

**Collier County and the City of Naples**



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

**2022-2023, 2023-2024, 2024-2025**

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**Section I. Program Details:**

**A. LG(s)**

Name of Local Government	<b>COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS</b>
Does this LHAP contain an interlocal agreement?	<b>Yes</b>
If yes, name of other local government(s)	<b>City of Naples</b>

**B. Purpose of the program:**

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

**C. Fiscal years covered by the Plan:** 2022-2023, 2023-2024, 2024-2025

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

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

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

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

**H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required. For advertisements other than NOFAs, the County will accept applications during the dates specified in the advertisement distributed via the County website, email or via the County procurement office.

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

Applications will be accepted and approved on a first come, first-qualified basis with priority given to households with a special needs occupant, or other priorities that may be deemed by the program funder, Florida Housing Finance Corporation.

When funds are available for a strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked in the following order. The following priorities for funding listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

RANKING PRIORITY	
<b>1. Special Needs Households</b> – Very low, low, and moderate – income households and persons with special needs as defined in 420.0004 (13)	
a) Very low	
b) Low	
c) Moderate	
<b>2. Essential Services Personnel</b>	
a) Very Low	
b) Low	
c) Moderate	
<b>3. After Special Needs Set-asides and after ESP applicants</b>	
a) Very Low	
b) Low	
c) Moderate	

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

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

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

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

*“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed*



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

- N. **Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. **Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county, or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 30 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 30 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.
- P. **Administrative Budget:** A line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

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

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

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

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

- R. **First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period*

*ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- S. Project Delivery Costs:** In addition to the administrative costs listed above, the county or sponsor will charge no more than 5% percent for project delivery cost to cover inspections and other eligible project delivery activities performed by the county or non-county employees. The delivery cost will be included in the maximum award to the applicant. **Owner- Occupied Rehabilitation and Rental Rehabilitation** will include, but not limited to, such activities as: Inspections, work write-ups, recording fees, application & processing fees, development of assessments and cost estimates.
- T. Essential Service Personnel Definition (ESP):** Collier County defines Essential Service Personnel as follows: Those individuals employed in the community as teachers, educators, other school district employees, community college and university employees, police and fire personnel, health care personnel, skilled building trades personnel, and government employees.
- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:** The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

All housing rehabilitation and new construction will incorporate "green" standards including but not limited to:

- Appliances replaced or installed shall be Energy Star.
- Doors and/or windows replaced or installed shall be Energy Star; and
- Any lighting fixture replaced or installed shall be Energy Star

Weatherization shall be incorporated into all homes rehabilitated including but not limited to weatherization of the attic, floor insulation, if appropriate, and sealing of exterior walls. New construction is presumed to meet the minimum insulation and sealing requirements. Any replaced or new HVAC unit shall have a SEER rating of at least 14.

These requirements may be adjusted for rental developments if the requirement of other construction funding sources requires a more prescriptive list.

Innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance may be encouraged.

Homeownership Education classes provide curriculum on cost cutting measures that homeowners can use to reduce energy consumption. Collier County also encourages the use or inclusion, when appropriate, of the following: energy star appliances; Low-E windows; additional insulation (for increased R-Value); ceramic tile; tank-less water heater; 14 and 15 SEER air conditioning units; stucco; LED light bulbs; impact resistant windows and doors.

- V. Describe efforts to meet the 20% Special Needs set-aside:** Prioritization of funding will include all strategies for persons with special needs, with an emphasis on rental programs and rehabilitation. Outreach for clients will include marketing to a variety of agencies, including but not limited to, Agency for Persons with

Disabilities, United Cerebral Palsy, Residential Options of Florida, Community Assisted and Supported Living, etc. Additionally, advertisements in publications of general circulation may also be used.

Should efforts to attract special needs clients under the rehabilitation strategy not produce the amount necessary to reach the set aside, persons meeting the definition of special needs may be assisted with other approved LHAP strategies and counted towards the set-aside.

- W. **Describe efforts to reduce homelessness:** Collier County supports the Continuum of Care (CoC) efforts to simplify and broaden outreach and assessment for homeless persons in the County. Much of the outreach to homeless persons is conducted at community events such as the Point in Time Count. Additionally, outreach is conducted by the many caseworkers at community agencies, the Hunger and Homeless Coalition of Collier County, schools, and other entities that encounter the homeless during service delivery or during their regular course of business. Needs are assessed during these points of contact, and referrals are made as appropriate for shelter, food, counseling, or other needs. The County works closely with a variety of agencies and local resources utilized include federal ESG and the State SHIP funds.

**Section II. LHAP Strategies:**

<b>A. Purchase Assistance without Rehabilitation</b>	<b>Code 2</b>
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a.	<b>Summary:</b> SHIP funds will be awarded to first-time homebuyers for down payment and closing costs to purchase a newly constructed or an existing single-family home, manufactured home, or condominium.
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- b. **Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025
- c. **Income Categories to be served:** Very low, low, and moderate
- d. **Maximum award\*:**

Very Low:	\$60,000 ESP, \$50,000 non-ESP
Low:	\$40,000 ESP, \$30,000 non-ESP
Moderate:	\$30,000 ESP, \$20,000 non-ESP
- e. **Terms:**
  1. **Repayment loan/deferred loan/grant:** Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and promissory note.
  2. **Interest Rate:** 0%
  3. **Years in loan term:** 30 years
  4. **Forgiveness:** If all conditions have been met, the loan is forgiven entirely at the end of the 30-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
  5. **Repayment:** Monthly payments are not required
  6. **Default:** The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, repayment provisions, and certify that the unit

assisted will be their primary residence.

In addition to the above, the loan may be determined to be in default if any of the following occurs:

- i. Sale: if proceeds are not enough to pay off the promissory note then the homeowner may contact the County Regarding a settlement amount of the SHIP loan that is outlined in the County's "Short Sale Policy".
- ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
- iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
- iv. Home is no longer primary residence, abandoned, leased, or rented.

The County reserves the right to foreclose if the homeowner does not repay the loan as noted above.

If the home is foreclosed on by a superior mortgage holder, the County may try to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

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

g. **Sponsor Selection Criteria:** N/A

h. **Additional Information:** Applicants must secure a first mortgage from a licensed mortgage lender. Other requirements:

1. Manufactured homes constructed June 1994 forward are considered eligible housing pursuant to Section 420.9071 (9), Florida Statute.
2. First mortgage must be at a fixed rate; no ARM's, prepayment penalty, negative amortizations, balloon loan, owner financing or other non-affordable loan terms are allowed.
3. A newly constructed home must have received a Certificate of Occupancy within the twelve months prior to purchase. A manufactured home must be in place with all site requirements met and a valid certificate of occupancy. Funding, which is provided as a subordinate mortgage loan, may be used for down payment, closing costs and principle buy-down as needed for affordable home ownership.
4. Refinance may be allowed in accordance with the published "Subordination Policy".
5. An applicant may submit a completed application for housing assistance to the County for a determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
6. Funds will be reserved and awarded to applicants that have met all the County requirements, are SHIP Income Certified, and have a mortgage loan pre-approval from a participating Lender prior to applying.
7. Applicants must attend a HUD approved Homebuyer Education Program and provide a copy of the certificate to the Division prior to closing on a home. The certificate must be dated within one year of income certification date.
8. Verification of US Citizenship or Permanent Residency Status: All borrowers must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent residence card.
9. Asset Cap or liquid Assets: All applicants will be limited to a cash or liquid asset of \$30,000.00 upon completion of their assistance. However, the Board of County Commissioners will have the authority to suspend the asset cap/liquid assets in determining income qualifications during recovery from a



declared disaster.

