

**Alachua County Housing Finance Authority
FY 2013-2014 and 2014-2015
Housing Assistance Plan**

ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

**PREPARED BY:
ALACHUA COUNTY DEPARTMENT OF GROWTH MANAGEMENT
IN BEHALF OF THE ALACHUA COUNTY HOUSING FINANCE
AUTHORITY**

**SUBMITTED FOR REVIEW AND APPROVAL BY BOCC
APRIL 22, 2014**

Alachua County Housing Finance Authority

FY 2013-2014 and 2014-2015

Housing Assistance Plan

I. Plan Overview

A. Purpose of the Plan:

The purpose of the Alachua County Housing Finance Authority Housing Assistance Plan shall be to allocate public funds for the rehabilitation of affordable housing thereby furthering the Housing Element of the Alachua County Comprehensive Plan. Policies in the Housing Element support the allocation of public funds for the creation, rehabilitation, or purchase of affordable housing, and encourage methods of financing which will increase the opportunities for extremely low and very low income households, (as defined by the U.S. Department of Housing and Urban Development (HUD) Income Limits for Gainesville MSA,) elderly and disabled households to maintain decent, safe, and sanitary housing. This Plan shall provide for the implementation of an Emergency Repair Program which is fully supported by the Housing Element of the Comprehensive Plan, and is consistent with the mission of the Alachua County Housing Finance Authority. The Plan will be in effect for two county fiscal years and may be renewed at the 2nd year anniversary of its approval. Periodic reports will be provided to the Alachua County Housing Finance Authority regarding the implementation of this program.

B. Funding

The Alachua County Housing Finance Authority Housing Assistance Plan shall be funded by revenues generated by housing related sources: annual administrative fees charged to developers which have participated in Multi-Family Mortgage Revenue Bond Issues and interest earned on those revenues.

C. Partnership and Leveraging

The use of these funds will be maximized through leveraging opportunities, particularly those with not for profit housing providers, which may contribute volunteer labor or other resources. Alachua County may make other home repair funds available for use with this funding source.

D. Advertising and Outreach

Alachua County shall advertise the notice of funding availability in a newspaper of general circulation or newspapers serving ethnic and diverse neighborhoods, before the beginning of the application period. In addition, press releases may be used to advertise the program as well as correspondence to notify interested parties of available funding. Pre-screening applications will be accepted for 30 days after the advertised date of funding availability. The Housing Programs Office will accept and screen applications to generate a pool of qualified applicants. Pre-screened applicants will then be referred to agencies who have

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been awarded funding for this program.

E. Discrimination:

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

F. Budget:

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each county fiscal year submitted. A reserve of \$40,000 will be retained each year.

G. Plan Implementation:

Implementation of the HFA housing assistance plan as well as administrative functions performed in behalf of the Alachua County Housing Finance Authority shall be the responsibility of the Department of Growth Management of Alachua County. A notice of funding availability will be advertised and distributed to local not for profit agencies providing home repair services. Proposals will be submitted by interested not for profit housing agencies to the Housing Programs Office and will be due by the advertised submittal deadline. Recommendations for awards will be presented to the Alachua County Housing Finance Authority for review and consideration for funding. Reimbursement contracts will be prepared and issued to the successful home repair agencies subject to approval by the County Manager or by the Board of County Commissioners in compliance with the County's procurement policies. The final determination of Unit Eligibility will be made by the selected agency. Selected agencies will be expected to inspect each home for eligibility, generate a work order or description of repairs to be made, and procure licensed contractors or provide skilled leadership to volunteers to make eligible repairs, oversee the repairs being made, authorize payments to be made to contractors or suppliers, and address any issues between the contractor and homeowner. In addition, the selected agency will ensure that the homeowner signs a note and mortgage for the amount of assistance being provided and will record said documents into public record. Selected agencies will maintain a rehab file for each household assisted through the program. The program results will be reviewed by the Housing Finance Authority after a period of one year.

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II. Emergency Repair Program

A. Summary of the Strategy

This program is designed to provide essential emergency home repairs to extremely low and very low income households whose homes are their primary residence, and are located in Alachua County outside the City Limits of Gainesville. Funding will be provided in the form of a zero interest, deferred payment loan. Not for profit housing providers will be encouraged to participate in the program to increase leveraging opportunities and to administer the program in a cost effective manner.

