

City of Panama City

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2024-2025, 2025-2026, 2026-2027



HOUSING & COMMUNITY SERVICES

Making Home Ownership Dreams Come True

850.872.7230

PANAMACITY.GOV





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I. Program Details:

A. LG(s)

Name of Local Government	City of Panama City
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	

B. Purpose of the program:

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

C. Fiscal years covered by the Plan: 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 for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

Applicants will be placed on a waiting list in order of receipt of their applications. When funds are available for a particular strategy, the applicants will be contacted to complete/update the applications for SHIP assistance. Applicants will be placed in the que for assistance once they have provided all required documentation and have been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very low income, then low income. After meeting required set asides all other applicants deemed eligible will be considered equally with priority given to very low, then low-income applicants.



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

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

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

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

“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 of Panama City 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	Program Administration	10
Third Party Entity/Sub-recipient		

R. First-time Homebuyer Definition: For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

S. Project Delivery Costs: In addition to the administrative costs listed above, the City will charge a reasonable project delivery cost to cover inspections performed by non-City employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the recorded mortgage and note.

T. Essential Service Personnel Definition (ESP): For purposes of SHIP Funding, the City considers the following groups as Essential Services to our City: First Responders (e.g., Law Enforcement, Firefighters, and EMT), Educators in K-12, Nurses, Active Military, National Guard stationed in the City and Skilled building trades.

- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:** The City will, when economically feasible, employ the following Green Building requirement on rehabilitation and emergency repairs:
- a. Water-Conserving Appliances and Fixtures (toilets, shower heads, faucets)**
 - b. Energy Star Appliances (refrigerator and stove)**
 - c. Efficient Lighting (Exterior/Interior)**
 - d. Upgrading of Insulation (attics, walls and new roofing materials)**
 - e. Tankless Water Heaters**
 - f. Water – Permeable Walkways**
 - g. Air Conditioning Units with a Higher Seer Rating**
 - h. Construction Waste Management**
 - i. Impact Resistant Windows**
- V. Describe efforts to meet the 20% Special Needs set-aside:** The City will partner with Social Service Agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through purchase assistance, owner-occupied rehabilitation, emergency repair, and rental assistance.
- W. Describe efforts to reduce homelessness:** The City works with the local Continuum of Care (CoC) and agencies serving the homeless populations primarily through referrals and rental assistance to place these individuals or families in rental housing for the purpose of providing a stable housing situation for twelve months or more. In addition to the direct use of SHIP Funding to prevent homelessness through the eviction prevention strategy and to rehouse homeless households through the rental assistance strategy detailed below. The City also has staff serving on the CoC housing committee and coordinated entry system committee.

Section II. LHAP Strategies (Please read LHAP Strategy Quick Guide before developing strategies):

A. Purchase Assistance	Code 2
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a. Summary: The Purchase Assistance strategy is created to assist first-time homebuyers with the costs of purchasing existing or newly constructed (with a Certificate of Occupancy) eligible housing. Eligible costs include: down payment, closing costs, mortgage buy down, and other costs associated with purchasing a home. Eligible housing includes single-family homes, townhomes/duplex or condominiums.

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

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

d. Maximum award: Up to \$60,000 (\$50,000 in down payment assistance and up to \$10,000 in closing cost assistance).

e. Terms:

1. Repayment loan/deferred loan/grant: All loans made to applicants under this strategy will be a deferred payment, secured by a promissory note and recorded mortgage for the value of the award received.
2. Interest Rate: 0%
3. Years in loan term: 15, 10 for mobile homes (constructed after June 1994)
4. Forgiveness: Loan will be forgiven if recipient maintains ownership as their primary residence through the term of the loan.
5. Repayment: Not required as long as 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. 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 City 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 repayment. All repayments from this program will be considered program income.

- f. Recipient Selection Criteria: Applicant households will be “first qualified, first served” and as described in Section 1, I.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources as they become available from time to time. In the event of a State or federally declared disaster as proclaimed by Executive Order of the Governor or President.

