

DRAFT

Local Housing Partnership State Housing Initiatives Partnership (SHIP)

Nassau County Local Housing Assistance Plan (LHAP)

Fiscal Years 2000-2001, 2001-2002, and 2002-2003

April 25, 2000

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

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David Howard
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Floyd Vanzant
Marianne Marshall

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

APPROVED

DATE 5/8/00 *JH-B*

**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 Florida Housing Finance Corporation a Local Housing Assistance Plan (LHAP) that describes how the County will 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, Florida.

2. Interlocal Considerations

Nassau County entered into interlocal agreements with the three municipalities located within the County (City of Fernandina Beach, City of Callahan, and Town of Hilliard) during the earlier years of the SHIP program. The interlocal agreements permit the County to spend SHIP funds to support the very low, low and moderate income housing within these three municipalities. A good portion of the annual SHIP allotments is expended in those municipalities. 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. One of the interlocal agreements is

presented in Attachment A.1. The attached Interlocal Agreement is Resolution 94-28 that the City Commission of Fernandina Beach approved in December, 1993. The Local Housing Partnership has elected to renew interlocal agreements with the three county municipalities during the 2000-2001 fiscal year.

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 2000-01, 2002-2002, 2002-03

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 Local Housing Partnership (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 will promptly notify the Florida Housing Finance Corporation 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 Clerk of the Court's office 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, interest generated on loans and recaptured SHIP funds. Amounts of funds on deposit in the Local Housing Assistance Trust Fund (LHATF) are invested as permitted by law for funds of Nassau County (9I-37.008, F.A.C. The LHATF will be separately stated by the County in audited financial statements as a Special Revenue Fund. Copies of County audits showing disposition of these funds are forwarded to Florida Housing as required by the state.

6.b. Restricted Use of SHIP Funds

SHIP funds will 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 County adopted Comprehensive Plan.

Amendments to the approved SHAP will be provided to Florida Housing 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.

For the previous two years (fiscal years 1998-99 and 1999-2000) the County was able to supplement the emergency repair strategy projects with funding from 3 weatherization grants. Local lenders that are participating in the SHIP program by providing first mortgages are assisting SHIP staff in conducting home ownership training and counseling. The local governments (both County and municipality) expedite SHIP emergency repair projects by providing immediate inspections at no cost to the SHIP program. During the previous year, SHIP participated with the County's Association for Retarded Citizens in assisting one of their clients in purchasing a home that he could maintain and afford. SHIP continues a working partnership with the U.S. Department of Agriculture's Rural Housing Services in leveraging each other's funding to complete large rehabilitation or emergency repair projects in the county. The Local Housing Partnership anticipates attracting additional community partnerships as the SHIP program gains recognition in the community.

During the year 1999-2000, the SHIP program has developed a partnership with the Center for Independent Living of Jacksonville. That agency identifies very low income householders with disabilities that require emergency repairs or handicap facilities built on or in their homes. SHIP and the Center share in the qualifying and cost of these projects.

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 Commissioners on February 22, 1993. The current Plan for fiscal years 2000-02, 2002-02 and 2002-03 was presented for public comment at the April 25, 2000 meeting of the Local Housing Partnership (LHP). The LHP voted unanimously to recommend that the Nassau County Board of Commissioners (BCC) approve the Plan for submission to Florida Housing. The Plan will be on the public meeting agenda of the BCC on May 8, 2000. Notice of these meetings is placed in the local newspaper.

The SHIP program is considered established within the County and continues implementation with interlocal agreements with the County's three municipalities. While final program and funding approval is the responsibility of the County Board of Commissioners, it is the Local Housing Partnership members that make direct review of program strategies, funding recipients and changing policy for directing recommendations to the BCC.

