



Suwannee River Economic Council, Inc.
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RECEIVED

JAN 28 2013

January 24, 2013

Board of County Commissioners
Columbia County

Ms. Penny D. Stanley
Executive Secretary
Board of County Commissioners
Columbia County
PO Box 1529
Lake City, FL 32056

Dear Ms. Stanley:

Please find enclosed copies of the following:

- SHIP Local Housing Assistance Plan (LHAP) for the Fiscal Years Covered 2011/2012, 2012/2013, 2013/2014
- Columbia County Resolution No. 2011R-18 approving the plan
- Certification to Florida Housing Finance Corporation
- Approval Letter from Board of County Commissioners dated April 13, 2011

If I may be of further assistance, please contact me at (386) 362-4115.

Sincerely,

SUWANNEE RIVER ECONOMIC COUNCIL, INC.

A handwritten signature in cursive script that appears to read "Frances Terry".

Frances L. Terry
Executive Director

FT/mp

Enclosures

SERVING

BRADFORD - COLUMBIA - DIXIE - GILCHRIST - HAMILTON - LAFAYETTE - LEVY - MADISON - PUTNAM - SUWANNEE - TAYLOR - UNION

AN EQUAL OPPORTUNITY EMPLOYER

Columbia County

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

FISCAL YEARS COVERED

2011/2012, 2012/2013, 2013/2014

Revised July 2011

I. PROGRAM DESCRIPTION:

A. Name of the participating local government and Interlocal if Applicable:

Columbia County
P. O. Box 1529
Lake City, Florida 32056

Administered by:
Suwannee River Economic Council, Inc.
P. O. Box 70
Live Oak, Florida 32064

Interlocal : Yes No

Name of participating local government(s) in the Interlocal Agreement;

B. Purpose of the program:

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan:

2011/2012
2012/2013
2013/2014

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.

The SHIP Program does further the housing element of the local government Comprehensive Plan.

Cities and Counties must be in compliance with these applicable statutes and rules.

E. Local Housing Partnership

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging:

The Plans are 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:**

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability 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. **Discrimination:**

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

J. **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 and Transportation

K. **Purchase Price Limits:**

Purchase Price Limits: The purchase price or value of new or existing homes may not exceed \$160,000.00 (One hundred sixty thousand dollars) 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 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

Independent Study (copy attached)

✓ U.S. Treasury Department

Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts.

L. **Income Limits, Rent Limits and Affordability:**
The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. 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 (19), (20) and (28), 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.

M. **Welfare Transition Program:**
Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

N. **Monitoring and First Right of Refusal:**
In the case of rental housing, the staff or 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 the same 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 \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever 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.

O. **Administrative Budget:**
A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted.

Columbia County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. In accordance with Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, 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. 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.

Columbia County has adopted the above findings in the attached resolution, Exhibit E.

P. PROGRAM ADMINISTRATION:

Administration of the local housing assistance plan is the responsibility of Columbia County. Suwannee River Economic Council, Inc. is responsible for administration of all phases of daily operations of the program.

Q. Essential Service Personnel

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) FS. Essential Service Personnel consist of Teachers, Law Enforcement and Firefighters/EMT.

R. Green Initiatives

Whenever repairs are necessary and performed on a home, Green Initiatives will be utilized to include but not limited to, low E windows, energy efficient hot water heaters, energy efficient appliances, high efficient HVAC systems.

LHAP HOUSING STRATEGIES:

NOTE: Include a separate strategy for Disaster Mitigation

NOTE: In the event preference is given to Essential Service Personnel, plan text must so state pursuant to Chapter 67: 37.005(8), F.A.C.

NOTE: Strategy titles shall be consistent throughout local government plans. Acceptable strategy titles include but not limited to:

Housing Rehabilitation, Impact Fee Assistance, Purchase Assistance Existing with or without Rehabilitation, Purchase Assistance New Construction, Sweat Equity, Replacement Housing, and Disaster Relief.

