

BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
5:00 PM, January 27, 2025
James S. Page Governmental Complex, 96135 Nassau Place
Yulee, FL 32097

- J. Approve Modifications to Local Housing Assistance Plan Strategy-Purchase Assistance without Rehabilitation

NASSAU COUNTY

BOARD OF COUNTY COMMISSIONERS



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2024-2025, 2025-2026, 2026-2027

~~Approved by the Board on June 24, 2024~~ Approved by the Board on June 2024

~~Revised on January 27, 2025~~ Revised January 27, 2025



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| F. Ordinance: (If changed from the original creating ordinance) – N/A | |
| G. Interlocal Agreement – N/A | |
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Section I. Program Details

A. LG(s)

| | |
|---|---------------|
| Name of Local Government | Nassau County |
| Does this LHAP contain an interlocal agreement? | No |
| If yes, name of other local government(s) | N/A |

B. Purpose of the Program:

1. To meet the housing needs of the very low, low and moderate-income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal Years Covered by the Plan:

2024-2025, 2025-2026, 2026-2027

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership:

The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging:

The Plan 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 public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input:

Public input was solicited over the years through face-to-face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach:

SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities:



A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan. The waiting list will become null and void when all funding has been expended for that funding period (fiscal year). Applicants that were on the waiting list and did not receive an award will need to re-apply during the next funding period.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

Priority will be given to Special Needs applicants, as defined in 420.0004(13) "Person with special needs" means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veteran's disability benefits.

The County will accept applications during the advertised "Application Period," which will be a minimum of 30 days. Applicants, having submitted an application during the Application Period, will have 30 days from the end of the Application Period to submit additional required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete and/or update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed eligible for SHIP funds.

Once a list of eligible applicants has been established, the applicants will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very low income, then low income, and then moderate income. The second priority will be to serve Essential Services Personnel (ESP) as defined in Section I (T) of this document. These applicants will further be ranked with priority given to very low income, then low income, and then moderate income. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, applicants deemed eligible will be considered equally with priority given to very low income, then low income, and then moderate income.

Ranking Priority:

1. Special Needs Households
 - a. Very Low
 - b. Low
 - c. Moderate
2. Essential Services Personnel (ESP)
 - a. Very Low
 - b. Low
 - c. Moderate
3. After Special Needs Set-Asides and ESP Goals are met:
 - a. Very Low
 - b. Low

c. Moderate

J. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

K. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.

L. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

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|--------------------------|---|
| U.S. Treasury Department | |
| Local HFA Numbers | X |

M. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

"Affordable" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

N. Welfare Transition Program:

Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

O. Monitoring and First Right of Refusal:

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county, or local housing financing authority may rely on such monitoring and determination of



tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget:

A line-item budget is attached as Exhibit A. Nassau County finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs." The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

Q. Program Administration:

Administration of the local housing assistance plan will be performed by:

| Entity | Duties | Admin. Fee Percentage |
|----------------------------------|---|-----------------------|
| Local Government | | |
| Third Party Entity/Sub-recipient | Anser Advisory Consulting, LLC - Administration | 10% |

R. First-time Homebuyer Definition:

For any strategies designed for first-time homebuyers, the following definition will apply: An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes, and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

S. Project Delivery Costs:

In addition to the administrative costs listed above, the County will charge a reasonable project delivery cost to cover inspections and work write-ups performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.



T. Essential Service Personnel Definition (ESP):

ESP includes teachers and educators, other school district, community college, university employees, police and fire personnel, health care personnel, and skilled building trades personnel.

U. Describe Efforts to Incorporate Green Building and Energy Saving Products and Processes:

Nassau County encourages the incorporation of innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability. New home construction and rehabilitation projects will include but are not limited to energy star rated windows, hot water heaters, ceiling fans, low flow plumbing fixtures, insulated exterior doors, increased insulation for walls and ceilings, higher efficiency HVAC units and programmable thermostats. Any home rehabilitation should consider features that promote Aging in Place, including but not limited to lever handles on both faucets and doorknobs, elevated toilets, walk-in shower, and ADA compliance grab bars.

The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and demolition/reconstruction projects:

1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
2. Low-flow water fixtures in bathrooms such as Water Sense labeled products or fixtures with the following specifications:
 - a. Toilets: 1.23 gallons/flush or less;
 - b. Faucets: 1.5 gallons/minute or less;
 - c. Showerheads: 2.0 gallons/minute or less;
3. Energy Star qualified refrigerator;
4. Energy Star qualified dishwasher (if provided);
5. Energy Star qualified washing machine (if provided);
6. Energy Star exhaust fans in all bathrooms; and
7. HVAC: minimum SEER of 15. Packaged units are allowed in studios and one-bedroom units with a minimum of 11.7 SEER.

V. Describe Efforts to Meet the 20% Special Needs Set-Aside:

The County will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the payment assistance without rehab, owner occupied rehabilitation, demolition/reconstruction, disaster assistance, and emergency repair strategies.

W. Describe Efforts to Reduce Homelessness:

The SHIP Program provides owner occupied rehabilitation to extremely low, very low, and low-income residents, reducing the risk of those homebuyers from becoming homeless. Residents seeking information for affordable rental housing are referred to the Nassau County Office of Management & Budget at (904) 530-6010.

Section II. LHAP Strategies

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| A. Purchase Assistance without Rehabilitation | Code 2 |
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a. Summary: This strategy assists eligible homebuyers by providing funds to be used for down payment and closing costs to purchase a newly constructed or existing single-family home or condominium. A newly constructed home must have received a certificate of occupancy within the last 12 months. New and existing manufactured home/land packages less than 20 years old are eligible for purchase assistance without rehabilitation. For non-profit entity or Habitat for Humanity buyers, SHIP will provide gap financing in addition to down payment and closing cost assistance.

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b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be Served: Very Low, Low, and Moderate

d. Maximum Award:

Very Low Income..... 30% of the purchase price not to exceed \$102,747.
Low Income..... 25% of the purchase price not to exceed \$85,622.
Moderate Income..... 20% of the purchase price not to exceed \$68,498.
Manufactured Housing..... 20% of the purchase price not to exceed \$25,000.

Non-Profit Entity or Habitat for Humanity Buyers

Very Low Income..... 30% of the purchase price not to exceed \$120,000.
Low Income..... 25% of the purchase price not to exceed \$100,000.

The purchase price of the home cannot exceed 90% of the median home sold price for the last 12-month period in accordance with Section I (L) of this document.

e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in Loan Term: 10 Years
4. Forgiveness: The loan will be forgiven on a prorated basis so that 10% of the principal is forgiven annually.
5. Repayment: The loan requires no monthly payment as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. If the Borrower fails to pay the Note as required, the default interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by



a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria:

1. Applicants will be ranked for assistance based on a first-qualified, first-eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with section (l) of this document.
2. Applicants must meet the first-time homebuyer definition to be eligible for purchase assistance.
3. Eligible participants must not own a home at the time of closing on the SHIP assisted home.
4. The eligible participant must qualify for a first mortgage loan to receive down payment and closing cost assistance.
5. To be considered for inclusion in this program, the applicant must not have a contract to purchase a home prior to receiving an award letter from Nassau County.
6. Should a waiting list develop for this strategy, then eligible applicants will be added to the waiting list by income category for consideration during the current funding period.
7. The applicant must contribute a minimum of \$500 (excluding pre-pays) towards the purchase of the home.
8. New and existing manufactured home/land packages less than 20 years old are eligible for purchase assistance without rehabilitation.
9. The applicant must reside in the home being assisted within 60 days after closing.
10. Applicants are limited to one-time purchase assistance from the County's SHIP Program.
11. Buyers across the community may apply for assistance, with some buyers working towards qualification with non-profit entities or Habitat for Humanity. The Non-Profit Entity or Habitat for Humanity will submit name(s) of potential mortgagors to the SHIP Program Coordinator, pursuant to the Recipient/Tenant Selection Criteria.

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g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. The applicant must file for homestead with the County Property Appraiser's Office within 60 days after closing and maintain homestead designation throughout the 10-year affordability period. This is



verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during the 10-year affordability period, the applicant will receive a letter stating they are in noncompliance and the lien will not be satisfied until the homestead designation is in place.

2. The County will subordinate a mortgage when the homeowner is refinancing the first mortgage only to reduce their monthly payment. Cash outs and additional loan proceeds are prohibited. The following subordinate circumstances apply:
 - a. Mortgage lender must provide a copy of the new First Mortgage and a copy of the settlement statement stating that the borrower shall receive no cash out at closing or alternatively, all cash out funds are to be paid immediately and directly to the County as a principal reduction of the second mortgage.
 - b. The Borrower is not in breach of any terms of the applicable LHAP and is not in breach of any terms contained in the Note and Mortgage.
 - c. Closing costs may be rolled into the refinancing first mortgage under the following conditions:
 - i. All first mortgage payments must be current.
 - ii. The appraised value of the home must be equal to or greater than the outstanding balance on the SHIP Loan plus the balance on the refinanced First Mortgage. Appraised value is determined by:
 - An appraisal less than 30 days old if the refinancing institution requires an appraisal; or
 - If the First Mortgage lender does not require a new appraisal, the appraised home value will be calculated by dividing the Just Value as listed on the Property Appraiser's current certified tax roll by 0.85.
 - iii. In such an event, the County Manager is authorized to execute the Subordination Agreement on behalf of the Nassau County Board of County Commissioners.

