

**ALACHUA COUNTY**  
**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)**  
**PROGRAM**

**LOCAL HOUSING ASSISTANCE PLAN**

**STATE FISCAL YEARS**  
**2011-2012 / 2012-2013 / 2013-2014**

**ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS**

**PREPARED BY:**  
**ALACHUA COUNTY DEPARTMENT OF GROWTH MANAGEMENT**

**Approved by the Board April 26, 2011**

**Submitted to Board for Revision August 9, 2011**

**I. PROGRAM DESCRIPTION:**

- A.** Name of the participating local government and Inter local if Applicable:

**Alachua County Board of County Commissioners**

Inter local : Yes  No

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

City of Gainesville Special Needs Inter local Agreement

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

- B. Purpose of the program:**

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

- C. Fiscal years covered by the Plan:  
2011-2012, 2012-2013, 2013-2014**

- D. Governance.**

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.

The SHIP Program does further the housing element of the local government Comprehensive Plan.

**Cities and Counties must be in compliance with these applicable statutes and rules.**

- E. Local Housing Partnership**

Alachua County continues to build active partnerships among community-based organizations, for-profit housing developers, lending institutions, nonprofit providers of affordable housing, local municipalities, providers of professional services relating to affordable housing and social service organizations working on behalf of persons with special housing needs.

**1. Leveraging:**

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

**G. Public Input:**

Public input was solicited through face to face meetings with builders, lenders, realtors, and other housing professionals.

**H. Advertising and Outreach**

Alachua County shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

**I. Discrimination:**

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:**

Numerous support services are available to households assisted through the SHIP Local Housing Assistance Plan. Administered jointly by Alachua County and the City of Gainesville, The First Time Home Buyer Training Program is available for potential applicants for County and City SHIP Down Payment Assistance Programs. First-time Home Buyer Training is also available through Neighborhood Housing Development Corporation (NHDC), a SHIP-sponsored non-profit agency.

**K. Purchase Price Limits:**

The sales price of new and existing units, which can be lower but may not 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

**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.

**M. Welfare Transition Program:**

Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

**N. Monitoring and First Right of Refusal:**

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

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

**O. Administrative Budget:**

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

The Alachua County Board of County Commissioners 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, provides:

A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

*The Alachua County Board of County Commissioners has adopted the above findings in the attached resolution, Exhibit E.*

**P. Program Administration:**

Administration of the local housing assistance plan is the responsibility of the Department of Growth Management of *Alachua County*. The Alachua County Community Support Services Department will administer the Rental Deposit Assistance Program.

**Q. Essential Service Personnel:**

Essential Service personnel for this plan shall be defined as teachers and educators; school district, community college, and university employees; police; fire emergency services personnel; code enforcement personnel; health care personnel, and skilled building trades personnel.

- R. Description of initiatives that encourage or require innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance. Alachua County recently approved an Energy Element to its Comprehensive Plan . Below are excerpts from the County's recently adopted Energy Element.

**SECTION 2 – THE BUILT ENVIRONMENT**

OBJECTIVE 2.1: Community

Encourage energy conservation and energy-efficient design in the built environment of Alachua County.

Policy 2.1.1

The land development regulations shall provide, and encourage the use of, energy efficient design techniques such as passive solar design for streets and houses, sustainable landscaping, and techniques identified in Objective 5.1 of the Conservation and Open Space Element and Policy 2.2.5 of the Housing Element.

Policy 2.1.2

Work with the community to develop an incentive program to encourage new structures and retrofits to exceed the required minimum energy and water efficiency standards of the Florida Building Code.

Policy 2.1.2.1

As one incentive, the County shall develop a program where the efficiency rating of a structure, such as the Energy Performance Level (EPL) rating for residential structures or the equivalent for non-residential structures, can be used as a basis for recognition of buildings exceeding a defined threshold for efficiency.

Policy 2.1.2.2

Owners of recognized structures shall be encouraged to participate in a performance monitoring program to track the energy usage of the buildings over time, as an indicator of success in achieving reductions.

Policy 2.1.2.3

The incentive program shall be evaluated periodically to determine whether adjustments to the established threshold are warranted.

Policy 2.1.3 Alachua County shall work with other local governments and local groups and organizations to develop a community weatherization program to improve the energy efficiency of existing structures.

## II. LHAP HOUSING STRATEGIES

### A. DOWN PAYMENT WITH CONSTRUCTION/REHABILITATION ASSISTANCE PROGRAM

#### a. Summary of the Strategy

The Down Payment with Construction/Rehabilitation Assistance Program will provide down payment, closing cost, and rehabilitation assistance to eligible home buyers of eligible homes. Lender guidelines have been established to ensure that households are not cost burdened by housing payments after receiving SHIP assistance.