B. Owner-Occupied Housing Rehabilitation	Code 3, 6
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<p>a. Summary: The purpose of this strategy is to provide Housing Rehabilitation loans to owner occupied households. This strategy has as its objective the upgrading of the existing housing stock to meet the City’s HUD Housing Quality Standards (HQS). If assistance is needed for a minor repair, not to exceed \$10,000, the applicant will receive an Emergency Assistance Rehab, (i.e., water heater, HVAC, insulation, minor electrical, plumbing, etc.)</p>
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- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low-, low- and moderate-income.
- d. Maximum award: Up to \$50,000 (rehab), \$10,000 (emergency repairs)
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: All loans secured by a promissory note and recorded

- mortgage for the value of the award received.
2. Interest Rate: 0%
 3. Years in loan term: 15 (rehab), Grant (emergency repairs)
 4. Forgiveness: Loan is forgiven at the end of the loan term as long as recipient maintains ownership as their primary residence through the term of the loan.
 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. 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 resident. 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 City 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 repayment. All repayments from this program will be considered program income.
- f. Recipient/Tenant Selection Criteria: Applicant households will be “first qualified, first served” and as detailed in Section 1, I.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: **Section 420.9075(3)(d), F.S.** Energy Efficiency and Green Housing related repairs shall be encouraged. Homeowner must have maintained ownership in the home for a minimum of 3 years prior to application. Priority will be given to clients with Special Needs as defined in 420.0004 (13).

C. Disaster Assistance

Code 5, 16

a. **Summary:** In the event of a state or federally declared disaster as proclaimed by Executive Order, funds may be used to provide assistance to eligible persons occupying eligible housing. SHIP disaster funds may be utilized for the interim repair and the subsequent upgrading of eligible housing or in the set-up, maintenance, or provision of temporary housing solutions. Interim repairs may include the purchase of emergency supplies for eligible households to weatherproof damaged homes, interim repairs to prevent further damage, provide temporary housing, tree and debris removal required to make individual housing units habitable, post disaster repairs and construction of wells and septic's or repairs of existing where public water is not available. Funds will also provide assistance which covers necessary repairs excluded from insurance claims. Disaster funds can also be used to obtain insurance for homeowners. This strategy also includes grants for items such as rent, mortgage and utility assistance, emergency repairs and eviction prevention. Post disaster repairs may include elevating of the structure and the goal of upgrading to U.S. HUD Housing Quality Standards (HQS).

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

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

d. **Maximum award:** Up to \$50,000 (disaster), \$10,000 (rental assistance)

e. **Terms:**

1. **Repayment loan/deferred loan/grant:** All loans secured by a promissory note and recorded mortgage for the value of the award received. Funds for rental assistance are awarded as a grant.
2. **Interest Rate:** 0%
3. **Years in loan term:** 15
4. **Forgiveness:** Loan is forgiven at the end of the loan term as long as recipient maintains ownership as their primary residence through the term of the loan.

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 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. In cases where the qualifying homeowner(s) dies(s), during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary resident. 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 City 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 repayment. All repayments from this program will be considered program income.
- f. **Recipient/Tenant Selection Criteria:** Applicant households will be selected as follows: Applicants currently on the SHIP owner-occupied rehabilitation wait list will be contacted to ascertain any damage incurred due to the disaster. Applicants must provide proof of homeowner's insurance and must file for and use proceeds from the insurance and/or FEMA assistance programs as a first option. Applicants who do not have insurance will be required to obtain if deemed eligible for assistance. If applicant is unable to afford the premium, or if first year insurance will cause hardship for the applicant, it may be included in the award amount. After one year, applicant must maintain insurance during the life of the loan. Applications received during the application period will be served on a "first qualified, first served" and as detailed on Section 1.I.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** After exhausting the waiting list, the availability of unencumbered funds will be advertised in a newspaper of general circulation and in periodicals serving ethnic and diverse neighborhoods within the City. The City will advertise the availability of any unencumbered funds at least 30 days prior to the beginning of the disaster mitigation/recover application period. The strategy will be implemented only in the event of a disaster declaration and is contingent upon the availability of disaster assistance funds. SHIP disaster funds may be



utilized to leverage other public and private funds, provide rental and utility assistance along with mortgage and utility payment assistance and strategies included in the LHAP that benefit applicants directly under the executive order and other eligible activities as proposed and approved by Florida Housing.

D. Foreclosure Prevention (Insurance, Taxes and Mortgage Assistance)	Code 7
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a. **Summary:** The Foreclosure prevention program provides qualified homeowners the opportunity to avoid foreclosures and retain their homes. This strategy is designed to provide assistance to applicants who are delinquent in their mortgage payments, tax assessments, fire assessments, or loss of insurance, etc. that may result in foreclosure due to no fault of their own. The Foreclosure prevention program provides SHIP assistance to qualified homeowners of single-family, townhouse/duplex and condominium units to prevent foreclosure.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low-, low- and moderate-income
- d. Maximum award: Up to \$10,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Recipients of SHIP awards will be required to meet program guidelines and funds will be awarded as a grant.
 - 2. Interest Rate: N/A
 - 3. Years in grant term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient/Tenant Selection Criteria: Criteria for awarding SHIP funds to income-eligible applicants will be “first qualified, first served” and as detailed in Section 1, I. The applicant(s) must show their ability to continue to maintain their mortgage payment after assistance is given.



