

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA
REGULAR BOARD MEETING
APRIL 2, 2019
2:00 P.M.

(ESTIMATED TIMES)

2:00PM – CALL MEETING TO ORDER

2:02PM – PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

2:03PM – APPROVAL OF THE MARCH 19, 2019 REGULAR MEETING MINUTES; VOUCHERS FOR WARRANTS: ACCOUNTS PAYABLE WARRANTS – 1904-1G, 1904-1E, 1903-UT3, 1904-1RD, 1904-1L AND PAYROLL WARRANTS – none. (A CHECK REGISTER IS ON FILE IN THE CLERK’S DEPARTMENT OF FINANCE AND ACCOUNTING TO THE BOARD FOR ALL CHECKS AND WARRANTS APPROVED BY THE BOARD AT THIS MEETING) (NEEDS SIGNATURE)

2:05PM – CDBG

- 1. Fair Housing Presentation**
- 2. Report from the CDBG Citizen Advisory Task Force**
- 3. First Public Hearing on the CDBG Application**
- 4. Determination of what to include in the CDBG Application**

2:15PM – Sandy Kelly – SHIP LHAP, Resolution 2019-18

2:18PM – Victor Cora, US Census Bureau – 2020 Census Committee

2:21PM – Asset Disposal: Asset #1145 Kubota Zero Turn Mower (Stolen from airport)

2:24PM – Career Source Chipola Consortium Representative Appointment

2:27PM – Tim Jenks – Maintenance Department

2:30PM – Clifford Edenfield – Road Department

- Signs and Guardrails**

2:33PM – Rita Maupin – Director of Library Services

2:36PM – Dowling Parrish – Building Official

2:39PM – Whitney Cherry – County Extension Office

2:42PM – Chelsea Ranew – Projects and Grants Coordinator

- Office 365 Upgrade**

2:47PM – CLERK TIME

- County Held Tax Certificate Applications**

2:57PM – ATTORNEY TIME

3:07PM – COMMISSIONER TIME: HUNT, MONLYN, WISE, HALL, CHAIRMAN

MEETING ADJOURN @ 3:17PM

Anyone who may wish to appeal any decision which may be made at this meeting will need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal will be based.

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
MARCH 19, 2019**

PRESENT AND ACTING:

**GENE BAILEY, CHAIRMAN
SCOTT MONLYN, VICE-CHAIRMAN
DANNY RAY WISE
EARL HUNT
JERAL HALL**

**MATT FUQUA, ATTORNEY
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

Chairman Bailey called the meeting held in the Regular Meeting room to order at 5:00 P.M.; CT. Commissioner Monlyn led the Prayer and Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES AND VOUCHERS

- ❖ A motion to approve the minutes and vouchers as published on the agenda (the March 1, 2019 Special Meeting Minutes, the March 5, 2019 Regular Meeting Minutes and the March 12, 2019 Special Meeting Minutes; vouchers for warrants: accounts payable warrants – 1903-UT2, 1903-CC, 1903-2G, 1903-2E, 1903-2RD, 1903-2L, 1903-2S payroll warrants – PR19-B06, PR19-B07, PR19-B08, PR022119, PR030719) was made by Commissioner Hall and seconded by Commissioner Hunt. The motion passed unanimously 5-0.

SANDY KELLY – SHIP BIDS

Attorney Fuqua opened and read aloud the SHIP (State Housing Initiative Partnership) bids:

Client Names	County Estimate	50% Value of Home	Gulf Coast Home Solutions, LLC	Chariot Construction LLC
Carolyn Gomillion	\$14,976.00 20% cap \$2,995.20 \$17,971.20	\$44,649.50	\$14,925.00	\$16,250.00
Christie Faircloth	\$24,000.00 20% cap \$4,800.00 \$28,800.00	\$33,302.00	\$26,500.00	\$24,800.00
Shirley Brown	\$12,670.00 20% cap \$2,534.00 \$15,204.00	\$16,283.00	\$15,850.00	\$14,850.00
Carrol Hanna	\$16,825.00 20% cap \$3,365.20 \$20,190.20	\$21,359.50	\$19,875.00	\$18,825.00
Janice Alexander	\$20,750.00 20% cap \$4,150.00 \$24,900.00	\$26,735.50	\$23,500.00	\$25,750.00
Jackie White	\$8,750.00 20% cap \$1,750.00 \$10,500.00	\$11,564.00	\$10,100.00	\$11,750.00

- ❖ Commissioner Wise made a motion to accept the low bid from each contractor. Commissioner Hunt seconded the motion. Chairman Bailey asked Ms. Kelly to be sure the bid amounts were correct. The motion passed unanimously 5-0.

Attorney Fuqua stated there is also a request for SHIP down payment assistance on a mobile home for Angela Kester in the amount of \$2,500.00.

- ❖ Commissioner Monlyn made a motion to approve the down payment assistance. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

SCRAP CR 549 CEI TASK ORDER – DAVID H. MELVIN, INC.

Mr. Jake Mathis with David H. Melvin Inc. presented the CEI task order for the SCRAP (Small County Road Assistance Program) County Road 549 (John G. Bryant Road) project in the amount of \$69,844.35. Chairman Bailey stated the task order has been negotiated down, as it was originally more than 10% of the contract. Chairman Bailey stated CEI services usually account for 10% of the contract amount, which he prefers not to exceed.

- ❖ Commissioner Wise made a motion to approve the CEI task order from David H. Melvin, Inc. for the SCRAP County Road 549 project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

MOSQUITO CONTROL – CONTRACT AMENDMENT

Chairman Bailey stated the Mosquito Control Contract Amendment is for a manager change in the contract at the State level, and does not involve any funding changes.

- ❖ Commissioner Monlyn made a motion to approve the contract amendment. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Chairman Bailey stated the new Mosquito Control Director has been hired and would be in Panama City tomorrow and Thursday for a mosquito workshop. Chairman Bailey made the suggestion to the Board to move the Mosquito Control truck and chemicals from the Recycling Center to the Health Department where it is closer to town and can be better monitored.

