Admin. & HO Counseling	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$350,000.00</b>	<b>100.00%</b>	<b>9</b>
	<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										<b>71%</b>	
	<b>Maximum Allowable Purchase Price:</b>							<b>New</b>	<b>\$284,810</b>	<b>Existing</b>	<b>\$284,810</b>		
	<b>Allocation Breakdown</b>	<b>Amount</b>		<b>%</b>				Projected Program Income:		\$0.00	Max Amount Program Income For Admin:		\$0.00
	<b>Very-Low Income</b>	\$185,000.00		52.9%				Projected Recaptured Funds:		\$0.00			
	<b>Low Income</b>	\$70,000.00		20.0%				Distribution:		\$350,000.00			
	<b>Moderate Income</b>	\$60,000.00		17.1%				<b>Total Available Funds:</b>		<b>\$350,000.00</b>			
	<b>TOTAL</b>			<b>90.0%</b>									<b>10-Dec-12</b>

**FLORIDA HOUSING FINANCE CORPORATION**

**HOUSING DELIVERY GOALS CHART**

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2015 /2016

Please check applicable box

New Plan:    
 Amendment:    
 Fiscal Yr. Closeout: 2018/2020

Name of Local Government: Okaloosa County Estimated Funds: \$350,000.00

Strategy # From Plan Text	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
	Purchase Assistance	1	\$30,000	1	\$20,000	1	\$10,000	\$0.00		\$60,000.00	\$60,000.00	17.14%	3
	Rehabilitation	3	\$50,000	1	\$50,000	1	\$50,000	\$0.00	\$250,000.00		\$250,000.00	71.43%	5
	Reconstruction or New Construction		\$150,000		\$150,000		\$150,000	\$0.00			\$0.00	0.00%	0
	Disaster Assistance		\$53,500		\$53,500		\$53,500	\$0.00			\$0.00	0.00%	0
	InFill Housing / Land and/or House Acquisition/ Rehabilitation/Resale		\$100,000		\$100,000		\$100,000	\$0.00			\$0.00	0.00%	0
	Foreclosure Prevention	1	\$5,000	0	\$5,000	0	\$5,000	\$0.00		\$5,000.00	\$5,000.00	1.43%	1
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 1 (Home Ownership)</b>	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$315,000.00</b>	<b>90.00%</b>	<b>9</b>
	<b>RENTAL STRATEGIES</b>	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
	Rehabilitation / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Rehabilitation / Existing		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
	Special Needs Housing / New Construction		\$50,000		\$50,000		\$50,000				\$0.00	0.00%	0
	Special Needs Housing / Existing Construction		\$40,000		\$40,000		\$40,000				\$0.00	0.00%	0
											\$0.00	0.00%	0
	<b>Subtotal 2 (Non-Home Ownership)</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0</b>
	Administration Fees										\$35,000.00	10.00%	
	Admin. From Program Income											0.00%	
	Home Ownership Counseling											0.00%	
	<b>GRAND TOTAL</b>												
	Add Subtotals 1 & 2, plus all Admin. & HO Counseling	<b>5</b>	<b>\$185,000.00</b>	<b>2</b>	<b>\$70,000.00</b>	<b>2</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$65,000.00</b>	<b>\$350,000.00</b>	<b>100.00%</b>	<b>9</b>
	Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										71%	
	Maximum Allowable Purchase Price:							New	\$284,810	Existing	\$284,810		
	Allocation Breakdown	Amount			%			Projected Program Income:	\$0.00	Max Amount Program Income For Admin:	\$0.00		
	Very-Low Income	\$185,000.00			52.9%			Projected Recaptured Funds:	\$0.00				
	Low Income	\$70,000.00			20.0%			Distribution:	\$350,000.00				
	Moderate Income	\$60,000.00			17.1%			Total Available Funds:	\$350,000.00				
	<b>TOTAL</b>				<b>90.0%</b>								10-Dec-12

Exhibit D  
Certification

Okaloosa County  
and  
City of Fort Walton Beach



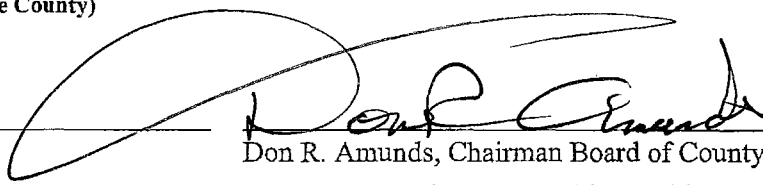
**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Okaloosa County

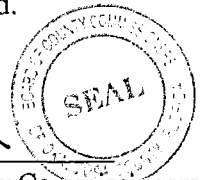
- (1) The local government will advertise the availability of SHIP funds, if available, pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for assistance.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if, at any time, the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments and Technical Revisions to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities as program income.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation by June 30 of each calendar year.

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

Witness



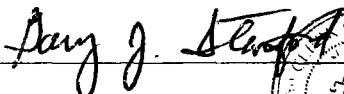
Don R. Amunds, Chairman Board of County Commissioners  
BCC approval on May 21, 2013.



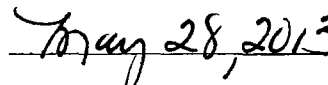
Witness

ATTEST:

(SEAL)

  
for Don W. Howard, County Clerk



  
Date

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: City of Fort Walton Beach, Okaloosa County, Florida

- (1) The local government will advertise the availability of SHIP funds, if available, pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for assistance.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if, at any time, the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments and Technical Revisions to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities as program income.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation by June 30 of each calendar year.

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

Deanne Van Eken

Witness

Jones

Witness

Mike Anderson

Mike Anderson, Mayor Fort Walton Beach, FL

ATTEST:

(SEAL)

Helen A. Spencer

Helen Spencer, Clerk of Court  
City Clerk

May 14, 2013

Date

## RESOLUTION 2013-13

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORT WALTON BEACH, FLORIDA THAT:

**Section 1.** The State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Law, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

**Section 2.** 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

**Section 3.** The SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

**Section 4.** 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

**Section 5.** As required by Chapter 67-37.005(6)(f)3, F.A.C., 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 percent of program income deposited into the trust fund, except that small counties, as defined in f.s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

**Section 6.** The Okaloosa County Development Corporation has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

**Section 7.** The City Council finds that it is in the best interest of the public for the City of Fort Walton Beach to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

CERTIFIED A TRUE AND CORRECT COPY  
CITY OF FORT WALTON BEACH  
HELEN SPENCER, CITY CLERK  
BY: Helen Spencer  
DATE: 5-14-13

## RESOLUTION 2013-13

**Section 8.** The City Council of Fort Walton Beach hereby approves the amended Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by sections 420.907-420-9079, Florida Statutes, for fiscal years 2010/2011, 2011/2012, 2012/2013.


**Section 9.** The Mayor is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the amended Local Housing Assistance Plan and interlocal agreement, and to do all things necessary and proper to carry out the terms and conditions of said program.

