

**PINELLAS COUNTY**



**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)  
2024-2025, 2025-2026, 2026-2027**

## Table of Contents

<b>I.</b>	<b>Program Details:</b> .....	<b>1</b>
<b>II.</b>	<b>LHAP Strategies:</b> .....	<b>4</b>
	A. Purchase Assistance with and without Rehab: Code 1, 2.....	4
	B. Owner Occupied Rehabilitation: Code 3.....	6
	C. Acquisition, Demolition, Rehabilitation, New Construction: Code 9, 10.....	7
	D. Rental Assistance: Code 13, 23 .....	8
	E. Disaster Mitigation: Code 5, 16.....	9
	F. Rental Development: Code 14, 15, 16, 20, 21 .....	10
<b>III.</b>	<b>LHAP Incentive Strategies</b> .....	<b>11</b>
	A. Name of the Strategy: Expedited Permitting.....	12
	B. Name of the Strategy: Ongoing Review Process .....	12
	C. Other Incentive Strategies Adopted: .....	12
<b>IV.</b>	<b>EXHIBITS:</b> .....	<b>13</b>
	A. Administrative Budget for each fiscal year covered in the Plan.....	13
	B. Timeline for Estimated Encumbrance and Expenditure. ....	13
	C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan. ....	13
	D. Signed LHAP Certification. ....	13
	E. Signed, dated, witnessed, or attested adopting resolution. ....	13
	F. Ordinance: (If changed from the original creating ordinance). ....	13
	G. Interlocal Agreement. ....	13
	H. Other Document Incorporated by Reference.....	13

## I. Program Details:

### A. LG(S)

Name of Local Government:	Pinellas County
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local governments:	N/A

### B. Purpose of the Program:

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

### C. Fiscal years covered by the Plan: 2024-2025, 2025-2026, 2026-2027

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

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

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

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

**H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

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

The following ranking priority will be:

- Special Needs Households: Very Low, Low, Moderate
- Essential Services Personnel: Very Low, Low, Moderate
- After Special Needs and Essential Personnel, the following: Very Low, Low, Moderate

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

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

**L. Purchase Price Limits:** The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

U.S. Treasury Department	
Local HFA Numbers	

Pinellas County has elected to use a lower purchase price limit. (See Housing Delivery Goals chart for maximum).

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

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

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

**O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county, or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 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 line-item budget is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

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

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:** “The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except 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.” The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

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

Entity	Duties	Admin Fee Percentage
Local Government	Pinellas County	10%
Third Party Entity/Subrecipient	N/A	N/A

- R. First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*
- S. Project Delivery Costs:** Project delivery costs will not exceed 5% of the loan amount. The strategies include Purchase Assistance and Owner-Occupied Rehabilitation. Examples include Housing Quality inspection reports and credit reports by third party vendors.
- T. Essential Service Personnel Definition (ESP):** ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, and skilled building trades personnel.

**U. Describe efforts to incorporate Green Building and Energy Saving products and processes:** Pinellas County, when economically feasible, will incorporate the following energy saving products for rehabilitation features such as exhaust fans, windows, shingles, and HVAC systems reduce energy use and lower monthly housing costs. Structural enhancements such as roofing, tie downs and impact resistant windows lower homeowner insurance costs.

- Structural components shall be of sound condition. This shall include strengthening a structure to withstand adverse environmental conditions. Any structural defects shall be repaired or replaced;
- Upgrade insulation where feasible;
- Provide caulking and weather stripping of windows and doors;
- Replace windows that are not substantially weatherproofed with windows containing impact glass;
- Replacement of HVAC systems shall be a minimum of 15 SEER.