- ❖ Commissioner Monlyn made a motion for the Mosquito Control truck and chemicals to be moved to the Health Department. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand stated on behalf of the Grants Coordinator Chelsea Ranew, the following items are presented for Board approval and execution:

Clerk Hand presented for Board approval and execution Supplemental Agreement #1 for the SCRAP County Road 549 (John G. Bryant Road) project for the addition of \$57,524 in FDOT funds along with Resolution 2019-14 authorizing the Chairman to enter into and execute the agreement. Clerk Hand stated these funds are to cover the low bid amount and CEI costs associated with this project.

RESOLUTION OF CALHOUN COUNTY, FLORIDA RESOLUTION NO. 2019-14

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA,
AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER
INTO THE “STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT”**

WHEREAS, Calhoun County, Florida, and the Florida Department of Transportation entered into a Small County Road Assistance Program Agreement whereby the Department agreed to provide financial assistance directly related to the resurfacing and widening of CR 549.

WHEREAS, Financial Project Number 440863-1-54-01 is hereby supplemented an additional Fifty-Seven Thousand Five Hundred Twenty-Four Dollars (\$57,524) by the Department to cover the low bid amount and CEI costs associated with the resurfacing and widening of CR 549.

WHEREAS, the "State Funded Grant Supplemental Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State Funded Grant Supplemental Agreement" attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State Funded Grant Supplemental Agreement" attached hereto as EXHIBIT "A".

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this **19th** day of **March, 2019**.

- ❖ Commissioner Hunt made a motion to approve the Supplemental Agreement and Resolution 2019-14 for the SCRAP County Road 549 project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented to the Board for approval and execution Supplemental Agreement #1 for the CIGP (County Incentive Grant Program) Alliance Road project for the addition of \$28,000 in FDOT funds along with Resolution 2019-15 authorizing the Chairman to enter into and execute the agreement. Clerk Hand stated these funds are to cover the low bid amount and CEI costs associated with this project.

**RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2019-15**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA,
AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER
INTO THE "STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT"**

WHEREAS, Calhoun County, Florida, and the Florida Department of Transportation entered into a County Incentive Grant Program Agreement whereby the Department agreed to provide financial assistance directly related to the paving of Alliance Road.

WHEREAS, Financial Project Number 436666-1-54-01 is hereby supplemented an additional Twenty-Eight Thousand Dollars (\$28,000) by the Department to cover the low bid amount and CEI costs associated with the paving of Alliance Road.

WHEREAS, the “State Funded Grant Supplemental Agreement” requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the “State Funded Grant Supplemental Agreement” attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the “State Funded Grant Supplemental Agreement” attached hereto as EXHIBIT “A”.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this **19th** day of **March, 2019**.

- ❖ Commissioner Hunt made a motion to approve the Supplemental Agreement and Resolution 2019-15 for the CIGP Alliance Road project. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented to the Board for approval and execution Resolution 2019-16 which authorizes the IDA Board Chairman to coordinate with FDOT to change the project name for FDOT project number 4235947 from “Construct Multi-Unit T-Hangar and Taxiways” to “Design and Construct Hangar Development” and revise the project description and justification accordingly.

**RESOLUTION 2019-16
BOARD OF COUNTY COMMISSIONERS
CALHOUN COUNTY, FLORIDA**

A RESOLUTION AUTHORIZING THE CALHOUN COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY (IDA) CHAIRMAN TO COORDINATE WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TO CHANGE THE PROJECT NAME FOR FDOT NUMBER 4235947 FROM:

“Construct Multi-Unit T-Hangar and Taxiways”

TO:

“Design and Construct Hangar Development”

AND REVISE THE PROJECT DESCRIPTION AND JUSTIFICATION ACCORDINGLY.

WHEREAS, Calhoun County owns and operates the Calhoun County Airport which serves the Calhoun County regional area.

NOW, THEREFORE, BE IT RESOLVED BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, THAT THE WORK SPECIFIED IN THE REVISED PROJECT NAME AND DESCRIPTIONS IS SANCTIONED AND THE CALHOUN COUNTY IDA CHAIRMAN IS HEREBY AUTHORIZED TO COORDINATE THE JOINT PARTICIPATION AGREEMENT WITH THE FDOT AND PROVIDE THE AGREEMENT TO THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS FOR SIGNATURE.

Calhoun County Commissioners Meeting – March 19, 2019

This Resolution adopted in open regular meeting of the Calhoun County Board of County Commissioners this 19 day of March, 2019.

- ❖ Commissioner Hall made a motion to approve Resolution 2019-16. Commissioner Monlyn seconded the motion. Commissioner Hunt asked what the IDA Board planned to move with the Resolution. Chairman Bailey stated this is for finishing the taxiway and changing the description of the hangar they originally planned to install two (2) years ago. There was further discussion about the airport. The motion passed unanimously 5-0.

Clerk Hand presented to the Board for approval and execution Budget Resolution 2019-17, and read the resolution aloud.

RESOLUTION 2019-17
OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in fiscal year 2018-2019 in the County Transportation Trust Fund I and the Recycling Grant. As well as reallocated expenditures between line items in the General Fund and the County Transportation Trust Fund II.

WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2018-2019,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The fiscal year 2018-2019 budget be amended as follows:

		<u>Current Budget</u>	<u>Increase Decrease</u>	<u>Revised Budget</u>
<u>General Fund</u>				
Expenditures:				
Grants Mgmt & Executive:				
01512-51112	Salaries	92,464	(52,473)	39,991
01512-51121	FICA/Medicare Payroll Taxes	7,074	(4,014)	3,060
01512-51122	Retirement	16,577	(6,112)	10,465
01512-51123	Health insurance	13,692	(7,401)	6,291
		129,807	\$ (70,000)	\$ 59,807
Transportation:				
01541-64000	Equipment	-	70,000	70,000
		0	70,000	70,000
<u>Emergency/Disaster Relief</u>				
Expenditures:				
State-Emergency Management Preparedness Assistance				
01525ST-51112	Salaries	64,752	(5,000)	59,752
01525ST-51122	Retirement	12,850	(5,000)	7,850

01525ST-64000	Equipment	1,696	3,000	4,696
01525ST-34000	Contractual Services	-	5,000	5,000
01525ST-49000	Other Current Charges	-	2,000	2,000
		79,298	-	79,298

County Transportation Trust Fund I

Revenues:

1136400-01000	Disposal of Fixed Assets	50,275	(5,700)	44,575
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Expenditures:

11541-62000	Buildings	50,275	(5,700)	44,575
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County Transportation Trust Fund II

Expenditures:

12538H17-63SAM	Sam Duncan Rd	0	23,826	23,826
12538H11-63BLA	Black Bottom Rd	0	32,983	32,983
12541-34000	Other Contractual Services	293,390	(56,809)	236,581
		293,390	0	293,390

Recycling Grant

Revenues:

515364-00000	Disposal of Fixed Assets	0	5,700	5,700
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Expenditures:

51539-49000	Other Current Charges	2,600	5,700	8,300
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THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their regular meeting this 19th day of March, 2019.