If the maximum award amount is not enough to bring the delinquency current, the homeowner must pay the remainder to bring the delinquency current. Applicants must show the non-payment of their mortgage is due to the following eligible reasons:

1. Loss of pay due to involuntary job loss;
2. Divorce or separation which resulted in temporary loss of income;
3. Death of a spouse which resulted in a temporary loss of income;
4. Sudden unforeseen medical expenses or medical diagnosis;
5. Unforeseen emergency home repairs including condo/homeowner association assessments or
6. Involuntarily loss of verifiable income from other sources (temporary or permanent).

To demonstrate this, the applicant must provide a letter of separation or notice of salary level change, a layoff notice, or other written documents verifying hardship.

- g. Sponsor Selection Criteria: N/A
- h. Additional Information: All households receiving SHIP assistance must be the primary residence of the recipient and cannot be used as a rental unit. Recipients will be provided assistance regardless of balances on any other SHIP mortgage. To qualify for consideration, applicants must be no less than three (3) months delinquent on their mortgage payments, have received documents from lender that require contribution in order to complete modification, have received foreclosure documents from lender, a delinquent tax or insurance notice, or a notice of tax deed sale provided by Clerk of Court or Tax Assessor's Office, or at the discretion of the Panama City's Housing & Community Services Department.

E. Impact Fee Assistance	Code 8
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- a. Summary: SHIP funds will be used to pay all or a portion of sewer/water connection fees, deposits, permits, plan review, school impact fees, etc. for income eligible, owner-occupied single-family units that are sold at or below the City's maximum sales price rates to income eligible buyers. This assistance results in a reduced sales price for the homebuyer. This strategy can be combined with down payment assistance.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low-, low- and moderate-income
- d. Maximum award: Up to \$10,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Recipients of SHIP awards will be required to meet program guidelines and funds will be awarded as a grant.
 - 2. Interest Rate: N/A
 - 3. Years in grant term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient/Tenant Selection Criteria: Criteria for awarding SHIP funds to eligible households will be “first qualified, first served” and as detailed in Section 1, I.
- g. Sponsor/Sub-recipient Selection Criteria: N/A
- h. Additional Information: City Code requires that all homes be connected to the city-wide sewer system. This strategy may be used for existing homes currently on a septic system within the City, homes in areas being annexed in the City, or income-eligible applicants that may need assistance with new construction. Housing & Community Services staff will coordinate with other city departments to ensure all households in annexed areas are notified of this potential funding availability and to assess the needs of applicants.



F. Land Acquisition	Code 9
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a. Summary: This strategy is designed to facilitate the acquisition of vacant land that will be developed for affordable housing for income-eligible households. Acquired land can be pledged as security collateral for construction/permanent financing for a new home. Land acquisition does not permit land banking.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low-, low- and moderate-income families and income-qualified families with special needs.
- d. Maximum award: Up to \$185,000 per lot (developer), \$50,000 (homebuyer)
- e. Terms :
 1. Repayment loan/deferred loan/grant: All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a promissory note and recorded mortgage for the land value.
 2. Interest Rate: 0 % homebuyer and developer
 3. Years in loan term: 30 – income eligible household, 2 years – Developer
 4. Forgiveness: Homebuyer: Loan is forgiven at the end of the loan term as long as recipient maintains ownership as their primary residence through the term of the loan. Developer: N/A
 5. Repayment: Homebuyer: Not required as long as the loan is in good standing. Developer will repay funds to the city minus allowable developer fee (15%) and amount passed through as downpayment assistance or mortgage reduction.
 6. Default: For the homebuyer: 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. 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 City 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 repayment. All repayments from this program will be considered program income.

Default terms for developer not meeting program requirements shall be immediate repayment to the City trust account if the developer fails to meet the terms of the deferred payment, 0% interest loan, or fails to meet the program timeline for expenditure or having an eligible applicant occupying eligible housing. Default terms shall be described in mortgage and promissory note security property.

- f. Recipient/Tenant Selection Criteria: Criteria for awarding SHIP funds to income eligible applicants will be “first qualified, first served” and as detailed in Section 1, I.
- g. Sponsor Selection Criteria: Sponsors used to implement this program will be selected based on the criteria listed below and must be able to demonstrate a capacity to effectively address affordable housing objectives. The selection criteria may include, but is not limited to, the following:
- A non-profit must have received a tax-exempt ruling from the IRS under Section 501(c) of the Internal Revenue Code.
 - A non-profit must have in its mission statement, in its Articles of Incorporation, or in its by-laws that its dedicated purpose is to provide such services.
 - The financial strength of the applicant.
 - The capacity of the applicant.
 - The level of experience.
 - Applicant must be willing to contractually commit to SHIP and City program requirements.
 - Applicant must agree to select recipients on the basis of compliance with all eligibility requirements imposed by the Program.