**V. Describe efforts to meet the 20% Special Needs set-aside:** The goals will be met by ranking Special Needs households first for owner-occupied rehabilitation, and rental assistance strategies Persons with special needs is defined -- in section 420.0004(13), Florida Statutes, "as an adult person requiring independent living services 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." through the following housing programs, further defined in the Homeowner and Rental Housing Strategies:

- Owner Occupied Rehabilitation
- Acquisition/Rehabilitation/New Construction
- Disaster Mitigation
- Rental Development
- Rental Assistance

**W. Describe efforts to reduce homelessness:** The County will coordinate with agencies that serve the homeless population. The County has implemented the rapid re-housing and prevention assistance program with Emergency Solutions Grant funding to assist individuals and families with rental assistance. The County will also use SHIP funds to create/rehabilitate housing units to provide housing for chronically homeless individuals with special needs.

## II. LHAP Strategies:

### A. Purchase Assistance with and without Rehab:

Code 1, 2

a. Summary: SHIP funds will be provided for down payment and closing costs to income eligible households to assist with purchasing a new or existing home. A newly constructed home must have received a certificate of occupancy within the past 12 months.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

- d. Maximum Award: Very Low: \$75,000  
 Low: \$75,000  
 Moderate: \$50,000

e. Terms:

1. Repayment loan/deferred loan/grant: Deferred Loan - For very low-income and low-income households, loans are **deferred** and forgiven 30 years from the date of closing. For moderate-income households, loans are deferred for five (5) years and amortized over 25 years. The funds will be secured with a recorded mortgage and promissory note.

The cost for the HQS inspection and credit report, if required, is provided as a grant.

2. Interest Rate: 0%
3. Years in loan term: 30 Years
4. Forgiveness: For very low and low-income households, the loans are deferred and forgiven 30 years from the date of closing if in good standing.
5. Repayment: For moderate-income households. Repayment is deferred for five (5) years and payments amortized beginning in year six (6) over a twenty-five (25) year amortization period.
6. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as their primary residence. If any of these occur, the outstanding balance will be due and payable.

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/Tenant Selection Criteria: Applicants will be prioritized for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups only if a waiting list has been established due to no funding availability for the strategy.

- g. Sponsor Selection Criteria: Not applicable

h. Additional Information:

1. Applicant or Co-applicant are required to complete an 8-hour homebuyer counseling course from a HUD or County approved counseling agency.
2. Recipients must be able to qualify for a fixed rate mortgage that does not exceed a thirty (30) year term from a licensed lending institution.
3. Recipients are required to contribute \$1,000 toward the transaction. (Example contributions are items paid outside of closing such as: Earnest money deposit, home inspection, homeowner's

insurance, appraisal, and other pertinent pre-paid items required of the lender. Debt reduction will not be considered as a part of the borrower's minimum contribution.

4. All properties must meet the HUD HQS standards. An inspection is required to verify that the property meets applicable safety/code requirements.
5. Assistance with rehab for an existing home must have at least \$2,500 in repairs in the past twelve months that were not SHIP funds.

<b>B. Owner Occupied Rehabilitation:</b>	<b>Code 3</b>
--	---------------

a. Summary: SHIP funds will be awarded to repair owner occupied homes to alleviate code violations, health hazards and life and safety issues. Grants will be provided to applicants that require accessibility needed home modifications, including technological enhancements and devices, which allow the applicant and household members to remain independent in their own homes. (Ex: grab bars, door widening, roll-in shower/tub, wheelchair ramp, comfort-height toilets, bath bars, flooring.)

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low, low, and moderate.
- d. Maximum Award: \$75,000.00 (Loan + project delivery/soft costs not to exceed 5% of the loan amount.)
- e. Terms:
  1. Repayment loan/deferred loan/grant: **Deferred Loan** - Very low- and low-income borrowers will be awarded deferred loans not to exceed \$75,000. A \$20,000 grant will be provided for accessibility repairs if needed and is included in the maximum limit of \$75,000.
  2. Interest Rate: 0%
  3. Years in loan term: 20 years
  4. Forgiveness: Deferred loans will be forgiven at the end of the 20-year affordability period.
  5. Repayment Loan: Moderate income borrowers will be awarded an amortizing loan.
  6. Default The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as their primary residence. If any of these occur, the outstanding balance will be due and payable. 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/Tenant Selection Criteria: Applicants will be prioritized for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups if a waiting list has been established.