#### i. Assistance for the purchase of homes requiring rehabilitation

Funds will be made available for home repairs to assist eligible households with the purchase of existing homes in need of rehabilitation. A maximum SHIP award, as established by resolution, will be available for down payment, closing cost assistance, and home repairs. Eligible home repairs include but are not limited to the cost of labor and materials for:

1. Repairs needed to meet or exceed the requirements of the Florida Building Code, ss. 553.70-553.898 F.S., as amended and adopted by Alachua County Ordinance 02-01.
2. Roof repair or replacement.
3. Repair, replacement, or provision of heating and/or cooling system.
4. Energy conservation measures such as insulation, weather-stripping, etc.
5. Alterations to the unit's exterior or interior to provide greater accessibility for the disabled, as defined by the Social Security Act, or for family members over the age of 62.
6. Other repairs as recommended by a certified SHIP inspector and approved by the Alachua County SHIP program.

Repairs will be completed within 90 days of closing.

#### ii. Assistance for the purchase of newly constructed homes

Funds will be made available to assist eligible households with the purchase of newly constructed homes. A SHIP award will be available for down payment, and closing cost assistance for homes meeting the following definitions:

1. If a home is being constructed involving a construction agreement between the eligible home buyer and a licensed general contractor.
2. If a home has obtained a certificate of occupancy in the 12 month period preceding the contract for sale and purchase.
3. If a home was built as a model home and has never been occupied.
4. If the final appraised value (including land value), is less than or equal to the

maximum purchase price.

**b. Fiscal Years Covered**

The Down Payment with Construction/Rehabilitation Assistance Program will be available in FY 2011-2012, 2012-2013, and 2013-2014.

**c. Income Categories to Be Served**

The income categories to be served are low and very low income households up to 80% AMI per the U.S. Department of Housing and Urban Development (HUD) Income Limits for Gainesville MSA, as updated and distributed annually by the Florida Housing Finance Corporation.

**d. Maximum Award**

See Exhibit C: Housing Delivery Goal Charts for the maximum awards for SFY 2011-2012 2012-2013 and SFY 2013-2014 funding.

**e. Terms, Recapture, & Default**

Funding for this program will be provided on a first-come first-served basis in the form of a zero-interest, 10 year deferred payment loan. **Payment is due in full upon sale if sold anytime within the 10 year term.** If sold after the 10 year term, no repayment is required. **IN THE EVENT THAT THE SOLE OWNER OR ALL OWNERS EXECUTING THIS AGREEMENT ARE DECEASED DURING THE TEN YEAR TERM THEREOF, THE AGREEMENT SHALL BE CONSIDERED SATISFIED, AND WILL NO LONGER CONSTITUTE A LIEN AGAINST THE PROPERTY.** ~~As long as the recipient continues to own the assisted property and live in the property as their principal residence during the term of the mortgage, then the loan will not have to be repaid.~~ Any down payment, closing cost, or rehab assistance will be included in a recorded mortgage and will be subject to the above recapture provisions. Default of the loan occurs if the mortgagor no longer resides in the home as the principal residence, or if any part of the Property or any interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested of title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the Property is leased or rented. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by the Alachua County SHIP Program. A portion of the deferred payment second mortgage may be forgiven in cases where the loan-to-value ratio exceeds 100% and the home must be sold due to a catastrophic event (i.e. borrower's death or divorce, an extended illness of the borrower or a close family member who depends primarily on the borrower for support, etc. All repayments from this program shall be considered program income.

**f. Recipient Selection Criteria**

Eligible applicants meeting the following threshold requirements will be served on a first come first served basis:

1. Be very low or low- income under applicable U.S. Department of Housing and Urban Development (HUD) income guidelines, as updated and distributed annually by the Florida Housing Finance Corporation.
2. Be a first-time home buyer, defined as persons or households who have not owned a home other than a mobile home or a manufactured home during the three-year period immediately prior to purchase with SHIP funds, except that the following persons shall not be excluded from consideration as a first-time home buyer:
  - Single parent, as defined by HUD.
  - Displaced homemaker, as defined by HUD or displaced from homeownership by divorce.
  - An individual or household living in a substandard dwelling that cannot be brought into compliance with local building and housing codes for less than the cost of constructing a permanent structure.
3. Have successfully completed a Home Buyer Education Workshop as evidenced by a certificate of attendance issued by a HUD Approved Counseling Agency, which must be obtained prior to attending closing and preferably prior to signing a sales contract.
4. Be qualified for purchase through a lending institution, as evidenced by an Executed Mortgage Loan commitment. Private investors and seller financing is not permitted.
5. Have an executed sales contract in the name of the applicant to purchase an eligible home.

**Eligible homes must meet the following threshold requirements:**

1. Eligible homes shall be located in Alachua County outside the city limits of Gainesville.
2. Maximum property values for new construction or for existing units after rehabilitation shall be as identified in the attached Exhibit C: Housing Goals Charts.
3. Mortgage payments (including principal, interest, taxes, and insurance, may not exceed 36% of the household's gross monthly income.
4. Each unit must meet and may exceed minimum housing code.
5. Manufactured homes must be two years old or newer.

**g. Sponsor Selection Criteria**

Not applicable.

**h. Additional Information**

Clients will be referred to the Alachua County Housing Finance Authority's Single Family Mortgage Revenue Bond Program, the Florida Housing Finance Corporation's First Time Homebuyer Program, Rural Development, and other available funding.