- Preference will be given to applicants who employ personnel from the Welfare Transition Program.
- h. Additional Information: Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources, as they become available from time to time.

G. New Construction/Infill Housing	Code 10
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a. Summary: This strategy is designed to revitalize residential communities through the construction of affordable homes for very low-, low- and moderate-income residents of Panama City. The strategy will target low to moderate income neighborhoods of Panama City including land newly annexed into the city limits.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low-, low- and moderate-income
- d. Maximum award: Up to \$300,000 (developer), \$75,000 (homebuyer)
- e. Terms:
1. Repayment loan/deferred loan/grant: All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a promissory note and recorded mortgage for the value of the award received.
 2. Interest Rate: 0% .
 3. Years in loan term: 30-Homebuyer; 2-Developer
 4. Forgiveness: Loan is forgiven if recipient maintains ownership as their primary residence through the term of the loan. No forgiveness for the developer.
 5. Repayment: Homebuyer: Not required as long as the loan is in good standing. Developer will repay funds to the city minus allowable developer fee (15%) and amount passed through as downpayment assistance or mortgage reduction.
 6. Default: For the homebuyer - 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. 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 City 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 repayment. All repayments from this program will be considered program income.

Default terms for developer not meeting program requirements shall be immediate repayment to the City trust account if the developer fails to meet the terms of the deferred payment, 0% interest loan, or fails to meet the program timeline for expenditure or having an eligible applicant occupying eligible housing. Default terms shall be described in mortgage and promissory note security property.

- f. Recipient/Tenant Selection Criteria: Criteria for awarding SHIP funds to income-eligible applicants will be “first qualified, first served” and as detailed in Section 1, I.
- g. Sponsor Selection Criteria: The development of affordable housing on these lots will be offered to qualified developers. Selected developers are required to build affordable houses within 24 months after which homes are sold to first-time homebuyers (those applicants who have not owned a home within 3 years) with incomes up to 140% of the median income for Panama City.
 - A non-profit must have received a tax-exempt ruling from the IRS under Section 501(c) or the Internal Revenue Code.
 - A non-profit must have in its mission statement, in its Articles of Incorporation, or in its by-laws that its dedicated purpose is to provide such services.
 - The financial strength of the applicant.
 - The capacity of the applicant.



- The level of experience.
 - Applicant must be willing to contractually commit to SHIP and City program requirements.
 - Applicant must agree to select recipients on the basis of compliance with all eligibility requirements imposed by the Program.
 - Preference will be given to applicants who employ personnel from the Welfare Transition Program.
- h. Additional Information: Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources as they become available from time to time.

H. Rental, Security and Utility Deposit Assistance	Code 13, 23 & 26
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a. Summary: (1) This strategy provides assistance to applicants that are homeless or in imminent danger of becoming homeless that are in need of past due rent payments to avoid eviction, or in need of assistance with obtaining a lease on a rental unit, located within the city limits of Panama City. This may include utility deposits, security deposits and rent equal to no more than twelve month's rents and/or not to exceed \$5,000. All payments are made payable directly to the landlord or utility company.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be served: Very low-, low- and moderate-income families and income qualified families with special needs as defined by Section 420.0004 (13) F.S. Preference will be given to very low-, low- and then moderate-income families. Households served also include those individuals/families that are homeless, or in imminent danger of becoming homeless as defined in F.S. 420.621(5).
- d. Maximum award: Up to \$5,000



- e. **Terms:**
1. **Repayment loan/deferred loan/grant:** All assistance will be given in the form of a grant.
 2. **Interest Rate:** N/A
 3. **Years:** N/A
 4. **Forgiveness:** N/A
 5. **Repayment:** N/A
 6. **Default:** N/A
- f. **Recipient/Tenant Selection Criteria:**
- The applicant’s annual household income may not exceed 120% of the area median income adjusted for family size.
 - Applicants will be processed on a “first qualified, first served” as detailed in Section 1, I following annual advertisement of SHIP Notice of Funds Availability (NOFA). Applicants will be processed using a selection criterion established with Housing & Community Services.
 - Property for which assistance is being sought must be within the city limits of Panama City.
 - Applicants assisted under this strategy must have a lease of no less than a one year, a dwelling unit which meets the Standard Housing Code Requirements and whose occupancy will not violate any other City codes, or ordinances including zoning codes.
- g. **Sponsor Selection Criteria:** N/A
- h. **Additional Information:** This strategy is subject to fund availability and may not be available every fiscal year.

