



HUMAN SERVICES AND COMMUNITY PARTNERSHIP

DATE: September 3, 2020

TO: Chair Marnie George and the Housing Finance Authority of Leon County

FROM: Shington Lamy, Director of Human Services and Community Partnerships
Matthew G. Wyman, Housing Services Manager

SUBJECT: County Staff Report for September 2020

This County staff report is provided by the Leon County Division of Housing Services to the Housing Finance Authority of Leon County (HFA) for the September 10, 2020 HFA meeting. The report discusses the status of the County Emergency Housing Repair Program, the HFA funding budgeted for the Leon County Spring Home Expo and the Leon County Day of Service events, the County process in determining how the County owned parcels are conveyed and a provides an update on the County Commission's Affordable Housing Workshop.

Emergency Housing Repair Program Overview & Performance

The County's Emergency Housing Repair Program (Program) provides immediate assistance to low income homeowners in need of housing repair that poses a risk to the health and safety of the households and/or neighborhoods. Additionally, the Program is used, when possible, to complete provide a permanent repair solution.

The HFA has been the primary source of funding for the Program providing \$50,000 this fiscal year, \$45,000 for FY 2019 and \$30,000 annually in previous fiscal years. The Program serves households with income at or below 80% of the Area Median Income for Leon County. The maximum lifetime award is \$1,650 per eligible household.

As approved by the HFA in July 2018, the maximum award can be \$7,500 if an eligible elderly person or a person with special needs resides in a mobile home that has emergent repairs needs. This allows the County to provide a permanent repair since SHIP funding for mobile home projects are significantly restricted.

The assistance awarded by the Program are a provided in the form of a grant not a loan. Therefore, no lien is placed on the property.

FY2020 Performance Summary

The Emergency Housing Repair Program is immensely successful. As reflected in Table 1, 19 projects will be completed on 16 homes in unincorporated Leon County through the Program in FY 2020. Multiple projects will be completed on three homes. Permanent roof repairs and replacements, HVAC and plumbing projects, including septic systems, are the most frequent projects completed through the program. As the year to date (8/31/2020) encumbered amount indicates, the \$50,000 provided by the HFA for this fiscal year is fully encumbered.

Table 1. Emergency Repairs, FY2020 Performance		
Encumbered as of August 31, 2020		\$ 53,262.78
<u>Project</u>	<u>Quantity</u>	<u>Cost</u>
Tarp	2	\$ 1,200.00
Septic & Plumbing	3	\$ 4,650.00
Tree Mitigation	1	\$ 1,650.00
HVAC Replacement	3	\$ 16,540.00
Well Repair	2	\$ 1,605.00
Roof - Permanent Repair/Replacement	5	\$ 22,264.00
Home Access Repair	3	\$ 5,353.78
TOTAL	19	\$ 53,262.78

Nearly every project completed in FY 2020 resulted in a permanent solution to the emergency repairs needs experienced by program participants. Due to staff decreasing the time it takes to determine eligibility, emergency repairs for households that are eligible for SHIP are incurred using those funds. When possible, permanent repairs were made to homes that were not eligible to be assisted using SHIP within the program limit of \$1,650 or through the \$7,500 limit for elderly and/or special needs. However, staff anticipates the SHIP funding vetoed by the Governor earlier this year will drive additional expenses to the Program to conduct permanent repairs if a SHIP allocation is not received in FY 2021.

As previously mentioned, the funding provided by HFA for the Program for the current fiscal year is fully encumbered. The demand for this program is slightly higher than the available financial resources. However due to the lack of funding, Housing staff intends to delay the emergent project until the beginning of the new fiscal year on October 1, 2020 or refer them to partner organizations that may be able to assist until funding is available. Demand is expected to remain stable and may spike higher if our area experiences extreme weather.

2020 Leon County Home Expo

Historically, the HFA has been a financial sponsor of the Annual Home Expo which offers potential and existing homeowners information on down payment assistance, minor home repair and home maintenance tips through live presentations, panel discussions and a host of local vendors marketing their services. Last year, video recordings of all the major presentations were posted on multiple County internet sites. The last Home Expo was held on Saturday, April 13, 2019 and saw a record number of participants.

