



**LEE COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE  
COMMUNITY DEVELOPMENT / PUBLIC WORKS BUILDING  
1500 MONROE STREET, FORT MYERS**

**First Floor Conference Room 1B**

**Monday, August 12, 2019  
2:00 PM**

**AGENDA**

1. Call to Order / Review of Affidavit of Publication
2. Approval of Minutes – March 11, 2019
3. 2019/2020 Grant Funding Cycle
  - a. Application Deadline – September 6, 2019
  - b. Summary of Available Funding
  - c. Next Steps
4. Review Draft 2020-2023 Local Housing Assistance Plan (LHAP)
5. Adjournment  
Next Meeting Date: TBD

In accordance with the Americans with Disabilities Act, Lee County will not discriminate against qualified individuals with disabilities in its services, programs, or activities. To request an auxiliary aid or service for effective communication or a reasonable modification to participate, contact Angela Dietrich (239) 533-8389, Florida Relay Service 711, or [adietrich@leegov.com](mailto:adietrich@leegov.com). Accommodation will be provided at no cost to the requestor. Requests should be made five days in advance.

**MINUTES REPORT**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)**  
**March 11, 2019**

**MEMBERS PRESENT:**

Marion Briggs, Chair  
Matthew P. Vissagio, Vice-Chair  
Charles “Steve” Wood  
Al J. Giacalone III  
Shawn Williams  
Henry “Hank” Zuba

**MEMBERS ABSENT**

Kenneth Jenkins  
Anthony Pardal  
Karla Llanos

**STAFF PRESENT**

Amanda Swindle, County Attorney  
Mikki Rozdolski, Planning Manager  
Sharon Jenkins-Owen, Principal Planner  
Brandon Dunn, Principal Planner  
Antia Richards, Senior Planner  
Angela Dietrich, Technician I  
Jeannie Sutton, LCHVS

**MEMBERS OF THE PUBLIC/INTERESTED PARTIES**

Elly McKuen, City of Bonita Springs  
Kitty Green, Habitat for Humanity  
John Gucciardo, TPI Hospitality

**Agenda Item 1 – Call to Order/Review of Affidavit of Publication/Approval of November 18, 2018 minutes.**

Ms. Marion Briggs brought the meeting to order at 2:00 p.m. in the Public Works/ Community Development Building, 1<sup>st</sup> Floor Conference Room, Downtown, Fort Myers.

Ms. Amanda Swindle, stated that she reviewed the Affidavit of Publication and it is sufficient as to form and content and the meeting could proceed.

Mr. Shawn Williams made a motion to approve the minutes with no changes, Mr. Steve Wood 2<sup>nd</sup> the motion and the motion carried unanimously.

Ms. Briggs introduced the new committee member Mr. Henry “Hank” Zuba. Mr. Zuba is a retired urban planner who has done some affordable housing projects and is a current member of the LPA.

## **Agenda Item 2– Elections – Chair and Vice-Chair**

Mr. Al Giacalone made a motion to nominate Ms. Briggs as Chair. Mr. Matthew Vissagio 2<sup>nd</sup> the motion and the motion carried unanimously.

Mr. Giacalone made a motion to nominate Mr. Vissagio as Vice-Chair. The motion was voted on and the motion carried unanimously.

## **Agenda Item 3 – Public Hearing on Affordable Housing Incentive Review Report**

Ms. Sharon Jenkins-Owen provided an overview of the Affordable Housing Incentive Report for the committee members to review, discuss and vote on.

The following are the Affordable Housing Incentives:

1. 420.9076(4)(a): The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s.163.3177(6)(f)
3. - Mr. Giacalone made a motion to approve staff recommendations. Mr. Williams 2<sup>nd</sup> the motion and the motion carried unanimously.
2. 420.9076(4)(b): It is recommended that a program be instituted to defer payment of impact fees through issuance of a loan, with a lien, that is forgiven within an established timeframe. If the unit is sold prior to the set timeframe, the loan is reduced on a graduated basis depending on the number of years since issuance. The equity benefit provided in such a program is ultimately born by the income eligible household that purchases the home.  
It is recommended that revenue from the Housing Trust fund, general revenue, or SHIP funds be used to source the loan. A claw back or recapture mechanism should also be put in place to ensure funds are collected in the event a homeowner sells the property prior to meeting the established timeframe. – Mr. Matt Visaggio made a motion to approve recommendations. Mr. Williams 2<sup>nd</sup> the motion and the motion carried unanimously.
3. 420.9076(4)(c): The allowance of flexibility in densities for affordable housing. – Mr. Williams made motion to approve staff recommendations. Mr. Vissagio 2<sup>nd</sup> the motion and the motion carried unanimously.
4. 420.9076(4) (d): The reservation of infrastructure capacity for housing for very-low income persons, low-income persons, and moderate-income persons. – Mr. Vissagio made a motion to approve staff recommendations. Mr. Williams 2<sup>nd</sup> the motion and the motion carried unanimously.
5. 420.9076(4)(e): The allowance of affordable accessory residential units in residential zoning districts. – Mr. Williams made a motion to approve staff recommendations. Mr. Zuba 2<sup>nd</sup> the motion and the motion carried unanimously.
6. 420.9076(4)(f): The reduction of parking and setback requirements for affordable housing. – Mr. Vissagio made a motion to approve staff recommendations. Mr. Williams 2<sup>nd</sup> the motion and the motion carried unanimously.
7. 420.9076(4)(g): The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing. – Mr. Zuba made a motion to approve staff recommendations. Mr. Williams 2<sup>nd</sup> the motion and the motion carried unanimously.
8. 420.9076(4)(h): The modification of street requirements for affordable housing. – Mr. Williams made a motion to approve staff recommendations. Mr. Vissagio 2<sup>nd</sup> the motion and the motion carried unanimously.

9. 420.9076(4)(i): The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing. – Mr. Vissagio made a motion to approve staff recommendations. Mr. Williams 2<sup>nd</sup> the motion and the motion carried unanimously.

10. 420.9076(4)(j): The preparation of a printed inventory of locally owned public lands suitable for affordable housing. - Mr. Williams made a motion to approve staff recommendations. Mr. Giacalone 2<sup>nd</sup> the motion and the motion carried unanimously.

11. 420.9076(4)(k): The support of development near transportation hubs and major employment centers and mixed-use developments. - Mr. Vissagio made a motion to approve staff recommendations. Mr. Williams 2<sup>nd</sup> the motion and the motion carried unanimously.

#### **Agenda Item 4 – Items by the Public, Committee Members; Staff:**

Ms. Jeannie Sutton from the Lee County Department of Human and Veteran Services provided a summary about the Lee County Community Conversation meetings that the Department of Human and Veteran Services have been hosting regarding their Consolidated Plan. The Consolidated Plan outlines how the county will be spend the HUD money for the next 5 years. The Lee County Department of Human and Veteran Services has been speaking to the community to get ideas of what people think should be in the consolidated plan. Ms. Sutton provided a copy of their power point presentation (copy attached) to the committee members and asked them to visit their website and provide feed back with any suggestions or ideas they may have.

#### **Agenda Item 5 – Adjournment / Next Meeting Date**

Ms. Briggs asked for a motion to adjourn. Mr. Zuba made the motion. Mr. Williams 2<sup>nd</sup> the motion.

The next meeting is scheduled for May 13, 2019 – 1500 Monroe Street, 1<sup>st</sup> Floor Conference Room, Fort Myers, FL. The meeting adjourned at 3:43 p.m.

**A recording of this meeting is available. Please contact Angela Dietrich at 239-533-8389 or [adietrich@leegov.com](mailto:adietrich@leegov.com) to obtain a copy of the recording.**

# Community Conversation

Housing, Community Development, Homelessness, Poverty, and Special Needs



**Lee County Population in 2017:  
739,224**

**Projected Population in 2020: 749,600**

**Projected Population in 2040:  
1,007,100**

**Sources:**

American Fact Finder -  
[https://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)  
Bureau of Economic and Business Research. University of Florida, 2017.  
[www.bebr.ufl.edu/population](http://www.bebr.ufl.edu/population)

## Federal and State Funds

### U.S. Housing and Urban Development (HUD)

- Provides funds to Lee County to assist in meeting community needs.
- Can be used for a variety of programs to help individuals and families who are low-income, homeless, and those living in low-income neighborhoods.

### Florida Department of Economic Opportunity (DEO)

- Provides funds to Lee County to reduce poverty and increase quality of life for individuals and families who are low-income.
- Funds can be used for a variety of programs to increase income and promote self-sufficiency.

### Community Development Block Grant (CDBG)

- Flexible funds to address community development needs.
- Eligible Activities: Public Facilities, Housing Rehabilitation, Economic Development, Code Enforcement, Public Services.