The County shall authorize a Short Sale when SHIP assisted property owners become financially distressed and notify the SHIP office that they can no longer afford to pay their first mortgage based upon the following criteria:

- At the time of closing, the first mortgage lender must reimburse to Nassau County a percentage of the balance owed on the County's Subordinate Mortgage as determined by the following chart:

| <u>Years Owned (from date of closing):</u> | <u>Amount Due:</u> |
|--|--------------------|
| Purchase date through end of Year 3 | 30% of balance |
| Year 4 through end of Year 7 | 20% of balance |
| Year 8 through end of Year 10 | 10% of balance |



- The seller of the SHIP assisted property shall not receive any money from the Short Sale transaction.
- The Office of Management and Budget must review and approve the Closing Disclosures prior to the Short Sale closing.
- Upon receipt of the Short Sale reimbursement, the County shall waive all rights to file future judgments for deficiency against the SHIP homeowner.
- Upon receipt of the Short Sale reimbursement, the Office of Management and Budget shall satisfy the subordinate mortgage subsidy.
- The Short Sale reimbursement shall be deposited into the Local Housing Trust Fund as program income.
- If the first mortgage lender does not agree to reimburse Nassau County, the SHIP subordinate mortgage will remain on the property.

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| B. Owner Occupied Rehabilitation | Code 3 |
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| a. Summary: This strategy provides assistance for repairs necessary for general renovation to correct code violations and is intended to extend the life of the housing stock. Manufactured housing and mobile homes are not eligible for assistance under this strategy. |
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- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be Served: Very Low and Low
- d. Maximum Award: \$125,000
- e. Terms:
 - 1. Repayment Loan/Deferred Loan/Grant: Deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in Loan Term: 10 years
 - 4. Forgiveness: The loan will be forgiven on a prorated basis so that 10% of the principal is forgiven annually.
 - 5. Repayment: The loan requires no monthly payment as long as in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as a primary residence. If any of these occur, the



outstanding balance will be due and payable.

The County shall not call due the Note based on a change in ownership of the subject property under the following circumstances:

a. Ownership of the property remains with at least one of the original applicants, or the spouse, ex-spouse, or surviving spouse of one of the original applicants, as long as that individual occupies the premises as his or her primary residence.

b. Ownership of the property transfers by testate or intestate succession to a person who meets the financial qualifications of the then current LHAP for Owner Occupied Housing Rehabilitation.

If the Borrower fails to pay the Note as required, the interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria:

1. Manufactured housing and mobile homes are not eligible for assistance under this strategy.
2. Assistance will be provided on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with Section I (I) of this document. To qualify, the applicant must provide the deed to the home, have proof of non-delinquent property taxes, and proof of homeowner's insurance will be required 60 days after rehabilitation is complete. If the homeowner does not have homeowner's insurance, then one (1) year of coverage will be paid out of the award if available.
3. Should a waiting list develop for this strategy, then new eligible applicants will be added to the waiting list by income category for future consideration during the current funding period. When all funds have been exhausted for the current funding period, the waiting list will become null and void. Applicants will need to re-apply during the next funding period.
4. The home to be rehabilitated must be located within Nassau County jurisdiction.
5. Eligible ~~applicants~~ homeowners must claim homestead exemption on the subject property. This is verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during the 10-year affordability period, the owner will receive a letter stating they are in non-compliance and the lien will not be satisfied until the homestead designation is in place.



6. The applicant must not have received assistance from the County's SHIP Program within the last 10 years prior to applying for assistance.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) or procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for approval.
2. Applicants that have a recorded lien in favor of the County will have 30 days to submit proof that the lien has been cleared.
3. Upon preliminary determination of eligibility, an ownership and encumbrance report will be obtained to identify all property owners of record.
4. The County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment. Cash outs and additional loan proceeds are prohibited.

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| C. Demolition/Reconstruction | Code 4 |
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| <p>a. Summary: This strategy provides construction of a new, safe structure for homebuyers whose homes are more than fifty-one (51%) structurally unsound as determined by a certified Housing Rehabilitation Inspector or Building Inspector. Funds under this strategy are utilized when the Owner-Occupied Housing Rehabilitation strategy is not economically sufficient to correct code violations and meet local Building Department requirements. Rental Units and condominiums are not eligible for this strategy; however, Mobile homes are eligible for demolition and replacement.</p> |
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b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be Served: Very Low and Low

d. Maximum Award: \$200,000

e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note.
2. Interest Rate: 0%
3. Years in Loan Term: 20 years
4. Forgiveness: The loan will be forgiven on a prorated basis so that 5% of the principal is forgiven annually.



5. Repayment: The loan requires no monthly payment as long as in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

If the Borrower fails to pay the Note as required, the interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria:

1. Homebuyers whose homes are more than fifty-one (51%) structurally unsound as determined by a certified Housing Rehabilitation Inspector or Building Inspector.
2. This strategy may be utilized when the Owner-Occupied Housing Rehabilitation strategy is not economically sufficient to correct code violations and meet local Building Department requirements and repair costs exceed the current market value of the building structure only.
3. Assistance will be provided on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with section I (I) of this document. To qualify, the applicant must provide the deed to the home, have proof of non-delinquent property taxes, and proof of homeowner's insurance. If the homeowner does not have homeowner's insurance, proof of homeowner's insurance will be required 60 days after reconstruction is complete.
4. Should a waiting list develop for this strategy, then new eligible applicants will be added to the waiting list by income category for future consideration during the current funding period. When all funds have been exhausted for the current funding period, the waiting list will become null and void. Applicants will need to re-apply during the next funding period.
5. The home must be located within Nassau County jurisdiction.
6. Eligible applicants must claim homestead exemption. This is verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during 20-year affordability period, the owner will receive a letter stating they are in non-compliance and the lien will not be satisfied until the homestead designation is in place.



7. Properties of applicants that are located in a special flood hazard areas shall only be deemed eligible if the following criteria are met:
 - a. Actual house pad location must be out of the special flood hazard area of the property or;
 - b. Required final elevation must not be more than two (2) feet above existing ground elevation and;
 - c. Any required Certificate of Elevation or benchmark establishment necessary for determining the Base Flood Elevation is the responsibility of the applicant.
 - d. This rule can be waived if the applicant finances and/or pays for any additional costs necessary to construct the house to the final required elevation that exceeds two (2) feet above existing ground elevation.
8. The applicant must not have received assistance from the County's SHIP Program within the last 10 years prior to applying for assistance. The applicant will not be considered for future SHIP assistance after the new home is constructed.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for approval.
2. Applicants that have a recorded lien in favor of the County will have 30 days to submit proof that the lien has been cleared.
3. Upon preliminary determination of eligibility, an ownership and encumbrance report will be obtained to identify all property owners of record.
4. The County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment. Cash outs and additional loan proceeds are prohibited.

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| D. Disaster Assistance | Code 5 |
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- a. Summary: This strategy will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the Florida State Governor or President of the United States. Repairs will be prioritized as follows:
 1. Immediate threats to health and life safety (such as sewage, damaged windows, roofing) in cases where the home is still habitable.
 2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
 3. Repairs necessary to make the home habitable.

4. Repairs to mitigate dangerous situations (such as exposed wires).

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be Served: Very Low, Low, and Moderate

d. Maximum Award: \$20,000

e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Grant

2. Interest Rate: N/A

3. Years in Loan Term: N/A

4. Forgiveness: N/A

5. Repayment: N/A

6. Default: N/A

f. Recipient/Tenant Selection Criteria:

1. Assistance will be provided to eligible very low and low-income homebuyers on a first-qualified, first-eligible basis with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with section I (I) of this document following the declaration of "disaster" or "state of emergency" by the President or Governor.

2. Homeowners insurance required. If none, proof of insurance will be required once all work is completed.

3. Must file for and use proceeds from insurance as first option. Proof of filing required, if applicable. Deductible charges for homebuyers' insurance may be paid with disaster assistance funds.

4. FEMA funds must be utilized as second option. Proof of filing required, if applicable.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. This strategy will only be implemented in the event of a disaster declaration and will only utilize unencumbered SHIP funds or additional SHIP funds provided for the disaster.

2. Mobile homes and rentals are not eligible for assistance.

3. Eligible applicants must claim homestead exemption.

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4. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for approval.

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|----------------------------|---------------|
| E. Emergency Repair | Code 6 |
|----------------------------|---------------|

- a. Summary: This strategy provides assistance for minor repairs to owner-occupied housing necessary to correct code violations, health, and safety concerns. Emergency repairs include but are not limited to wheelchair ramps, septic tank repair, HVAC replacement, roof repair or replacement, plumbing, and electrical. Repairs to a mobile home, a rental unit or a condominium are not eligible.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

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- c. Income Categories to be Served: Very Low and Low

- d. Maximum Award: \$20,000

- e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note.
2. Interest Rate: N/A
3. Years in Loan Term: 5 years
4. Forgiveness: The loan will be forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Repayment: The loan requires no monthly payment as long as in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

If the Borrower fails to pay the Note as required, the interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.