10. Increasing the Affordability of Housing for the Target Population

Upon initiating the SHIP program in Nassau County, the Affordable Housing Advisory Committee (forerunner of the Local Housing Partnership) distributed information about the program county-wide through newspaper articles and advertisements, notices placed on bulletin boards at laundromats and other sites possibly frequented by the target population and through notices read at church services. The demonstrated response showed a need especially for emergency repair services throughout the county; program staff has monitored a continuing waiting list of homeowners requiring repairs to their homes. This demand requires more funding than is available to the county through the SHIP program; additional emergency repair funding has been obtained under the State's Weatherization programs (WAP, LIHEAP and LEHRP). This additional funding (approximately \$100,000 each year) affords the county's SHIP program to accommodate more eligible very low and low income householders in ensuring safe and healthy home conditions.

One of the demonstrated housing needs in Nassau County is for affordable rental housing. The Housing Authorities of Nassau County and the City of Fernandina Beach both maintain a lengthy waiting list for applications for the limited number of HUD Section 8 rental certificates. Also the expanding up-scale communities on Amelia Island are generating a growing group of service employees, most of whom do not have close-in housing opportunities. While the Local Housing Partnership has determined that SHIP has not yet satisfied the continuing demand for emergency repair assistance, it has considered the issues of affordable rental housing. 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 LHP and the BCC. Also, the county will monitor the rental of units within any project implemented under any 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 2000-02, 2002-02 and 2002-03, will concentrate on improving the condition of very low and low income households and those householders with special needs, particularly the elderly and disabled. The LHP 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. The County determined during the period of previous LHAPs to not have a "walk-away" policy. Since the nursing home option is not available to most elderly persons in Nassau County, it is the intention of the LHP to repair those most substandard home in order to keep the owner in his/her own home.

12. Construction, Rehabilitation and Emergency Repairs

SHIP funding received by Nassau County during the Plan's 3-year period will be spent on construction, rehabilitation or emergency repairs as defined in Rule 9I-37.007(3)(a) through (f), F.A.C. (See Attachment A.2., HOUSING DELIVERY GOALS CHART, for complete listing by fiscal year of program activities.)

13. Utilization of the Remainder of Funding

10.5 percent of funds available annually from SHIP program funding will be divided into two parts. 0.5 percent of the total SHIP allotment each funding year 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 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 LHP and administration through 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 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 the goal of this Plan 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.

All family sizes are eligible under county SHIP assistance; however, during the years since 1993, a large proportion of those householders assisted have been single, elderly women with very low incomes. The number of family householders accommodated under the SHIP purchase strategies bring the average household size overall to approximately 2-person households.

18. Number of Special Needs Households Served

During the previous three reporting years (1996-97, 1997-98 and 1998-99) the county's SHIP program served a total of 154 households. Over 53 percent were elderly householders; over 18 percent were disabled persons; and over 68 percent were in the "very low" income category. It is assumed that this trend will continue for the period of this new plan through fiscal year 2002-03.

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

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 (to include rehabilitation). The procedure for SHIP activities related to mortgage assistance is presented in Attachment A.3.

The SHIP funds allocated for each home purchase shall be distributed 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 4.07 percent, preferably for the life of the applicant's first mortgage. The process of servicing the second mortgage has been awarded to a non-profit organization, the Business Development Corporation (BDC).

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 the first mortgages be required to contain provisions for taxes and insurance escrow accounts.

20. Activities Related to Home Ownership Rehabilitation

Nassau County provides SHIP program support for the rehabilitation of home ownership properties. This LHAP strategy provides funding to support repairs of improvements which are needed for safe or sanitary habitation, correction of substantial code violations or the creation of additional living space. The maximum rehabilitation award is set at \$9,500. Funds for the rehabilitation strategy may be disbursed as a loan, a grant or a combination thereof depending upon the homeowner's ability to repay a loan. An applicant's ability to repay a loan will be determined by his/her total household income and the relative living costs. It is assumed that very low income applicants will not be expected to repay rehabilitation strategy costs.

Rehabilitation loans will run for a period of 10 years. Rehabilitation Loans (also referred to as "Deferred Loans" in this Plan) will be amortized over a 10-year period based upon the canceling schedule presented below:

IF PROPERTY IS SOLE OR TRANSFERRED OR IF OWNER SHOULD DIE DURING:	PERCENT OF FINANCIAL ASSISTANCE TO BE REPAYED TO COUNTY:
1 st 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 (Deferred Loan) projects is presented in Attachment A.4.