### HOME Investment Partnership Program

- Funds used to address affordable housing needs.
- Eligible Activities: New Construction, Acquisition and Rehabilitation, Tenant Based Rental Assistance

### Emergency Solutions Grant (ESG)

- Funds used to address homeless service needs.
- Eligible Activities: Street Outreach, Shelter Renovation, Shelter Operations, Rental Assistance

### Community Services Block Grant (CSBG)

- Funds used to address poverty.
- Eligible Activities: Rent and Utilities Assistance, Education Programs, Employment Assistance

### Budget in 2018

<b>Community Development Block Grant</b>	<b>3,008,725</b>
<b>HOME</b>	<b>983,519</b>
<b>Emergency Solutions Grant</b>	<b>238,555</b>
<b>Community Services Block Grant</b>	<b>301,331</b>

HOUSING PROGRAMS	908,439
HOMELESS PROGRAMS	857,831
FUNDS FOR URBAN COUNTY PARTNERS (Bonita Springs, Sanibel, Fort Myers Beach)	407,023
ADMINISTRATION	444,898
NEIGHBORHOOD SERVICES AND FACILITIES	1,240,000
NON-PROFIT HOUSING AND FACILITIES	600,000
EDUCATION AND EMPLOYMENT PROGRAMS	73,939

The following plans explain how funds will be used and ensure community needs are met:

**Consolidated Plan (every 5 years)**

- Outlines broad goals for HUD funds

**Annual Action Plan (every year)**

- Details specific activities to be completed each year in pursuit of the goals outlined in the Consolidated Plan

**Fair Housing Plan (every 5 years)**

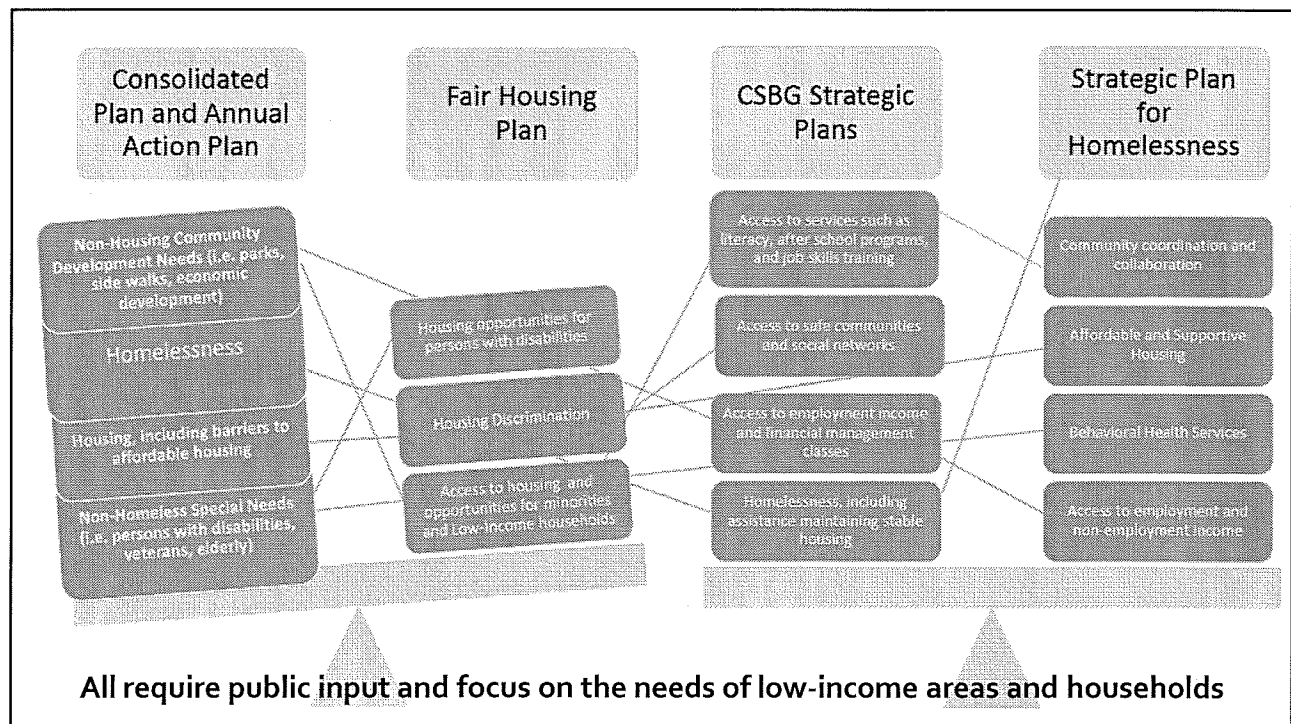
- Analyzes data regarding housing discrimination and sets goals for increasing access to housing and opportunities for minorities

**CSBG Strategic Plan (every 3 years) and Community Action Plan (every year)**

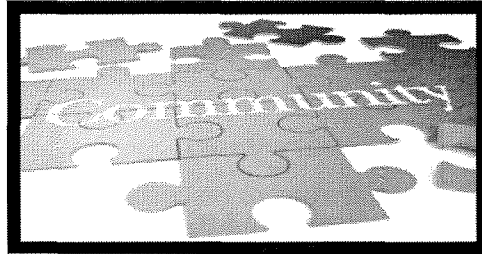
- Outlines broad goals and specific activities to address poverty

**Strategic Plan for Homelessness**

- Outlines broad goals and specific activities to address homelessness



**Community participation is essential!**



**TARGET AUDIENCE:**  
**Your community & Lee County**

All feedback received during this meeting will be used to help plan for and implement Lee County's grant funded programs.

**Topics included in plans:**

Economic Development	Adults
Homelessness	Youth ( <i>ages 18-24</i> )
Seniors ( <i>ages 65+</i> )	Transportation
Individuals with Disabilities	Fair Housing
Veterans	Public Facilities



# Lee County Community Conversations

**You are encouraged to attend one of the following meetings:**

**November 15, 2018 at 5:30 pm**  
**Lee County Human and Veteran Services**  
**2440 Thompson St.**  
**Fort Myers, FL 33901**

**December 4, 2018 at 5:30 pm**  
**Sanibel Captiva Community Bank**  
**2475 Library Way**  
**Sanibel, FL 33957**

**December 10, 2018 at 6:00 pm**  
**Pine Manor Community Center**  
**5547 Tenth Ave.**  
**Fort Myers, FL 33907**

**January 16, 2019 at 6:00 pm**  
**Beacon of Hope Pine Island**  
**5090 Doug Taylor Circle**  
**St James City, FL 33956**

**January 23, 2019 at 6:00 pm**  
**Veteran's Park Multipurpose Room**  
**55 Homestead Rd. S.**  
**Lehigh Acres, FL 33936**

**February 7, 2019 at 6:00 pm**  
**Liles Hotel**  
**27300 Old 41 Road**  
**Bonita Springs, FL 34135**

**February 25, 2019 at 6:00 pm**  
**Chapel by the Sea**  
**100 Chapel St.**  
**Fort Myers Beach, FL 33931**

**March 14, 2019 at 5:30 pm**  
**Lee County Human and Veteran Services**  
**2440 Thompson St.**  
**Fort Myers, FL 33901**

**Come provide your opinions and offer suggestions on how to solve community issues, such as homelessness, affordable housing, housing discrimination, poverty and more.**

**All meetings are open to the public.**

All input will be considered in the development of the 2019-2023 Consolidated Plan, 2019 Annual Action Plan, 2019 Analysis of Impediments to Fair Housing Choice, and 2019-2021 Community Services Block Grant Strategic Plan.

**To view current plans and more information visit**

**[www.leegov.com/dhs/funding](http://www.leegov.com/dhs/funding)**

**Contact Information:**

Jeannie Sutton, Grants Analyst  
Lee County Human and Veteran Services  
Phone: 239-533-7958  
Email: [jsutton@leegov.com](mailto:jsutton@leegov.com)



In accordance with the Americans with Disabilities Act, Lee County will not discriminate against qualified individuals with disabilities in its services, programs, or activities. To request an auxiliary aid or service for effective communication or a reasonable modification to participate, contact Joan LaGuardia, (239) 533-2314, [ADARequests@leegov.com](mailto:ADARequests@leegov.com) or Florida Relay Service 711. Persons needing translation services should contact Jeannie Sutton at 239-533-7958, by email at [jsutton@leegov.com](mailto:jsutton@leegov.com) or in person at Lee County Human and Veteran Services, 2440 Thompson Street, Fort Myers, Florida 33901. Accommodations will be provided at no cost to the requestor. Requests should be made five days in advance.



**LEE COUNTY**  
SOUTHWEST FLORIDA

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

**2020-2021, 2021-2022, and 2022-2023**

**Draft for  
August 12, 2019  
AHAC Meeting**

## Table of Contents

<b>Description</b>	<b>Page #</b>
<b>I. Program Details</b>	<b>3</b>
<b>II. Housing Strategies</b>	<b>9</b>
<b>A. New Construction</b>	<b>9</b>
<b>B. Purchase Assistance without Rehab</b>	<b>11</b>
<b>C. Purchase Assistance with Rehab</b>	<b>12</b>
<b>D. Owner Occupied Rehabilitation</b>	<b>14</b>
<b>E. Disaster Repair/Mitigation</b>	<b>15</b>
<b>F. Special Needs</b>	<b>17</b>
<b>G. Foreclosure Prevention</b>	<b>18</b>
<b>H. Rental - New Construction</b>	<b>20</b>
<b>I. Rental - Rehabilitation</b>	<b>22</b>
<b>J. Rental - Special Needs</b>	<b>23</b>
<b>K. Rental - Disaster Repair/Mitigation</b>	<b>25</b>
<b>L. Rental Assistance (Tenant)</b>	<b>27</b>
<b>M. Rental - Security and/or Utility Deposits (Tenant)</b>	<b>28</b>
<b>N. Rental - Rapid Re-housing</b>	<b>29</b>
<b>III. Incentive Strategies</b>	<b>30</b>
<b>A. Expedited Permitting</b>	<b>32</b>
<b>B. Ongoing Review Process</b>	<b>34</b>
<b>IV. Exhibits</b>	<b>E-1</b>
<b>A. Administrative Budget For Each Fiscal Year Covered In The Plan</b>	<b>E-2</b>
<b>B. Timeline For SHIP Expenditures</b>	<b>E-3</b>
<b>C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered In The Plan</b>	<b>E-4</b>
<b>D. Signed LHAP Certification</b>	<b>E-7</b>
<b>E. Signed, Dated, Witnessed or Attested Adopting Resolution</b>	<b>E-8</b>
<b>V. Addendum</b>	<b>Addendum Page 1</b>
<b>Addendum #1 Selection Criteria For Non-Profit Sponsors</b>	<b>Addendum Page 1</b>
<b>Addendum #2 Special Needs Strategy Income Certification Plan</b>	<b>Addendum Page 1</b>

## **I. PROGRAM DETAILS:**

### **A. Name of the participating local government:**

Local Government: Lee County

Is there an Interlocal Agreement: Yes \_\_\_\_\_ No X\_\_\_\_\_

If "Yes," name local government(s) in the Interlocal Agreement: N/A

### **B. Purpose of the program:**

Creation of the 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, to further the housing element of the local government comprehensive plan specific to affordable housing.