If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

f. Recipient/Tenant Selection Criteria:

1. Assistance will be provided on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with Section I (I) of this document. and evaluation of prioritization and safety as determined by the inspector. To qualify, the applicant must provide the deed to the home and have proof of non-delinquent property taxes.
2. Should a waiting list develop for this strategy, then new eligible applicants will be added to the waiting list by income category for future consideration during the current funding period. When all funds have been exhausted for the current funding period, the waiting list will become null and void. Applicants will need to re-apply during the next funding period.
3. The home must be located within Nassau County jurisdiction.
4. Eligible applicants must claim homestead exemption. This is verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during the 5-year affordability period, the owner will receive a letter stating they are in non-compliance and the lien will not be satisfied until the homestead designation is in place.
5. Repairs to a mobile home, a rental unit or a condominium are not eligible.
6. The applicant must not have received assistance from the County's SHIP Program within the last 10 years prior to applying for assistance.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for approval.
2. Applicants that have a recorded lien in favor of the County will have 30 days to submit proof that the lien has been cleared.
3. Upon preliminary determination of eligibility, an ownership and encumbrance report will be obtained to identify all property owners of record.
4. The County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment. Cash outs and additional loan proceeds are prohibited.

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| F. New Construction | Code 10 |
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a. Summary: The New Construction strategy will be used to assist with the construction of homes sold by developers to homebuyers. This strategy will provide a loan to eligible sponsors to pay development costs. Eligible development costs include fees charged by governmental entities in conjunction with residential construction (impact fees, building permits, utility fees, etc.), wells, septic and site preparation. Any funds not used for the payment of development costs may be used to offset the cost of construction or rehabilitation of an acquired eligible housing unit.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be Served: Very Low, Low and Moderate

d. Maximum Award: \$150,000 per Unit (Developer)
2 Bedroom..... \$50,000
3 Bedroom..... \$100,000
4 Bedroom..... \$150,000

e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note (Homebuyer and Sponsor).
2. Interest Rate: 0% (Homebuyer and Sponsor)
3. Years in Loan Term: 2 years (Sponsor). Once the loan is transferred to the buyer, sponsor loan is assumed by the Homebuyer for a term of 20 years. Such assumption of the loan shall be reflected as an offset or credit for the purchase of the home and reflected in such final purchase price.
4. Forgiveness: Forgiven at the end of the term (Homebuyer and Sponsor).
5. Repayment: None required if loan is in good standing (Homebuyer and Sponsor).

6. Default:

Developer – If termination for default is affected by the local government, no amount shall be allowed for anticipated profit on unperformed services or other work and any payment due to the contractor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor's default. The loan is in default if home is not sold to a SHIP eligible buyer within two-year term.

Homebuyer - The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.



If the home is foreclosed on by a superior mortgage holder, the County will try to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

f. Recipient/Tenant Selection Criteria:

1. Applicants will be assisted on a first-qualified, first-served basis.
2. The housing debt including an allowance for taxes and insurance must meet the affordability criteria according to the Nassau County LHAP (see section M. Income Limits, Rent Limits and Affordability).
3. Applicants must successfully complete an 8-hour HUD Certified First Time Homebuyers Class (applicant must provide a copy of certificate).
4. Owner occupancy/principal residency required.
5. Applicants must be willing to execute all necessary documents on a timely basis.
6. Client selection will be made by the Not-for-Profit agency and approved by the SHIP Administrator by signing the Florida Housing Resident Income Certification for home ownership.

g. Sponsor Selection Criteria:

1. 501(c) (3) agencies that build or repair affordable homes.
2. Funds will be awarded on a competitive basis.
3. Criteria for awards may include, but not limited to:
 - i. Agency's capacity and history of developing affordable housing.
 - ii. Ability to obtain necessary financing through local lenders or ability to generate donations and/or grant funding.
 - iii. Financial history of organization.
 - iv. Affordability of homes being built.
 - v. Long term affordability of assisted homes.

h. Additional Information:

1. The County will be added as an additional lien (silent second) holder on any applicable mortgage documents between not-for-profit and homebuyer.
2. The home will be deed restricted for affordability.
3. Any home or homeowner who has received assistance under this strategy shall not be eligible for the Owner-Occupied Housing Rehabilitation Program or assisted again from this strategy.

G. Rental Housing Development Assistance

Code 14, 21

- a. Summary: The Rental Housing Development Assistance strategy will be used to provide gap financing for the construction or rehabilitation of affordable rental units. Eligible expenses are those hard costs, which are typically or customarily treated as construction costs by institutional lenders, payment of impact fees, infrastructure expenses typically paid by the developer; construction soft costs such as engineering studies and appraisals if directly related to housing construction or rehabilitation.
- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be Served: Very Low and Low
- d. Maximum Award: \$500,000 total award with at least 6 units designated for very low/low income (equal to \$83,333 per unit)
- e. Terms:
1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note.
 2. Interest Rate: 0%
 3. Years in Loan Term: 45 years
 4. Forgiveness: Non-profits, the loan is forgiven on a prorated basis beginning in year thirty-six (36) so that 10% of the loan is forgiven annually from years thirty-six (36) through forty-five (45).
 5. Repayment: For-profits, the loan is due and payable at the end of the term unless the county negotiates and extends the loan term to secure affordable rental units in the best interest of the county's residents.
 6. Default: For all awards, a default will be determined as: sales, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance is due and payable.
- f. Recipient/Tenant Selection Criteria:
1. Tenants will be selected on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with Section I (I) of this document.
 2. The rental unit must be located within Nassau County jurisdiction.
 3. Rental units must be compliant with maximum rental rates per SHIP guidelines.
- g. Sponsor Selection Criteria:
1. Preference is given to those non-profit agencies that can demonstrate that they employ personnel from the Welfare Transition Program.



2. Selection will include but not be limited to the following criteria:
 - a. Experience in development of affordable housing.
 - b. Financial capacity to undertake the project, including the ability to secure other funds and financing necessary to complete the project.
 - c. Consistency with the appropriate municipal zoning code, and land use and development regulations.
- h. Additional Information:
 1. Throughout the 45-year ~~affordability~~affordability period, the rental units must continue to serve eligible persons pursuant to SHIP Program requirements.
 2. Rental units assisted with SHIP funds shall be monitored, in accordance with the requirements of the funding program, during the period of affordability for tenant income and maximum rents, as established by the most restrictive funding program.
 3. In the event a rental development is offered for sale prior to the end of the 45-year loan period, the rental unit shall be subject to right of first refusal for purchase at the current market value by eligible non-profit organizations that would continue occupancy by eligible persons.

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Section III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Name of the Strategy: Expedited Permitting

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy:

The Building Department and Department of Planning and Economic Opportunity proceeds with a process by which applications related to affordable housing projects receive higher priority than non-affordable housing applications. Permits as defined in s. 163.3164(7) and (8), Florida Statutes, for affordable housing projects that serve very low, low, and moderate as defined by s. 420.9071 are expedited to a greater degree than other projects. Affordable housing projects may be single family and multifamily attached or detached residential and planned or mixed developments. For the purpose of the expedited permit process, affordable housing projects are identified as those projects assisted with state or federal housing funds. The procedure for expedited permitting will be for the organization to request expedited permitting from the Department of Planning and Economic Opportunity. The Department of Planning and Economic Opportunity requests the SHIP Office to verify compliance with eligibility requirements. Upon affordability verification, the Department of Planning and Economic Opportunity will affix a form to the front of the application



denoting Expedited Status. All departments and staff ensure that applications with this Expedited Status will be processed first in each step of the development review and permit processes.

B. Name of the Strategy: Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy:

The Nassau County 2030 Comprehensive Plan (Housing Element) addresses ongoing review of policies, procedures, ordinances, regulations, or plan provisions in Objective H.07. County regulations and procedures regarding residential development review and construction shall be reviewed by County Staff to determine their impact on housing development costs. Staff shall make recommendations to streamline or eliminate regulations or procedures which impact the cost of housing without impairing the health, sanitation, fire safety, structural integrity, and maintenance requirements.

C. Other Incentive Strategies Adopted:

1. Name of Strategy: The Reduction of Parking and Setback Requirements for Affordable Housing

Subject to development review and site plan approval, as necessary, the County shall allow a reduction in the parking and setback requirements for affordable housing so long as said reductions are otherwise consistent with the Land Development Regulations and comply with the Comprehensive Plan.

2. Name of Strategy: The Allowance of Flexible Lot Configurations, Including Zero-Lot-Line Configurations for Affordable Housing

Subject to development review and site plan approval, as necessary, the County shall allow flexible lot configurations, including zero-lot-line configurations for affordable housing so long as said reductions are otherwise consistent with the Land Development Regulations and comply with the Comprehensive Plan.

