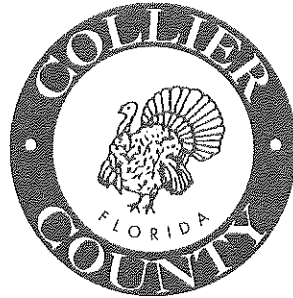


**COLLIER COUNTY  
AND  
CITY of NAPLES**



**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)  
LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**FISCAL YEARS COVERED  
2013-14, 2014-15 and 2015-16**

**ADOPTED BY RESOLUTION: 2013-94  
Amended by Resolution: 2015-257**

**Community and Human Services  
Public Services Division  
3339 E Tamiami Trail, Suite 211  
Naples, Florida 34112  
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**I. PROGRAM DESCRIPTION:**

- A. Name of the participating local government:  
Collier County Board of County Commissioners and  
Interlocal Agreement with: City of Naples

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

- B. Purpose of the program:  
Creation of the Local Housing Assistance Plan (LHAP) is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, and to further the housing element of the local government comprehensive plan specific to affordable housing.
- C. Fiscal years covered by the Plan:  
2013-14; 2014-15; 2015-16
- D. Governance:  
The County has established their SHIP Program in accordance with Section 420.907 9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The County SHIP Program does further the housing element of the Collier County Comprehensive Plan. Cities and Counties must be in compliance with these applicable statutes and rules.
- E. Local Housing Partnership:  
The County SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.
- F. Leveraging:  
The County Local Housing Assistance Plan increases 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, including local match to obtain federal housing grants or programs.
- G. Public Input:  
The Affordable Housing Advisory Committee public meetings are advertised, open to the public and may be televised; attendees are welcome to speak. Public input is

also solicited through the local newspaper when advertising the Notice of Funding Availability and the County website and Board Agenda when noticing the Local Housing Assistance Plan and Annual Report. Staff additionally request input from housing providers, social service agencies, and local lenders and realtors throughout the year.

H. Advertising and Outreach:

Collier County advertises with a Notice of Funding Availability in the local newspaper of general circulation serving ethnic and diverse neighborhoods and the County website, at least 30 days before the beginning of the application period unless there is no funding available due to a waiting list.

I. Discrimination:

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

J. Support Services and Counseling:

Collier County also offers information and referral services to local support service organization including, but not limited to homebuyer pre-purchase classes, credit counseling, tenant counseling and transportation.

K. Purchase Price Limits:

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

The methodology used is:

- Independent Study (copy attached)  
 U.S. Treasury Department  
 Local HFA Numbers

The purchase price limit for new and existing homes is shown on the **Housing Delivery Goals Charts: Exhibit C**

L. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the

households as indicated in Sections 420.9071 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. Any exceptions to the ratios must be approved by the Community and Human Services Director.

M. Welfare Transition Program:

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

N. Monitoring and First Right of Refusal:

In the case of rental housing, the County shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored at least annually for 15 years or the term of assistance, whichever is longer, unless as specified above.

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

O. Administrative Budget:

A detailed listing of the line-item budget for proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted in the LHAP.

Collier County and the City of Naples finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

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

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

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

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

The County and City have adopted the above findings in the attached resolution, **Exhibit E**.

P. Program Administration:

Administration of the local housing assistance plan is the responsibility of Collier County. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program the County will provide in detail the duties, qualification and selection criteria.

Q. Essential Service Personnel:

Counties and eligible municipalities are required to include a definition of Essential Services Personnel as noted in Rule Chapter 67-37.002(8) F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.

Collier County’s definition of “**Essential Service Personnel**” includes, but is not limited to, teachers and educators, other school district, community college, university employees, police and fire personnel, health care personnel, and skilled building trade personnel.

R. Section 420.9075(3)(d), F.S.:

Innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance. Provide a brief description as required:

Collier County 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; florescent light bulbs; impact resistant windows and doors.