g. Sponsor Selection Criteria: Not applicable

h. Additional Information:

1. The 'just value' of the property cannot exceed \$375,000; as determined by Pinellas County Property appraiser.
2. Recipients must be current on property taxes and mortgage payments, if applicable.
3. Borrower may only receive one award during the 20-year loan term.
4. Moderate income recipients less than 120% applies only in the Lealman Community Redevelopment Area (CRA) District.
5. Property must be recipients' primary residence.
6. If the property is located in a 100-year floodplain, flood insurance is required.

<b>C. Acquisition, Demolition, Rehabilitation, New Construction:</b>	<b>Code 9, 10</b>
--	-------------------

a. Summary: Funds will be awarded to Sponsors/Developers of affordable homeownership housing for construction financing. Eligible costs include property acquisition, demolition, site improvements, rehabilitation, and new construction. Houses rehabilitated or constructed will be sold to SHIP income eligible buyers. The strategy promotes infill housing development, green building, and mixed income neighborhoods. Funds will be awarded for acquisition, demolition, construction, and rehabilitation for resale to income eligible households.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

d. Maximum Award: \$250,000 per SHIP assisted unit and maximum \$50,000 to an income eligible buyer.

e. Terms: **Sponsor/Developer**

1. Repayment loan/deferred loan/grant: Deferred Loan Funds will be awarded as a repayment loan secured by a recorded mortgage and note. In instances where the cost to develop the project is higher than the appraised value or sales prices, the expenses associated with development of the project that exceed the sales price shall be awarded to the development as a grant.
2. Interest Rate: 0%
3. Years in loan term: 3 years
4. Forgiveness: Once the developer has successfully completed the construction the average subsidy per unit provided to the development during construction must be passed through to the eligible homebuyer in the form of a subordinate mortgage. In the event that through no fault of the developer, the project suffers a reduction in market value, the County reserves the right to allow for a forgiveness equal to the difference between the project development cost and market value.

5. Repayment: All proceeds from the sale of the property are due and payable upon sale of the property.
  6. Default: The loan will be determined to be in default if the developer fails to complete the development and construction requirements within the contract timeframe sells, transfers, or conveys property to anyone other than an eligible buyer.
- f. Terms: Eligible Borrower Terms:
1. Loan/deferred loan/grant: Deferred Loan - Funds will be awarded in an amount equal to the market value sales price reduction as a deferred loan secured by a recorded subordinate mortgage and note.
  2. Interest Rate: 0%
  3. Term: 20 Years
  4. Forgiveness: The loan amount is forgiven at the end of the term.
  5. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as their primary residence
- g. Sponsor Selection Criteria: Affordable Housing Development applications will be funded on a first qualified, first eligible basis according to the established Affordable Housing Development guidelines and underwriting criteria. Projects will be evaluated for sustainability over the long term, cash flow available for repayment of funds being provided, and compliance with the income and rent limits for the affordable units. Sponsors will be reviewed for their development record including construction/development history, as well as their operating and management performance for existing projects. An analysis of credit worthiness based on liquidity, net worth, unrestricted assets, contingent liabilities, past performance, default history, outstanding contingencies will be conducted. For-profit applicants, if a corporation or partnership, will be required to provide corporate documents, partnership agreements, and three years of financial statements for the borrowing entity and each of the principals. Not-for-profit applicants will be required to provide the following: Financial statements for the past three years; organizational documents, including Articles of Incorporation and Bylaws, evidence of tax-exemption, authorization to make application, list of board members and their resumes; list of primary contributors, if applicable; and operating statements on existing projects.
- h. Additional Information: N/A

**D. Rental Assistance:****Code 13, 23**

- a. Summary: Funds will be awarded to income eligible households to prevent eviction and becoming homeless. Eligible expenses include utility payments, including deposits, security deposits, and arrears.
- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- b. Income Categories to be served: Very low
- c. Maximum Award: \$10,000

## d. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant.
2. Interest Rate: 0%
3. Years in loan term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default: N/A

## e. Recipient/Tenant Selection Criteria: Applicants will be referred through the Coordinated Entry System established for the area. Assistance will be provided on a first qualified, first served basis.

