

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE POLK COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING THE REAL ESTATE SERVICES DIRECTOR TO SIGN AND SUBMIT VOUCHERS FOR THE RELEASE AND TRANSFER OF COUNTY-HELD SHIP PROGRAM FUNDS TO A CLOSING AGENT FOR PAYMENT TOWARD A QUALIFIED HOUSEHOLD'S DOWN PAYMENT AND CLOSING COST EXPENSES

WHEREAS, pursuant to Sections 420.907-9079, Florida Statutes, the State Housing Initiatives Partnership Act (the "SHIP Act"), the Polk County Board of County Commissioners (the "County") identified Purchase Assistance as a strategy in the County's Local Housing Assistance Plan (LHAP); and

WHEREAS, the Purchase Assistance strategy awards State Housing Initiatives Partnership (SHIP) Program funds to households who qualify as "very low," "low," and "moderate" income for payment toward down payment and closing cost expenses incurred during their purchase of newly constructed or existing homes; and

WHEREAS, the County currently utilizes a vendor to perform the services necessary to award SHIP down payment and closing cost assistance to qualified households; and

WHEREAS, the County will transition to perform all of the SHIP down payment and closing cost assistance services through the joint efforts of its Real Estate Services Division and Housing and Neighborhood Development Office; and

WHEREAS, the Board has determined the County could more efficiently provide the Purchase Assistance services by authorizing the Real Estate Services Director to sign and submit the vouchers necessary for the release and transfer of County-held SHIP funds to a closing agent for payment toward a qualified household's down payment and closing cost expenses when the total SHIP Purchase Assistance provided to the qualified household does not exceed the sum of FIFTY THOUSAND DOLLARS (\$50,000.00).

NOW THEREFORE, BE IT RESOLVED BY THE POLK COUNTY BOARD OF COUNTY COMMISSIONERS AT ITS DULY NOTICED REGULAR MEETING CONDUCTED OCTOBER 21, 2025 THAT:

Section I. The Real Estate Services Director is hereby authorized to sign and submit vouchers necessary for the release and transfer of County-held SHIP funds to a closing agent for payment toward a qualified household's down payment and closing cost expenses when the total SHIP Purchase Assistance provided to the qualified household does not exceed the sum of FIFTY THOUSAND DOLLARS (\$50,000.00).

Section II. This resolution shall take effect immediately upon adoption.

**DULY ADOPTED BY THE POLK COUNTY BOARD OF COUNTY COMMISSIONERS
IN REGULAR SESSION THIS 21st day of October, 2025.**

ATTEST:
Stacy M. Butterfield, Clerk

BOARD OF COUNTY COMMISSIONERS
POLK COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Rick Wilson, Chairman