I. Rental Development	Code 14, 15, 20, 21
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- a. **Summary:** This strategy is designed for developers of affordable rental units as well as transitional or supportive housing units. 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 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-income

- d. **Maximum award:** Up to \$300,000 per unit

- e. **Terms:**
 - 1. All loans made to applicants under this strategy will be a deferred payment, non-amortizing loan secured by a promissory note and recorded mortgage for the value of the award received.
 - 2. **Interest Rate:** 0%
 - 3. **Years in loan term:** 15 year minimum on all projects. Maximum term is 25 years unless longer term is specifically required by HUD, FHFC, RD or other primary lender as a condition for project financing.
 - 4. **Forgiveness:** Loan is forgiven at the end of the term of the loan.
 - 5. **Repayment:** Not required as long as the loan is in good standing.
 - 6. **Default:** Terms for developer not meeting program requirements shall be immediate repayment to the City trust account if the developer fails to meet the terms of the deferred payment, 0% interest loan, or fails to meet the program timeline for expenditure or having an eligible applicant occupying eligible housing.

- f. **Recipient Selection Criteria:** All applicants for residence in a SHIP-assisted unit will be selected on a first qualified, first served basis and must meet income qualifications of the program as determined and reported by the developer’s management company for the development.



- g. **Sponsor Selection Criteria:** Developers will apply to the City through an RFQ process. The RFQ will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the City’s housing element in the Comprehensive Plan. The City reserves the right to select developments that meet all of the above requirements and (1) are in areas of immediate need due to lack of available units; and (2) propose to preserve and improve existing units.

- h. **Additional Information:** Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units. Other programs which will be used as leverage with SHIP funds under this strategy are as follows: Private lending institutions and other funding sources as they become available from time to time.

J. Demolition/Reconstruction	Code 4
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a. **Summary:** This strategy will provide replacement housing for SHIP-eligible, owner-occupied homes that are unfeasible for rehabilitation (the structure is determined to be in need of repairs in excess of 50% of the value of the home), for those that are owned by the elderly (over age 55), or households with a member that meets the definition of Special Needs. In 420.0004(13), owners of mobile homes and manufactured homes will be eligible for assistance after the owner agrees that the damaged mobile/manufactured home will be removed from the site. Replacement units must be built after June 1994 to qualify (Section 420.907 F.S.).

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

- c. **Income Categories to be served:** Very low-, low- and moderate-income families and income qualified families with special needs as defined by Section 420.0004 (13) F.S. Preference will be given to very low-, low- and then moderate-income families. Households served also include those individuals/families that are homeless, or in imminent danger of becoming homeless as defined in F.S. 420.621(5).

- d. Maximum award: Up to \$185,000
- e. Terms:
1. Repayment loan/deferred loan/grant: Loan will be secured by a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will be recorded in the public records of the Clerk of Court.
 2. Interest Rate: N/A
 3. Years in loan term: 30 years
 4. Forgiveness: N/A
 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 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. In cases where the qualifying homeowner(s) dies(s), during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary resident. 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 City 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 repayment. All repayments from this program will be considered program income.
- f. Recipient/Tenant Selection Criteria: Applicants will be processed on a “first qualified, first served” as detailed in Section 1, I following annual advertisement of SHIP Notice of Funds Availability (NOFA). Applicants will be processed using a selection criterion established with Housing & Community Services.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
- Only those dwellings occupied by eligible homeowners wishing to participate in a voluntary

demolition will be considered qualified for replacement if:

- The home is found to be unfit for human habitation in accordance with standards set forth in the Standard Housing Code.
- The home has been determined to be structurally unfeasible for rehabilitation or rehabilitation costs exceed the allowed limit in the Rehabilitation strategy; the homeowner agrees to permit the City to have the dilapidated structure demolished.
- The homeowner agrees to sign a lien against the property which would require repayment of the mortgage. If property is sold, transferred or refinanced, mortgage becomes due and payable or property reverts back to City.
- Homeowners assisted under this strategy must obtain temporary housing on their own.

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:

Applications for development approval shall be submitted to the City. As specified in the City's Land Use Code, required reviews and subsequent recommendations must be completed by the City within twenty-five (25) working days after the date the City is satisfied, that the application contains all required information and all fees and charges have been paid. It is the opinion of the City that the processing time for development applications is not considered excessive. However, in the interest of promoting Affordable Housing for low- and moderate-income persons, contingency policy is now in place that would provide treatment in development order issuance for bonafied Affordable Housing.



Specifically, bonafied Affordable Housing applications shall receive priority treatment.

The intent is to expedite the processing of bonafied Affordable Housing Development applications in that required reviews and subsequent recommendations shall be completed by the City within twenty-five (25) working days after the date the City is satisfied that the application contains all required information and all fees and charges have been paid.