SHIP funds directed to home ownership rehabilitation will be allocated to very low, and low income families, householders and 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 dwelling units. Emergency repairs are those repairs to a home that require immediate attention in order to protect the safety, health or well-being of the resident. These repairs may include roofing, heating, electrical, and sanitary sewer improvement as well as emergency work on potable water systems. The maximum expenditure per unit is set at \$9,000.

Emergency repairs shall be funded with non-recaptured grants from SHIP. With the State's Weatherization grant funding, emergency repairs for income-eligible SHIP recipients will be afforded more repairs than the SHIP allotment of \$9,000 can accommodate.

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

The previous LHAP (for fiscal years 1997-98, 1998-99 and 1999-2000) eliminated a previously included strategy for Rental New Construction that had been included in the original strategies established for Nassau SHIP. During those early years, the County annually decided to commit the funding allocated to that strategy 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 numerous emergency repair applicants that Weatherization funding may also be applied. In planning and deliberations for the preparation of this Plan, the Local Housing Partnership has elected to not include a Rental New Construction strategy for the period of this Plan. Should demand for emergency repairs level off or decrease to such a point that the County's SHIP allotment could accommodate a rental construction development, the Local Housing Partnership will amend this LHAP accordingly.

23. Rental Rehabilitation

The Local Housing Assistance Plan does not propose funding for Rental

Rehabilitation for the fiscal years 2000-01, 2001-02, 2002-3.

24. Rental Emergency Repairs

The Local Housing Assistance Plan does not propose funding for Rental Emergency Repairs for the fiscal years 2000-01, 2001-02, 2002-3.

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 prices for new or existing eligible housing under the Nassau County SHIP program may not exceed 90 percent of the median area purchase price in the Jacksonville MSA as established by the U.S. Department of the Treasury in accordance with Revenue Proclamation 94-95 or any amendment thereto. Until revised, those purchase price limits are:

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

27. Rental Rates for Housing Supported by SHIP Funds

In the even Nassau County elects 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. Rental limits for the County are established by the criteria published by Florida Housing and as amended by that agency for the Jacksonville MSA.

28. Available Support Services

Support services that have participated with the County's SHIP program include the County's Extension Service in conducting homeowner counseling classes, the Center for Independent Living of Jacksonville and the Family Counseling Services of Jacksonville.

29. Outreach Strategy

Upon receipt of Florida Housing's annual SHIP funding allotment notice, Nassau County will advertise the availability of SHIP housing assistance funds in local newspapers published in the County. While the County's SHIP program does not

have an application period, the applicable funding notices will contain the program-required reference to the "30 days before the beginning of an application period".

30. Selection Strategy

Funding through the SHIP program strategies will be made available to all applicants regardless of race, creed, religion, color, age, gender, marital status, familial status, national origin or condition of physical or mental disability. Sixty-five percent of all SHIP funds will be reserved for home ownership for eligible persons; a minimum of 75 percent of the SHIP funds will be used for construction, rehabilitation or emergency repairs in accordance with 9I-37.007(3). The original SHIP goal continues to 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 the respective household size and provide acceptable 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 for recommendation to the BCC for final funding approval. Upon BCC approval, the Outreach Coordinator facilitates execution of a contract between the owner and contractor, monitors final inspection by the appropriate local government Building Official office, and effects payment to the contractor through the County Clerk of the Court's office.

Existing Purchase/New Construction: Eligible applicants must meet the income limits for their respective household size and provide acceptable income and employment verification. Credit worthiness of the applicant(s) 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 LHAP stipulates that no personal loans or individual help-mortgages are acceptable; and taxes and insurance escrow accounts must be included within the first mortgage. The applicant is advised that only those applicants with credit worthiness, a written first mortgage commitment, an executed sales contract, an appraisal report indicating an appraisal value equal to or exceeding the combined value of the first and second (SHIP) mortgages, and a certificate that the applicant has or will complete home owner counseling prior to closing on the property to be assisted with SHIP funds. The application is reviewed by the Local

Housing Partnership for recommendation to the Board of County Commissioners. Upon BCC approval, the applicant is allowed 90 days to schedule closing. Thirty day extensions may be granted by the Local Housing Partnership.