**Section 10.** This Resolution shall take effect immediately upon approval by the City Council.



Mike Anderson, Mayor

Attest:

  
Helen Spencer, City Clerk

Approved for form, legal sufficiency,

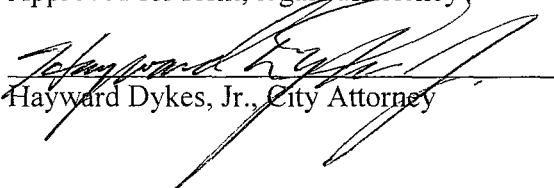
  
Hayward Dykes, Jr., City Attorney

Exhibit E  
Resolution

Okaloosa County  
and  
City of Fort Walton Beach

OKALOOSA COUNTY  
RESOLUTION #: 13-79

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

\* \* \* \* \*

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

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

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

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

**WHEREAS**, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.



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

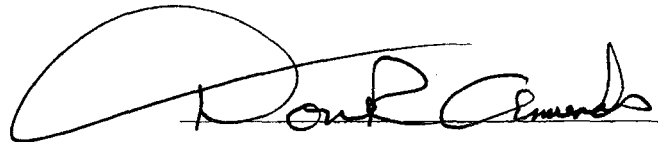
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA that:

Section 1: The Board of County Commissioners of Okaloosa 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 2013/2014, 2014/2015, and 2015/2016 \_\_\_\_\_.

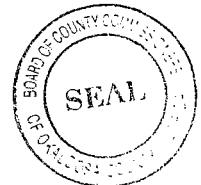
Section 2: The Chairman of the board of County Commissioners, is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the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

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

PASSED AND ADOPTED THIS 21st DAY OF May, 2013.



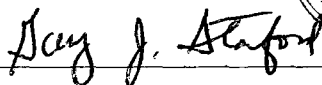
Don R. Amunds, Chairman Board of County Commissioners



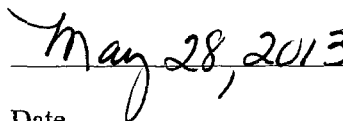
ATTEST:



(SEAL)



Don W. Howard, County Clerk



Date

RESOLUTION #: \_\_\_\_\_

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

\*\*\*\*\*

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

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

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

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

**WHEREAS**, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the 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 City Commission finds that it is in the best interest of the public for Okaloosa 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 MAYOR FORT WALTON BEACH, OKALOOSA COUNTY, FLORIDA that:**

Section 1: The Board of Mayor of Fort Walton Beach, Okaloosa 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 2013/2014, 2014/2015, and 2015/2016 \_\_\_\_\_.

Section 2: The Mayor of Fort Walton Beach, 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 14<sup>th</sup> DAY OF May, 2013.

Hawaii Van Etkin  
Witness

Mike Anderson  
Mike Anderson, Mayor Fort Walton Beach

ATTEST:

(SEAL)

Helen A. Spencer

May 14, 2013

Helen Spencer, ~~Clerk of Court~~  
City Clerk

Date

Exhibit F  
Program Information Sheet

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

---

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

<b>Local Government</b>	Okaloosa County
<b>Chief Elected Official</b>	Don R. Amunds
<b>Address</b>	1804 Lewis Turner Blvd., Suite 100, Fort Walton Beach, FL 32547
<b>SHIP Administrator</b>	Okaloosa Community Development Corp.
<b>Address</b>	204 Cloverdale Blvd, Fort Walton Beach, FL 32547
<b>Telephone</b>	850-863-1969
<b>EMAIL</b>	Okaloosacdc@embarqmail.com
<b>Alternate SHIP Contact</b>	Brenda Bailey
<b>Telephone</b>	850-651-7200 ext 4581
<b>EMAIL</b>	grants@clerkofcourts.cc
<b>Interlocal Agreement (list other local governments in interlocal)</b>	Okaloosa County City of Fort Walton Beach
<b>Local Government Employer Federal ID #</b>	59-6000765
<b>Disbursement (list bank account information if changed from previous)</b>	
<b>Other Information</b>	

Please attach this form as Exhibit F and submit along with your completed LHAP.

Exhibit G  
Ordinance

There have been no Ordinance changes.

Exhibit H  
Interlocal Agreement

**CONTRACT # C09-1696-CAO  
CITY OF FORT WALTON BEACH  
SHIP INTERLOCAL EXHIBIT H  
EXPIRES: INDEFINITE**

# INTERLOCAL AGREEMENT

## State Housing Initiatives Partnership Program

THIS INTERLOCAL AGREEMENT made and entered into this 21st day of May 2013, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

**WHEREAS**, the County and the City have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE County and the City are authorized by Florida Statutes Chapter 163.01 et seq., to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference) created Section 4209072, et seq., Florida Statutes, (the "State Housing Initiatives Partnership Program" ("SHIP")), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively and efficiently utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The County and the City do hereby agree that the (SHIP) Program funds are to be distributed to the County by Florida Housing Finance Corporation, as provided in 420.9073, Florida Statutes. Said funds shall be made available to the County's Housing Partner with a minimum of 20% of the funds being used within the City, unless qualified projects cannot be found. The County's Housing Partner for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.



2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by and managed by Okaloosa County. This account shall be known as the Okaloosa local Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the Corporation. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37 Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the County and the City, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rule 67-37, as amended, as each may be applicable to the SHIP Program.
8. If at any time during the term of this Interlocal Agreement, the County or the City which are the parties to this Interlocal Agreement, the County or City believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions of this interlocal Agreement prior to the commencement of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided

by law.

9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Florida Administrative Code 67-37.011
11. For all purposes herein, the term "Interlocal Agreement" shall mean this Interlocal Agreement, and the provisions thereof.
12. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

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IN WITNESS WHEREOF, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

**CITY OF FORT WALTON BEACH,**  
A Municipality Chartered in the  
of  
State of Florida

**OKALOOSA COUNTY,**  
A Political Subdivision of the State

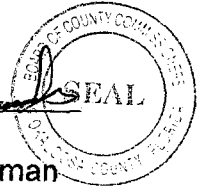
Florida, by and Through its Board of  
County Commissioners

BY: Mike Anderson

Mike Anderson, Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
  
(850) 243-3141

BY: Don R. Amunds

Don R. Amunds, Chairman  
1804 Lewis Turner Blvd.  
Fort Walton Beach, FL  
32547  
(850) 651-7105



BCC Approved: May 21, 2013

ATTEST:

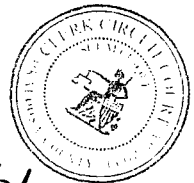
ATTEST:

BY: Helen A. Spencer

Helen A. Spencer,  
City Clerk

BY: Don W. Howard

Don W. Howard,  
Clerk of Circuit Court,  
Okaloosa County, FL



SEAL

SEAL

Date: May 14, 2013

Date: May 28, 2013

# INTERLOCAL AGREEMENT

## State Housing Initiatives Partnership Program

THIS INTERLOCAL AGREEMENT made and entered into this 16th day of August 2011, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

**WHEREAS**, the County and the City have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE County and the City are authorized by Florida Statutes Chapter 163.01 et seq., to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference) created Section 4209072, et seq., Florida Statutes, (the "State Housing Initiatives Partnership Program" ("SHIP")), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively and efficiently utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The County and the City do hereby agree that the (SHIP) Program funds are to be distributed to the County by Florida Housing Finance Corporation, as provided in 420.9073, Florida Statutes. Said funds shall be made available to the County's Housing Partner with a minimum of 20% of the funds being used within the City, unless qualified projects cannot be found. The County's Housing Partner for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

CONTRACT# C09-1696-CAO  
CITY OF FT WALTON BEACH (SHIP)  
SHIP LOCAL HOUSING ASSISTANCE PLAN  
EXPIRES: INDEFINITE

Instr # 2725012 BK: 2988 PG:3423, Page 1 of 4  
Recorded 08/25/2011 at 09:51 AM.  
RECORDING: \$19.50 RECORDING ARTICLE V. \$16.00

DEPUTY CLERK KSCHOOLCRAFT  
DON W HOWARD CLERK OF COURTS OKALOOSA COUNTY FL

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by and managed by Okaloosa County. This account shall be known as the Okaloosa local Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the Corporation. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37 Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the County and the City, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rule 67-37, as amended, as each may be applicable to the SHIP Program.
8. If at any time during the term of this Interlocal Agreement, the County or the City which are the parties to this Interlocal Agreement, the County or City believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions of this interlocal Agreement prior to the commencement of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by

law.