<b>B. Owner-Occupied Rehabilitation</b>	<b>Code 3</b>
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a. **Summary:** SHIP funds will be awarded to households in need of repairs to correct code violations, health, and safety issues, electrical, plumbing, roofing, windows, other structural items, and relocation, if necessary. Assistance may include costs related to all eligible repairs, inspections, work write-ups, recording fees and project delivery fees.

b. **Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025

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

d. **Maximum award:** \$62,500 (up to \$50,000 for rehabilitation expenses, \$2,500.00 project delivery cost and up to \$10,000 for relocation expenses if necessary)

e. **Terms:**

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and promissory note or Florida Department of Motor Vehicle Title.
2. Interest Rate: 0%
3. Years in loan term: 15 years
4. Forgiveness: If all conditions of the loan agreement are met, one-third of the loan will be forgiven in five-year increments so that at the end of the fifteenth (15) year the loan is fully forgiven. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
5. Repayment: Monthly payments are not required.
6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.

In addition to the above, repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:

- i. Sale: if proceeds are not enough to pay off the promissory note, then the homeowner may contact the County regarding a settlement amount of the SHIP loan that is outlined in the County's "Short Sale Policy".
- ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
- iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
- iv. Home is no longer primary residence, abandoned, leased, or rented.

The County reserves the right to foreclose if the homeowner does not repay the loan as noted above.

If the home is foreclosed on by a superior mortgage holder, the county may attempt to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

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

An applicant may submit a completed application for SHIP Owner-Occupied Rehabilitation to the County/Sponsor for determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination. Applicants will receive a pre-approval letter and their file will be submitted to the Sponsor for unit eligibility.

1. Must provide proof of homeowner's insurance or attestation of no insurance.
2. Property taxes must be current at the time of application and closing. Delinquent property taxes are a basis for denial.
3. If applicable, must file a claim for and use proceeds from insurance and/or FEMA as first option.
4. Where the unit and land are owned by the same person, the unit assisted must be owner-occupied and, have applied for, or already be homesteaded as the primary residence. Owner-occupied manufactured homeowners renting their lot may also apply for assistance.
5. Verification of US Citizenship or Permanent Residency Status: All borrowers must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent residence card.
6. Asset Cap or Liquid Assets: All applicants will be limited to a cash or liquid asset of \$30,000.00 upon completion, rehabilitation assistance. However, the Board of County Commissioners will have the authority to suspend the asset cap/liquid assets in determining income qualifications during recovery from a declared disaster.
7. Primary Residence: Documentation used for verification of primary residence includes, but is not limited to: homestead exemption, utility bill(s), or driver's license.

- g. **Sponsor Selection Criteria:** N/A

- h. **Additional Information:** Manufactured homes will only be eligible for housing assistance if owner occupied, is affixed to the ground, the land is (a) owned and homesteaded by the occupant or (b) leased/rented by the homeowner. Manufactured homes constructed June 1994 forward are considered eligible housing pursuant to Section 420.9071 (8), Florida Statute. The repairs must not exceed 90% of the value of the existing property and residence; and all repairs are within existing codes for the property. For an owner-occupied mobile or manufactured home on land that is leased, a State of Florida Vehicle Certificate of Title will list Collier County Board of County Commissioners on the title as the security interest in the unit.

Homeowners may receive additional Rehabilitation funding provided it has been at least three (3) years since the last rehabilitation. Disaster related funding is exempt from this restriction.



**C. Demolition and Replacement of Manufactured Housing****Code 4**

**a. Summary:** SHIP funds will be awarded to homeowners in need of demolition and replacement of manufactured housing. This strategy will be used in lieu of rehabilitation when costs to repair the home are determined to exceed 51% of the home's value, as determined by the County. The goal is to prevent the imminent displacement of homeowners due to distressed conditions, encourage revitalization and increase the supply of safe, decent, and sanitary housing. Awards made under this strategy will not exceed 20% of the County's allocation.

The property site must be suitable for demolition/replacement. Loans for assistance may include costs related to all eligible demolition activities, debris removal, permits, transportation, installation, inspections by the sponsor, work write-ups, sales tax, recording fees and project delivery fees.

- b. Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served:** Very low, low, and moderate
- d. Maximum award:** \$175,000. (Up to \$165,000 for construction, plus up to \$10,000 for relocation expenses)
- e. Terms:**
1. **Repayment loan/deferred loan/grant:** Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and note, or if the unit is on leased land, a security instrument in accordance with the Florida Department of Motor Vehicle will be recorded.
  2. **Interest Rate:** 0%
  3. **Years in loan term:** 30 years
  4. **Forgiveness:** If all conditions of the loan are met, one-third of the loan will be forgiven in ten-year increments so that at the end of the thirtieth year the loan is forgiven. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
  5. **Repayment:** Monthly payments are not required.
  6. **Default:** The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.

In addition to the above, the loan will be determined to be in default if any of the following occurs during the Loan term:

- i. **Sale:** if proceeds are not enough to pay off the promissory note then the property owner may contact the County regarding a settlement amount of the SHIP loan in accordance with the "Short Sale Policy".
- ii. **Title transfer:** either voluntary or by operation of law, divested of title by judicial sale, levy or

other proceedings, including foreclosure or Deed in Lieu.

- iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
- iv. Home is no longer primary residence, abandoned, leased, or rented.

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

g. Sponsor Selection Criteria: N/A

h. Additional Information:

An applicant shall submit a completed application for Demolition and Replacement Housing assistance to the County for a determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.

1. For manufactured homes not located on a leased or rental land, ownership must be a fee simple estate at the time of closing with the name of the applicants on the title.
2. Property taxes must be current at the time of application and closing. Delinquent property taxes are a basis for denial.
3. The value after replacement may not exceed the SHIP maximum allowable purchase price for existing homes.
4. The replacement housing shall be consistent with the character of the household, neighborhood, and area wide market conditions. The homeowner may choose the most suitable replacement housing to meet their needs.
5. The existing home must be damaged or in disrepair to the extent that the home is condemned by Collier County Growth Management Department, the Department of Health, or the County's third-party inspector/general contractor.
6. Must provide proof of homeowner's insurance or attestation of no insurance.
7. If applicable, must file a claim for and use proceeds from insurance as first option.
8. If applicable, must complete an FHFC approved "Disaster Self-Declaration of Income" form.
9. Where the unit and land are owned by the same person, the unit assisted must be owner-occupied and have applied for, or already be homesteaded as the primary residence. Owner-occupied manufactured homeowners renting their lot may also apply for assistance.
10. Verification of US Citizenship or Permanent Residency Status: All borrowers must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent resident card.
11. Asset Cap or Liquid Assets: All applicants will be limited to a cash or liquid asset of \$30,000.00 upon completion of the demolition and replacement assistance. This asset cap applies to all SHIP strategies. However, the Board of County Commissioners will have the authority to suspend the asset

cap/liquid assets in determining income qualifications during recovery from a declared disaster.

12. Primary Residence: Documentation used for verification of primary residence includes, but is not limited to homestead exemption, utility bill(s), or driver's license.

Additional SHIP funds can be used to bring building site and improvements up to Local, State, and Federal requirements, Homeowner's Association by-laws, and/or to adequately replace the amenities of the existing home. These additional site improvement costs may include, but are not limited to geotechnical surveys, engineering, concrete pilings/piers, septic system improvements, fill, sod, driveways, storage sheds and any other requirements as noted above.

