



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Katie Holder, Community Services Coordinator
2. **Department:** Community Services
3. **Meeting Date:** Tuesday, August 25, 2026
4. **Requested Action:**

Approval of the Deferred Payment Loan Agreement and Promissory Note in the amount of \$30,000.00 under the SHIP Housing Strategy of Purchase Assistance for Bryan and Myresha Lee to provide assistance with eligible closing costs and/or down payment costs, as authorized by the approved Levy County Local Housing Assistance Plan (LHAP) 2025-2028.

5. **Cost & Funding Source:**

\$30,000.00 funded through the State Housing Initiatives Partnership (SHIP) Program using State Housing Trust Fund allocations. No County General Fund dollars are required.

6. **Justification of Request:**

Bryan and Myresha Lee have been determined eligible for assistance under the Levy County SHIP Purchase Assistance Strategy in accordance with the approved Local Housing Assistance Plan and applicable SHIP Program requirements. Approval of the Deferred Payment Loan Agreement and Promissory Note will authorize the County to provide up to \$30,000.00 in assistance toward eligible down payment and/or closing costs associated with the purchase of their primary residence. The assistance will be secured by a Deferred Payment Loan and Promissory Note in accordance with SHIP program requirements and the County's adopted LHAP.