Provide Description:

1. **STRATEGY 1: Purchase Assistance for Newly Constructed Homes.**

- a. Summary of the Strategy: SHIP funds will be made available for down payment/closing cost assistance for the purchase of newly constructed affordable housing units.
- b. Fiscal Years Covered: This Housing Assistance Strategy covers state fiscal years 2011/2012; 2012/2013; and 2013/2014.
- c. Income Categories to be served: Strategies with down payment/closing cost assistance for affordable housing are available to very low, low and moderate income eligible households. The combined household annual gross income of an applicant shall not exceed SHIP Program limits. The purchase price or value of new homes may not exceed \$160,000.00 (one hundred sixty thousand dollars).
- d. Maximum award is noted on the Housing Delivery Goals Charts: The maximum amount of the award is \$12,000.00 (twelve thousand dollars) for moderate income eligible households, \$18,000.00 (eighteen thousand dollars) for low income eligible households and \$25,000.00 (twenty five thousand dollars) for very low income eligible households.
- e. Terms, Recapture and Default. Funds are secured with a Deferred Payment Loan secured by mortgage that is forgivable at the end of 10 years. The loan is provided at zero percent (0%) interest and there are no monthly payments. The SHIP recipient must repay the prorated loan amount if they sell, transfer title, otherwise disposed of, if the owner shall die or fail to meet the ten year occupancy requirement. In the event the owner should die, this strategy allows assumption by income eligible heirs.

In the event of a refinancing request, the Committee will review the terms of the new loan and based on the following criteria, will recommend subordination to the County Commission, who make the ultimate decision:

- a) The new loan must not be greater than the original loan obtained to acquire the home;
- b) The interest must be the same or less than the original interest rate;
- c) Payments must still meet the Home Ownership Affordability criteria; and
- d) Payment may be no higher than the original payments, unless the term is being reduced (Home Ownership Affordability criteria must still be

met).

- f. Recipient Selection Criteria: Selection criteria for Housing Assistance Strategy 1 will be on a first come/first ready basis, contingent upon first mortgage commitment. Additional prerequisites include income verification and certification and home buyer/homeownership course completion. (The applicant must attend and complete a homebuyer education course. The course should be administered by a certified trainer, such as a HUD certified trainer.) However, due to previous years activity, a waiting list exists in which new applicants are placed upon and served in succession.
- g. Sponsor Selection Criteria, if applicable:
Include qualification system and selection criteria for applications for Awards to eligible sponsors
- h. Additional Information: Leveraging Resources: USDA Rural Development and HOME may be utilized if funding is secured.

2. **STRATEGY 2: Purchase Assistance For Existing Homes with Rehabilitation.**

- a. Summary of the Strategy: SHIP funds will be made available for down payment/closing cost assistance for the purchase of existing homes which will or have received some rehabilitation to correct code deficiencies, health and safety issues and/or to increase energy efficiency. Rehabilitation shall be completed either within one year immediately preceding the date of conveyance of title (i.e., closing) or within 24 months of the close of the applicable State fiscal year.
- b. Fiscal Years Covered: This Housing Assistance Strategy covers state fiscal years 2011/2012; 2012/2013; and 2013/2014.
- c. Income Categories to be served: Strategies with down payment/closing cost assistance for affordable housing are available to very low, low and moderate income eligible households. The combined household annual gross income of an applicant shall not exceed SHIP Program limits. The purchase price or value of existing homes may not exceed \$160,000.00 (one hundred sixty thousand dollars).
- d. Maximum award is noted on the Housing Delivery Goals Charts: The maximum amount of the award is \$12,000.00 (twelve thousand dollars) for moderate income eligible households, \$18,000.00 (eighteen thousand dollars) for low income eligible households and \$25,000.00 (twenty-five thousand dollars) for very low income eligible households.

e. Terms, Recapture and Default. A lien will be placed on the property containing recapture provisions. The recapture provisions for the Down/Payment Closing Cost Programs are ten-year, deferred, non-interest loans which are forgiven proportionately. The loan may be automatically forgiven at a reduction rate of 10% increments of the original loan each year for a period of ten years. At which time, the loan is totally forgiven. The SHIP recipient must repay the prorated amount of the loan if they sell, transfer title, otherwise disposed of, if the owner shall die or fail to meet the ten year occupancy requirement. In the event the owner should die, this strategy allows assumption by income eligible heirs.

