

Acknowledgment of Owner Occupied Rehabilitation Strategy

as pulled from the current Local Housing Assistance Plan

B. OWNER OCCUPIED REHABILITATION	Code 3
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a. Summary: Funding assistance for owner occupied housing rehabilitation, with/or without leveraging funds through the Weatherization Assistance Program. For the purpose of this strategy, the standard for rehabilitation is defined as those improvements necessary for the subject unit to meet the U.S. Department of Housing and Urban Development's Housing Quality Standards (HQS).

- b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028
- c. Income Categories to be served: Very low, low, moderate, and households up to 140% AMI
- d. Maximum award: \$35,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Deferred payment loan secured by a recorded note and mortgage
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Twenty (20) years
 - 4. Forgiveness: The loan balance will be forgiven during years ten (10) through twenty (20) at the rate of ten (10) % per year.
 - 5. Forgiven at maturity.
 - 6. Repayment: None due as long as the loan is in good standing.
 - 7. Default: The loan will be due and payable in full upon in the event of, rental, sale or transfer of the property before the maturity date, failure to comply with the terms of the SHIP mortgage, the property ceases to be the primary residence of the recipients, as evidenced by homestead exemption, loss of homestead exemption, foreclosure or death of the last surviving homeowner. In the event of the death of the last surviving homeowner, any income eligible heir residing in the home may assume the SHIP Loan as long as they can obtain title to the entire property within one (1) year of the death of the last surviving homeowner and the first mortgagee consents to heir assuming the SHIP loan. In the event of divorce by the occupants married to each other and after title has been vested, so long as one of the original owners remains on the title and holds a homestead exemption, the party remaining in the home shall be considered in compliance with the existing terms and conditions of the SHIP Loan.
- f. Eligible applicants will receive assistance on a "First Qualified, First Served" basis according to the below priorities.
- g. Recipient Selection Criteria: First priority for funding will be given to eligible applicants that meet both the definitions of Special Needs (Section 420.0004 (13), Fla. Stat.) and Very Low-Income. Second priority for funding will be given to eligible applicants that meet the definitions of either Special Needs (Section 420.0004 (13), Fla. Stat.) or Very Low-Income. Third priority for funding will be given to eligible applicants that meet the definition of Essential Service Personnel, as defined herein. Applicants who do not fall into the above categories and who have been determined to be income eligible for program assistance will be placed on a waiting list according to their income (lower is higher in priority).
- h. Contractor Selection Criteria: Contractors will be selected in a manner consistent with the Monroe County Purchasing Policy Manual. Contractors may be for-profit or non-for-profit entities. The County may also utilize the County's Contractor Library or Contractor Pool, wherein contractors must demonstrate the necessary knowledge, license(s), qualifications, capability of providing the requested deliverables, capacity

based on other current/active agreements with County, and other criteria listed in the Request For Proposals/Qualifications. These criteria shall be used to score the proposal/qualifications submitted in response to the RFP/RFQ. Monroe County shall award the work to the Contractor that is determined to be most advantageous to the SHIP Program with price and other factors considered.

i. Additional Information:

2. All households receiving rehabilitation assistance under this strategy are not eligible for additional SHIP funding for a period of three (3) years from closeout of grant/loan.
3. Best practice is to wait three (3) days from the date that the SHIP mortgage/note is signed before commencing Rehabilitation Work pursuant to this strategy.
4. SHIP Funds allocated for this strategy may be leveraged with Community Development Block Grant (CDBG), other federal funds, other state funds, or other local funds.
5. Mobile Homes/Manufactured Units may be eligible for assistance under this program. To be eligible mobile homes/manufactured units must meet the following requirements:
 - a. The Mobile Home/Manufactured Unit and the land on which it is located must be owned by the same person;
 - b. The Mobile Home/Manufactured Unit must be affixed to the land with permanent foundation on which it is located; and
 - c. The applicable governmental authority (that issues Building Permits, and when applicable, enforces land use/development regulations) must confirm in writing that the unit has obtained all relevant permits and conforms to applicable land use/development regulations.
6. The home, for which an applicant is receiving SHIP funds, must be homesteaded and owner occupied as their primary residence for a minimum of twelve (12) months prior to application submission. Eligible forms of ownership may be:
 - a. Fee simple title,
 - b. An equivalent form of ownership approved by HUD, or
 - c. Other applicable documents, as determined by the SHIP Administrator or designee.
7. Where the scope of work produces bids greater than the maximum award amount authorized by this strategy, the scope of work will be reduced and Contractors may re-bid.

_____/_____
Signature(s) of Applicant / Co-applicant

_____/_____
Printed Name(s)

Date: _____