



Northeast Florida Regional Planning Council

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

9143 Phillips Highway, Suite 350, Jacksonville, Florida 32256

(904)363-6350 FAX (904) 363-6356

Suncom 874-6350 Suncom FAX 874-6356

April 14, 1997

Ms. Henna Kerrins
Nassau County Coordinator's Office
3163 Bailey Road
Fernandina Beach, FL 32034

Re: Local Housing Assistance Plan (LHAP) for April 21, 1997, BCC Agenda

Dear Ms. Kerrins:

Attached are 8 copies of the Nassau County Local Housing Assistance Plan (LHAP) that the County's Affordable Housing Advisory Committee approved for BCC review and approval. Please include this item on the BCC's next meeting scheduled for April 21, 1997.

Please note that signatures and dates by the BCC Chairman, Clerk and County Attorney are required on page 3 of the Ordinance Adopting the Plan (page 27 of the overall LHAP). Also, the Florida Housing Finance Agency-required document, the Certification to the Agency, requires the signature and date of the BCC Chairman, 2 witnesses OR a seal of attesting. This is the final document in the overall LHAP. The Florida Housing Finance Agency (FHFA) requires two signed copies of the entire document

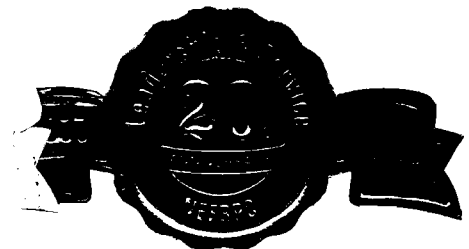
The LHAP is due to the FHFA by May 2nd. If you could please contact me when the documents are signed, I will be happy to pick them up and arrange for delivery to Tallahassee. In the event you prefer to forward them from your office, may we have one copy of the signed document?

Please contact me at 904/363-6350 if you have questions related to this request. Thank you for your attention to this matter.

Sincerely,

Barbara Barsh
SHIP Coordinator

Enclosures





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MEMORANDUM

Date: April 11, 1997

To: Nassau County Board of County Commissioners

From: Nassau County Affordable Housing Advisory Committee

Re: Recommendation for BCC Approval of SHIP Local Housing Assistance Plan (LHAP)

At its April 8, 1997 meeting the Nassau County Affordable Housing Advisory Committee (AHAC) reviewed the Nassau County Local Housing Assistance Plan (LHAP) which provides funds to produce and preserve affordable housing in the County.

The State Housing Initiatives Partnership (SHIP) program provides state funds to local governments to increase the availability of affordable residential units to its residents. The AHAC elected to recommend to the BCC a three-year program for fiscal years 1997-98, 1998-99 and 1999-2000. Each year the state will allocate at least \$315,000 to Nassau County for the affordable housing strategies outlined in the attached LHAP.

The AHAC recommends that the BCC adopt the attached LHAP and its attachments for forwarding to the Florida Housing Finance Agency.





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**Local Housing Partnership
State Housing Initiatives Partnership
(SHIP)**

**Nassau County
Local Housing Assistance Plan
(LHAP)**

Fiscal Years 1997-98, 1998-99, 1999-2000

April 21, 1997

**NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
P. O. Box 1010
Fernandina Beach, Florida 32034**

**Nick Deonas
John A. Crawford
J. H. "Pete" Cooper
Chris Kirkland
Marianne Marshall**

**Dist. No. 1 Fernandina Beach
Dist. No. 2 Fernandina Beach
Dist. No. 3 Yulee
Dist. No. 4 Hilliard
Dist. No. 5 Callahan**

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
LOCAL HOUSING ASSISTANCE PLAN

FORWARD

The Plan contained in this document addresses the allocation of SHIP Program funding in Nassau County for Fiscal Years 1997-98, 1998-99 and 1999-2000. The distribution of funds among "Strategies" has been dictated by the experience gained within the County through administering Program funds since fiscal year 1992-93.

TABLE OF CONTENTS

Foreword. i

Table of Contents ii

A. Program Description. 1

B. Program Administration 23

C. Ordinance Adopting the Plan 25

D. Certification to Florida Housing Finance Agency 28

ATTACHMENTS

A.1. Model Interlocal Agreement 12

A.2. Housing Delivery Goals FY 1997-98, 1998-99, 1999-2000 14

A.3. Procedure for Administering Mortgage Assistance 17

A.4. Procedure for Administering Home
Rehabilitation and Emergency Repair Strategies 18

A.5. Applicant Evaluation Criteria 19

A.6. Time Line Chart(s) 20

B.1. List of Administrative Activities 24

**NASSAU COUNTY
STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
NASSAU COUNTY LOCAL GOVERNMENT HOUSING ASSISTANCE PLAN
(LHAP)**

The State Housing Initiatives Partnership (SHIP) program has been created for the purpose of providing funds to local governments as an incentive for the creation of partnerships to produce and preserve affordable housing. This program is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using a mixture of public funding resources.

In order to qualify to receive funds under the SHIP program, Nassau County is required to prepare and submit to the Department of Community Affairs a Local Housing Assistance Plan (LHAP) that describes how the County shall establish and administer a program that is created to make affordable residential units available to eligible persons of very low income, low income or moderate income and to persons who have special housing needs.

The following documentation presents the Nassau County LHAP for implementing the SHIP program within its jurisdiction. The plan has been organized to permit reviewers and other interested persons easy correlation between the plan and the requirements of the enacting legislation.

A. PROGRAM DESCRIPTION

1. Responsible Jurisdiction

The submitted Local Housing Assistance Plan addresses affordable housing needs for the unincorporated and incorporated areas of Nassau County.

2. Interlocal Considerations

Nassau County entered into interlocal agreements with the three municipalities located within the County (Fernandina Beach, Callahan and Hilliard) during the earlier years of the SHIP program. The interlocal agreements permit the County to spend SHIP funds to support very low and low income housing within these three municipalities. A good portion of the annual SHIP allotments are expended in those municipalities; therefore the County's Affordable Housing Advisory Committee will renew those interlocal agreements during FY 1997-98. Total control of the SHIP program, from selection of participants to allocation of funds will remain under the total control of the Nassau County Board of Commissioners.

3. Interlocal Agreement

An interlocal agreement, approved by the Nassau County Board of Commissioners

has been signed with the three municipalities within the County. All three local governments have agreed, in principal, to work with the County in implementing the County "Local Housing Assistance Plan" and Incentive Plan". A copy of the interlocal agreement in effect between Nassau County and its participating municipalities is presented in Attachment A.1.

4. Period of Proposed Activity

The Local Housing Assistance Plan (LHAP) presents a three-year program of strategies for implementing various activities which support the provision of affordable housing to eligible applicants within Nassau County

Period covered by the plan: FY 1997-98, FY 1998-99 and FY 1999-2000

5. Planning Period

The strategies discussed in the Plan support affordable housing needs expressed in the Nassau County Comprehensive Plan. The planning period of the Nassau County Comprehensive Plan extends through the year 2010. SHIP program activities support identified current needs that fit into the long range needs expressed in the Comprehensive Plan.

6. Specific Activities Taken By the County During Performance of the Plan

The Nassau County Affordable Housing Advisory Committee (after preparation and adoption of the Housing Incentive Plan) has been expanded to include greater representation from Local governments that are participating in the SHIP program through an Interlocal Agreement. In addition, the County continues to expand its "outreach" effort for the program through newspaper articles and advertisements.