3. Name of Strategy: The Preparation of a Printed Inventory of Locally Owned Public Lands Suitable for Affordable Housing

The County Manager shall cause to be generated annually a printed inventory of locally owned public lands reasonably suitable for affordable housing, which list shall be made available to the SHIP Coordinator and the Affordable Housing Advisory Committee.

4. Name of Strategy: Modification of Impact-Fee Requirements, Including Reduction of Waiver Fees, and Alternative Methods of Fee Payment for Affordable Housing

The Nassau County 2030 Comprehensive Plan (Housing Element) Policy H.07.03 and the



Nassau County Impact Fee Ordinance (Ordinance 2016-02) provide for impact fee modification (waiver/credits/deferrals). The County shall continue its current policy related to modification of impact fee requirements in order to provide an incentive to affordable housing.

5. Name of Strategy: **The Allowance of Flexibility in Densities for Affordable Housing**

The Nassau County 2030 Comprehensive Plan (Future Land Use Element) Policy FL.01.03 provides for a density bonus for affordable housing.

Eligible developments may claim a density bonus of one (1) market-rate unit for each affordable unit constructed up to and not to exceed 150 percent of the maximum density permitted by the underlying Future Land Use Map designation.

Eligible developments must provide housing units that meet the criteria for "affordable" as defined in Sec. 420.0004 (3), Florida Statutes. Such units shall remain "affordable" for the life of the development that receives the density bonus.

Affordable housing units in eligible developments shall be mixed with, and not clustered together or segregated in any way from, market-rate units of the same type.

6. Name of Strategy: **The Modification of Street Requirements**

Subject to development review and site plan approval, as necessary, the County shall allow a reduction in the street requirements for affordable housing so long as said reductions are otherwise consistent with the Land Development Regulations and comply with the Comprehensive Plan.

7. Name of Strategy: **Support of Development Near Transportation Hubs and Major Employment Centers and Mixed-Use Developments**

Overlay districts within Nassau County shall promote higher density development and affordable housing at transit-oriented nodes where applicable.

Exhibits

- A. Administrative Budget for Each Fiscal Year Covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan.
- D. Signed LHAP Certification.
- E. Signed, Dated, Witnessed, or Attested Adopting Resolution.
- F. Ordinance: (If changed from the original creating ordinance) – **N/A**

SHIP LHAP Template 2016-001
[eff. Date 7/1/2024]



G. Interlocal Agreement – **N/A**

H. Point Values to be Used in Ranking Applicants

NASSAU COUNTY

BOARD OF COUNTY COMMISSIONERS



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2024-2025, 2025-2026, 2026-2027

Approved by the Board on June 24, 2024

Revised on January 27, 2025

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| H. Point Values to be Used in Ranking Applicants | |

Section I. Program Details

A. LG(s)

| | |
|---|---------------|
| Name of Local Government | Nassau County |
| Does this LHAP contain an interlocal agreement? | No |
| If yes, name of other local government(s) | N/A |

B. Purpose of the Program:

1. To meet the housing needs of the very low, low and moderate-income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal Years Covered by the Plan:

2024-2025, 2025-2026, 2026-2027

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership:

The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging:

The Plan 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 public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input:

Public input was solicited over the years through face-to-face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach:

SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities:



A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time completed applications were submitted as well as any established funding priorities as described in this plan. The waiting list will become null and void when all funding has been expended for that funding period (fiscal year). Applicants that were on the waiting list and did not receive an award will need to re-apply during the next funding period.

The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

Priority will be given to Special Needs applicants, as defined in 420.0004(13) "Person with special needs" means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veteran's disability benefits.

The County will accept applications during the advertised "Application Period," which will be a minimum of 30 days. Applicants, having submitted an application during the Application Period, will have 30 days from the end of the Application Period to submit additional required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete and/or update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed eligible for SHIP funds.

Once a list of eligible applicants has been established, the applicants will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very low income, then low income, and then moderate income. The second priority will be to serve Essential Services Personnel (ESP) as defined in Section I (T) of this document. These applicants will further be ranked with priority given to very low income, then low income, and then moderate income. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, applicants deemed eligible will be considered equally with priority given to very low income, then low income, and then moderate income.

Ranking Priority:

1. Special Needs Households
 - a. Very Low
 - b. Low
 - c. Moderate
2. Essential Services Personnel (ESP)
 - a. Very Low
 - b. Low
 - c. Moderate
3. After Special Needs Set-Asides and ESP Goals are met:
 - a. Very Low
 - b. Low

c. Moderate

J. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

K. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.

L. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

| | |
|--------------------------|---|
| U.S. Treasury Department | |
| Local HFA Numbers | X |

M. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

"Affordable" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

N. Welfare Transition Program:

Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

O. Monitoring and First Right of Refusal:

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county, or local housing financing authority may rely on such monitoring and determination of



tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget:

A line-item budget is attached as Exhibit A. Nassau County finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: “A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: “The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.” The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

Q. Program Administration:

Administration of the local housing assistance plan will be performed by:

| Entity | Duties | Admin. Fee Percentage |
|----------------------------------|---|-----------------------|
| Local Government | | |
| Third Party Entity/Sub-recipient | Anser Advisory Consulting, LLC - Administration | 10% |

R. First-time Homebuyer Definition:

For any strategies designed for first-time homebuyers, the following definition will apply: An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes, and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

S. Project Delivery Costs:

In addition to the administrative costs listed above, the County will charge a reasonable project delivery cost to cover inspections and work write-ups performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.



T. Essential Service Personnel Definition (ESP):

ESP includes teachers and educators, other school district, community college, university employees, police and fire personnel, health care personnel, and skilled building trades personnel.

U. Describe Efforts to Incorporate Green Building and Energy Saving Products and Processes:

Nassau County encourages the incorporation of innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability. New home construction and rehabilitation projects will include but are not limited to energy star rated windows, hot water heaters, ceiling fans, low flow plumbing fixtures, insulated exterior doors, increased insulation for walls and ceilings, higher efficiency HVAC units and programmable thermostats. Any home rehabilitation should consider features that promote Aging in Place, including but not limited to lever handles on both faucets and doorknobs, elevated toilets, walk-in shower, and ADA compliance grab bars.

The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and demolition/reconstruction projects:

1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
2. Low-flow water fixtures in bathrooms such as Water Sense labeled products or fixtures with the following specifications:
 - a. Toilets: 1.23 gallons/flush or less;
 - b. Faucets: 1.5 gallons/minute or less;
 - c. Showerheads: 2.0 gallons/minute or less;
3. Energy Star qualified refrigerator;
4. Energy Star qualified dishwasher (if provided);
5. Energy Star qualified washing machine (if provided);
6. Energy Star exhaust fans in all bathrooms; and
7. HVAC: minimum SEER of 15. Packaged units are allowed in studios and one-bedroom units with a minimum of 11.7 SEER.

V. Describe Efforts to Meet the 20% Special Needs Set-Aside:

The County will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the payment assistance without rehab, owner occupied rehabilitation, demolition/reconstruction, disaster assistance, and emergency repair strategies.

W. Describe Efforts to Reduce Homelessness:

The SHIP Program provides owner occupied rehabilitation to extremely low, very low, and low-income residents, reducing the risk of those homebuyers from becoming homeless. Residents seeking information for affordable rental housing are referred to the Nassau County Office of Management & Budget at (904) 530-6010.

Section II. LHAP Strategies

| | |
|--|--------|
| A. Purchase Assistance without Rehabilitation | Code 2 |
|--|--------|

a. Summary: This strategy assists eligible homebuyers by providing funds to be used for down payment and closing costs to purchase a newly constructed or existing single-family home or condominium. A newly constructed home must have received a certificate of occupancy within the last 12 months. New and existing manufactured home/land packages less than 20 years old are eligible for purchase assistance without rehabilitation. *For non-profit entity or Habitat for Humanity buyers, SHIP will provide gap financing in addition to down payment and closing cost assistance.*

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be Served: Very Low, Low, and Moderate

d. Maximum Award:

Very Low Income..... 30% of the purchase price not to exceed \$102,747.

Low Income..... 25% of the purchase price not to exceed \$85,622.

Moderate Income..... 20% of the purchase price not to exceed \$68,498.

Manufactured Housing..... 20% of the purchase price not to exceed \$25,000.

Non-Profit Entity or Habitat for Humanity Buyers

Very Low Income..... 30% of the purchase price not to exceed \$120,000.

Low Income..... 25% of the purchase price not to exceed \$100,000.

The purchase price of the home cannot exceed 90% of the median home sold price for the last 12-month period in accordance with Section I (L) of this document.

e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Deferred loan secured by a recorded subordinate mortgage and note.