## II. LHAP HOUSING STRATEGIES:

### a) Purchase Assistance

Code 2

### b) Summary of the Strategy:

The Collier County Purchase Assistance Program is designed to assist first-time, homebuyers with the purchase of a new or existing single family home or condominium. A first-time homebuyer is an individual or spouse who has not owned a home in the last three (3) years. Exceptions are made for a displaced homemaker or single parent with children under eighteen (18) years of age who have been divorced or displaced. Funding, which is provided as a second or subordinate mortgage loan, may be used for down payment, closing costs and principal buy-down as needed for affordable home ownership. SHIP funds may be used in conjunction with a first mortgage loan obtained from a participating lender, not-for-profit developer, Florida Housing Finance Corporation's Bond Program or Rural Development.

### c) State Fiscal Years Covered: 2013-14, 2014-15, 2015-16

### d) Income Categories to be served:

Applicants assisted must be income certified as extremely low, very low, low, and moderate income, including persons with special needs as defined in *Florida Administrative Code, 67-37.002 Definitions* (21) Persons Who Have Special Housing Needs.

### e) Maximum Award:

The maximum award is:

- Extremely and Very Low Income – up to \$50,000.00
- Low Income – up to \$30,000.00
- Moderate Income – up to \$20,000.00

~~will be 20% of the purchase price, not to exceed \$20,000.~~ In the event that another funding source, such as CDBG or HOME is used in conjunction with SHIP, the total amount of assistance from all sources will not exceed the maximum award as stated herein.

An additional \$5,000 in SHIP funds may be awarded to teachers and educators, other school district, community college, university employees, police and fire personnel, health care personnel, and skilled building trade personnel. ~~a state-certified teacher, state-certified nurse, state-certified firefighter, or a state-certified law enforcement officer.~~

### f) Terms, Recapture and Default:

Funds are secured with a recorded fifteen (15) year, ~~zero~~ 0% interest, and deferred payment second mortgage loan and note forgiven at the end of the 15

year period if all conditions have been met. The County will take a third position if FHFC funds are used in addition to SHIP or at the discretion of the Department Division Director. Monthly payments are not required.

Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:

1. **Sale**; if proceeds are not sufficient to pay off the mortgage note then the homeowner may contact the County regarding a settlement amount of the SHIP loan
2. **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.
3. **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 with no cash out in accordance with the "Subordination Policy".
4. **Home is no longer primary residence, or is leased or rented.** In the event that all mortgage holders are deceased, the loan will be forgiven.

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

The County has determined the following terms and provisions for program income versus recaptured funds:

All funds are deposited into the Local Housing Trust Fund and reported as Program Income or Recaptured Funds in the State Fiscal Year they are received as appropriate for Annual Reporting purposes.

**g) Recipient Selection Criteria:**

An applicant may submit a completed application for Housing Assistance to the County or the selected sponsor(s) for a determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination. Applications are processed on a first received, first qualified (income and lender approved), first served by income category. Funds will be reserved and awarded to applicants that have met all of the County and State requirements, are SHIP Income Certified and have a mortgage loan approval from a participating Lender.

In the event there are more applications than can be processed due to lack of funding, a waiting list will be maintained. Applications will be sorted by income category; extremely low, very low, low or moderate. Applicants will be placed on the appropriate income category list in numerical order. As funding becomes available for a specific income category, the applicant with the lowest number within that category will be contacted and processed.

Applicants must attend a County HUD approved Homeowner Education Program



and provide a copy of the certificate to the Department Division. The Certificate must be dated within one year of County application date.

- h) Sponsor Selection Criteria:** The County will issue a Request for Proposals/Application for Purchase Assistance Project Management from non-profit /for profit organizations.

Organizations are to provide the Application intake and income certification of households applying for Purchase Assistance.

Organizations must submit the proposal as outlined in the RFP/Application and initially provide information including, but not limited to, application intake process, income certification process, prior Purchase Assistance and/or income certification experience with references. Additional information to be obtained will include resumes, project management oversight, prior agreements, accounting and financial information for project tracking and payment, organization experience, audit reports, financial statements, for evaluation of sponsor eligibility.