31. Maximum Award Schedule

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

Emergency Repairs	\$ 9,000
Rehabilitation (Deferred Loan)	\$ 9,500
Purchase of Existing Home	\$12,500
Construction of New Home	\$15,000

SHIP loans offered under this program shall be made at an interest rate that does not exceed 4.07 percent which includes the cost of servicing the loan by the Business Development Corporation.

If all or any part of the property being purchased with SHIP funds is sold, transferred, gifted or otherwise conveyed, or if foreclosure action is instituted against the property, or if the first mortgage is satisfied or refinanced, or if leased or rented, all sums secured by the SHIP second mortgage shall immediately become due and payable to the Nassau County Board of Commissioners.

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; also for additional purchase applicants.

33. Time Line of Proposed Program Activities

Attachment A.6. provides a Time Line Chart of proposed activities for fiscal years 2000-01 2001-02 and 2002-03 for the Nassau County SHIP program.

34. Budgetary Requirements for Accomplishing Program Tasks

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

35. Income Limits of Participants – Adjusted to Family Size

The SHIP program considers housing affordable when the monthly rents or monthly mortgage payments, including taxes and insurance do not exceed 30 percent of an amount representing the percentage of the median anticipated annual income limits adjusted for family size for a household. The Nassau County SHIP program determines an applicant's eligibility for assistance under any of the program's strategies based on the income limits for very low, low and moderate income ranges provided by Florida Housing. During the period of this Plan, the County's SHIP program will adjust those limits upon receipt of any new limits provided by Florida Housing.

RECEIVED

DEC 1 1993

RESOLUTION 94-28

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 households 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 non-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 adopt an "Affordable Housing Incentive Plan" which meets the requirements of Rule 9I-37.010 as revised.

A 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, 1994, 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 Ordinance 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

Vicki P. Cannon
Clerk

Eleana Coleman
Chairman

12-8-93
Date

12-8-93
Date

ATTEST:

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

[Signature]
Clerk
11-8-93
Date

[Signature]
Chair
11-8-93
Date

FLORIDA HOUSING FINANCE AGENCY
HOUSING DELIVERY GOALS CHART
 STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2000-2001

New Plan:	X
Amendment No.:	
Fiscal Yr Closeout:	

NAME OF LOCAL GOVERNMENT: **NASSAU COUNTY**

Annual Allocation Amount: **\$463,023**
 Estimated Program Income: **\$40,000**
 Recaptured Funds: **\$0**
 Total Annual Amount: **\$503,023**

HOME OWNERSHIP STRATEGIES	Households by Income and Maximum SHIP Awards							A	B	C	D	E
	Units	Maximum SHIP Award	Units	Maximum SHIP Award	Units	Maximum SHIP Award	Total Units	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total	Total
	Very Low		Low		Mod.							
Strategy 1: Emergency Repairs	21	\$9,000	10	\$9,000			31		\$279,000		\$279,000	55%
Strategy 2: Rehabilitation	1	\$9,500	1	\$9,500			2		\$19,000		\$19,000	4%
Strategy 3: Purchase/Construct New Home	1	\$15,000	2	\$15,000	2	\$15,000	5	\$75,000			\$75,000	15%
Strategy 4: Purchase Existing Home/Rehab	2	\$12,500	2	\$12,500	2	\$12,500	6			\$75,000	\$75,000	15%
Strategy 5:												
Strategy 6:												
Strategy 7:												
Subtotal 1 (Home Ownership)	25	\$238,500	15	\$154,500	4	\$55,000	44	\$75,000	\$298,000	\$75,000	\$448,000	89%
RENTAL STRATEGIES	Note: The Home Ownership Percentage designated in Subtotal 1, Column E, must be at least 65% of the Annual Allocation Amount											
	Households by Income and Maximum SHIP Awards							A	B	C	D	E
	Units	Maximum SHIP Award	Units	Maximum SHIP Award	Units	Maximum SHIP Award	Total Units	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total	Total
	Very Low		Low		Mod.							
Strategy 9:												
Strategy 10:												
Subtotal 2 (NON-Home Ownership)	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	\$0	0%
Administration Fees	(Administration fees may not exceed 10% of Annual Allocation + 5% of Program Income)										\$46,302	9%
Home Ownership Counseling											\$500	0%
GRAND TOTAL	25	\$238,500	15	\$154,500	4	\$55,000	44	\$75,000	\$298,000	\$75,000	\$494,802	98%
Percentage of Total Households Served /Funds Used	Very Low	Very low	Low	Low	Mod.	Moderate	Total					
	57%	48%	34%	31%	9%	11%	100%					
Percentage Construction/Rehab	(75%+): Calculate Constr./Rehab Percent, by adding Grand Total Columns A&B, then divide by Total Annual Amount										75%	
Maximum Allowable Purchase Price:								NEW:	\$106,017	EXISTING:	\$92,490	