9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Florida Administrative Code 67-37.011
11. For all purposes herein, the term "Interlocal Agreement" shall mean this Interlocal Agreement, and the provisions thereof.
12. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

IN WITNESS WHEREOF, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through Its Board of County  
Commissioners

BY: *Dennis Reeves*  
~~Mike Anderson~~ Dennis Reeves  
~~Mayor~~ Mayor Pro-Tem

BY: *James Campbell*  
James Campbell  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105



107 Miracle Strip Parkway SW  
Fort Walton Beach, FL 32548  
(950) 733-9509

ATTEST:

ATTEST:

*City*  
BY: *Helen A. Spencer*  
Helen A. Spencer  
Clerk of Court

BY: *Don W. Howard*  
Don W. Howard  
County Clerk

SEAL

SEAL



Date: 8-11-11

DATE: August 16, 2011



## INTERLOCAL AGREEMENT

**THIS INTERLOCAL AGREEMENT** made and entered into this 14 day of September 2010, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

**WHEREAS**, the City and the County have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS, THE** City and the County are authorized by Florida Statutes Chapter 163.01 et seq., to enter the Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference created Section 420.9027, et seq. Florida Statutes, (the "State Housing Initiatives Partnership Program" "SHIP"), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The City and the County do hereby agree that the (SHIP) Program funds which are to be distributed to the County as provided in 420.9073, Florida Statutes, shall be allocated to the Okaloosa Community Development Corporation with a minimum of 20% of the funds being used within the City, unless qualified projects

C09-1696-CAO  
CITY OF FT WALTON BEACH (SHIP)  
SHIP LOCAL HOISING ASSISTANCE PLAN  
EXPIRES: INDEFINITE

Instr # 2666138 BK: 2957 PG: 4186, Page 1 of 4  
Recorded 10/29/2010 at 04:05 PM.  
RECORDING: \$19.50 RECORDING ARTICLE V: \$16.00

DEPUTY CLERK K.SCHOOLCRAFT



cannot be found. The Okaloosa Community Development Corporation for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by Okaloosa Community Development Corp., which shall be administered by the Board of Directors. This account shall be known as the Hurricane Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the State of Florida. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Rule 67-37, 67ER-05 and 67-55, Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the City and the County, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rules 67-37, 67ER-05 and 67-55 (as each may be applicable to the(SHIP) Program)

8. If at any time during the term of this Interlocal Agreement, the City or the County which are the parties to this Interlocal Agreement, the City or County believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions to be effective on the first day of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by law.
9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. Okaloosa Community Development Corp. will report quarterly to the Board of County Commissioners and the City of Fort Walton Beach.
11. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Administrative Rule 67ER-05 and 67-55.
12. For all purposes of this Interlocal Agreement, the term "Interlocal Agreement" shall mean this Interlocal Agreement.
13. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

**IN WITNESS WHEREOF**, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of  
County Commissioners

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Mike Anderson  
Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
(850) 243-3141

Wayne Harris  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105



ATTEST:

ATTEST:

BY: \_\_\_\_\_

BY: Don Howard

Helen A. Spencer  
Clerk of Court

Don Howard  
Clerk of Court  
Okaloosa County



SEAL

SEAL

Date: \_\_\_\_\_

DATE: 9-7-10

DEPUTY CLERK KSCHOOLCRAFT

## INTERLOCAL AGREEMENT

**THIS INTERLOCAL AGREEMENT** made and entered into this ~~14th~~ *September 20<sup>10</sup>* day of *September 20<sup>10</sup>*, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

**WHEREAS**, the City and the County have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE City and the County are authorized by Florida Statutes Chapter 163.01 et seq., to enter the Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference created Section 420.9027, et seq. Florida Statutes, (the "State Housing Initiatives Partnership Program" "SHIP"), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The City and the County do hereby agree that the (SHIP) Program funds which are to be distributed to the County as provided in 420.9073, Florida Statutes, shall be allocated to the Okaloosa Community Development Corporation with a minimum of 20% of the funds being used within the City, unless qualified projects

cannot be found. The Okaloosa Community Development Corporation for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by Okaloosa Community Development Corp., which shall be administered by the Board of Directors. This account shall be known as the Hurricane Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the State of Florida. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Rule 67-37, 67ER-05 and 67-55, Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the City and the County, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rules 67-37, 67ER-05 and 67-55 (as each may be applicable to the(SHIP) Program)

8. If at any time during the term of this Interlocal Agreement, the City or the County which are the parties to this Interlocal Agreement, the City or County believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions to be effective on the first day of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by law.
9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. Okaloosa Community Development Corp. will report quarterly to the Board of County Commissioners and the City of Fort Walton Beach.
11. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Administrative Rule 67ER-05 and 67-55.
12. For all purposes of this Interlocal Agreement, the term "Interlocal Agreement" shall mean this Interlocal Agreement.
13. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

**IN WITNESS WHEREOF**, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of  
County Commissioners

BY: Mike Anderson

BY: \_\_\_\_\_

Mike Anderson  
Mayor  
~~P.O. Box 4000~~ 107 Miracle Strip Pkwy, SW  
Fort Walton Beach, FL ~~32549-4000~~ 32548  
(850) ~~243-3144~~ 833-9509

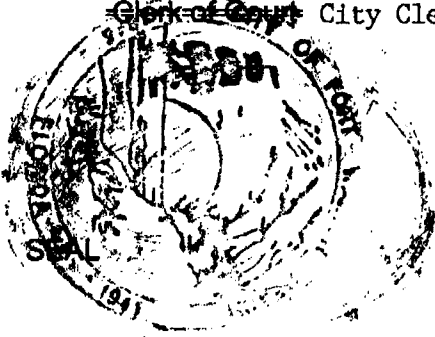
Wayne Harris  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105

ATTEST:

ATTEST:

BY: Helen A. Spencer  
Helen A. Spencer  
~~Clerk of Court~~ City Clerk

BY: \_\_\_\_\_  
Don Howard  
Clerk of Court  
Okaloosa County



SEAL

Date: September 14, 2010

DATE: \_\_\_\_\_

CONTRACT# C09-1696-CAO  
CITY OF FT. WALTON  
S.H.I.P. EXHIBIT H / INTERLOCAL  
EXPIRES: INDEFINITE

EXHIBIT H

## INTERLOCAL AGREEMENT

**THIS INTERLOCAL AGREEMENT** made and entered into this \_\_\_ day of \_\_\_\_\_ 2006, by and between OKALOOSA COUNTY, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

### WITNESSETH:

**WHEREAS**, the City and the County have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE City and the County are authorized by Florida Statutes Chapter 163.01 et seq., to enter the Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference created Section 420.9027, et seq. Florida Statutes, (the "State Housing Initiatives Partnership Program" "SHIP"), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. The City and the County do hereby agree that the (SHIP) Program funds which are to be distributed to the County as provided in 420.9073, Florida Statutes, shall be allocated to the Okaloosa Community Development Corporation with a minimum of 20% of the funds being used within the City, unless qualified projects



cannot be found. The Okaloosa Community Development Corporation for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.