**B. HOME REPAIR PROGRAM**

**a. Summary of the Strategy**

The Home Repair Program is designed for the rehabilitation of owner occupied single family housing. Eligible activities include: emergency repair/rehabilitation of substandard housing, moderate housing rehabilitation, and leveraging for state/federal grant or loan programs (ex. CDBG, HOME). To be designated as an Emergency Repair Project, the unit must be the dwelling of a household receiving less than 50% of the Area Median Income, adjusted for family size; OR be the dwelling of a disabled person as defined by the Social Security Act, AND be in a severely distressed state such as a dwelling where continued habitation would put the owner at serious physical risk, and defined as such by approved County inspectors. ~~Sub-recipients may be not for profit or for profit housing providers. Funding for sub-recipients will be awarded on a competitive basis.~~ Alachua County may designate funding from this strategy for its own match with CDBG, or may use to target this funding for specific neighborhood projects at its own discretion.

**b. Fiscal year(s) Covered**

The Home Repair Program will be available in FY 2012, 2013, and 2014.

**d. Income Categories to Be Served**

The income categories to be served are low and very low income households up to 80% AMI per the U.S. Department of Housing and Urban Development (HUD) Income Limits for Gainesville MSA, as updated and distributed annually by the Florida Housing Finance Corporation.

**d. Maximum Award: See housing delivery goals charts**

**e. Terms, Recapture, and Default**

Funding for this program will be provided on a first-come first-served basis in the form of a zero-interest, 10 year, forgiven, deferred payment loan. ~~Funding shall be provided in the form of a zero interest, 10 year, forgiven, deferred payment loan.~~ Each year the

owner resides in the assisted unit, the loan principal shall be reduced by 10%. At the end of the tenth year, the agreement shall be fully forgiven. **IN THE EVENT THAT THE SOLE OWNER OR ALL OWNERS EXECUTING THIS AGREEMENT ARE DECEASED DURING THE FIVE YEAR TERM THEREOF, THE AGREEMENT SHALL BE CONSIDERED SATISFIED, AND WILL NO LONGER CONSTITUTE A LIEN AGAINST THE PROPERTY.** ~~expire of its own accord. As long as the recipient continues to own the assisted property and live in the property as their principal residence during the term of the mortgage, then the loan will not have to be repaid.~~ All rehab assistance will be included in a recorded mortgage and will be subject to the above recapture provisions. Any eligible developer fee charged by the sub-recipient shall be considered as a grant to the homeowner and shall require no repayment by the homeowner. All repayments from this program shall be considered program income.

Default of the loan occurs if the mortgagor no longer resides in the home as the principal residence, or if any part of the Property or any interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation law or otherwise, or if the Mortgagor is divested of title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the Property is leased or rented within the ten year term. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by the Alachua County SHIP Program.

A portion of the deferred payment second mortgage may be forgiven in cases where the loan to value ratio exceeds 100% and the home must be sold due to a catastrophic event, (i.e. borrower's death or divorce, an extended illness of the borrower or a close family member who depends primarily on the borrower for support, etc.)

**f. Recipient Selection Criteria**

1. The assisted unit must be owner occupied, the primary residence of the owner, must be located in Alachua County, and outside the City of Gainesville.
2. Manufactured homes older than 2 years are ineligible for this program. All units must meet the standards of Florida Statutes in Chapter 553, Building Construction Standards.
3. Property taxes must be paid current on the unit to be assisted.
4. Client selection will be on a first-come, first-served basis, unless otherwise specified by the sub-recipient in its application or matching fund source. No client who has

received home repairs under SHIP shall be eligible to re-apply for assistance for a period of five years from the date they have been completed.

5. Maximum property values for existing units after rehabilitation shall not exceed maximum purchase price for new or existing single family housing as established by the Housing Delivery Goals Chart.
6. Each unit, with the exception of emergency repairs, must meet and may exceed minimum housing code.

**g. Sub-recipient Selection Criteria**

Not applicable.

**h. Additional Information**

None

**C. DISASTER MITIGATION/RECOVERY PROGRAM**

**a. Summary of Strategy**

The Disaster Mitigation/Recovery Program is made available to applicants whose homes have been damaged in a disaster declared by Executive Order of the Governor. SHIP funds would be used to leverage available federal, state, and insurance funds to provide assistance to eligible households for the purpose of repairing eligible housing. Use of funds would include purchase of emergency supplies to weatherproof damaged homes, interim repairs to avoid further damage, tree and debris removal required to make the housing units habitable and post-disaster assistance for non-insured repairs required in order for the unit to meet the County's minimum housing standards. Funding may also be used for homeowner relocation expenses such as security deposit for eligible recipients that have been displaced from their homes due to damage from a declared disaster.

**b. Fiscal Years Covered**

Fiscal year covered will be SFY 2011-2012, 2012-2013 and 2013-2014.