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:

A policy requiring review of any proposed new policies, procedures, ordinances, regulations, or plan provision that affect residential housing be enacted. Such review shall be conducted prior to and shall accompany such policies, procedures, ordinances, regulations or plan revisions throughout the adoption process. The review shall include an evaluation of the proposed new policy, procedure, ordinance and regulation of plan provision as to its effect on cost or any other factor relevant to Affordable Housing. The review of proposed new policies, procedures, ordinances, regulations, or plan provision that affects residential housing shall be conducted by the City's Planning Board prior to adoption by City Commissioners.

C. Other Incentive Strategies Adopted:

- Name of the Strategy: **Density & Intensity Bonuses**

May comply with the pertinent requirements of the City's Land Development Regulation Code.

- Name of Strategy: **Inventory of Public Lands**

At least every three years, the City shall prepare an inventory list of all real property it owns within its jurisdiction that is appropriate for use as affordable housing. This list will be binder-kept, in-house and available for

viewing by the public during normal business hours.

- Name of Strategy: **Educational Outreach**

The educational outreach component includes several initiatives. A comprehensive marketing and community plan has been initiated for the preparation and dissemination of information via newsletters, brochures and the local media. Workshops are conducted on a regular basis to train and educate builders, developers, real estate professionals, lenders, and very low- to moderate-income families about the housing needs of low-income families, the loan approval process and the construction process. Additionally, prior to a developer's first award of any funding of impact fees, the developer must attend a technical assistance meeting with staff from Housing & Community Services.

- Name of Strategy: **Defining affordable housing in the Local Housing Assistance Plan**

The definition of affordable housing is cited under Section M of Program Details. The levels of affordability used by Panama City and as adopted in the City's threshold criteria for affordable housing are as follows:

- a. Moderate-income means total household income between eighty-one percent (81%) and one hundred forty percent (140%) of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.
- b. Low-income means total household income between fifty-one percent (51%) and eighty percent (80%) of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.
- c. Very low-income means total household income between fifty percent (50%) and below of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.

d. Extremely low-income means total household income at thirty percent (30%) and below of the Panama City/Bay County Metropolitan Statistical Area (MSA) median income.

- Name of Strategy: **Support for development and growth near transportation Hubs, major employers and mixed-use centers**

The Comprehensive Plan provides for mixed-use, pedestrian- and bicycle-friendly communities in higher densities and intensities that are transit supportive and reduce the need to rely on a motor vehicle for mobility. These are provided for in activity centers designated by the Comprehensive Plan, and in Transit Orient Developments (TODs) and Traditional Neighborhood Developments (TNDs) in areas designated for urban residential development. To increase the variety of housing opportunities within walking distance of existing or future commercial and employment areas, residential uses in activity centers re allowable as part of mixed-use development in non-residential Future Land Use designations. A range of housing options are allowed in these developments, to provide opportunities for residents of various income levels to reside within the same community.

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 (Required if applicable).

H. Other Documents Incorporated by Reference.

CITY OF PANAMA CITY

Fiscal Year: 2024-2025	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 30,000.00
Office Supplies and Equipment	\$ 1,200.00
Travel Per diem Workshops, etc.	\$ 3,000.00
Advertising	\$ 800.00
Other*	\$
Total	\$ 35,000.00
Admin %	10.00%
OK	

Fiscal Year 2025-2026	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 30,000.00
Office Supplies and Equipment	\$ 1,200.00
Travel Per diem Workshops, etc.	\$ 3,000.00
Advertising	\$ 800.00
Other*	\$
Total	\$ 35,000.00
Admin %	10.00%
OK	

Fiscal Year 2026-2027	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 30,000.00
Office Supplies and Equipment	\$ 1,200.00
Travel Per diem Workshops, etc.	\$ 3,000.00
Advertising	\$ 800.00
Other*	\$
Total	\$ 35,000.00
Admin %	10.00%
OK	

*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

City of Panama City affirms that funds allocated for these fiscal years will
(local government)
meet the following deadlines:

Fiscal Year	Encumbered	Expended	Interim Report	Closeout Report
2024-2025	6/30/2026	6/30/2027	9/15/2026	9/15/2027
2025-2026	6/30/2027	6/30/2028	9/15/2027	9/15/2028
2026-2027	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
2024-2025	3/30/2027	6/15/2027
2025-2026	3/30/2028	6/15/2028
2026-2027	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 and cameka.gardner@floridahousing.org and include:

1. A statement that "(city/county) requests an extension to the expenditure deadline for fiscal year N/A _____.
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 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:		CITY OF PANAMA CITY											
Estimated Funds (Anticipated allocation only):		\$ 350,000											
Code	Strategies	Homeownership	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Mod. SHIP Award	Mod. Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
2		PURCHASE ASSISTANCE	Yes	1	\$60,000	2	\$60,000			\$180,000.00	\$0.00	\$180,000.00	3
3,6		OWNER OCCUPIED REHABILITATION	Yes	2	\$50,000		\$50,000			\$100,000.00	\$0.00	\$100,000.00	2
5,16		DISASTER ASSISTANCE	Yes		\$50,000		\$50,000			\$0.00	\$0.00	\$0.00	0
7		FORECLOSURE/MORTGAGE PREVENTION	No	1	\$10,000		\$10,000			\$0.00	\$10,000.00	\$10,000.00	1
8		IMPACT FEE ASSISTANCE	Yes		\$10,000	1	\$10,000			\$10,000.00	\$0.00	\$10,000.00	1
9		LAND ACQUISITION ASSISTANCE	Yes		\$185,000		\$185,000			\$0.00	\$0.00	\$0.00	0
10		NEW CONSTRUCTION/INFILL HOUSING	Yes		\$300,000		\$300,000			\$0.00	\$0.00	\$0.00	0
13,23,26		RENTAL, SECURITY & UTILITY DEPOSIT	No	1	\$5,000	1	\$5,000			\$0.00	\$10,000.00	\$10,000.00	2
4		DEMOLITION/RECONSTRUCTION	Yes		\$185,000		\$185,000			\$0.00	\$0.00	\$0.00	0
Total Homeownership				5				0		\$290,000.00	\$20,000.00	\$310,000.00	9
Purchase Price Limits:				New	\$ 300,000	Existing	\$ 300,000						

Code	Rental	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Mod. SHIP Award	Mod. Units	Max. SHIP Award	New Construction	Without Construction	Total	Units
14,15,20,21	RENTAL DEVELOPMENT (MULTI-FAMILY)	Yes		\$300,000		\$300,000			\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
			0		0		0		\$0.00	\$0.00	\$0.00	0
	Total Rental								\$0.00	\$0.00	\$0.00	0
	Administration Fees	\$		35,000								
	Home Ownership Counseling	\$		5,000								
	Total All Funds	\$		350,000								

Set-Asides	
Percentage Construction/Rehab (75% requirement)	82.9% OK
Homeownership % (65% requirement)	88.6% OK
Rental Restriction (25%)	0.0% OK
Very-Low Income (30% requirement)	\$ 175,000 50.0% OK
Low Income (50% requirement)	\$ 135,000 38.6% OK
Moderate Income	\$ - 0.0% OK

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

Name of Local Government:		CITY OF PANAMA CITY										
Estimated Funds (Anticipated allocation only):		\$ 350,000										
Code	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
2	PURCHASE ASSISTANCE	Yes	1	\$60,000	2	\$60,000		\$60,000	\$180,000.00	\$0.00	\$180,000.00	3
3,6	OWNER OCCUPIED REHABILITATION	Yes	1	\$50,000	1	\$50,000		\$50,000	\$100,000.00	\$0.00	\$100,000.00	2
5,16	DISASTER ASSISTANCE	Yes		\$60,000		\$60,000		\$60,000	\$0.00	\$0.00	\$0.00	0
7	FORECLOSURE/MORTGAGE ASSISTANCE	No	1	\$10,000		\$10,000		\$10,000	\$0.00	\$10,000.00	\$10,000.00	1
8	IMPACT FEE ASSISTANCE	Yes		\$10,000		\$10,000		\$10,000	\$0.00	\$0.00	\$0.00	0
9	LAND ACQUISITION ASSISTANCE	Yes		\$185,000		\$185,000		\$185,000	\$0.00	\$0.00	\$0.00	0
10	NEW CONSTRUCTION/INFILL HOUSING	Yes		\$300,000		\$300,000		\$300,000	\$0.00	\$0.00	\$0.00	0
13,23,26	RENTAL, SECURITY & UTILITY DEPOSIT	No	1	\$5,000	2	\$5,000		\$5,000	\$0.00	\$15,000.00	\$15,000.00	3
4	DEMOLITION/RECONSTRUCTION	Yes		\$185,000		\$185,000		\$185,000	\$0.00	\$0.00	\$0.00	0
Total Homeownership			4		5		0		\$280,000.00	\$25,000.00	\$305,000.00	9
Purchase Price Limits:			New	\$ 300,000	Existing	\$ 300,000						

Code	Rental	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
14,15,20,21	RENTAL DEVELOPMENT	Yes		\$300,000		\$300,000		\$300,000	\$0.00	\$0.00	\$0.00	0
Total Rental			0		0		0		\$0.00	\$0.00	\$0.00	0
Administration Fees				\$ 35,000				10%				
Home Ownership Counseling				\$ 10,000								
Total All Funds				\$ 350,000								

