

**SUMTER COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** State Housing Initiatives Partnership (SHIP) Program Administrative payment request.

**REQUESTED ACTION:** Staff recommends approval

Work Session (Report Only)    **DATE OF MEETING:** 4/24/2012  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A

Effective Date: 7/1/10

Managing Division / Dept:

Vendor/Entity: SHIP

Termination Date: 6/30/12

Building - Housing Services

**BUDGET IMPACT:** \$ 148.00 Contractual Services-Admin

Annual

Capital

N/A

**FUNDING SOURCE:** SHIP 10/11

**EXPENDITURE ACCOUNT:** 115-552-554-3400

---

**HISTORY/FACTS/ISSUES:**

The SHIP (State Housing Initiatives Program) grant is through a dedicated trust fund for housing. The funds are distributed through the Florida Housing Finance Corporation and are based on revenues from Documentary Stamps for all approved counties and entitlement cities in Florida. The funds are used for various housing projects, including rehabilitation of substandard homes, down payment and closing costs (DPCC) and emergency repair. Rehabilitation and emergency repair strategies are for applicants who currently own and occupy the residence. Down payment and closing costs are for applicants who are first time homebuyers and will occupy a unit.

Bailey & Sandra Cassels received approval on February 28, 2012 to receive rehabilitation assistance from Housing Services. The work write up did not indicate the installation of ceiling drywall in the mechanical room of the structure. As a result, the contractor has requested an additional charge to complete this item. Staff does not have the ability to determine if installation of drywall in the mechanical room was discussed in previous conversations as it was not documented in the work write up or in the Housing contract. Staff will be paying the extra cost from the contractual services administrative account instead of the program fund account because of the lack of evidence to dispute verbal conversation between all parties involved. Housing Services has paid expenses not included in the contract from the administrative funds for past clients with similar circumstances.

Staff recommends approval of the following payment request:

Bailey & Sandra Cassels (Homeowners) \$148.00 (RBC Contractors) (Installation of ceiling drywall in mechanic room)

---