2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by Okaloosa Community Development Corp., which shall be administered by the Board of Directors. This account shall be known as the Hurricane Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the State of Florida. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Rule 67-37, 67ER-05 and 67-55, Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the City and the County, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.
7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rules 67-37, 67ER-05 and 67-55 (as each may be applicable to the(SHIP) Program)

8. If at any time during the term of this Interlocal Agreement, the City or the County which are the parties to this Interlocal Agreement, the City or County believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions to be effective on the first day of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by law.
9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. Okaloosa Community Development Corp. will report quarterly to the Board of County Commissioners and the City of Fort Walton Beach.
11. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Administrative Rule 67ER-05 and 67-55.
12. For all purposes of this Interlocal Agreement, the term "Interlocal Agreement" shall mean this Interlocal Agreement.
13. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

-----BALANCE OF PAGE BLANK-----

**IN WITNESS WHEREOF**, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

BY: \_\_\_\_\_

Mike Anderson  
Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
(850) 243-3141

ATTEST:

BY: \_\_\_\_\_

Helen A. Spencer  
Clerk of Court

SEAL

Date: \_\_\_\_\_

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of  
County Commissioners

BY: Sherry Campbell

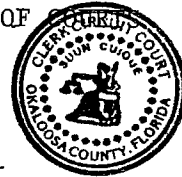
Sherry Campbell  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105



ATTEST:

BY: Don W. Howard

Don W. Howard  
CLERK OF



SEAL

DATE: Dec. 18, 2006

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of  
County Commissioners

BY: Mike Anderson

BY: \_\_\_\_\_

Mike Anderson  
Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
(850) 243-3141

Sherry Campbell  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105

ATTEST:  
BY: Helen A. Spencer  
Helen A. Spencer  
Clerk of Court

ATTEST:  
BY: \_\_\_\_\_  
Jim Curry  
County Clerk

SEAL

SEAL

Date: 12-12-06

DATE: \_\_\_\_\_

## EXHIBIT H

### INTERLOCAL AGREEMENT

**THIS INTERLOCAL AGREEMENT** made and entered into this 24<sup>th</sup> day of March 2009, by and between OKALOOSA COUNTY AND THE CITY OF FORT WALTON BEACH, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (the "County") and the City of Fort Walton Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council (the "City"):

#### WITNESSETH:

**WHEREAS**, the City and the County have legal authority to perform general government services within their respective jurisdiction; and

**WHEREAS**, THE City and the County are authorized by Florida Statutes Chapter 163.01 et seq., to enter the Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the William E. Sadowski Affordable Housing Act (Chapter 92-317, Laws of Florida, incorporated herein by reference created Section 420.9027, et seq. Florida Statutes, (the "State Housing Initiatives Partnership Program" "SHIP"), which authorizes monies in the Local Government Housing Trust Fund (the "Fund") to be distributed to approved counties and eligible municipalities within the County pursuant to an Interlocal Agreement; and

**WHEREAS**, Okaloosa County is an approved County and the City of Fort Walton Beach is an eligible municipality within the County; and

**WHEREAS**, the County and the City desire to jointly utilize State Housing Initiatives Partnership Program (SHIP) Program allocations pursuant to this Interlocal Agreement; and

**WHEREAS**, the County and the City have determined that (SHIP) Program funds can be more effectively utilized and managed through an Interlocal Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

Instr # 2555513 BK: 2881 PG:4349,Page 1 of 4  
Recorded 03/30/2009 at 03:15 PM,  
RECORDING: \$19.50 RECORDING ARTICLE V: \$16.00

1. The City and the County do hereby agree that the (SHIP) Program funds which are to be distributed to the County as provided in 420.9073, Florida Statutes, shall be allocated to the Okaloosa Community Development Corporation with a minimum of 20% of the funds being used within the City, unless qualified projects cannot be found. The Okaloosa Community Development Corporation for administering, reporting and monitoring of the (SHIP) Program shall receive 10% of the funds received.
2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this agreement shall run concurrent with the distribution of (SHIP) Program funds which are to be allocated between the County and the City.
3. The City and the County direct the Florida Housing Finance Corporation (the "Corporation") to distribute and allocate the (SHIP) Program funds in accordance with this Interlocal Agreement and authorize the Corporation to rely on their stated intent and their authority to execute this Interlocal Agreement.
4. The (SHIP) Program funds so distributed will be deposited in a single depository account created by Okaloosa Community Development Corp., which shall be administered by the Board of Directors. This account shall be known as the Housing Trust Fund (hereinafter referred to as "Local Housing Trust Fund"), to which (SHIP) Program funds are distributed by the State of Florida. The Corporation will be notified of any change in the Local (SHIP) Program Fund status and the parties agree to have such Local (SHIP) Program audited annually as required by Chapter 420, Florida Statutes and Rule 67-37, 67ER-05 and 67-55, Florida Administrative Code. The parties hereto agree to pay their pro-rata share of the costs of an audit of the Local (SHIP) Program Funds in accordance with the funding distribution percentages denoted in Section 1 of this Agreement.
5. Provided this Interlocal Agreement remains effective between the City and the County, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local (SHIP) Program Fund.
6. The parties to this Agreement understand that the relevant law requires an incentive plan for providing affordable housing and they agree to cooperate in ensuring that the requirements and the spirit of applicable law is satisfied.

7. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by 420.9072 (7), Florida Statutes, or as stipulated in Florida Housing Finance Corporation Administrative Rules 67-37, 67ER-05 and 67-55 (as each may be applicable to the(SHIP) Program)
8. If at any time during the term of this Interlocal Agreement, the City or the County which are the parties to this Interlocal Agreement, the City or County believe that the intent of the parties set forth herein is not being accomplished, or that the terms of the Interlocal Agreement are not fair, such entity may, upon the giving of ninety (90) days written notice, renegotiate the terms and the provisions to be effective on the first day of the next fiscal year. If the parties are unable to renegotiate the terms and provisions of this Interlocal Agreement prior to the commencement of the next fiscal year, the noticing party shall cease to be a party to this Interlocal Agreement and this Interlocal Agreement shall terminate and be of no further force or effect as to such party and the funds shall be allocated as provided by law.
9. If either party shall cease to be eligible for allocation or distribution of State Housing Initiative Partnership (SHIP) Program monies, such party's allocation of the funds shall remain in the State (SHIP) Program Fund to be used by the Corporation
10. Okaloosa Community Development Corp. will report quarterly to the Board of County Commissioners and the City of Fort Walton Beach.
11. The parties of this Agreement shall cooperatively prepare, and submit a single consolidated annual report incorporating all activities undertaken with (SHIP) Program funds in compliance with reporting provisions of Administrative Rule 67ER-05 and 67-55.
12. For all purposes of this Interlocal Agreement, the term "Interlocal Agreement" shall mean this Interlocal Agreement.
13. This Interlocal Agreement shall become effective when filed in the office of the Okaloosa County Clerk of Circuit Court Finance Department. The County shall be responsible for such filing as soon as this Agreement has been fully executed.

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**IN WITNESS WHEREOF**, the said municipal corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its Mayor and its corporate seal to be affixed, and Okaloosa County, a political subdivision of the State of Florida has caused these presents to be executed in its name by its Board of County Commissioners, acting by its Chairman of said Board, the day and year first written above.