Lee County's SHIP program provides funding and technical assistance to non-profit housing development organizations and down payment/closing cost assistance to qualified homebuyers. The provision of affordable housing in unincorporated Lee County, Bonita Springs, Fort Myers Beach, and Sanibel is a program priority, as is the provision of affordable housing for special needs persons throughout Lee County.

With approval from the Board of County Commissioners, SHIP funds may be used to provide funding for affordable housing projects within Lee County's other municipalities of Cape Coral and Fort Myers. The Lee County Affordable Housing Committee makes recommendations to the Board of County Commissioners about the implementation of the SHIP program.

### **C. Fiscal years covered by the Plan: 2020-2021, 2021-2022, and 2022-2023**

### **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.

The Lee County Local Housing Assistance Plan (LHAP) was prepared for the county's participation in the State Housing Initiatives Partnership (SHIP) program. The program is administered by the Lee County Department of Community Development, which also oversees the local government comprehensive plan, zoning, permitting, and environmental resources services.

Recapture Funds and Program Income: Recapture funds and program income will be used for eligible SHIP activities described in the Housing Delivery Goals Chart. SHIP staff is authorized to use these funds for emergency housing needs. The funds must be expended within the statutory requirements for program income and recapture funds. The Local Housing Assistance Plan may be amended from time to time to ensure program requirements are met.

## **E. Local Housing Partnership:**

The County will award SHIP funds directly to non-profit housing providers who sponsor the development of affordable housing in compliance with the strategies of the LHAP. For-profit developers, builders, realtors and other members of the housing industry may participate in projects at the discretion of the non-profit providers.

The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups. The county's affordable housing program involves an active partnership between non-profit affordable housing developers, private developers, lenders, builders, and homebuyers. The program began 1992. The following describes the various roles played by the members of the public-private partnership.

Lee County. The county has an expedited system for processing permits for affordable housing. The county provides technical assistance in permitting, project review and resource allocation to affordable housing providers. The county evaluates the direction of its efforts in affordable housing after conducting public meetings, workshops and studies and analyzing the degree of need, the inventory of programs available and appropriate allocation of resources.

Non-Profit Sponsors. Lee County's public/private affordable housing partnership relies on IRS recognized non-profit affordable housing providers to carry out the majority of SHIP assisted affordable housing production. Non-profit affordable housing providers must specialize in housing, construction, community development, or supported housing for people with special needs. In selecting non-profit affordable housing providers, Lee County considers an organization's mission, capacity, experience, financial stability, type of program, client base, ability to meet SHIP requirements, participation in the Welfare Transition (WT) program as employers, and other qualifications. Community Housing Development Organizations or CHDO's are an example of the type of organization that may be eligible to sponsor housing initiatives. The Addendum includes the selection criteria.

Construction Industry. Lee County has worked diligently with the construction industry to reduce permitting time and to expedite affordable housing projects where needed.

Financial Institutions. Lee County's private lending institutions have partnered and continue to foster partnerships with affordable housing providers that receive SHIP funding in order to meet the Community Reinvestment Act requirement to provide loans to low income citizens.

## **F. Leveraging:**

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

The local partnerships that have been fostered in Lee County have used and will continue to use SHIP, private market, federal and other state funds to reduce the cost of housing by making loans at below market rate, providing deferred payment loans and grants for specific housing activities.

The county's partnership with various affordable housing providers gives them the opportunity to purchase land and pay for infrastructure with the SHIP funds, which results in a lower first mortgage to cover the construction materials and subcontractors cost.

The home ownership partnerships involve the combination of funds from private lenders with SHIP funds in order to bring down the overall cost of the permanent mortgage. The SHIP funds may be used to underwrite the land acquisition, soft costs, construction, and infrastructure, which allows for a lower total construction cost that is covered by the first mortgage. Home ownership new construction and rehabilitation funds are blended with HOME, CDBG, HOPE 3, and other funds available to fund affordable housing providers and the county's owner rehabilitation program.

For owner occupied units the total mortgaged amount including deferred payment loans (such as from SHIP) cannot exceed appraised value plus reasonable closing costs. Exceptions may be approved by the county on a case by case basis with compensating factors. In these instances, amounts in excess of appraised value plus reasonable closing costs will be grants.

Homeowner mortgages will be fixed interest for the life of the loan. Exceptions may be approved by the county on a case by case basis with compensating factors.

Rental and special needs projects leverage funds from many sources including, but not limited to, private capital, HOME, CDBG, FEMA, tax credits, SAIL, Federal Home Loan Bank Board funds, HUD 811, HUD 202 and the Rural Housing Services program. Non-profit sponsors may work with for-profit developers to complete the projects.

#### **G. Public Input:**

Public input was solicited through face to face meetings with housing providers, social service providers, local lenders, and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability. The Lee County LHAP was prepared by the DCD Planning Section and presented to the Lee County Affordable Housing Committee on August 12, 2019. Public input was solicited on the Plan through newspaper advertisements and public meetings.

#### **H. Advertising and Outreach:**

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

#### **I. Waiting List/Priorities:**

Sponsors will maintain a waiting list on a first-qualified, first-served basis. The sponsor will be responsible for notifying the household of their status on the waiting list.

#### **J. Discrimination:**

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, religion, color, sex, familial status, national origin, or handicap in the award application process for eligible housing. In the administration and implementation of the SHIP program, its strategies and incentives, Lee County is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. Lee County encourages and



supports affirmative advertising and marketing programs in which there are no barriers to obtaining housing because of race, color, religion, sex, disability, familial status, marital status or national origin.

#### **K. Support Services and Counseling:**

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

#### **L. Purchase Price Limits:**

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

The methodology used is:

  X   U.S. Treasury Department  
      Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts. Staff has the authority to change the maximum purchase prices for new and existing dwellings so these price limits are pegged to 90% of the median area purchase price as established by the U. S. Treasury and provided by the Florida Housing Finance Corporation. Staff will notify the Board of County Commissioners and the Affordable Housing Committee of such changes. (Figures will be rounded down to the nearest dollar.)

#### **M. Income Limits, Rent Limits and Affordability:**

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

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

Exceptions to this policy may be granted in the case of assistance to home buyers also receiving a first mortgage from a private lender concurrent with the County’s SHIP assistance where the lender is satisfied that the household can afford the monthly payment. In those instances, the monthly housing payment including taxes and insurance may increase above 30% of the household’s gross income and the household’s total debt including the monthly housing payment, may increase to 41% of the household’s gross income. Exceptions to these ratios may be granted on a case by case basis, with compensating factors which may include but is not

limited to items such as homeowner association fees. Long-term debt (car payments, credit cards, student loan payment etc.) is defined as debt due in one year or more.

In the case of rental housing, monthly rent shall be deemed affordable if it does not exceed 30% of household income and those rental limits adjusted for bedroom size.

Because several persons with special needs often live together in one residence, where each person functions as a single household; for special needs developments, each special needs person can be counted as an individual household and be eligible to receive the maximum award available under the appropriate income category.

#### **N. Welfare Transition Program:**

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

#### **O. Monitoring and First Right of Refusal:**

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility for only 25% of the complex and/or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

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

#### **P. Administrative Budget:**

A 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.

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

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



Lee County has adopted the above findings in the attached resolution, Exhibit E.

**Q. Program Administration:**

Administration of the local housing assistance plan is the responsibility of Lee County.

**R. Project Delivery Costs:**

N/A

**S. Essential Service Personnel Definition:**

Essential Service Personnel is defined in accordance with Rule Chapter 67-37.002(11) F.A.C. and Chapter 67-37.005(10), F.A.C. and Section 420.503(18). "Essential services personnel" means natural persons or families whose total annual household income is at or below 120 percent of the area median income, adjusted for household size, and at least one of whom is employed as police or fire personnel, a child care worker, a teacher or other education personnel, health care personnel, a public employee, or a service worker.

**T. Describe efforts to incorporate Green Building and Energy Saving products and processes:**

Section 420.9075(3)(d) F.S. describes 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.

Lee County is committed to making the County's housing stock more energy efficient, as a result the County will require the use of the following features when economically feasible in the rehabilitation or constructions of homes:

- a. Water-Conserving Appliances and Fixtures (toilets, shower heads,
- b. faucets)
- c. Energy Star Appliances (refrigerator and stove)
- d. Efficient Lighting Interior / Exterior
- e. Upgrading of Insulation (attics, walls and new roofing materials)
- f. Tank Less Water Heaters
- g. Water -Permeable Walkways
- h. Air Conditioning Units with a higher Seer Rating
- i. Construction Waste Management
- j. Impact Resistant Windows

**U. Describe efforts to meet the 20% Special Needs set-aside:**

Each local government must use a minimum of 20 percent of its local housing distribution to serve persons with special needs as defined in Section 420.0004, F.S. A local government must certify that it will meet this requirement through existing approved strategies in the local housing assistance plan or submit a new local housing assistance plan strategy for this purpose to the corporation for approval to ensure that the plan meets this requirement. The first priority of these special needs funds must be to serve persons with developmental disabilities as defined in Section 393.063, F.S., with an emphasis on home modifications, including technological enhancements and devices, which will allow homeowners to remain independent in their own homes and maintain their homeownership.

420.0004 (13), F.S. “Person with special needs” means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.