The County shall promptly notify the Florida Housing Finance Agency (FHFA) if conditions arise which make the County unable to comply with provisions stated within this Plan.

6.a. Creation of a Local Housing Assistance Trust Fund

The County has established a trust fund with a qualified depository for all SHIP funds as well as money generated from activities such as interest on deposits and interest generated on loans. Amounts of funds on deposit in the Local Housing Assistance Trust Fund (LHATF) shall be invested as permitted by law for funds of Nassau County (9I-37.008, F.A.C. The LHATF shall be separately stated by the County in audited financial statements as a "Special Revenue Fund". Copies of County audits showing disposition of these funds shall be forwarded to the FHFA as required by the state.

6.b. Restricted Use of SHIP Funds

SHIP funds shall not be pledged for debt service on bonds or as rent subsidies.

7. Implementation of the SHIP Program

The Local Housing Assistance Plan, as written, conforms to the requirements of the County's adopted Comprehensive Plan. Should a conflict arise sometime in the future related to proposed amendments to the LHAP, an amendment to the Comprehensive Plan will immediately be initiated to maintain consistency between the LHAP and the adopted Comprehensive Plan.

Amendments to the approved LHAP shall be provided to the FHFA within 21 days after adoption by the County Board of Commissioners.

8. Efforts to Facilitate the Development of partnership

Nassau County has developed a housing partnership consisting of membership drawn from the banking community, the construction industry, providers of low cost housing and citizens involved in social work within the County who support the needs of the very low and low income segment of the community.

9. Public Input to the Planning Process

The intent of the County to apply for SHIP program funding was initially presented to the public in a regular meeting of the Nassau County Board of County Commissioners on February 22, 1993. The current Plan for the Fiscal Years 1997-98, 1998-99 and 1999-2000 was presented for public comment at the April 8, 1997 meeting of the Nassau County Affordable Housing/Local Housing Partnership Committee meeting and at the April 21, 1997, meeting of the Nassau County Board of Commissioners. Notice of these meetings was placed in the local newspaper.

Now that the SHIP program is established within the County and interlocal agreements have been coordinated with local governments, the SHIP program will be guided from this point forward through input received at public meetings and recommendations made to the County Board of Commissioners by the "Local Housing Partnership".

10. Increasing the Affordability of Housing for the Target Population

Upon initiating the SHIP program in Nassau County, the Affordable Housing Advisory Committee distributed information regarding the program County-wide

through newspaper articles and advertisements, notices placed upon bulletin boards at laundromats and other sites possibly frequented by the target population and through notices read at church services. The response to these efforts brought in applications for assistance from throughout the County. The initial response and continued flow of applications derived from these sources would require more funding than is available to the County through the SHIP program alone. The County has established a working relationship with the Rural Development Council matching SHIP funds to provide emergency repairs to very low and low income residents 62 years of age and older. The County has acquired Florida Fix funds to assist further with rehabilitation (energy conservation) and emergency repair of homes.

The County shall consider applying for HOME funding during the FY 1997-98 funding cycle. These funds, if acquired, shall be applied to the purchase of newly constructed homes using SHIP funds as the required match for HOME program funding.

Experience is showing that many families/individuals who are in the very low income category are unable to qualify for home ownership. Accordingly, the County's LHAP has, in previous LHAPs, included a "Rental Construction" strategy, budgeting each fiscal year an amount up to \$65,000 for the construction of rental properties to be rented exclusively to very low and low income residents of the County who are unable to meet SHIP purchase eligibility. That amount would require the Local Housing Partnership to identify and encumber matching funds and/or private/public participation to effect adequate construction of rental units. That strategy has not been implemented to date.

Should the County, during the next three fiscal years, elect to amend this Plan to implement a rental construction strategy, the selection of residents to occupy units will be made by the SHIP program Local Housing Partnership and the BCC; also the County will monitor the rental of units within any project implemented under the "rental construction" strategy for a period of fifteen (15) years and will recertify tenants annually for the 15-year period to ensure that residents living in the project continue to meet low and very low income requirements. Any rental construction activity implemented with SHIP funds will be operated under full compliance with 9I-37, F.A.C.

11. Home Ownership

The SHIP program, during fiscal years 1997-98, 1998-99 and 1999-2000 will concentrate on improving the condition of very low and low income households. The Affordable Housing Advisory Committee recognizes a continuing demand and need in the County to dedicate available SHIP emergency repair funds to repair roofs,

sewer, septic and electric systems for very low and low income elderly and disabled homeowners who would otherwise be forced to leave their homes due to their substandard conditions.

12. Construction, Rehabilitation and Emergency Repairs

SHIP funding received by Nassau County during fiscal years 1997-98, 1998-99 and 1999-2000 shall be spent on construction, rehabilitation or emergency repairs as defined in Rule 9I-37.007(3)(a) through (f), FAC. (See Attachment A.2., HOUSING DELIVERY GOALS CHART, for complete listing by fiscal year of program activities.

13. Utilization of the Remainder of Funding (10.2 Percent)

10.9 percent or \$35,265 of funds available annually from SHIP program funding will be divided into two parts. \$2,925 or 0.9 percent of the total SHIP program funds will be allocated to the Local Housing Partnership which, working with the local banking representatives and the County Extension Service, will establish counseling to educate applicants regarding the responsibility of home ownership. This counseling will be provided for recipients of SHIP housing funds who are becoming home owners under the program.

Ten percent or \$32,340 available annually from SHIP program funding, will be applied toward providing background research and preparing documentation required by law to support the County's application for SHIP program funding as well as continued staffing to the Affordable Housing Advisory Committee and administration throughout the period of this Plan.

14. Very Low Income Housing Support

Of the construction, rehabilitation and emergency repair activities described in 11. and 12. above, a minimum of 30 percent of all housing units receiving support through SHIP program funding will be occupied by very low income persons. Additionally, a minimum of 30 percent of the units assisted will be occupied by low income households.

15, 16. Number of Households Served, By Income

It is proposed that the number of homeowner housing units assisted with SHIP program funding will meet the 30 percent very low, 30 percent low and 40 percent moderate income criteria established by Rule 9I-37, F.A.C. The number of households accommodated in each income category is identified in Attachment A.2., HOUSING DELIVERY GOALS CHART.

17. Size of Families (average) to Occupy SHIP-Assisted Housing

The average size in Nassau County of families eligible to occupy SHIP program assisted housing is four persons.

18. Number of Special Needs Households Served

The 1990 Bureau of the Census report identifies 6,094 persons in Nassau County as being low income elderly or physically disabled. Of the persons who are eligible to benefit in FY 1997-98, 1998-99 and 1999-2000 from SHIP-funded projects, approximately 15 percent are known to be within this category.

19. Activities Related to Home Ownership New Construction and Purchase of Existing Housing

The Affordable Housing Advisory Committee, also the Local Housing Partnership, has developed an agreement to work with the local lending institutions to finance mortgages that will place very low, low and moderate income families into affordable housing. The SHIP program will provide financial assistance up to \$15,000 for new construction and up to \$12,500 for the purchase of existing homes (with rehabilitation). The procedure for SHIP activities related to mortgage assistance is presented in Attachment A.3.