CITY OF FORT WALTON BEACH,  
A Municipality Chartered in the  
State of Florida

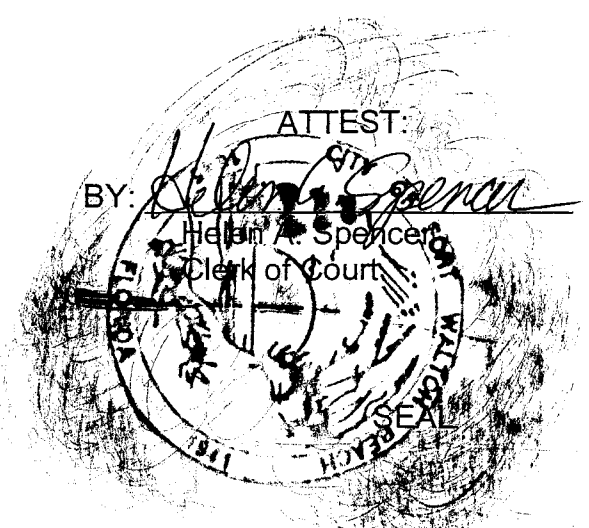
OKALOOSA COUNTY, A  
Political Subdivision of the  
State of Florida, by and  
Through its Board of  
County Commissioners

BY: Mike Anderson

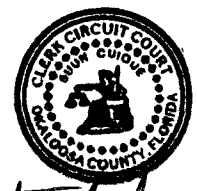
BY: William J. Roberts III

Mike Anderson  
Mayor  
P.O. Box 4009  
Fort Walton Beach, FL 32549-4009  
(850) 243-3141

William J. Roberts III  
Chairman  
1804 Lewis Turner Boulevard  
Fort Walton Beach, FL  
(850) 651-7105



ATTEST:  
BY: Hellen A. Spencer  
Hellen A. Spencer  
Clerk of Court



ATTEST:  
BY: Dor W. Howard  
Dor W. Howard  
County Clerk

SEAL

Date: March 24, 2009

DATE: March 17, 2009



# AMENDMENT NO. 1

between

## OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS

and

## THE CITY OF FORT WALTON BEACH

This amendment is made and entered into by and between The City of Fort Walton Beach (“the City”) and the Board of County Commissioners of Okaloosa County (“the County”) wish to amend the SHIP Local Housing Assistance Plan (LHAP), (the Agreement) to add an additional strategy known as the Florida Home Buyers Opportunity Program, created by The American Recovery and Reinvestment Act of 2009

NOW THEREFORE, in consideration of the mutual promises set forth below, the County and the City hereby amend the LHAP to read as follows:

### II. LHAP HOUSING STRATEGIES:

#### I. Name of Strategy: Florida Home Buyers Opportunity Program

1. Summary of the Strategy: This strategy is designed in response to the legislative proviso requiring SHIP local governments to expend 2009-2010 funds to ensure that residents of the state derive the maximum possible economic benefit from the federal first time homebuyer tax credit created through The American Recovery and Reinvestment Act of 2009 by providing subordinate down payment assistance loans to first time homebuyers for owner occupied primary residences that can be repaid by the income tax refund the homebuyer is entitled to under the First Time Homebuyer Credit. The state program shall be called the “Florida Homebuyer Opportunity Program.”
2. Fiscal Years Covered: 2009/2010 until expiration of the Florida Homebuyer Opportunity Program Tax Credit.
3. Income Categories to be served: Up to \$75,000 for single taxpayers or \$150,000 for joint filers. There is no requirement to reserve 30 percent of the funds for awards to very-low-income persons or 30 percent of the funds for awards to low-income persons; and there is no requirement to expend 75% of funds for construction, rehabilitation or emergency repair.
4. Maximum award is the principal balance of the loans provided shall not exceed 10% of the purchase price or \$8,000 whichever is less.

5. Terms, Recapture and Default: If the county or eligible municipality receives repayment from the homebuyer within 18 months after the closing date of the loan the county or eligible municipality shall waive all interest charges. A homebuyer who fails to fully repay the loan within 18 months shall be subject to repayment terms provided in an appropriate strategy in the local housing assistance plan. All funds repaid to a county or eligible municipality shall be considered "program income" as defined in s. 420.9071 (24).
6. Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property.
7. Recipient Selection Criteria: Recipients must meet the requirements of the following: The maximum income limit shall be Adjusted Gross Income of \$75,000 for single taxpayer households or \$150,000 for joint-filing taxpayer households which is equal to that permitted by the American Recovery and Reinvestment Act of 2009

Except as modified herein, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized undersigned officials on the dates set forth below.

FOR

FOR

City of Fort Walton Beach

Okaloosa County Board of County  
Commissioners

By: *Mike Anderson*

By: \_\_\_\_\_

Name: Mike Anderson

Name: William J. Roberts, III

Title: Mayor

Title: Chairman

Date: August 11, 2009

Date: \_\_\_\_\_

ATTEST:

ATTEST:

Helen Spencer

Don W. Howard  
Clerk of Circuit Court

By: *Helen A. Spencer*  
City Clerk

By: \_\_\_\_\_  
Deputy Clerk

**NAME OF LOCAL GOVERNMENT**

Okaloosa County and City of Fort Walton Beach

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

**FISCAL YEARS COVERED**

**2007/2008, 2008/2009 AND 2009/2010**

**Prepared by:**

**Okaloosa Community Development Corporation**

I. **PROGRAM DESCRIPTION** Chapter 67-37.005 F.A.C. and Section 420.9072, F.S.

A. **Name of the participating local government and Interlocal if Applicable:**  
*Section 420.9072(5),F.S.*

Okaloosa County/City of Fort Walton Beach

Interlocal : Yes  No

Name of participating local government(s) in the Interlocal Agreement;

Okaloosa County/City of Fort Walton Beach

A copy of the Interlocal Agreement is attached as **Exhibit H.**

B. **Purpose of the program:** Section 420.9072, F.S. and Chapter 67-37.005(3), F.A.C.  
Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate-income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. **Fiscal years covered by the Plan:** *Chapter 67-37.002,F.A.C.*

2007/2008

2008/2009

2009/2010

D. **Governance:** *Chapter 67-37.005(3)and(5)(i)F.A.C. and Section 420.9071(14)F.S.*  
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.  
The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. **Local Housing Partnership** *Section 420.9072(1)(a), F.S.*  
SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. **Leveraging:** *Chapter 67-37.007(1)(b)(c), F.A.C. and Ssection 420.9075(1)(a) and (1)(b3, and (1)(c), F.S.*  
The Plans are 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:** *Chapter 67-37.005(3), F.A.C.*  
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** *Chapter 67-37.005(6)(a), F.A.C.*

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. **Discrimination:** *Section 420.9075(3)(c), F.S.*  
In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.
- J. **Support Services and Counseling:** *Chapter 67-37.005(5)(g), F.A.C.*  
Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation
- K. **Purchase Price Limits:** *Section 420.9075(4)(c), F.S. and Chapter 67-37.007(6) F.A.C.*  
Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used by Okaloosa County (local government) is:  
 Bond Study Numbers provided by Florida Housing Finance Corporation  
 Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers

The purchase price limits shall run concurrently with those set annually by the State:

New Homes:	\$281,137.50
Existing Homes:	\$281,137.50

- L. **Income Limits, Rent Limits and Affordability:**  
*Chapter 67-37.005(5)(e), F.A.C. and Section 420.9071(2), F.S.*  
The Income and Rent Limits used in the SHIP Program are updated from the Housing Finance Corporation. 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 (19), (20) and (28), 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.
- M. **Welfare Transition Program:** *Chapter 67-37.005(6)(b)(7) F.A.C.*  
Should an eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the WAGES and Workforce Development Initiatives programs will be given preference in the selection process.

- N. Monitoring and First Right of Refusal:** *Section 420.9075(3)(e) and (4) (f), F.S.*  
In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

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

- O. Administrative Budget:** *Chapter 67-37.005(6)(f)3, F.A.C.*  
A detailed listing including line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted.