2. Interest Rate: 0%

3. Years in Loan Term: 10 Years

4. Forgiveness: The loan will be forgiven on a prorated basis so that 10% of the principal is forgiven annually.

5. Repayment: The loan requires no monthly payment as long as the loan is in good standing.

6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. If the Borrower fails to pay the Note as required, the default interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by



a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria:

1. Applicants will be ranked for assistance based on a first-qualified, first-eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with section (I) of this document.
2. Applicants must meet the first-time homebuyer definition to be eligible for purchase assistance.
3. Eligible participants must not own a home at the time of closing on the SHIP assisted home.
4. The eligible participant must qualify for a first mortgage loan to receive down payment and closing cost assistance.
5. To be considered for inclusion in this program, the applicant must not have a contract to purchase a home prior to receiving an award letter from Nassau County.
6. Should a waiting list develop for this strategy, then eligible applicants will be added to the waiting list by income category for consideration during the current funding period.
7. The applicant must contribute a minimum of \$500 (excluding pre-pays) towards the purchase of the home.
8. New and existing manufactured home/land packages less than 20 years old are eligible for purchase assistance without rehabilitation.
9. The applicant must reside in the home being assisted within 60 days after closing.
10. Applicants are limited to one-time purchase assistance from the County's SHIP Program.
11. Buyers across the community may apply for assistance, with some buyers working towards qualification with non-profit entities or Habitat for Humanity. The Non-Profit Entity or Habitat for Humanity will submit name(s) of potential mortgagors to the SHIP Program Coordinator, pursuant to the Recipient/Tenant Selection Criteria.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

1. The applicant must file for homestead with the County Property Appraiser's Office within 60 days after closing and maintain homestead designation throughout the 10-year affordability period. This is



verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during the 10-year affordability period, the applicant will receive a letter stating they are in noncompliance and the lien will not be satisfied until the homestead designation is in place.

2. The County will subordinate a mortgage when the homeowner is refinancing the first mortgage only to reduce their monthly payment. Cash outs and additional loan proceeds are prohibited. The following subordinate circumstances apply:
 - a. Mortgage lender must provide a copy of the new First Mortgage and a copy of the settlement statement stating that the borrower shall receive no cash out at closing or alternatively, all cash out funds are to be paid immediately and directly to the County as a principal reduction of the second mortgage.
 - b. The Borrower is not in breach of any terms of the applicable LHAP and is not in breach of any terms contained in the Note and Mortgage.
 - c. Closing costs may be rolled into the refinancing first mortgage under the following conditions:
 - i. All first mortgage payments must be current.
 - ii. The appraised value of the home must be equal to or greater than the outstanding balance on the SHIP Loan plus the balance on the refinanced First Mortgage. Appraised value is determined by:
 - An appraisal less than 30 days old if the refinancing institution requires an appraisal; or
 - If the First Mortgage lender does not require a new appraisal, the appraised home value will be calculated by dividing the Just Value as listed on the Property Appraiser's current certified tax roll by 0.85.
 - iii. In such an event, the County Manager is authorized to execute the Subordination Agreement on behalf of the Nassau County Board of County Commissioners.

The County shall authorize a Short Sale when SHIP assisted property owners become financially distressed and notify the SHIP office that they can no longer afford to pay their first mortgage based upon the following criteria:

- At the time of closing, the first mortgage lender must reimburse to Nassau County a percentage of the balance owed on the County's Subordinate Mortgage as determined by the following chart:

| <u>Years Owned (from date of closing):</u> | <u>Amount Due:</u> |
|--|--------------------|
| Purchase date through end of Year 3 | 30% of balance |
| Year 4 through end of Year 7 | 20% of balance |
| Year 8 through end of Year 10 | 10% of balance |



- The seller of the SHIP assisted property shall not receive any money from the Short Sale transaction.
- The Office of Management and Budget must review and approve the Closing Disclosures prior to the Short Sale closing.
- Upon receipt of the Short Sale reimbursement, the County shall waive all rights to file future judgments for deficiency against the SHIP homeowner.
- Upon receipt of the Short Sale reimbursement, the Office of Management and Budget shall satisfy the subordinate mortgage subsidy.
- The Short Sale reimbursement shall be deposited into the Local Housing Trust Fund as program income.
- If the first mortgage lender does not agree to reimburse Nassau County, the SHIP subordinate mortgage will remain on the property.

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| B. Owner Occupied Rehabilitation | Code 3 |
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a. Summary: This strategy provides assistance for repairs necessary for general renovation to correct code violations and is intended to extend the life of the housing stock. Manufactured housing and mobile homes are not eligible for assistance under this strategy.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be Served: Very Low and Low

d. Maximum Award: \$125,000

e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in Loan Term: 10 years
4. Forgiveness: The loan will be forgiven on a prorated basis so that 10% of the principal is forgiven annually.
5. Repayment: The loan requires no monthly payment as long as in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as a primary residence. If any of these occur, the



outstanding balance will be due and payable.

The County shall not call due the Note based on a change in ownership of the subject property under the following circumstances:

- a. Ownership of the property remains with at least one of the original applicants, or the spouse, ex-spouse, or surviving spouse of one of the original applicants, as long as that individual occupies the premises as his or her primary residence.
 - b. Ownership of the property transfers by testate or intestate succession to a person who meets the financial qualifications of the then current LHAP for Owner Occupied Housing Rehabilitation.
- If the Borrower fails to pay the Note as required, the interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria:

1. Manufactured housing and mobile homes are not eligible for assistance under this strategy.
2. Assistance will be provided on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with Section I (I) of this document. To qualify, the applicant must provide the deed to the home, have proof of non-delinquent property taxes, and proof of homeowner's insurance will be required 60 days after rehabilitation is complete. If the homeowner does not have homeowner's insurance, then one (1) year of coverage will be paid out of the award if available.
3. Should a waiting list develop for this strategy, then new eligible applicants will be added to the waiting list by income category for future consideration during the current funding period. When all funds have been exhausted for the current funding period, the waiting list will become null and void. Applicants will need to re-apply during the next funding period.
4. The home to be rehabilitated must be located within Nassau County jurisdiction.
5. Eligible applicants must claim homestead exemption on the subject property. This is verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during the 10-year affordability period, the owner will receive a letter stating they are in non-compliance and the lien will not be satisfied until the homestead designation is in place.
6. The applicant must not have received assistance from the County's SHIP Program within the last 10

years prior to applying for assistance.

- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
 - 1. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) or procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for approval.
 - 2. Applicants that have a recorded lien in favor of the County will have 30 days to submit proof that the lien has been cleared.
 - 3. Upon preliminary determination of eligibility, an ownership and encumbrance report will be obtained to identify all property owners of record.
 - 4. The County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment. Cash outs and additional loan proceeds are prohibited.

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| C. Demolition/Reconstruction | Code 4 |
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- a. Summary: This strategy provides construction of a new, safe structure for homebuyers whose homes are more than fifty-one (51%) structurally unsound as determined by a certified Housing Rehabilitation Inspector or Building Inspector. Funds under this strategy are utilized when the Owner-Occupied Housing Rehabilitation strategy is not economically sufficient to correct code violations and meet local Building Department requirements. Rental Units and condominiums are not eligible for this strategy; however, Mobile homes are eligible for demolition and replacement.
- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be Served: Very Low and Low
- d. Maximum Award: \$200,000
- e. Terms:
 - 1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note.
 - 2. Interest Rate: 0%
 - 3. Years in Loan Term: 20 years
 - 4. Forgiveness: The loan will be forgiven on a prorated basis so that 5% of the principal is forgiven annually.
 - 5. Repayment: The loan requires no monthly payment as long as in good standing.



6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

If the Borrower fails to pay the Note as required, the interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria:

1. Homebuyers whose homes are more than fifty-one (51%) structurally unsound as determined by a certified Housing Rehabilitation Inspector or Building Inspector.
2. This strategy may be utilized when the Owner-Occupied Housing Rehabilitation strategy is not economically sufficient to correct code violations and meet local Building Department requirements and repair costs exceed the current market value of the building structure only.
3. Assistance will be provided on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with section I (I) of this document. To qualify, the applicant must provide the deed to the home, have proof of non-delinquent property taxes, and proof of homeowner's insurance. If the homeowner does not have homeowner's insurance, proof of homeowner's insurance will be required 60 days after reconstruction is complete.
4. Should a waiting list develop for this strategy, then new eligible applicants will be added to the waiting list by income category for future consideration during the current funding period. When all funds have been exhausted for the current funding period, the waiting list will become null and void. Applicants will need to re-apply during the next funding period.
5. The home must be located within Nassau County jurisdiction.
6. Eligible applicants must claim homestead exemption. This is verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during 20-year affordability period, the owner will receive a letter stating they are in non-compliance and the lien will not be satisfied until the homestead designation is in place.
7. Properties of applicants that are located in a special flood hazard areas shall only be deemed eligible if



the following criteria are met:

- a. Actual house pad location must be out of the special flood hazard area of the property or;
 - b. Required final elevation must not be more than two (2) feet above existing ground elevation and;
 - c. Any required Certificate of Elevation or benchmark establishment necessary for determining the Base Flood Elevation is the responsibility of the applicant.
 - d. This rule can be waived if the applicant finances and/or pays for any additional costs necessary to construct the house to the final required elevation that exceeds two (2) feet above existing ground elevation.
8. The applicant must not have received assistance from the County's SHIP Program within the last 10 years prior to applying for assistance. The applicant will not be considered for future SHIP assistance after the new home is constructed.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
1. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for approval.
 2. Applicants that have a recorded lien in favor of the County will have 30 days to submit proof that the lien has been cleared.
 3. Upon preliminary determination of eligibility, an ownership and encumbrance report will be obtained to identify all property owners of record.
 4. The County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment. Cash outs and additional loan proceeds are prohibited.

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| D. Disaster Assistance | Code 5 |
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| <p>a. Summary: This strategy will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the Florida State Governor or President of the United States. Repairs will be prioritized as follows:</p> <ol style="list-style-type: none">1. Immediate threats to health and life safety (such as sewage, damaged windows, roofing) in cases where the home is still habitable.2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.3. Repairs necessary to make the home habitable.4. Repairs to mitigate dangerous situations (such as exposed wires). |
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- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be Served: Very Low, Low, and Moderate
- d. Maximum Award: \$20,000
- e. Terms:
 - 1. Repayment Loan/Deferred Loan/Grant: Grant
 - 2. Interest Rate: N/A
 - 3. Years in Loan Term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient/Tenant Selection Criteria:
 - 1. Assistance will be provided to eligible very low and low-income homebuyers on a first-qualified, first-eligible basis with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with section I (I) of this document following the declaration of “disaster” or “state of emergency” by the President or Governor.
 - 2. Homeowners insurance required. If none, proof of insurance will be required once all work is completed.
 - 3. Must file for and use proceeds from insurance as first option. Proof of filing required, if applicable. Deductible charges for homebuyers’ insurance may be paid with disaster assistance funds.
 - 4. FEMA funds must be utilized as second option. Proof of filing required, if applicable.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
 - 1. This strategy will only be implemented in the event of a disaster declaration and will only utilize unencumbered SHIP funds or additional SHIP funds provided for the disaster.
 - 2. Mobile homes and rentals are not eligible for assistance.
 - 3. Eligible applicants must claim homestead exemption.
 - 4. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for

approval.

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| E. Emergency Repair | Code 6 |
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a. Summary: This strategy provides assistance for minor repairs to owner-occupied housing necessary to correct code violations, health, and safety concerns. Emergency repairs include but are not limited to wheelchair ramps, septic tank repair, HVAC replacement, roof repair or replacement, plumbing, and electrical. Repairs to a mobile home, a rental unit or a condominium are not eligible.

b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027

c. Income Categories to be Served: Very Low and Low

d. Maximum Award: \$20,000

e. Terms:

1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note.
2. Interest Rate: N/A
3. Years in Loan Term: 5 years
4. Forgiveness: The loan will be forgiven on a prorated basis so that 20% of the principal is forgiven annually.
5. Repayment: The loan requires no monthly payment as long as in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

If the Borrower fails to pay the Note as required, the interest rate shall be ten percent (10%) per annum from the date when payment on this Note is due until paid in full by Borrower.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP income eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP income eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.

f. Recipient/Tenant Selection Criteria:



1. Assistance will be provided on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with Section I (I) of this document. and evaluation of prioritization and safety as determined by the inspector. To qualify, the applicant must provide the deed to the home and have proof of non-delinquent property taxes.
 2. Should a waiting list develop for this strategy, then new eligible applicants will be added to the waiting list by income category for future consideration during the current funding period. When all funds have been exhausted for the current funding period, the waiting list will become null and void. Applicants will need to re-apply during the next funding period.
 3. The home must be located within Nassau County jurisdiction.
 4. Eligible applicants must claim homestead exemption. This is verified annually with the County Property Appraiser's Office by SHIP staff. If the home is not homesteaded at any time during the 5-year affordability period, the owner will receive a letter stating they are in non-compliance and the lien will not be satisfied until the homestead designation is in place.
 5. Repairs to a mobile home, a rental unit or a condominium are not eligible.
 6. The applicant must not have received assistance from the County's SHIP Program within the last 10 years prior to applying for assistance.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
1. All work will be performed by contractors awarded through a formal competitive Request for Proposal (RFP), Invitation to Bid (ITB), or Invitation to Quote (ITQ) procurement process. Bids that exceed the maximum award amount will be presented before the Board of County Commissioners for approval.
 2. Applicants that have a recorded lien in favor of the County will have 30 days to submit proof that the lien has been cleared.
 3. Upon preliminary determination of eligibility, an ownership and encumbrance report will be obtained to identify all property owners of record.
 4. The County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment. Cash outs and additional loan proceeds are prohibited.

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| F. New Construction | Code 10 |
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- a. Summary: The New Construction strategy will be used to assist with the construction of homes sold by developers to homebuyers. This strategy will provide a loan to eligible sponsors to pay development costs. Eligible development costs include fees charged by governmental entities in conjunction with

residential construction (impact fees, building permits, utility fees, etc.), wells, septic and site preparation. Any funds not used for the payment of development costs may be used to offset the cost of construction or rehabilitation of an acquired eligible housing unit.

- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be Served: Very Low, Low and Moderate
- d. Maximum Award: \$150,000 per Unit (Developer)
 - 2 Bedroom..... \$50,000
 - 3 Bedroom..... \$100,000
 - 4 Bedroom..... \$150,000
- e. Terms:
 - 1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note (Homebuyer and Sponsor).
 - 2. Interest Rate: 0% (Homebuyer and Sponsor)
 - 3. Years in Loan Term: 2 years (Sponsor). Once the loan is transferred to the buyer, sponsor loan is assumed by the Homebuyer for a term of 20 years. Such assumption of the loan shall be reflected as an offset or credit for the purchase of the home and reflected in such final purchase price.
 - 4. Forgiveness: Forgiven at the end of the term (Homebuyer and Sponsor).
 - 5. Repayment: None required if loan is in good standing (Homebuyer and Sponsor).
 - 6. Default:
 - Developer – If termination for default is affected by the local government, no amount shall be allowed for anticipated profit on unperformed services or other work and any payment due to the contractor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor’s default. The loan is in default if home is not sold to a SHIP eligible buyer within two-year term.

Homebuyer - The loan will be determined to be in default if any of the following occurs during the loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the County will try to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.



- f. Recipient/Tenant Selection Criteria:
 - 1. Applicants will be assisted on a first-qualified, first-served basis.
 - 2. The housing debt including an allowance for taxes and insurance must meet the affordability criteria according to the Nassau County LHAP (see section M. Income Limits, Rent Limits and Affordability).
 - 3. Applicants must successfully complete an 8-hour HUD Certified First Time Homebuyers Class (applicant must provide a copy of certificate).
 - 4. Owner occupancy/principal residency required.
 - 5. Applicants must be willing to execute all necessary documents on a timely basis.
 - 6. Client selection will be made by the Not-for-Profit agency and approved by the SHIP Administrator by signing the Florida Housing Resident Income Certification for home ownership.
- g. Sponsor Selection Criteria:
 - 1. 501(c) (3) agencies that build or repair affordable homes.
 - 2. Funds will be awarded on a competitive basis.
 - 3. Criteria for awards may include, but not limited to:
 - i. Agency's capacity and history of developing affordable housing.
 - ii. Ability to obtain necessary financing through local lenders or ability to generate donations and/or grant funding.
 - iii. Financial history of organization.
 - iv. Affordability of homes being built.
 - v. Long term affordability of assisted homes.
- h. Additional Information:
 - 1. The County will be added as an additional lien (silent second) holder on any applicable mortgage documents between not-for-profit and homebuyer.
 - 2. The home will be deed restricted for affordability.
 - 3. Any home or homeowner who has received assistance under this strategy shall not be eligible for the Owner-Occupied Housing Rehabilitation Program or assisted again from this strategy.

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| G. Rental Housing Development Assistance | Code 14, 21 |
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- a. Summary: The Rental Housing Development Assistance strategy will be used to provide gap financing for the construction or rehabilitation of affordable rental units. Eligible expenses are those hard costs, which are typically or customarily treated as construction costs by institutional lenders, payment of impact fees, infrastructure expenses typically paid by the developer; construction soft costs such as engineering studies and appraisals if directly related to housing construction or rehabilitation.
- b. Fiscal Years Covered: 2024-2025, 2025-2026, 2026-2027
- c. Income Categories to be Served: Very Low and Low
- d. Maximum Award: \$500,000 total award with at least 6 units designated for very low/low income (equal to \$83,333 per unit)
- e. Terms:
1. Repayment Loan/Deferred Loan/Grant: Deferred payment loan secured by a recorded mortgage and a note.
 2. Interest Rate: 0%
 3. Years in Loan Term: 45 years
 4. Forgiveness: Non-profits, the loan is forgiven on a prorated basis beginning in year thirty-six (36) so that 10% of the loan is forgiven annually from years thirty-six (36) through forty-five (45).
 5. Repayment: For-profits, the loan is due and payable at the end of the term unless the county negotiates and extends the loan term to secure affordable rental units in the best interest of the county's residents.
 6. Default: For all awards, a default will be determined as: sales, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance is due and payable.
- f. Recipient/Tenant Selection Criteria:
1. Tenants will be selected on a first-qualified, first eligible basis by income category with the priorities for Special Needs, Essential Services Personnel (ESP) to meet set-aside requirements in accordance with Section I (I) of this document.
 2. The rental unit must be located within Nassau County jurisdiction.
 3. Rental units must be compliant with maximum rental rates per SHIP guidelines.
- g. Sponsor Selection Criteria:
1. Preference is given to those non-profit agencies that can demonstrate that they employ personnel from the Welfare Transition Program.
 2. Selection will include but not be limited to the following criteria:



- a. Experience in development of affordable housing.
 - b. Financial capacity to undertake the project, including the ability to secure other funds and financing necessary to complete the project.
 - c. Consistency with the appropriate municipal zoning code, and land use and development regulations.
- h. Additional Information:
- 1. Throughout the 45-year affordability period, the rental units must continue to serve eligible persons pursuant to SHIP Program requirements.
 - 2. Rental units assisted with SHIP funds shall be monitored, in accordance with the requirements of the funding program, during the period of affordability for tenant income and maximum rents, as established by the most restrictive funding program.
 - 3. In the event a rental development is offered for sale prior to the end of the 45-year loan period, the rental unit shall be subject to right of first refusal for purchase at the current market value by eligible non-profit organizations that would continue occupancy by eligible persons.

Section III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Name of the Strategy: Expedited Permitting

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy:

The Building Department and Department of Planning and Economic Opportunity proceeds with a process by which applications related to affordable housing projects receive higher priority than non-affordable housing applications. Permits as defined in s. 163.3164(7) and (8), Florida Statutes, for affordable housing projects that serve very low, low, and moderate as defined by s. 420.9071 are expedited to a greater degree than other projects. Affordable housing projects may be single family and multifamily attached or detached residential and planned or mixed developments. For the purpose of the expedited permit process, affordable housing projects are identified as those projects assisted with state or federal housing funds. The procedure for expedited permitting will be for the organization to request expedited permitting from the Department of Planning and Economic Opportunity. The Department of Planning and Economic Opportunity requests the SHIP Office to verify compliance with eligibility requirements. Upon affordability verification, the Department of Planning and Economic Opportunity will affix a form to the front of the application denoting Expedited Status. All departments and staff ensure that applications with this Expedited Status will be processed first in each step of the development review and permit processes.

B. Name of the Strategy: Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy:

The Nassau County 2030 Comprehensive Plan (Housing Element) addresses ongoing review of policies, procedures, ordinances, regulations, or plan provisions in Objective H.07. County regulations and procedures regarding residential development review and construction shall be reviewed by County Staff to determine their impact on housing development costs. Staff shall make recommendations to streamline or eliminate regulations or procedures which impact the cost of housing without impairing the health, sanitation, fire safety, structural integrity, and maintenance requirements.

C. Other Incentive Strategies Adopted:

1. Name of Strategy: The Reduction of Parking and Setback Requirements for Affordable Housing

Subject to development review and site plan approval, as necessary, the County shall allow a reduction in the parking and setback requirements for affordable housing so long as said reductions are otherwise consistent with the Land Development Regulations and comply with the Comprehensive Plan.

2. Name of Strategy: The Allowance of Flexible Lot Configurations, Including Zero-Lot-Line Configurations for Affordable Housing

Subject to development review and site plan approval, as necessary, the County shall allow flexible lot configurations, including zero-lot-line configurations for affordable housing so long as said reductions are otherwise consistent with the Land Development Regulations and comply with the Comprehensive Plan.

3. Name of Strategy: The Preparation of a Printed Inventory of Locally Owned Public Lands Suitable for Affordable Housing

The County Manager shall cause to be generated annually a printed inventory of locally owned public lands reasonably suitable for affordable housing, which list shall be made available to the SHIP Coordinator and the Affordable Housing Advisory Committee.

4. Name of Strategy: Modification of Impact-Fee Requirements, Including Reduction of Waiver Fees, and Alternative Methods of Fee Payment for Affordable Housing

The Nassau County 2030 Comprehensive Plan (Housing Element) Policy H.07.03 and the Nassau County Impact Fee Ordinance (Ordinance 2016-02) provide for impact fee modification (waiver/credits/deferrals). The County shall continue its current policy related to modification of impact fee requirements in order to provide an incentive to affordable



housing.

5. Name of Strategy: **The Allowance of Flexibility in Densities for Affordable Housing**

The Nassau County 2030 Comprehensive Plan (Future Land Use Element) Policy FL.01.03 provides for a density bonus for affordable housing.

Eligible developments may claim a density bonus of one (1) market-rate unit for each affordable unit constructed up to and not to exceed 150 percent of the maximum density permitted by the underlying Future Land Use Map designation.

Eligible developments must provide housing units that meet the criteria for "affordable" as defined in Sec. 420.0004 (3), Florida Statutes. Such units shall remain "affordable" for the life of the development that receives the density bonus.

Affordable housing units in eligible developments shall be mixed with, and not clustered together or segregated in any way from, market-rate units of the same type.

6. Name of Strategy: **The Modification of Street Requirements**

Subject to development review and site plan approval, as necessary, the County shall allow a reduction in the street requirements for affordable housing so long as said reductions are otherwise consistent with the Land Development Regulations and comply with the Comprehensive Plan.

7. Name of Strategy: **Support of Development Near Transportation Hubs and Major Employment Centers and Mixed-Use Developments**

Overlay districts within Nassau County shall promote higher density development and affordable housing at transit-oriented nodes where applicable.

Exhibits

- A. Administrative Budget for Each Fiscal Year Covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan.
- D. Signed LHAP Certification.
- E. Signed, Dated, Witnessed, or Attested Adopting Resolution.
- F. Ordinance: (If changed from the original creating ordinance) – **N/A**
- G. Interlocal Agreement – **N/A**

H. Point Values to be Used in Ranking Applicants

| |
|----------------------|
| Nassau County |
|----------------------|

| Fiscal Year: 2024-2025 | |
|--|-----------------|
| Estimated SHIP Funds for Fiscal Year: | \$ 1,095,210.00 |
| Salaries and Benefits | \$ |
| Office Supplies and Equipment | \$ |
| Travel Per diem Workshops, etc. | \$ |
| Advertising | \$ |
| Other* | \$ 109,521.00 |
| Total | \$ 109,521.00 |
| Admin % | 10.00% |
| | OK |
| Fiscal Year 2025-2026 | |
| Estimated SHIP Funds for Fiscal Year: | \$ 1,095,210.00 |
| Salaries and Benefits | \$ |
| Office Supplies and Equipment | \$ |
| Travel Per diem Workshops, etc. | \$ |
| Advertising | \$ |
| Other* | \$ 109,521.00 |
| Total | \$ 109,521.00 |
| Admin % | 10.00% |
| | OK |
| Fiscal Year 2026-2027 | |
| Estimated SHIP Funds for Fiscal Year: | \$ 1,095,210.00 |
| Salaries and Benefits | \$ |
| Office Supplies and Equipment | \$ |
| Travel Per diem Workshops, etc. | \$ |
| Advertising | \$ |
| Other* | \$ 109,521.00 |
| Total | \$ 109,521.00 |
| Admin % | 10.00% |
| | OK |
| <p>*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.</p> <p>Details: "Other" costs are administrative costs for a consultant to administer the SHIP program.</p> | |

Exhibit B
Timeline for SHIP Expenditures

Nassau County affirms that funds allocated for these fiscal years will meet the following deadlines:
(local government)

| Fiscal Year | Encumbered | Expended | Interim Report | Closeout Report |
|------------------|------------|-----------|----------------|-----------------|
| 2024-2025 | 6/30/2026 | 6/30/2027 | 9/15/2026 | 9/15/2027 |
| 2025-2026 | 6/30/2027 | 6/30/2028 | 9/15/2027 | 9/15/2028 |
| 2026-2027 | 6/30/2028 | 6/30/2029 | 9/15/2028 | 9/15/2029 |

If funds allocated for these fiscal years is not anticipated to meet expenditure deadlines, Florida Housing Finance Corporation will be notified according to the following chart:

| Fiscal Year | Funds Not Expended | Closeout AR Not Submitted |
|------------------|--------------------|---------------------------|
| 2024-2025 | 3/30/2027 | 6/15/2027 |
| 2025-2026 | 3/30/2028 | 6/15/2028 |
| 2026-2027 | 3/30/2029 | 6/15/2029 |

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and cameka.gardner@floridahousing.org and include:

1. A statement that “(city/county) requests an extension to the expenditure deadline for fiscal year _____.”
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email cameka.gardner@floridahousing.org when you are ready to “submit” the AR.

Other Key Deadlines:

AHAC reports are now due annually by December 31. Local governments receiving the minimum (or less) allocation may choose not to report.

| FLORIDA HOUSING FINANCE CORPORATION | | | | | | | | | | | | |
|--|-----------------------------------|--------------------------------|---------------|--------------------|----------|--------------------|--------------|--------------------|------------------|-------------------------|--------|-------|
| HOUSING DELIVERY GOALS CHART | | | | | | | | | | | | |
| 2025-2026 | | | | | | | | | | | | |
| Name of Local Government: | | | Nassau County | | | | | | | | | |
| Estimated Funds (Anticipated allocation only): | | | \$ 1,095,210 | | | | | | | | | |
| Code | Strategies | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total | Units |
| | Homeownership | | | | | | | | | | | |
| 2 | Purchase Assistance without Rehab | No | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 3 | Owner Occupied Rehabilitation | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 4 | Demolition/Reconstruction | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 5 | Disaster Assistance | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 6 | Emergency Repair | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 10 | New Construction | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | Total Homeownership | | 0 | | 0 | | 0 | | \$0.00 | \$0.00 | \$0.00 | 0 |
| Purchase Price Limits: | | | New | \$ 536,906 | Existing | \$ 536,906 | | | | | | |

OK

OK

| Code | Rental | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total | Units |
|-----------------|---------------------------------------|--------------------------------|---------------|--------------------|----------|--------------------|--------------|--------------------|------------------|-------------------------|-------------|-------|
| 14, 21 | Rental Housing Development Assistance | Yes | 4 | \$6,562 | 4 | \$6,562 | | | \$52,497.00 | \$0.00 | \$52,497.00 | 8 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | Total Rental | | 4 | | 4 | | 0 | | \$52,497.00 | \$0.00 | \$52,497.00 | 8 |
| | | | | | | | | | | | | |
| | Administration Fees | | \$ 109,521 | | 10% | | OK | | | | | |
| | Home Ownership Counseling | | \$ - | | | | | | | | | |
| Total All Funds | | | \$ 162,018 OK | | | | | | | | | |

Set-Asides

| | | | | |
|---|-----------|------|---------------------------|--|
| Percentage Construction/Rehab (75% requirement) | | 4.8% | Does Not Meet Requirement | |
| Homeownership % (65% requirement) | | 0.0% | Does Not Meet Requirement | |
| Rental Restriction (25%) | | 4.8% | OK | |
| Very-Low Income (30% requirement) | \$ 26,249 | 2.4% | OK | |
| Low Income (30% requirement) | \$ - | 0.0% | OK | |
| Moderate Income | \$ - | 0.0% | | |

| FLORIDA HOUSING FINANCE CORPORATION | | | | | | | | | | | | |
|--|-----------------------------------|--------------------------------|---------------|--------------------|----------|--------------------|--------------|--------------------|------------------|-------------------------|--------|-------|
| HOUSING DELIVERY GOALS CHART | | | | | | | | | | | | |
| 2024-2025 | | | | | | | | | | | | |
| Name of Local Government: | | | Nassau County | | | | | | | | | |
| Estimated Funds (Anticipated allocation only): | | | \$ 1,095,210 | | | | | | | | | |
| Code | Strategies | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total | Units |
| | Homeownership | | | | | | | | | | | |
| 2 | Purchase Assistance without Rehab | No | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 3 | Owner Occupied Rehabilitation | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 4 | Demolition/Reconstruction | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 5 | Disaster Assistance | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 6 | Emergency Repair | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | Total Homeownership | | 0 | | 0 | | 0 | | \$0.00 | \$0.00 | \$0.00 | 0 |
| Purchase Price Limits: | | | New | \$ 536,906 | Existing | \$ 536,906 | | | | | | |

OK

OK

| Code | Rental | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total | Units |
|-----------------|---------------------------------------|--------------------------------|---------------|--------------------|----------|--------------------|--------------|--------------------|------------------|-------------------------|-------------|-------|
| 14, 21 | Rental Housing Development Assistance | Yes | 4 | \$6,562 | 4 | \$6,562 | | | \$52,497.00 | \$0.00 | \$52,497.00 | 8 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | Total Rental | | 4 | | 4 | | 0 | | \$52,497.00 | \$0.00 | \$52,497.00 | 8 |
| | | | | | | | | | | | | |
| | Administration Fees | | \$ 109,521 | | 10% | | OK | | | | | |
| | Home Ownership Counseling | | \$ - | | | | | | | | | |
| Total All Funds | | | \$ 162,018 OK | | | | | | | | | |

Set-Asides

| | | | | |
|---|-----------|------|---------------------------|--|
| Percentage Construction/Rehab (75% requirement) | | 4.8% | Does Not Meet Requirement | |
| Homeownership % (65% requirement) | | 0.0% | Does Not Meet Requirement | |
| Rental Restriction (25%) | | 4.8% | OK | |
| Very-Low Income (30% requirement) | \$ 26,249 | 2.4% | OK | |
| Low Income (30% requirement) | \$ - | 0.0% | OK | |
| Moderate Income | \$ - | 0.0% | | |

| FLORIDA HOUSING FINANCE CORPORATION | | | | | | | | | | | | |
|--|-----------------------------------|--------------------------------|---------------|--------------------|----------|--------------------|--------------|--------------------|------------------|-------------------------|--------|-------|
| HOUSING DELIVERY GOALS CHART | | | | | | | | | | | | |
| 2026-2027 | | | | | | | | | | | | |
| Name of Local Government: | | | Nassau County | | | | | | | | | |
| Estimated Funds (Anticipated allocation only): | | | \$ 1,095,210 | | | | | | | | | |
| Code | Strategies | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total | Units |
| | Homeownership | | | | | | | | | | | |
| 2 | Purchase Assistance without Rehab | No | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 3 | Owner Occupied Rehabilitation | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 4 | Demolition/Reconstruction | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 5 | Disaster Assistance | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| 6 | Emergency Repair | Yes | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | Total Homeownership | | 0 | | 0 | | 0 | | \$0.00 | \$0.00 | \$0.00 | 0 |
| Purchase Price Limits: | | | New | \$ 536,906 | Existing | \$ 536,906 | | | | | | |

OK

OK

| Code | Rental | Qualifies for 75% set-aside | VLI Units | Max. SHIP Award | LI Units | Max. SHIP Award | Mod Units | Max. SHIP Award | New Construction | Without Construction | Total | Units |
|-----------------|---------------------------------------|--------------------------------|---------------|--------------------|----------|--------------------|--------------|--------------------|------------------|-------------------------|-------------|-------|
| 14, 21 | Rental Housing Development Assistance | Yes | 4 | \$6,562 | 4 | \$6,562 | | | \$52,497.00 | \$0.00 | \$52,497.00 | 8 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0 |
| | Total Rental | | 4 | | 4 | | 0 | | \$52,497.00 | \$0.00 | \$52,497.00 | 8 |
| | | | | | | | | | | | | |
| | Administration Fees | | \$ 109,521 | | 10% | | OK | | | | | |
| | Home Ownership Counseling | | \$ - | | | | | | | | | |
| Total All Funds | | | \$ 162,018 OK | | | | | | | | | |

Set-Asides

| | | | | |
|---|-----------|------|---------------------------|--|
| Percentage Construction/Rehab (75% requirement) | | 4.8% | Does Not Meet Requirement | |
| Homeownership % (65% requirement) | | 0.0% | Does Not Meet Requirement | |
| Rental Restriction (25%) | | 4.8% | OK | |
| Very-Low Income (30% requirement) | \$ 26,249 | 2.4% | OK | |
| Low Income (30% requirement) | \$ - | 0.0% | OK | |
| Moderate Income | \$ - | 0.0% | | |

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

| |
|---------------|
| Nassau County |
|---------------|

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will ensure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP 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 LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.

- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (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 serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness

Chief Elected Official or Designee

Witness

John Martin, Chairman
Type Name and Title

Date

OR

Attest:

(Seal)

EXHIBIT H

Point Values to be Used in Ranking Applicants

Ranking Priority #1: Special Needs Households

| | |
|--|-------------|
| Handicapped and elderly persons on fixed income within established very low income (VLI) guidelines | (20 Points) |
| Elderly persons on fixed income within established VLI guidelines | (19 Points) |
| Handicapped or disabled persons within established VLI guidelines | (18 Points) |
| Households with handicapped or disabled dependents within VLI guidelines | (17 Points) |
| Handicapped and elderly persons on fixed income within established low income (LI) guidelines | (16 Points) |
| Elderly persons on fixed income within established LI guidelines | (15 Points) |
| Handicapped or disabled persons within established LI guidelines | (14 Points) |
| Households with handicapped or disabled dependents within LI guidelines | (13 Points) |
| Handicapped and elderly persons on fixed income within established low to moderate income (LMI) guidelines | (12 Points) |
| Elderly persons on fixed income within established LMI guidelines | (11 Points) |
| Handicapped or disabled persons within established LMI guidelines | (10 Points) |
| Households with handicapped or disabled dependents within established LMI guidelines | (9 Points) |

Ranking Priority #2: Essential Services Personnel (ESP)

| | |
|--|------------|
| Essential services personnel within established very low income (VLI) guidelines | (8 Points) |
| Essential services personnel within established low income (LI) guidelines | (7 Points) |
| Essential services personnel within established moderate income (MI) guidelines | (6 Points) |

Ranking Priority #3: After Special Needs Set-Asides and ESP Goals Are Met

Households within established very low income (VLI) guidelines (5 Points)

All others within established very low income (VLI) guidelines (4 Points)

Households within established low to moderate income (LMI) guidelines (3 Points)

All others within established low to moderate income (LMI) guidelines (2 Points)

Any homeowner or physical residence that has received state or federal housing assistance within the last 10 years regardless of age, handicap, or income level (1 Point)

In the event of a tie, the household with the largest number of residents shall prevail. If a tie still exists, then the household with the lowest income shall prevail.