The SHIP funds allocated to each home purchase shall be held by the County in the form of a second mortgage. This second mortgage will be in the form of a loan to be carried for the duration of the first mortgage at an interest rate of two percent (2%) plus a \$15 per month service charge. The process of servicing the second mortgage will be awarded to a non-profit organization. The mortgage will be monitored over the mortgage period to ensure that residents of the property continue to satisfy the income level of the resident for which the mortgage was approved. Mortgage loans shall be provided for a period not to exceed 30 years. Second mortgage loans shall run concurrent with the term of the first mortgage.

In an effort to better ensure the recapture of second mortgage loans, the Plan requires the first mortgage to include certification that the second mortgage (SHIP loan funds) be a condition of the first mortgage; and that first mortgages be required to contain provisions for taxes and insurance escrow accounts.

20. Activities Related to Home Ownership Rehabilitation

Nassau County will provide SHIP program support for the rehabilitation of home ownership properties. This LHAP strategy will provide funding to support repairs or improvements which are needed for safe or sanitary habitation, correction of

substantial code violations or the creation of additional living space. The average rehabilitation award per home is expected to average \$9,500. Nassau County has acquired Florida Fix support to assist in funding weatherization needs of rehabilitation projects. Funds for rehabilitation may be disbursed as a loan, a grant or a combination thereof depending upon the homeowner's ability to repay a loan.

Rehabilitation loans will run for a period of 10-15 years. Rehabilitation Loans or Grants will be amortized over a 10-year period based upon the canceling schedule presented below:

IF PROPERTY IS SOLD OR TRANSFERRED OR IF OWNER SHOULD DIE DURING:	PERCENT OF FINANCIAL ASSISTANCE TO BE REPAID TO COUNTY:
1st year	100%
1 - 2 years	100%
2 - 3 years	100%
3 - 4 years	70%
4 - 5 years	60%
5 - 6 years	50%
6 - 7 years	40%
7 - 8 years	30%
8 - 9 years	20%
9 - 10 years	10%
After 10 years	0%

The procedure for administering homeowner rehabilitation projects is presented in Attachment A.4.

SHIP funds directed to home ownership rehabilitation will be allocated on the basis of a minimum of 30 percent very low income families, a minimum of 30 percent low income families, no more than 10 percent moderate income families and 20 percent for aged or disabled persons.

21. Activities Related to Home Ownership Emergency Repairs

Nassau County will provide SHIP program support to effect emergency repairs to homeowner occupied properties. Emergency repairs are those repairs to a home that requires immediate attention in order to protect the safety, health or well-being of the resident. These repairs may include roofing, heating, and sanitary sewer improvement as well as emergency work on potable water systems. The average cost per unit of emergency repairs is anticipated to be approximately \$4,000.

Emergency repairs shall be funded with non-recaptured grants from SHIP. So long as the Florida Housing Finance Agency continues the FloridaFix program support in Nassau County, an additional \$1,000 per unit shall be allocated from this program to support weatherization activities on each unit funded for emergency repairs.

Where SHIP funds are combined with funds of another program to achieve an objective, all units benefiting from SHIP funding must comply with all SHIP program requirements as well as any requirements placed on the project by the additional funding source.

22. Rental New Construction

NOTE: The Nassau County HOUSING DELIVERY GOALS presented in all previous LHAPs included a rental unit construction strategy. However, to date, the County Affordable Housing Partnership has annually amended its LHAP to commit the rental construction funding to the emergency repair strategy. The County continues to receive numerous applications from elderly and disabled homeowners who are financially unable to repair their homes. Also, it is to these several emergency repair applicants that the State's FloridaFix funding may be applied. In planning and deliberations for the preparation of this Plan, the Affordable Housing Partnership has elected to dedicate the "rental construction" strategy funding to the emergency repair strategy for the period of this Plan.

23. Rental Rehabilitation

The Local Housing Assistance Plan does not propose funding for Rental Rehabilitation for the fiscal years 1997-98, 1998-99 and 1999-2000.

24. Rental Emergency Repairs

The Local Housing Assistance Plan does not propose funding for Rental Emergency repairs for the fiscal years 1997-98, 1998-99 and 1999-2000.

25. Expenditure of SHIP Program Funds

Expenditure of SHIP program funds are summarized in Attachment A.2., HOUSING DELIVERY GOALS CHART.

26. Sales Prices for New and Existing Homes

The sales price for new or existing eligible housing may not exceed 90 percent of the median area purchase price in the Jacksonville MSA as established by the United States Department of the Treasury in accordance with Revenue Proclamation 94-95

or any amendment thereto. Until revised, those purchase limits are:

New Construction: \$106,017
Existing: \$ 92,490

27. Rental Rates for Housing Supported by SHIP Funds

In the event Nassau County decides to amend the LHAP to include a “rental construction” strategy, any such activity undertaken using SHIP funds will be implemented in accordance with 9I-37.007(10)(11) and (12). Rental rates in Nassau County are based on the number of bedrooms per unit. Median rates for the County will be established by the criteria published by the Florida Housing Finance Agency and as amended by that agency for the Jacksonville MSA. The most recent FHFA criteria are:

Percentage of median	Number of Bedrooms in Unit				
	EFF	1	2	3	4
50%	378	404	485	560	625
60%	453	485	582	672	750
80%	604	647	776	897	1,000

28. Available Support Services

Support services that are available to recipients of SHIP-funded assistance include Home ownership counseling provided by local lending institutions, Habitat and the County’s Extension Service.

29. Outreach Strategy

The County shall continue to advertise the availability of SHIP housing assistance funds in local newspapers published within the County. In addition, notices of available SHIP assistance and funding will be provided to church groups, civic organizations, and banking facilities. Information will be distributed through these resources at least 30 days before the beginning of an application period.

30. Selection Strategy

Funding through the SHIP program strategies shall be made available to all applicants regardless of race, creed, religion, color, age, sex, marital status, familial status, national origin or condition of physical handicap. Sixty-five percent of all funds shall be reserved for home ownership for eligible persons; a minimum of 75 percent of the SHIP funds shall be used for construction, rehabilitation or emergency

repairs in accordance with 9I-37.007(3). The initial goal of the program will be to distribute funds in a ratio equal to the percent of eligible population living in each of the very low, low and moderate income categories. Distribution shall be at least 30 percent occupied by very low income, 30 percent low income persons.

Moderate income persons may be assisted then, with no more than 40 percent of SHIP program funding. All SHIP funding activities must be located within the jurisdiction of Nassau County or its three municipalities.

Emergency Repair/Rehabilitation: Eligible applicants must meet the income limits for their respective household size and provide proof of homeownership. The staff Outreach Coordinator inspects the property, coordinates the necessary repairs and labor/materials estimate with a contractor; the application is presented to the Local Housing Partnership Committee for recommendation to the BCC. Upon BCC approval, the Outreach Coordinator executes a contract with the contractor, schedules inspection by the County inspector's office and effects payment to the contractor.

Existing Purchase/New Construction: Eligible applicants must meet the income limits for their respective household size and provide income/employment verification. Credit worthiness of the applicant is evaluated and income-to-debt factors are screened. Once eligibility is established, the applicant is directed to seek a first mortgage commitment from a local traditional home mortgage lender, decide on the purchase of an existing house or construction of a new house, and execute a sales contract. The Nassau County Plan stipulates that no personal loans or individual help-mortgages are acceptable; and taxes and escrow accounts must be included within the first mortgage. The application, with first mortgage commitment and sales contract, is reviewed by the Local Housing Partnership Committee for recommendation to the BCC. Upon BCC approval, the applicant is allowed 90 days to schedule closing. Thirty day extensions may be granted by the Local Housing Partnership Committee.