B. Household Eligibility

1. Applicants eligible for assistance: Homeowners must have gross annual incomes less than 50% of Area Median Income, adjusted for household size, as annually updated through Florida Housing Finance Corporation by the U.S. Department of Housing and Urban Development. The most current federal income tax return will be used to verify household income and family size. If no tax return is available, eligibility will be based on third party verification of current income.
2. First priority shall be given to qualified applicants meeting criteria below:
 - A. extremely low income households (with gross annual incomes less than 30% of area median income, adjusted for household size), and
 - B. Households over the age of 62, and
 - C. Households with persons receiving benefits under Social Security Disability Insurance (SSDI) program, or the Supplemental Security Income (SSI) Program or from veterans' disability benefits.
3. The assisted unit must be owner occupied, and be the primary residence of the owner as evidenced by homestead exemption, located in Alachua County, outside the city limits of Gainesville, and must have been owned by the current owner for a period of at least one year.
4. Applicant must have evidence of ownership
5. Property taxes must be paid current on the unit to be assisted.
6. No assistance will be provided if a LIS PENDENS has been posted in public records. Households may not receive repeat assistance through this program.
7. Applicants must be willing to provide and execute all necessary documents in a timely manner. Failure to do so will result in denial of assistance.
8. Applications will be scored, ranked, and assisted based on priorities identified above.

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9. Applicants who are denied assistance due to household eligibility may appeal the decision to the Housing Programs Manager whose decision is final.

C. Unit Eligibility

1. Unit must be in need of one or more of the following eligible emergency repairs to their home:
 - a. Roof repair/replacement for site built or modular homes only (leak must be documented or have pending insurance cancellation.)
 - b. Well or septic repair/replacement and related plumbing repairs.
 - c. Electrical hazards that pose an immediate health and safety threat.
 - d. Accessibility repairs for homeowners who are disabled or over the age of 62.
2. Applicants whose homes needing extensive repairs beyond the scope of this program will be denied assistance.
3. Manufactured home built prior to 1994 per the Property Appraiser website are ineligible for assistance.
4. Homes exceeding \$100,000 in assessed value per the Property Appraiser website are ineligible for assistance.
5. Applicants that have title or property issues that prevent the issuance of a building permit will be given 30 days to correct the problem. Failure to do so will result in denial.
6. Applicants who are denied assistance due to unit eligibility may appeal the decision to the Director of the applicable agency whose decision shall be final.

D. Maximum Award

The maximum awards for Extremely Low-Income Households: (up to \$10,000)
Very Low-Income Households (up to \$7,500)

E. Loan Terms

Funding will be provided to eligible homeowners in the form of a zero-interest deferred soft second mortgage, forgiven after fifteen years. No payments will be required as long as the owner continues to reside in the unit as their principal residence during the term of the mortgage. The soft second mortgage shall be due on sale, upon refinance or transfer of the property from the original owner. Within the first five years, the mortgage will be due on sale or refinance. After the initial five years, the mortgage shall be forgiven at a rate of 10% each year for

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the remaining ten years of the mortgage. After 15 years, the loan shall be fully forgiven. All repayments from this program shall be considered program income and will be deposited into the Alachua County Housing Finance Authority Fund.

F. Agency Selection Criteria

Not for profit housing providers will be eligible to apply to implement this program. Sub-recipients will be selected based on the following criteria:

1. Organizational capacity to and history of providing home repair services.
2. Expertise, certifications, and demonstrated skills of staff.
3. Direct program experience in providing home repair services.
4. Proposed fee, rates, and level of service in relation to proposed fees.
 Proposed fee per unit shall not exceed 10% of project costs and must be included as part of the maximum award. If circumstances allow, the Housing Programs Manager shall have the discretion to approve a higher fee.
5. Ability to leverage other funding sources or volunteer resources.
6. Ability to adhere to manage and disburse funds on a timely basis.

Emergency Repair Program Income Limits

Alachua County Income Limits: Based on % of Area Median Income								
Area Median Income Adjusted for Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7+ person	
“Extremely Low-Income” up to 30% of AMI	12,850	14,700	16,550	18,350	19,850	21,300	22,800	
“Very low-income” 31% to 50% of AMI	21,450	24,500	27,550	30,600	33,050	35,500	37,950	

IV. EXHIBITS:

- A. Annual Budget for each fiscal year covered in the Plan.
- B. Adopting Resolution:

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Exhibit A

Alachua County Housing Finance Authority FY 2013-2014 Budget	Budget
Legal Advertising	\$200
Membership Fee (State Association of Local Housing Finance Authorities)	\$500
Out of County Travel (HFA Board Member training)	\$3,300
Other current obligations	\$750
Program Coordinator Salary (existing position)	\$20,635
Program Coordinator Benefits	\$8,365
Office Supplies	\$150
Postage	\$100
Home Repairs	\$100,000
Sub-total	\$134,000
FY 2014-2015 Budget	
Legal Advertising	\$200
Membership Fee (State Association of Local Housing Finance Authorities)	\$500
Out of County Travel (HFA Board Member training)	\$3,300
Other current obligations	\$750
Program Coordinator Salary (existing position)	\$20,635
Program Coordinator Benefits	\$8,365
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Postage	\$100
Home Repairs	\$100,000
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