## f. Sponsor Selection Criteria: N/A

## g. Additional Information:

1. Must meet Housing Quality Standards, established by HUD.
2. A valid lease is required.

**E. Disaster Mitigation:****Code 5, 16**

- a. Summary: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor or to assist with insurance deductibles. Repair awarded funds may be used for additional mitigation items. Eligible repairs include:
- Immediate threat to health and safety (sewage, windows, roofing, tree removal) in cases where the home is still habitable.
- Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
- Repairs to mitigate future damage (hurricane shutters, tie-downs) in cases where the home is still habitable.
- Funds may also be used for rental or displaced assistance to include rent for a maximum of six months and security deposit fees.

## b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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

## d. Maximum Award: \$20,000

## e. Terms:

1. Repayment loan/deferred loan/grant: N/A
2. Interest Rate: N/A

3. Years in loan term: N/A
  4. Forgiveness: N/A
  5. Repayment: N/A
  6. Default: N/A
- f. Recipient/Tenant Selection Criteria: Assistance will be assisted on a first-qualified, first served basis.
- g. Sponsor Selection Criteria: N/A.
- h. Additional Information: These funds will be used for the following short-term and long-term activities:
1. Repair Assistance: Payment of insurance deductibles for repair/rehabilitation of homes covered homeowners' insurance policies.
  2. Repairs and/or replacement to the roofing system of the home when such damage was directly caused by declared disaster if the home is not insured. Completed repairs would require the homeowner to obtain homeowners insurance once completed.
  3. Repairs to mitigate future damage (hurricane shutters, tie-downs) in cases where the home is still habitable.
  4. Rental Assistance: To be used for rental or displaced assistance to include rent up to six months and security deposit fees.
  5. Mobile homes are not eligible for the rehabilitation component; however, would be eligible for relocation if the unit is not habitable.

**F. Rental Development:****Code 14, 15, 16, 20, 21**

- a. Summary: Funds will be awarded to Sponsors/Developers of affordable rental units through the Affordable Housing Development Program. Funds may be used to assist projects with acquisition, rehabilitation, and new construction. Eligible costs may include demolition, reconstruction, and disaster repair of rental units. Funding is intended to be a source of gap financing for projects with 10 or more units and other funding resources must be secured prior to award.
- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low, low, and moderate.
- d. Maximum Award: \$250,000 per unit
- e. Terms:
1. Repayment loan/deferred loan/grant: Repayment Loans will be deferred for three (3) years to provide for construction, lease-up and property stabilization and then amortized over the remaining term. The funds will be secured with a recorded mortgage and promissory note.
  2. Interest Rate: 0-3%