<b>D. Disaster Assistance</b>	<b>Code 5 &amp; 16</b>
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**a. Summary:** Disaster Assistance aids households in incorporated or unincorporated Collier County in the aftermath of a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be funded and implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

- (a) Purchase of emergency supplies for eligible households to weatherproof damaged homes.
- (b) Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable.
- (c) Construction of wells and septic or repair of existing wells where public water is not available.
- (d) Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies.
- (e) Security deposit for eligible recipients that have been displaced from their homes due to a disaster
- (f) Rental assistance for eligible recipients that have been displaced from their homes due to a disaster.
- (g) Temporary rent and utility payments for up to 12 months for tenants financially impacted by a disaster.
- (h) Temporary mortgage and utility payments for up to 12 months for homeowners financially impacted by a disaster and foreclosure prevention and counseling.
- (i) Relocation and moving expenses, if necessary.
- (j) Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster.
- (k) Other activities as proposed by the county and approved by Florida Housing.

**b. Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025

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

**d. Maximum award:** \$20,000.

**e. Terms:**

1. Grant: Funds will be awarded as a grant with no recapture terms.  
The terms of an award under other strategies, if used in conjunction, will apply to the other strategies.
2. Interest Rate: N/A

- 3. Years in loan term: N/A
- 4. Forgiveness: N/A
- 5. Default: N/A

f. **Recipient Selection Criteria:** Applicants will be assisted on a first-qualified, first-served basis with the following additional requirements:

- 1. Must provide proof of homeowner’s insurance or attestation of no insurance, if applicable.
- 2. If applicable, homeowners must file a claim for and use proceeds from insurance and/or FEMA as first option.
- 3. Must complete an FHFC approved “Disaster Self-Declaration of Income” form, if applicable. Where the unit and land are owned by the same person, the unit assisted must be owner-occupied and, have applied for, or already be homesteaded as the primary residence. Owner-occupied manufactured homeowners renting their lot may also apply for assistance.
- 4. Verification of US Citizenship or Permanent Residency Status: All borrowers must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent resident card.
- 5. Primary Residence: Documentation used for verification of primary residence includes, but is not limited to lease, paystubs, homestead exemption, utility bill(s), or driver’s license.

g. **Sponsor Selection Criteria:** N/A.

h. **Additional Information:** Residents using this strategy during a disaster are required to submit lease agreements, mortgage statements, past due notices or proper invoices and receipts as applicable for each approved disaster activity above. Mortgage, Rent, Utility and Counseling payments will be made directly to a landlord, financial institution, utility company or contracted community partner. Reimbursement for other Disaster Assistance expenses will require invoices and paid receipts, proof of insurance deductible and proof of FEMA funds, as appropriate. Payments will be made to the service provider, community partner, or resident. Manufactured homes constructed June 1994 forward are considered eligible housing pursuant to Section 420.9071 (8), Florida Statute. Residents will need to provide documentation to demonstrate a relationship to the declared disaster.

The County reserves the right to inspect for compliance prior to reimbursement.

<b>E. New Construction Assistance</b>	<b>Code 10</b>
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a. **Summary:** SHIP funds may be provided to organizations to be used for costs including, but limited to, land acquisition, infrastructure, landscape and development costs, and all associated fees and permits for single-family housing for resale to eligible home buyers in incorporated or unincorporated Collier County. The units may be constructed on infill lots or as a part of a larger development. The funds awarded to the Sponsor will be passed through to the eligible buyer as down payment assistance.

b. **Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025

- c. **Income Categories to be served:** Very low, low, and moderate
- d. **Maximum award (per unit for Sponsor and buyer):** \$50,000/unit

Very Low:	\$60,000 ESP, \$50,000 non-ESP
Low:	\$40,000 ESP, \$30,000 non-ESP
Moderate:	\$30,000 ESP, \$20,000 non-ESP

- e. **Terms: - For the Sponsor:**
  1. Repayment loan/grant: Deferred Loan secured by a note and mortgage.
  2. Interest Rate: 0%
  3. Years in loan term for Sponsor: 3 years
  4. Forgiveness: The Sponsor's obligation is forgiven upon successful sale of the unit to an eligible homebuyer with the benefit being passed to the buyer in the form of a reduced sales price or a seller's credit.
  5. Repayment: No monthly payments are required.
  6. Default: If the property has not been successfully sold to an income qualified buyer within 3 years of the date the mortgage and promissory note are entered into, the entire amount is due and payable to the County.

**Terms - For the Eligible Homebuyer:**

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred payment loan secured by a recorded subordinate mortgage and promissory note.
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness: If all conditions of the loan are met, then the loan is forgiven after 30 years. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan will be forgiven.
5. Repayments: No monthly payments are required.
6. Default: The loan will be determined to be in default and due and payable if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to rental property; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Persons that qualify for SHIP assistance will be required to contractually agree to all SHIP program guidelines, County SHIP mortgage requirements, repayment provisions, and certify that the unit assisted will be their primary residence.

In addition to the above, the loan may be determined to be in default if any of the following occurs:

- i. Sale: if proceeds are not enough to pay off the mortgage note then the homeowner may contact the County Regarding a settlement amount of the SHIP loan in accordance with the "Short Sale Policy".
- ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
- iii. Refinance: may be allowed in accordance with the published "Subordination Policy".
- iv. Home is no longer primary residence, abandoned, leased, or rented.

The county reserves the right to foreclose if the homeowner does not repay the loan as noted above.



- f. **Home Buyer Selection Criteria-** Sponsor shall identify applicants and provide the Application intake and income certification of households applying for Construction Assistance, as specified in their agreement with the County.

Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Service Personnel and income group as described in Section I.

1. Applicants must complete a HUD approved Homebuyer Education Program and provide a copy of the certification to the Sponsor prior to closing on a property. The certificate must be dated prior to the SHIP award date and be good through closing.
2. Verification of US Citizenship or Permanent Residency Status: All borrowers must submit one of the following: U.S. Passport, Birth Certificate, naturalization, and or permanent resident card.
3. Asset Cap or Liquid Assets: All beneficiaries will be limited to a cash or liquid asset of \$30,000.00 upon completion of their new construction assistance. However, the Board of County Commissioners will have the authority to suspend the asset cap/liquid assets in determining income qualifications during recovery from a declared disaster.

- g. **Sponsor Selection Criteria** – The County will issue notice of an ongoing Application for Construction Assistance from non-profit/for profit organizations.

Sponsor organizations must apply and provide any related information, specified by the SHIP Administrator, to be used for evaluation of sponsor eligibility.

CHS staff will evaluate each application submitted. In the initial phase, staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations
- Project risk analysis
- Financial risk analysis
- Capacity and experience
- Project feasibility
- Adherence to SHIP eligibilities/requirements
- Past performance evaluation

- h. **Additional Information:** N/A

<b>F. Rental Rehabilitation</b>	<b>Code 14</b>
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a. **Summary:** The program is designed to rehabilitate rental units in Collier County. Loans will be given to non-profit/for profit housing landlords/owners who have site control and ownership of the properties to rehabilitate existing single family, multifamily, or mobile/manufactured rental units on scattered sites or a rental complex. Assistance may be provided for large projects involving the repair of multiple rental units.

- b. **Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025
- c. **Income Categories to be served:** Very low, low, and moderate
- d. **Maximum award:** \$500,000 per property. Maximum per unit award amount is \$30,000
- e. **Terms:**
1. Repayment loan/deferred loan/grant: Funds will be made available by loans secured by a subordinate mortgage, promissory note, and a land use restriction agreement placed on the property being rehabilitated.
  2. Interest Rate: 0%
  3. Years in loan term: 30 years
  4. Repayment: Monthly payments are not required.
  5. Forgiveness: If all conditions of the loan are met the loan is forgiven at the end of the 30<sup>th</sup> year.
  6. Default: Loan default will be triggered by any of the following actions:
    - i. Sale - if proceeds are not enough to pay off the mortgage note then the property owner (not-for-profit or for profit or landlord) may contact the county regarding a settlement amount of the SHIP loan.
    - ii. Title transfer - either voluntary or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
    - iii. Refinance - a refinance of the first mortgage may be approved without repayment if the request is submitted in writing and the refinance is at a lower fixed rate and/or term with no cash out.
    - iv. Change in use - Property no longer serves the intended population.
- f. **Recapture:** Eligible Sponsors that offer rental housing for sale before the end of the 30-year term must give First Right of Refusal to other eligible nonprofit sponsors for purchase per Section 420.9075(5)(i) Florida Statutes.
- g. **Tenant Selection Criteria:** Units receiving assistance must be reserved on a first-qualified, first-served basis for income eligible residents.
- h. **Sponsor Selection Criteria:** Non-profit/for-profit housing sponsors or landlords will be evaluated using established evaluation and selection criteria.