In preparation for the FY 2020 event, County staff received the \$1,500 from HFA to support promotional and advertising activities. Unfortunately, due to the COVID-19 pandemic, the Home Expo was cancelled.

Due to the demand for the Emergency Repair Program discussed above, the HFA Administrator and the Leon County Housing Services Manager recommend that the best use of the \$1,500 budgeted for the 2020 Home Expo would be to reallocate the funding to the Emergency Repair Program.

On June 11, 2020, HFA approved County staff's request for level funding for FY 2021 and the 2021 Home Expo is anticipated to take place. hopes to put on an in-person event.

2020 9/11 Day of Remembrance and Service

The County's 9/11 Day of Remembrance and Service event is usually held annually to help revitalize a neighborhood in an unincorporated area of the County. County staff, community partners and volunteers provide minor home rehabilitation and landscape projects to residents in commemoration of the spirit of community displayed following the tragic events of September 11, 2001. Each year, the 9/11 Day of Remembrance and Service is held on the third Thursday in the month of August.

Unfortunately, due to the COVID-19 pandemic, this year's event was cancelled.

Due to the demand for the Emergency Repair Program discussed above, the HFA Administrator and the Leon County Housing Services Manager recommend that the best use of the \$1,500 budgeted for the 2020 9/11 Day of Remembrance and Service would be to reallocate the funding to the Emergency Repair Program.

On June 11, 2020, HFA approved County staff's request for level funding for FY 2021 and the 9/11 Day of Remembrance and Service is anticipated to take place.

Affordable Housing Workshop

On May 12, 2020, the Board of County Commissioners requested that County staff schedule an affordable housing workshop that would include discussion on inclusionary housing and housing accessibility for low-income residents, a comprehensive overview of affordable housing initiatives and programs administered by the Leon County Division of Housing Services, which include: Down Payment Assistance, Emergency Home Repair, Home Rehabilitation & Replacement, Rental Development and Homeownership Development as well as the Emergency Short-Term Housing Repair Program funded by the HFA

Additionally, the workshop will highlight the County efforts to increase the stock of affordable housing for low-income residents through initiatives such as the establishment of the Community Land Trust and redevelopment of the Orange Avenue Apartments as well as through partnerships with the HFA and other local organizations.

On June 16, 2020, the County Commission scheduled the affordable housing workshop for Tuesday, October 27, 2020.

County Owned Parcels

During the August 13, 2020 Housing Finance Authority of Leon County regular meeting the HFA Board directed the HFA Administrator to report on the process the County uses in determining how the County owned parcels are conveyed and to what purchasers, including donations to non-profits.

The Housing Services Manager and the HFA Administrator determined that County staff should provide a summary of the County process in determining how the County owned parcels are conveyed. Prior to the following process, tax delinquent parcels are offered to the public at least twice 1) through a tax certificate, 2) tax deed sale and 3) placed on the List of Land Available (LOLA) for three years from the date of the sale at the tax deed sale minimum price. If not purchased at the end of the three-year period, the parcels are then conveyed to the County via an Escheatment Deed. The entire escheatment process is cumbersome, regimented and can take five to ten years before the County takes ownership.

The following, as established in Board (County Commission) Policy No. 16-5 “Real Estate Policy” is a summary of the process.

1. County staff (Real Estate & Housing Services) reviews properties that have been escheated to the County and recommends to the County Commission those that are suitable for affordable housing for their review.
2. The County Commission periodically (usually annually) approves properties that have been recommended as suitable for affordable housing
3. The list of County Commission approved affordable housing parcels is kept by the Division of Real Estate and is available upon request at any time.
4. Properties that have been approved by the County Commission as suitable for affordable housing are not required, but may be:
 - a. advertised as available for conveyance via the County’s Purchasing Division.
 - b. listed for sale through the County’s real estate agent.
5. The HFA has first right of refusal to cooperate with the County in the sale, donation, or other conveyance.
 - a. The HFA may contribute to the County’s costs associated with preparing parcels for sale or lease.
6. Individuals or entities, including non-profits, are asked to provide a formal proposal or offer to purchase to the Division of Real Estate for formal consideration.
 - a. Offers for purchase are reviewed by Division of Real Estate staff and are declined, countered or accepted based on the offered amount and the parcels estimated value which may be based on the opinion of the County’s real estate agent, previous attempts to sell the property at Tax Deed Sale or of the LOLA, etc.
 - b. Proposals for donation from local non-profit organizations are reviewed by the Division of Real Estate and the Division of Housing Services.
7. When affordable housing parcels are under consideration for conveyance to local non-profit organizations, a donation agreement is negotiated to require the following:
 - a. That a home will be built in a reasonable amount of time (i.e. 1-2 years);

