Memorandum

MIAMI-DADE COUNTY

Date: July 10, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Affordable Housing, Homeownership and Rehabilitation Program Guidelines - Directive 142120

On November 5, 2014, the Miami-Dade County Board of County Commissioners (Board) adopted Resolution No. R-1008-14 requiring modifications to the First Time Homebuyer Program. Additionally, this resolution seeks to improve homebuyer counseling in County-funded loan programs by requiring homebuyers to obtain code inspections in order to determine the condition of a home and preventing homebuyers from purchasing homes with structural problems.

Miami-Dade County, through the Public Housing and Community Development (PHCD) Department, implements a wide range of housing programs designed to enhance housing opportunities for low- and moderate-income individuals and families. Pursuant to the Affordable Housing, Homeownership and Rehabilitation Program Guidelines, assistance may be provided to developers, community development corporations, individuals, and families through an array of programs encompassing acquisition, construction, rehabilitation, reconstruction, and permanent financing in the form of mortgage assistance.

The Affordable Housing, Homeownership and Rehabilitation Program Guidelines are reviewed periodically and revised to reflect departmental responsibilities and other necessary changes as the program evolves to meet the challenges and changes in the real estate market. Staff has incorporated the new requirements into the Homebuyer Education and Counseling section (as noted on page 4) and Inspection section (as noted on pages 13-14 of the attachment) in accordance with Resolution No. R-1008-14.

If additional information is required, please contact Michael Liu, Director of PHCD, at 786-469-4106.

Pursuant to Ordinance 14-65, this memorandum will be placed on the next available Board of County Commissioners meeting agenda.

Attachment

c: Robert A. Cuevas, Jr. County Attorney
Russell Benford, Deputy Mayor, Office of the Mayor
Michael Liu, Director, Public Housing and Community Development Department
Charles Anderson, Commission Auditor
Eugene Love, Agenda Coordinator

MIAMI-DADE COUNTY
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

AFFORDABLE HOUSING, HOMEOWNERSHIP AND REHABILITATION PROGRAM GUIDELINES

MIAMI-DADE COUNTY

TABLE OF CONTENTS

SECTION I

Introduction 4
Homeownership Mortgage Assistance 4
Housing Rehabilitation 4
Housing Development 4
Homebuyer Education and Counseling 4
Disaster Relief Assistance 4
"Jumpstart" Assistance 5
First Time Homebuyers 5
Initial Interview Process 5-6
Process for Closing 6
Eligibility Requirements 6
Occupancy Requirement/Ownership 6
Ineligible Applicants 6
Immigration Status 7
Income Section 7
Income Qualification 7-8
Qualifying Using Section 8 Housing Choice Voucher 8
Initial Recertification 8
Income Range of Applicants to Be Served 8
Income Verification 8-9
Income Inclusions and Exclusions for Eligibility for Surtax/HOME/SHIP/CDBG/NSP 9
Income Inclusions for Credit Purposes 10
Homeownership Loan Radios 10
Property Standards 11
Purchase Price 11
Credit Requirements 11
Non-Applying Spouse 11
Down payment/Closing Costs 11-12
Gifts 12
Asset Limitations 12
First Mortgage Financing 12
Monthly Payments for PHCD Assistance 13
Inspection 13-14
For HOME Funded Programs Only 14
Loan Servicing 14-15
Participating Lenders / Spot Loans 15
Income and Mortgage Limits (Attachment I) 16
Loan Documentation Checklist (Attachment II) 17
Conflict of Interest (Attachment III) 18
Third-Party Verification of Employment (Attachment IV) 20
Acceptable Fees to Be Charged to Applicants (Attachment V) 21

SECTION II

Single Family Homeowner Rehabilitation Guidelines 22
Loan Assistance Program Guidelines 22
Introduction 22
Scope 22
Definitions 22
Loan Programs and Amounts 23
Surtax Rehab Single-Family to Include Federal and State Funded Programs 23
Surtax Beautification Loan Program 23
Surtax, Paint and Shutter Loan Program 23
Eligibility Areas 23-24
Eligible Properties 24
Applicants - All Programs 24-25

Income Inclusions and Exclusions for Eligibility Proposed for Surtax/HOME/SHIP/CDBG/NSP 26
Income Inclusions for Credit Purposes 27
Funding Sources 27-28
Loan Interest Rates 29-30
Loan Processing and Approval 30
Supplements 30
Waiting List 30
Loan Servicing 31
Loan Fees 31
Effective Date 31
Disabled Certification Forms (Attachment I) 32
Required Documentation (Attachment II) 36
Exhibit 36

INTRODUCTION

Miami-Dade County through Public Housing and Community Development (PHCD) implements a wide range of housing programs designed to enhance housing opportunities for low- and moderate-income individuals and families who are legal residents of Miami-Dade County (County). Pursuant to these Affordable Housing, Homeownership and Rehabilitation Program Guidelines (AHHRPG), assistance may be provided to developers, community development corporations, individuals and families through an array of programs encompassing acquisition, construction, rehabilitation, reconstruction, and permanent financing (in the form of mortgage assistance, including soft subordinate mortgages). Homeownership counseling is a component of all the homeownership programs. The following is a list of programs offered:

HOMEOWNERSHIP MORTGAGE ASSISTANCE

The homeownership mortgage assistance component provides funds to very-low, low- and moderate-income individuals and families to acquire newly-constructed or existing housing units.

Housing Rehabilitation

The housing rehabilitation program provides for expansion and upgrades to owner-occupied single family homes. These improvements are primarily geared to addressing health and safety issues, code violations which include roof repairs, plumbing and electrical as well as associated repairs and exterior painting. (See Single Family Rehabilitation Guidelines on page 19 for more details).

Housing Development

The housing development component provides funding to developers, as available, to defray the costs of new construction, rehabilitation and/or other costs associated with the development of single-family and multi-family housing. This component is intended to increase housing opportunities for persons by encouraging the creation and rehabilitation of affordable housing units.

Homebuyer Education and Counseling

The homebuyer education and counseling component provides education and counseling to individuals regarding purchasing and financing of single-family affordable housing units. The homebuyer counseling agencies are required to cover a variety of topics which include fair housing practices, credit counseling, budget and money management, financial literacy, proximity of schools, employment and transportation, home maintenance, the mortgage approval and post-closing process, selecting a neighborhood, locating a home, negotiating a purchase price, and finding appropriate financing. In accordance with Miami-Dade County Resolution No.R-1008-14, homebuyer counseling agencies shall cover additional topics, including the legal significance of buying a home using a purchase and sale agreement containing an "AS IS" clause, homebuyers' right to select their own title agent, and homebuyers' right to have the property inspected by an inspector of their choice. This resolution also requires frequent and random monitoring of these classes by Miami-Dade County to ensure that these new topics, as well as the previously required topics, are being taught. Applicants, spouse, and a third applicant, if applicable, must attend a counseling course from a U.S. Department of Housing and Urban Development (HUD) approved agency and provide proof of attendance in the form of a certificate.

Disaster Relief Assistance

The disaster relief assistance provides emergency disaster relief to homeowners whose locality has been impacted by a major man-made or natural disaster. Individuals in areas which have been declared/designated disaster areas by the federal, state and/or local government can be eligible to receive funding for rehabilitation or reconstruction of their homes. To be eligible for Disaster Relief Initiative (DRI) funding a person must be the homeowner and occupy the home, which is defined as the primary owned homestead and occupied dwelling of a single family. Rehabilitation or reconstruction costs will be limited to the real estate structure only. Funds can be provided for a first and/or subordinate mortgage to the homeowner based on the terms and conditions outlined in the Miami-Dade County AHHRPG. This assistance is provided as gap

assistance for any damage that insurance or Federal Emergency Management Agency (FEMA) does not cover.

Note: Eligible homeowners will be required to execute a restrictive covenant and in some cases a third party agreement.

"Jumpstart" Assistance

The jumpstart assistance provides funding to assist disaster-affected homeowners, make a down payment on a new home, repair their current disaster-affected home or obtain a mortgage while awaiting a potential buyout from FEMA.

Down payment assistance to purchase a new home can be obtained in the form of a subordinate mortgage subsidy awarded on the current program guidelines to applicants who are able to qualify for a first mortgage amount. First mortgage assistance can be provided as an exception on a case by case basis.

FIRST TIME HOMEBUYERS

Eligible applicants are single individuals or two or more persons related by blood, marriage, adoption, guardianship or domestic partnership; and may include one or more individuals (under the age of 18) being domiciled with a parent or another person having legal custody of such individual. Where not restricted by federal, state or other funding regulations, designee of such parent or the person having such custody, with the written permission of such parent or other persons who occupied the same unit, may also be considered.

Note: Applicants must be residents of Miami-Dade County at the time of application, with the exception of the NSP Program.

With the exception of the Neighborhood Stabilization Program (NSP) and Havana Palms buyers*, the eligible household must be a first-time homebuyer. A first-time homebuyer is an individual who meets any of the following criteria:

- An individual or spouse who has had no ownership in a principal residence during the three year period ending on the date of purchase of the property (if either person meets the above test, they are considered first-time homebuyers).
- A single parent who has owned with a former spouse while married.
- An individual who has owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.
- An individual who has owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.
- Program participation will be limited to a one time only occurrence per family.

Note: Family as defined at §570.3(m), means all persons living in the same household who are related by birth, marriage, or adoption. When such persons occupy the same housing unit they are considered as members of the family. Their incomes are to be aggregated for calculating family income.