Non-profit / for profit housing providers will be evaluated competitively 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:**

- i. Units assisted must be within the incorporated or unincorporated area of Collier County.
- ii. Mobile or manufactured homes are not a category of eligible housing for the County at this time.
- iii. Completion of the Homebuyer Education Program is mandatory prior to closing.
- iv. 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.

- v. Financial Institutions must be approved by the County in order to participate in the SHIP Program.

## A. Disaster Relief Grant Assistance

Code 5

### a.) Summary of the Strategy:

The Disaster Strategy provides assistance to households following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

- Tree and debris removal to make individual housing units habitable;
- Interim repairs to avoid further damage to home;
- Emergency supplies to weather proof damaged home;
- Building permits;
- Post disaster assistance with non-insured repairs;
- Insurance deductibles;
- Expenses to prevent flooding of home such as sand bags, sand, pump, rental, etc.; and
- Construction of wells or repair of existing wells where public water is not available.

b.) **Fiscal Years Covered:** 2013-14, 2014-15, 2015-16

c.) **Income Categories to be served:** Very low, low and moderate-income households and persons with special needs as defined in Florida Administrative Code, 67-37.002 Definitions (21) Persons Who Have Special Housing Needs.

d.) **Maximum Award:** The maximum award amount is \$30,000.00 ~~\$5,000~~ per household. Specific award information is located in the Housing Delivery Goals Charts at **Exhibit C**.

### e.) Terms, Recapture and Default:

All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture. Persons that qualify for SHIP assistance will be required to sign a grant agreement, contractually agreeing to all SHIP program guidelines

Applicants will be required to complete an application for Housing Assistance and provide documentation as required for income certification. If authorized by Florida Housing Finance Corporation, the County will utilize the Corporation's DISASTER SELF-CERTIFICATION OF INCOME FORM.

### f.) Recipient Selection Criteria:

The household assisted must be certified as very low, low or moderate-income and located in Collier County.

- g.) Completed applications from affected homeowners will be accepted on a first received, first served basis by income category and processed expediently.
- h.) Applicants are required to provide all documentation requested for income and eligibility determination.
- i.) The unit assisted must be owner-occupied and homesteaded as the primary residence.
- j.) Sponsor Selection Criteria: Not applicable
- k.) Additional Information:
  - SHIP funds at all times must be used for eligible applicants and eligible housing.
  - SHIP disaster funds may not be used for the purchase or rehabilitation of mobile homes unless authorized within the Executive Order.

**C. Name of the Strategy: Owner-Occupied Rehabilitation Code 3**

- a) **Summary of the Strategy:** The program is designed to assist income eligible homeowners that own and occupy their home by providing SHIP funds to assist with necessary repairs to correct code violations or emergency repairs that impact their health, safety and welfare. The home must be suitable for rehabilitation and located within the unincorporated and incorporated areas of Collier County. Loans for assistance may include costs related to all eligible repairs, inspections, work write-ups, and closing costs.
- b) **Fiscal Years Covered:** 2013/14; 2014/15; 2015/16.
- c) **Income Categories to be served:** Applicants assisted must be income certified as extremely low, very low, low and moderate income which includes persons with Special Needs as defined in Florida Administrative Code, 67-37.002 Definitions (21) Persons Who Have Special Housing Needs.
- d) **Maximum award:** Maximum award of up to \$30,000.
- e) **Terms of the award; Recapture and Default:** Funds will be secured with a recorded fifteen (15) year, 0% interest, deferred subordinate mortgage on the property in the amount of the subsidy used in the project. If all conditions of the loan are met, one-third of the loan will be forgiven in five year increments so that at the end of the fifteenth year the loan is forgiven. Monthly payments are not required.

Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:

1. Sale; if proceeds are not sufficient to pay off the mortgage 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".
2. 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.
3. 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 with no cash out in accordance with the "Subordination Policy".

4. Home is no longer primary residence, abandoned, leased or rented. In the event that all mortgage holders are deceased, the loan will be forgiven.