The Okaloosa County/City of Fort Walton Beach finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. The cost of administering the plan may not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund. 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

The Okaloosa County/City of Fort Walton Beach city/county has adopted the above findings in the attached resolution, **Exhibit E**.

## II. LHAP HOUSING STRATEGIES: *Chapter 67-37.005(5), F.A.C.*

### A. Name of the Strategy: **Purchase Assistance**

1. Summary of the Strategy:

SHIP funds will be made available to support down payment, closing costs, GAP financing, debt collection and substantial rehabilitation for the purchase of existing or newly constructed affordable housing units on a one-time basis to income eligible homebuyers. Assistance shall be tailored to the individual affordability and financing needs of the participating homebuyer. However, each homebuyer shall only receive the minimum level of assistance required to enable the purchase and necessary repair of an existing or newly constructed home utilizing GAP financing when necessary. Permanent first mortgage financing (exceeding the SHIP Homebuyer Assistance) is provided through financial institutions without local guarantee, thereby leveraging a significant volume of private sector financing.

The projected average SHIP cost per unit is a maximum of \$60,000.

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income Categories to be served:

Those individuals or households who are within 80% of the median income or less. Beneficiaries must complete a certified Home Buyer Counseling class prior to receiving funds. Eligible Moderate Income applicants will be considered only if there are non-eligible buyers in the Very Low Income and Low Income categories.

4. Maximum award is noted on the Housing Delivery Goals Charts: \$60,000

5. Terms, Recapture and Default:

Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property.

Requests for subordination in the event of homeowner refinancing will be reviewed on a case-by-case basis with priority given to debt consolidation or reduction in interest rate and disallowing cash in hand to recipient.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first served basis following annual advertisement when required of the availability of SHIP resources for eligible homebuyers who are at no more than 80% of the median income level for Okaloosa County as determined by HUD, and receive a first mortgage commitment from a local lender. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**B. Name of the Strategy: Rehabilitation**

1. Summary of the Strategy:

The intent of this strategy is to complete substantial rehabilitation of substandard, homeowner occupied housing. Eligibility for relocation costs will be determined on a case-by-case basis. The economic life of the house should be extended by an additional 20 to 30 years. The maximum per unit cost for rehabilitation can go up to \$50,000.

Fiscal Years Covered:  
2007/2008; 2008/2009; 2009/2010

2. Income Categories to be served:

The targeted population are those individuals or households who are at 80% of the median income or less.

4. Maximum award is noted on the Housing Delivery Goals Charts \$50,000

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL's) at 0% interest with no monthly payments secured by a recorded mortgage and promissory note that is forgiven at the end of the following time periods according to the amount borrowed for 5 (five) years. The loan is due and payable upon sale, transfer or rental of subject property prior to forgiveness date. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.

\$ 1.00 - \$50,000 = 5 Years

Requests for subordination in the event of homeowner refinancing will be reviewed on a case-by-case basis with priority given to debt consolidation or reduction in interest rate and disallowing cash in hand to recipient.

6. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement when required of the availability of SHIP resources for eligible homeowners who are at no more than 80% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.



**C. Name of the Strategy: Reconstruction or New Construction for Eligible Homeowners**

1. Summary of the Strategy:

SHIP funds will be made available for the demolition of mobile homes and homes, which are determined to be deteriorated beyond repair for the reconstruction of homes on the property of the eligible homeowner and for relocation costs for the home owner while they are being reconstructed. Selected units will be determined based on feasibility analysis. The maximum allowable SHIP cost is up to \$180,000. If applicant is eligible for a partial home loan on the reconstruction project, the Okaloosa CDC will pay the difference not to exceed the maximum allowable SHIP funds.

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income Categories to be served:

Those individuals or households who are within 80% of the median income or less.

4. Maximum award is noted on the Housing Delivery Goals Charts: \$180,000

5. Terms, Recapture and Default:

Relocation costs are in the form of a grant only, and will not be included in the mortgage. For eligible households outside of the City of Fort Walton Beach limits, 50% can be funded by the 502 Rural Development Direct Loan Program at an interest rate no higher than 6% with the remaining 50%, plus demolition costs to be funded by the SHIP Program with a Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be very-low or low income. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The mortgage and note have a maximum term of 20 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

\$ 1.00 - \$180,000 = 20 Years

Loans will be forgiven in percentages at the following rates:

20 Year loan.....5% forgiven per year

There is a maximum term of ~~45~~ 20 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

For eligible households not acceptable to the guidelines of the Rural Development Program, or within the City of Fort Walton Beach limits, the Okaloosa CDC will allow eligible households to owe a 50 % financed Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be within the very-low or low income categories). The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 4 5 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

1. In the event of the death of a loan holder, if an income eligible heir makes the house their primary residence, the forgivable loan can be assumed by them.
2. If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules will apply to eligible recipients and property.
6. Recipient Selection Criteria:  
 Assistance will be on a first-come, first qualified, first-served, basis for those whose income is 80% or less of the median income. Section 420.9075(3)(c) Florida Statue, states that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**D. Name of the Strategy: Disaster Assistance**

1. Summary of the Strategy:  
 SHIP funds may be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide emergency repairs and rental assistance funds to homes owned by SHIP very low and low income families in the aftermath of a Federal, state or locally "declared natural disaster" to address emergency housing repair needs. Generally, such needs shall include, but not be limited to: purchase of emergency supplies for eligible homeowners to weatherproof damaged homes; interim repairs to avoid further damage to the homes of eligible families; tree and debris removal required to make individual housing units inhabitable by a the eligible family; and post-disaster assistance with non-insured repairs to homes owned by low and very low income families. Additionally, in those cases where eligible families cannot live in their damaged homes, deposits and 1<sup>st</sup> and last months rents will be provided not to exceed \$3,500 per family. This optional strategy will be implemented only in the event of a "declared natural disaster" that directly impacts the area. The maximum amount of SHIP funds to be utilized through this strategy is \$50,000 in repair per unit and \$3,500 per family for rental assistance unit.
2. Fiscal Years Covered:  
 2007/2008; 2008/2009; 2009/2010
3. Income Categories to be served:  
 Those individuals or households who are who are at 80% of the median income or less. The maximum SHIP cost per unit is \$50,000. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program. This is a one-time assistance program.
4. Maximum award is noted on the Housing Delivery Goals Charts:  
 \$50,000 per unit for rehabilitation  
 \$ 3,500 per family for rental assistance

5. Terms, Recapture and Default:

Relocation costs are in the form of a grant only, and will not be included in the mortgage. For eligible households outside of the City of Fort Walton Beach limits, 50% can be funded by the 502 Rural Development Direct Loan Program at an interest rate no higher than 6% with the remaining 50%, plus demolition costs to be funded by the SHIP Program with a Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be very-low or low income. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. The mortgage and note have a maximum term of 4 years upon which time the loan is fully forgiven. Listed below are the loan amounts with the years of commitment:

\$1.00 - \$50,000 = 4 years for unit repair

Loans will be forgiven in percentages at the following rates:

4 year loan.....25% forgiven per year

Rental assistance funds, not to exceed \$3,500 will be granted.

There is a maximum term of 4 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) For eligible households not acceptable to the guidelines of the Rural Development Program, or within the City of Fort Walton Beach limits, the Okaloosa CDC will allow eligible households to owe a 50 % financed Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be within the very-low or low income categories). The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 5 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

If HOME monies are leveraged with SHIP monies for reconstruction or new construction HOME & SHIP rules will apply to eligible recipients and property.