393.063(12), F.S. “Developmental disability” means a disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.

**V. Describe efforts to reduce homelessness:**

The county will work with agencies serving the homeless populations primarily through rental assistance to place individuals or families in rental or transitional housing to provide a stable housing situation for up to six months.

**W. Accessibility Requirements:**

Lee County encourages the incorporation of minimum accessibility design according to the Florida Building Codes ([https://codes.iccsafe.org/category/Florida?year\[\]=Current+Adoption&page=1](https://codes.iccsafe.org/category/Florida?year[]=Current+Adoption&page=1)) when economically feasible including but not limited to:

- All new construction and rehab projects must provide at least one entrance, which will be a ramp or no-step entrance unless the proposed construction of a no-step entrance will require the installation of an elevator.
- All new construction projects on the first habitable floor of the building, 36-inch wide level route through hallways and passageways.
- All new construction projects on the first habitable floor of the building, 32 inches clear passage through at least one exterior door and 29 inch clear passage through all interior doors, including bathrooms.

**II. HOUSING STRATEGIES:**

**Homeownership**

<b>A. New Construction</b>	<i>Code 10</i>
----------------------------	----------------

- a. Summary of Strategy: The County will make funds available to IRS approved non-profit affordable housing providers for the construction of homes. Non-profit sponsors will be selected according to their qualifications determined by mission, experience, financial stability, capacity, type of program, and overall ability to meet SHIP requirements. The funds are used to pay costs of land acquisition, site preparation, infrastructure, permitting fees, construction, down payment assistance and other construction related costs. These expenses must be completed within one year immediately preceding the date of conveyance of title (i.e., closing) or within 24 months of the close of the applicable State fiscal year. The cost of the home to the home buyer is transferred through a first mortgage, which is held by a lending institution, and the property is transferred to the new owner fee simple, at the

completion of construction. A subordinate deferred, and non-amortizing mortgage is placed on the property for the subsidy amount, which varies according to the actual cost and other subsidies used in the project. The SHIP subsidy may be used for closing costs and/or principal reduction.

The non-profit sponsors will be leveraging SHIP dollars with private funds derived from mortgages from lenders as well as sweat equity from the homebuyers. All components of the program will be monitored to ensure that the benefits accrue directly to the home buyer/owner.

b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023

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

d. Maximum award: Very low:	\$65,000
Low:	\$40,000
Moderate:	\$25,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%.
3. Term: 15 Years
4. Forgiveness. Loan is forgiven after 15 years if the owner maintains the home as a principal residence.
5. Repayment: Not required as long as the loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

f. Recipient Selection Criteria: To qualify, applicant households must be eligible under the SHIP income guidelines and select a home for construction that meets SHIP criteria in Section 420.907 Florida Statutes and Chapter 67-37 Florida Administrative Code. New

construction by non-profit sponsors is made available on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.

- g. **Sponsor/Developer Selection Criteria:** IRS approved non-profit affordable housing providers and/or government agencies compete for SHIP funding according to the county's procurement procedures. Sponsors will be selected based on the criteria shown in the Addendum #1.
- h. **Additional Information:** Efforts will be made to leverage public dollars to the maximum extent possible in the program. The home ownership new construction strategy encourages the use of CDBG, HOME, HOPE, and other available programs. Private capital, donations and sweat equity are also important in the home ownership construction strategy.
  - New Construction includes units which has obtained a certificate of occupancy and have never been occupied will be considered new construction.
  - All projects must provide at least one entrance, which will be a ramp or no-step entrance unless the proposed construction of a no-step entrance will require the installation of an elevator. In the case of a never occupied unit, rehabilitation needed as part of an acquisition, rehabilitation, resale program shall be considered a new construction activity.

In considering requests for funding assistance, Lee County encourages the incorporation of storm resistant construction, energy efficient features, green building and innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability (especially as related to maintenance, utilities and insurance). Green building initiatives include but are not limited to the areas of heating, cooling, water heating, insulation, windows and appliances.

<b>B. Purchase Assistance without Rehab</b>	<i>Code 2</i>
---	---------------

- a. **Summary of Strategy:** Funds are provided to homebuyers in a direct assistance program for purchase assistance without rehabilitation. The SHIP subsidy may be used for closing costs and/or principal reduction. The program is advertised when funds are available and a waiting list is kept on a first-qualified, first-served basis. The primary mortgage lender submits the initial application and funds are disbursed at closing.
- b. **Fiscal Years Covered:** 2020-2021, 2021-2022, and 2022-2023
- c. **Income Categories to be served:** Very-low, low, and moderate.
- d. **Maximum award:**

Very low:	\$65,000
Low:	\$40,000
Moderate:	\$25,000
- e. **Terms:**
  - 1. **Repayment loan/deferred loan/grant:** Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note.
  - 2. **Interest Rate:** 0%.

3. Term: 15 Years
4. Forgiveness. Loan is forgiven after 15 years if the owner maintains the home as a principal residence.
5. Repayment: Not required as long as the loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

- f. Recipient Selection Criteria: Purchase assistance without rehabilitation funds are made available directly under the waiting list on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: This strategy is leveraged primarily with private lending sources. Impact Fee assistance, if available, may be used in conjunction with this strategy for principal reduction.
  - New Construction includes units which have obtained a certificate of occupancy and have never been occupied.
  - All projects must provide at least one entrance, which will be a ramp or no-step entrance unless the proposed construction of a no-step entrance will require the installation of an elevator. In the case of a never occupied unit, rehabilitation needed as part of an acquisition, rehabilitation, resale program shall be considered a new construction activity.

<b>C. Purchase Assistance with Rehab</b>	<i>Code 1</i>
--	---------------

- a. Summary of Strategy: The County will make funds available to IRS approved non-profit affordable housing providers and local government agencies for the acquisition, rehabilitation and resale of existing homes. Non-profit sponsors and local government agencies will be selected according to their qualifications determined by mission, experience, financial stability, capacity, type of program, and overall ability to meet SHIP requirements.

The funds are used to pay costs of acquisition, infrastructure, permitting fees, rehabilitation, and other construction related costs. These expenses must be completed within one year immediately preceding the date of conveyance of title (i.e., closing) or within 24 months of the close of the applicable State fiscal year. The cost of the home to the home buyer is transferred through a first mortgage, which is held by a lending institution, and the property is transferred to the new owner fee simple, at the completion of rehabilitation. A subordinate deferred, and non-amortizing mortgage is placed on the property for the subsidy amount, which varies according to the actual cost and other subsidies used in the project. The SHIP subsidy may be used for closing costs and/or principal reduction.

The non-profit sponsors and local government agencies will be leveraging SHIP dollars with private funds derived from mortgages from lenders as well as sweat equity from the homebuyers. All components of the program will be monitored to ensure that the benefits accrue directly to the home buyer/owner.

b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023

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

d. Maximum award: Very low:	\$65,000
Low:	\$40,000
Moderate:	\$25,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%.
3. Term: 15 Years
4. Forgiveness: Loan is forgiven after 15 years if the owner maintains the home as a principal residence.
5. Repayment: Not required as long as the loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

- f. Recipient Selection Criteria: To qualify, applicant households must be eligible under the SHIP income guidelines and be selected for a home that has been acquired, rehabbed and available for resale that meets SHIP criteria in Section 420.907 Florida Statutes and Chapter 67-37 Florida Administrative Code. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: IRS approved non-profit affordable housing providers and/or government agencies compete for SHIP funding according to the county's procurement procedures. Sponsors will be selected based on the criteria shown in the Addendum.
- h. Additional Information: Efforts will be made to leverage public dollars to the maximum extent possible in the program. The Purchase Assistance-with Rehab Strategy encourages the use of CDBG, HOME, HOPE, and other available programs. Private capital, donations and sweat equity are also important in the Purchase Assistance-with Rehab Strategy.

In considering requests for funding assistance, Lee County encourages the incorporation of storm resistant construction, energy efficient features, green building and innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability (especially as related to maintenance, utilities and insurance). Green building initiatives include but are not limited to the areas of heating, cooling, water heating, insulation, windows and appliances.

<b>D. Owner Occupied Rehabilitation</b>	<i>Code 3</i>
---	---------------

- a. Summary of Strategy: The county will make funds available to IRS approved non-profit affordable housing providers and government agencies for the rehabilitation of homes for their current owners. Sponsors will be selected according to their qualifications determined by mission, experience, financial stability, capacity, type of program, and overall ability to meet SHIP requirements. The funds are used to pay the costs of permitting fees, construction and construction related costs. Only the amount of subsidy needed will be awarded.
- b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023
- c. Income Categories to be served: Very-low, low, and moderate.
- d. Maximum award:
 

Very low:	\$65,000
Low:	\$40,000
Moderate:	\$25,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note.
  - 2. Interest Rate: 0%.
  - 3. Term: 10 Years
  - 4. Forgiveness. Loan is forgiven after 10 years if the owner maintains the home as a principal residence.

5. Repayment: Not required as long as the loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

- f. Recipient Selection Criteria: SHIP funds for rehabilitation are made available on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: IRS approved non-profit affordable housing providers and government agencies compete for SHIP funding according to the county's procurement procedures. Sponsors will be selected based on the criteria shown in the Addendum #1.
- h. Additional Information: Efforts will be made to leverage public dollars to the maximum extent possible in the program. The home ownership rehabilitation strategy encourages the use of private capital, CDBG, HOME, HOPE, and other available programs.

In considering requests for funding assistance, Lee County encourages the incorporation of storm resistant construction, energy efficient features, green building and innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability (especially as related to maintenance, utilities and insurance). Green building initiatives include but are not limited to the areas of heating, cooling, water heating, insulation, windows and appliances.