CHS staff will evaluate each application submitted. In the initial phase staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations
- Project risk analysis
- Financial risk analysis

- Capacity and experience
- Project feasibility
- Adherence to SHIP eligibilities/requirements
- Past performance evaluation

- i. **Additional Information:** Once the improvements are completed, the sponsor/landlord shall ensure all eligible tenants who occupy the units on subject property, will be income qualified during the thirty (30) year loan term.

Individual tenants seeking repairs on their individual rental units may not directly apply for assistance from this strategy. The SHIP funds used in the rehabilitation rental program may be leveraged by public and private sources.

<b>G. Rental Acquisition</b>	<b>Code 20</b>
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a. Summary: The program is designed to acquire rental units within Collier County. The sponsor must purchase units in Collier County to create rental opportunities for very-low, low, and moderate income tenants and Special Needs households as defined in 420.0004 (13).

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$500,000 per property
- e. Terms:
1. Repayment loan/deferred loan/grant: Funds will be made available by loans secured by a subordinate mortgage, promissory note, and land use restriction agreement placed on the property acquired.
  2. Interest Rate: 0%
  3. Years in loan term: 30 years
  4. Repayment: Monthly payments are not required.
  5. Forgiveness: If all conditions of the loan are met, then the loan is forgiven after 30 years.
  6. Default: Repayment of the loan is required in full under the following conditions:
    - i. Sale: if proceeds are not enough to pay off the promissory note, then the property owner (non-profit or for-profit) may contact the County regarding a settlement amount of the SHIP loan.
    - ii. Title transfer: either voluntarily or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
    - iii. Refinance: a refinance of the first mortgage may be approved without repayment if the request is submitted in writing and the refinance is at a lower fixed rate and/or term, with no cash out
    - iv. Property will no longer serve the intended target population.
- f. **Recapture:** Eligible Sponsors that offer rental housing for sale before the end of the 30-year term must give First Right of Refusal to other eligible nonprofit sponsors for purchase per Section 420.9075(5)(i) Florida Statutes.

- g. **Tenant Selection Criteria:** Tenants will be selected on a first-qualified, first-served basis.
- h. **Sponsor Selection Criteria:** Non-profit/for profit housing sponsors will be evaluated using established evaluation and selection criteria.

CHS staff will evaluate each application submitted. In the initial phase staff will review the application for general conformance with the submission requirements. The evaluation phase will consist of an in-depth review of the following:

- Compliance with SHIP regulations
- Project risk analysis
- Financial risk analysis
- Capacity and experience
- Project feasibility
- Adherence to SHIP eligibilities/requirements
- Past performance evaluation

- i. **Additional Information:** Once the acquisition is completed, the sponsor shall ensure all eligible tenants who occupy the units on subject property, will be income qualified on an annual basis during the twenty-year loan term.

<b>H. Rental Development</b>	<b>Code 21</b>
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a. **Summary:** Funds will be awarded to developers of affordable rental units for construction and land acquisition financing through other state or federal housing programs to construct affordable rental units in incorporated or unincorporated Collier County. This funding is intended to be used as gap financing required for the project. In cases where a smaller development (less than 50 units) is being proposed that includes Special Needs units, the County may choose to provide a larger amount of the overall financing.

- b. **Fiscal Years Covered:** 2022-2023, 2023-2024, 2024-2025
- c. **Income Categories to be served:** Very low, low, and moderate
- d. **Maximum award:**
  1. The applicable dollar figure as determined annually by the Florida Housing Finance Corporation for match contribution per developer whose application is approved through the Florida Housing Finance Corporation for low-income housing tax credits.
  2. \$500,000 per development under 50 units
  3. \$1,000,000 per development with 50 units or less, that includes at least 20% Special Needs units.
  4. \$1,500,000 per development with over 50 units

- e. **Terms:**

1. Repayment loan/deferred loan/grant: For-profit developers, funds will be awarded as a loan secured by a recorded subordinate mortgage, promissory note, and land use restriction agreement, against the property.

For non-profit developers, funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage, promissory note, and land use restriction agreement, against the property.

2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness:
  - i. For for-profit developers, the loan is due and payable at the end of the term unless the County negotiates an extended loan term to secure affordable rental units in the best interest of the County's residents.
  - ii. For Non-profit developers, one-third of the principal loan balance is forgiven every ten years through the thirty (30) year term.
5. Repayment: Monthly payments are not required.
6. Default: For all awards, the outstanding balance will be due and payable, and a default will be determined if any of the following occurs:
  - i. Sale: if proceeds are not enough to pay off the promissory note then the property owner (not-for-profit or for profit) may contact the county regarding a settlement amount of the SHIP loan.
  - ii. Title transfer: either voluntary or by operation of law, divested of title by judicial sale, levy or other proceedings, including foreclosure or Deed in Lieu.
  - iii. Refinance: a refinance of the first mortgage may be approved without repayment if the request is submitted in writing and the refinance is at a lower fixed rate and/or term with no cash out.
  - iv. Property will no longer serve the intended target population.

Repaid funds are considered program income, a portion of which may be used for program administration.

- f. **Recapture:** Eligible Sponsors that offer rental housing for sale before the end of the 30-year term must give First Right of Refusal to other eligible nonprofit sponsors for purchase per Section 420.9075(5)(i) Florida Statutes.
- g. **Tenant Selection Criteria:** All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer for the development and will be served on a first-qualified basis.
- h. **Sponsor Selection Criteria:** Sponsors will apply to the County through an application or solicitation process. The application/solicitation will require proof of developer experience in providing affordable rental housing, proof of financial capacity, proof of ability to proceed once all funding is closed, and an approved housing unit design plan that meets with the County's housing element in the Comprehensive Plan.

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

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

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

- i. **Additional Information:** Sponsors will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units.

### **Section 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. Expedited Permitting**

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

Provide a description of the procedures used to implement this strategy: The Collier County Board of County Commissioners approved an AHAC recommended Incentive Strategy to expedite the development review process for qualified affordable workforce housing. Expedited Permitting, or Fast Track, was amended via Resolution 2018-40.

Initially, a qualification meeting is held with the developer/agent and Community and Human Services (CHS) staff to determine if the project meets the affordable housing requirements outlined in Res. 18-40. Those projects that demonstrate compliance are issued a certificate of affordable housing to allow the expedited review process for all aspects of the development. Planning and Zoning staff will provide expedited status by assisting these developments first throughout the process from application through Certificate of Occupancy.

#### **B. Ongoing Review Process**

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

Provide a description of the procedures used to implement this strategy: Collier County requires all items which have the potential to increase the cost of housing to be prepared and presented to the Collier County Board of County Commissioners with the amount of the increase or decrease identified in the executive summary. The executive summary must be prepared in official County format and include a description of the Growth Management Impact and the Fiscal Impact.

The process, by which items are prepared for the BCC Agenda includes a vast approval hierarchy to ensure that all proposed actions impacting affordable housing are reviewed on an ongoing basis. Furthermore, the Collier County Affordable Housing Advisory Committee (AHAC) regularly forms subcommittees to review impediments to affordable housing, as well as new affordable housing incentives.