- Miami-Dade County Resolution R-450-13 will also be utilized in this section of these guidelines to determine eligible applicants.

Initial Interview Process

The first step towards receiving assistance is the initial interview. The applicant must bring all documents requested including the signed sales contract, to the interview for review to determine eligibility for the subsidy. During the interview process, the applicant will be required to sign all disclosure forms for the program and will be given a predetermination eligibility letter which they will take to the first mortgage lender within 30 days.

The homeownership specialist schedules an interview with the applicant when the initial

loan/lender package is received. Following the initial interview, updated documents may be requested from the applicant, (bank statements, pay – stubs, credit reports etc.). When the first mortgage lender has approved the file, the lender must submit to PHCD the documents below via regular mail or courier; the documents cannot be submitted by applicant. The underwriting process must be completed before the commitment of funds.

Note: It is anticipated that secured electronic transmission of loan packages will be accepted in the near future. The Department does not have the email capacity to accept electronic loan packages at this time.

The loan package should consist of:

a. Form 1003 - uniform residential loan application (signed and dated)
b. Form 1008 - transmittal summary (signed)
c. Escrow letter and proof of deposit
d. Bank commitment letter
e. Truth in lending
f. Good faith estimate
g. Appraisal
h. Current credit report
i. Single Family Residence – Insurance Quotes and Condo – Monthly (HOA)
j. Soil Treatment Certificate and Certificate of Occupancy (For new properties)

When the file is approved by PHCD, a firm commitment letter will be issued to the homebuyer who will be required to sign and return the commitment letter to PHCD to initiate the request for funding.

Process for Closing

A final settlement/statement (HUD-1) must be submitted to PHCD prior to closing for review and approval to enable funds to be requested and ensure that there are no excessive fees being charged to the applicant. Mortgage broker and/or developer fees are not allowed. See Attachment IV for a list of the allowable fees that can be charged to the applicant at closing.

Miami-Dade County requires a minimum of seven working days to process and disburse requested funds. Funds are payable and directed to the closing agents/title companies only. All closing agents/title companies MUST be approved by Miami-Dade County.

PHCD will review reasonableness of fees imposed by closing agents/title companies or fees of a third party before closing.

PHCD reserves the right to investigate and discuss the fees with the applicant, which may result in delaying the closing.

Closing agents/title companies who charge unreasonable fees are subject to removal from the approved list of approved closing agents/title companies.

Developers may be required to provide evidence of project approval from Fannie Mae and Federal Housing Administration (FHA) for condominiums. Project approval from Fannie Mae and/or FHA is required to accept subsidy financing.

ELIGIBILITY REQUIREMENTS

Occupancy Requirement/Ownership

The applicant must use the property as the primary residence which will be reflected by a deed restriction or a restrictive covenant and will be stated in the loan documents. Ownership must be in fee simple title. In cases of a 99-year leasehold interest, the remaining lease term must equal the term of the loan.

Ineligible Applicants

An applicant who is delinquent on a Federal debt or debt related to Miami-Dade County may become eligible once the borrower brings the account current or enters into a satisfactory repayment plan with the respective federal agency.

- ELIGIBILITY VERIFICATION (Surtax, HOME/CDBG, SHIP and NSP).

Household occupants shall be verified by using any one or more of the following items:

- Birth certificates and Social Security cards on all household occupants (no birth cards).
- School records which give dependents' residing address.
- Court-ordered letters of guardianship/adoption.
- Copy of divorce decree and property settlement agreement.
- Children who live with parent for 50 percent of the year should be included among the members in a household (joint custody).
- In cases where the applicant claims to be separated from the spouse, the applicant must provide the following additional documentation for the spouse who will not occupy the property (IRS tax return; driver's license; voter's registration card; legal separation agreement; utility bills).
- A third party verification or regular cash contribution letter must be submitted for non-court ordered child support.
- A letter from the Department of Revenue/Child Support Enforcement office is required. The full amount of court ordered child support must be included in household income whether or not it is regularly received by the household. SHIP stipulation will apply.

Immigration Status

Applicants for any of the programs and/or activities mentioned herein are subject to immigration regulations and eligibility as determined by the United States Department of Housing and Urban Development (USHUD) and/or Miami-Dade County regulations. Benefits may be prorated based on the income of legal residents in a household.

For Documentary Stamp Surtax (Surtax) loans, proof of US permanent resident status or US Citizenship, and/or other related documentation (including special status such as Nicaragua Adjustment and Central American Release Act (NACARA Section 203), Cuban Adjustment Act and political asylum) must be current as of the date of application for assistance from the County.

For NSP, HOME, CDBG and SHIP, the applicants must be permanent residents of the United States or U.S. Citizens. `

INCOME SECTION

Income Qualification

For subsidy purposes, annual income is the gross amount of income anticipated to be received by all adults in a family during the twelve (12) months following the effective date of the income determination.

When calculating income, note that SHIP, NSP, and HOME/CDBG funding require that the anticipated income be based on present income plus any income to be received in the next 12 months. Once the income certification is completed by PHCD staff, and executed by the SHIP administrator or designee, an award letter/commitment letter is issued. The commitment letter is valid for six months. Surtax allows for income averaging for the past two years for applicants who are self-employed earn commission, tips, bonuses, and overtime.

Florida property laws do not legally recognize separation as it relates to property ownership. Consequently, when an applicant is legally married but does not currently reside with the spouse, the spouse must sign the mortgage and the subsidy recapture provision, and his/her income must be counted as part of the annual household income. Florida property laws apply in cases of temporary separation, for example, when a spouse does not live in the house due to military service, attendance in college, offshore work, or other instances where a family member is temporarily residing in another location.

In some situations however, it seems clear that the applicant has no plan to reunite with the estranged spouse and the separation is permanent. The flexible nature of these programs is intended for local governments to determine the appropriate use of funds while 1) ensuring accountability, 2) to make a decision about a permanent separation 3) and to obtain as many details as possible to document the subsidy recipient. In cases of permanent separation where the applicant and the estranged spouse maintain separate residences and file separate tax returns the applicant must provide proof of separation by providing copies of the estranged spouse's IRS tax returns, driver's license, utility bills, etc. The estranged spouse does not need to be counted in the household size and his/her income should not be included in household income.

Qualifying Using Section 8 Voucher

If an applicant is purchasing using a Section 8 Housing Choice voucher, the Housing Assistance Payment (HAP) may not be added to the applicant's annual income to determine the maximum first mortgage amount, or the HAP may be deducted from the principal and interest of the first and/or subordinate mortgage, whichever provides the greatest benefit to the homebuyer. The HAP is the difference between the voucher amount and the applicant's portion of the rent.

Please note that this amount is subject to change, because it will be based on the property to be purchased. The revised amount must be approved and authorized by the Contract Administration Division. Consequently, it is recommended that all clients obtain lender pre-approval prior to contract execution.

Income Recertification

Annual income recertification is required of all homebuyers who purchase property using the Section 8 Housing Choice voucher.

INCOME RANGE OF APPLICANTS TO BE SERVED

The applicant's total household income may range from very-low to moderate-income depending on the funding source being invested in the property. Applicant's total household income must meet the income criteria at the time the applicant applies for mortgage assistance. (See Attachment I for current income limits).

A qualifying household income must meet the guidelines of the more stringent subsidy program being used by the applicant. Income must also be calculated based on the information provided in the Verification of Employment form. Income calculated for subsidy purposes may differ from income used for credit purposes by the lender.

	FUNDING SOURCE			
	Surtax	HOME/CDBG	SHIP	NSP
Maximum applicant income limits as a percentage of the area median income ("AMI")	140%	80%	120%	Min - Max 51% - 120%

Note: Funding source income limits may be further restricted by program guidelines.

INCOME VERIFICATION

Applicant's income will be verified using one or more of the following documents:

- Last two (2) pay stubs from employer and past two (2) years of complete tax returns (all schedules)
- Tax returns must be signed by the applicant(s)

- If self-employed, past two (2) years of tax returns will be required, and a current profit or loss statement
- Verification of employment, (Federal National Mortgage Association (FNMA) form or third party form included in these guidelines are acceptable, provided that the form is filled out completely)
- Other sources of income that can be readily verified (i.e., social security, pension retirement, and child support)
- Social Security Income may be subject to federal restrictions, which may limit its use
- Interest, dividends, and other net income
- Any other form of verification as required by funding
- Cash contribution letter for non-court ordered child support
- A letter from the Child Support Enforcement Division whether child support is being received or not.

In addition to Federal Income Tax returns, the number of household occupants shall be verified using one (1) of the following items:

- Birth certificates and Social Security cards on all household occupants (no birth cards).*
- School records which give the parents' name and address.
- Court-ordered letters of guardianship/adoption.
- Copy of final divorce decree and property settlement agreement.