<b>E. Disaster Repair/Mitigation</b>	<i>Code 5</i>
--------------------------------------	---------------

- a. Summary of Strategy: Lee County SHIP funds may be used to provide emergency repairs for housing that meets SHIP criteria in the aftermath of a disaster to address emergency housing repair needs. Lee County reserves the right to implement the Disaster Repair/Mitigation Strategy as described below or in compliance with the disaster declarations of the President or, the Governor, if these are different from the procedures set forth within. The goal is to provide Lee County with the flexibility to respond quickly and effectively to an emergency.



This strategy will be implemented only in the event of a disaster legally declared by Executive Order by the President of the United States or, the Governor of the State of Florida. Only unencumbered SHIP funds will be used to fund this strategy. Lee County SHIP funds may be used to provide emergency repairs to very-low, low, and moderate income households in the aftermath of a disaster to address emergency housing repair needs. Funds may be used for items such as, but not limited to: purchase of emergency supplies for eligible households to weatherproof damaged homes; interim repairs to avoid further damage; tree and debris removal required to make the home habitable; and post disaster assistance with non-insured repairs and rehabilitation.

Funds will be advertised in a newspaper of general circulation and in periodicals serving ethnic and diverse neighborhoods within the County.

b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023

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

d. Maximum award: Very low:	\$65,000
Low:	\$40,000
Moderate:	\$25,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note. When a property cannot be mortgaged as in when assistance is provided for properties owned by governments or housing authorities a Land Use Restriction Agreement (LURA) shall be placed on the property for the fifteen-year affordability period.
2. Interest Rate: 0%.
3. Term: 15 Years
4. Forgiveness: Loan is forgiven after 15 years.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

- f. Recipient Selection Criteria: Disaster Mitigation and Recovery funds will be made available to income eligible households by establishing a waiting list on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: Disaster Mitigation and Recovery funds will be made available to eligible sponsors based on the following criteria:
- IRS approved non-profit sponsor, if applicable, with prior history of successfully working with the county as it relates to timely performance, cost of construction, adherence to contractual, regulatory and statutory requirements;
  - Demonstration of ability to serve the targeted population: very-low and low income households;
  - Number of households in targeted population to be served (preference will be sponsors serving the highest number of households in the targeted population);
  - Presentation of a specific plan and details (including budgets and timelines) for successful administration and implementation of the proposed project;
  - Inclusion of a logistical schedule from beginning to completion to accomplish the proposed activity;
  - Demonstration of the organization's ability to withstand periods of time without dependence on immediate receipt of SHIP funds (County disbursement of SHIP may not be immediate; however, any organization that can proceed immediately – while waiting for funds to be disbursed by the county – will be given preference).
- h. Additional Information: SHIP funds will be used to leverage available federal and state funds to provide assistance to income eligible households.

<b>F. Special Needs</b>	<i>Code 11</i>
-------------------------	----------------

- a. Summary of Strategy: The county will make funds available to IRS approved non-profit affordable housing providers, disability support organizations and government agencies for the rehabilitation of homes in order to make them barrier free and accessible to persons defined as “Persons with Special Needs.”
- b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023
- c. Income Categories to be served: Very-low, low, and moderate.
- d. Maximum award: Very low: \$65,000  
Low: \$40,000  
Moderate: \$25,000
- e. Terms:
1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 0%.
  3. Term: 10 Years

4. Forgiveness. Loan is forgiven after 10 years if the owner maintains the home as a principal residence.
5. Repayment: Not required as long as the loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

- f. Recipient Selection Criteria: SHIP funds for rehabilitation of homes in order to make them barrier free and accessible are made available on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: IRS approved non-profit affordable housing providers and government agencies compete for SHIP funding according to the county's procurement procedures. Sponsors will be selected according to their qualifications determined by mission, experience, financial stability, capacity, type of program, and overall ability to meet SHIP requirements. The funds are used to pay the costs of permitting fees, construction and construction related costs. A subordinated deferred, and non-amortizing mortgage is placed on the property for the subsidy amount, which varies according to the actual cost and other subsidies used in the project. Only the amount of subsidy needed will be awarded.
- h. Additional Information: Efforts will be made to leverage public dollars to the maximum extent possible in the program. The home ownership rehabilitation strategy encourages the use of private capital, CDBG, HOME, HOPE, and other available programs.

In considering requests for funding assistance, Lee County encourages the incorporation of storm resistant construction, energy efficient features, green building and innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability (especially as related to maintenance, utilities and insurance). Green building initiatives include but are not limited to the areas of heating, cooling, water heating, insulation, windows and appliances.

<b>G. Foreclosure Prevention</b>	<i>Code 7</i>
----------------------------------	---------------

- a. Summary of Strategy: The County will provide funds to organizations (see sponsor selection

criteria) to bring a household current with their existing first mortgage, up to the maximum allowable subsidy under this strategy. Assistance will only be approved for the amount required to bring the mortgage current. The household will be required to demonstrate the steps they are taking to resolve their situation.

b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023

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

d. Maximum award: Very low:	\$8,000
Low:	\$8,000
Moderate:	\$8,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note.

2. Interest Rate: 0%.

3. Term: 5 Years

4. Forgiveness. Loan is forgiven after 5 years if the owner maintains the home as a principal residence.

5. Repayment: Not required as long as the loan is in good standing

6. Default:

The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

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

f. Recipient Selection Criteria: Residences must be located in unincorporated Lee County, Bonita Springs, Fort Myers Beach or Sanibel. For this strategy an exception will be made if an owner household acquired the residence in which the household currently resides with the assistance of the Lee County SHIP Program and that residence is located within Fort Myers or Cape Coral city limits or if the household qualifies as a Special Needs Household. Additional criteria:

- Households will be assisted on a first-qualified, first-served basis, provided funding is available regardless of need or location.
  - Assistance will be provided if the participating household has a fixed interest mortgage or agrees to modify or refinance their variable interest rate mortgage to a fixed rate mortgage.
  - To qualify for assistance households must demonstrate:
    - 1) That they have overcome their hardship (for instance – if they were unemployed, they must now have a job) and that they can make their monthly mortgage payments which should be no more than 31% of their income,
    - 2) Additional steps they are taking to resolve their situation,
    - 3) Once assistance is rendered that: a) they will keep up with their mortgage payments and b) that these mortgage payments will be affordable (as defined in this Local Housing Assistance Plan),
    - 4) Attend a credit counseling/budgeting course offered by a HUD approved counseling agency.
  - Assistance will be provided where an extraordinary hardship exists -- as demonstrated through adequate documentation -- that is cause for the delinquency on the first mortgage payments. Extraordinary hardship is defined as situations such as:
    - Loss of employment, through no fault of the borrower(s) but currently employed
    - Substantial decrease in household income, through no fault of the borrower(s)
    - Temporary or permanent disability that reduces income
    - Changes in household composition that reduces income
    - Demonstrated medical hardship
    - Events such as fire, hurricane, or other disaster
    - Substantial increase in mortgage payments due participation in an adjustable rate mortgage or “ramp up” mortgage
    - Substantial increase in payments due to escrow shortages
- g. Sponsor/Developer Selection Criteria: IRS approved non-profit affordable housing providers and government agencies, compete for SHIP funding according to the county’s procurement procedures. Sponsors will be selected based on the criteria shown in the Addendum. To participate in this strategy an organization must be a certified foreclosure intervention counseling agency through an organization such as Neighbor Works America or a HUD approved affordable housing counseling agency. To receive funding, the organization must provide for each participating household written verification of the household’s hardship, the resolution of the problem, and information on each household’s income, employment and benefits in accordance with SHIP the income certification process. The non-profit sponsor will be provided an administrative fee of \$800 per client.
- h. Additional Information: Eligible expenses include delinquent mortgage payments (principal, interest, taxes and insurance). Legal fees, special assessments, late fees, processing fees and other customary fees associated with defaulted mortgages will be paid if adequate documentation of efforts with lenders to negotiate them away is presented and depending on the availability of funding.

## Rental

<b>H. New Construction</b>	<i>Code 21</i>
----------------------------	----------------

- a. Summary of Strategy: Eligible activities include construction and rehabilitation of rental housing for availability to eligible persons. Acquisition, new construction, permitting, pre-development costs, minor and major rehabilitation, weatherization, code compliance, emergency repairs, accessibility for persons with disabilities, and conversions are approved activities.
- b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023
- c. Income Categories to be served: Very-low, low, and moderate.
- d. Maximum award per unit: Very low: \$45,000  
Low: \$40,000  
Moderate: \$25,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note. When a property cannot be mortgaged as in when assistance is provided for properties owned by governments or housing authorities a Land Use Restriction Agreement (LURA) shall be placed on the property for the fifteen-year affordability period.
  2. Interest Rate: 0%.
  3. Term: 15 Years
  4. Forgiveness: Loan is forgiven after 15 years.
  5. Repayment: Not required as long as the loan is in good standing.
  6. Default: All rental housing must be rented at affordable rates (i.e. rents will not exceed those limits adjusted for number of bedrooms published by HUD and distributed by the Florida Housing Finance Corporation) to qualified occupants for a period of fifteen years. If the property owner vacates, transfers, assigns, sells, refinances, mortgages, or in any manner encumbers or disposes of all or a portion of, or any interest in the premises without the approval of the Lee County SHIP Program before the maturity date of the mortgage, the whole amount of the indebtedness secured by the Mortgage and any applicable penalty shall become immediately due and payable as defined in the recorded SHIP Mortgage and Note or Land Use Restriction Agreement. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

If the new buyer is eligible for the program, the mortgage may be assumed so long as all other SHIP requirements are met. All SHIP assisted rental properties offered for sale prior to 15 years or the term of assistance, which-ever is longer, must be subject to a right of first refusal for purchase at the current market value less the amount of the SHIP subsidy, by eligible non-profit organizations who would provide continued

occupancy by eligible persons. An annual reporting of tenants and income certification is required for the 15 years period.