New Plan:	X
Amendment No.:	
Fiscal Yr Closeout:	

NAME OF LOCAL GOVERNMENT: **NASSAU COUNTY**

Annual Allocation Amount: **\$463,023**
 Estimated Program Income: **\$40,000**
 Recaptured Funds: **\$0**
Total Annual Amount: \$503,023

HOME OWNERSHIP STRATEGIES	Households by Income and Maximum SHIP Awards							A	B	C	D	E
	Units		Maximum SHIP Award		Units		Total	New Construction	Rehab/Repair	Without	Total	Total
	Very Low		Low		Mod.		Units	SHIP Dollars	SHIP Dollars	Construction SHIP Dollars		
Strategy 1: Emergency Repairs	21	\$9,000	10	\$9,000			31		\$279,000		\$279,000	55%
Strategy 2: Rehabilitation	1	\$9,500	1	\$9,500			2		\$19,000		\$19,000	4%
Strategy 3: Purchase/Construct New Home	1	\$15,000	2	\$15,000	2	\$15,000	5	\$75,000			\$75,000	15%
Strategy 4: Purchase Existing Home/Rehab	2	\$12,500	2	\$12,500	2	\$12,500	6			\$75,000	\$75,000	15%
Strategy 5:												
Strategy 6:												
Strategy 7:												
Subtotal 1 (Home Ownership)	25	\$238,500	15	\$154,500	4	\$55,000	44	\$75,000	\$298,000	\$75,000	\$448,000	89%
RENTAL STRATEGIES	Note: The Home Ownership Percentage designated in Subtotal 1, Column E, must be at least 65% of the Annual Allocation Amount.											
	Households by Income and Maximum SHIP Awards							A	B	C	D	E
	Units		Maximum SHIP Award		Units		Total	New Construction	Rehab/Repair	Without	Total	Total
	Very Low		Low		Mod.		Units	SHIP Dollars	SHIP Dollars	Construction SHIP Dollars		
Strategy 9:												
Strategy 10:												
Subtotal 2 (NON-Home Ownership)	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	\$0	0%
Administration Fees	(Administration fees may not exceed 10% of Annual Allocation + 5% of Program Income)										\$46,302	9%
Home Ownership Counseling											\$500	0%
GRAND TOTAL	25	\$238,500	15	\$154,500	4	\$55,000	44	\$75,000	\$298,000	\$75,000	\$494,802	98%
Percentage of Total Households Served /Funds Used	Very Low	Very low	Low	Low	Mod	Moderate	Total					
	57%	48%	34%	31%	9%	11%	100%					
Percentage Construction/Rehab	(75%+): Calculate Constr./Rehab Percent, by adding Grand Total Columns A&B, then divide by Total Annual Amount										75%	
Maximum Allowable Purchase Price:								NEW:	\$106,017	EXISTING:	\$92,490	