31. Average Award Schedule

The average SHIP funding allocated to each strategy of expenditure shall be as follows:

Emergency Repairs.....	\$4,000
Rehabilitation.....	\$9,500
Purchase of Existing Home.....	\$12,500
Purchase of New Home.....	\$15,000

Loans offered under this program shall be made at an interest rate that does not exceed 2.0 percent plus the \$15 per month service charge as the cost of administering the loan. The balance of any loan shall be due at closing if the property covered by the loan is sold or

transferred.

32. Utilization of Generated Funds

Funds generated from loan repayments, reimbursements, other repayments and interest earned on distributed funds shall be deposited in the Affordable Housing Assistance Trust Fund where it shall be committed to the Plan's construction, rehabilitation and emergency repair strategies for very low, low and moderate income families.

33. Time Line of Proposed Program Activities

Attachment A.6. provides a Time line chart of proposed activities for fiscal years 1997-98, 1998-99 and 1999-2000 for the Nassau County SHIP program.

34. Budgetary Requirements for Accomplishing Program Tasks

The budgetary requirements for accomplishing milestones among the many tasks to be completed during conduct of this Plan are identified along the bottom line of Attachment A.6.

35. Income Limits of participants - Adjusted to Family Size

Income limits for those applicants eligible to participate in the SHIP program shall follow the criteria published and distributed by the Florida Housing Finance Agency (as amended). The latest publication of this agency, dated 02/05/97, provides the following criteria:

Percentage of Median Income	Number of Persons In Household							
	1	2	3	4	5	6	7	8
50%	15,100	17,250	19,400	21,550	23,250	25,000	26,700	28,450
60%	18,120	20,700	23,280	25,860	27,900	30,000	32,040	34,140
80%	24,150	27,600	31,050	34,500	37,250	40,000	42,750	46,500

ATTACHMENT A.1.

MODEL INTERLOCAL AGREEMENT

RESOLUTION 97 -

**RESOLUTION TO ESTABLISH AN INTERLOCAL AGREEMENT
WITH THE CITY OF FERNANDINA BEACH FOR THE
PURPOSE OF COORDINATING THE EXPENDITURE OF STATE
HOUSING INITIATIVE PARTNERSHIP (SHIP) FUNDING
BETWEEN THE COUNTY AND THE CITY.**

This Interlocal Agreement made and entered into by Nassau County, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners (The "County") and the City of Fernandina Beach, a municipal corporation created and existing under the laws of the State of Florida, acting by and through its City Commission (the "City") who do hereby agree one with another as follows:

WHEREAS, this Interlocal Agreement is entered into between the parties in connection with the State Housing Initiatives Partnership act (the "Act").

WHEREAS, Nassau County is an approved County under the Act and the City of Fernandina Beach is a municipality within the County. The County and the City both desire that the County participate under the Act and implement programs that are available under the Act.

WHEREAS, the parties to this Agreement have studied the Act and agree to cooperate in ensuring that the requirements and spirit of the Act are satisfied,

THE CITY AND COUNTY SHALL AGREE TO THE FOLLOWING:

SECTION 1. SPECIFICATIONS

- a. Funding is appropriately distributed to ensure that a minimum of 30% of funding is allocated to very low income households; that very low and low income households combined receive a minimum of 60% of funds; and that moderate income household receive no more than 40% of SHIP funding;
- b. Funding is allocated a minimum of 75% to construction costs;
- c. Allocation of funding based upon a distribution formula established by the County Affordable Housing Committee;
- d. The County Affordable Housing Committee shall be expanded to include one voting member from each participating municipality;

- e. The Nassau County Board of commissioners shall have final control over distribution of County SHIP funds.
- f. Participating municipalities will support outreach efforts of the County to encourage residents' participation in the SHIP Program.

SECTION 2. PERIOD OF AGREEMENT

This agreement may be amended by mutual agreement of the "City" and "County." In the event that no such amendments shall be made, this Agreement shall continue through December 31, 19967 in full force and effect. This Agreement may be terminated by either party upon sixty (60) days notice to the other party.

This Agreement shall be filed with the Clerk of the Circuit Court of Nassau County after its execution by the parties hereto.

SECTION 3. EFFECTIVE DATE

This Resolution shall take effect and be in force from and after the date of its adoption.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hand and seals this day and year below written.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements hereinafter set forth , the parties hereto agree.

ATTEST:

CITY OF FERNANDINA BEACH
CITY COMMISSION

Clerk

Chairman

Date

Date

ATTEST:

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

Clerk

Chairman

Date

Date

FLORIDA HOUSING FINANCE AGENCY
HOUSING DELIVERY GOALS CHART

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 1997-98

Name of Local Government: Nassau County

Annual Allocation amount: \$ 323,265

Please check appropriate box, & if Amendment, enter number

New Plan:	X
Amendment #:	
Fiscal Yr. Closeout:	

No.	HOME OWNERSHIP STRATEGIES	Households by Income and maximum SHIP Awards						Total Units	A New Construction SHIP Dollars	B Rehab/Repair SHIP Dollars	C Without Construction SHIP Dollars	D Total SHIP Dollars	E Total Percentage
		Units Very Low	Maximum SHIP Award	Units Low	Maximum SHIP Award	Units Mod	Maximum SHIP Award						
1	Emergency Repairs	15	4,000	8	4,000	3	4,000	26		104,000		104,000	32.2
2	Rehabilitation	1	9,500	1	9,500			2		19,000		19,000	5.9
3	Purchase New Home	1	15,000	3	15,000	2	15,000	6	90,000			90,000	27.8
4	Purchase Existing Home/ (with Rehabilitation)	1	12,500	3	12,500	2	12,500	6		75,000		75,000	23.2
5													
6													
7													
8													
9													
10													
11													
Subtotal 1 (Home Ownership)		# 18		# 15		# 7		# 40	\$ 90,000	\$ 198,000	\$	\$ 288,000	89.1 %
Note: The Home Ownership Percentage designated in Subtotal 1, Column E, must be at least 65% of the Annual Allocation Amount.													
	Rental Strategies	Households by Income and maximum SHIP Awards						Total Units	A New Construction SHIP Dollars	B Rehab/Repair SHIP Dollars	C Without Construction SHIP Dollars	D Total SHIP Dollars	E Total Percentage
		Units Very Low	Maximum SHIP Award	Units Low	Maximum SHIP Award	Units Mod	Maximum SHIP Award						
1													
2													
3													
4													
5													
Subtotal 2 (Non-Home Ownership)		#		#		#		#	\$	\$	\$	\$	%
Administration Fees		(Administration fees may not exceed 10% of Annual Allocation)										\$ 32,340	10.0 %
Home Ownership Counseling												\$ 2,925	0.9 %
GRAND TOTAL Add Subtotals 1 & 2, plus Admin. Fees and Homeownership Counseling		# 18		# 15		# 7		# 40	\$ 90,000	\$ 198,000	\$	\$ 323,265	100%
Percentage of Total Households Served:		Units Very Low 45.0		Very Low 37.5		Very Mod 17.5		Total Units 100					
Percentage Construction/Rehab		(75%+): Calculate Constr/Rehab Percent by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									89.1 %		
Maximum Allowable Purchase Price:									New	\$ 106,017	Existing	\$ 92,490	