Clerk Hand stated the Board voted to reduce the Grants Management and Executive budget by \$70,000 for the elimination of the Director of Operations position and agreed to purchase two (2) vans and two (2) trailers for use by the Road Department inmate work squad, which required a reallocation of line item expenditures. Clerk Hand stated the EMPA (the State Emergency Management Budget) is moving some funds from salaries and retirement to allow for the monthly copier services and semi-annual generator inspection, certain other current charges for advertising, and to increase their equipment line item. Clerk Hand stated a reduction of auction proceeds in County Transportation Trust Fund I and an increase in Recycling Grant Fund revenue was necessary for auction of an item originally purchased with Recycling Grant Funds. Clerk Hand stated in the County Transportation Trust Fund II there was a reallocation of line item expenditures for the Sam Duncan and Black Bottom Roads HMGP (Hazard Mitigation Grant Program) match. Chairman Bailey asked what equipment Emergency Management intended on purchasing with the \$3,000 equipment line item. Mr. Johnson stated the funds would be used for equipment that would possibly be needed before the end of the grant cycle. There was further discussion about the Emergency Management budget. Chairman Bailey stated he would entertain a motion to either accept the Budget Resolution without the \$3,000 equipment line item for Emergency Management, or with the line item included.

- ❖ Commissioner Wise made a motion to approve Budget Resolution 2019-17 as presented. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

ATTORNEY TIME

Attorney Fuqua stated the CEI task order that was brought before the Board several weeks ago from Southeastern Consulting Engineers, Inc. for the CIGP Alliance Road project had some indemnification language that needed to be changed before acceptance by the Board. Attorney Fuqua stated the firm has since removed the indemnification language and the new task order is now available for acceptance by the Board.

- ❖ Commissioner Hunt made a motion to approve the CEI task order with Southeastern Consulting Engineers, Inc. for the CIGP Alliance Road project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

COMMISSIONER TIME

COMMISSIONER WISE

Commissioner Wise asked Ms. Kelly how much SHIP funds are available. Ms. Kelly stated there was quite a bit of funding left to be spent. Commissioner Wise stated he would like the Board to think about revising the current policy so those who have used SHIP funds in the past could be eligible to use SHIP funding again since there has been so much damage to homes from the hurricane. Chairman Bailey stated the LHAP could be amended as many times as needed, and they are in the process of reviewing the LHAP currently. Ms. Kelly stated if SHIP funds have been used on a home previously, as long as they have not exceeded the \$29,000 limit they would be eligible for further funding under the emergency disaster funds. Chairman Bailey stated he would like the LHAP printed so each Commissioner could review and suggest changes. Commissioner Wise stated there are only two (2) contractors who currently bid on SHIP projects and he is concerned with completion of the jobs within the SHIP timeline. Commissioner Wise stated in the past the County has had a carpenter on staff. Chairman Bailey stated in the past the County had at least two (2) crews on staff, and the Board could discuss this option. There was further discussion about SHIP contractors and funding.

COMMISSIONER HALL

Commissioner Hall stated he had a question from a woman in his district about building a few kennels on her land and using them to house rescue dogs, and asked if there were any permits that would be required. Attorney Fuqua stated this might require a land use change, and that complaints might come before the Board if the dogs bark and bother neighbors. Chairman Bailey stated she could possibly start a petition to be signed by all neighbors around her property, and present the petition to the Board.

Commissioner Hall stated construction of the forty (40) by seventy-two (72) foot pole barn for the Mossy Pond Volunteer Fire Department was scheduled to start today. Commissioner Hall stated he is scheduled to meet with Mr. Clay O'Neal Wednesday to show him the boundaries of the property so he could start clearing the land for the firehouse.

COMMISSIONER HUNT

Commissioner Hunt stated there has been land set aside in Ocheessee Park for a volunteer fire department for many years, and asked how a volunteer fire department could be established in the area. Chairman Bailey stated most start with four (4) or five (5) people joining to form a fire department and then address the Board at a meeting. Chairman Bailey stated if volunteers could be found, he would have no issue with placing a fire department at Ocheessee Park, and there might be funding available

for the construction of a facility. There was further discussion about a volunteer fire department in Ocheessee.

COMMISSIONER MONLYN

Commissioner Monlyn stated after the debris removal deadline in April, the Board would need to meet and decide what to do next about the debris that is left. Chairman Bailey stated the deadline is April 15, and the Board would have their regular Board meeting the day after and the issue could be discussed then once the Board sees what FDOT has done or is still doing. Chairman Bailey stated if not all debris is removed the Board would likely have to hire a contractor to continue pick-up or purchase or lease vehicles for debris removal by the County. Chairman Bailey stated he and Mr. Edenfield visited Ring Power in Tallahassee to gather information about debris removal trucks. Chairman Bailey stated a truck could be leased for \$6,000 to \$8,000 per month, or could be bought from \$240,000 to \$280,000. Chairman Bailey stated if the County buys the trucks, FEMA would not reimburse the cost of the truck. Chairman Bailey stated FEMA would only reimburse for the cubic yards of debris that are hauled to the debris pit. Chairman Bailey stated, as he understands, if the equipment were leased then FEMA would reimburse this cost. There was further discussion regarding debris removal. Commissioner Hunt expressed concerns that there are still people placing debris by the road after the deadline. Chairman Bailey asked if there was an Ordinance to address dumping debris on the highway. Attorney Fuqua stated the County has no Ordinance, but this is considered littering and could result in felony charges for illegal dumping and littering. There was further discussion regarding debris. Commissioner Wise stated the County has been through a major disaster, and asked if the people continuing to place their debris out should be overlooked. Commissioner Wise stated it could take some citizens close to a year to get all their debris out of their yards, and the County would likely have to continue to pick up debris after the State has stopped. Commissioner Wise stated the County needed to take care of their residents. Chairman Bailey asked at what point the Board stops picking up debris if the County begins debris pick-up. Chairman Bailey stated he is not for giving an indefinite period for pick-up. Attorney Fuqua stated it would be the Board's decision how long they would pick up debris. There was further discussion about debris pick-up.