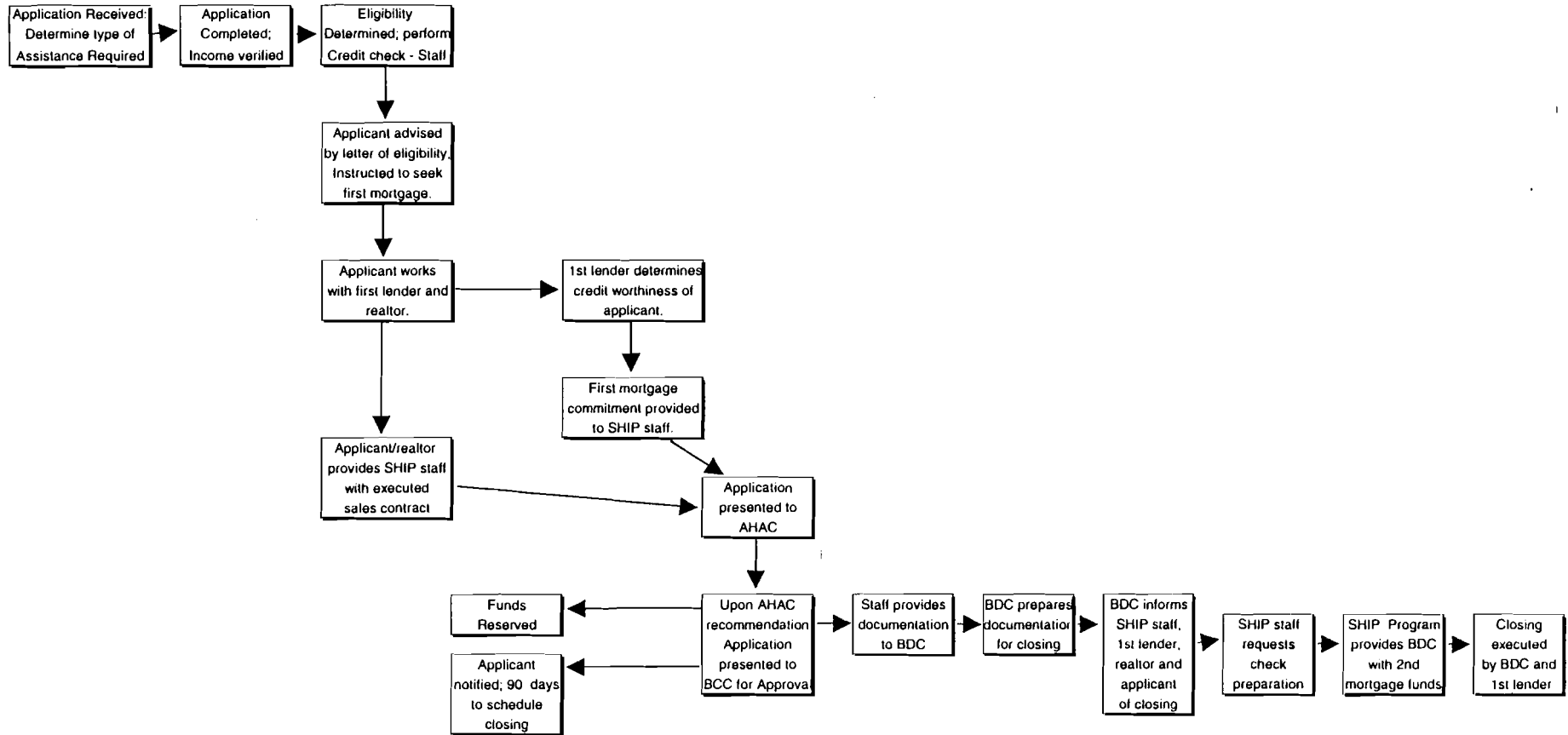
New Plan:	X
Amendment No.:	
Fiscal Yr Closeout:	

NAME OF LOCAL GOVERNMENT: **NASSAU COUNTY**

Annual Allocation Amount: **\$463,023**
 Estimated Program Income: **\$40,000**
 Recaptured Funds **\$0**
 Total Annual Amount: **\$503,023**