Set-Asides	
Percentage Construction/Rehab (75% requirement)	80.0% OK
Homeownership % (65% requirement)	87.1% OK
Rental Restriction (25%)	0.0% OK
Very-Low Income (30% requirement)	\$ 125,000 35.7% OK
Low Income (80% requirement)	\$ 180,000 51.4% OK
Moderate Income	\$ - 0.0% OK

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

Estimated Funds (Anticipated allocation only):		350,000													
Code	Strategies	Qualifies for 75% set-aside	VLI Units		LI Units		Mod Units		New Construction		Without Construction		Total		Units
			Max. SHIP Award	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total			
2	PURCHASE ASSISTANCE	Yes	1	\$50,000	2	\$60,000			\$180,000.00	\$0.00	\$180,000.00	3			
3, 6	OWNER OCCUPIED REHABILITATION	Yes	1	\$50,000	1	\$50,000			\$100,000.00	\$0.00	\$100,000.00	2			
5,16	DISASTER ASSISTANCE	Yes		\$50,000		\$50,000			\$0.00	\$0.00	\$0.00	0			
7	FORECLOSURE/MORTGAGE ASSISTANCE	No	1	\$10,000		\$10,000			\$0.00	\$10,000.00	\$10,000.00	1			
8	IMPACT FEE ASSISTANCE	Yes		\$10,000		\$10,000			\$0.00	\$0.00	\$0.00	0			
9	LAND ACQUISITION ASSISTANCE	Yes		\$185,000		\$185,000			\$0.00	\$0.00	\$0.00	0			
10	NEW CONSTRUCTION/INFILL HOUSING	Yes		\$300,000		\$300,000			\$0.00	\$0.00	\$0.00	0			
13,23,26	RENTAL, SECURITY & UTILITY DEPOSIT	No	1	\$5,000	2	\$5,000			\$0.00	\$15,000.00	\$15,000.00	3			
4	DEMOLITION/RECONSTRUCTION	Yes		\$185,000		\$185,000			\$0.00	\$0.00	\$0.00	0			
Total Homeownership			4		5		0		\$280,000.00	\$25,000.00	\$305,000.00	9			
Purchase Price Limits:			New	\$ 300,000	Existing	\$ 300,000									

Code	Rental	Qualifies for 75% set-aside	VLI Units		LI Units		Mod Units		New Construction		Without Construction		Total		Units
			Max. SHIP Award	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction	Total			
14,15,20,21	RENTAL DEVELOPMENT (MULTI-FAMILY)	Yes		\$300,000		\$300,000			\$0.00	\$0.00	\$0.00	0			
									\$0.00	\$0.00	\$0.00	0			
									\$0.00	\$0.00	\$0.00	0			
									\$0.00	\$0.00	\$0.00	0			
									\$0.00	\$0.00	\$0.00	0			
			0		0		0		\$0.00	\$0.00	\$0.00	0			
	Total Rental								\$0.00	\$0.00	\$0.00	0			
	Administration Fees	\$		35,000											
	Home Ownership Counseling	\$		10,000											
	Total All Funds	\$		350,000											

Set-Asides			
Percentage Construction/Rehab (75% requirement)		80.0%	OK
Homeownership % (65% requirement)		87.1%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (90% requirement)	\$ 125,000	35.7%	OK
Low Income (80% requirement)	\$ 180,000	51.4%	OK
Moderate Income	\$ -	0.0%	

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

City of Panama City

Certifies that:

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

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

Witness

Jan Edwards

Witness

8/7/2024

Date

OR

Attest:

Chief Elected Official or Designee

Michael Rohan

Michael Rohan, Mayor

(Seal)

APPROVED AS TO FORM AND CORRECTNESS:

Nevin J. Zimmerman

Nevin J. Zimmerman, City Attorney
Burke Blue P.A.

RESOLUTION #: 20240723.3

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

* * * * *

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

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

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

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

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(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.

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

WHEREAS, the City Commission finds that it is in the best interest of the public for the City of Panama City to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

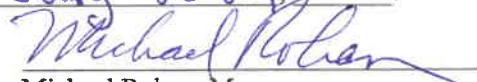
NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PANAMA CITY, FLORIDA that:

Section 1: The City Commission of Panama City, Florida hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2024-2025, 2025-2026, 2026-2027.

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

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

PASSED AND ADOPTED THIS 22nd DAY OF July 2024


Michael Rohan, Mayor

(SEAL)

ATTEST:


Jan Smith, City Clerk-Treasurer

APPROVED AS TO FORM AND CORRECTNESS:


Nevin J. Zimmerman, City Attorney
Burke Blue P.A.