CHAIRMAN BAILEY

Chairman Bailey stated there have been some right of entry forms faxed to FDOT for private road debris removal, but FDOT wanted the original forms, signed by Metric, and returned to them before beginning pick-up. Chairman Bailey stated the Road Department has the original signed forms and are in the process of getting them signed by Metric. Chairman Bailey stated that hopefully this would settle the issue and Road Inc. could start picking up vegetative debris on private roads.

There being no further business, the meeting adjourned at 5:51 p.m., CT.

GENE BAILEY, CHAIRMAN

ATTEST:

CARLA A. HAND, CLERK

DRAFT



Calhoun County

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2019-2020, 2020-2021, 2021-2022

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Program Details:

A. Name of the local government:	Calhoun County
Does this LHAP contain an Interlocal Agreement?:	No

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: 2016-2017, 2017-2018 and 2018-2019

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. 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:

Priorities for funding described here apply to all strategies unless otherwise stated in the strategy: The County will accept applications during the advertised "Application Period" which will be 30 days. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as established funding priorities for special needs and then applications from elderly individuals over the age of 62 years.

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: Home ownership 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 median area purchase price established by the U.S. Treasury Department or as described above. The methodology used is:

 X U.S. Treasury Department Local HF A 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 of proposed Administrative Expenditures is attached as Exhibit A. Calhoun County finds that the moneys deposited in the local housing assistance trust fund shall be used 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 Board of County Commissioners of Calhoun County has adopted the above findings in the attached resolution, Exhibit E.

Q. Program Administration:

Administration of the local housing assistance plan will be performed by:

Entity	Duties	Percentage
Calhoun County	All administrative duties	100%
Third Party Entity	N/A	

R. Project Delivery Costs: N/AS. Essential Service Personnel Definition:

Essential Services Personnel include teachers and educators; other school district, Community college, and university employees; police and fire personnel; government employees; health care personnel; and skilled building trades personnel.

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

The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

1. Low or No-VOC paint all interior walls
2. Low-flow water fixtures in bathrooms - Water Sense labeled products or the following specifications:
 - Toilets: 1.6 gallons/flush or less
 - Faucets: L5 gallons/minute or less
 - Showerheads: 2.2 gallons/minute or less
3. Energy Star qualified refrigerator
4. Energy Star qualified exhaust fans in all bathrooms
5. Air conditioning: Minimum SEER of 14, Package units are allowed in one bedroom units with a minimum of 1.7 EER.

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

The SHIP application includes the statutory Special Needs definition and asks if any household member meets the definition. About 30 to 40 percent of our applicants regularly qualify as Special Needs.

U. Describe efforts to reduce homelessness:

The county SHIP office includes among its community partners the lead agency of providing local homeless assistance: The Homeless & Hunger Coalition of NW Florida, based in Panama City County staff stays in touch with them regularly to know how many shelter beds are available, and provides referrals to nearby emergency shelter housing for those who are homeless or at risk of homelessness. For those who are looking for affordable rental housing, SHIP staff refers to the website FloridaHousingSearch.org or the corresponding call center phone number 1 (877) 428-8844 and provide this guidance: "The website and phone number help you identify affordable rental units for any area in Florida. They provide a list of properties. Each apartment or rental house can even be viewed on a map. Call up the phone number associated with a specific rental and ask if a unit is available for a person with around your monthly income. If a unit is not available, asked to be placed on a waiting list to be contacted when availability occurs." Finally, the SHIP program provides home repair assistance that helps keep homeowners in structurally secure homes, which also reduces their risk of becoming homelessness.

Section II LHAP Strategies:

A. Owner Occupied Rehabilitation

code **3**

a. Summary of Strategy:

This program provides repair assistance to eligible applicants. Repairs include the correction of code violations, providing safe and sanitary conditions, increasing energy efficiency, prevent further deterioration, roof repair, and repair or replacement of septic systems.

b. Fiscal Years Covered: 2019-2020, 2020-2021 and 2021-2022

c. Income Categories to be served: Extremely Low, Very low, Low, and Moderate.

d. Maximum award: \$30,000.00

e. Terms:

1. Loan: Funds will be awarded as a Deferred Payment Loan secured by lien on mortgage.
2. Interest Rate: 0%
3. Years in loan term: 5 years.
4. Forgiveness: Loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Repayment: None required as loan 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 the event that the sole owner or all owners executing this agreement are deceased during the five (5) year term thereof, the agreement shall be considered satisfied, and will no longer constitute a lien against the property.

If the home is foreclosed on 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 repayment.

f. Recipient Selection Criteria:

Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Service Personnel and income groups as described in section I. (I) of this plan.

g. Sponsor Selection Criteria: N/A

h. Additional Information: SHIP funds may **not** be used to work on Mobile homes manufactured before 1994. Funds for mobile homes are limited to expending up to 20% of the County's overall allocation. The County will conduct assessments for savings and will utilize "green" building products and principles when possible.

B. Emergency Repair

code 6

a. Summary of Strategy:

Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately. Improvements must correct conditions presenting a danger to the health and safety of the occupants as identified by County employed housing rehabilitation specialist, including any act of nature resulting in critical damage to the structural condition. Emergency conditions include but are not limited to:

- Roof leaks which have or may cause structural damage
- Sewage, plumbing problems, and / or water supply
- Electrical hazards

b. Fiscal Years Covered: 2019-2020, 2020-2021 and 2021-2022

c. Income Categories to be served: Extremely Low, Very low, Low, and Moderate.

d. Maximum award: \$10,000.00

e. Terms:

1. Loan: Funds will be awarded as a Deferred Payment Loan secured by lien on mortgage.
2. Interest Rate: 0%
3. Years in loan term: 5 years.
4. Forgiveness: Loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Repayment: None required as loan 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 the event that the sole owner or all owners executing this agreement are deceased during the five (5) year term thereof, the agreement shall be considered satisfied, and will no longer constitute a lien against the property.