3. Years in loan term: 30 Years
  4. Forgiveness: Partial loan forgiveness will be provided for nonprofit affordable housing providers serving a special needs or low-income population if full loan repayment is not feasible based on operating pro forma analysis to maintain minimum debt coverage ratio requirements. Partial loan forgiveness will not occur before the end of the affordability period.
  5. Repayment: The loan is due and payable at the end of the term.
  6. Default: The loan will be considered in default and due and payable if there is a sale of the property, transfer of property, conversion to another use, or failure to maintain compliance standards as required by the funding source.
- f. Recipient/Tenant Selection Criteria: All households that occupy a SHIP assisted unit must be income eligible for the program as determined by Pinellas County or a third-party monitoring entity.
  - g. Sponsor/Sub-recipient Selection Criteria: Affordable Housing Development applications will be funded on a first qualified, first eligible basis according to the established Affordable Housing Development guidelines and underwriting criteria. Proposed projects are reviewed by staff to determine project viability and the developer's ability to repay a loan under the terms and conditions requested. When providing subordinate financing, the senior lender's underwriting will be utilized. Sponsors will be reviewed for their development record including construction/development history, as well as their operating and management performance for existing projects. An analysis of credit worthiness based on liquidity, net worth, unrestricted assets, contingent liabilities, past performance, default history, outstanding contingencies will be conducted. For-profit applicants, if a corporation or partnership, will be required to provide corporate documents, partnership agreements, and three years of financial statements for the borrowing entity and each of the principals. Not-for-profit applicants will be required to provide the following: Financial statements for the past three years; organizational documents, including Articles of Incorporation and Bylaws, evidence of tax-exemption, authorization to make application, list of board members and their resumes; list of primary contributors, if applicable; and operating statements on existing projects.
  - h. Additional Information: Loan underwriting guidelines are used when assessing loan applications for acquisition, new construction and/or major rehabilitation of multifamily rental housing projects. When providing subordinate financing to conforming loans bearing reasonable fees, costs and expenses, Pinellas County accepts the senior lender's underwriting determination. Loan terms are underwritten to achieve a maximum repayment amount while maintaining a projected annual debt to income ratio of 1.20. Loan term modifications to achieve this project financial stability marker include interest rate reduction, amortization term extension and partial loan forgiveness at the end of the affordability period.

### 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**

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

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

A two-week turn-around time shall be the desired goal for the processing of a site plan for such development. To assist in achieving this goal a pre-application meeting will be required between the applicant and county site plan review staff. The development review administrator will serve as an ombudsman to assist the applicant in achieving an expeditious review.

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:

The Affordable Housing Advisory Committee meets on a quarterly basis to review policies for a more streamlined approach to affordable housing. These reviews are done in coordination with any code updates that are being recommended for implementation.

C. Other Incentive Strategies Adopted:

- **Allowance of Increased Density Levels:** A density bonus of up to 50 percent above the normal density permitted by this chapter may be provided as a special exception pursuant to article II, division 7 of this chapter. Such bonus shall be subject to compatibility with the surrounding natural and physical environment, site constraints, concurrency management requirements and shall be in keeping with the purpose and intent of this chapter.
- **Setback Requirements:** may be reduced up to 25 percent provided such reductions are not permitted for structures along the periphery of the AHD. Reductions along the periphery or in excess of the 25 percent limitation may be considered by the board of adjustment.
- **Allowance of Zero-Lot-Line Configurations:** Zero lot line configurations will be permitted in all single-family residential districts as follows: a) Zero lot line configuration when not located on the periphery of the AHD may be permitted provided no setback is required on one side of the lot and the setback on the opposite side is double the normal requirement of the district in which the AHD is located; and b) Zero lot line configuration proposed on the periphery of an AHD where located in a single-family residential district may be permitted.
- **Parking Requirements:** Parking requirements may be reduced where it can be shown that such reduction will be compatible with the surrounding neighborhood and not cause an adverse impact to the neighborhood.
- **Development Near Transportation Hubs:** Up to 10 units per acre shall be permitted in commercial zoning districts provided all development is provided as upper floors above commercial uses, the allowable floor area permitted shall not be reduced.

#### IV. EXHIBITS:

##### Required

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed, or attested adopting resolution.

##### Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement.
- H. Other Document Incorporated by Reference.

