



MEMORANDUM

DATE: July 7, 2025

TO: City Commission

FROM: Jordan Smith, Director, Planning and Development Services

THRU: Doc Dougherty, City Manager

SUBJECT: Resolution No. 2025-72, approving work authorization of construction services for the Owner-Occupied Rehabilitation Program utilizing Florida Housing Finance Corporation State Housing Initiatives Partnership (SHIP) funds for the Owner-Occupied repair projects. (Quentin Grose, Housing Coordinator Supervisor)

REFERENCES: State Housing Initiatives Partnership (SHIP) program – Owner Occupied Rehabilitation (OOR) projects.

Request: Approval of a Work Authorization for Construction Services under the Owner-Occupied Rehabilitation (OOR) Program, utilizing Florida Housing Finance Corporation State Housing Initiatives Partnership (SHIP) funds for designated Owner-Occupied repair projects.

Discussion: The City of Deltona is an entitlement community and receives annual funding through the State Housing Initiatives Partnership (SHIP) program, administered by the Florida Housing Finance Corporation. As part of its SHIP Local Housing Assistance Plan (LHAP), the City implements the Owner-Occupied Rehabilitation (OOR) Program to assist eligible low-income homeowners with critical home repairs that address health, safety, and code compliance issues.

Staff has evaluated applications for assistance and determined that the following households qualify as “Extremely Low Income” or “Very Low Income” based on household size and income, in accordance with the income thresholds established for the Deltona-Daytona Beach-Ormond Beach Metropolitan Statistical Area (MSA).

The following projects have been deemed eligible and funding amounts have been allocated as follows:

- 2481 Newmark Drive - \$42,600
- 1004 Fountainhead Drive \$55,350

These projects will be funded through the adopted FY 2024/2025 SHIP budget. Each of the recommended construction awards was made to the lowest responsive and responsible bidder. A detailed scope of work for each property is included as an attachment to this report.

As a condition of SHIP funding, a 10-year, non-interest-bearing lien will be recorded on each property. The lien will be forgiven in full provided that the homeowner continues to occupy the residence as their primary residence for the full term of the lien.

Summary of SHIP Funds Expended in 2025: To date, the City of Deltona has expended a total of \$665,152 in SHIP funds during calendar year 2025. These funds have been allocated across three major categories: Roof Grants, Owner-Occupied Rehabilitation (OOR) Repairs, and Down Payment Assistance. All projects serve income-eligible households and support the City's ongoing efforts to provide safe, code-compliant, and affordable housing for low and moderate income residents.

Program	Address	Homeowner	Amount
SHIP Roof Grants - \$94,587			
	3009 Burlington Avenue	James H. Jenkins	\$12,960
	1820 Pennington Avenue	Stephen Arsenault	\$10,894
	2111 Austin Avenue	Kenneth Nichels	\$9,045
	1348 Puritan Street	William Langworthy	\$9,246
	1330 Anderson Street	Gilda Vazquez Ciaravino	\$11,587
	161 Hartwood Street	Eugenia Sierra	\$12,935
	1876 Bayport Drive	Robert and Rebecca Bell	\$10,530
	1121 McCormick Drive	Sergio and Laura Crespo	\$8,445
	1251 Whitewood Drive	Benjamin Colon Ramos and Isabel Hernandez	\$8,945
SHIP OOR Repairs - \$538,705			
	1032 Eastbrook Avenue	Paula Bjorkman	\$44,725
	569 Baldwin Court	Hector Hildago and Mireya Lora	\$47,537
	2691 Beal Street	Julia and Impara Higueros	\$53,200
	1942 Saxon Boulevard	Alexander and Clarease Chadwick	\$53,482
	1738 Hernando Avenue	Evelyn Morales	\$55,404
	2655 Beal Street	Kathleen Nyland	\$51,200
	2556 Otis Avenue	Francisca and Juan Millan	\$47,900
	1650 Gainesville Drive	Kathleen Fox	\$28,327
	1413 Randolph Street	David Butterfield	\$55,750
	2972 Inca Court	Mark Hutchinson	\$53,680
	520 Geneva Avenue	Ralph McMiller	\$47,500
Down Payment Assistance - \$31,857			
	1809 E. Broadway Street	Joseph J Feliciano Valentine and Dashira Colon Nazario	\$10,550
	140 Orchid Woods Court	Brandi Weeden	\$10,050
	3188 Sky Street	Victoria Matos	\$11,257
Total - \$665,152			

STAFF RECOMMENDATION: Staff recommends that the City Commission approve the construction work authorizations and adopt Resolution No. 2025-72, authorizing the use of SHIP funds for the rehabilitation of the above listed properties.

ATTACHMENTS:

- 2481 Newmark Drive and 1004 Fountainhead Drive