**c. Income Categories to be served**

Very low, low, and moderate income households, as defined by Section 420.9071, F.S., will be served. ~~as well as households earning up to 120% of the Area Median Income (AMI).~~

**d. Maximum award is noted on the Housing Delivery Goals Chart**

**e. Terms, Recapture, and Default**

Funding for this program will be provided on a first-come first-served basis in the form of zero-interest, 10 year deferred payment loan. Payment is due in full upon sale if sold within the 10 year term. **IN THE EVENT THAT THE SOLE OWNER OR ALL OWNERS EXECUTING THIS AGREEMENT ARE DECEASED DURING THE FIVE YEAR TERM THEREOF, THE AGREEMENT SHALL BE CONSIDERED SATISFIED, AND WILL NO LONGER CONSTITUTE A LIEN AGAINST THE PROPERTY** As long as the recipient continues to own the assisted property and live in the

~~property as their principal residence during the term of the mortgage, then the loan will not have to be repaid.~~ If sold after the 10 year term, no repayment is required. Any assistance will be included in a recorded mortgage and will be subject to the above recapture provisions. Default of the loan occurs if the mortgagor no longer resides in the home as the principal residence, or if any part of the Property or any interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested of title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the property, or if the Property is leased or rented. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by the Alachua County SHIP Program. All repayments from this program shall considered program income.

A portion of the deferred payment second mortgage may be forgiven in cases where the loan-to-value ratio exceeds 100% and the home must be sold due to a catastrophic event (i.e. borrower's death or divorce, an extended illness of the borrower or a close family member who depends primarily on the borrower for support, etc.).

**f. Recipient Selection Criteria**

Applicants must own and occupy the assisted property as a principal residence. The residence must have been damaged in a declared natural disaster. Applicants will be assisted on a first come, first served basis.

**g. Sponsor Selection Criteria**

Not Applicable

**h. Additional Information**

SHIP disaster funds may not be used to purchase or repair mobile homes.

## **D. SPECIAL NEEDS PROGRAM**

### **a. Summary of the Strategy**

Through an interlocal agreement, Alachua County and the City of Gainesville will jointly sponsor the Special Needs Program targeted to the construction and rehabilitation of temporary, transitional, or long-term rental housing addressing the housing needs of persons who have special housing needs as defined in Chapter 67-37.002 (~~43~~ 21), Florida Administrative Code. Funding for this program will be provided in the form of a zero-interest, deferred payment, due-on-sale loan for eligible construction and rehabilitation costs or to a maximum dollar amount per unit for construction or rehabilitation purposes.

### **b. Fiscal Years Covered**

The Special Needs Program will be available in FY ~~2011-2012~~, 2012-2013, and 2013-2014.

### **c. Income Categories to Be Served**

The income categories to be served are very low households as per the U.S. Department of Housing and Urban Development (HUD) Income Limits for Gainesville MSA, as updated and distributed annually by the Florida Housing Finance Corporation.

### **d. Maximum Award**

See Housing Deliveries Goals Charts.

### **e. Terms, Recapture, & Default**

Funding for this program will be provided on a first-come first-served basis in the form of a zero-interest, 15 year deferred payment loan. Payment is due upon sale if sold within the 15 year term. Eligible sponsors that offer special needs 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. If sold after fifteen years, no repayment is required. Tenant eligibility will be monitored at least annually for 15 years or the term of assistance whichever is longer unless the original amount of the loan is \$3,000 or less.

As long as the sponsor agency awarded SHIP funds continues to own and operate the assisted property to benefit low and very-low income persons with special housing needs during the term of the mortgage, then the loan will not have to be repaid. All SHIP funds awarded under this program will be included in a recorded mortgage and will be subject to the above recapture provisions. Default of the loan occurs if any part of the Property or any interest in it is sold, transferred, gifted or otherwise conveyed, whether by voluntary act, involuntarily, by operation of law or otherwise, or if the Mortgagor is divested of title by judicial sale, levy or other proceeding, or if foreclosure action is instituted against the

property, or if the Property is leased or rented. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by the Alachua County SHIP Program. All repayments from this program shall be considered program income.

**f. Recipient Selection Criteria**

See Exhibit H - SHIP Special Needs Inter-local Agreement, Program Guidelines (Attachment I).

**g. Sponsor Selection Criteria**

Available funds will be jointly advertised by Alachua County and the City of Gainesville. Alachua County and the City of Gainesville will enter into separate contracts with the entities awarded funding. Applications will be accepted from non-profit and quasi-governmental agencies for specific projects. Applications will be reviewed by Alachua County and the City of Gainesville staff, who will make recommendations for funding of the projects that provide the most effective use of funds for housing and other services producing the greatest benefit to low and very-low income persons on a county-wide basis. The recommendations for funding, to be awarded by Alachua County, will be forwarded to the Alachua County Board of County Commissioners for approval. Agencies must demonstrate that funding and financing used for matching SHIP Special Needs funds will be available before SHIP funds will be committed and certify that assisted individuals or households qualify as very-low or low income. Preference will be given to eligible sponsors that provide employment opportunities to clients of the state Work and Gain Economic Self Sufficiency (WELFARE TRANSITION PROGRAM) Program. See Exhibit H - SHIP Special Needs Interlocal Agreement, Program Guidelines (Attachment I).