#### **C. Other Incentive Strategies Adopted:**

- 1. **Increased Density for Affordable Housing** – Collier County allows developers to request increased density when including a certain percentage of affordable housing in the proposed development.

An Affordable Housing Density Bonus Agreement must be submitted and approved by the Collier County Board of County Commissioners as provided for in the Collier County Land Development Code, § 2.06.00. Improvements to the Affordable Housing Density Bonus (AHDB) program were approved via Ordinance 2019-02.



2. Inventory of Locally Owned Public Lands Suitable for Affordable Housing.

Collier County prepares an inventory of all real property owned by Collier County that may be appropriate for use as affordable housing in accordance with Sec. 125.379 F.S. every three years.

The Collier County Board of County Commissioners approved an AHAC recommended Incentive Strategy to permit properties identified as appropriate for use as affordable housing to be offered for sale and the proceeds used to purchase land for the development of affordable housing, or to increase the local government fund (Housing Trust Fund) earmarked for affordable housing, or may be sold with a restriction that requires the development of the property as permanent affordable housing, or may be donated to a nonprofit housing organization for the construction of permanent affordable housing.

There are currently two County-owned parcels of land (Bembridge and the Golden Gate Golf Course) that are slated for future development of housing that is affordable in Collier County in 2022 and 2023.



**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. Short Sale Policy & Short Sale Application
- I. Essential Personnel Certification.
- J. Subordination Policy & Subordination Request Form .

**Collier County**

Fiscal Year: 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 3,678,139.00
Salaries and Benefits	\$ 309,784.90
Office Supplies and Equipment	\$ 4,605.00
Travel Per diem Workshops, etc.	\$ 9,211.00
Advertising	\$ 2,763.00
Other*	\$ 41,450.00
<b>Total</b>	<b>\$ 367,813.90</b>
Admin %	10.00%
<b>OK</b>	

Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 3,862,045.95
Salaries and Benefits	\$ 325,275.60
Office Supplies and Equipment	\$ 4,835.00
Travel Per diem Workshops, etc.	\$ 9,671.00
Advertising	\$ 2,901.00
Other*	\$ 43,522.00
<b>Total</b>	<b>\$ 386,204.60</b>
Admin %	10.00%
<b>Over Budget</b>	

Fiscal Year 2024-2025	
Estimated SHIP Funds for Fiscal Year:	\$ 4,055,148.25
Salaries and Benefits	\$ 341,538.83
Office Supplies and Equipment	\$ 5,077.00
Travel Per diem Workshops, etc.	\$ 10,155.00
Advertising	\$ 3,046.00
Other*	\$ 45,698.00
<b>Total</b>	<b>\$ 405,514.83</b>
Admin %	10.00%
<b>Over Budget</b>	

\*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: Postage, Recording Fees, Other Contractors, Fleet Maintenance

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

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

Fiscal Year	Encumbered	Expended	Interim Report	Closeout Report
2022-2023	6/30/2024	6/30/2025	9/15/2024	9/15/2025
2023-2024	6/30/2025	6/30/2026	9/15/2025	9/15/2026
2024-2025	6/30/2026	6/30/2027	9/15/2026	9/15/2027

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

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
2022-2023	3/30/2025	6/15/2025
2023-2024	3/30/2026	6/15/2026
2024-2025	3/30/2027	6/15/2027

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

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

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

**Other Key Deadlines:**

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









**FLORIDA HOUSING FINANCE CORPORATION**  
**HOUSING DELIVERY GOALS CHART**  
**2024-2025**

Name of Local Government:												
Estimated Funds (Anticipated allocation only):			\$4,055,148.25									
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
	Homeownership											
1 & 2	Purchase Assistance	No	0	\$60,000	0	\$40,000	0	\$30,000	\$0.00	\$0.00	\$0.00	0
3	Owner-Occupied Rehabilitation	Yes	7	\$62,500	7	\$62,500	3	\$62,500	\$1,062,500.00	\$0.00	\$1,062,500.00	17
4	Demo/Replace	Yes	3	\$175,000	2	\$175,000	0	\$175,000	\$875,000.00	\$0.00	\$875,000.00	5
5 & 16	Disaster Assistance	Yes	0	\$20,000	0	\$20,000	0	\$20,000	\$0.00	\$0.00	\$0.00	0
10	Construction Assistance	Yes	6	\$60,000	7	\$40,000	2	\$30,000	\$700,000.00	\$0.00	\$700,000.00	15
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Homeownership</b>		16		16		5		\$2,637,500.00	\$0.00	\$2,637,500.00	37
Purchase Price Limits:			New	\$ 402,710	Existing	\$ 402,710						

OK OK

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	Construction	Without Construction	Total	Units
14 & 21	Rental Rehabilitation	Yes	2	\$500,000	0	\$500,000	0	\$500,000	\$1,000,000.00	\$0.00	\$1,000,000.00	2
20	Rental Acquisition	No	0	\$500,000	0	\$500,000	0	\$500,000	\$0.00	\$0.00	\$0.00	0
21	Rental Development	No	0	\$1,500,000	0	\$1,500,000	0	\$1,500,000	\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	<b>Total Rental</b>		2		0		0		\$1,000,000.00	\$0.00	\$1,000,000.00	2
	Administration Fees			\$ 405,515		10%		OK				
	Home Ownership Counseling			\$ -								
<b>Total All Funds</b>				\$ 4,043,015		OK						

Set-Asides

Percentage Construction/Rehab (75% requirement)	89.7%	OK
Homeownership % (65% requirement)	65.0%	OK
Rental Restriction (25%)	24.7%	OK
Very-Low Income (30% requirement)	\$ 2,322,500 57.3%	OK
Low Income (30% requirement)	\$ 1,067,500 26.3%	OK
Moderate Income	\$ 247,500 6.1%	



# **EXHIBIT “D”**

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

COLLIER COUNTY/CITY OF NAPLES

Certifies that:

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

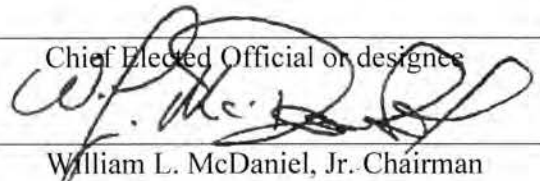
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance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

N/A


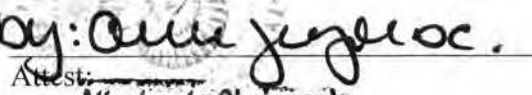
Witness

N/A

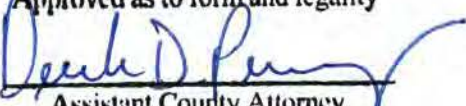
Witness

Chief Elected Official or designee  
  
William L. McDaniel, Jr. Chairman

Date April 26, 2022

  
by:   
Attest:

Attest as to Chairman's  
signature only

Approved as to form and legality  
  
Assistant County Attorney

(Seal)

# **EXHIBIT "E"**

**RESOLUTION NO. 2022- 68A**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FISCAL YEARS 2022-2023, 2023-2024, AND 2024-2025, AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM; AUTHORIZING THE CHAIR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LHAP 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, Subsections 420.907-420.9079, Florida Statutes, and Chapter 67-37, Florida Administrative Code, requires local governments to develop a one - to - three-year LHAP 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; and

**WHEREAS**, the methodology and purchase prices are defined in the attached LHAP; 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 LHAP. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the local housing assistance trust fund; and

**WHEREAS**, Community and Human Services staff have prepared a new three-year LHAP 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 citizens of Collier County for it to submit the LHAP for review and approval so as to qualify for said documentary stamp tax funds with administrative costs paid from moneys deposited into the local housing assistance trust fund.

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

Section 1: The Board hereby approve the 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 2022-2023, 2023-2024, and 2024-2025.