- f. Recipient Selection Criteria: Applicants for rental housing are assisted on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: SHIP funds are available to government agencies, and IRS approved non-profit sponsors on a competitive basis according to the county's procurement procedures. Sponsors will maintain waiting lists on a first-qualified, first-served basis. See the Addendum for sponsor selection criteria.
- h. Additional Information: All sources of public and private funds may be combined with SHIP funds for rental projects. Efforts will be made to leverage public dollars to the maximum extent possible in the program.
  - A unit which has obtained a certificate of occupancy and has never been occupied will be considered new construction. All new construction projects must provide at least one entrance, which will be a ramp or no-step entrance unless the proposed construction of a no-step entrance will require the installation of an elevator.
  - Preference will be given to projects that guarantee ongoing affordability of each unit and have a mechanism to monitor and implement ongoing affordability of the units.

In considering requests for funding assistance, Lee County encourages the incorporation of storm resistant construction, energy efficient features, green building and innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability (especially as related to maintenance, utilities and insurance). Green building initiatives include but are not limited to the areas of heating, cooling, water heating, insulation, windows and appliances.

<b>I. Rehabilitation</b>	<i>Code 14</i>
--------------------------	----------------

- a. Summary of Strategy: Eligible activities include construction and rehabilitation of rental housing for availability to eligible persons. Acquisition, new construction, permitting, pre-development costs, minor and major rehabilitation, weatherization, code compliance, emergency repairs, accessibility for persons with disabilities, and conversions are approved activities.
- b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023
- c. Income Categories to be served: Very-low, low, and moderate.
- d. Maximum award per unit:
 

Very low:	\$45,000
Low:	\$40,000
Moderate:	\$25,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note. When a property cannot be

mortgaged as in when assistance is provided for properties owned by governments or housing authorities a Land Use Restriction Agreement (LURA) shall be placed on the property for the fifteen-year affordability period.

2. Interest Rate: 0%.
3. Term: 15 Years
4. Forgiveness: Loan is forgiven after 15 years.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: All rental housing must be rented at affordable rates (i.e. rents will not exceed those limits adjusted for number of bedrooms published by HUD and distributed by the Florida Housing Finance Corporation) to qualified occupants for a period of fifteen years. If the property owner vacates, transfers, assigns, sells, refinances, mortgages, or in any manner encumbers or disposes of all or a portion of, or any interest in the premises without the approval of the Lee County SHIP Program before the maturity date of the mortgage, the whole amount of the indebtedness secured by the Mortgage and any applicable penalty shall become immediately due and payable as defined in the recorded SHIP Mortgage and Note or Land Use Restriction Agreement. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

If the new buyer is eligible for the program, the mortgage may be assumed so long as all other SHIP requirements are met. All SHIP assisted rental properties offered for sale prior to 15 years or the term of assistance, which-ever is longer, must be subject to a right of first refusal for purchase at the current market value less the amount of the SHIP subsidy, by eligible non-profit organizations who would provide continued occupancy by eligible persons. An annual reporting of tenants and income certification is required for the 15 years period.

- f. Recipient Selection Criteria: Applicants for rental housing are assisted on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: SHIP funds are available to government agencies, and IRS approved non-profit sponsors on a competitive basis according to the county's procurement procedures. Sponsors will maintain waiting lists on a first-qualified, first-served basis. See the Addendum for sponsor selection criteria.
- h. Additional Information: All sources of public and private funds may be combined with SHIP funds for rental projects. Efforts will be made to leverage public dollars to the maximum extent possible in the program.
  - A unit which has obtained a certificate of occupancy and has never been occupied will be considered new construction. All new construction projects must provide at least one entrance, which will be a ramp or no-step entrance unless the proposed construction of a no-step entrance will require the installation of an elevator.



- Preference will be given to projects that guarantee ongoing affordability of each unit and have a mechanism to monitor and implement ongoing affordability of the units.

In considering requests for funding assistance, Lee County encourages the incorporation of storm resistant construction, energy efficient features, green building and innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability (especially as related to maintenance, utilities and insurance). Green building initiatives include but are not limited to the areas of heating, cooling, water heating, insulation, windows and appliances.

<b>J. Special Needs</b>	<i>Code 12</i>
-------------------------	----------------

- a. Summary of Strategy: Eligible activities include the construction or rehabilitation of housing for Special Needs Households. New construction, acquisition, permitting, predevelopment, minor or major rehabilitation, weatherization, code compliance, emergency repairs, accessibility for persons with disabilities, emergency move in assistance, and conversions are eligible activities. Special needs housing facilities are not restricted as to geographic location and may be located anywhere within Lee County – including the cities of Fort Myers and Cape Coral. Special Needs Rental Housing projects also qualify for funding under the General Rental Housing Strategy.
- b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023
- c. Income Categories to be served: Very-low, low, and moderate.
- d. Maximum award per unit:
 

Very low:	\$45,000
Low:	\$40,000
Moderate:	\$25,000
- e. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note. When a property cannot be mortgaged as in when assistance is provided for properties owned by governments or housing authorities a Land Use Restriction Agreement (LURA) shall be placed on the property for the fifteen-year affordability period.
  1. Interest Rate: 0%.
  2. Term: 15 Years
  3. Forgiveness. Loan is forgiven after 15 years.
  4. Repayment: Not required as long as the loan is in good standing
  5. Default: All rental housing must be rented at affordable rates (i.e. rents will not exceed those limits adjusted for number of bedrooms published by HUD and distributed by the Florida Housing Finance Corporation) to qualified occupants for a period of fifteen years. If the property owner vacates, transfers, assigns, sells, refinances, mortgages, or in any manner encumbers or disposes of all or a portion of, or any interest in the premises without the approval of the Lee County SHIP Program before the maturity date of the mortgage, the whole amount of the indebtedness secured by the Mortgage and any applicable penalty shall become immediately due

and payable as defined in the recorded SHIP Mortgage and Note or Land Use Restriction Agreement. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

If the new buyer is eligible for the program, the mortgage may be assumed so long as all other SHIP requirements are met. All SHIP assisted rental properties offered for sale prior to 15 years or the term of assistance, which-ever is longer, must be subject to a right of first refusal for purchase at the current market value less the amount of the SHIP subsidy, by eligible non-profit organizations who would provide continued occupancy by eligible persons. An annual reporting of tenants and income certification is required for the 15 years period.

- f. Recipient Selection Criteria: To qualify, applicant households must be eligible under the SHIP Income guidelines and have qualified as a Special Needs Household. The housing must meet SHIP criteria. SHIP funds for construction or rehabilitation of housing for persons who have special housing needs are made available on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: Qualified non-profit sponsors or government agencies may compete for SHIP funds. Sponsors are selected according to the county's procurement procedures and the selection criteria shown in the Addendum.
- h. Additional Information: Special needs housing may be built with a variety of funds including private, federal and state sources. Efforts will be made to leverage public dollars to the maximum extent possible in the program.
  - A unit which has obtained a certificate of occupancy and has never been occupied will be considered new construction. All new construction projects must provide at least one entrance, which will be a ramp or no-step entrance unless the proposed construction of a no-step entrance will require the installation of an elevator.
  - Preference will be given to projects that guarantee ongoing affordability of each unit and have a mechanism to monitor and implement ongoing affordability of the units.

In considering requests for funding assistance, Lee County encourages the incorporation of storm resistant construction, energy efficient features, green building and innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability (especially as related to maintenance, utilities and insurance). Green building initiatives include but are not limited to the areas of heating, cooling, water heating, insulation, windows and appliances.

<b>K. Disaster Repair/Mitigation</b>	<i>Code 16</i>
--------------------------------------	----------------

- a. Summary of Strategy: Lee County SHIP funds may be used to provide emergency repairs for rental units that meet SHIP criteria in the aftermath of a disaster to address emergency housing repair needs. Lee County reserves the right to implement the Disaster

Repair/Mitigation Strategy as described below or in compliance with the disaster declarations of the President or, the Governor, if these are different from the procedures set forth within. The goal is to provide Lee County with the flexibility to respond quickly and effectively to an emergency.

This strategy will be implemented only in the event of a disaster legally declared by Executive Order by the President of the United States or, the Governor of the State of Florida. Only unencumbered SHIP funds will be used to fund this strategy. Lee County SHIP funds may be used to provide emergency repairs to very-low, low, and moderate income households in the aftermath of a disaster to address emergency housing repair needs. Funds may be used for items such as, but not limited to: purchase of emergency supplies for eligible households to weatherproof damaged units; interim repairs to avoid further damage; tree and debris removal required to make units habitable; and post disaster assistance with non-insured repairs and rehabilitation.

Funds will be advertised in a newspaper of general circulation and in periodicals serving ethnic and diverse neighborhoods within the County.

b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023

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

d. Maximum award per unit: Very low:	\$45,000
Low:	\$40,000
Moderate:	\$25,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan and secured by a recorded subordinate mortgage and note. When a property cannot be mortgaged as in when assistance is provided for properties owned by governments or housing authorities a Land Use Restriction Agreement (LURA) shall be placed on the property for the fifteen-year affordability period.
2. Interest Rate: 0%.
3. Term: 15 Years
4. Forgiveness: Loan is forgiven after 15 years.
5. Repayment: Not required as long as the loan is in good standing
6. Default: All rental housing must be rented at affordable rates (i.e. rents will not exceed those limits adjusted for number of bedrooms published by HUD and distributed by the Florida Housing Finance Corporation) to qualified occupants for a period of fifteen years. If the property owner vacates, transfers, assigns, sells, refinances, mortgages, or in any manner encumbers or disposes of all or a portion of, or any interest in the premises without the approval of the Lee County SHIP Program before the maturity date of the mortgage, the whole amount of the indebtedness secured by the Mortgage and any applicable penalty shall become immediately due and payable as defined in the recorded SHIP Mortgage and Note or Land Use Restriction Agreement. SHIP awards are provided to non-profit sponsors through an annual contract and disbursed on a reimbursement basis with the possibility of

extensions in compliance with SHIP Statute and Rule. Non-profit sponsors that fail to comply with the SHIP Statute and Rule will be required to pay back the SHIP funds.