**Administrative Budget for Each Fiscal Year Covered in the Plan:****Pinellas County****Fiscal Year: 2024-2025**

Estimated SHIP Funds for Fiscal Year:	\$4,816,567.00
Salaries and Benefits	\$470,156.00
Office Supplies and Equipment	\$2,000.00
Travel Per diem Workshops, etc.	\$4,500.00
Advertising	\$5,000.00
Other*	\$0.00
Total	\$481,656.00
Admin %	10.00%
Admin within allowed percentage? (Ok or Over Budget)	<b>OK</b>

**Fiscal Year: 2025-2026**

Estimated SHIP Funds for Fiscal Year:	\$4,816,567.00
Salaries and Benefits	\$470,156.00
Office Supplies and Equipment	\$2,000.00
Travel Per diem Workshops, etc.	\$4,500.00
Advertising	\$5,000.00
Other*	\$0.00
Total	\$481,656.00
Admin %	10.00%
Admin within allowed percentage? (Ok or Over Budget)	<b>OK</b>

**Fiscal Year: 2026-2027**

Estimated SHIP Funds for Fiscal Year:	\$4,816,567.00
Salaries and Benefits	\$470,156.00
Office Supplies and Equipment	\$2,000.00
Travel Per diem Workshops, etc.	\$4,500.00
Advertising	\$5,000.00
Other*	\$0.00
Total	\$481,656.00
Admin %	10.00%
Admin within allowed percentage? (Ok or Over Budget)	<b>OK</b>

\*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.

Details:



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

**Pinellas County** affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	Interim Report	Closeout Report
<b>2024-2025</b>	6/30/2026	6/30/2027	9/15/2026	9/15/2027
<b>2025-2026</b>	6/30/2027	6/30/2028	9/15/2027	9/15/2028
<b>2026-2027</b>	6/30/2028	6/30/2029	9/15/2028	9/15/2029

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

Fiscal Year	Funds Not Expended	Closeout AR Not Submitted
<b>2024-2025</b>	3/30/2027	6/15/2027
<b>2025-2026</b>	3/30/2028	6/15/2028
<b>2026-2027</b>	3/30/2029	6/15/2029

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

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

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

**Other Key Deadlines:**

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

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

**Name of Local Government:** Pinellas County  
**Estimated Funds (Anticipated Allocation Only):** \$4,816,567  
**Purchase Price Limits:** New - \$375,000; Existing - \$375,000

Code	Strategies Homeownership	Qualifies for 75% Set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
1	Purchase Assistance	No	0	\$75,000	5	\$75,000	1	\$50,000	\$0	\$425,000	\$425,000	6
2	Purchase Assistance with Rehab	Yes	0	\$75,000	5	\$75,000	2	\$50,000	\$475,000	\$0	\$475,000	7
3	Owner Occupied Rehab	Yes	10	\$75,000	6	\$75,000	1	\$75,000	\$1,275,000	\$0	\$1,275,000	17
9	Acquisition/Rehabilitation	Yes	0	\$250,000	1	\$250,000	0	\$250,000	\$250,000	\$0	\$250,000	1
10	New Construction	Yes	0	\$250,000	3	\$250,000	0	\$250,000	\$750,000	\$0	\$750,000	3
5, 16	Disaster Mitigation	Yes	0	\$20,000	0	\$20,000	0	\$20,000	\$0	\$0	\$0	0
	<b>Total Homeownership</b>		10		20		4		\$2,750,000	\$425,000	\$3,175,000	34

Code	Rental Strategies	Qualifies for 75% Set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
14, 21	Rental Development	Yes	0	\$250,000	4	\$250,000	0	\$250,000	\$1,000,000	\$0	\$1,000,000	4
13, 23	Rental Assistance	No	0	\$10,000	0	\$0	0	\$0	\$0	\$0	\$0	0
	<b>Total Rental</b>		0		4		0	\$0	\$1,000,000	\$0	\$1,000,000	4

Expenditure Category	Total Expenditures
Administration Fees (10% of Allocation)	\$481,656
Home Ownership Counseling	\$100,000
Home Ownership Strategies	\$3,175,000
Rental Strategies	\$1,000,000
<b>Total Expenditures*</b>	<b>\$4,756,656</b>

Set-Aside Categories	Expenditures	% of Anticipated Allocation	Meets Requirements?
Construction/Rehab % (75% Requirement)	\$3,750,000	77.9%	OK
Homeownership % (65% Requirement)	\$3,175,000	65.9%	OK
Rental Restriction (25%)	\$1,000,000	20.8%	OK
Very-Low Income (30% Requirement)	\$750,000	15.6%	OK
Low Income (30% Requirement)	\$2,200,000	45.7%	OK
Moderate Income	\$225,000	4.7%	

