



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, September 8, 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 Dylan and Heavyn Buchanan to provide assistance with eligible closing costs and/or down payment costs, as authorized by the approved Levy County 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:**

Dylan and Heavyn Buchanan 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.