In the event of a refinancing request, the Committee will review the terms of the new loan and based on the following criteria, will recommend subordination to the County Commission, who make the ultimate decision:

- a) The new loan must not be greater than the original loan obtained to acquire the home;
- b) The interest must be the same or less than the original interest rate;
- c) Payments must still meet the Home Ownership Affordability criteria; and
- d) Payment may be no higher than the original payments, unless the term is being reduced (Home Ownership Affordability criteria must still be met).

f. Recipient Selection Criteria: Selection criteria for Housing Assistance Strategy 2 will be on a first come/first ready basis, contingent upon first mortgage commitment. Additional prerequisites include income verification and certification and home buyer/homeownership course completion. (The applicant must attend and complete a homebuyer education course. The course should be administered by a certified trainer, such as a HUD certified trainer.) However, due to previous years activity, a waiting list exists in which new applicants are placed upon and served in succession.

g. Sponsor Selection Criteria, if applicable:
Include qualification system and selection criteria for applications for Awards to eligible sponsors

h. Additional Information: Leveraging Resources: Weatherization, LIHEAP Weatherization, USDA Rural Development, and CDBG. Home may be utilized if funding is secured.

3. **STRATEGY 3: Emergency Repairs of Owner-Occupied Homes:**

a. SHIP funds will be made available for emergency repairs to correct code deficiencies and/or health and safety issues that pose an immediate threat to the safety of the resident. The strategy will be administered through the Weatherization Program's local weatherization provider, pursuant to s. 409.509-409.5093, F.S. SHIP funds will be used to support but neither supplant nor be co-mingled with Weatherization Program funds as administered by the local weatherization provider pursuant to s. 409.509-409.5093, F.S. Emergency repairs will be provided to very low income eligible owner-occupied applicants only. Applications for emergency repairs will be ranked according to the following point criteria: Eligible clients with highest points will be served first.

<u>Age of Applicant</u>	<u>Family Income</u>
Over 60 6 points	AFDC or SSI Recipient 6 points
Children under 12 6 points	Below Federal Poverty Level 6 points
	Previously served - 3 points per year*
<u>Health of Applicant</u>	
Handicapped 6 points (as defined in Chapter 67-37.002(21), F.A.C.)	

*Previously served client loses -3 points for every year served in the last 5 years. (This applies only to Emergency Repairs.)

Condition of the home will be as reported by the homeowner and confirmed by the estimator. Proof of disability of the applicant will be required from a health professional.

It should be noted that only very low income owner-occupied homes will be considered after ranking the applicants. The repairs will be done until the funds are exhausted. The normal weatherization procedure will be followed in accomplishing this task.

b. Fiscal Years Covered: The Housing Assistance Strategy covers state fiscal years 2011/2012; 2012/2013; and 2013/2014.

c. Income Categories to be served: This emergency repairs strategy is available to very low income eligible owner-occupied applicants only. The combined household annual gross income of an applicant shall not exceed SHIP Program limits.

- d. Maximum award is noted on the Housing Delivery Goals Charts: The amount of this award will not exceed \$7,500.00 (seven thousand five hundred dollars) for very low income levels. Funds available for this strategy are utilized to correct code deficiencies and/or health and safety issues that pose an immediate threat to the safety of the resident.
- e. Terms, Recapture and Default. Include terms of recapture in the event of default (failure to make required payments on a loan secured by a first mortgage which leads to foreclosure and/or loss of property ownership) Emergency repairs will be provided in the form of a grant to the eligible applicant.
- f. Recipient Selection Criteria: Please see Section A for selection criteria.
- g. Sponsor Selection Criteria, if applicable: Include qualification system and selection criteria for applications for Awards to eligible sponsors
- h. Additional Information: Leveraging Resources: Weatherization, LIHEAP Weatherization, USDA Rural Development, and CDBG. Home may be utilized if funding is secured.