**Note: If a dependent is listed on the tax return, then copies of birth certificates can be sufficient. However, if a copy of the birth certificate is in the file and the dependent is not listed on the tax return, we may request copies of school records to verify that the individual resides on the property.*

Income Inclusions and Exclusions for Eligibility Purposes for Surtax/HOME/SHIP/CDBG/NSP

Annual Income Inclusions	Annual Income Exclusions
Annual income inclusions defined under USHUD 24 C.F.R. Section 5.609(b) are listed as follows: • The gross amount (before any payroll deductions) of wages, salaries, overtime pay, commissions, fees, tips and bonuses, and any other compensation for personal services received by all eligible household members; • the net income from the operation of a business or profession; • interest, dividends, and other net income of any kind from real or personal property; • the full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits; • payment in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay; • welfare or other need-based payments to families or individuals that are made under programs funded separately, or jointly by federal, state or local governments; • periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling; • all regular pay, special pay and allowances of a member of the Armed Forces; and • SSI income may be subject to federal restrictions	The most common types of excluded annual income include: • Income from employment of children (including foster children) under the age of eighteen (18) years; • payments received for the care of foster children or adults; • lump-sum additions to family assets, such as inheritances, insurance payments; • reimbursement for the cost of medical expenses for any family member; • income of a live-in aid; • the full amount of student financial assistance paid directly to the student or to the educational institution; • the special pay to a family member serving in the Armed Forces who is exposed to hostile fire; • income from training programs funded by HUD; • temporary, nonrecurring or sporadic income (including gifts); • reparation payments paid by a foreign government to persons who were persecuted during the Nazi era; • income from earnings in excess of $480 for each full-time student eighteen (18) years or older (excluding the head of household and spouse); • adoption assistance payments in excess of $480

which may limit its use. *Note:* Surtax allows for income averaging for the past two years for applicants that are self-employed, or earn commission, tips, bonuses, and overtime.	per adopted child; • deferred payments received in a lump sum; • refunds or rebates for property taxes paid on the dwelling unit; or services and equipment needed to keep a developmentally disabled family member at home

Income Inclusions for Credit Purposes

CREDIT DOCUMENTATION		
Surtax	HOME/CDBG	SHIP/NSP
Two (2) most recent Paystubs containing YTD information; if unsatisfactory or unable to provide will require Verification Of Employment (valid for (3) three months)	Verification of employment (valid for (90) ninety days).	Verification of employment (valid for 90 days from the date received. If the information is orally updated by the source, the VOE will remain in effect for an additional 30 days). Third Party Verification of Employment is required by SHIP, (attachment III)
Tax returns and W-2 for the previous two (2) years or IRS Form 1722 (which gives the applicant's income and filing status may be requested). Returns must be signed & dated by applicant.	Same as Surtax.	Same as Surtax.
If self-employed year-to-date, profit and loss statement as of the date of application.	Same as Surtax.	Same as Surtax.
Six (6) months of bank statements or bank's computer printout reflecting a balance for each month.	Same as Surtax.	Same as Surtax.
Tri-merged credit report (valid for 3 months)	Same as Surtax.	Same as Surtax.
Verification of Assets – Retirement Account	Same as Surtax.	Same as Surtax.

Homeownership Loan Ratios

Minimum front end ratios may be lower at the discretion of Miami-Dade County.

Loans to applicants allow for the following ratios:			
Funding Source:	Surtax	HOME/CDBG	NSP/SHIP
Minimum Monthly Housing Debt	29 – 35 %	29 – 35 %	29 – 35 %
Maximum Total Debt-to-Income	45%	45%	45%

INCLUDING OUTSTANDING CREDIT OBLIGATIONS

LOAN PROCESSING FOR MORTGAGE ASSISTANCE

Lenders, developers, and realtors must perform a pre-screening of their applicants to ensure that they have documentation required by the program before making an appointment to meet with a homeownership specialist. The lender, developer, and realtor will provide the checklist of documents to

their applicants (see Attachment II). After the lender, developer, and realtor has pre-screened the applicant, he/she will instruct the applicant to contact PHCD to set an appointment for an interview with the homeownership specialist assigned to the case. The lender will be advised of the homeownership specialist assigned to the case.

NOTE: Due to the limited availability of funds, all funds will be made available for interested applicants on a first-come first-serve basis. However, an applicant must meet all program requirements to close.

Property Standards

Detached single-family units, condominium units, approved manufactured homes, studios, twin homes (must evidence a Declaration of Condominium documents recorded in the Public Records disclosing separate folio numbers), and town homes are eligible properties. Properties with swimming pool are acceptable on a case-by-case basis except for HOME, SHIP & CDBG funding. For HOME/CDBG loans only, ineligible properties are those properties leased to a tenant which would trigger a relocation of that tenant.

NSP properties must be owned by a lender or investor (e.g. FNMA Freddie Mac). Properties must be located in a priority area and documented in the loan file. The program does not require applicants be first time home buyers. NSP Spot Loans not acquired through GSA must meet the 100% appraised value stipulation. All NSP compliance documents should be completed and executed as warranted.

Condominium Conversions and Time Share properties are not eligible for Homeownership Assistance.

Purchase Price

The maximum purchase price for the Affordable Housing Program is $205,000. At a minimum, the property must be appraised for the contracted purchase price, however, if the appraised value is less than the purchase price, PHCD will not provide subsidy financing above the appraised value.

Note: For maximum subordinate mortgage amounts for low to moderate-income individuals and families, income and mortgage limits. (See attachment I)

Credit Requirements

PHCD housing programs do not have a minimum credit score requirement or threshold; the Department however reserves the right to ask for explanations of any derogatory or negative items contained in the credit report. In situations whereby a collection appears on the credit report, whether or not those collections require repayment prior to the loan closing is left to the discretion of PHCD. All collection items related to a County Program or, including a County medical collection, must be paid prior to closing.

Non-Applying Spouse

Non-applicant spouse can have an ownership interest in the property at the time of settlement without executing the promissory note.

The credit history of the non-applicant spouse is not considered as a reason to deny a loan application. However, the non-applicant spouse's income will be used to determine the appropriate subsidy.

DOWN PAYMENT / CLOSING COSTS

Down payment requirements are as follows:

- Minimum down payment requirement of three percent (3%) and a minimum of one percent (1%) must be from the applicant's own funds.

- Down payment required by US HUD for Section 8 Homeownership Program is three percent (3%) of the purchase price, of which one percent (1%) of the purchase price must be from the applicant's own funds.
- Minimum down payment for the Infill Housing Initiative is one percent (1%) of the purchase price from the applicant's own funds.

The combined loan-to-value ratio "CLTV" of all mortgages including closing cost assistance shall not exceed one hundred-five percent (105%) of the purchase price. All developers and community development corporations (CDCs) awarded funding are required to pay the following closing costs for the applicants:

- Abstracting costs
- Owner's and lender's title insurance
- Cost of boundary survey
- Documentary stamps on the warranty deed

Note: In addition, developers and CDCs shall also pay any agreed to additional costs.

GIFTS

An applicant can satisfy part of the cash requirement for closing with funds received as cash gifts from relatives, or cash savings clubs. For underwriting purposes, a relative is defined as a spouse, parent, stepparent, legal guardian, grandparent, brother, sister, or child. In general, before using funds from gifts, an applicant needs to use his or her own funds to make a down payment toward the sales price of a property.

To verify a gift, the applicant must obtain a signed letter from the donor that includes:

- Specific dollar amount of the gift and date the funds were deposited/transferred to the borrower's bank account;
- Donor's name, address, telephone number, and relationship to the applicant; and
- Statement from the donor saying that no repayment is expected.

In cases where the gift funds have already been transferred, staff must verify that sufficient funds to cover the gift have been transferred from the donor's account to the applicant's account or that the donor's account has adequate funds to cover the amount of the gift.

ASSET LIMITATIONS

Any excess liquid assets over $10,000 (*excluding pensions, annuities, 401K, etc.)* must be used for a higher down payment up to five percent or to cover closing costs. This asset limitation does not apply to retired persons over the age of 62 or permanently disabled persons.

For HOME/CDBG and SHIP only, applicants who have assets in excess of $5,000 must include in the income calculation the greater of (i) the actual income earned on those assets, or (ii) the income calculated using the current LIBOR rate as set by HUD.

FIRST MORTGAGE FINANCING

All first mortgage loans approved under this program must have a fixed interest rate. Miami-Dade County will not approve subordinate mortgage financing for loans whose first mortgage is a balloon payment, has an adjustable rate, carries an unusually high interest rate, or includes prepayment penalties.

The lender must use the tax estimator from the Miami-Dade County Property Appraiser website to estimate the taxes and calculate the insurance at 2% of the purchase price if a quote cannot be obtained prior to submitting the loan package.

Note: Developer buy downs are permitted as long as the buy down is not recorded as a lien against the property, and there is a restrictive covenant that has been reviewed and approved by the county.

Monthly Payments for PHCD Assistance

The monthly payments for SHIP/Surtax/NSP loans will be as follows:

Income Level	Interest *Rate*	Years 1 to 5	Years 6 to 30
Low Income	0-3%	$100 monthly payment This is applied towards principal.	Fully amortized remaining balance amortized over the 25 years at note rate, as applicable.
Moderate Income	4-6%	$100 monthly payment This is applied towards principal.	Fully amortized remaining balance amortized over the 25 years at note rate, as applicable

HOME/CDBG - Loans are deferred mortgages: No payments are required.
Note: Low income subsidy amounts range from an average of $50k to $80k. PHCD reserves the right to restructure the payments:

*Interest rate will be determined on a case-by-case basis.

Options
1. $100.00 for the first five years. The remaining balance to be amortized for remaining 25 years, at the applied interest rate.
2. Fully amortized for the entire loan.

A calculation example is provided below:

OPTION #1	OPTION #2
Moderate Income Family $50,000 loan @ 4% Years 1-5 Payment $100.00 per month Years 6-30 Balance* $44,000.00 New payment $232.25	Years 1-30 Balance $50,000 loan @ 4% New Payment $238.71

The option of a fully amortized subordinate mortgage is available.