If the home is foreclosed on 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 repayment.

f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Service Personnel and income groups as described in section I. (I) of this plan.

g. Sponsor Selection Criteria: N/A

h. Additional Information: Mobile homes manufactured before 1994 will **not** be eligible.

Purchase Assistance

code 2

a. Summary: Funds will be awarded for down payment and closing costs for new and existing homes.

b. Fiscal Years Covered: 2019-2020, 2020-2021 and 2021-2022

c. Income Categories to be served: Extremely Low, Very low, Low, and Moderate.

d. Maximum award: Extremely low and Very low incomes: \$7,500.00

Low income: \$5,000.00

Moderate income: \$2,500.00

e. Terms:

1. Loan: Funds will be awarded as a Deferred Payment Loan secured by a recorded lien on mortgage.
2. Interest Rate: 0%
3. Years in loan term: 5 years.
4. Forgiveness: Loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Repayment: None required as loan 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 the event that the sole owner or all owners executing this agreement are deceased during the five (5) year term thereof, the agreement shall be considered satisfied, and will no longer constitute a lien against the property.

If the home is foreclosed on 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 repayment.

f. Recipient Selection Criteria: Applications will be accepted only from applicants who first document that they qualify for a residential loan from a participating lender. Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Service Personnel and income groups as described in section I. (I) of this plan.

g. Sponsor Selection Criteria: N/A

h. Additional Information: Mobile homes manufactured before 1994 will **not** be eligible.

D. Disaster Recovery

code 5

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. Repairs will be prioritized as follows.

1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
3. Repairs necessary to make the home habitable
4. Repairs to mitigate dangerous situations (exposed wires).

b. Fiscal Years Covered: 2019-2020, 2020-2021 and 2021-2022

c. Income Categories to be served: Extremely Low, Very low, Low, and Moderate.

d. Maximum award: \$ 30,000.00

e. Terms:

1. Repayment Loan: Funds will be awarded as a deferred payment loan.
2. Interest Rate: 0%
3. Years in loan term: 5 years
4. Forgiveness: loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. None required as loan 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 the event that the sole owner or all owners executing this agreement are deceased during the five (5) year term thereof, the agreement shall be considered satisfied, and will no longer constitute a lien against the property.

If the home is foreclosed on 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 repayment.

f. Recipient Selection Criteria: Repairs will be prioritized as follows:

1. Within the repair priority framework, (above) applicants will be assisted on a first-qualified, first-served basis with priority for special needs and elderly households, with the following additional requirements priority:

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information:

If homeowner is insured, proceeds from the insurance must be used first before SHIP funds.

III. LHAP Incentive Strategies

A. 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.

a. Procedures used to implement this strategy:

- Established policy and procedures: Affordable housing permit application will be given a priority in the event there are delays or more than (3) days in the permit approval time. Rarely are more than one or two days required for the Calhoun County Building Department to issue permits. In fact, if all documents are in order, the permit may be issued while the applicant is at the office.
- Documents which shall be presented to the Building Official or his designee when a purchase of a building permit is attempted must include:
 1. Copy of deed to rehab site (Required by Comprehensive Plan and Land Development Code.)
 2. Septic Tank Permit
 3. Driveway permit or waiver
(To insure roadway access and to meet traffic circulation standards.)
 4. One set of Building Plans.

It is the consensus of the Calhoun County AHAC that this County's new housing relations and permitting procedures function well for the purpose of affordable housing and do not need to be revised at this time.

B. 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.

1. Established policy and procedures: Before each plan, procedure, rule, ordinance, regulation or policy is presented to the Commission, the SHIP Administrator considers if it will increase the cost of building or repairing a home in the county. If it will, the Administrator must estimate the cost increase.

IV. EXHIBITS:

	Exhibit A (2019)
Calhoun County	
Fiscal Year: 2019-2020	
Estimated SHIP Funds for Fiscal Year:	\$ 762,850.00
Salaries and Benefits	\$ 32,000.00
Office Supplies and Equipment	\$ 750
Travel Per diem Workshops, etc.	\$ 1,500.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 35,250.00
Admin %	0.46%
	OK
Fiscal Year 2020-2021	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 32,000.00
Office Supplies and Equipment	\$ 500.00
Travel Per diem Workshops, etc.	\$ 1,500.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 35,000.00
Admin %	10.00%
	OK
Fiscal Year 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 32,000.00
Office Supplies and Equipment	\$ 500.00
Travel Per diem Workshops, etc.	\$ 1,500.00
Advertising	\$ 1,000.00
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.

Exhibit B

Timeline for SHIP Expenditures

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

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022
2020-2021	6/30/2022	6/30/2023	9/15/2021	9/15/2022	9/15/2023
2021-2022	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024

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

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022
2020-2021	3/30/2022	3/30/2023	6/15/2021	6/15/2022	6/15/2023
2021-2022	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024

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 terry.auringer@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 terry.auringer@floridahousing.org when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

Estimated Funds (Anticipated allocation only):	\$ 762,850
--	------------

[illegible]

Percentage Construction/Rehab (75% requirement)		80.0%	OK
Homeownership % (65% requirement)		83.9%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 255,000	33.4%	OK
Low Income (30% requirement)	\$ 250,000	32.8%	OK
Moderate Income	\$ 135,000	17.7%	