- b. Language on long-term affordability to households of low to moderate income (i.e. 30 years);
 - c. May include provisions of shared equity;
 - d. That verification be provided of the above.
8. All proceeds remaining after deducting any direct costs incurred by the County from the sale of affordable housing parcels are paid to the HFA for affordable housing programs.

In early 2019, Habitat for Humanity received a parcel via donation after the organization made a proposal and the terms of the transaction were negotiated by County staff, a representative of the HFA (Mike Rogers) and the Habitat for Humanity Executive Director. At that time, the proposal met the criteria described above and an affordable single-family home was built on the parcel within 4 months of conveyance. The home was sold to a pre-identified income eligible household in conjunction with two other units being built on City owned parcels on the same street. Since the Real Estate Policy was revised in June 2018, Habitat for Humanity is the only non-profit to submit an acceptable proposal and agree to the terms of donation.

On June 18, 2019 the County Commission approved staff's recommendation to negotiate and execute an agreement with Tallahassee Lender's Consortium (TLC) to serve as the CLT for the County. The agreement defines the purpose of the CLT, establishes the process for conveying property to the CLT and specifies the acceptable uses of the donated parcels after being conveyed. On June 11, 2020, the agreement was fully executed.

On September 26, 2019, County staff presented a list of properties being considered for donation to the CLT. County staff and the Community Land Trust (CLT) are currently finalizing a agreement to donate four affordable housing parcels from the list reviewed by the HFA on September 26, 2019.

Options:

1. Approve the reallocation of \$3,000 for the Leon County Home Expo (\$1,500) and the Leon County 9/11 Day of Remembrance and Service (\$1,500) in the Fiscal Year 2020 budget to the FY 2021 Emergency Housing Repair Program.
2. Do not approve the reallocation of \$3,000 for the Leon County Home Expo (\$1,500) and the Leon County 9/11 Day of Remembrance and Service (\$1,500).
3. Board direction.

Attachment(s):