Section 2: The Chair is hereby designated and authorized to execute any documents and certifications required by 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.

This Resolution passed and adopted this 26<sup>th</sup> day of April, 2022, after motion, second and majority in favor of passage.

ATTEST:  
CRYSTAL K. KINZEL, CLERK

By: *Crystal Kinzel*  
DEPUTY CLERK  
Attest as to Chairman's  
signature only.

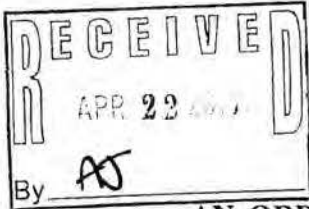
BOARD OF COUNTY COMMISSIONERS  
OF COLLIER COUNTY, FLORIDA

By: *William J. McDaniel, Jr.*  
WILLIAM J. MCDANIEL, JR., CHAIRMAN

Approved as to form and legality:

*Jennifer A. Belpedio*  
Jennifer A. Belpedio  
Assistant County Attorney  
*908B  
3/19/19*

# **EXHIBIT “F”**



**ORDINANCE NO. 2013 - 27**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, ESTABLISHING THE COLLIER COUNTY SHIP LOCAL HOUSING ASSISTANCE PROGRAM ORDINANCE; PROVIDING FOR TITLE AND CITATION; PROVIDING FOR DEFINITIONS; PROVIDING FOR ESTABLISHMENT OF THE LOCAL HOUSING ASSISTANCE PROGRAM; PROVIDING FOR ESTABLISHMENT OF A LOCAL HOUSING ASSISTANCE TRUST FUND; PROVIDING FOR DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION; PROVIDING FOR ESTABLISHMENT OF AN AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR REPEAL OF ORDINANCE NO. 93-19, AS AMENDED; PROVIDING FOR THE REPEAL OF ORDINANCE NO. 91-65, AS AMENDED; PROVIDING FOR INCLUSION IN THE CODE OF LAWS AND ORDINANCES; PROVIDING FOR CONFLICT AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in 1992, the Legislature of the State of Florida approved the Affordable Housing Act creating the State Housing Initiatives Partnership ("SHIP") Program for the specific purpose of supporting and expanding the availability of affordable housing resources within the State; and

**WHEREAS**, the Collier County Board of County Commissioners (Board) adopted Ordinance No. 93-19 on April 13, 1993, creating a local housing assistance trust fund, establishing a local housing assistance program, designating responsibility for the program, and creating an Affordable Housing Advisory Committee; and

**WHEREAS**, on July 23, 1991, the Board of County Commissioners adopted Ordinance No. 91-65, establishing the Collier County Affordable Housing Commission (now known as the Affordable Housing Advisory Committee), which Ordinance was subsequently amended by Ordinance Nos. 04-77, 05-69, 08-17, and 09-50; and

**WHEREAS**, the Board has determined that it is in the best interest of the County to repeal Ordinance No. 93-19, as amended, and Ordinance No. 91-65, as amended, in order to adopt a single consolidated Ordinance to comply with the requirements set forth in *Florida Statutes, Sections 420.907- 420.9070* and Chapter 67-37, Florida Administrative Code.

FILED  
2013 APR 23 PM 3:05  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that:**

**SECTION ONE: Title and Citation.**

This Ordinance shall be known and cited as the “Collier County SHIP Local Housing Assistance Program Ordinance”.

**SECTION TWO: Definitions.**

For the purposes of this Ordinance, the definitions contained in Florida Statutes, Chapter 420.9071 and Rule 67-37.002, Florida Administrative Code, as they may be amended or replaced from time to time, are adopted herein by reference.

**SECTION THREE: Establishment of the Local Housing Assistance Program.**

The Local Housing Assistance Program is hereby created and established to implement the requirements of *Florida Statutes, Section 420.907* and *Rule 67-37, Florida Administrative Code*, adopted herein by reference, as they may be amended or replaced from time to time.

The County shall implement the program within the unincorporated boundaries of Collier County and may enter into an interlocal agreement with municipalities. The strategies of the program will be set forth in the County's SHIP local housing assistance plan.

**SECTION FOUR: Establishment of a Local Housing Assistance Trust Fund.**

Pursuant to the requirements *Section 420.907 Florida Statutes*, the County hereby reaffirms establishment of a Local Housing Assistance Trust Fund within the official and fiscal accounting office of the County as originally established on April 13, 1993, by Ordinance No. 93-19. The County's local housing assistance trust fund shall be separately stated as a special revenue fund in the county's audited financial statements. Copies of such audited financial statements shall be forwarded to the Florida Housing Finance Agency.

All moneys received from the state pursuant to the State Housing Initiative Partnership (SHIP) Program and any other funds received or budgeted to provide funding for the Local Housing Assistance Program shall be deposited into the Collier County Local Housing Assistance Trust Fund.

**SECTION FIVE: Designation of responsibility for implementation.**

The Director of the County's Department of Housing, Human and Veterans Services shall be primarily responsible for implementation and administration of the local housing assistance program.

**SECTION SIX: Establishment of an Affordable Housing Advisory Committee.**

The Affordable Housing Advisory Committee is created and established in accordance with *Florida Statutes, Section 420.9076* and County Ordinance No. 01-55, Standards for The Creation and Review of Boards. In the event of a conflict, the provisions of *Florida Statutes, Section 420.9076* shall apply.

Duties of the advisory committee are provided in *Florida Statutes, Section 420.9076(2)(a) - (k)* adopted herein by reference, as they may be amended or replaced from time to time.

Appointments to the Affordable Housing Advisory Committee will be made in accordance with the membership requirements of *Florida Statutes, Section 420.9076*, including joint appointments to prepare a joint plan when a participating municipality enters into an interlocal agreement to administer its program.

The committee shall consist of eleven (11) members as required by *Florida Statutes 420.9076 (2)(a)-(k)*, appointed by Resolution of the Board of County Commissioners no later than March 2, prior to the year the Local Housing Assistance Plan is due. The term of service shall be for three (3) years or at the discretion of the Board. Terms may be extended for one additional three (3) year term.

Six (6) members shall constitute a quorum sufficient to permit the committee to take any formal action. However, if formal action is not taken, the committee may meet to hear presentations with less than a quorum in attendance, if the meeting is duly noticed.

A majority of concurring votes of the entire membership of the committee shall be necessary for a decision or recommendation by the committee.

The committee may elect a chairperson or presiding officer.

The committee members serving immediately prior to this Ordinance's adoption shall fulfill the remainder of their appointed terms.



The committee shall meet at least triennially and submit a report to the local governing body that includes recommendations on, and triennially thereafter evaluates the implementation of, affordable housing incentives as required by *Florida Statutes, Section 420.9076(4)(a) - (k)*.

The Board of County Commissioners may sunset or suspend meetings of the committee upon submission of the triennial Incentive Report and reconvene no later than March 2 of the year the Incentive Report is due. The committee will be cooperatively staffed by Housing, Human and Veterans Services Department and Planning and Zoning Department staff in accordance with *Florida Statutes, Section 420.9076(9)*.

**SECTION SEVEN: Repeal of Ordinance No. 93-19, as amended.**

Ordinance No. 93-19, pertaining to the Collier County Housing Initiatives Partnership Program, and all amendments thereto, is hereby repealed in its entirety.

**SECTION EIGHT: Repeal of Ordinance No. 91-65, as amended.**

Ordinance No. 91-65, pertaining to the Affordable Housing Committee, and all amendments thereto, is hereby repealed in its entirety.

**SECTION NINE: Inclusion in the Code of Laws and Ordinances.**

The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Collier County, Florida. The sections of this Ordinance may be renumbered or re-lettered to accomplish such, and that the word "ordinance" may be changed to "section," "article," or other appropriate word or phrase necessary to accomplish such intentions.