HOME OWNERSHIP STRATEGIES	Households by Income and Maximum SHIP Awards							A	B	C	D	E
	Units		Maximum SHIP Award		Units		Total	New Construction	Rehab/Repair	Without	Total	Total
	Very Low		Low		Mod.		Units	SHIP Dollars	SHIP Dollars	Construction SHIP Dollars		
Strategy 1: Emergency Repairs	21	\$9,000	10	\$9,000			31		\$279,000		\$279,000	55%
Strategy 2: Rehabilitation	1	\$9,500	1	\$9,500			2		\$19,000		\$19,000	4%
Strategy 3: Purchase/Construct New Home	1	\$15,000	2	\$15,000	2	\$15,000	5	\$75,000			\$75,000	15%
Strategy 4: Purchase Existing Home/Rehab	2	\$12,500	2	\$12,500	2	\$12,500	6			\$75,000	\$75,000	15%
Strategy 5:												
Strategy 6:												
Strategy 7:												
Subtotal 1 (Home Ownership)	25	\$238,500	15	\$154,500	4	\$55,000	44	\$75,000	\$298,000	\$75,000	\$448,000	89%
RENTAL STRATEGIES	Note: The Home Ownership Percentage designated in Subtotal 1, Column E, must be at least 65% of the Annual Allocation Amount.											
	Households by Income and Maximum SHIP Awards							A	B	C	D	E
	Units		Maximum SHIP Award		Units		Total	New Construction	Rehab/Repair	Without	Total	Total
	Very Low		Low		Mod.		Units	SHIP Dollars	SHIP Dollars	Construction SHIP Dollars		
Strategy 9:												
Strategy 10:												
Subtotal 2 (NON-Home Ownership)	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	\$0	0%
Administration Fees	(Administration fees may not exceed 10% of Annual Allocation + 5% of Program Income)										\$46,302	9%
Home Ownership Counseling											\$500	0%
GRAND TOTAL	25	\$238,500	15	\$154,500	4	\$55,000	44	\$75,000	\$298,000	\$75,000	\$494,802	98%
Percentage of Total Households Served /Funds Used	Very Low	Very low	Low	Low	Mod.	Moderate	Total					
	57%	48%	34%	31%	9%	11%	100%					
Percentage Construction/Rehab	(75%+): Calculate Constr./Rehab Percent, by adding Grand Total Columns A&B, then divide by Total Annual Amount											75%
Maximum Allowable Purchase Price:								NEW:	\$106,017	EXISTING:	\$92,490	