Inspection

Participants in Miami-Dade County's Second Mortgage Loan Program for first-time homebuyers are required to obtain an inspection by a qualified home inspector of the home they intend to purchase in accordance with Miami-Dade County Resolution No. R-1008-14. A qualified home inspector is one who has a valid home inspection license issued by the State of Florida through the home inspection services licensing program. Prior to commencing a home inspection, the home inspector shall provide a copy of their license to practice home inspection services in the state of Florida to the homebuyer. The home inspection is intended to prevent hardships on

homebuyers and can be useful in preventing homebuyers from purchasing homes with structural or other building problems. The breadth of the home inspection shall be sufficient to alert homebuyers of significant defects in the home, including structural problems, and identify whether the home is in compliance with the Miami-Dade County Building Code. The Department has the discretion to deny a homebuyer loan on a particular property based upon substantial negative findings in the home inspection upon a determination that denying a loan is in the best interest of the County. The payment of said inspection can be from the homebuyer in cash or using the funds loaned to the homebuyer from the County. If the property does not pass inspection and the homebuyer does not close on that property, PHCD will reimburse the homebuyer for the cost of the inspection .

A Hold Harmless Affidavit will also be required to be signed by the applicant(s) at time of application that states the County is not responsible for code violations, liens, open permits, or illegal structures. Sellers are required to disclose code violations, illegal structures or additions. Miami-Dade County will not award subsidy financing if any of these conditions exists.

Housing Quality Standards (HQS) inspection will also be required and will be conducted by PHCD staff and the cost will be absorbed by the Department.

Additionally, inspections of the roof, septic tank and termites shall be performed by a State of Florida licensed inspector specializing in each of these areas. These three inspections shall be paid for by the homebuyer regardless of the outcome of the inspection and are valid for 30 days from the date of the inspection.

If the property was constructed prior to 1978, a lead based paint inspection will be required by an Environmental Protection Agency (EPA) Certified Inspector, EPA Certified Risk Accessor and/or EPA Certified Firm prior to closing and is to be paid for by the homebuyer. The report must show a negative outcome for lead base paint. Where lead base paint is uncovered, abatement must be completed prior to closing. All construction projects must obtain a certificate of occupancy, a loan closing will not take place with a temporary certificate of occupancy.

All federal funded loans (HOME, CDBG and NSP) also require an Environmental Review Clearance which will be conducted by PHCD staff.

FOR HOME FUNDED PROGRAMS ONLY

Homebuyer Resale Provision. Resale provisions are applicable if the housing is assisted with HOME funds and the assisted housing does not continue to be the principal residence of the family for the duration of the period of affordability. PHCD requires the assisted housing is made available for a subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence.

Homebuyer Repayment. PHCD will provide zero percent (0%) interest deferred payment, (_____ lien position) mortgage loan in an amount of up to $_____ until the first to occur of the following events: (1) Home Buyer sells, transfers or deposes of the assisted unit (either by sale, transfer, bankruptcy or foreclosure, etc.), (2) the Home Buyer no longer occupies the unit as their principal residence. (3) the Home Buyer dies, or if a married couple, survivor dies or (4) the affordability period for this loan ends.

Loan Servicing

All homeownership loans will be serviced by PHCD Loan Servicing Unit or a Miami-Dade County approved private firm specializing in mortgage loan servicing. All costs associated with the servicing of homeownership loans shall be paid out of the loan program operating budget. The minimum payment and any other payments required herein can be waived by PHCD for up to one (1) year in hardship situations.

All homes purchased using financing must be used and occupied as the family's primary residence. The property may not be rented, leased, or otherwise used as an income or investment property at any time that the loan remains in effect. If at any time it is discovered that the property has been rented or leased, the County may accelerate the remaining balance due on the loan and demand immediate payment in full.

If the family sells, transfers, rents or vacates the property, the balance of the mortgage loan, including accrued interest, will be due upon vacating, selling, renting or transferring of the property. All loans are assumable. A new buyer, if income eligible, may qualify for and assume the remaining balance of the loan, with approval.

Upon sale, refinance, or transfer of title in any other manner within the affordability period, the homeowner will pay Miami-Dade County the principal amount of the Loan, together with a share of the appreciation in the value of the property. The share shall be determined by applying (1) the percentage which represents the ratio of the original principal amount of the loan to the original certified appraised value at the time of this security agreement in connection with the purchase of the property (The "Principal to Original Appraised Value Ratio") to (2) the amount if any, by which the appraised value upon refinance or transfer of the property exceeds such original appraised value. If the Loan is not evidenced by funds but by a benefit conferred by the lender (Miami-Dade County) or other public agency on the seller of the property, and the homeowner is not in default under this note or the Subordinate Security Instrument, the share of appreciation due to the Lender herein shall be reduced by the sum of (a) the amount of any cash down payment from the applicant's own funds for the purchase of the property, (b) the reasonable and customary costs of sale of the property paid by the homeowner, including any broker's commission, and (c) the value of any documented, permanent improvements to the property that are in compliance with any applicable requirements established by the lender. The affordability period (See table below) and the original certified appraised value, at the time of security agreement, are entered appraised value at closing.

Refer to the NSP Restrictive Covenant for details.

SHIP	Loan Term 30 years or until the property is sold, transferred, leased or otherwise disposed of.
Surtax	Loan Term 30 years or until the property is sold, transferred, leased or otherwise disposed of.
HOME/CDBG	< $15,000 = 5 years $15,000 to $40,000 = 10 years >$40,000 = 20 years For HOME Loans only. If FHA, insured mortgage15 years

Miami-Dade County Resolution R-450-13 will also be utilized in this section of these guidelines as applicable.

PARTICIPATING FIRST LENDERS

Spot Loans

The Purchase and Sales Contract should reflect a 60-day period to closing. When the loan is submitted by the first lender, PHCD should be allowed up to 30 days from the date all required documents and information are received from underwriting to closing.

NSP Program Guidelines

Must be used to purchase a foreclosed property	Homebuyer's Counseling • 8 hours HUD approved
Income Limits • 51%-120% AMI	Maximum Purchase Price • $205,000

Employment & Credit • Satisfactory Credit History • 24 months of verified employment	Soft Seconds • Based upon AMI • $50,000 - $70,000
Citizenship • Must be a US citizen or permanent resident alien	Loan Terms • 30 years
Down-payment • 3% • 1% from own funds	Loan Rate • 0% - 6%
Minimum Debt to Income • 30- 35% Maximum Debt to Income • 45%	Occupancy • Primary

INCOME AND MORTGAGE LIMITS

Adjusted for Family Size

				Median		
FAMILY SIZE	30%	50%	80%	100%	120%	140%
	< E. LOW	<- V. LOW	<-LOW/MOD >			
1	$13,500	$23,000	$36,750	$46,000	$55,200	$64,400
2	$15,800	$26,250	$42,000	$52,500	$63,000	$73,500
3	$17,750	$29,550	$47,250	$59,100	$70,920	$82,740
4	$19,700	$32,800	$52,500	$65,600	$78,720	$91,840
5	$21,300	$35,450	$56,700	$70,900	$85,080	$99,260
6	$22,900	$38,050	$60,900	$76,100	$91,320	$106,540
7	$24,450	$40,700	$65,100	$81,400	$97,680	$113,960
8	$26,050	$43,300	$69,300	$86,600	$103,920	$121,240

Funding Sources	Income Limit	Maximum purchase price of property allowed by program (subject to change)	Purchase Price Limits for Spot Loans INFILL PROPERTIES	County Funded Developments
SURTAX	Low income and moderate income households at or below 140% of AMI	90% of the area median purchase price established by the United States Treasury Department. (Code of Miami-Dade County, §29-7(E)(1))	$205,000	$205,000
SHIP	Low income and moderate income households at or below 120% of AMI	90% of the area median purchase price established by the United States Treasury Department. (Fla.Stat. §420.9075(5)(c)	$205,000	$205,000
HOME/CDBG	Low Income Families at or below 80% of AMI	Single Family Mortgage Limits Under Section 203(b) of the National Housing Act. (24 CFR §92.254)	$205,000	$205,000

NSP Subordinate mortgage Amounts

51%-80% AMI	$70,000
81%-100% AMI	$60,000
101%-120% AMI	$50,000

**Note that the minimum AMI for NSP is 51%*

Loan Documentation Checklist

Lender Name

Loan Officer/Processor Phone Fax Email

Title Company Address Email

Contact Person Phone Fax Email

Applicant's Name

Co-Applicant's Name

Current Address City, State, Zip Code

Daytime Phone Evening Phone Mobile Number Email

Property Address _____

Developer _____

Contact Person for Inspection _____

Name _____

Phone / Email _____

Attachment III

Miami-Dade County Public Housing and Community Development
Conflict of Interest Form

Please check the following item(s) that apply; required to be completed

_____ Miami-Dade County employee
Provide explanation below

_____ Relative to Miami-Dade County employee
Provide explanation below

_____ Relative to Miami-Dade Board of County Commissioner
Provide explanation below

_____ None of the above

Explanation _____

_____

_____

_____

All documentation listed below, if applicable, must be submitted as part of the lender package. Failure to do so may delay the application process.
REQUIRED DOCUMENTATION AT TIME OF PHCD INTERVIEW
• Fully executed sales contract with at least 60 days remaining before expiring
• Two (2) years signed and dated Income tax returns and W-2's and/or 1099's with all applicable schedules for all adult and household members.
• If applicable: Award letters for all other income: Social Security pension/retirement/SSI/welfare/disability.
• If applicable: Pay stub for the last 30 days if VOE has not been obtained. (Evidence of VOE request by lender) APPLICANTS CONTINUE TO SUBMIT UPDATED STATUS OF EMPLOYMENT UNTIL LOAN IS APPROVED.
• Proof of legal residence: Resident Alien Card, INS Employment Authorization, I-94 (Cuban Citizens only). *Note: Documents must be current at time of application and show proof of Miami-Dade County residency for all household members.
• Picture ID (i.e., Driver License, Employment ID, etc.) and social security cards of all household members.
• Most current six months bank statement for all accounts.
• Birth Certificate(s) for all household members, letter from guardianship/adoption (if applicable) and/or school records.
• If applicable: All Marriage Certificates, Divorce Decrees and Property Settlement Agreements; Proof of receipt of child support for the prior 12 consecutive months; Provide proof of non-receipt and "good faith" effort to collect and avoid inclusion in annual income figure.
• If applicable: Third Party Verification of Regular Cash Contribution Letter for non-court ordered child support; If the applicant is not receiving court-ordered child support, a letter from the Department of Revenue, Child Support Enforcement Office is required.
• If applicable: Alternative credit letters of verification from the following utilities: Bellsouth, FPL, Auto/Life Insurance, and Furniture – Only if applicant has limited credit or no established credit.
• Certificate of Completion of Homebuyers Training Program (CERTIFICATE IS GOOD FOR ONE YEAR ONLY).