6. Recipient Selection Criteria:

Assistance will be provided on a first come, first qualified, first served basis following the declaration of a natural disaster. The strategy will be advertised upon declaration of the area as a "declared natural disaster" area. In the event the strategy is not implemented during a given SHIP Program year, any funding reserved for the Strategy will be reallocated to one or more of the approved SHIP strategies by SHIP budget transfer notification to the Housing Finance Agency.

**E. Name of the Strategy: Infill-Housing/Land and/or House Acquisition/Rehabilitation/Resale**

1. Summary of the Strategy:

The intent of this strategy is threefold:

- a.) To allow the Okaloosa CDC the capability to purchase property at relatively low prices below market value, rehabilitate the property and resell the property at approximately fair market value to low and very low income eligible customers.
- b.) To purchase property in target neighborhoods needing revitalization and to provide infill housing via new construction.
- c.) Purchase land to develop home sites

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income Categories to be served:

The targeted populations are those individuals or households who are at 80% of the median income or less. This is a one-time assistance program.

Maximum award is noted on the Housing Delivery Goals Charts: \$800,000.

4. Terms, Recapture and Default:

Customers purchasing properties owned by the Okaloosa CDC, would be allowed, if eligible, to participate in the Down Payment/Closing Cost Program and/or Housing Rehabilitation upon procurement of a home mortgage. The investment by the Okaloosa CDC would be recaptured in full less the Down Payment/Closing Cost funds.

MAXIMUM AMOUNTS:

Single Family Home	\$281,137.50
Land for Development	\$800,000

Recipient Qualifications:

Costs funded by the SHIP Program with a Deferred Payment Loan (DPL) secured by a mortgage and promissory note. The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property.

There is a maximum term of 15 years, unless the property is sold transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

- (1) An income eligible heir makes the house their primary residence, in which case the loan can be assumed by them.
- (2) For eligible households not acceptable to the guidelines of the Rural Development Program, or within the City of Fort Walton Beach limits, the Okaloosa CDC will allow eligible households to owe a 50 % financed Deferred Payment Loan (DPL) secured by a mortgage and promissory note (applicant must be within the very-low or low income categories). The note has no monthly payments, is at zero percent (0%) interest, and is due and payable upon sale, transfer or rental of subject property. There is a maximum term of 15 years, unless the property is sold, transferred or rented, in which case the loan becomes due and payable in full, with the following exceptions:

If HOME monies are leveraged with SHIP monies for reconstruction, HOME rules will apply to eligible recipients and property.

5. Recipient Selection Criteria:

Assistance will be provided on a first-come, first qualified, first-serve basis following annual advertisement of the availability of SHIP resources for eligible homeowners who are at no more than 120% of median income level for Okaloosa County. Section 420.9075(3)(c) Florida Statue, state that it is unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the selection of recipients of contracts or assistance under the SHIP Program.

**F. Name of the Strategy: Foreclosure Prevention/Intervention Strategy**

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to provide foreclosure prevention/intervention assistance prior to the start of the foreclosure process to allow eligible low and very low income homeowner's to become current on their mortgage payments. Eligible expenses will include delinquent mortgage payments, debt collection, attorney's fees, recording fees, and late fees. The maximum grant amount is \$5,000.

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income Categories to be Served:

Those individuals or households who are at or below 80 % of median income. That are not eligible for the HUD Assignment Program or other related programs. Assistance will be provided on a first-come, first qualified, first-served basis.

4. Maximum Award is noted on the Housing Delivery Goals Charts: \$5,000

5. Terms, Recapture and Default:

Assistance will be available in the form of a grant with no repayment required.

6. Recipient Selection Criteria:

Homeowner's must be delinquent in at least 30 days with either a letter from the mortgagee-notifying applicant of delinquency and/or intent to foreclosure. In addition, the default must have been caused by circumstances beyond the control of the applicant and there must be a reasonable prospect that the applicant will be able to resume full mortgage payments to the primary lender. This program may only be used once by an eligible homeowner.

**G.**

**LHAP RENTAL STRATEGIES**

**Name of the Strategy: Rehabilitation/New Construction**

1. Summary of the Strategy:

The intent of this strategy is to leverage state funds with private investors and other non-profits in the rehabilitation of existing substandard low-income rental housing, both single family homes and multi-family apartments or town homes, and to assist in the funding, rehabilitation or new construction of rental units within the County and City to further the efforts of low income rental development.

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income Categories to be served:

Families occupying rental units rehabilitated or developed through this activity must have incomes below 80% of the median income or in the case of a development receiving tax credits, they must adhere to state required percentages.

4. Sponsor Selection Criteria:

Selection criteria shall include the following, as applicable:

SELECTION CRITERIA

MAXIMUM POINTS

- |   |         |
|---|---------|
| 1) Proof of the desire to provide affordable rental housing as stated in the organization's mission statement or bylaws.  | 10 pts. |
| 2) Amount of community related activity the organization has one in Okaloosa County.  | 5 pts.  |
| 3) Experience in the development of affordable rental housing as well as any previous experience with the FHFC rental development.  | 20 pts. |
| 4) The financial stability of the organization / corporation.   | 15pts.  |
| 5) Ability to complete projects in a timely manner with target dates for Project commitment and completion if selected.   | 10 pts. |
| 6) Demonstrate site control.  | 15pts.  |
| 7) Demonstrate that other necessary funds and financing are committed with a ration of private funds to public funds included.  | 15pts.  |
| 8) Document the SHIP cost per unit as well as the total aggregate cost per unit from all funding sources.   | 20pts.  |
| 9) Document that the infrastructure is in place or is available and project conforms to County and/or City development goals.   | 10pts   |
| 10) Document support services provided.   | 20pts.  |
| 11) Document the affordability of the proposed units to be constructed or rehabilitated (please include rental rates).  | 20pts.  |
| 12) Is the sponsor designated as a private for profit entity or a non-profit organization.  | 10 pts. |
| 13) Is the project located in an area targeted by the OCDC, City of Fort Walton Beach, or Okaloosa County, or is it located in a Community Redevelopment Area or Enterprise Zone? | 10pts.  |
| 14) Demonstrate that you will employ personnel from the WAGES and Workforce Development Initiatives Programs.   | 10pts.  |
| 15) Form of SHIP Assistance requested, i.e., deferred payment loan or low interest loan.  | 10pts.  |
|   | 200pts. |



5. Terms, Recapture and Default:

Deferred Payment Loans (DPL)'s will be used at 0% for non-profit firms and a low interest loan not to exceed 3%, based on Board of Directors approval, will be used for for-profit firms. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

**Limits:**

New Construction:	\$40,000/Unit
Existing	\$30,000/Unit

SHIP Leveraging Resources:

- Private Mortgage Lenders
- Florida Housing Finance Corporation (FHFC)

6. Recipient Selection Criteria

All applicants that meet the selection criteria will be served on a first come-first qualified- first served bases and must be approved by vote of the Board of Directors of the Okaloosa Community Development Corporation.

NOTE: All applicants must be registered and have ability to obtain permits in Okaloosa County, and have current license to operate its business within Okaloosa County. SHIP applicants must agree to comply with all SHIP program guidelines by contract, certify that it will not discriminate on the basis of race, creed, color, marital status, religion, age, sex, familial status, national origin, or handicap, and certify that all SHIP assisted individuals or households qualify as very low or low income under the current Florida Housing Finance Agency income limits. Rental housing constructed or rehabilitated using SHIP funds must provide the minimum set aside of units for eligible persons for at least (15) years or the term of assistance, whichever is longer. Throughout the terms of assistance, the Okaloosa Community Development Corporation will be monitoring the Rental Housing to ensure guidelines are being met. The staff or 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 the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. Rental housing offered for sale prior to the end of this period must be subject to a first right of refusal for purchase at the current market value by eligible non-profit organizations who would provide continued occupancy by eligible persons.

