



## Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Brooke Smith, Grants
2. **Department:** Grants Department
3. **Meeting Date:** Tuesday, December 2, 2025
4. **Requested Action:**

Approval of the Deferred Payment Loan Agreements and Promissory Note in the Amount of \$30,000.00 Each to Total \$120,000.00 for the SHIP Housing Strategy of Purchase Assistance for Crystal Lara PA#003P to Cover Closing Costs or Down Payment Costs as Evidenced in the Approved Levy County Local Housing Assistance Plan 2025-2026.

5. **Cost & Funding Source:**  
SHIP Program Funds-Purchase Assistance Strategy for Closing Costs and Down Payment Assistance in the amount of \$30,000.00 each.

### 6. **Justification of Request:**

The SHIP Program, administered by the Levy County Grants Department, provides deferred payment loans to income-eligible applicants to assist with closing and down payment costs. All applicants meet program requirements and have completed homebuyer education. Approval of these agreements supports affordable homeownership, aligns with the Levy County LHAP 2025–2026, and ensures compliance with the State Housing Initiatives Partnership Act and Rule Chapter 67-37, F.A.C.