4) **STRATEGY 4: Disaster Mitigation/Recovery**

- a. Summary of the Strategy: The Disaster Strategy provides assistance to households following a natural disaster as declared by the Executive Order of the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a natural disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:
 - (a) purchase of emergency supplies for eligible households to weatherproof damaged homes;
 - (b) interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
 - (c) construction of wells or repair of existing wells where public water is not available;
 - (d) payment of insurance deductibles for rehabilitation of homes covered under homeowners insurance policies;

- (e) security deposit for eligible recipients that have been displaced from their homes due to disaster;
- (f) rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to disaster;
- (g) other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.

- b. Fiscal Years Covered: 2011/2012, 2012/2013, and 2013/2014
- c. Income Categories to be served: Very Low, Low and Moderate as defined in Section 420.9071(19), (20), (28), F.S.
- d. Terms, Recapture and Default:
 - (a) All SHIP funds provided to eligible households with repair cost less than \$10,000.00 will be in the form of a grant and not subject to recapture (This is not a cumulative cost of repairs only. Other eligible activities that are not repairs will be included in the \$10,000.00 grant limit);

OR

- (b) All SHIP funds provided to eligible households with repair cost exceeding \$10,000.00 will be in the form of a five-year, deferred, non-interest loans, which are forgiven proportionately. The loan may be automatically forgiven at a reduction rate of 20% increments of the original loan each year for a period of five years. At which time, the loan is totally forgiven. The SHIP recipient must repay the prorated amount of the loan if they sell, transfer title, otherwise disposed of, if the owner shall die or fail to meet the five year occupancy requirement. In the event the owner should die, this strategy allows assumption by income eligible heirs.

- f. Recipient Selection Criteria: First come, first serve (1) Priority shall be given to persons who have special housing needs and individuals or household that qualify as Elderly as defined in 420.503, F.S.
- g. Sponsor Selection Criteria: Not applicable.
- h. Additional Information: SHIP funds at all times must be used for eligible applicants and eligible housing. SHIP disaster funds may not be used for the purchase or rehabilitation of mobile homes.

STRATEGY 4b: Disaster Recovery/Housing Replacement

a. Brief Description:

SHIP funds will be made available on a one-time basis for low and very low income eligible families, to demolish and replace existing housing units with affordable new construction houses when dwelling is beyond rehabilitation and repair.

b. Applicable State Fiscal Years:

2011/2012
2012/2013
2013/2014

c. Beneficiaries:

Families must have homes that are classified as un-repairable by the County and/or City Building Inspector and not be eligible for any other SHIP strategy such as Emergency Repairs due to poor condition of the home. The family's income cannot exceed 80% of the median income, very low, and low income levels. The maximum SHIP cost per unit is \$100,000.00. Families must be affected by the tornado in Columbia County recognized by Executive Order.

d. Applicant Selection Criteria:

Selection criteria for Housing Replacement Strategy will be on a first come/first ready basis, contingent upon applicants being SHIP eligible. Additional prerequisites include income qualifications and clear title of homeownership.

e. Form of SHIP Assistance and Recapture:

Deferred Payment Loan secured by first (1st) mortgage (and note (typical)) that is forgivable at the end of twenty (20) years. The loan is at zero (0%) interest and requires no monthly payments. The family must repay the loan if they sell, transfer title or fail to meet the 20 year client occupancy requirement. Required repayment rate is prorated at 5% increments for each year remaining left in the agreement. If the property is sold, the loan becomes due and payable in full. If the title is transferred, the loan becomes due and payable in full with the following exceptions:

1. In the event an income eligible heir inherits the home, the loan may be extended to them only if the unit becomes their primary residence.

f. SHIP Leveraging Resources:

CDBG

III. LHAP INCENTIVE STRATEGIES

In addition to Strategy A and Strategy B listed below, list all incentives as provided in 420.9076(4) FS.