**h. Additional Information**

SHIP funds may be used as leverage funds for the HUD Continuum of Care grant program or with any other applicable private funding sources or local, state, or federal programs.

## **E. RENTAL DEPOSIT PROGRAM**

### **a. Summary of the Strategy**

The Rental Deposit Assistance Program provides funding to pay rental security and utility deposits on behalf of eligible very low income persons and/or households within Alachua County. Eligible utility deposits include only provider-mandated deposits for water, sewer, electricity, and gas. Rental Deposit funds may also be used to pay project delivery costs associated with strategy implementation such as inspection fees to ensure the unit meets Section 8 Housing Quality Standards. To ensure maximum effectiveness and integrity, this program ~~the PRDAP~~ will be coordinated with rental security and/or utility deposit assistance provided by other agencies. This program will be administered by the Alachua County Department of Community Support Services with oversight from the Department of Growth Management.

### **e. Fiscal Years Covered**

The program will be available in SFY ~~2012~~, 2013, and 2014.

### **f. Income Categories to Be Served**

Extremely Low and Very low income households will be served per the U.S. Department of Housing and Urban Development (HUD) Income Limits for Gainesville MSA as updated and distributed annually by the Florida Housing Finance Corporation.

### **g. Maximum Award is noted on Housing Delivery Goals Chart**

### **h. Terms, Recapture, and Default**

Assistance to eligible applicants under this strategy will be in the form of a grant and will not be subject to recapture from the tenant.

### **i. Recipient Selection Criteria**

Eligible applicants will be approved for assistance subject to funding availability on a first-come, first-qualified, first-served basis using the following criteria:

- Applicants must meet income eligibility requirements.

- Applicants must demonstrate that they can afford the monthly rent and utilities for their selected unit.
- Applicants assisted under this strategy must lease, for at least one year, a dwelling unit which meets Section 8 Housing Quality Standards.
- Monthly rents may not exceed maximum rents as established by the Florida Housing Finance Corporation's annual Rent Schedule.
- Assistance is one-time only; applicants must not have been previously assisted. ~~By the PRDAP.~~
- Applicants must show proof of residence in Alachua County.
- Applicant must be the primary tenant of the dwelling unit to be leased.
- Applicant may not be a college student unless employed 25 hours per week or more.
- Applicants will be assisted on a first come, first qualified, first served basis.

**g. Sponsor Selection Criteria**

~~The Alachua County Department of Community Support Services will administer this Pilot Program with oversight from the Department of Growth Management.~~

N/A

**h. Additional information**

N/A

### III. LHAP INCENTIVE STRATEGIES

**1. Expedited Permitting Process for Affordable Housing\* (Required)**

Permits as defined in F.S. 163.3164 (7) and (8) for affordable housing projects are expedited to a greater degree than other projects. In the case when a backlog of applications for development approval occurs, resulting in delays in processing applications within the regularly scheduled time-frame, for profit and not for profit permits for affordable housing projects are assigned priority for review and processing. Permits shall be available within six business days after the application is found sufficient. This policy was implemented through Unified Land Development Code (ULDC) Chapter 402.03.5

**2. Modification of Impact Fees for Affordable Housing**

Alachua County provides General Revenue Funding to offset the cost of impact fees for affordable housing units. An increase on the budget from \$25,000 to \$100,000 may be considered if appropriate monitoring methods are established to reflect expenditures that justify this action. The procedures for this program were adopted April 12, 2005 in the Alachua County Development Impact Fees Administration Manual.

**3. The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.**

The new ULDC allows for long term concurrency reservation for Affordable Housing Developments without utilizing the Planned Development (P.D.) process. (Chapter 407.121 b, ULDC). Traffic capacity on many major County roads is limited. Therefore, the reservation of traffic concurrency is a critical element of the development approval process. Without a Planned Development zoning approval, concurrency reservations are normally limited to six months with Preliminary Plan approval and one year after final development plan approval. Not having a longer term reservation limits most development projects to one phase of construction. With a Planned Development approved by the Board of County Commissioners through a public hearing process, developments may be built in multiple phases over several years with the certainty of having reserved traffic capacity reserved for all of the phases. The incentive of offering long term concurrency reservations with a development plan approval for an affordable housing project allows for long term multi-phase projects without the additional effort, time, and costs required to pursue a planned development zoning approval.

**4. Allowance for Accessory Dwelling Units-in Residential units in residential zoning Districts**

**Chapter 404.24, Unified Land Development Code (ULDC)**

Accessory dwelling units are allowed by right with certain limitations on homesteaded lots in all residential zoning districts. This incentive creates an opportunity for affordable rental units to be included within market rate single family developments. As part of the EAR process, the limitations of accessory units have been identified for evaluation.

**5. Reduction in parking and setback requirements for affordable housing**

Chapter 407, ULDC, allows flexibility in parking requirements by providing options for shared parking for mixed use projects or uses that are adjacent to one another and provides allowances for reductions in off street parking requirements.