14

**FLORIDA HOUSING FINANCE AGENCY
HOUSING DELIVERY GOALS CHART**
STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 1998-99

Name of Local Government: Nassau County

Annual Allocation amount: \$ 323,265

Please check appropriate box, & if Amendment, enter number

New Plan	X
Amendment #	
Fiscal Yr. Closeout	

No.	HOME OWNERSHIP STRATEGIES	Households by Income and maximum SHIP Awards						Total Units	A	B	C	D	E	
		Units Very Low	Maximum SHIP Award	Units Low	Maximum SHIP Award	Units Mod	Maximum SHIP Award		New/Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	
1	Emergency Repairs	15	4,000	8	4,000	3	4,000	26		104,000		104,000	32.2	
2	Rehabilitation	1	9,500	1	9,500			2		19,000		19,000	5.9	
3	Purchase New Home	1	15,000	3	15,000	2	15,000	6	90,000			90,000	27.8	
4	Purchase Existing Home/	1	12,500	3	12,500	2	12,500	6		75,000		75,000	23.2	
5	(with Rehabilitation)													
6														
7														
8														
9														
10														
11														
Subtotal 1 (Home Ownership)		# 18		# 15		# 7		# 40	\$ 90,000	\$ 198,000	\$	\$ 288,000	89.1 %	
Note: The Home Ownership Percentage designated in Subtotal 1, Column E, must be at least 65% of the Annual Allocation Amount.														
Rental Strategies		Households by Income and maximum SHIP Awards						Total Units	A	B	C	D	E	
		Units Very Low	Maximum SHIP Award	Units Low	Maximum SHIP Award	Units Mod	Maximum SHIP Award		SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	
1														
2														
3														
4														
5														
Subtotal 2 (Non-Home Ownership)		#		#		#		#	\$	\$	\$	\$	%	
Administration Fees		(Administration fees may not exceed 10% of Annual Allocation)										\$ 32,340	10.0 %	
Home Ownership Counseling												\$ 2,925	0.9 %	
GRAND TOTAL		# 18		# 15		# 7		# 40	\$ 90,000	\$ 198,000	\$	\$ 323,265	100%	
Add Subtotals 1 & 2, plus Admin Fees and Homeownership Counseling														
Percentage of Total Households Served:		Units Very Low 45.0		Very Low 37.5		Very Mod 17.5		Total Units 100						
Percentage Construction/Rehab		(75%+): Calculate Constr/Rehab Percent by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.								89.1 %				
Maximum Allowable Purchase Price:									New	\$ 106,017	Existing	\$ 92,490		

15

FLORIDA HOUSING FINANCE AGENCY
HOUSING DELIVERY GOALS CHART
STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 1999-2000