FLORIDA HOUSING FINANCE CORPORATION												
HOUSING DELIVERY GOALS CHART												
2020-2021												
Name of Local Government:		Calhoun County										
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
	Homeownership											
3	Owner Occupied Rehabilitation	Yes	2	\$30,000	3	\$30,000	2	\$30,000	\$210,000.00	\$0.00	\$210,000.00	7
6	Emergency Repair	Yes	3	\$10,000	3	\$10,000	1	\$10,000	\$70,000.00	\$0.00	\$70,000.00	7
1	Purchase Assistant	No	2	\$7,500	1	\$5,000	2	\$2,500	\$0.00	\$25,000.00	\$25,000.00	5
5	Disaster Recovery	Yes							\$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
									\$0.00	\$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
	Total Homeownership		7		7		5		\$280,000.00	\$25,000.00	\$305,000.00	19
Purchase Price Limits:			New	\$ 150,000	Existing	\$ 150,000						

OK

OK

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
									\$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
									\$0.00	\$0.00	\$0.00	0
									\$0.00	\$0.00	\$0.00	0
	Total Rental		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees		\$ 35,000			10%		OK				
	Home Ownership Counseling		\$ -									
Total All Funds			\$ 340,000 OK									

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)	\$ 105,000	30.0%	OK
Low Income (30% requirement)	\$ 125,000	35.7%	OK
Moderate Income	\$ 75,000	21.4%	

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
									\$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
									\$0.00	\$0.00	\$0.00	0
	Total Rental		0		0		0		\$0.00	\$0.00	\$0.00	0
	Administration Fees		\$ 35,000		10%		OK					
	Home Ownership Counseling		\$ -									
	Total All Funds		\$ 350,000		OK							

Set-Asides			
Percentage Construction/Rehab (75% requirement)		82.9%	OK
Homeownership % (65% requirement)		90.0%	OK
Rental Restriction (25%)		0.0%	OK
Very-Low Income (30% requirement)	\$ 105,000	30.0%	OK
Low Income (30% requirement)	\$ 125,000	35.7%	OK
Moderate Income	\$ 85,000	24.3%	

RESOLUTION #: 2019-18

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN 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 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(17), 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 Economic and Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for the Calhoun County 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 BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA that:

Section 1: The Board of County Commissioners of Calhoun County 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 2020, 2021, and 2022.

Section 2: The Chairman 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 2nd DAY OF APRIL, 2019.

Gene Bailey
Chairman, Board of County Commissioners

(SEAL)

ATTEST:

Calhoun County Clerk of Court

CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: **CALHOUN 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 insure 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 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

Gene Bailey, Chairman
Calhoun County Board of Commissioners

Witness

Date

OR

Attest:
(Seal)

County Held Tax Certificate List

VALUE > \$5,000					Non-exempt Assessed Value per TC list	Current taxable Assessed Value per P.A. records	Parcel Id
Page #	Cert #	Owner	Homestead				
36	752	PATRICIA MARENEK			18,478.00	18,050.00	28-2N-11-0520-0009-0100
56	860	YORK INVESTMENTS CORP			90,000.00	18,000.00	32-2N-11-0710-0003-0100
18	642	ERIC C PAGE			15,349.00	14,821.00	11-1N-11-0560-0014-1000
53	842	AUSTIN HUNT			21,000.00	14,000.00	32-2N-11-0700-0008-0000
38	765	INTERPUT REALTY INC			30,000.00	12,500.00	28-2N-11-0530-0001-7700
36	754	JUAN CONTUJOCH & AILSA SIMON			12,005.00	12,005.00	28-2N-11-0520-0009-2700
35	745	MARK BLOSSER & VIRGINIA BLOSSER			12,000.00	12,000.00	28-2N-11-0520-0004-1500
38	764	INTERPUT REALTY INC			24,000.00	10,000.00	28-2N-11-0530-0001-6500
53	843	AUSTIN HUNT			48,000.00	9,600.00	32-2N-11-0700-0009-0500
3	151	JAMES CHEESEMAN C/O BYRON CHEESEMAN			7,980.00	7,980.00	33-1N-08-0003-0051-0100
3	150	BABARA JACKSON (DEC) C/O APLHINE BESS			7,581.00	7,581.00	33-1N-08-0003-0048-0000
1	116	MARY HAND ET AL			6,600.00	6,600.00	33-1N-08-0001-0031-0000
18	640	JOSEPH S MERSOM			6,480.00	6,480.00	11-1N-11-0560-0010-1000
6	253	WALTER MORTGAGE CO LLC			6,461.00	6,461.00	32-1S-08-0000-0007-0000
15	577	SHIRLEY J HILL			6,400.00	6,400.00	12-3S-10-0160-000H-0900
15	578	DAVID HILL & SHIRLEY			6,400.00	6,400.00	12-3S-10-0160-000H-1000
52	838	HERCILIA GOMEZ			9,000.00	6,000.00	32-2N-11-0700-0007-0500
3	160	SALLY LAVERNE GADSON & EDWARD LAMAR MCWHITE			6,000.00	6,000.00	33-1N-08-0320-0000-0400
34	737	WILMER L DEESE (DEC) SOLD??			6,000.00	6,000.00	28-2N-11-0520-0002-3700
34	739	WILMER L DEESE (DEC) SOLD??			5,100.00	5,100.00	28-2N-11-0520-0002-4100

The 2018 Florida Statutes

Title XIV

TAXATION AND FINANCE

Chapter 197

TAX COLLECTIONS, SALES, AND LIENS

[View Entire Chapter](#)

197.502 Application for obtaining tax deed by holder of tax sale certificate; fees.—

1(1) The holder of a tax certificate at any time after 2 years have elapsed since April 1 of the year of issuance of the tax certificate and before the cancellation of the certificate, may file the certificate and an application for a tax deed with the tax collector of the county where the property described in the certificate is located. The tax collector may charge a tax deed application fee of \$75 and for reimbursement of the costs for providing online tax deed application services. If the tax collector charges a combined fee in excess of \$75, applicants may use the online tax deed application process or may file applications without using such service.

1(2) A certificateholder, other than the county, who applies for a tax deed shall pay the tax collector at the time of application all amounts required for redemption or purchase of all other outstanding tax certificates, plus interest, any omitted taxes, plus interest, any delinquent taxes, plus interest, and current taxes, if due, covering the property. In addition, the certificateholder shall pay the costs required to bring the property to sale as provided in ss. 197.532 and 197.542, including property information searches, and mailing costs, as well as the costs of resale, if applicable. If the certificateholder fails to pay the costs to bring the property to sale within 30 days after notice from the clerk, the tax collector shall cancel the tax deed application. All taxes and costs associated with a canceled tax deed application shall earn interest at the bid rate of the certificate on which the tax deed application was based. Failure to pay the costs of resale, if applicable, within 30 days after notice from the clerk shall result in the clerk's entering the land on a list entitled "lands available for taxes."