All funds are deposited into the Local Housing Trust Fund and reported as Program Income or Recaptured Funds in the State Fiscal Year they are received as appropriate for Annual Reporting purposes.

**f.) Recipient Selection Criteria:** An applicant may submit a completed application for SHIP Owner-Occupied Rehabilitation to the County/Sponsor for a determination of eligibility at any time. Applicants are required to provide all documentation requested for income, eligibility and qualification determination. Applications are processed on a first come served, first qualified, by income category basis. Applicants will receive a pre-approval letter and their file will be submitted to the Sponsor for unit eligibility.

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.

**g.) Sponsor Selection Criteria and duties, if applicable:** The County will issue a Request for Proposals requesting applications for Construction Management services from non-profit organizations.

Organization to provide the Application intake and certification of households applying for Owner Occupied Rehabilitation.

Organizations must submit the proposal as outlined in the RFP and initially provide information including, but not limited to, application intake process, income certification, contractor and bid process or prior rehabilitation and/or income certification experience with references. Additional information will be obtain such as resumes, construction oversight, construction agreements, accounting and financial information for project tracking and payment, organization experience, audit reports, financial statements, and income documentation for evaluation of sponsor eligibility.

**h.)** However, the County at its option may procure the services of a non-profit Sponsor to administer all or a portion of the Owner Occupied Rehabilitation Strategy.

Adoption Date: April 23, 2013  
Revision Date: April 8, 2014  
Revision Date: June 23, 2015  
Revision Date: December 8, 2015

**Additional Information:** Mobile or manufactured homes are not a category of eligible housing for the County at this time.

**D. Name of the Strategy: Rental Rehabilitation**

**Code 14**

- a.) **Summary of the Strategy:** The program is designed to rehabilitate rental units within Collier County. The rental units will serve very-low, low and moderate income households with a preference for applicants with special housing needs as *defined in s.420.0004, Florida Statutes*.

Loans will be given to non-profit /for-profit housing providers who have site control and ownership of the properties to rehabilitate existing single family rental units on scattered sites or a rental complex located in Collier County. Assistance may be provided for large projects involving the repair of multiple rental units. 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.) **Fiscal Years Covered:** 2013-14, 2014-15, and 2015-16.

- c.) **Income Categories to be served:** Provide housing to very-low, low and moderate income households on a first come, first serve basis.

- d.) **Maximum award:** Maximum rehabilitation loan to non-profit/ for-profit provider shall not exceed \$500,000 per property. Maximum per unit award amount is \$30,000.

- e.) **Terms of Repayment:** Funds will be made available by loans secured by a second subordinate mortgage placed on the property rehabilitated. Loans will be given for a maximum term of fifteen (15) years. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:

1. Sale; if proceeds are not sufficient to pay off the mortgage note then the property owner (not-for-profit or for profit) may contact the County regarding a settlement amount of the SHIP loan.

2. 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.

3. 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 with no cash out in accordance with the "Subordination Policy".



4. 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.

Units will be monitored for a period of fifteen (15) years per Rule Chapter 67-37 of the Administrative Code. Resale and First Right of Refusal for Affordable Housing will be given to Eligible Sponsors as noted in Section 420.9075(4)(f) *Florida Statutes*.

- f.) **Recipient Selection Criteria:** Non-profit/for-profit providers will be required to income qualify all tenants in accordance with SHIP regulations. Priority for projects will be given to those who serve Special Needs as defined by s.420.0004, Florida Statutes.
- g.) **Sponsor Selection Criteria:** Non-profit / for profit housing providers will be evaluated competitively 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

- h.) **Additional Information:** Once the improvements are completed, the developer/sponsor shall ensure all eligible tenants will be income qualified that must occupy the units on subject property during the fifteen year loan term.

E. Name of the Strategy: Rental Acquisition

Code 20

- a.) **Summary of the Strategy:** The program is designed to acquire, acquire and rehabilitate or acquire and construct rental units within Collier County. The rental units will serve very-low, low and moderate income households with a preference for applicants with special housing needs as defined in s.420.0004, *Florida Statutes*.