Name of Local Government: Nassau County

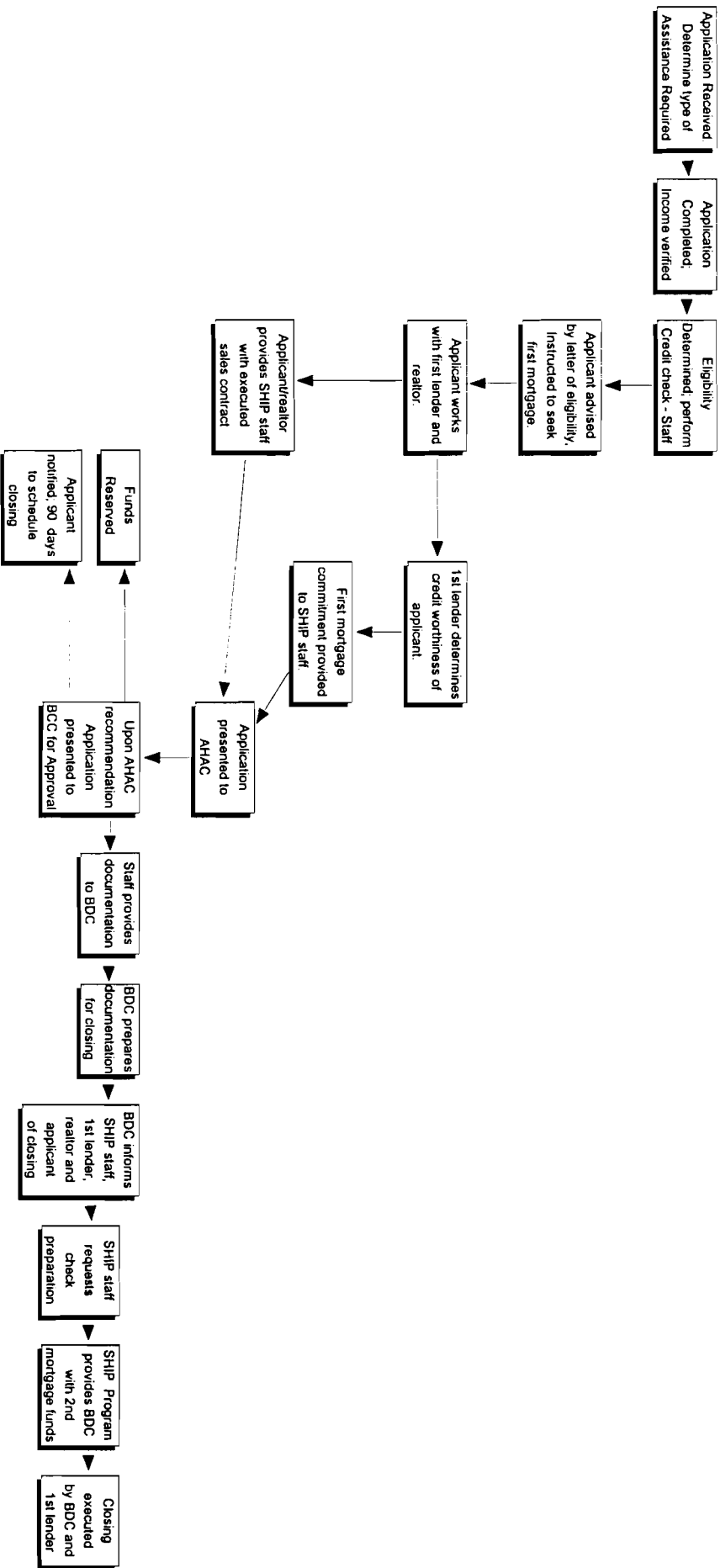
Annual Allocation amount: \$ 323,265

Please check appropriate box, & if Amendment, enter number

New Plan	X
Amendment #	
Fiscal Yr. Closeout	

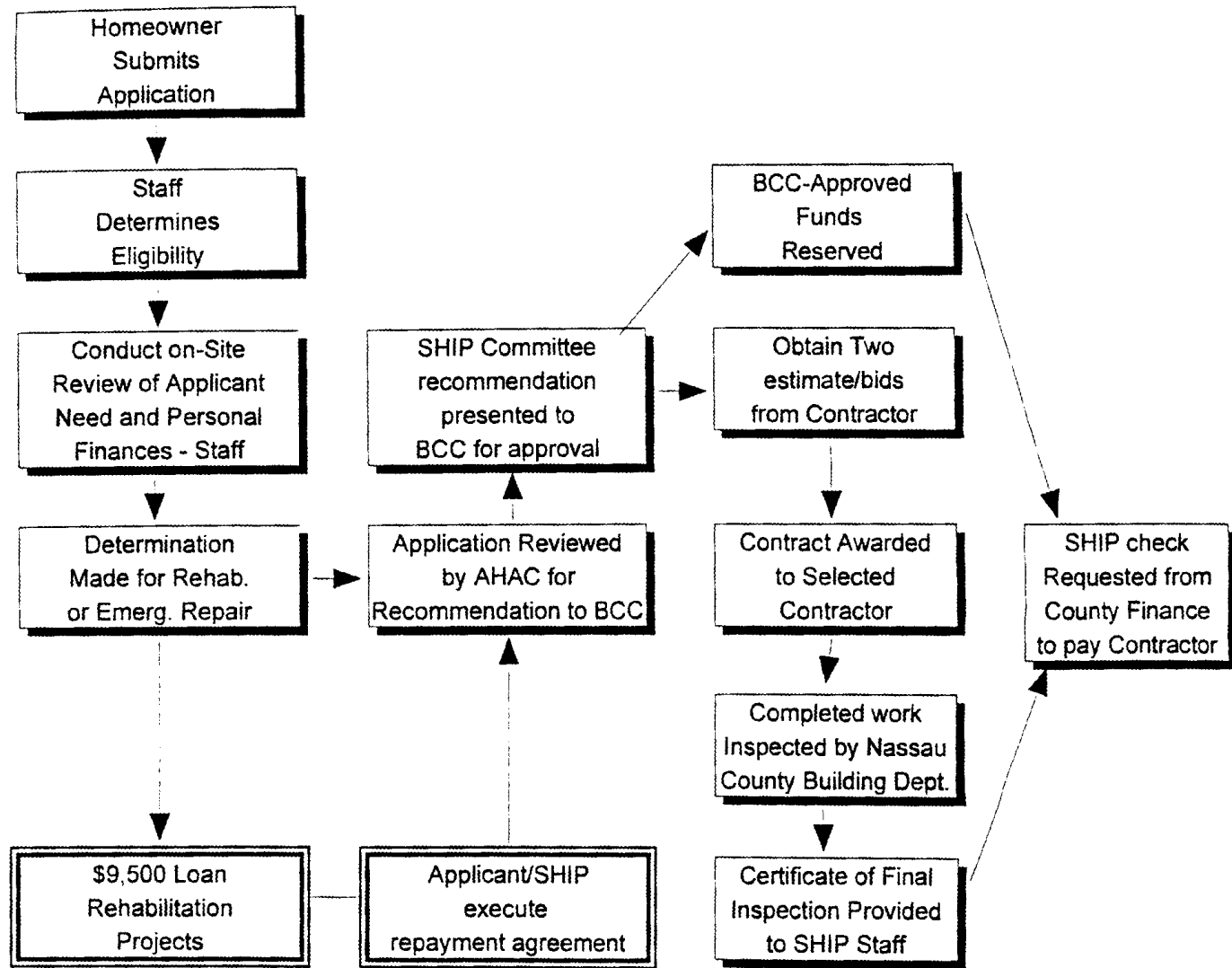
No	HOME OWNERSHIP STRATEGIES	Households by Income and maximum SHIP Awards						Total Units	A	B	C	D	E
		Units Very Low	Maximum SHIP Award	Units Low	Maximum SHIP Award	Units Mod	Maximum SHIP Award		New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Percentage
1	Emergency Repairs	15	4,000	8	4,000	3	4,000	26		104,000		104,000	32.2
2	Rehabilitation	1	9,500	1	9,500			2		19,000		19,000	5.9
3	Purchase New Home	1	15,000	3	15,000	2	15,000	6	90,000			90,000	27.8
4	Purchase Existing Home/ (with Rehabilitation)	1	12,500	3	12,500	2	12,500	6		75,000		75,000	23.2
5													
6													
7													
8													
9													
10													
11													
Subtotal 1 (Home Ownership)		# 18		# 15		# 7		# 40	\$ 90,000	\$ 198,000	\$	\$ 288,000	89.1 %
Note: The Home Ownership Percentage designated in Subtotal 1, Column E, must be at least 65% of the Annual Allocation Amount.													
Rental Strategies	Households by Income and maximum SHIP Awards						Total Units	A	B	C	D	E	
	Units Very Low	Maximum SHIP Award	Units Low	Maximum SHIP Award	Units Mod	Maximum SHIP Award		New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Percentage	
1													
2													
3													
4													
5													
Subtotal 2 (Non-Home Ownership)		#		#		#		#	\$	\$	\$	\$	%
Administration Fees		(Administration fees may not exceed 10% of Annual Allocation)										\$ 32,340	10.0 %
Home Ownership Counseling												\$ 2,925	0.9 %
GRAND TOTAL Add Subtotals 1 & 2, plus Admin. Fees and Homeownership Counseling		# 18		# 15		# 7		# 40	\$ 90,000	\$ 198,000	\$	\$ 323,265	100%
Percentage of Total Households Served:		Units Very Low 45.0		Very Low 37.5		Very Mod 17.5		Total Units 100					
Percentage Construction/Rehab		(75%+) Calculate Constr/Rehab Percent by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										89.1 %	
Maximum Allowable Purchase Price:									New	\$ 106,017	Existing	\$ 92,490	

Nassau County SHIP Program Home Purchase Procedure



Nassau County SHIP Program

PROCEDURE FOR "SHIP" REHABILITATION OR EMERGENCY REPAIR STRATEGY



March, 1997

ATTACHMENT A.5.

STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM APPLICANT EVALUATION/ELIGIBILITY CRITERIA

A. INITIAL APPLICATION

All applications are screened and reviewed for income limit eligibility. For eligible applicants, the appropriate SHIP strategy is determined.

B. EMERGENCY REPAIR and REHABILITATION PROJECTS

1. Income-eligible applicants must also be home owners and living in the properties for which SHIP repairs are to be directed; proof of ownership is required.
2. The property must be in Nassau County.
3. For Rehabilitation projects identified as loans versus grants, the Business Development Corporation develops a repayment plan for applicant.

C. HOME PURCHASE/NEW CONSTRUCTION PROJECTS

1. Credit Worthiness - A credit report will be requested and reviewed with the first mortgage lender. Only those households meeting the lender's required credit standards will be processed further. Households with credit problems will be informed and offered counseling assistance.
2. Housing Debt - Affordability - Based upon lender housing-to-income debt ratios, applicants will be screened for those factors. Housing expenses (PITI) should not exceed 30% of household income.
3. Sales Price of Home/Purchase-Rehabilitation Costs - The purchase price of the unit must not exceed program guidelines (\$106,017 for new construction; \$92,490 for existing house).
4. A portion of the SHIP funds committed to existing purchase projects must be spent on rehabilitation of the property.
5. The property to be purchased must be in Nassau County.
6. Applicants with a first mortgage commitment and sales contract are presented to the Local Housing Partnership for review and recommendation to the Board of County Commissioners for final approval.

ATTACHMENT A.6.