**6. The allowance of flexible lot configurations, including zero -lot-line configurations, for affordable housing\***

The Unified Land Development Code, Chapter 403. Article 3, implemented density based zoning districts that allow for flexible lot sizes and better utilization of densities allowed within land uses. The Unified Land Development Code contains a provision to allow mixed

unit types by right (Single family and attached units) in residential zoning districts, allowing for more density and a greater range of unit prices. This in turn creates opportunities to include affordable housing units in market rate developments.

**7. Modification of street requirements for affordable housing**

Alachua County has a range of street standards, depending on street volume, which are intended to minimize street width requirements. There are no further recommendations on this issue at this time.

**8. Establishment of an ongoing Review Process (Required)**

Alachua County provides for the development of an expanded process to review local policies, ordinances, regulations, and comprehensive plan provisions which significantly increase the cost of housing. This initiative is administered through public advertisement of proposed new land development regulations and invitation of public comment on housing cost impact/.

Staff analysis is required for any comprehensive plan amendments or land development regulation text amendments, prior to adoption, to evaluate the impact(s) on the cost of housing, and to incorporate the findings in the staff report. This was implemented by a memo dated March 30, 2009 by the Alachua County Department of Growth Management.

**9. Development of an inventory list of locally-owned public lands appropriate for use as affordable housing\* (Required incentive)**

Alachua County, in accordance with Florida Statutes, requires that every three years a review of County-owned lands be completed to determine if any are appropriate for use as affordable housing and conducted its evaluation at a scheduled public hearing. This policy was implemented through Resolution 08-28 on March 25, 2008.

**10. Support for development and growth near transportation hubs, major employers, and mixed-use centers.**

This is a theme of many policies in the Comprehensive Plan. Key EAR issues to be evaluated include these same policies.

\*Indicates Specified Areas for Review per Florida Statutes 420.9076

**11. Increased Number of Attached Units**

Chapter 404.20(d) ULDC, contains a provision to increase the number of attached units allowed from four to eight units for Affordable Housing Developments.

**12. Development Review Application Fee**

The County Manager may waive development review application fees and charges to not-for-profit corporations that submit affordable housing projects. This policy is annually approved through the Alachua County fee schedule by the Board of County Commissioners.

**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(6)(d) and (f) F.A.C.*  
A separate timeline for each fiscal year covered in this plan is attached as Exhibit B.  
Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:  
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. Inter local Agreement: attached as Exhibit H.

LHAP Template 6/06

67-37.005 F.A.C.

Exhibit A Admin Budget

Fiscal Year	2011-2012
Salaries and Benefits	\$ 17,500.00
Office Supplies and Equipment	\$ 250.00
Travel Perdiem Workshops, etc	\$ 400.00
Advertising	\$ 250.00
Printing	\$ -
Communications, maintenance, etc.	\$ 100.00
<b>Total</b>	<b>\$ 18,500.00</b>

Fiscal Year	2012-2013
Salaries and Benefits	\$ 17,500.00
Office Supplies and Equipment	\$ 250.00
Travel Perdiem Workshops, etc	\$ 400.00
Advertising	\$ 250.00
Printing	\$ -
Communications, Maintenance, etc.	\$ 100.00
<b>Total</b>	<b>\$ 18,500.00</b>

Fiscal Year	2013-2014
Salaries and Benefits	\$ 17,500.00
Office Supplies and Equipment	\$ 250.00
Travel Perdiem Workshops, etc	\$ 400.00
Advertising	\$ 250.00
Printing	\$ -
Communications, Maintenance, etc.	\$ 100.00
<b>Total</b>	<b>\$ 18,500.00</b>

Based on a distribution of

**\$185,000**







**Exhibit C**  
**Florida Housing Finance Corporation HOUSING DELIVERY GOALS CHART**  
**STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2011-2012**

Name of Local Government: Alachua County

Available Funds: \$200,000

Please check applicable box, & if Amendment, enter number  
 New Plan:  X  
 Amendment:  
 Fiscal Yr. Closeout:

HOME OWNERSHIP STRATEGIES	A		B		C		D		E		F	
	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
1. Down Payment/ Rehabilitation	2	\$7,000	8	\$7,000				\$81,500.00		\$81,500.00	40.75%	10
2. Home Repair Program	8	\$10,000	2	\$10,000	0	\$0		\$100,000.00		\$100,000.00	50.00%	0
3. Disaster Recovery Strategy	0	\$5,000	0	\$5,000	0	\$5,000		\$0.00		\$0.00	0.00%	0
								\$0.00		\$0.00	0.00%	0
								\$0.00		\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	10		10		0		\$0.00	\$181,500.00	\$0.00	\$181,500.00	90.75%	20

RENTAL STRATEGIES	A		B		C		D		E		F	
	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
4. Special Needs	3	\$10,000									0.00%	3
5. Rental Deposit	16	\$1,500									0.00%	0
Subtotal 2 (Non-Home Ownership)	19		0		0		\$0.00	\$0.00		\$0.00	0.00%	3
Administration Fees												
Admin. From Program Income												
Home Ownership Counseling												
GRAND TOTAL	29		10		0			\$200,000.00		\$200,000.00	100.00%	39

Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.  
 Maximum Allowable Purchase Price: 90.75%

Allocation Breakdown	New		Existing	
	Amount	%	Amount	%
Very-Low Income	\$94,000.00	47.00%	\$5,000.00	2.50%
Low Income	\$87,500.00	43.75%	\$10,000.00	5.00%
Moderate Income	\$0.00	0.00%	\$185,000.00	92.50%
TOTAL	\$181,500.00	90.75%	\$200,000.00	100.00%

Percentage Construct/Rehab	New		Existing	
	Amount	%	Amount	%
Maximum Allowable Purchase Price:		90.75%		
Projected Program Income:	\$5,000.00		\$160,000	
Other Income				
Projected Recaptured Funds:	\$10,000.00			
Distribution:	185,000			
Total Available Funds:	\$200,000.00			

Allocation Breakdown	New		Existing	
	Amount	%	Amount	%
Very-Low Income	\$94,000.00	47.00%	\$5,000.00	2.50%
Low Income	\$87,500.00	43.75%	\$10,000.00	5.00%
Moderate Income	\$0.00	0.00%	\$185,000.00	92.50%
TOTAL	\$181,500.00	90.75%	\$200,000.00	100.00%

**Exhibit C**  
**Florida Housing Finance Corporation HOUSING DELIVERY GOALS CHART**  
 STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2012-2013

Name of Local Government: Alachua County

Available Funds: \$200,000

Please check applicable box, & if Amendment, enter number  
 New Plan:   
 Amendment:  
 Fiscal Yr. Closeout:

HOME OWNERSHIP STRATEGIES	VJ Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	C		Total SHIP Dollars	Total Percentage	Total Units
							New Construction SHIP Dollars	Without Construction SHIP Dollars			
1. Down Payment/ Rehabilitation	2	\$7,000	8	\$7,000		\$7,000		\$66,500.00	33.25%	10	
2. Home Repair Program	8	\$10,000	2	\$10,000	0	\$0		\$100,000.00	50.00%	10	
3. Disaster Recovery Strategy	0	\$5,000	0	\$5,000	0	\$5,000		\$0.00	0.00%	0	
Subtotal 1 (Home Ownership)	10		10		0		\$0.00	\$166,500.00	83.25%	20	

RENTAL STRATEGIES	VJ Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	C		Total SHIP Dollars	Total Percentage	Total Units
							New Construction SHIP Dollars	Without Construction SHIP Dollars			
4. Special Needs		\$10,000	2	\$10,000	0					0.00%	2
5. Rental Deposit	10	\$1,500					\$15,000.00	\$15,000.00	7.50%	0	
Subtotal 2 (Non-Home Ownership)	10		2		0	\$0.00	\$15,000.00	\$15,000.00	7.50%	2	
Admin. From Program Income								\$18,500.00	9.25%		
Home Ownership Counseling								\$0.00	0.00%		
<b>GRAND TOTAL</b>	20		12		0			\$200,000.00	100.00%	32	

Percentage Construct/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.	
Maximum Allowable Purchase Price:	83.25%	
Allocation Breakdown	New	Existing
	\$160,000	\$160,000
Projected Program Income:	\$5,000.00	Max Amount Program Income For Admin:
Other Income		\$250.00
Projected Recaptured Funds:	\$10,000.00	
Distribution:	185,000	\$0.00
Total Available Funds:	\$200,000.00	

Allocation Breakdown	Amount	%
Very-Low Income	\$94,000.00	47.00%
Low Income	\$87,500.00	43.75%
Moderate Income	\$0.00	
<b>TOTAL</b>	\$181,500.00	90.75%

**Exhibit C**

**Florida Housing Finance Corporation HOUSING DELIVERY GOALS CHART**  
**STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2013-2014**

Name of Local Government: Alachua County

Available Funds: \$200,000

Please check applicable box. If Amendment, enter number

New Plan:  X  
 Amendment:   
 Fiscal Yr. Closedout: \_\_\_\_\_

HOME OWNERSHIP STRATEGIES	VJ Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A		B		C		D		E		F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units				
1. Down Payment/ Rehabilitation	2	\$7,000	8	\$7,000					\$66,500.00				\$66,500.00	33.25%	10		
2. Home Repair Program	8	\$10,000	2	\$10,000	0	\$0			\$100,000.00				\$100,000.00	50.00%	10		
3. Disaster Recovery Strategy	0		0		0				\$0.00				\$0.00	0.00%	0		
Subtotal 1 (Home Ownership)	10		10		0		\$0.00	\$166,500.00	\$0.00				\$166,500.00	83.25%	20		