A. Name of the Strategy: Expedited Permitting

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

a. Established policy and procedures: The current permitting process for Columbia County should be retained until the case load increases to such a degree that a backlog is experienced. The County currently issues approximately 600 permits per year. The County believes that a backlog would be experienced when more than 1,200 permits are issued per year. In accordance with the Policy of the Housing Element of the County's Comprehensive Plan, this includes the continued refining and streamlining of the existing development approval process, plus expedited plan reviews and inspections, explanatory brochures and computer programs to further refine the existing one-stop permitting and development review process and reduce the financing cost for developers.

The County takes all steps necessary not to delay the review of affordable housing developments, and should review delays begin to occur, the County institutes the practice of reviewing the affordable housing development first. This will occur when more than 1,200 permits are received per year.

The Planning and Zoning Commission will conduct a second meeting a month to accommodate specific affordable housing projects brought forth by planning and development, if they are unable to meet the regular meeting schedule.

- B. On March 16, 1995, Columbia County adopted Resolution No. 95R-17 amending Resolution No. 94R-10 creating an expedited permitting process.
- C. No delays have been experienced in Columbia County's permitting procedures.

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.

- a. Established policy and procedures: The current ongoing process of review allows the county to review any policy, procedure, ordinance, regulation, or plan revision that may increase the cost of housing prior to its adoption.
- b. On March 16, 1995, Columbia County adopted Resolution No. 95R-17 amending Resolution No. 94R-10, providing a ongoing process of review of any policy, ordinance, comprehensive plan, building regulation or procedure which may significantly impact the cost of housing.
- c. The County Building Department has the responsibility of performing the review procedure. The staff review the action and prepare a written report with recommendations prior to the adoption of the plan. The staff's review will consider the following:
 - a) Will the action increase the cost of development? If so, approximate cost. Explain how increased cost is worth negative impact on housing cost.
 - b) Will the action increase the time of approval? If so, how does benefit of this increase in approval time compare with the impact on housing costs?
 - c) Does the action increase the long term development cost? If so, how do the increased cost compare with the benefits of the action?
- d. According to the Assistant County Coordinator, there were no new ordinances or policy changes which might effect the cost of housing.

IV. EXHIBITS:

A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.

B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and (f) F.A.C.* A separate timeline for each fiscal year covered in this plan is attached as Exhibit B. Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year

Revised July 2011

Covered in the Plan:

Completed HDGC for each fiscal year is attached as Exhibit C.

D. Certification Page: Signed Certification is attached as Exhibit D.

E. Adopting Resolution:

Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.

F. Program Information Sheet:

Completed program information sheet is attached as Exhibit F.

G. Ordinance:

If changed from the original ordinance, a copy is attached as
Exhibit G. N/A

H. Interlocal Agreement:

A copy of the Interlocal Agreement if applicable is attached as Exhibit H. N/A

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

2011/2012

11. *What is the primary purpose of the following statement?*

New Plan:

Апартамент:

INTERVIEWER

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

2012/2013

New Plan:

Amendment:

Fiscal Yr. Closeout:

67-37.005 F.A.C.

Name of Local Government: Columbia County **Available Funds:** \$350,000.00 **Local W. Closed:** 67-37.005 F.A.C.

Home Ownership Strategies	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A		B		C		D		E		F	
							New Construction	Rehab/Repair	Without Construction	SHIP Dollars	Total	SHIP Dollars	Percentage	Total	SHIP Dollars	Units	Total	
Purchase Assistance-Newly Constructed Homes	0	\$25,000		\$18,000		\$12,000		\$0.00		\$0.00		\$0.00		\$0.00	0.00%		0	
Purchase Assistance-Existing Homes w/ Rehab	0	\$25,000	6	\$18,000	7	\$12,000		\$0.00	\$192,000.00		\$0.00	\$192,000.00		\$192,000.00	54.86%		13	
DP/Clos Costs - Exist w/o Rehab	0	\$25,000	1	\$18,000	0	\$12,000		\$0.00	\$18,000.00		\$0.00	\$18,000.00		\$18,000.00	5.14%		1	
Emergency Repairs	23	\$7,500	0	\$0	0	\$0		\$0.00	\$102,500.00		\$0.00	\$102,500.00		\$102,500.00	29.29%		23	
Disaster Mitigation:																		
Disaster Recovery	0	\$5,000	0	\$5,000	0	\$5,000		\$0.00		\$0.00		\$0.00		\$0.00	0.00%		0	
Housing Replacement	0	\$0	0	\$0	0	\$0		\$0.00		\$0.00		\$0.00		\$0.00	0.00%		0	
Subtotal 1 (Home Ownership)	23		7		7			\$0.00	\$312,500.00		\$0.00	\$312,500.00		89.29%		37		