**SECTION TEN: Conflict and Severability.**

In the event this Ordinance conflicts with any other Ordinance of Collier County or other applicable law, deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion.

**SECTION ELEVEN: Effective date.**

This Ordinance shall become effective thirty (30) days after its adoption by the Board of County Commissioners.

PASSED AND DULY ADOPTED by the Board of County Commissioners of Collier County, Florida, this 9<sup>th</sup> day of April, 2013.

ATTEST:  
DWIGHT E. BROCK, CLERK

BOARD OF COUNTY COMMISSIONERS  
COLLIER COUNTY, FLORIDA

By: [Signature]  
Deputy Clerk

By: [Signature]

Georgia A. Hiller, Esq.  
Chairwoman

Attest as to Chairman's  
signature only.

Approved as to form  
and legal sufficiency:

[Signature]  
Jennifer B. White  
Assistant County Attorney

JBW  
3/5/13

This ordinance filed with the  
Secretary of State's Office the  
10<sup>th</sup> day of April, 2013  
and acknowledgement of that  
filing received this 10<sup>th</sup> day  
of April, 2013.

By: [Signature]  
Deputy Clerk

STATE OF FLORIDA)

COUNTY OF COLLIER)

I, DWIGHT E. BROCK, Clerk of Courts in and for the Twentieth Judicial Circuit, Collier County, Florida, do hereby certify that the foregoing is a true and correct copy of:

**ORDINANCE 2013-27**

which was adopted by the Board of County Commissioners on the 9th day of April, 2013, during Regular Session.

WITNESS my hand and the official seal of the Board of County Commissioners of Collier County, Florida, this 15th day of April, 2013.

DWIGHT E. BROCK  
Clerk of Courts and Clerk  
Ex-officio to Board of  
County Commissioners



*Ann Jennejohn*

By: Ann Jennejohn,  
Deputy Clerk

# **EXHIBIT "G"**

**COLLIER COUNTY/CITY OF NAPLES**

**INTERLOCAL AGREEMENT**

**STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM**

**THIS INTERLOCAL AGREEMENT** (the “Agreement”) is made and entered into this 26<sup>TH</sup> day of APRIL, 2022, by and between Collier County, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners, and the City of Naples, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Council.

**WITNESSETH:**

**WHEREAS**, Section 420.9072, et seq., Florida Statutes (the “State Housing Initiatives Partnership Program” (“SHIP”)), 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**, Collier County is an approved county and the City of Naples is an eligible municipality within Collier County; and

**WHEREAS**, the parties desire to jointly utilize SHIP allocations pursuant to this Agreement; and

**WHEREAS**, the parties have determined that SHIP funds can be more efficiently utilized and managed when the parties work cooperatively to address the community’s affordable housing needs.

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. The County and City do hereby agree that the SHIP Program funds as allocated in Section 420.9073, Florida Statutes, are to be distributed to Collier County to administer in conformity with the mutually approved Local Housing Assistance Plan.
2. Unless earlier terminated pursuant to other provisions of this Interlocal Agreement, the term of this Agreement shall run concurrent with the three-year Local Housing Assistance Plan (the “LHAP”) which expires June 30, 2025, as it may be amended.



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

4. The SHIP Program funds so distributed will be deposited in a single depository trust fund account created and managed by Collier County, Finance Division of the Office of the Clerk of the Circuit Court. This account shall be known as the Collier County Local Housing Trust Fund (hereinafter referred to as "Local Fund"), to which SHIP funds are distributed by the Corporation. The Corporation will be notified of any change in the Local Fund status and the parties agree to have such Local Fund audited annually as required by Chapter 420, Florida Statutes and Chapter 67-37, Florida Administrative Code. Since all distributions from the Local Fund shall be processed by Collier County, the parties hereto agree that the Comprehensive Single Entity Audit of the accounts and records of the County with respect to SHIP revenues and expenditures shall constitute the audit for the Interlocal Entity as described in the SHIP Regulations. The parties hereto agree that the Local Fund may be allocated a pro-rata cost of the independent audit by the County.

5. During the term of this Agreement, both parties agree that they will not do anything to jeopardize the other party's right to receive its allocation from the Local Fund.

6. Membership to the Affordable Housing Advisory Committee shall be appointed as required by Section 420.9076, Florida Statutes and Collier County Ordinance 2013-27. One member may be an elected official from the City of Naples. This member shall be appointed from a list of one or more qualified applicants submitted by the City Council or its representative.

7. The parties to this Agreement have adopted incentives from the Affordable Housing Incentive Plan as prepared and submitted by the joint Affordable Housing Advisory Committee, amending the Local Housing Assistance Plan accordingly. Both parties understand that Chapter 420, Florida Statutes requires continuing monitoring and implementation of the Affordable Housing Incentive Plan for the purpose of enhancing and providing affordable housing and agree to cooperate in ensuring that the requirements and spirit of the Chapter 420, Florida Statutes is satisfied

8. Neither party shall use any revenues distributed and allocated for purposes other than those authorized by Section 420.907 et seq., Florida Statutes, or Chapter 67-37, Florida Administrative Code.

9. During the term of this Agreement, any party may give the other party ninety (90)

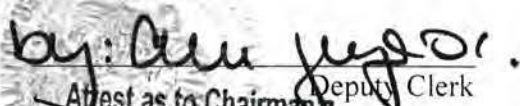
days written notice that it wishes to renegotiate the terms of this Agreement, to be effective on the first day of the next fiscal year. If the parties fail to reach a new agreement prior to the commencement of the next fiscal year, this Agreement shall terminate and be of no further force or effect, and the funds shall be allocated according to population pursuant to Section 420.9072 and Section 420.9073, Florida Statutes.

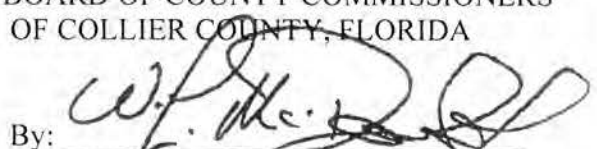
10. If either party shall cease to be eligible for allocation and distribution, such party's allocation of the funds shall remain in the Local Fund to be used by the Corporation. Both parties acknowledge the SHIP enabling legislation, the rules promulgated to implement same, and that the Chapter 420, Florida Statutes and Chapter 67-37, Florida Administrative Code are incorporated herein as if they were restated.

**IN WITNESS THEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officials.


ATTEST:  
CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS  
OF COLLIER COUNTY, FLORIDA

by:   
Attest as to Chairman's  
signature only.


By:   
William L. McDaniel, Jr., Chairman

Approved as to form and legality:

  
Jeffrey A. Klatzkow, County Attorney

ATTEST:

CITY OF NAPLES, a Municipal  
Corporation

  
Patricia Rambosk, City Clerk  
ON THE  
GULF  
Approved as to Form and  
Legal Sufficiency:

By:   
Teresa Heitmann, Mayor

     /s/ Nancy Stuparich, Esq.       
Nancy Stuparich, City Attorney



## EXHIBIT H

Collier County  
Community and Human Services Division  
State Housing Initiatives Partnership Program

### SHORT SALE POLICY

Requests for short sale must be approved in advance and in writing by Collier County Community and Human Services Division. The following minimum criteria shall apply:

1. The recipient, as seller of the property, shall not receive any funds from the Short Sale transaction.
2. To facilitate a Short Sale, Collier County shall forgive 70 percent (70%) of the assistance provided based upon the following table.

<u>PROPOSED SHORT SALE SETTLEMENT AMOUNT</u>
<u>30% of SHIP Second Mortgage face value amount</u>

3. The Collier County Short Sale amount cannot conflict with the primary mortgage lender Short Sale Agreement.
  - If the primary lender rejects the SHIP Proposed Short Sale Settlement amount, at the discretion of the CHS Director or his/her designated representative, the settlement amount may be reduced as appropriate to help facilitate the sale of the property to avoid the possibility of foreclosure.