**FLORIDA HOUSING FINANCE CORPORATION**  
**HOUSING DELIVERY GOALS CHART**  
**2025-2026**

**Name of Local Government:** Pinellas County  
**Estimated Funds (Anticipated Allocation Only):** \$4,816,567  
**Purchase Price Limits:** New - \$375,000; Existing - \$375,000

Code	Strategies Homeownership	Qualifies for 75% Set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
1	Purchase Assistance	No	0	\$75,000	5	\$75,000	1	\$50,000	\$0	\$425,000	\$425,000	6
2	Purchase Assistance with Rehab	Yes	0	\$75,000	5	\$75,000	2	\$50,000	\$475,000	\$0	\$475,000	7
3	Owner Occupied Rehab	Yes	10	\$75,000	6	\$75,000	1	\$75,000	\$1,275,000	\$0	\$1,275,000	17
9	Acquisition/Rehabilitation	Yes	0	\$250,000	1	\$250,000	0	\$250,000	\$250,000	\$0	\$250,000	1
10	New Construction	Yes	0	\$250,000	3	\$250,000	0	\$250,000	\$750,000	\$0	\$750,000	3
5, 16	Disaster Mitigation	Yes	0	\$20,000	0	\$20,000	0	\$20,000	\$0	\$0	\$0	0
	<b>Total Homeownership</b>		10		20		4		\$2,750,000	\$425,000	\$3,175,000	34

Code	Rental Strategies	Qualifies for 75% Set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
14, 21	Rental Development	Yes	0	\$250,000	4	\$250,000	0	\$250,000	\$1,000,000	\$0	\$1,000,000	4
13, 23	Rental Assistance	No	0	\$10,000	0	\$0	0	\$0	\$0	\$0	\$0	0
	<b>Total Rental</b>		0		4		0	\$0	\$1,000,000	\$0	\$1,000,000	4

Expenditure Category	Total Expenditures
Administration Fees (10% of Allocation)	\$481,656
Home Ownership Counseling	\$100,000
Home Ownership Strategies	\$3,175,000
Rental Strategies	\$1,000,000
<b>Total Expenditures*</b>	<b>\$4,756,656</b>

Set-Aside Categories	Expenditures	% of Anticipated Allocation	Meets Requirements?
Construction/Rehab % (75% Requirement)	\$3,750,000	77.9%	OK
Homeownership % (65% Requirement)	\$3,175,000	65.9%	OK
Rental Restriction (25%)	\$1,000,000	20.8%	OK
Very-Low Income (30% Requirement)	\$750,000	15.6%	OK
Low Income (30% Requirement)	\$2,200,000	45.7%	OK
Moderate Income	\$225,000	4.7%	

**FLORIDA HOUSING FINANCE CORPORATION  
HOUSING DELIVERY GOALS CHART  
2026-2027**

**Name of Local Government:** Pinellas County  
**Estimated Funds (Anticipated Allocation Only):** \$4,816,567  
**Purchase Price Limits:** New - \$375,000; Existing - \$375,000

Code	Strategies Homeownership	Qualifies for 75% Set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
1	Purchase Assistance	No	0	\$75,000	5	\$75,000	1	\$50,000	\$0	\$425,000	\$425,000	6
2	Purchase Assistance with Rehab	Yes	0	\$75,000	5	\$75,000	2	\$50,000	\$475,000	\$0	\$475,000	7
3	Owner Occupied Rehab	Yes	10	\$75,000	6	\$75,000	1	\$75,000	\$1,275,000	\$0	\$1,275,000	17
9	Acquisition/Rehabilitation	Yes	0	\$250,000	1	\$250,000	0	\$250,000	\$250,000	\$0	\$250,000	1
10	New Construction	Yes	0	\$250,000	3	\$250,000	0	\$250,000	\$750,000	\$0	\$750,000	3
5, 16	Disaster Mitigation	Yes	0	\$20,000	0	\$20,000	0	\$20,000	\$0	\$0	\$0	0
	<b>Total Homeownership</b>		10		20		4		\$2,750,000	\$425,000	\$3,175,000	34