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0	0	0				\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
Administration Fees										\$35,000.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling										\$2,500.00	0.71%	
GRAND TOTAL												
<small>totals 1 & 2, plus all Admin. & HO Counseling</small>	23		7		7		\$0.00	\$312,500.00	\$0.00	\$350,000.00	100.00%	37

totals 1 & 2, plus all Admin. & HO Courses

Percentage Construction/Reh

Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

80°

Maximum Allowable

Purchase Price:

Allocation Breakdown	Amount	%	Projected Program Income:	Max Amount Program Income For Admin:	\$0.00
Very-Low Income	\$105,000.00	30.0%	Projected Recaptured Funds:		
Low Income	\$126,000.00	36.0%	Distribution:	\$350,000.00	
Moderate Income	\$84,000.00	24.0%	Total Available Funds:	\$350,000.00	
TOTAL	\$315,000.00	90.0%			10-Aug-11

10-Aug-11

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

2013/2014

New Stars

Appendix

Final Yr. Closeout

Name of Local Government: Columbia County **Available Funds:** \$350,000.00 **Case No.:** 67-37.005 F.A.C.

Home Ownership Strategies			VLI			Max. SHIP			New Construction			Rehab/Repair			Without Construction			Total		
Strategies			Units	Award	Units	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	Award	New Construction	SHIP Dollars	Rehab/Repair	SHIP Dollars	Without Construction	SHIP Dollars	Total	Total	Total
Purchase Assistance-Newly Constructed Homes			0	\$25,000	0	\$18,000		0		\$12,000		\$0.00		\$0.00		\$0.00		\$0.00	0.00%	0
Purchase Assistance-Existing Homes w/ Rehab			0	\$25,000	6	\$18,000		7		\$12,000		\$0.00		\$192,000.00		\$0.00		\$192,000.00	54.86%	13
DP/Clos Costs-Exist w/o Rehab			0	\$25,000	1	\$18,000		0		\$12,000		\$0.00		\$18,000.00		\$0.00		\$18,000.00	5.14%	1
Emergency Repairs			23	\$7,500	0	\$0		0		\$0		\$0.00		\$102,500.00		\$0.00		\$102,500.00	29.29%	23
Disaster Mitigation:																				
Disaster Recovery			0	\$45,600	0	\$45,600		0		\$45,600		\$0.00		\$0.00		\$0.00		\$0.00	0.00%	0
Housing Replacement			0	\$100,000	0	\$100,000		0		\$100,000		\$0.00		\$0.00		\$0.00		\$0.00	0.00%	0
Subtotal 1 (Home Ownership)			23		7			7				\$0.00		\$312,500.00		\$0.00		\$312,500.00	89.29%	37

RENTAL STRATEGIES	VLI	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0	0	0				\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
Administration Fees										\$35,000.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling										\$2,500.00	0.71%	
GRAND TOTAL										\$350,000.00	100.00%	
<small>Subtotal 1 & 2, plus all Admin. & HO Counseling</small>	23		7		7		\$0.00	\$312,500.00	\$0.00	\$350,000.00		37

Percentage Construction/Reh Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. 89%

Maximum Allowable _____

Purchase Price:

Allocation Breakdown	Amount	%	Projected Program Income:		Max Amount Program Income For Admin:	\$0.00
Very-Low Income	\$105,000.00	30.0%	Projected Recaptured Funds:			
Low Income	\$126,000.00	36.0%	Distribution:	\$350,000.00		
Moderate Income	\$84,000.00	24.0%	Total Available Funds:	\$350,000.00		
TOTAL	\$315,000.00	90.0%				10-Aug-11

TIMETABLE FOR STATE FISCAL YEAR

Exhibit B

Name of Local Government: COLUMBIA COUNTY

Program Activities	Year Month	Year 1												Year 2												Year 3																					
		7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12				
Advertise Availability of Funds		x																																													
Application Period(On-Going)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x								
Start Program Year		x																																													
Annual Report															x																													x			
Mid-Year Review/Adjustments								x																																							
End-Year Review/Adjustments									x																						x													x			
Encumbrance Deadline																														x																	
Expenditure Deadline																																													x		
Final Program Review																																												x			

Directions: Type in the applicable years across the top line.

List Program Activities down left hand side. Type in an "X"

on applicable activity line under month and year the activity will be initiated or completed.

At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period**
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)**
- 3) Expenditure of funds (24 months following end of State Fiscal Year).**
- 4) Submit Annual Report to FHFC (September 15th)**

Sample Exhibit E
RESOLUTION NO. 2011R-18

A RESOLUTION OF THE COUNTY COMMISSION OF THE COLUMBIA
COUNTY (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 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 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

Sample Exhibit E

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 City Commission finds that it is in the best interest of the public for the COLUMBIA 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 COUNTY COMMISSION OF
THE COLUMBIA COUNTY, FLORIDA that:**

Section 1: The COMMISSION (commission or council) of the COLUMBIA COUNTY (local government) 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 2011/2012, 2012/2013, 2013,2014.

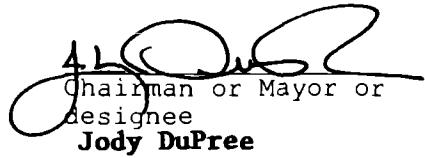
Section 2: The CHAIRMAN (Chairman or Mayor or designee), is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term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

Title: LMAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09

Sample Exhibit E

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

PASSED AND ADOPTED THIS 7th DAY OF April, 2011.



Chairman or Mayor or
designee
Jody DuPree

(CORPORATE SEAL)

ATTEST:



City or County Clerk
P. DeWitt Cason

Exhibit D

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: COLUMBIA COUNTY, FLORIDA

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

Exhibit D

Page 2

Certification

- 13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida has or X has not been implemented.
(note: Miami Dade County will check "has")

Witness

Chief Elected Official or designee

Witness

John DuPree, Chairman

Type Name and Title

4/7/11

Date

OR

Attest: P. DeWitt Cason, Clerk

Title: LHAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09

Exhibit D

(Seal)

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Jody DuPree
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

April 13, 2011

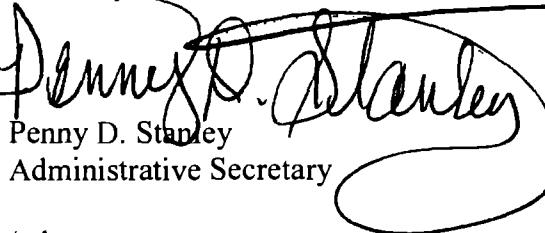
Ms. Frances Terry, Executive Director
Suwannee River Economic Council, Inc.
Post Office Box 70
Live Oak, Florida 32064

Dear Ms. Terry:

Please be advised that the Columbia County State Housing Initiatives Partnership (SHIP) Program Local Housing Assistance Plan (HAP) was approved by the Board of County Commissioners in their regular meeting of April 7, 2011, enclosed are 2 certification copies and 2 resolution copies for your files as requested.

If I may be of further assistance please contact me at 758-1326.

Sincerely,


Penny D. Stanley
Administrative Secretary

/pds

XC: (SHIP and HAP) File
Outgoing Correspondence

BOARD MEETS FIRST THURSDAY AT 7:00 P.M.
AND THIRD THURSDAY AT 7:00 P.M.