

**Nassau County Board of County Commissioners**

**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**2021-2022, 2022-2023, 2023-2024**

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**I. Program Details:**

**A. LG(s)**

Name of Local Government	Nassau County Board of County Commissioners
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	

**B. Purpose of the program:**

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

**C. Fiscal years covered by the Plan: 2021-2022, 2022-2023, 2023-2024**

**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 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. 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 420.004 (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 veterans' disability benefits to meet set aside requirements.

- 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 median 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](http://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. The 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	All administrative duties	100%
Third Party Entity/Sub-recipient	N/A	

- 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:** (state the percentage or dollar amount per applicant and which strategies are covered)  
In addition to the administrative costs listed above, the county will charge a reasonable project delivery cost



to cover inspections performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contract 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, and 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, appliances, 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. Lever handles on both faucets and doorknobs, elevated toilets, walk-in shower and ADA compliant grab bars.
- V. Describe efforts to meet the 20% Special Needs set-aside:** *(describe which strategies and how Special Needs are prioritized for funding)*  
The County will work 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 homeownership and owner-occupied rehabilitation strategies.
- W. Describe efforts to reduce homelessness:** The SHIP program provides owner occupied rehabilitation assistance to the extremely low, very low and low-income residents reducing the risk of those homeowners from becoming homeless.

## Section II. LHAP Strategies:

<b>A. Down Payment and Closing Cost Assistance (Homeownership)</b>	Code 2
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**a. Summary:**

The Down Payment and Closing Cost Assistance strategy assists eligible homebuyers by providing funds to be used for down payment and closing costs when purchasing a newly constructed and/or existing single-family home or condominium not to exceed \$225,000. New and existing manufactured home/land packages less than 20 years old are eligible.

- b. Fiscal Years Covered:** 2021-2022, 2022-2023, 2023-2024
- c. Income Categories to be served:** Very low, low and moderate



- d. Maximum award: \$45,000 for home or condominium; \$10,000 for new and existing manufactured home/land packages.
  
- 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: Forgiven at the end of the 10 years
  - 5. Repayment: The loan requires no monthly payment
  - 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 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.

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 non-compliance and the lien will not be satisfied until the homestead designation is in place.

The County will subordinate a mortgage when the homeowner is refinancing the first mortgage under the following circumstances:

- 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 principle 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:



1. All first mortgage payments must be current.
2. 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:
  - a. An appraisal less than 30 days old if the refinancing institution requires an appraisal; or
  - b. 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.
- d. In such an event, the County Manager is authorized to execute the Subordination Agreement behalf of 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:

1. At the time of closing, the first mortgage lender must reimburse to Nassau County a percentage of the balance owed on the County's Second 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 HUD Settlement Statement 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 second 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 second mortgage will remain on the property.

e. Recipient/Tenant Selection Criteria:

1. Eligible participants must not own a home at the time of closing on the SHIP assisted home.
2. The eligible participant must qualify for a first mortgage loan to receive down payment and closing cost assistance.





3. Assistance will be provided on a, first-qualified, first-served basis by income category to meet set-aside requirements.
4. 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.
5. 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.
6. The home to be purchased must be located within Nassau County jurisdiction.
7. The purchase price for the home must not exceed the maximum allowed sales price as noted on the Housing Delivery Goals Chart (Exhibit C).
8. The applicant must contribute a minimum of \$500 (excluding pre-pays) towards the purchase of the home.
9. The applicant must reside in the home being assisted within 60 days after closing.
10. Applicant must not have received assistance from the County's SHIP program with the past 10 years prior to applying for assistance.

f. Sponsor Selection Criteria: N/A

g. Additional Information: The applicant may purchase an eligible single-family home condominium or new or existing manufactured home/land package.

<b>B. Owner Occupied Housing Rehabilitation</b>	Code 3
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- a. Summary:  
Owner Occupied Housing Rehabilitation provides assistance for repairs necessary for general renovation of the housing stock to correct code violations and is intended to extend the life of the housing stock.

b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024

c. Income Categories to be served: Very low and low

d. Maximum award: \$85,000

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: 7
4. Forgiveness: At the end of the term
5. Repayment: The loan requires no monthly payment
6. Default: The loan is due and payable if during the 7-year affordability period, the property is sold or becomes non-homesteaded in the County Property Appraiser's records. If the home is sold or non-homesteaded during the 7-year affordability period, 100% of the subsidy is due and payable to Nassau County Board of County Commissioners as program income. 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 7-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.
  - a. The County shall not call due the Note based on a change in ownership of the subject property under the following circumstances:

1. 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 applicant occupies the premises as his or her primary residence.
2. 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 the Note is due until paid in full by Borrower.

f. Recipient/Tenant Selection Criteria:

1. Assistance will be provided on a first qualified, first-served basis by income category. To qualify, 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, then 1 year of coverage will be paid out of the award.
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 next funding period.
3. The home to be rehabilitated must be located within Nassau County jurisdiction.
4. 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: Rehabilitation of a mobile home, rental unit or condominium is not eligible.

<b>C. Disaster Mitigation</b>	<b>Code 5</b>
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- a. **Summary:**  
The Disaster Mitigation strategy is not intended to be limited to hurricane events and applies to any disaster event that is declared as such by a presidential or Governor Executive Order. Funds will be used for protecting owner occupied homes from further damage through measures such as but not limited to tree removal, roof coverage preceding repair, or use of plastic sheeting preceding window replacement. Deductible charges for Homeowners Insurance may be paid with Disaster Mitigation Funds.
- b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$5,000
- 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:** Assistance will be provided to eligible very low and low-income homeowners on a first-qualified, first-served basis following the declaration of "disaster" or "state of emergency" by the President or Governor.
- 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. Disaster Self-Certification of Income Form will be used to expedite the approval process during the term of the Executive Order.

**D. Rental Housing Development Assistance**

Code 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: 2021-2022, 2022-2023, 2023-2024
- c. Income Categories to be served: Very low and low
- d. Maximum award: \$52,497 with 8 units designated for Low/Very Low Income
- e. Terms:
  - 1. Repayment loan/deferred loan/grant: Deferred Payment Loan secured by a recorded mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Years in loan term: 15 and loan is satisfied at the end of the loan term
  - 4. Forgiveness: Non-profits, the loan is forgiven on a prorated basis beginning in year six so that 10% of the loan is forgiven annually from years 6 through 15.
  - 5. Repayment: For-profits, the loan is due and payable at the end of the term unless the county negotiates and extended 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: Tenants will be selected on a first-qualified, first-served basis.
- g. Sponsor Selection Criteria: Preference is given to those non-profit agencies that can demonstrate that they employ personnel from the Welfare Transition Program.  
Selection will include but not be limited to the following criteria:
  - 1. Experience in development of affordable housing.
  - 2. Financial capacity to undertake the project, including the ability to secure other funds and financing necessary to complete the project.
  - 3. Consistency with the appropriate municipal zoning code, and land use and development regulations.
- h. Additional Information: Throughout the 15-year affordability period, the rental units must continue to



serve eligible persons pursuant to SHIP program requirements. 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. In the event a rental development is offered for sale prior to the end of the 15-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.

<b>E. Emergency Repairs</b>	Code 6
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a. Summary:

Emergency repairs are minor repairs to owner occupied housing in Nassau County necessary to correct health and safety concerns such as construction of wheelchair ramps, septic tank repair or replacement, heating and air conditioning repair. Repairs will include minor work necessary to provide general renovation of the housing stock and to correct code violations

b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024

c. Income Categories to be served: Very low and low

d. Maximum award: \$10,000

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:

- a. Assistance will be provided on a first-qualified, first-served basis by income category and evaluation of urgency and safety as determined by the inspector.
- b. The home to be repaired must be located within Nassau County jurisdiction.
- c. The applicant must not be delinquent on any real property tax owed to Nassau County.
- d. The home must be homesteaded with the County Property Appraiser's Office.
- e. The applicant must not have received assistance from the County's SHIP program within the past 10 years prior to applying for assistance.

g. Sponsor/Sub-recipient Selection Criteria: N/A

h. Additional Information: Repairs to a mobile home, a rental unit or a condominium are not eligible.

**F. Demolition/Reconstruction**

Code 4

a. Summary:

New Construction provides construction of a new, safe structure for homeowners when the Owner-Occupied Housing Rehabilitation strategy is not economically sufficient to correct code violations and meet local Building Department requirements.

b. Fiscal Years Covered: 2021-2022, 2022-2023, 2023-2024

c. Income Categories to be served: Very low and low

d. Maximum award: \$100,000

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: 7
4. Forgiveness: Forgiven at the end of the loan term
5. Repayment: 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, so long as that applicant 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 SHIP Program and the then current LHAP.

6. Default: this loan is due and payable if during the 7-year affordability period, the property is sold or becomes non-homesteaded in the County Property Appraiser's records. If the home is sold or non-homesteaded during the 7-year affordability period then 100% of the subsidy is due and payable in full to the Nassau County Board of County Commissioners as program income. 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 7-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. If the Borrower fails to pay the Note as required, the interest rate shall be ten percent (10%) per annum from the date when payments on this Note is due until paid in full by Borrower.

f. Recipient/Tenant Selection Criteria: When an applicant has been approved for Rehabilitation and unforeseen circumstances cause the cost to exceed \$85,000, the home will be eligible for the SHIP New Construction Housing Strategy with the recommendation of the SHIP Coordinator and the County Manager to the Board of County Commissioners for approval.

1. 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.

2. The home must be located within Nassau County jurisdiction.
  3. The applicant must not be delinquent on any real property tax owed to Nassau County.
  4. Applicant must not have received assistance from the County's SHIP program within the past 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: Mobile homes, rental units, and condominiums are not eligible

### 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) for affordable housing projects that serve very low, low and moderate as defined by FS 420.9071 are expedited to a greater degree than other projects. Affordable housing projects may be single and multi-family 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:

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.

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.

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 Essential Housing Advisory Committee.

A. 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

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.

#### **IV. EXHIBITS:**

##### Required

- 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.

##### Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement.
- H. Other Documents Incorporated by Reference.

**Exhibit A**

## ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

Exhibit A (2021)

**Nassau County Board of County Commissioners**

Fiscal Year: 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 32,000.00
Office Supplies and Equipment	\$ 1,500.00
Travel Per diem Workshops, etc.	\$ 500.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 35,000.00
Admin %	10.00%
	<b>OK</b>
Fiscal Year 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 32,000.00
Office Supplies and Equipment	\$ 1,500.00
Travel Per diem Workshops, etc.	\$ 500.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 35,000.00
Admin %	10.00%
	<b>OK</b>
Fiscal Year 2023-2024	
Estimated SHIP Funds for Fiscal Year:	\$ 350,000.00
Salaries and Benefits	\$ 32,000.00
Office Supplies and Equipment	\$ 1,500.00
Travel Per diem Workshops, etc.	\$ 500.00
Advertising	\$ 1,000.00
Other*	\$
Total	\$ 35,000.00
Admin %	10.00%
	<b>OK</b>
<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:</p>	

**Exhibit B**  
**Timeline for SHIP Expenditures**

Nassau County Board of Co Commissioners \_\_\_\_\_ affirms that funds allocated for these fiscal years will  
(local government)  
meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 <sup>st</sup> Year AR	2 <sup>nd</sup> Year AR	Closeout AR
2021-2022	6/30/2023	6/30/2024	9/15/2022	9/15/2023	9/15/2024
2022-2023	6/30/2024	6/30/2025	9/15/2023	9/15/2024	9/15/2025
2023-2024	6/30/2025	6/30/2026	9/15/2024	9/15/2025	9/15/2026

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

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 <sup>st</sup> Year AR Not Submitted	2 <sup>nd</sup> Year AR Not Submitted	Closeout AR Not Submitted
2021-2022	3/30/2023	3/30/2024	6/15/2022	6/15/2023	6/15/2024
2022-2023	3/30/2024	3/30/2025	6/15/2023	6/15/2024	6/15/2025
2023-2024	3/30/2025	3/30/2026	6/15/2024	6/15/2025	6/15/2026

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](mailto:robert.dearduff@floridahousing.org) and [terry.auringer@floridahousing.org](mailto:terry.auringer@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 [terry.auringer@floridahousing.org](mailto:terry.auringer@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.









## **CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity:

Nassau County Board of County Commissioners
---

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 to the document 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

\_\_\_\_\_  
Thomas Ford, Chairman  
Type Name and Title

\_\_\_\_\_  
Date

**OR**

\_\_\_\_\_  
Attest:  
(Seal)



RESOLUTION #: \_\_\_\_\_

A RESOLUTION OF THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS (Local Government) FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

\* \* \* \* \*

**WHEREAS**, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

**WHEREAS**, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

**WHEREAS**, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

**WHEREAS**, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

**WHEREAS**, as required by *section 420.9075, F.S.* It is found 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. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), 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.

**WHEREAS**, the Economic and Community Development Department has prepared a three-year Local

Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

**WHEREAS**, the Board of County Commissioners finds that it is in the best interest of the public for Nassau County (local government) to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

**NOW THEREFORE, BE IT RESOLVED BY THE \_\_\_\_\_ OF  
THE \_\_\_\_\_, FLORIDA that:**

Section 1: The Nassau County Board of County Commissioners hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2021-2022, 2022-2023, 2023-2024.

Section 2: The Chairman, is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Thomas Ford, Chairman

(SEAL)

ATTEST:

\_\_\_\_\_  
City or County Clerk