

**Board of County Commissioners
Leon County, Florida**

**Policy No. ## - ##
[NEW]**

Title: Emergency Short-Term Housing Repair Program
Date Adopted: May 14, 2019
Effective Date: May 14, 2019
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a policy entitled "Emergency Short-Term Housing Repair Policy" is hereby adopted, to-wit:

Policy No. ENTER WHEN DETERMINED BY AGENDA COORDINATOR
Emergency Short-Term Housing Repair Program Policy

I. PURPOSE

- A. The purpose of the Emergency Short-Term Housing Repair Program is to provide immediate housing repair services to eligible residents of unincorporated Leon County that are not funded by state and/or federal funding sources.

II. PROGRAM OBJECTIVES

- A. To provide a rapid response to citizens in need through an expedited approval process for temporary and short-term repairs to homes with conditions that threaten the structural integrity of the home or endanger the health and safety of the inhabitants, neighbors or the community.
- B. To act as a bridge to a Housing Rehabilitation Strategy that could provide a permanent, more acceptable home repair of the emergent need utilizing funding via the State Housing Initiative Partnership (SHIP), Community Development Block Grant (CDBG) or other source.

III. DEFINITIONS

- A. For the purpose of this policy, the terms defined in this section shall have the meanings set forth as follows:
1. “Area Median Income or AMI” means the household income for the median or middle household in Leon County as determined by the Florida Housing Finance Corporation.
 2. “Program” means the Emergency Short-Term Housing Repair Program.
 3. “Division” means the Leon County Division of Housing Services
 4. “State Housing Initiatives Partnership or SHIP” is a State of Florida program which provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. The program is designed to serve very low, low, and moderate income families.
 5. “SHIP Manual” means the State Housing Initiatives Partnership program overview and procedures manual maintained by the Florida Housing Finance Corporation
 6. “Community Development Block Grant or CDBG” is a Federal program that provides communities with resources to address a wide range of unique community development needs, including affordable housing.

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7. “Short Term Repair” means a repair to a home that temporarily mitigates a deficiency (e.g. roof tarping, pumping out a septic tank, etc.).
8. “Permanent Repair” means a repair to a home that provides long term relief from a deficiency (e.g. roof replacement, septic system replacement, etc.).
9. “Low Income” means households with income less than 80% of the Area Median Income Leon County.
10. “Florida Housing Finance Corporation or FHFC” means the state housing agency that oversees the state's homeownership and rental housing programs, including the State Housing Initiatives Partnership.
11. “Resident Income Certification-Home Owner Form or RIC” means a form prescribed by the Florida Housing Finance Corporation that summarizes an owner-occupied household’s pertinent information for determining eligibility for various housing assistance programs.
12. “Third-Party Verification” means a written confirmation of a housing client’s income, assets and/or other related information from an independent party such as an employer.
13. “Third-Party Contractor” means any non-employee person or business that is unaffiliated with the County that performs work on behalf of or at the request of the Leon County Division of Housing Services.
14. “Mobile Homes” as defined in 723.003 F.S., as amended, means “a residential structure, transportable in one or more sections, which is 8 body feet or more in width, over 35 body feet in length with the hitch, built on an integral chassis, designed to be used as a dwelling when connected to the required utilities, and not originally sold as a recreational vehicle, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein.” Mobile Homes must be registered as real property with the Leon County Tax Collector’s Office.

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IV. ADMINISTRATION & GENERAL INFORMATION

A. Procedures

1. The Division shall administer the Program and establish procedures to implement this Policy.

B. Assistance Type

1. The assistance awarded using the Emergency Short-Term Housing Repair Program funds shall be a grant therefore no lien is required.

V. ELIGIBILITY CRITERIA

A. Applicant Eligibility Criteria

1. Residency: An applicant must be an owner-occupant of a home in an unincorporated area of Leon County.
2. Application: An applicant shall apply using forms and processes as prescribed by the Division.
3. Income Level: ONLY households at or below 80% of the AMI will be eligible for the Program.
4. Income Calculation: Income shall be calculated using the methods in the most up to date SHIP Manual.
5. Income & Asset Verification: Third-party verification is NOT required for the Emergency Short-Term Housing Repair Program.
 - a. An RIC and/or third-party verification is required if a permanent repair can be completed using SHIP and/or CDBG funds.
 - b. The applicant is responsible for providing documentation of any information required by the Division needed to determine eligibility, however the Division may assist with collecting the documentation.
6. Timely Processing: The applicant must comply with all requests by Housing Services for documents needed to process the application in a timely fashion to avoid delays in the completion of the emergency short-term housing repair.
 - a. Every effort will be made by the Division to efficiently process the application for assistance.

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B. Eligible Projects & Activities

1. Eligible repairs under the Program shall include, but not be limited to:
 - a. Roofing
 - b. Septic
 - c. Heating, Ventilation & Cooling (HVAC)
 - d. Water/Well
 - e. Plumbing
 - f. Tree Removal
 - g. Other Emergency Repairs
 - i. The Division may approve repairs determined to be necessary to achieve the primary purpose of the Program on a case-by-case basis.
2. A property site visit by Division staff will be conducted to verify:
 - a. There is an emergent need that poses a threat to the safety or health of the occupants, or to the structural integrity of the home prior to completing an RIC.
3. All projects & repair activities shall be completed by a third-party contractor selected by the County.

VI. ASSISTANCE LIMITS

- A. Frequency of Assistance: An eligible applicant may obtain emergency short-term housing repair assistance one-time for a specific housing condition, except in extreme circumstances as determined by the Division.
- B. Lifetime Maximum Award: Unless special circumstances are met, the maximum lifetime award shall be One Thousand Six Hundred Fifty Dollars (\$1,650) per eligible household.
- C. Special Circumstances: The Program may be used to complete a permanent repair on Mobile Homes.
 1. If an elderly person or a person with special needs resides in the home, the lifetime maximum award shall be Seven Thousand Five Hundred Dollars (\$7,500).
- D. Expense Restoration: When possible, any funds awarded as assistance under this Program shall be restored (credited back):
 1. If another funding source (SHIP, CDBG or another) is used to complete the permanent repair or rehabilitation project associated with the emergency.