THE BELOW ITEMS ARE REQUIRED FROM THE BANK
• First Lender and all other participating Lenders' Commitment Letters
• Executed 1003 and 1008 (Transmittal Summary), Truth in Lending (TIL) and Good Faith Estimate
• Appraisal Long Form – Original with pictures or acceptable electronic color copy
• Current Tri-merged credit report
• Legible Copy of Fully executed Sales contract
• FHA Loans (Executed & Dated Forms HUD 92900–A, 92900–LT and 92800–5B) Addendum to Universal Residential Loan Application.

Please be advised that the purchase contract must contain the below clauses:

- Subject to loan approval by Miami-Dade County, Department of Public Housing & Community Development.
- Subject to a Code or HQS (Housing Quality Standard) Inspection conducted by Miami-Dade County, Department of Public Housing & Community Development with assign result.

THIRD-PARTY VERIFICATION OF EMPLOYMENT

State and/or Federal Regulations require PHCD to verify employment history and income information for the person that has provided authorization below, in order to determine their eligibility for program assistance. Your cooperation in providing the requested information below is most appreciated. You may fax to 786-469-2265 or mail to the address below.

Authorization:
I hereby authorize the release of requested information. A copy of the executed "Authorization for the release of Information" is attached which indicates my agreement with the release of information requested for the sole purpose of determining eligibility for program assistance.

_____

Signature of Applicant Print Name Date

_____

Signature of Co-Applicant Print Name Date

Please return information to:

Public Housing and Community Development
701 NW 1st Court, 14th Floor
Miami, FL 33136
786-469-2100

Attn: _____

Please provide information about anticipated employment income during the next 12 months:

Company Name: _____

Position_____ Length of Time Employed: _____

Pay Rate:_____ Pay Frequency (Hr, Wk, Mo): _____

Overtime Pay Rate:_____ Average Overtime Hours/Wk:_____

Total Annual Base-Pay Earnings: _____ Total Overtime Base-Pay Earnings: _____

Amount and frequency of other Compensation (bonus, raise, commission, tips): _____

Vacation Pay(Y or N):_____ If yes, number of days: _____

Retirement Account (Y or N): _____Amount Accessible to Employee: $_____

Total Gross Annual Income, including other compensation, for next 12 months: $ _____

Signature of authorized representative: _____

Printed Name: _____Title: _____

Date: _____ Phone:

_____

Warning: Florida Statute 817 provides that willful false statements or misrepresentation concerning income, asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 or 775.83.

Note: For ALL applicable Household Members 18 years or over, obtain a signed copy of this form for each verification to be completed. Send form directly to the appropriate employment source; do not send form through applicant. Upon receiving verification, date-stamp, and compare information to that received on application. Make any necessary notations, date and initial. If significant differences exist between amount reported and verified, obtain a written explanation from applicant and attach to file.

SCHEDULE OF ACCEPTABLE FEES TO BE CHARGED TO APPLICANT

The interest rate to be charged on the first mortgage will be the Freddie Mac, FNMA, or FHA net 30 day rate for 30 years and shall be locked in for a period of at least 60 days. If the loan is not closed within 60 days, the interest rate will be the prevailing rate to be determined not less than 5 days before closing. The rate shall be locked in at the time of loan approval with a "float down" feature if the rates should go down.

The term of the first mortgage loan shall be 30 years fixed.

The maximum allowable fees to the applicant are as follows:

Lenders have the option of charging individual fees to cover their charges, or can charge a 2% loan origination fee to cover these lender charges. This 2%, is based upon the first mortgage amount, and can be used to cover the following fees:

Document Prep fee
Courier
Underwriting fee
Processing fee
Closing fee
Application fee
Settlement fee
Notary fee

Miami-Dade County, PHCD Loan Set-Up Fee must be disclosed and charged on the HUD-1.

If the lender chooses to disclose these fees as separate line items on the HUD1 and GFE, the total of these fees cannot exceed 2% of the first mortgage loan amount. Lenders are not permitted to charge both the 2% origination fee and the fees listed above.

Lenders are allowed to charge the following fees when compliant with the first mortgage loan:

Tax Service Fee	Prevailing Lender Cost
Flood Certification	Prevailing Lender Cost
Appraisal Fee	Prevailing vendor Cost
Credit Report	Prevailing vendor Cost
Re-certification Fee	$100.00 Maximum
Final Inspection	$100.00 Maximum
Roof/Termite Inspection	Prevailing Vendor Cost
Recording Fees	Per State Regulations
Septic Tank Inspection	Prevailing Vendor Cost 2

Developer Fees are not permitted to be charged to the applicants.

LOAN ASSISTANCE PROGRAM GUIDELINES

INTRODUCTION

Miami-Dade County has programs that provide homeowners with low-interest rate loans to assist in making necessary repairs to their home and/or to protect their home with the installation of hurricane shutters or impact windows.

SCOPE

These guidelines cover only owner-occupied single family homes, including cluster homes, town homes with the exclusion of common areas, condominiums, and mobile homes are not allowed.

DEFINITIONS

1. Completion of Rehabilitation: occurs when all inspections have passed and all permits have been closed for all the work performed.

2. Disabled: anyone in the household who has proof of disability, regardless of age.

3. Dwelling Unit: a residential space which qualifies as a place of permanent habitation for one family which contains a living room, kitchen area, bathroom(s) and bedroom(s). An efficiency apartment (studio) is considered a one bedroom unit.

4. Elderly: an applicant who is ≥62 years old.

5. Family: an individual or two or more persons related by blood, marriage, adoption, guardianship or operation of law; or are not so related; and may include one or more individuals (who have not attained the age of 18) being domiciled with a parent or another person having legal custody of such individual or the designee of such parent or the person having such custody, with the written permission of such parent or other persons who occupy the same dwelling unit.

6. Income Classifications: These limits shall be adjusted automatically whenever the federal government (US HUD) periodically updates the median income for Miami-Dade County.

    - Low income means a family whose gross income is below 80% of the median income for Miami-Dade County.
    - Moderate income means a family whose gross income is greater than 80% and not to exceed 140% of the median income for Miami-Dade County.

7. Owner: the individual(s) who holds valid legal title to the property to be rehabilitated.

8. Owner Occupied: a residential property containing one dwelling unit in which the owner resides on a full-time basis.

9. Rehabilitation: the repair of a structure or facilities in connection with a structure, and may include the provision of sanitary or other facilities.

10. Single Family Property: property devoted solely to residential use and consisting of one dwelling.

11. Work Write – Ups: the itemization of all rehabilitation work to be done on a property, including such directions and specification for workmanship and materials as may be necessary for the job to be bid and constructed properly and to pass all inspections by Miami-Dade County.

LOAN PROGRAMS AND AMOUNTS

Surtax Rehabilitation - Single-Family to include State and Federally Funded Programs

- A rehabilitation loan may be made to an eligible applicant for the purpose of fully bringing the property up to current building code and/or to make the home barrier-free for disabled persons. It is used to repair roofs, perform other structural, electrical or sanitation related repairs.

- Surtax Rehabilitation Loan Program
  The maximum total loan amount shall not exceed $35,000 (up to $45,000) if the applicant is elderly (62 years and older) or the homeowner or a household member is certified disabled the homeowner must complete the Community Action and Human Services Single Family Rehabilitation Loan Program Disabled Certification Form (See Attachment A).

- State Housing Initiatives Partnership (SHIP) Program
  The maximum total loan amount shall not exceed $35,000 (up to $45,000) if the applicant is elderly (62 years and older) or the homeowner or a household member is certified disabled the homeowner must complete the Community Action and Human Services Single Family Rehabilitation Loan Program Disabled Certification Form (See Attachment A).

- CDBG/HOME Funded Programs
  The maximum loan amount is based on funding availability or up to $40,000.00, whichever is less. All federal programs or activities are subject to regulations and eligibility as determined by U.S. HUD.

Surtax Beautification Loan Program

The Beautification Home Loan Program assists homeowners of single-family detached residences with exterior home painting and/or landscaping.

- Surtax Beautification Loan Program
  The maximum total loan amount shall not exceed $5,900.00 per home.

Surtax, Paint and Shutter Loan Program

This program assists low- to moderate- income homeowners with single family detached residences with exterior home painting and/or the installation of hurricane impact shutters approved by Miami-Dade County.

- Surtax Paint/Shutter Loan Program
  The maximum loan amount for paint and shutters is $10,000.00; if the combined amount exceeds $10,000.00, the homeowner must select paint or shutter assistance.

Eligibility Areas

- Surtax Single-Family Rehabilitation Loan Program
  Encompasses properties located within Miami-Dade County.

- CDBG/HOME Senior Housing Assistance Repair Program (SHARP) & Elderly Residential Energy Conservation Program (ERECP) Loans Programs for seniors. Encompasses Un-incorporated Miami-Dade County and the participating municipalities of The City of Opa-Locka, South Miami, Sweetwater, North Miami Beach, Hialeah Gardens, El Portal and West Miami.

- Additional CDBG/HOME Programs
  The programs will be administered based on U.S. HUD Guidelines. The following Seven (7) entitlement jurisdictions' residents are not entitled to participate in the County's program: City of Miami, Miami Gardens, Hialeah, Miami Beach, North Miami, Florida City and Homestead.

- Surtax Beautification Loan Program
  Currently encompasses Commission Districts 1 and 2 (see attached).

- Surtax Paint/Shutter Loan Program
  Encompasses properties located within Miami-Dade County.

Eligible Properties

- Surtax - Single-Family Rehabilitation Loan Program
  Owner-occupied single family residences, cluster homes, townhomes, twin homes, manufactured homes (must evidence a Declaration of Condominium documents recorded in the Public records disclosing separate folio numbers), condominium unit (with the exception of common areas), duplexes, studios, and mobile homes are not allowed.

- SHIP - Single-Family Rehabilitation Loan Program
  Owner-occupied single family residences, cluster homes, townhomes, twin homes, manufactured homes (must evidence a Declaration of Condominium documents recorded in the Public records disclosing separate folio numbers), condominium unit (with the exception of common areas), duplexes, studios, and mobile homes are not allowed.

- Surtax Beautification, Paint/Shutter Loan, and CDBG/HOME Funded Programs
  Single-Family detached residences only.

- The property must be in need of rehabilitation and may not have any illegal additions and/or any serious building code violations that exceeds the loan amount to bring up to code.

- Property must be free of any foreclosure action.

- Property cannot be assessed according to the tax rolls at more than $205,000.00. In case an appraisal is available, PHCD cannot exceed $205,000.00.

- No Tax Deferments.

- Loan modification must be completed and provide evidence of the last three months of on time modified mortgage payments.

- Adjustable rate, reverse mortgages, balloon mortgages and owner held mortgages are not allowed; except that adjustable rate mortgages are allowed to the Beautification, Painting and Shutter Loan Program.

- Lead based paint inspection required depending on the funding source.

Applicants-All Programs

- Applicants must be a U.S. Citizen or have current U.S. permanent legal resident status.

- Applicants must be a Miami-Dade County resident.

- The applicant must be an individual or family who owns and occupies a single-family residence and the property must be their Homestead Exemption at time of application. The amount of the homestead exemption must be reflected on Miami-Dade County's website.

- Applicant can only apply once for the program per program activity.

- Applicant must not own more than one property.

- An applicant must select a contractor from CAHSD Contractor Rotational List. The selection of contractors is completed through a competitive bid process and awarded to the lowest responsible bidder.
- An applicant must be the legal owner of the property for at least one year prior to the application date; six months for the Beautification and Paint/Shutter Programs.

- Inherited property with multiple owners, life estates, intervivos trust or living trust and beneficiary deed can be accessed on a case-by-case basis.

- Real estate taxes must be paid and current.

- If applicable, association/maintenance fees must be paid and current.

- If applicable, mortgage(s) must be paid and current.

- Title search or a recent review of recorded ownership information.

- Credit Report(s) is required, except for Rehab, Paint/Shutter assistance. The County has the right to deny rehabilitation assistance based on delinquent and/or derogatory information contained in the credit report.

- Recent FPL and Water Bill is required; FPL bill for the Beautification and Paint/Shutter Program assistance.

- Applicants are required to have property insurance coverage or purchase such insurance coverage after the repairs have been completed. For seniors or very-low-income homeowners the insurance cost should not exceed the market value of the loan.

- Homeowners insurance is not a requirement for the Beautification and Paint/Shutter Loan Program.

- Flood insurance is required for CDBG/HOME/SHIP programs (properties defined within the Special Flood Hazard area).

- Adult(s) residing in the household not receiving income will be required to request a verification of non-filing of tax returns from the Internal Revenue Services.

- Chapter 7 Bankruptcy – two years must have elapsed since the date of the discharged bankruptcy. The applicant must have re-established credit or chosen not to incur new obligations. Provide a written explanation that led to the bankruptcy including copies of the discharge with all pages and schedules. All bankruptcies will be reviewed and a decision will be made on a case-by-case basis.

- The County reserves the right to deny encumbrances that prevents the County from protecting their interest.

- Total cash assets cannot exceed $10,000. Retirement accounts for elderly and disabled applicants are not considered assets. However, for HOME, CDBG, and SHIP loans assets in excess of $5,000 must include the income calculator the greater of (i) the actual income earned on those assets, or (ii) the income calculation using the current LIBOR rate as specified by US HUD.

- Applicant must submit all paperwork requested for financing. (See Attachment II)

- For CDBG/HOME loans; after rehabilitation, the value must not exceed 95% of the median purchase price for the area as published by US HUD.

- The applicant must be either a low or moderate income person or family and the maximum household income cannot exceed the following chart:

HOUSEHOLD SIZE	MAXIMUM INCOME LIMIT* (SURTAX)	MAXIMUM INCOME LIMIT** (CDBG/HOME)	MAXIMUM INCOME LIMIT* (SHIP)
1	$64,120	$36,650	$54,960
2	$73,360	$41,850	$62,880
3	$82,460	$47,100	$70,680
4	$91,560	$52,300	$78,480
5	$98,980	$56,500	$84,840
6	$106,260	$60,700	$91,080
7	$113,540	$64,900	$97,320
8	$120,960	$69,050	$103,680
* Effective February 7, 2013 Subject to HUD Revision		**Effective March 15, 2013	* Effective February 7, 2013 Subject to HUD Revision

Income Inclusions and Exclusions for Eligibility Purposes for SURTAX/HOME/SHIP/CDBG/NSP

Annual Income Inclusions	Annual Income Exclusions
Annual income inclusions defined under USHUD 24 C.F.R. Section 5.609(b) are listed as follows: • The gross amount (before any payroll deductions) of wages, salaries, overtime pay, commissions, fees, tips and bonuses, and any other compensation for personal services received by all eligible household members; • the net income from the operation of a business or profession; • interest, dividends, and other net income of any kind from real or personal property; • the full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits; • payment in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay; • welfare or other need-based payments to families or individuals that are made under programs funded separately, or jointly by federal, state or local governments; • periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling; • all regular pay, special pay and allowances of a member of the Armed Forces; and • SSI income may be subject to federal restrictions which may limit its use. *Note:* Surtax allows for income averaging for the past two years for applicants that are self-employed, or earn commission, tips, bonuses, and overtime.	The most common types of excluded annual income include: • Income from employment of children (including foster children) under the age of eighteen (18) years; • payments received for the care of foster children or adults; • lump-sum additions to family assets, such as inheritances, insurance payments; • reimbursement for the cost of medical expenses for any family member; • income of a live-in aid; • the full amount of student financial assistance paid directly to the student or to the educational institution; • the special pay to a family member serving in the Armed Forces who is exposed to hostile fire; • income from training programs funded by HUD; • temporary, nonrecurring or sporadic income (including gifts); • reparation payments paid by a foreign government to persons who were persecuted during the Nazi era; • income from earnings in excess of $480 for each full-time student eighteen (18) years or older (excluding the head of household and spouse); • adoption assistance payments in excess of $480 per adopted child; • deferred payments received in a lump sum; • Refunds or rebates for property taxes paid on the dwelling unit; or services and equipment needed to keep a developmentally disabled family member at home.

CREDIT DOCUMENTATION		
Surtax	HOME/CDBG	SHIP/NSP
Two (2) most recent Paystubs containing YTD information; if unsatisfactory or unable to provide will require Verification Of Employment (valid for (3) three months)	Verification of employment (valid for (90) ninety days).	Verification of employment (valid for 90 days from the date received. If the information is orally updated by the source, the VOE will remain in effect for an additional 30 days). Third Party Verification of Employment is required by SHIP, (attachment III)
Tax returns and W-2 for the previous two (2) years or IRS Form 1722 (which gives the applicant's income and filing status may be requested). Returns must be signed & dated by applicant.	Same as Surtax.	Same as Surtax.
If self-employed year-to-date, profit and loss statement as of the date of application.	Same as Surtax.	Same as Surtax.
Six (6) months of bank statements or bank's computer printout reflecting a balance for each month.	Same as Surtax.	Same as Surtax.
Tri-merged credit report (valid for 3 months)	Same as Surtax.	Same as Surtax.
Verification of Assets – Retirement Account	Same as Surtax.	Same as Surtax.

FUNDING SOURCES

SURTAX Single-Family Rehabilitation Loan Program

- If the Applicant's Total Debt to Income Ratio (TDTI)is less than 45% repayment and terms shall be as follows:
  - 20-year fully amortized payment is assessed based on US HUD's AMI matrix. First payment is due and payable one month after completion of rehabilitation. A Certificate of Completion is required.

- If the Applicant's TDTI is more than 45% repayment and terms shall be as follows:
  - 20-year loan term $50.00 principal only per month is assessed. The remaining unpaid principal balance is forgivable after 20 years.

  - First payment is due and payable one month after completion of the rehabilitation. A Certificate of Completion is required.

SHIP Single-Family Rehabilitation Loan Program

Rehabilitation Loan Terms for General Population:

Non-elderly, non-disabled income-eligible applicants (meaning owners 61 and younger who have no disabled household members) are offered repayment terms dependent upon total debt to income ratio. Specifically at ratios exceeding 45%, the mortgage term is 20 years with a $50.00 monthly payment. The remaining principal is forgivable after 20 years. For applicants whose total debt to

income ratio is no greater than 45%, a payment is assessed in the form of an amortized loan based on the HUD median income using an interest rate of 0 – 6% on a 20-year term.

Rehabilitation Loan Terms for Elderly and Disabled:

Elderly population applicants are defined as owners 62 and older who have no disabled household members. Repayment terms are dependent upon total debt to income ratio. Specifically at ratios exceeding 45%, the mortgage term is 20 years with a $50.00 monthly payment. The remaining principal is forgivable after 20 years. For Elderly applicants whose total debt to income ratio is no greater than 45%, a payment is assessed in the form of an amortized loan based on the HUD median income using an interest rate of 0 – 6% on a 20-year term.

Disabled population applicants are defined as anyone in the household is disabled. For all disabled applicants the mortgage term is 20 years. Repayment terms are dependent upon total debt to income ratio. Specifically at ratios exceeding 45%, the mortgage term is 20 years with a $50.00 monthly payment. For applicants whose total debt to income is no greater than 45%, a payment is assessed in the form of an amortized loan based on the HUD median income using an interest rate of 0-6% on a 20 year term.

First payment is due and payable one month after completion of the rehabilitation. A certificate of completion is required.
The SHIP proceeds repaid to the County will be used by the County for other SHIP assistance. In the event that the proceeds from the sale are insufficient to repay the outstanding SHIP subsidy, the County will recapture whatever proceeds are available after the first mortgage from a private lender (if any) has been repaid.

CDBG/HOME Rehabilitation Program

- The homeowner will be required to execute the HOME homeowner's written agreement. (HOME LOANS only)

- Loan terms and affordability periods are based on US HUD Home Investment Per Unit and Minimum Affordability period. The loans are deferred and forgiven.

- Repayment and forgiveness of loan. The loan term and recapture provision will be based on the dollar amount of assistance received. The amount of the mortgage will be based on the HOME loan amount. Payments are not required on the mortgage unless the homeowner defaults on the stipulated agreement during the loan term. However, if the homeowner defaults on the stipulated agreements before the HOME loan term expires, the homeowner must repay PHCD a prorated share of the HOME loan. PHCD will provide zero percent (0%) interest, deferred payment, (____lien position) mortgage loan in an amount of up to $_____ until the first to occur of the following events; (1) homeowners sells, transfers or disposes of the assisted unit (either by sale, transfer, bankruptcy or foreclosure, etc.) (2) The homeowner no longer occupies the unit as their principle residence, (3) the homeowner dies, or if married couple, the survivor dies, or (4) until the affordability period for this loan ends.

    - PHCD agrees to forgive a percentage of the original loan principle amount for each year after the date of such loan is executed, in which the Homeowner makes its principal place of residence the retrofitted property as defined in the HOME promissory note.

    - Upon the death of the owner, the loan shall become due and payable in full unless ownership of the property passes to the heirs of owner and those heirs meet the following criteria: (a) live in the property, (b) earn no more than the maximum percentage AMI funding activity at the time of transfer, and (c) execute appropriate documents as required by Miami-Dade County.

- Homeowner Recapture Provision: recapture provisions are used to ensure that PHCD recoup all or a portion of the HOME assistance, if the assisted housing does not continue to be the principal residence of the family for the duration of the period of affordability. In recapturing the HOME investment, the owner's investment (down payment and capital improvements are made by the owner since purchase) may be returned to the owner before recapturing the HOME investment.

- The TDTI is not applicable to CDBG/HOME funded programs.

Surtax Beautification Loan Program

- 5 year deferred/forgivable loan; forgiven 20% per year. The TDTI is not applicable; no monthly payment required.

- If the owner sells the property, refinances, changes title, ceases to use the home as his primary residence, the balance of the loan shall become due and payable in full by the owner.

- Upon the death of the owner, the loan shall become due and payable in full unless ownership of the property passes to the heirs of owner and those heirs meet the following criteria: a) live in the property, b) earn no more than the maximum percentage AMI funding activity at time of transfer, and c) execute appropriate documents as required by Miami-Dade County.

Surtax Paint/Shutter Loan Programs

- Paint or Shutter – 5 years deferred/forgivable loan forgiven 20% per year. The TDTI is not applicable; no monthly payment required.

- Paint and Shutter – 10-year deferred/forgivable loan forgiven 1/10 per year. The TDTI is not applicable; no monthly payment required.

- If the owner sells the property, refinances, changes title, ceases to use the home as his primary residence, the balance of the loan shall become due and payable in full by the owner.

- Upon the death of the owner, the loan shall become due and payable in full unless ownership of the property passes to the heirs of owner and those heirs meet the following criteria: a) live in the property, b) earn no more than the maximum percentage AMI funding activity at time of transfer, and c) execute appropriate documents as required by Miami-Dade County.

The County reserves the right to restructure loan payments.

LOAN INTEREST RATES

Surtax Single-Family Rehabilitation Loan Program

The loan interest rate is 0.00% – 6.00% (AMI); household below 80% of Median Income, interest rate is 0.00% – 3.00%; household between 81% and 140% Median Income, interest rate is 4.00% – 6.00%.

- If the owner sells the property, refinances, changes title, ceases to use the home as his primary residence, the balance of the loan shall become due and payable in full by the owner.

- Upon the death of the owner, the loan shall become due and payable in full unless ownership of the property passes to the heirs of owner and those heirs meet the following criteria: (a) live in the property, (b) earn no more than the maximum percentage AMI funding activity at time of transfer, and c) execute appropriate documents as required by Miami-Dade County.

SHIP Single-Family Rehabilitation Loan Program
The interest rate is 0.00 -6.00% (AMI); households below 80% of Median Income, interest rate is 0.00% - 3.00%; households between 81% and 120% Median Income, interest rate is 4.00% to 6.00 %.

- If the owner sells the property, refinances, changes title, ceases to use the home as his primary residence, the balance of the loan shall become due and payable in full by the owner.

- Upon the death of the owner, the loan shall become due and payable in full unless ownership of the property passes to the heirs of owner and those heirs meet the following criteria: (a) live in the property, (b) earn no more than the maximum percentage AMI funding activity at time of transfer, and c) execute appropriate documents as required by Miami-Dade County.

CDBG/HOME Program
The interest rate is 0.00%; household must be 80% or below AMI.

Surtax Beautification Paint/Shutter Loan Program
The interest rate is 0.00%; household income not to exceed 140% AMI.

Security Instruments

- All loans shall be secured by a mortgage or similar security instrument.
- Any mortgage used as security for a loan may not be transferred or assigned by the owner to another person without the prior written approval by the County.
- For HOME funded activities the Homeowner must execute a HOME Homeowners Written Agreement.

Security Positions

- The rehabilitation loan may be subordinate to an existing mortgage if adequate equity is established on the property to be rehabilitated.

LOAN PROCESSING AND APPROVAL

All loans will be processed and underwritten according to the funding activity. All loans shall be reviewed, approved and denied by the PHCD Department Director or his/her designee. A Work-Write Up and Contractor/Homeowner Agreement will be required. The Lead Based Paint EPA Renovation, Repair and Painting Rule form will be required for CDBG/HOME and SHIP Funded Programs. The County reserves the right to deny encumbrances that prevent the County from protecting their interest.

SUPPLEMENTS

An additional rehabilitation supplemental loan may be approved by the PHCD Department Director or his/her designee when, during rehabilitation, work items which were not anticipated or are necessitated by change in local codes or ordinances, are subsequently required and the work exceeds the loan amount. The supplemental loan shall not exceed $5,000. However in extreme, exceptional and hardship cases this limit may be waived by the PHCD Director or his/her designee.

WAITING LIST

All applications are submitted by homeowners to the Community Action & Human Services Department (CAHSD) and placed on a waiting list on a first-come, first-served basis. When funds become available applicants are selected from the top of the waiting list, the waiting list is maintained by date, the applicant expressing interest in the program. Each time a group of applications are selected from the waiting list, processing priority will be given to elderly and disabled applicants.

LOAN SERVICING

All loans will be serviced by the Loan Servicing unit in Public Housing and Community Development (PHCD). A $100.00 loan servicing set up fee is required and included as part of the closing costs associated with the loan amount. Loan Fees and Cost are subject to change. Public Housing and Community Development reserves the right to sell the loan if deemed feasible by the Department.

LOAN FEES

All loan fees are included as part of the closing costs associated in the loan amount.

EFFECTIVE DATE

These guidelines take effect April 1, 2014. Any revisions or amendments will modify the effective date accordingly. Any changes/updates to the program requirements for any funding source, will be automatically incorporated into these guidelines.

MIAMI-DADE COUNTY
SINGLE FAMILY
LOAN PROGRAM DISABLED CERTIFICATION FORM

1. APPLICANT SECTION:

Name of the person applying for the loan:

Last Name: _____ First Name: _____ Mid: _____

Street Address: Apt. #: _____

City: _____ State: _____ Zip Code: _____ Home Phone: _____

Are you the person with a disability _____yes _____no?

If no, please specify who in your household has a disability (i.e. parent, spouse, child, etc.) _____

A. DESCRIBE THE TYPE OF ACCESSIBILITY THAT IS NEEDED such as: wheelchair ramp, lower kitchen counters, grab bars in shower or roll-in shower, wider doorways to get into bathroom or bedroom, etc.: (BE SPECIFIC)

B. DESCRIBE ANY ASSISTIVE TECHNOLOGY THAT IS NEEDED such as: products that enable people with disabilities to accomplish daily living tasks or assist them in communication. Examples: mechanical lifts for transfers, visual or tactile alerting systems, adapted appliances such as a front-loading washer or remote controlled appliances.

C. WOULD A CERTIFIED ENVIRONMENTAL ACCESSIBILITY COUNSULTANT BE HELPFUL TO ASSESS THE NEEDS OF THE PERSON WITH A DISABILITY? If you are newly disabled, you might not know the types of structural or technological elements that would make your home more comfortable to you. A certified environmental accessibility consultant can help people with disabilities identify their specific needs and how those needs can be met. (The first visit with the consultant is free of charge.) _____yes _____no

2. APPLICANT'S RELEASE:

The following information is requested to determine disability certification for homeowners interested in participating with the Miami-Dade County CAHSD Single Family Rehabilitation Loan Program (SFRLP) and to receive disabled preference as per the guidelines of the program. I understand that the information about my disability contained in this application will be kept confidential and shared only with professionals involved in evaluating my eligibility. I certify that, to the best of my knowledge, the information in this form is true and correct. I understand that providing false or misleading information could result in my eligibility status being re-examined as well as prosecution to the maximum extent allowed by the laws of the State of Florida. I hereby authorize my medical representative to release any and all information required by the Miami-Dade County SFRLP regarding my medical condition for the purpose of determining my eligibility and preference to participate in the SFRLP.

Applicant's Signature: _____Date: _____

If applicant is unable to sign this form, he/she may have someone sign and certify on applicant's behalf.

Signature for applicant: _____ Date: _____

Print Name: _____Relationship to applicant: _____

If someone assisted the client to complete this form, please specify;

Name: _____ Relationship: _____ Phone: _____
If you need to have information given to you in an accessible format, please check one:
[ ] Braille [ ] Large Print [ ] Audio [ ] Computer Disk (ASCII)

I understand to complete this application that I must obtain medical verification signed by a Florida licensed medical doctor (MD) or doctor of osteopathic medicine (DO) See page 3.

MAIL IN YOUR COMPLETED APPLICATION TO:

Single Family Rehabilitation Loan Program
Miami-Dade County Community Action & Human Services Department
701 NW 1st Court; 10th Floor
Miami, FL 33136
(786) 469-4730

MEDICAL VERIFICATION:

To be completed by a Florida licensed medical doctor (MD) or doctor of osteopathic medicine (DO)

Medical Practitioner's Letterhead or Prescription Form Requirement:

In order to process this applicant's request to become a certified disabled SFRLP participant, we require that the medical certification section of this form be completed, and a letterhead stationery or prescription form with the name and address of both the medical practitioner and the applicant be attached to this application.

A. INDICATE THE NATURE OF THE INDIVIDUAL'S DISABILITY

1. _____ MOBILITY IMPAIRMENT: *(Check as many as applicable)*
Type of wheelchair: [ ] Manual [ ] Motorized [ ] Scooter *(Three wheeled)*
Use of cane [ ] walker [ ] other [ ]

2. _____ NEUROLOGICAL DISABILITY (Motor dysfunction.)

3. _____ VISUAL DISABILITY

4. _____ HEARING DISABILITY

5. _____ OTHER

- Do you believe your patient is a person with a disability which substantially limits one or more major life activities? _____yes _____no

- Do you believe this Miami-Dade program, which rehabilitates homes to provide greater access for persons with disabilities, will benefit your patient? _____ yes _____no

IN SIGNING, I ACKNOWLEDGE THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION IN THIS EVALUATION FORM IS TRUE AND CORRECT. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING INFORMATION COULD RESULT IN THE REEXAMINATION OF THE ELIGIBILITY STATUS OF THE APPLICANT AS WELL AS PROSECUTION TO THE MAXIMUM EXTENT ALLOWED BY THE LAWS OF THE STATE OF FLORIDA.

Print or Type Name of Physician: _____

State of Florida License: _____

Signature: _____

Address, City, State, Zip Code: _____

Telephone / Fax: _____

The Single Family Rehabilitation Loan Program, funded through the Miami-Dade Department of Public Housing and Community Development and administered through the Miami-Dade Community Action & Human Services Department, is a program to help low income homeowners receive forgivable loans to fund home repairs. Part of this program is designed to help homeowners or members of their households who are disabled to obtain loans to cover the cost of removing barriers and installing accessibility features in addition to home repairs. Accessibility features may include wheelchair ramps, lowered counters, wider doorways, transfer lifts, wheelchair accessible showers, or adapted appliances. The goal of this program is to not only make repairs but also to enable people with disabilities to independently live in and enjoy the use of their own homes. To be eligible for funds dedicated to help people with disabilities, the applicant must be low income, disabled and also need accessible elements that have a direct relationship to their disability. If the applicant doesn't need accessibility but needs regular home repairs such as a new roof, they may qualify for a loan through the conventional part of the program. However, people with disabilities seeking removal of barriers and the installation of access features will be given higher priority and may qualify for additional funds.

If you have accessibility needs, please state clearly what you believe your needs are and what you need to enable you to independently use your home. If you have recently become disabled or don't know what accessibility modifications you need, you might want to consider working with a Certified

Environmental Accessibility Consultant. The consultants have training and credentials which make them qualified to assess a person's specific needs as related to their disability. The consultants work with persons who are disabled, visit them in their homes, evaluate their needs and functional limitations, and make recommendations regarding home modifications and assistive technology designed to meet the applicant's needs. This service is free to the homeowner and the fee will not be added to the cost of the loan.

I understand the information provided to me and the specific criteria that will be used to evaluate my request.

Signature

Date

REQUIRED DOCUMENTATION

1. Valid Florida driver's licenses or State ID card for adults.
2. Warranty or quit claim deed of property.
3. Last four pay stubs; current retirement, un-employment compensation, social security award letter, pensions, if applicable.
4. Third party verification.
5. Copy of social security cards of homeowners.
6. Proof of US citizenship or current permanent legal residency.
7. Last 6 months bank statements, all pages and schedules.
8. Cash Contribution Form (i.e. regular family assistance, alimony, etc.)
9. Mortgage payment must be current and provide copy of mortgage statement.
10. Birth Certificates on all household members regardless of age. No Birth Cards accepted.
11. Last 2 years Income Tax Returns including W-2's, all pages and schedules. If tax return reflects business income, provide current profit or loss statement.
12. SSA -1099 form.
13. Proof of hazard insurance, flood insurance (if applicable) not required for the beautification loan program.
14. Utility Bills (light and water bill)
15. Copy of Discharged Bankruptcy including all schedules and pages
16. INCOME QUALIFICATION

    Annual income is the gross amount of income anticipated to be received by all adults in a family during the twelve (12) months following the effective date of the income determination.

    When calculating income, please note that HOME/CDBG, and SHIP funding require that the anticipated income be based on present income plus any income to be received in the next twelve (12) months. Once the income certification is completed by county staff, and executed by the PHCD administrator or designee, an award letter/commitment letter is issued. The commitment letter is valid for three (3) months. Surtax allows for income averaging for the past two (2) years for applicants who are self-employed; earn commission, tips, bonuses, and overtime.

    Florida property laws do not legally recognize separation as it relates to property ownership. Consequently, when an applicant is legally married but does not currently reside with the spouse, the estranged spouse must sign the mortgage and the subsidy recapture provision, and his or her income must be counted as part of the annual household income. This always applies in cases of temporary separation when a spouse does not live in the house due to military service, attendance in college, offshore work, or other instances where a family member is temporarily residing in another location

    In some situations, it seems clear that the applicant has no plan to reunite with the estranged spouse and the separation is permanent. The flexible nature of these programs is intended for local governments to determine the use of funds while ensuring accountability, to make a decision about a permanent separation and to obtain as many details as possible to document the subsidy recipient. In cases of permanent separation, the applicant and the estranged spouse maintain separate residences and file separate tax returns. The applicant must provide proof of separation by providing copies of the estranged spouse's IRS tax returns, driver's license, legal separation agreement, utility bills, etc. The estranged spouse does not need to be counted in the household size and his or her income should not be included in household income.

Required documentation when applicable:

1. Separated spouse to provide evidence of not occupying the subject property.
2. Self-employed individuals to provide current profit and loss statement.
3. Adult dependents to provide evidence of school transcript or employment.
4. Copy of divorce decree including all pages and property settlement agreement. Joint custody: the children live with the parent for fifty-percent (50%) of the year; the children should be included as the household members.
5. Child support payments; third party verification of regular cash contribution letter for non-ordered child support; if the applicant is not receiving court ordered child support, a letter from the Department of Revenue, Child Support Office is required.
6. Un-employment affidavit.
7. Copy of death certificate.
8. Adoption letter and assistance payments. Court ordered letters of guardianship/adoption will be required if applicant is not the birth parent of household members.
9. Any applicant seeking assistance, requiring assistance from family members or others must execute the PHCD authorization form.
10. Any other form of verification as required by funding.
11. School records to reflect the residing address of the property.