FLORIDA HOUSING FINANCE AGENCY
 TIMELINE TABLE FOR STATE FISCAL YEAR: 1998-99
 NAME OF LOCAL GOVERNMENT: **NASSAU COUNTY**

PROGRAM ACTIVITIES	Yr. Mth	Fiscal Year 1997-98						Fiscal Year 1998-99						Fiscal Year 1999-2000											
		7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
I. Outreach																									
A. Place Paid Advertisements																									
B. Release News Stories																									
C. Telephone & Personal Contacts																									
D. On-Site Visits																									
II. Qualify Applicants																									
A. Telephone Interviews																									
B. Review Data Sources																									
C. Follow-up Income/Expenditure Data Sources																									
III. OnSite Determination of Need																									
A. Property Inspection & Compile Checklist																									
B. Coordinate with Local Contractors																									
C. Coordinate with Local Bankers																									
IV. Schedule of Projects/Units																									
A. Emergency Repairs																									
B. Rehabilitation																									
C. New Construction																									
D. Existing Home Purchase																									
E. New Construction (Rental)																									
V. Monitor Program Activities																									
A. Assess Program Accomplishments																									
B. Rewrite/Amend LHAP as Required																									
C. Follow-up Client Satisfaction																									
VI. Maintain Records of Program Activities																									
A. Establish & Maintain Files																									
B. Encumbering Funds																									
C. Expenditure of Funds																									
D. Submit Annual Report																									
Program Expenditures (Cumulative)													\$47,485	\$66,585	\$255,125	\$323,265									
Administrative Expenditures (Cumulative)																									

\$8,085 \$15,585 \$24,255 \$32,340

ATTACHMENT A.6.

FLORIDA HOUSING FINANCE AGENCY
 TIMELINE TABLE FOR STATE FISCAL YEAR: 1999-2000
 NAME OF LOCAL GOVERNMENT: NASSAU COUNTY

PROGRAM ACTIVITIES	Yr. Mth	Fiscal Year 1999-2000						Fiscal Year 2000-01						Fiscal Year 2001-02													
		7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6		
I. Outreach																											
A. Place Paid Advertisements																											
B. Release News Stories																											
C. Telephone & Personal Contacts																											
D. On-Site Visits																											
II. Qualify Applicants																											
A. Telephone Interviews																											
B. Review Data Sources																											
C. Follow-up Income/Expenditure Data Sources																											
III. OnSite Determination of Need																											
A. Property Inspection & Compile Checklist																											
B. Coordinate with Local Contractors																											
C. Coordinate with Local Bankers																											
IV. Schedule of Projects/Units																											
A. Emergency Repairs																											
B. Rehabilitation																											
C. New Construction																											
D. Existing Home Purchase																											
E. New Construction (Rental) (If Required)																											
V. Monitor Program Activities																											
A. Assess Program Accomplishments																											
B. Rewrite/Amend LHAP as Required																											
C. Follow-up Client Satisfaction																											
VI. Maintain Records of Program Activities																											
A. Establish & Maintain Files																											
B. Encumbering Funds																											
C. Expenditure of Funds																											
D. Submit Annual Report																											
Program Expenditures (Cumulative)																											
Administrative Expenditures (Cumulative)																											

22

\$8,08 \$15,585 \$24,255 \$32,340

B. PROGRAM ADMINISTRATION

1. Percentage of Program Funds to Be Used for Administration

Nassau County will allocate 10 percent of grant funds annually for administration of program activities. A resolution is attached which provides that the administrative budget will not exceed 10 percent of program funds each year for the entire period of program activity.

2. Listing of Administrative Activities to Be Funded

Attachment B-1 presents a listing of major administrative tasks that must be accomplished to complete fiscal years 1997-98, 1998-99 and 1999-2000 of the SHIP program to be undertaken by Nassau County. Attachment B-1 also provides an initial line-item budget estimate for completing each task. In no case shall administrative expenses exceed an average cost of 10 percent of SHIP funding per contract year.

3. How were Consultants, Who Will Administer This Program, Selected

The Nassau County Board of Commissioners determined that the County could receive greatest benefit in administrative services through contracting with an entity that has previously worked with the County on allied program. The Northeast Florida Regional Planning Council assisted the County in rewriting the County Comprehensive Plan (including the Housing Element), and has administered the County's SHIP program since fiscal year 1992-93 and its federal HUD Section 8 program (25 rental assistance certificates) since 1995. This work, plus the work that Council is accomplishing in developing an addressing program for the County's 911 program, gives the NEFRPC a unique insight to the County's housing situation and needs.

The Nassau County Board of Commissioners has contracted with the NEFRPC for Administrative Services for the SHIP program under the conditions of Rule 60A-1.002(2) (c)1, Florida Administrative Code.

ATTACHMENT B.1.

ADMINISTRATIVE ACTIVITIES

Fiscal Year 1997-98

I	Outreach Activities	\$3,145
	A. Place paid advertisements in newspapers	
	B. Release news stories to local papers	
	C. Telephone and personal contacts with local service agencies	
	D. On-site visits with Social Service, Realtor, Banking, and Citizen Organizations to Explain Program and Encourage Participation	
II.	Qualifying Applicants	\$8,075
	A. Telephone Interviews	
	B. Telephone and mail contacts with information services	
	C. Follow-up source contacts for income/expenditures data	
III.	On-Site Determination of Need	\$4,850
	A. Property inspections	
	B. Complete check list of needs and relate to funding availability	
	C. Coordinate with local contractors to perform work	
IV.	Monitor Program Activities	\$6,470
	A. Assess Program Accomplishments	
	B. Rewrite and amend the LHAP as necessary to meet local priorities	
	C. Follow-up for client satisfactions	
V.	Maintain records of Program activities and staff Monthly AHAC Meetings	\$8,200
VI.	Training	\$1,600
	TOTAL:	\$32,340

Fiscal Year 1998-99 and FY 1999-2000 - Administrative Expenses expected to be incurred during fiscal years 1998-99 and 1999-2000 should be the same as those shown for FY 1997-98. According to FHFA directions in its memorandum of January 21, 1997, we "use the allocation amount in the column for fiscal year 1997-98.

ORDINANCE 97- 10

THIS ORDINANCE ADOPTS THE NASSAU COUNTY STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP) IN ITS ENTIRETY; DECLARING IT TO BE A POLICY OF NASSAU COUNTY TO SUPPORT THE AVAILABILITY OF AFFORDABLE HOUSING; PROVIDING FOR THE CONTINUATION OF A LOCAL SHIP PROGRAM; PROVIDING FOR THE CONTINUED ADMINISTRATION OF THE SHIP PROGRAM; PROVIDING FOR AN ESTIMATED AVERAGE FUNDING COST PER UNIT, AND A MAXIMUM GRANT AWARD COST PER UNIT FOR ELIGIBLE HOUSING; AND PROVIDING THAT NO MORE THAN TEN (10) PERCENT OF THE SHIP FUNDS RECEIVED BY NASSAU COUNTY MAY BE USED FOR ADMINISTRATIVE EXPENSES.