If the new buyer is eligible for the program, the mortgage may be assumed so long as all other SHIP requirements are met. All SHIP assisted rental properties offered for sale prior to 15 years or the term of assistance, which-ever is longer, must be subject to a right of first refusal for purchase at the current market value less the amount of the SHIP subsidy, by eligible non-profit organizations who would provide continued occupancy by eligible persons. An annual reporting of tenants and income certification is required for the 15 years period.

- f. Recipient Selection Criteria: Disaster Mitigation and Recovery funds will be made available to income eligible households by establishing a waiting list on a first-qualified, first-served basis. Very-low income will be given priority followed by low-income households.
- g. Sponsor/Developer Selection Criteria: Disaster Mitigation and Recovery funds will be made available to eligible sponsors based on the following criteria:
  - IRS approved non-profit sponsor, if applicable, with prior history of successfully working with the county as it relates to timely performance, cost of construction, adherence to contractual, regulatory and statutory requirements;
  - Demonstration of ability to serve the targeted population: very-low and low income households;
  - Number of households in targeted population to be served (preference will be sponsors serving the highest number of households in the targeted population);
  - Presentation of a specific plan and details (including budgets and timelines) for successful administration and implementation of the proposed project;
  - Inclusion of a logistical schedule from beginning to completion to accomplish the proposed activity;
  - Demonstration of the organization's ability to withstand periods of time without dependence on immediate receipt of SHIP funds (County disbursement of SHIP may not be immediate; however, any organization that can proceed immediately – while waiting for funds to be disbursed by the county – will be given preference).
- h. Additional Information: SHIP funds will be used to leverage available federal and state funds to provide assistance to income eligible households.

<b>L. Rental Assistance (Tenant)</b>	<i>Code 13</i>
--------------------------------------	----------------

- a. Summary of Strategy: Provide funding to pay rental security and utility deposits as well as ongoing monthly subsidies for very-low-income households with at least one adult who is a person with special needs as defined in s. 420.0004, F.S. or homeless as defined in s. 420.621, F.S.

The funds will provide assistance for:

- Security and utility deposit

- Rent subsidy not to exceed twelve (12) month's, or until the maximum allocation per unit has been expended, whichever occurs first.

To ensure maximum effectiveness and integrity, this program will be coordinated with rental assistance provided by other programs. This program is limited to the total grant amount received by the household in a lifetime.

- b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023
- c. Income Categories to be served: Very-low with at least one adult who is a person with special needs as define in s. 420.0004, F.S.
- d. Maximum award: \$10,000
- e. Terms:
  1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant and will not be subject to recapture from tenant.
  2. Interest Rate: N/A
  3. Term: N/A
  4. Forgiveness: N/A
  5. Repayment: N/A
  6. Default/Recapture: N/A
- f. Recipient Selection Criteria: All applicants must complete an application and submit documentation of income and program eligibility. Eligible applicants are on a first-qualified, first-served basis. Funding of qualified applicants is limited to and contingent upon SHIP funds availability.
- g. Sponsor/Developer Selection Criteria: The program will be advertised county wide for eligible providers that are interested in participating in the Tenant Based Assistance-Rental program. Additional information to be obtained from provider will include project management oversight, organization experience, accounting and financial and any prior agreements.
- h. Additional Information: The lease must be at least twelve months. The lease for families displaced by a disaster declared by Executive Order by the United State President or State of Florida Governor may be less than twelve (12) months.

<b>M. Security and/or Utility Deposits (Tenant)</b>
---

<i>Code 23</i>
----------------

- d. Summary of Strategy: Provide funding to pay rental security and utility deposits as well as ongoing monthly subsidies for very-low-income households with at least one adult who is a person with special needs as defined in s. 420.0004, F.S. or homeless as defined in s. 420.621, F.S.

The funds will provide assistance for:

- Security and utility deposit

- Rent subsidy not to exceed twelve (12) month's, or until the maximum allocation per unit has been expended, whichever occurs first.

To ensure maximum effectiveness and integrity, this program will be coordinated with rental assistance provided by other programs. This program is limited to the total grant amount received by the household in a lifetime.

- e. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023
- f. Income Categories to be served: Very-low with at least one adult who is a person with special needs as define in s. 420.0004, F.S.
- d. Maximum award: \$10,000
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant and will not be subject to recapture from tenant.
  - 2. Interest Rate: N/A
  - 3. Term: N/A
  - 4. Forgiveness: N/A
  - 5. Repayment: N/A
  - 6. Default/Recapture: N/A
- f. Recipient Selection Criteria: All applicants must complete an application and submit documentation of income and program eligibility. Eligible applicants are on a first-qualified, first-served basis. Funding of qualified applicants is limited to and contingent upon SHIP funds availability.
- g. Sponsor/Developer Selection Criteria: The program will be advertised county wide for eligible providers that are interested in participating in the Tenant Based Assistance-Rental program. Additional information to be obtained from provider will include project management oversight, organization experience, accounting and financial and any prior agreements.
- h. Additional Information: The lease must be at least twelve months. The lease for families displaced by a disaster declared by Executive Order by the United State President or State of Florida Governor may be less than twelve (12) months.

<b>N. Rapid Re-Housing</b>	<i>Code 26</i>
----------------------------	----------------

- a. Summary of Strategy: Provide housing relocation and stabilization services and short and/or medium term rental assistance as necessary to help individuals living in shelters or in places not meant for human habitation to move as quickly as possible into housing and achieve stability in that housing. This program is limited to the total grant amount received by the household in a lifetime. Priority will be given to projects that are intended to serve persons

with special needs as defined in Section 420.0004, F.S. or homeless as defined in s. 420.621, F.S.

Eligible cost includes:

- Security and utility deposit assistance;
- Rental application fees, first and last month's rents; and / or
- Monthly rents if deemed necessary, capping assistance at a total of twelve (12) months, or until the maximum allocation per unit has been expended, whichever occurs first.

b. Fiscal Years Covered: 2020-2021, 2021-2022, and 2022-2023

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

d. Maximum award: \$10,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant and will not be subject to recapture from tenant.
2. Interest Rate: N/A
3. Term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default/Recapture: N/A

f. Recipient Selection Criteria: All applicants must complete an application and submit documentation of income and program eligibility. Eligible applicants are on a first-qualified, first-served basis. Funding of qualified applicants is limited to and contingent upon SHIP funds availability, with a priority for households with special needs or homeless.

g. Sponsor/Developer Selection Criteria: The program will be advertised county wide for eligible providers that are interested in participating in the Rapid Re-housing-Rental program. Additional information to be obtained from provider will include project management oversight, organization experience, accounting and financial and any prior agreements.

h. Additional Information: This strategy will provide housing relocation and stabilization services as necessary to help individuals living in shelters or in places not meant for human habitation. The lease must be at least twelve months. The lease for families displaced by a disaster declared by Executive Order by the United State President or State of Florida Governor may be less than twelve (12) months.

### III. LHAP INCENTIVE STRATEGIES

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

A. Name of the Strategy: **Expedited Permitting**

Housing projects are expedited to a greater degree than other projects.

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

The Planning Section of the Lee County Department of Community Development provides technical assistance to developers of Affordable Housing Developments (AHDs). Developers of AHDs in unincorporated Lee County may apply to the Lee County DCD Planning Section to entitle AHDs to receive expedited permit processing. A copy of the approved request is attached to each county permit for which the AHD developer is applying. A copy of the approved request is also entered into the Lee County's permit tracking software. This assures that the AHD will be expedited to a greater degree than other projects.

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

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

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

Lee County has created a committee whose responsibility is to review and consider the impact on the cost of development by regulations being considered for adoption.

The Lee Plan's (Lee County's Comprehensive Plan) Economic Element provides for the review of regulations that will create a cost to the public. On October 6, 1993, the Board of County Commissioners created the Executive Regulatory Oversight Committee (EROC) to consider all such regulations or amendments.

The EROC reviews all policies, ordinances, regulations and plan provisions that significantly (or have a potential impact) on the cost of housing (both affordable or otherwise) prior to adoption. The Committee is comprised of 15 members from the private sector, including representatives from the building industry, Lee County Government representatives, and other interested persons, such as utility company representatives. The meetings of the committee are held in a public hearing format, with public notice and minutes taken of proceedings. The findings and recommendations of the committee are presented to the Lee County Board of County Commissioners prior to adoption of the regulation. The committee is staffed by the Lee County Department of Community Development, who maintains the records, agenda and findings of the committee. The committee asks the following questions when reviewing proposals:

- a. What is the public interest that the ordinance is designated to protect?
- b. Can the identified public interest be protected by means other than the legislation (e.g. better enforcement, education programs, administrative code in lieu of ordinance, etc.)? If so, would other means be more cost effective?
- c. Is the regulation required by State or Federal law? If so, to what extent does the County have the authority to solve the problem in a different manner?
- d. Does the regulation duplicate State or Federal programs? If so, why?
- e. Does the regulation contain market-based incentives? If not, could that be used effectively?