RENTAL STRATEGIES	VJ Units	Max. SHIP Award	LJ Units	Max. SHIP Award	MI Units	Max. SHIP Award	A		B		C		D		E		F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units				
4. Special Needs	3	\$10,000			0								\$0.00	0.00%	3		
5. Rental Deposit	16	\$1,500								\$15,000.00			\$15,000.00	7.50%	0		
Subtotal 2 (Non-Home Ownership)	19		0		0		\$0.00	\$0.00	\$0.00	\$15,000.00			\$15,000.00	7.50%	3		
Admin. From Program Income													\$18,500.00	9.25%			
Home Ownership Counseling													\$0.00	0.00%			
<b>GRAND TOTAL</b>	29		10		0				\$200,000.00				\$200,000.00	100.00%	39		

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

Percentage Construct/Rehab	83.25%
Maximum Allowable Purchase Price:	
New	Existing
\$160,000	\$160,000

Allocation Breakdown	Amount	%
Very-Low Income	\$144,000.00	72.00%
Low Income	\$181,000.00	90.50%
Moderate Income	\$0.00	
<b>TOTAL</b>	\$325,000.00	162.50%

Projected Program Income:	\$5,000.00	Max Amount Program Income For Admin:	\$250.00
Other Income			
Projected Recaptured Funds:	\$10,000.00		
Distribution:	185,000		\$0.00
<b>Total Available Funds:</b>	<b>\$200,000.00</b>		

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

Name of Local Government: **Alachua County Board of County Commissioners**

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

for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.

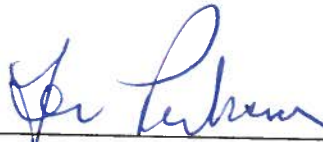
Page 2

Certification

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Elected Official or designee



\_\_\_\_\_  
Witness

\_\_\_\_\_  
Lee Pinkoson, Chair

8/9/2011  
Date

APPROVED AS TO FORM

OR

  
ALACHUA COUNTY ATTORNEY

J. H. [Signature]  
Attest:  
(Seal)

**EXHIBIT E**  
**ADOPTING RESOLUTION**  
**ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS**  
**RESOLUTION 1179**

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

\* \* \* \* \*

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

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

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

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

**WHEREAS**, as required by *Chapter 67-37.005(6)(f)3, F.A.C.*, it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing

distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

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

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

**NOW THEREFORE, BE IT RESOLVED BY THE Alachua County Board of County Commissioners OF Alachua County, FLORIDA that:**

Section 1: Board of County Commissioners of Alachua County hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2012, 2013, and 2014.

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

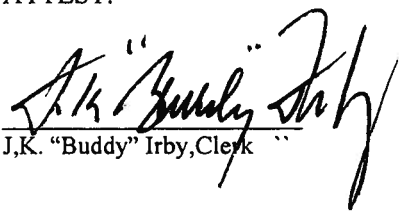
Section 3: This resolution shall take effect immediately upon its adoption.

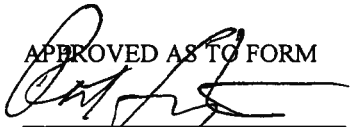
DULY ADOPTED THIS 22ND DAY OF AUGUST 9, 2011.



  
\_\_\_\_\_  
Lee Pinkoson, Chair

(CORPORATE SEAL)

ATTEST:

  
\_\_\_\_\_  
J.K. "Buddy" Irby, Clerk

APPROVED AS TO FORM  
  
\_\_\_\_\_  
Alachua County Attorney

  
J.K. "Buddy" Irby, Clerk of the Circuit & County Court, Eighth Judicial Circuit of Florida, in and for Alachua County, hereby certifies this to be a true and correct copy of the document now of record in this office. Witness my hand and seal this 10<sup>th</sup> day of August, 2011.  
J.K. "Buddy" Irby, Clerk of the Circuit & County Court  
By   
\_\_\_\_\_  
Deputy Clerk

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

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LOCAL GOVERNMENT: Alachua County Board of County Commissioners

**CHIEF ELECTED OFFICIAL** (Mayor, Chairman, etc.): Lee Pinkoson, Chair

ADDRESS: 12 S.E. 1<sup>st</sup> Street

Gainesville, Florida

32601

**SHIP ADMINISTRATOR:** Tom Webster, Housing Programs Manager

ADDRESS: 10 SW 2<sup>nd</sup> Avenue, Gainesville, FL 32601

TELEPHONE: (352 ) 337-6285 \_\_\_\_\_ FAX: (352 ) 381-0124 \_\_\_\_\_

EMAIL ADDRESS: [twebster@alachuacounty.us](mailto:twebster@alachuacounty.us)

**ADDITIONAL SHIP CONTACT:** Jenny O. Poole, Program Coordinator

Address: 10 SW 2<sup>nd</sup> Avenue, Gainesville, FL

EMAIL ADDRESS: [jopoole@alachuacounty.us](mailto:jopoole@alachuacounty.us)

INTERLOCAL AGREEMENT: **YES/NO** (IF yes, list other participants in the inter-local agreement): City of Gainesville: Special Needs Agreement

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

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-6000501 \_\_\_\_\_

MAIL DISBURSEMENT TO: Alachua County Clerk of the Circuit Court

Finance and Accounting; P.O. Box 939

Gainesville, FL 32602

ADDRESS: See Above:

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

xx NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

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

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