WHEREAS, the Board of County Commissioners of Nassau County, Florida, and its citizenry recognizes the necessity for provision of the opportunity for all persons to have access to safe, decent, and affordable housing; and

WHEREAS, in 1992 the Florida State Legislature approved the William E. Sadowski Affordable Housing Act, creating the State Housing Initiatives Partnership (SHIP) for the specific purpose of supporting and expanding the availability of affordable housing resources within the state; and

WHEREAS, the Board of County Commissioners of Nassau County, Florida, and its citizenry recognizes that the SHIP program provides a continuing financial resource for the support of affordable housing activities; and

WHEREAS, the estimated average cost per unit and maximum awards schedule for home ownership may not exceed the Florida Housing Finance Agency rules and guidelines for affordable housing as set forth in the Florida Administrative Code; and

WHEREAS, the Board of County Commissioners of Nassau County, Florida, recognizes that no more than ten (10) percent of the SHIP funds received by Nassau County may be used for administrative expenses.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA:

A CERTIFIED TRUE COPY

1

J. M. O'Leary, Jr., Clerk by J. S. Wallis, Jr.
EX-OFFICIO, Clerk to the Board of County Comm.
Nassau County, Florida

SECTION I. DECLARATION POLICY

It is hereby declared to be the policy of Nassau County, in the exercise of its policy power for the public safety, public health, and general welfare, to support and encourage the initiatives which enhance the availability of and accessibility to affordable housing for all citizens of Nassau County, Florida.

SECTION II. PURPOSE

This Ordinance specifies the provisions statutorily required for the planning, implementation, and receipt of funds under the State Housing Initiatives Partnership (SHIP) Program as governed by Chapter 9I-37 of the Florida Administrative Code.

SECTION III. DEFINITIONS

The definitions enumerated in s.420.9071, Florida Statutes, and in Rule 9I-37.002, Florida Administrative Code of the State Housing Initiatives Partnership Program Rules shall apply to the terms used in this Ordinance.

SECTION IV. SHIP PROGRAM ADMINISTRATION

This Ordinance continues the existence of the Nassau County Housing Partnership (also the Nassau County Affordable Housing Advisory Committee), consisting of (6) members meeting the approval of the Board of County Commissioners. A majority of the membership of said Partnership shall be required for the conduct of official business, and all Partnership meetings shall be publicly advertised or noticed in the local print media having the largest community-wide circulation. The Partnership shall serve in an advisory capacity to the Board of County Commissioners on matters of Affordable Housing and shall present SHIP expenditure recommendations directly to the Board for final approval.

The Northeast Florida Regional Planning Council (NEFRPC) shall provide SHIP administrative support to the Housing Partnership through fiscal years 1997-98, 1998-99 and 1999-2000, as stipulated in executed contract between the Board of County Commissioners and the NEFRPC.

SECTION V. AVERAGE FUNDING SCHEDULE

The estimated average SHIP second mortgage support loan for newly constructed homeowner units shall be \$15,000. The estimated second mortgage support loan for purchase of an existing home - with required rehabilitation - shall be \$12,500.

SECTION VI. ADMINISTRATIVE FUNDING

The Board of County Commissioners recognizes that SHIP client evaluation, documentation, monitoring and other administrative responsibilities related to the SHIP program are anticipated to incur costs greater than five (5) percent of the grant funding.

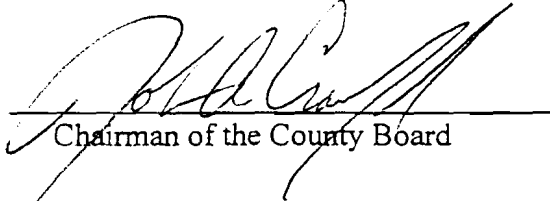
Therefore, be it resolved that funds amounting to ten (10) percent of those received from annual SHIP grant allocations may be used for the administration of the County SHIP program. However, in no event may funds exceeding ten (10) percent of the grant be allowed to be expended for administrative expenses.

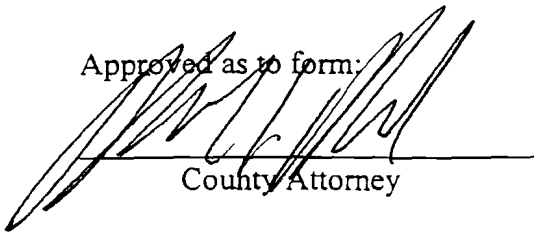
MOTIONED AND ADOPTED by the Board of County Commissioners of Nassau County, Florida, this the 21st day of April, 1997.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, A POLITICAL
SUBDIVISION OF THE STATE OF FLORIDA

By: 
Clerk of the Court

By: 
Chairman of the County Board

Approved as to form:

County Attorney

First Reading: 4-21-97

Second Reading: _____

CERTIFICATION TO
FLORIDA HOUSING FINANCE AGENCY

Local Government: Nassau County

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, color, age, sex, familial status, handicap, religion, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Agency will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions of the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Agency within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local government's audited financial statements, copies of the audits will be forwarded to the Agency as soon as available.
- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Agency as soon as possible.

- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements.

 Witness




 Chief Elected Official

John A. Crawford, Chairman
 Type Name and Title

 Witness

4-21-97
 Date

OR



 Attest: J. M. "Chip" Oxley, Jr.
 (Seal) Its: Ex-Officio Clerk

A M E N D M E N T

To
CONTRACT BETWEEN NASSAU COUNTY
AND THE
NORTHEAST FLORIDA REGIONAL PLANNING COUNCIL
TO REVISE THE ATTACHMENT A SCHEDULE OF PAYMENTS
FOR ADMINISTRATION OF THE NASSAU COUNTY SHIP
PROGRAM CONTRACT

ATTACHMENT A


SCHEDULE OF PAYMENTS
(Fiscal Year 1997-1998)

Nassau County SHIP Program

	<u>Date</u>	<u>Amount</u>
Administrative Fee	November 1, 1997	\$ 24,640
	March 1, 1998	\$ 7,040
	June 30, 1998	\$ 3,520

	Total:	\$ 35,200

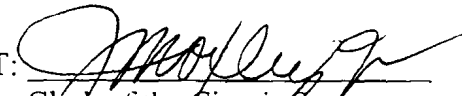
Signed this 11th day of August, 1997.



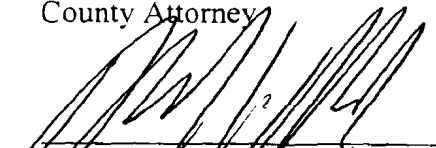
Chairman, County Commission
Nassau County

Approved as to form by Nassau
County Attorney

Approved this 11th day of August, 1997

ATTEST: 

Clerk of the Circuit Court



Michael S. Mullin, Esq.

A-2 "NERPC cont. acts" file
 Boc 6/24/97

ATTACHMENT A
SCHEDULE OF PAYMENTS
(Fiscal Year 1997-98)

L	Nassau County SHIP Program			
		Date	Amount	Sub-Total
	A. <u>Administrative Fee</u>			
		November 1, 1997	\$17,912.13	
		March 1, 1998	5,000.00	
		June 30, 1998	2,087.87	
			<hr/>	
			\$25,000.00	
	B. <u>Operational Expense</u>			
		January 1, 1998	\$ 3,500.00	
		May 1, 1998	3,500.00	
			<hr/>	
			7,000.00	
				<hr/>
				\$ 32,000.00
II	FloridaFix Program			
	A. <u>Administrative Fee</u>			
		January 1, 1998	\$ 3,045.00	
		April 1, 1998	2,000.00	
	B. <u>Operational Expense</u>			
		June 30, 1998	1,873.00	
	C. <u>Implementation Expense</u>			
		June 30, 1998	1,888.00	
	D. <u>Training & Technical Assistance</u>			
		June 30, 1998	598.00	
				<hr/>
				\$ 9,404.00
			TOTAL	<hr/>
				\$ 41,404.00