In order to determine if a recipient may qualify for Short Sale, the Division will require the following information:

1. Short Sale Request Form from owner or authorized agent.
2. Evidence of the first mortgage lender's approval for Short Sale.
3. Copy of signed sales contract or buyer offer sheet.

Following initial review, the Division will advise in writing if the recipient has been pre-approved for Short Sale. However, the following documents will be required prior to closing of the Short Sale and issuance of final approval:

1. Final unsigned Closing Disclosure as prepared for settlement (signed copy to be obtained immediately after settlement); and
2. Final first mortgage lender Short Sale approval; and
3. Final signed sales contract; and
4. Name, phone number and email address of closing agent.

Please allow 20 business days for processing from the date the request is submitted to our office. If approved, the Division will forward the Short Sale Agreement and/or payoff letter to the title company. If we are unable to approve the request, a denial letter will be issued.



EXHIBIT H

EMAIL THE SHORT SALE REQUEST FORM ALONG WITH SUPPORTING DOCUMENTS TO:

CollierCountySHIP@colliercountyfl.gov  
Collier County  
Community and Human Services Division  
State Housing Initiatives Partnership Program

SHORT SALE APPLICATION

Recipient(s) name: \_\_\_\_\_

Property address: \_\_\_\_\_  
\_\_\_\_\_

First Mortgage Information

First Mortgage Lender: \_\_\_\_\_

Principal Balance: \_\_\_\_\_

Approved Short Sale Amount: \_\_\_\_\_

Net Proceeds to Recipient: \_\_\_\_\_

SHIP Second Mortgage Information

SHIP Mortgage Amount: \_\_\_\_\_

SHIP File Number: \_\_\_\_\_

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

Required Repayment Amount: \_\_\_\_\_

Amount Paid by Lender: \_\_\_\_\_

Amount Paid by Other: \_\_\_\_\_

Net Proceeds to Recipient: \_\_\_\_\_

---

OFFICE USE ONLY

- PRE-APPROVED
- DENIED

\_\_\_\_\_  
CHS Director                      Date

# Exhibit I

## ESSENTIAL PERSONNEL CERTIFICATION

Collier County Purchase Assistance Program recipients must have evidence of employment status in a specific field before they may be approved for additional funding in the program. Please certify which category the below named person's employment falls under.

Employee Name:	
Position Title:	

I certify that to the best of my knowledge the above-named applicant is a;

**Healthcare Personnel**       **Skilled Building Trade Personnel**       **Police and Fire Personnel**

**Teacher and Educators, other school district, community college, university employees**

**Local Government Employees**

<b>Healthcare Personnel and Government Employees</b>
Health care personnel (HCP) are persons who have special education on health care and who are directly related to provision of health care services. HCP includes all paid and unpaid persons working in health-care settings. Physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel who are employed with health-care facility will fall under HCP category.

<b>Teacher and Educators, other school district, community college, university employees</b>
A teacher or educator, employed by a county/city school district, private or public college/university or technical school/institute.

<b>Skilled Building Trade Personnel</b>
Common skilled trade careers include machinist, tool designer, fabricator, production technician, carpenter, mason, plumber, pipefitter, steamfitter, electrician, painter, HVAC and roofer.

<b>Police, Emergency and Fire Personnel</b>
An employee of a local law enforcement agency who is an officer sworn to carry out law enforcement duties. Examples of this class are sheriffs, deputy sheriffs, chiefs of police, city police officers, and sworn personnel of law enforcement subunits of port and transit authorities. This class includes campus police officers employed by of local city and community college districts. Private campus police are excluded. A firefighter or fire personnel who are extensively trained in firefighting. In addition those individuals also trained in Emergency Medical Services (EMS) and operate ambulances who may or may not in addition to being a firefighter.

**Local Government Employees**

An employee of Federal, State or Local Government is responsible for protecting the public's health and safety during emergencies. As such, all regular full and part-time employees are considered essential personnel and are expected to participate as assigned during and/o after a declared emergency and/or activation event, which will fall into one of the following categories: Department/Division Protective Measures, Shelter Operations, Emergency Support Function/Emergency Operations Center, Phone Bank/Hotline, Damage Assessment,

Other: (Childcare, Volunteer Coordinator, Point of Distribution Assistant, etc. to be initiated by Emergency Management or their Division Director)

Employer Name:

Representative Name:

Signature:

# Exhibit J

## Collier County Community and Human Services Department

### SUBORDINATION POLICY

Requests for subordination must be approved in advance by the Community and Human Services Division (“Division”). We may consider subordinating our loan if the following factors are present:

- If the proposed transaction is a rate and term refinance (less than \$500.00 to borrower at closing), the new interest rate must be at least one percent less than the current interest rate; or any combination of Interest Rate reduction plus Mortgage Insurance reduction that would be the equivalent of a one percent interest rate reduction; and
- The new principal and interest payment is lower than the current total payment(s) as evidenced by the Loan Application or Loan Estimate; or if the new monthly payment is increased due to a reduction to the term of the loan, the Division will determine if the new payment is reasonable and beneficial to the client; and
- The proposed transaction may include the current first mortgage plus other purchase-related grants and/or financing (i.e., USDA Subsidy, etc.) OR
- Cash out transaction are allowed, provided the Combined Loan-To-Value (CLTV) ratio of mortgages plus County liens does not exceed 80% of the current appraised value for the subject property. In this instance, the one percent reduction in interest rate may be waived if the transaction is beneficial to the client as determined by the Division; and
- Closing costs are reasonable as determined by the Division; and
- The proposed transaction does not include a prepayment penalty.
- Property being refinanced must be the borrower’s principal residence.

The following documents must be submitted to our office to process a subordination request:

1. Subordination Request form (attached).
2. Signed and executed Loan Estimate or equivalent; and
3. Signed and executed mortgage/loan application; and
4. Preliminary Closing Disclosure or equivalent; and
5. Copy of title commitment
6. Copy of Appraisal (if applicable)

Please allow 20 business days for processing from the date the request is submitted to our office. If approved, the Division will notify the lender and title company to prepare the Subordination Agreement. If we are unable to approve the request, a payoff letter will be issued.

EMAIL THE SUBORDINATION REQUEST FORM ALONG WITH THE DOCUMENTS 2-6 TO:

For additional questions contact:  
Lisa Carr, Sr. Grants Coordinator  
Phone: 239-252-2509  
Email: [Lisa.Carr@colliercountyfl.gov](mailto:Lisa.Carr@colliercountyfl.gov) or  
[CollierCountySHIP@colliercountyfl.gov](mailto:CollierCountySHIP@colliercountyfl.gov)



## Subordination Request Form

*To be completed by the Financial Institution processing refinance on behalf of clients listed below*

Borrower (s) name: \_\_\_\_\_

Borrower (s) address: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Current Mortgage Information**

Principal Balance: \_\_\_\_\_ Interest Rate: \_\_\_\_\_

Monthly Payment (PITI): \_\_\_\_\_ Loan Term: \_\_\_\_\_

### **New Mortgage Information**

Loan Amount: \_\_\_\_\_ Interest Rate: \_\_\_\_\_

Monthly Payment (PITI): \_\_\_\_\_ Loan Term: \_\_\_\_\_

### **Closing Agent/Title Company Information**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

I certify that the above information is correct. I certify that there will be no cash out to the borrower, and no other unsecured debt will be paid off (i.e., credit cards, automobile loans, etc.). I understand that the subordination document prepared by Collier County will be invalid if that is the case.

\_\_\_\_\_  
Lender/Broker Signature

\_\_\_\_\_  
Lender/ Broker Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone