

**RESOLUTION NO. 2026-\_\_\_\_\_**

**A RESOLUTION OF THE POLK COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING THE REAL ESTATE SERVICES DIRECTOR OR THEIR DESIGNEE 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**, on October 21, 2025, the Board adopted Resolution 2025-134 authorizing the Real Estate Services Director 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); and

**WHEREAS**, the County deems it more efficient to allow the Real Estate Services Director's designee to sign and submit vouchers in the Real Estate Director's absence.

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

**Section I.** The Real Estate Services Director, or their designee in the Director's absence, 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 APRIL, 2026.**

ATTEST:  
Stacy M. Butterfield, Clerk

BOARD OF COUNTY COMMISSIONERS  
POLK COUNTY, FLORIDA

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Martha Santiago, Ed.D., Chair