Nassau County SHIP Program Home Purchase Procedure

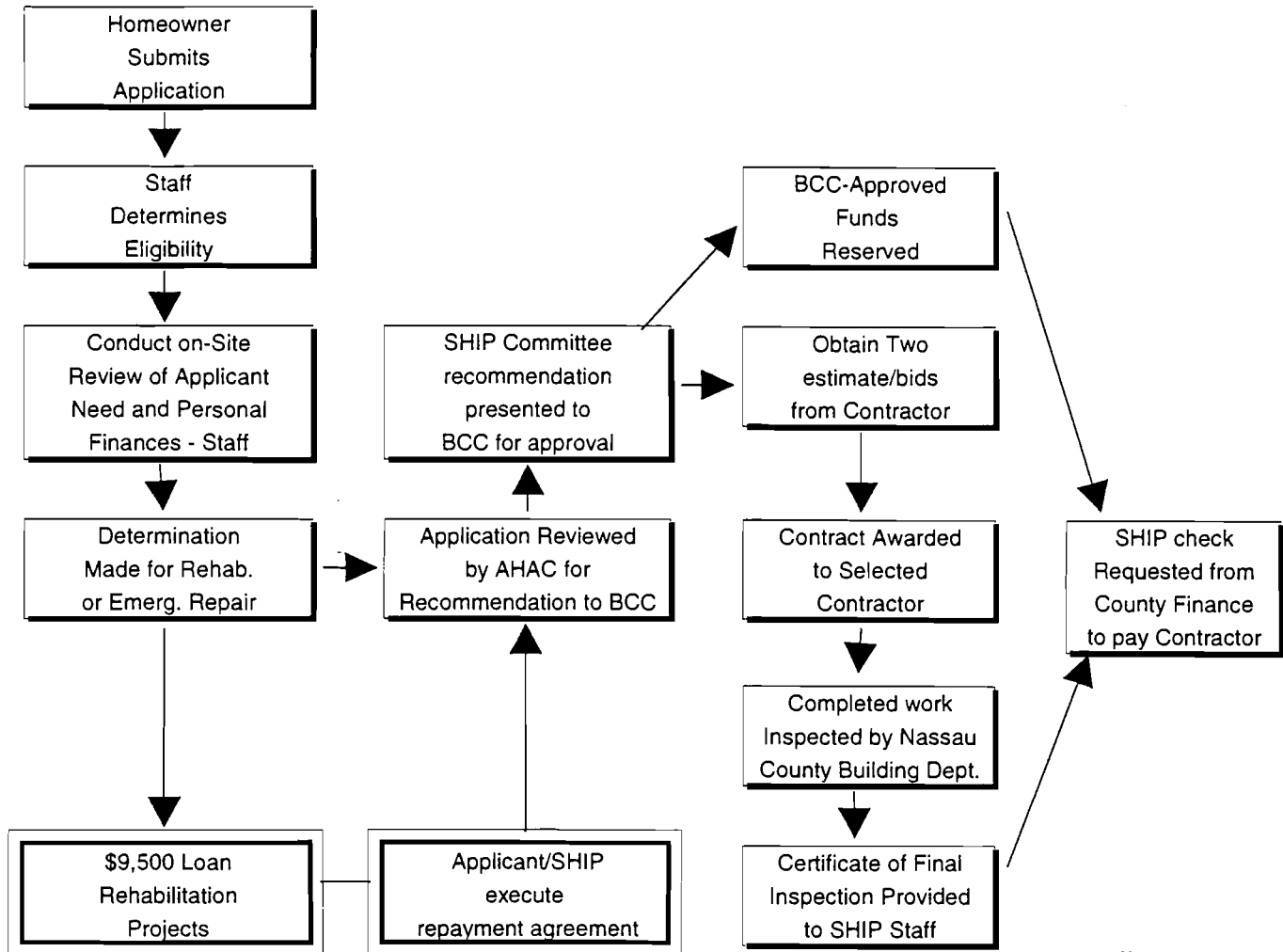


April, 2000

ATTACHMENT A.3.

Nassau County SHIP Program

PROCEDURE FOR "SHIP" REHABILITATION OR EMERGENCY REPAIR STRATEGY



April, 2000

March, 1997

ATTACHMENT A.5.

STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM APPLICANT EVALUATION/ELIGIBILITY CRITERIA

INITIAL APPLICATION

All applications are screened and reviewed for income limit eligibility.

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 deferred loans versus grants, the applicant is required to execute a "Deferred Loan" contract that describes a repayment plan in the event such is required.

C. HOME PURCHASE/NEW CONSTRUCTION PROJECTS

1. Credit Worthiness – A credit report will be pulled and reviewed with the first mortgage lender. Only those applicants 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 houses) as directed by Florida Housing.
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, executed sales contract and appraisal value equal to the combined first and second mortgages are presented to the Local Housing Partnership for recommendation to the Board of County Commissioners for final funding approval.

CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION

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, gender, familial status, handicap, religion, or national origin.
3. A process for selection of recipients for funds has been developed.
4. The eligible 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 Corporation will be notified promptly if Nassau County 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.
9. Amendments to the approved Local Housing Assistance Plan shall be provided to Florida Housing within 21 days after adoption.
10. The trust fund has been 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 Florida Housing as soon as available.
13. SHIP funds will not be pledged for debt service on bonds or as rent subsidies.

14. 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.
15. 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.
16. 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.

Jean H. Blanchard
Witness

Nick D. Deonas
Chief Elected Official

Connie N. Arthur
Witness

Nick D. Deonas
Chairman
Nick D. Deonas
Type Name and Title

May 8, 2000
Date

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

Approved as to Form by the
Nassau County Attorney

Michael S. Mullen