Loans will be given to non-profit /for-profit housing providers to acquire and rehabilitate existing single family rental units on scattered sites or a rental complex located in Collier County. The SHIP funds used in the acquisition and/or rehabilitation rental program may be leveraged by public and private sources.

- b.) **Fiscal Years Covered:** 2013-14, 2014-15, and 2015-16.
- c.) **Income Categories to be served:** Provide housing to very-low, low and moderate income households on a first come, first serve basis.
- d.) **Maximum award:** Funds to rehabilitate shall not exceed \$30,000 per unit. Maximum acquisition loan to non-profit/ for-profit provider shall not exceed \$300,000 per rental property.
- e.) **Terms of Repayment:** Acquisition funds will be secured with a recorded fifteen (15) year, ~~zero~~ 0% interest, deferred subordinate mortgage on the property in the amount of the subsidy used in the project. If all conditions of the loan are met, so that at the end of the fifteenth year the loan is forgiven. Monthly payments are not required. Acquisition loans will be required to be repaid under the following conditions:
1. Sale; if proceeds are not sufficient to pay off the mortgage note then the property owner (not-for-profit or for profit) may contact the County regarding a settlement amount of the SHIP loan .
  2. 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.
  3. 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 with no cash out in accordance with the "Subordination Policy".
  4. 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.

Units will be monitored for a period of fifteen (15) years per Rule Chapter 67-37 of the Administrative Code. Resale and First Right of Refusal for Affordable Housing will be given to Eligible Sponsors as noted in Section 420.9075(4)(f) *Florida Statutes*.

- f.) **Recipient Selection Criteria:** As part of leasing up the renovated units, non-profit/for-profit providers will be required to income qualify all tenants in accordance with SHIP regulations. Priority will be given to those tenant applicants who meet the special needs criteria and are income eligible.
- g.) **Sponsor Selection Criteria:** A non-profit / for profit housing provider will be evaluated competitively 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

- h.) **Additional Information:** Once the improvements are completed, the developer/sponsor shall ensure all eligible tenants will be income qualified that must occupy the units on subject property during the fifteen year long term.

### III. LHAP INCENTIVE STRATEGIES:

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

Name of the Strategy: **Expedited Permitting**

Collier County will expedite permits as defined in Sec. 163.3164(7) and (8), F.S. for affordable housing projects to a greater degree than other projects. Affordable housing projects will be identified as those projects assisted with state or federal housing funds.

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

Collier County Board of County Commissioners adopted Resolution No.2007-176 on July 24, 2007, superseding and replacing Resolution 2005-408, amending the procedures for expediting the development review process for qualified affordable-workforce housing including community workforce housing innovation program (CWHIP) projects.

Initially, a qualification meeting is called with the developer and staff to determine if the project meets the affordable housing requirements. Those projects that demonstrate compliance will be issued a certificate to allow the expedited review process for all development orders. Planning and Zoning will provide expedited status by assisting these developments first throughout the process from application through Certificate of Occupancy.

In 2010-2011, Collier County refined the building permit process and performance measures were developed to facilitate the expedited performance and allow the county to closely monitor its performance and adherence to this policy. The current building permit process is 5, 10, 15 days, however single family permits that are using state or federal funding will be moved to the top of the permit process queue.

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

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 mentioned in the executive summary.

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

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 regularly forms subcommittees to review impediments to affordable housing, as well as new affordable housing incentives.

Name of the Strategy: **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.

- a.) Provide a description of the procedures used to implement this strategy:  
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, ss. 2.06.00.

Name of the Strategy: **Inventory of Locally Owned Public Lands Suitable for Affordable Housing.**

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

Collier County Resolution No. 2007-172, adopted June 26, 2007, permits properties identified as appropriate for use as affordable housing may be offered for sale and the proceeds used to purchase land for the development of affordable housing or to increase the local government 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.

**IV. EXHIBITS:**

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