- f. Is the regulation narrowly drafted to avoid imposing a burden on persons or activities that are not affecting the public interest?
- g. Does the regulation impose a burden on a few property owners for the benefit of the public as a whole? If so, does it provide any form of compensation?
- h. Does the regulation impact vested rights?
- i. Does the regulation provide prompt and efficient relief mechanisms for exceptional cases?
- j. Even though there is an interest to be protected, is it really worth another regulation?
- k. Has this approach been tried in other jurisdictions? If so, what was the result? If not, what were the reasons?
- l. If this regulation is enacted, how much will cost on an annual basis, both public and private? If this regulation is not enacted, what will be the public and private cost?

The following language is from the Lee Plan's Economic Element:

**Objective 158.6:** Lee County will maintain a system of development regulations that will promote the accomplishment of the goals, objectives, and policies of this element and will expedite the development review process for projects identified by the Economic Development Office as "economic projects."

**Policy 158.6.1:** Before adopting any new regulation which potentially imposes new costs to taxpayers and private business, Lee County first will generally assess the impact of that regulation upon the local economy and will adopt such regulations only in cases of compelling public need.

**Policy 158.6.2:** Lee County will continue to utilize Lee County staff and private citizen committees to recommend revisions that will streamline development regulations.

2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects , as provided in s. 163.3177(6) (f) 3.**

1. Established policy and procedures:  
The Planning Section of the Lee County Department of Community Development provides technical assistance to developers of Affordable Housing Developments (AHDs). Developers of AHDs in unincorporated Lee County may apply to the Lee County DCD Planning Section to entitle AHDs to receive expedited permit processing. A copy of the approved request is attached to each county permit for which the AHD developer is applying. A copy of the approved request is also entered into the Lee County's permit tracking software. This assures that the AHD will be expedited to a greater degree than other projects.
2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.**

1. Established policy and procedures:

Impact Fee Reimbursement Program- Lee County Commissioners and the Lee County School District have established an affordable housing program that reimburses up to half (50%) of the amount paid for school impact fees for new construction of affordable residential single-family or multi-family homes to be occupied by income eligible households. These funds are available above and beyond any other assistance awarded.

This program is available for housing units built anywhere in Lee County where school impact fees have been paid within the past calendar year. The maximum purchase price of a home is the maximum established for the SHIP Program. Income limits apply to families purchasing the unit.

The maximum possible reimbursement amount is one-half the amount paid. To encourage broad participation, there is a ceiling on the cumulative total reimbursement distributed to any single builder per County fiscal year (10/1-9/30).

Impact Fee Exemption Program- Exemptions for payment of Road, Regional Park, Community Park, Fire Protection and Emergency Medical Services Impact Fees are provided for:

- Building permits for residential construction in Harlem Heights, Charleston Park, and the Fort Myers/Lee County Enterprise Zone.
- Building permits for construction in the City of Sanibel's below market rate housing (BMRH) program, and
- Building permits issued in a redevelopment area or enterprise zone, or for low or moderate-income housing in the City of Fort Myers.

Dwellings in subdivisions, mobile home or manufactured housing parks, and multi-family dwellings that are operated as a community for older persons that also prohibit persons under the age of 18 from residing within the dwellings as a permanent resident are exempt from payment of School Impact Fees.

Utility Connection Fees Deferral Program- The BoCC through the Lee County Utilities Department is established a connection fee deferment program to allow connection fees for Very-Low and Low Income housing developed by non-profit organizations to be deferred until the time of building permit application. The current regulations require that 50% of the connection fees be paid at the time the County is asked to commit to the capacity availability and the remaining 50% at final acceptance of infrastructure. Approval of the Deferment program will provide nonprofits more cash flow as an incentive to constructing housing for the most needy.

2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(c) The allowance of flexibility in densities for affordable housing.**

1. Established policy and procedures. The Lee County Land Development Code provides increased densities for housing that is affordable to very-low, low, moderate, and

workforce-income families. The program provides both a construction option (affordable units must be constructed) and cash option (market priced units may be constructed in exchange for a cash contribution to the Affordable Housing Trust Fund).

2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.**

1. Established policy and procedures. There are currently no restrictions on the availability of infrastructure capacity. Therefore, the reservation of capacity for very-low, low, and moderate income households is not necessary.
2. Schedule for implementation: N/A.

**420.9076(4)(e) The allowance of affordable accessory residential units in residential zoning districts.**

1. Established policy and procedures. The Lee County Land Development Code allows accessory apartments by right in certain areas which provides opportunities for additional affordable housing units. The purpose is to facilitate the provision of affordable housing, to strengthen the family unit or to provide increased opportunities for housing the elderly and persons with special needs.
2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(f) The reduction of parking and setback requirements for affordable housing.**

1. The Land Development Code provides several avenues for relief in parking and setbacks.
  - The Mixed Use Overlay (MUO) identifies conventionally zoned lands located along corridors where services are in place. Mixed uses are encouraged and properties within the MUO are allowed to develop/redevelop with reduced parking, setbacks, open space and landscaping standards.
  - The planned development rezoning process allows for flexible development design standards through deviations. The approval allows for property development regulations, such as lot configuration, setbacks, roadway and parking designs that are tailored to the specific project.
  - Similar to the deviation process, variances are available for conventional zoning districts. Both processes are expedited for affordable housing.
  - The Land Development Code also provides reduced parking requirements for Assisted Living Facilities, Continuing Care Facilities, Independent living facilities, including group quarters, health care, social services and similar uses.

2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.**

1. The Land Development Code provides several avenues for the modification of street requirements.
  - The planned development rezoning process allows for flexible development design standards through deviations. The approval allows for property development regulations, such as lot configuration, setbacks, roadway and parking designs that are tailored to the specific project.
  - Similar to the deviation process, variances are available for conventional zoning districts. Both processes are expedited for affordable housing.
2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(h) The modification of street requirements for affordable housing.**

1. The Land Development Code provides several avenues for the modification of street requirements. First through the Planned Development re-zoning process an applicant can design their own property development regulations for lot configuration and setbacks and seek deviations in roadway designs and parking. Variances are available for conventional zoning districts. Both processes are "fast tracked" for affordable housing.
2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.**

1. Established policy and procedures: Lee County has created a committee—whose responsibility is to review and consider the impact on the cost of development of development regulations being considered for adoption.

The Lee Plan's (Lee County's Comprehensive Plan) Economic Element provides for the review of regulations that will create a cost to the public. On October 6, 1993, the Board of County Commissioners created the Executive Regulatory Oversight Committee (EROC) to consider all such regulations or amendments.

The EROC reviews all policies, ordinances, regulations and plan provisions that significantly (or have a potential impact) on the cost of housing (both affordable or otherwise) prior to adoption. The Committee is comprised of 15 members from the private sector, including representatives from the building industry, Lee County Government representatives, and other interested persons, such as utility company representatives. The meetings of the committee are held in a public hearing format, with public notice and minutes taken of proceedings. The findings and recommendations of the committee are presented to the Lee County Board of County Commissioners prior to adoption of the regulation. The committee is staffed by the Lee County Department of Community Development, who maintains the records, agenda and findings of the committee. The committee asks the following questions when reviewing proposals:

- a. What is the public interest that the ordinance is designated to protect?

- b. Can the identified public interest be protected by means other than the legislation (e.g. better enforcement, education programs, administrative code in lieu of ordinance, etc.)? If so, would other means be more cost effective?
- c. Is the regulation required by State or Federal law? If so, to what extent does the County have the authority to solve the problem in a different manner?
- d. Does the regulation duplicate State or Federal programs? If so, why?
- e. Does the regulation contain market-based incentives? If not, could that be used effectively?
- f. Is the regulation narrowly drafted to avoid imposing a burden on persons or activities that are not affecting the public interest?
- g. Does the regulation impose a burden on a few property owners for the benefit of the public as a whole? If so, does it provide any form of compensation?
- h. Does the regulation impact vested rights?
- i. Does the regulation provide prompt and efficient relief mechanisms for exceptional cases?
- j. Even though there is an interest to be protected, is it really worth another regulation?
- k. Has this approach been tried in other jurisdictions? If so, what was the result? If not, what were the reasons?
- l. If this regulation is enacted, how much will cost on an annual basis, both public and private? If this regulation is not enacted, what will be the public and private cost?

The following language is from the Lee Plan's Economic Element:

**Objective 158.6:** Lee County will maintain a system of development regulations that will promote the accomplishment of the goals, objectives, and policies of this element and will expedite the development review process for projects identified by the Economic Development Office as "economic projects."

**Policy 158.6.1:** Before adopting any new regulation which potentially imposes new costs to taxpayers and private business, Lee County first will generally assess the impact of that regulation upon the local economy and will adopt such regulations only in cases of compelling public need.

**Policy 158.6.2:** Lee County will continue to utilize Lee County staff and private citizen committees to recommend revisions that will streamline development regulations.

2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.**

1. The Department of County Lands reviews County owned surplus real estate for possible disposal either by donation or sale, as the case may be, for disposition of governmentally owned real estate. The Department of County Lands regularly makes available its inventory of public lands for evaluation by government agencies and non-profit and for-profit affordable housing providers for the construction and development of affordable housing.

2. Schedule for implementation: In effect at time of adoption.

**420.9076(4)(k) The support of development near transportation hubs and major employment centers and mixed-use developments.**

1. Established policy and procedures:

Contiguous and compact growth patterns are promoted through the rezoning process to contain urban sprawl, minimize energy costs, conserve land, water, and natural resources, minimize the cost of services, and prevent development patterns where large tracts of land are by-passed in favor of development more distant from services and existing communities.

2. The Mixed Use Overlay (MUO) supports redevelopment located within areas that have existing services and infrastructure. The MUO allows properties within the designated areas to develop under the conventional zoning district with reduced regulations. The required open space is reduced by 50%, buffer widths and setbacks are reduced, up to 60% of the parking space requirement is reduced, allows for increased heights, and there are no maximum lot size or coverage requirements.
3. Schedule for implementation: In effect at time of adoption.