**H. SPECIAL NEEDS HOUSING STRATEGY**

1. Summary of the Strategy:

This strategy will be used in all areas of Okaloosa County and the City of Fort Walton Beach to qualified not-for-profit/for profit organizations applying for funds to acquire, develop and/rehabilitate affordable housing for very – low to low income special needs populations to include transitional housing for the homeless. The not-for-profit/for profit organizations selected for award of funding will utilize a first come, first served tenant selection process, in a case-by-case basis, that meets the specific special needs populations as identified by the Okaloosa County and The City of Fort Walton Beach.

2. Fiscal Years Covered:

2007/2008; 2008/2009; 2009/2010

3. Income and eligibility requirements:

Eligible persons include those whose income does not exceed 80% of median income and because of particular social, economic, or health-related circumstances may have, for example, encountered resistance to their residing in a particular communities, and may have suffered increased housing costs resulting from their unique needs and high risk of institutionalization. Eligible special needs groups include the elderly/frail (persons over the age of 65), persons with alcohol and drug addiction, persons with other physical and mental disabilities, persons with mental illness, persons with HIV/AIDS, and homeless persons.

Eligible activities include acquisition, reconstruction, moderate or substantial rehabilitation, site improvements, conversion, and/or new construction of units.

None of the funds may be used for administrative support, staff, administrative materials, and or any other cost associated with administration.

Allowable SHIP expenses under this strategy are: construction materials and labor, permits, payment of impact and capacity fees, lender fees, infrastructure expenses typically paid by the developer, appraisals, soft costs like engineering fees, architectural and related fees, environmental studies, financing costs, legal, etc...

4. Applicant Criteria

The applicant must have experienced staff who have successfully completed similar projects, or experienced consultants.

Applicant will conjoin housing with appropriate services, enabling special needs individuals to achieve independent living appropriate to their level of ability.

Rental housing offered for sale prior to the end of this period will be required to offer a right of first refusal for purchase at the current market value by eligible non-profit organizations that would provide continued occupancy by eligible persons.

5. Terms, Recapture and Default:

Deferred Payment Loans (DPL)'s will be used at 0% for non-profit firms and a low interest loan not to exceed 3%, based on Board of Directors approval, will be used for for-profit firms. Both cases will be secured by mortgage and note, with a minimum term of 15 years.

**Limits:**

New Construction:	\$40,000/Unit
Existing	\$30,000/Unit

## II. LHAP HOUSING STRATEGIES

### I. Name of the Strategy: Florida Home Buyers Opportunity Program

1. Summary of the Strategy: This strategy is designed in response to the legislative proviso requiring SHIP local governments to expend 2009-2010 funds to ensure that residents of the state derive the maximum possible economic benefit from the federal first time homebuyer tax credit created through The American Recovery and Reinvestment Act of 2009 by providing subordinate down payment assistance loans to first time homebuyers for owner occupied primary residences that can be repaid by the income tax refund the homebuyer is entitled to under the First Time Homebuyer Credit. The state program shall be called the "Florida Homebuyer Opportunity Program."
2. Fiscal Years Covered: 2009/2010 until expiration of the Florida Homebuyer Opportunity Program Tax Credit.
3. Income Categories to be served: Up to \$75,000 for single taxpayers or \$150,000 for joint filers. There is no requirement to reserve 30 percent of the funds for awards to very-low-income persons or 30 percent of the funds for awards to low-income persons; and there is no requirement to expend 75% of funds for construction, rehabilitation or emergency repair.
4. Maximum award is the principal balance of the loans provided shall not exceed 10% of the purchase price or \$8,000 whichever is less.
5. Terms, Recapture and Default: If the county or eligible municipality receives repayment from the homebuyer within 18 months after the closing date of the loan the county or eligible municipality shall waive all interest charges. A homebuyer who fails to fully repay the loan within 18 months shall be subject to repayment terms provided in an appropriate strategy in the local housing assistance plan. All funds repaid to a county or eligible municipality shall be considered "program income" as defined in s. 420.9071 (24).

Deferred Payment Loan (DPL) to the homeowner secured by a mortgage and promissory note at zero percent (0%) interest with no monthly payments due and payable until sale, transfer or rental of subject property.

6. Recipient Selection Criteria: Recipients must meet the requirements of the following: The maximum income limit shall be Adjusted Gross Income of \$75,000 for single taxpayer households or \$150,000 for joint-filing taxpayer households which is equal to that permitted by the American Recovery and Reinvestment Act of 2009

**IV. LHAP INCENTIVE STRATEGIES**

*Section 420.9071(16), F.S.*

- a. **Incentive:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

As provided in Policy 1.4.4 of the Housing Element of the Okaloosa County Comprehensive Plan, the County provides a fast-track review process for development order and building permit applications for projects that provide affordable housing.

**City of Fort Walton Beach:**

It is the policy of the City's Development Services Division to expedite affordable housing projects to the greatest extent possible, while meeting all local, state and federal regulations.

- b. **Incentive:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

The County shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

**City of Fort Walton Beach**

The City shall route to the Okaloosa County/City of Fort Walton Beach Affordable Housing Advisory Committee for review and comment any proposed policy, ordinance, regulation, or plan provision that could affect the affordability of housing no less than thirty (30) days prior to the first public hearing of any said policy, ordinance, regulation, or plan provision.

- c. **Incentive.** Establishment of a schedule for implementing the incentive strategies. (Section 420.9071(16), *Florida Statutes*)

**Okaloosa County:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**City of Fort Walton Beach:**

Implementation of the incentive strategies contained herein shall begin upon adoption of this Local Housing Assistance Plan.

**V. EXHIBITS:**

Updated June 17, 2009 – Addition FHOP Strategy

- A. **Administrative Budget for each fiscal year covered in the Plan. Exhibit A.**
- B. **Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and (f) F.A.C.***  
A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. **Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan: *Chapter 67-37.005*, F.A.C.**  
Completed HDGC for each fiscal year is attached as **Exhibit C.**
- D. **Certification Page: *Chapter 67-37.005(7)*, F.A.C.**  
Signed Certification is attached as **Exhibit D.**
- E. **Adopting Resolution: *Section 420.9072(2)(b)2*, F.S.**  
Original signed, dated, witnessed or attested adopting resolution is attached as **Exhibit E.**
- F. **Program Information Sheet:**  
Completed program information sheet is attached as **Exhibit F.**
- G. **Ordinance: *Section 420.9072(3)(a)*, F.S.**  
If changed from the original ordinance, a copy is attached as **Exhibit G.**
- H. **Interlocal Agreement: *Section 420.9072*, F.S.**  
A copy of the Interlocal Agreement if applicable is attached as **Exhibit H.**

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

Name of Local Government: OKALOOSA COUNTY

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

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

\_\_\_\_\_  
Witness  
William J. Roberts III  
Chairman  
Okaloosa County Board of County Commissioners

\_\_\_\_\_  
Witness  
Type Name and Title

\_\_\_\_\_  
Date

**OR**

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

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

Name of Local Government: CITY OF FORT WALTON BEACH

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
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- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.



- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
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- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida   X   *has* or        *has not* been implemented.



\_\_\_\_\_  
Mike Anderson, Mayor  
City of Fort Walton Beach

August 11, 2009  
Date

Attest by:

  
\_\_\_\_\_  
Helen Spencer  
City Clerk