(3) The county in which the property described in the certificate is located shall apply for a tax deed on all county-held certificates on property valued at \$5,000 or more on the property appraiser's most recent assessment roll, except deferred payment tax certificates, and may apply for tax deeds on certificates on property valued at less than \$5,000 on the property appraiser's most recent assessment roll. The application shall be made 2 years after April 1 of the year of issuance of the certificates or as soon thereafter as is reasonable. Upon application, the county shall deposit with the tax collector all applicable costs and fees as provided in subsection (1), but may not deposit any money to cover the redemption of other outstanding certificates covering the property.

(4) The tax collector shall deliver to the clerk of the circuit court a statement that payment has been made for all outstanding certificates or, if the certificate is held by the county, that all appropriate fees have been deposited, and stating that the following persons are to be notified prior to the sale of the property:

(a) Any legal titleholder of record if the address of the owner appears on the record of conveyance of the property to the owner. However, if the legal titleholder of record is the same as the person to whom the property was assessed on the tax roll for the year in which the property was last assessed, the notice may be mailed to the address of the legal titleholder as it appears on the latest assessment roll.

1(b) Any lienholder of record who has recorded a lien against the property described in the tax certificate if an address appears on the recorded lien or if the lienholder is a financial institution and the financial institution has designated an address with the Department of State pursuant to s. 655.0201(2), then notice must be sent to the address on file with the Department of State.

1(c) Any mortgagee of record if an address appears on the recorded mortgage or if the mortgagee has designated an address with the Department of State pursuant to s. 655.0201(2), then the notice must be sent to the address on file with the Department of State.

(d) Any vendee of a recorded contract for deed if an address appears on the recorded contract or, if the contract is not recorded, any vendee who has applied to receive notice pursuant to s. 197.344(1)(c).

(e) Any other lienholder who has applied to the tax collector to receive notice if an address is supplied to the collector.

(f) Any person to whom the property was assessed on the tax roll for the year in which the property was last assessed.

(g) Any lienholder of record who has recorded a lien against a mobile home located on the property described in the tax certificate if an address appears on the recorded lien and if the lien is recorded with the clerk of the circuit court in the county where the mobile home is located.

(h) Any legal titleholder of record of property that is contiguous to the property described in the tax certificate, if the property described is submerged land or common elements of a subdivision and if the address of the titleholder of contiguous property appears on the record of conveyance of the property to the legal titleholder. However, if the legal titleholder of property contiguous to the property is the same as the person to whom the property described in the tax certificate was assessed on the tax roll for the year in which the property was last assessed, the notice may be mailed to the address of the legal titleholder as it appears on the latest assessment roll. As used in this chapter, the term “contiguous” means touching, meeting, or joining at the surface or border, other than at a corner or a single point, and not separated by submerged lands. Submerged lands lying below the ordinary high-water mark which are sovereignty lands are not part of the upland contiguous property for purposes of notification.

The statement must be signed by the tax collector or the tax collector’s designee. The tax collector may purchase a reasonable bond for errors and omissions of his or her office in making such statement. The search of the official records must be made by a direct and inverse search. “Direct” means the index in straight and continuous alphabetic order by grantor, and “inverse” means the index in straight and continuous alphabetic order by grantee.

1(5)(a) For purposes of determining who must be noticed and provided the information required in subsection (4), the tax collector must contract with a title company or an abstract company to provide a

property information report as defined in s. 627.7843(1). If additional information is required, the tax collector must make a written request to the title or abstract company stating the additional requirements. The tax collector may select any title or abstract company, regardless of its location, as long as the fee is reasonable, the required information is submitted, and the title or abstract company is authorized to do business in this state. The tax collector may advertise and accept bids for the title or abstract company if he or she considers it appropriate to do so.

1. The property information report must include the letterhead of the person, firm, or company that makes the search, and the signature of the individual who makes the search or of an officer of the firm. The tax collector is not liable for payment to the firm unless these requirements are met. The report may be submitted to the tax collector in an electronic format.

2. The tax collector may not accept or pay for a property information report if financial responsibility is not assumed for the search. However, reasonable restrictions as to the liability or responsibility of the title or abstract company are acceptable. Notwithstanding s. 627.7843(3), the tax collector may contract for higher maximum liability limits.

3. In order to establish uniform prices for property information reports within the county, the tax collector must ensure that the contract for property information reports includes all requests for property information reports for a given period of time.

(b) Any fee paid for initial property information reports and any updates must be collected at the time of application under subsection (1), and the amount of the fee must be added to the opening bid.

(c) Upon receiving the tax deed application from the tax collector, the clerk shall record a notice of tax deed application in the official records, which constitutes notice of the pendency of a tax deed application with respect to the property and remains effective for 1 year from the date of recording. A person acquiring an interest in the property after the tax deed application notice has been recorded is deemed to be on notice of the pending tax deed sale, and no additional notice is required. The sale of the property automatically releases any recorded notice of tax deed application for that property. If the property is redeemed, the clerk must record a release of the notice of tax deed application upon payment of the fees as authorized in s. 28.24(8) and (12). The contents of the notice shall be the same as the contents of the notice of publication required by s. 197.512. The cost of recording must be collected at the time of application under subsection (1), and added to the opening bid.

(d) The clerk must advertise the sale as set forth in s. 197.512, administer the sale as set forth in s. 197.542, and receive such fees for the issuance of the deed and sale of the property as provided in s. 28.24.

(e) A notice of the application of the tax deed in accordance with ss. 197.512 and 197.522 that is sent to the addresses shown on the statement described in subsection (4) is deemed conclusively sufficient to provide adequate notice of the tax deed application and the sale at public auction.

1(6) The opening bid:

(a) On county-held certificates on nonhomestead property shall be the sum of the value of all outstanding certificates against the property, plus omitted years' taxes, delinquent taxes, current taxes, if due, interest, and all costs and fees paid by the county.