1. Emergency Housing Repair FY 20 Report as of August 31

Applicant First Name	Applicant Last Name	Income Category	Address 1	City	Zip	Type of Structure	Case Subprogram	Case Status	Repair Type	Repair Type - Other	Accomplishment Date	Total Funded	Total Disbursed	Final Disbursement Date
Meina	Deggs	0-30% (EU)	3589 Whipponwell Way	Tallahassee	32310	Mobile Home	Short Term Emergency Repair	Construction Complete	Repair/Central Air	Energy audit items	12/11/2019	\$ 5,790.00	\$ 5,790.00	12/13/2020
Wyome	Leon	0-30% (EU)	2066 Little River Ln	Tallahassee	32311	SF Home	Short Term Emergency Repair	Construction Complete		Replace ext rear double door	01/27/2020	\$ 1,600.00	\$ 1,600.00	1/29/2020
Caroln	Fryson	51-80% (LI)	6532 Proctor Rd	Tallahassee	32309	SF Home	Short Term Emergency Repair	Construction Complete	Repair/Electrical	Water well underground electrical power supply line repair or replacement	12/06/2019	\$ 1,225.00	\$ 1,225.00	12/13/2019
Josephine	Ervin	0-30% (EU)	13056 Driftwood Court	Tallahassee	32317	Mobile Home	Short Term Emergency Repair	Construction	Reliance/Central Air	Front door unit needs to be replaced	05/04/2020	\$ 7,500.00	\$ 5,750.00	
Maeroard	Cannon	0-30% (EU)	1304 Silver Saddle Dr	Tallahassee	32310	Mobile Home	Home Rehabilitation	Construction Complete	Repair/Plumbing Repair/Central Air Repair/Bedroom Repair/Smoke Detector	SHIP Rehab for special needs household - HFA funds applied to roof replacement	08/28/2020	\$ 5,668.00		
Kimberley	Skula	31-50% (VLI)	2781 Ole Ben Circle	Tallahassee	32305	Mobile Home	Short Term Emergency Repair	Construction Complete		Mobile home roof creasing	04/02/2020	\$ 1,596.00	\$ 1,596.00	4/10/2020
Sherrie	Fletcher	0-30% (EU)	1508 Daniel Lee Rd	Tallahassee	32305	SF Home	Short Term Emergency Repair	Construction Complete		Added to state septic grant list (in PFA)	02/26/2020	\$ 600.00	\$ 600.00	3/13/2020
Roger	Brock	0-30% (EU)	6308 Sue Page Drive	Tallahassee	32310	SF Home	Short Term Emergency Repair	Construction Complete	Repair/Plumbing	Septic Pump Out	05/29/2020	\$ 1,375.00	\$ 250.00	
Sharon	CANDLER	31-50% (VLI)	8432 PIN OAK ROAD	Tallahassee	32305	Mobile Home	Short Term Emergency Repair/Home Rehabilitation	Construction Complete	Repair/Plumbing	Emergency Tarp	07/24/2020	\$ 7,500.00	\$ 7,500.00	7/31/2020
Jennifer	Hair	51-80% (LI)	8618 Wakulla Springs Rd.	Tallahassee	32305	Mobile Home	Short Term Emergency Repair	Construction Complete		Tree Mitigation	07/23/2020	\$ 1,650.00	\$ 1,650.00	8/7/2020
MONDE	BONGO	31-50% (VLI)	18850 Forest Manor Dr	Tallahassee	32310	Mobile Home	Short Term Emergency Repair	Construction Complete	StormDisasterPreparednessResilience	EmergencyTarp	07/28/2020	\$ 600.00	\$ 600.00	8/14/2020
Annie	Madison	0-30% (EU)	13058 Driftwood Court	Tallahassee	32317	SF Home	Short Term Emergency Repair	Construction Complete	SepticPumpOut	Septic Pump Repair	09/02/2020	\$ 775.00		
Elizabeth	Jenkins	0-30% (EU)	2600 Gerald Drive	Tallahassee	32310	SF Home	Permanent Emergency Repair & Resilience	Construction Complete		Well repair needed producing rusty or iron heavy water / PULL TO REPLACE 1 BLEEDER VALVE AND MISC NUTS-WASHERS, FITTINGS ETC AS NEEDED	07/15/2020	\$ 380.00	\$ 380.00	8/7/2020
Kimanie	Christian	31-50% (VLI)	8749 Cabin Hill Rd	Tallahassee	32311	SF Home	Short Term Emergency Repair	Closing	AccessibilityImprovements	Repair/vrn/ floor in kitchen		\$ 2,003.78		
Daisy	Vickers	51-80% (LI)	14939 Fairbanks Ferry Ct	Tallahassee	32312	Mobile Home	Permanent Emergency Repair & Resilience	WWU & Quotes	RepairRoof RepairCentral Air	GFCI Repair in kitchen / Repair shower plumbing leaks and wallboard replacement in BR with shower		\$ 7,500.00		
Charles	Belgrave Sr.	51-80% (LI)	1383 Rainbow Rd	Tallahassee	32305	Mobile Home	Permanent Emergency Repair & Resilience	WWU & Quotes	RepairRoof RepairElectrical			\$ 7,500.00		

Report Certified By: Ale Rose, Financial Compliance Administrator
Date: 9/3/20
Report Certified By: Matthew Wynn, Housing Services Manager

Total	\$	53,262.78
HFA Total Allocation	\$	50,000.00
Available Balance	\$	1,262.78

\$ 26,941.00