Code	Rental Strategies	Qualifies for 75% Set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
14, 21	Rental Development	Yes	0	\$250,000	4	\$250,000	0	\$250,000	\$1,000,000	\$0	\$1,000,000	4
13, 23	Rental Assistance	No	0	\$10,000	0	\$0	0	\$0	\$0	\$0	\$0	0
	<b>Total Rental</b>		0		4		0	\$0	\$1,000,000	\$0	\$1,000,000	4

Expenditure Category	Total Expenditures
Administration Fees (10% of Allocation)	\$481,656
Home Ownership Counseling	\$100,000
Home Ownership Strategies	\$3,175,000
Rental Strategies	\$1,000,000
<b>Total Expenditures*</b>	<b>\$4,756,656</b>

Set-Aside Categories	Expenditures	% of Anticipated Allocation	Meets Requirements?
Construction/Rehab % (75% Requirement)	\$3,750,000	77.9%	OK
Homeownership % (65% Requirement)	\$3,175,000	65.9%	OK
Rental Restriction (25%)	\$1,000,000	20.8%	OK
Very-Low Income (30% Requirement)	\$750,000	15.6%	OK
Low Income (30% Requirement)	\$2,200,000	45.7%	OK
Moderate Income	\$225,000	4.7%	

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: **PINELLAS COUNTY**

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will ensure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Elected Official or Designee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Date

**OR**

\_\_\_\_\_  
Attest: Katherine Carpenter, Deputy Clerk

(Seal)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES AND CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING THE CHAIRMAN OR DESIGNEE TO EXECUTE AND THE CLERK TO ATTEST THE PLAN FOR SUBMISSION TO AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AUTHORIZING THE CHAIRMAN, ADMINISTRATOR, HOUSING AND COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEES TO EXECUTE AND SUBMIT REPORTS, CERTIFICATIONS, AND OTHER NECESSARY DOCUMENTS NEEDED BY THE STATE FOR APPROVAL AND IMPLIMENTATION OF THE PLAN; AUTHORIZING THE COUNTY ADMINISTRATOR TO ACCEPT GRANT AWARDS AND ENTER INTO AGREEMENTS, INCLUDING AMENDMENTS, IN FURTHERANCE OF AND IN CONFIRMANCE WITH THE PLAN; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

**WHEREAS**, Section 420.9075, Florida Statutes allows the cost of administering the plan to exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund if the governing body of the local jurisdiction 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; and

**WHEREAS**, the Pinellas County Board of County Commissioners hereby finds 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; and

**WHEREAS**, the Housing and Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation with the cost of administering the program not to exceed 10 percent of the local housing distribution plus 5 percent of the program income deposited in the trust fund as permitted by Section 420.9075, Florida Statutes; and

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

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA**, in regular session duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2024, that:

Section 1: The above recitals are true and accurate and are hereby fully incorporated herein.

Section 2: The Board of County Commissioners of Pinellas County, Florida hereby approves the Local Housing Assistance Plan, as attached and incorporated herein, authorizes the Chair to execute the Plan for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2024/2025, 2025/2026, and 2026/2027.

Section 3: The Chairman, the County Administrator, or the Housing and Community Development Department Director, or their designees, are hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation related to the approval and implementation of the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.



Section 4: Notwithstanding the limits set forth in Pinellas County Code Section 2-62, the County Administrator or designee is hereby authorized to accept all grant awards and enter into any and all contracts, security agreements, land use restriction agreements, and other such agreements, including amendments, in furtherance of and in conformance with the Plan.

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
County Clerk