(b) On an individual certificate must include, in addition to the amount of money paid to the tax collector by the certificateholder at the time of application, the amount required to redeem the applicant's tax certificate and all other costs, fees paid by the applicant, and any additional fees or costs incurred by the clerk, plus all tax certificates that were sold subsequent to the filing of the tax deed application, current taxes, if due, and omitted taxes, if any.

(c) On property assessed on the latest tax roll as homestead property shall include, in addition to the amount of money required for an opening bid on nonhomestead property, an amount equal to one-half of the latest assessed value of the homestead.

(7) On county-held or individually held certificates for which there are no bidders at the public sale and for which the certificateholder fails to timely pay costs of resale or fails to pay the amounts due for issuance of a tax deed within 30 days after the sale, the clerk shall enter the land on a list entitled "lands available for taxes" and shall immediately notify the county commission that the property is available. During the first 90 days after the property is placed on the list, the county may purchase the land for the opening bid or may waive its rights to purchase the property. Thereafter, any person, the county, or any other governmental unit may purchase the property from the clerk, without further notice or advertising, for the opening bid, except that if the county or other governmental unit is the purchaser for its own use, the board of county commissioners may cancel omitted years' taxes, as provided under s. 197.447. Interest on the opening bid continues to accrue through the month of sale as prescribed by s. 197.542.

(8) Taxes may not be extended against parcels listed as lands available for taxes, but in each year the taxes that would have been due shall be treated as omitted years and added to the required minimum bid. Three years after the day the land was offered for public sale, the land shall escheat to the county in which it is located, free and clear. All tax certificates, accrued taxes, and liens of any nature against the property shall be deemed canceled as a matter of law and of no further legal force and effect, and the clerk shall execute an escheatment tax deed vesting title in the board of county commissioners of the county in which the land is located.

(a) When a property escheats to the county under this subsection, the county is not subject to any liability imposed by chapter 376 or chapter 403 for preexisting soil or groundwater contamination due solely to its ownership. However, this subsection does not affect the rights or liabilities of any past or future owners of the escheated property and does not affect the liability of any governmental entity for the results of its actions that create or exacerbate a pollution source.

(b) The county and the Department of Environmental Protection may enter into a written agreement for the performance, funding, and reimbursement of the investigative and remedial acts necessary for a property that escheats to the county.

(9) Consolidated applications on more than one tax certificate are allowed, but a separate statement shall be issued pursuant to subsection (4), and a separate tax deed shall be issued pursuant to s. 197.552, for each parcel of property shown on the tax certificate.

(10) Any fees collected pursuant to this section shall be refunded to the certificateholder in the event that the tax deed sale is canceled for any reason.

(11) For any property acquired under this section by the county for the express purpose of providing infill housing, the board of county commissioners may, in accordance with s. 197.447, cancel county-held tax certificates and omitted years' taxes on such properties. Furthermore, the county may not transfer a property acquired under this section specifically for infill housing back to a taxpayer who failed to pay the delinquent taxes or charges that led to the issuance of the tax certificate or lien. For purposes of this subsection only, the term "taxpayer" includes the taxpayer's family or any entity in which the taxpayer or taxpayer's family has any interest.

History.—s. 187, ch. 85-342; s. 6, ch. 86-141; s. 27, ch. 86-152; s. 1, ch. 89-286; s. 7, ch. 92-312; s. 14, ch. 93-132; s. 1024, ch. 95-147; s. 1, ch. 96-181; s. 1, ch. 96-219; ss. 3, 4, 5, ch. 99-190; s. 3, ch. 2001-137; s. 9, ch. 2001-252; s. 1, ch. 2003-284; s. 8, ch. 2004-349; s. 1, ch. 2004-372; s. 49, ch. 2011-151; s. 1, ch. 2013-148; s. 6, ch. 2014-211; s. 3, ch. 2017-132; s. 12, ch. 2018-110; s. 1, ch. 2018-160.

1Note.—Section 4, ch. 2018-160, provides that "[t]his act applies to tax deed applications filed on or after October 1, 2018, with the tax collector pursuant to [this section]."

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Administration



U.S. DEPARTMENT OF COMMERCE National Oceanic and Atmospheric

NATIONAL WEATHER SERVICE OFFICE
Love Building
Florida State University
Tallahassee, FL 32306-4509

March 19, 2019

County Commissioners Calhoun County, FL

It is well known that communities that plan and prepare are far better off when nature strikes than those who fail to do so. This is why the National Weather Service, along with the Emergency Management community, including FDEM, supports a program called StormReady. To become StormReady, the local emergency management must foster a relationship with the National Weather Service, develop redundant means to observe the weather, receive the latest warnings and forecasts, and finally transmit these warnings to those in danger. Redundancy is the key and it takes quite a bit of effort to develop the infrastructure and plans to get these systems in place.

It is with great pleasure that the National Weather Service forecast office in Tallahassee officially extends our recognition of Calhoun County, FL as a StormReady county with an effective date of **March 19, 2019**. This recognition will be valid for six years. Your ability to monitor weather conditions, receive National Weather Service warnings, and disseminate lifesaving information to the public is commendable. The citizens of Calhoun County are well served by these capabilities and your efforts to constantly improve your emergency preparedness.

Congratulations on this notable achievement! The National Weather Service is proud to maintain Calhoun County, FL as an active member of the StormReady community! Our office looks forward to continuing our partnership with your county in order to provide the environment of preparedness and weather safety that is deserved by your community.

Sincerely,

Katie Moore Nguyen
Assistant Warning Coordination Meteorologist
NWS Tallahassee, FL





CERTIFICATE OF ACHIEVEMENT

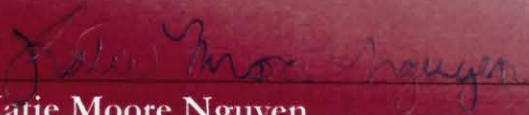
This certificate is awarded to the

Calhoun County, FL

For improving the timeliness and effectiveness of hazardous weather warnings for the public through a diligent and proactive approach of increased communication and preparedness, this community is recognized as StormReady.



**National Weather Service
Office Tallahassee, FL**


Katie Moore Nguyen

3/19/19
03/19/2019