

RESOLUTION NO. 2023- 352

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING A ONE-TIME EXCEPTION TO THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM OWNER-OCCUPIED REHABILITATION STRATEGY WAIVING CERTAIN CRITERIA FOR RECIPIENT ASHLEY A.

RECITALS

WHEREAS, St. Johns County participates in the State Housing Initiatives Partnership (SHIP) Program, administered by the Florida Housing Finance Corporation (FHFC), receiving funds for the construction, acquisition, and preservation of affordable housing in accordance with sections 420.907- 420.9089, F.S.; and

WHEREAS, FHFC requires SHIP program participants to submit a Local Housing Assistance Plan (LHAP) which describes the County's methods and strategies to expend its allocated SHIP funds to serve the housing needs of very low-, low- and moderate-income eligible participants; and

WHEREAS, the County's approved LHAP (Resolution 2020-217) identifies a strategy for owner-occupied rehabilitation for recipients meeting certain criteria, one of which is a requirement that payments for an existing first mortgage must be current; and

WHEREAS, during a FHFC compliance monitoring review of the County's SHIP Program, FHFC observed that the client file for Ashly A ("Recipient") for property located at 661 N. Volusia Street contained documentation that Recipient mortgage payment was delinquent at the time of the SHIP application; and

WHEREAS, the Housing Department upon review determined the Recipient provided the required documentation regarding the delinquency and the matter was an oversight by the County's Client Intake contractor and the Housing Department; and

WHEREAS, to resolve the issue, FHFC has advised that the Board of County Commissioners may grant a waiver of the requirement as a one-time exception to the LHAP.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida that:

Section 1. The above recitals are incorporated by reference into the body of this Resolution and such recitals are adopted as findings of fact.

Section 2. For the owner-occupied rehabilitation strategy of the County's Local Housing

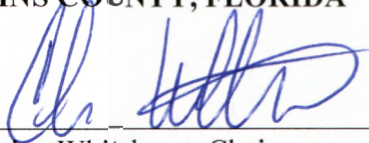
Assistance Plan, a one-time exception waiving the requirement that first or subordinate mortgages must be current is granted to Ashley A for the property located at 661 N. Volusia Street.

Section 3. To the extent that there are typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval by the Board of County Commissioners.

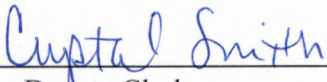
PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County Florida this 19th day of August, 2023.

**BOARD OF COUNTY OF COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

Rendition Date SEP 21 2023

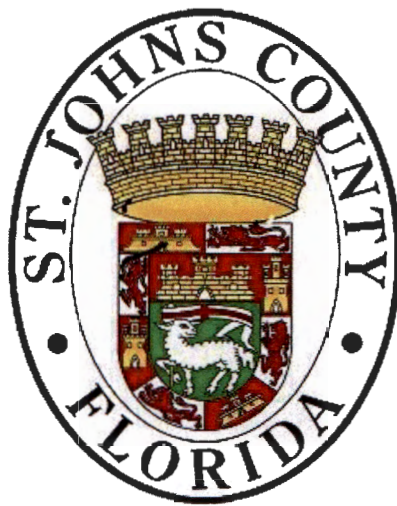
By: 
Christian Whitehurst, Chair

ATTEST: Brandon J. Patty,
Clerk of the Circuit Court and Comptroller

By: 
Deputy Clerk



ST. JOHNS COUNTY



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

(Amended July, 2023)

2020-2021, 2021-2022, 2022-2023

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A. Administrative Budget for each fiscal year covered in the Plan B. Timeline for Estimated Encumbrance and Expenditure C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan D. Signed LHAP Certification E. Signed, dated, witnessed or attested adopting resolution F. Ordinance: (If changed from the original creating ordinance) G. Interlocal Agreement	



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I. Program Details:

A. LG(s)

Name of Local Government	ST. JOHNS COUNTY
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	N/A

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: 2020-2021, 2021-2022, 2022-2023

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 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:

1. Persons with Special Needs as defined in Section 420.0004(13)(a), FS:
 - a) Very low income – 50%
 - b) Low income – 80%
 - c) Moderate income – 120%

2. Essential Service Personnel as defined in Section 1, T of this plan:
 - a) Very low income – 50%
 - b) Low income – 80%
 - c) Moderate income – 120%

3. After serving special needs households as established in Section I, V of this plan and qualified essential service personnel, applicants will be served on a first-qualified, first-served basis with priority given to very low, then low, and then moderate-income groups

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

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

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

The methodology used is:

U.S. Treasury Department	X
Local HFA Numbers	

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

“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is



satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.
- P. Administrative Budget:** A line-item budget is attached as Exhibit A. St. Johns County finds that the monies 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
St. Johns County	Administration of the local housing assistance plan is the responsibility of St. Johns County under the direction of the County Administrator, or his designee, the Community Services Director.	10%
Third Party Entity/ Sub-	N/A	

recipient		
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- 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:** N/A
- 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 trade’s personnel.
- U. Describe efforts to incorporate Green Building and Energy Saving products and processes:** St. Johns County encourages the incorporation of innovative design techniques into construction and rehabilitation projects for ongoing sustainability and affordability. New home construction and scopes of work for rehabilitation projects will contain practices to utilize green building initiatives that may include but are not limited to:
- Use of an Energy Rater to test and evaluate the building (pre and post rehab) and make recommendations that are designed to reduce utility and maintenance costs.
 - Use of a blower door (and other building performance test procedures) to verify duct tightness and the overall performance of the building envelope, any existing gas appliances should be tested with a gas monoxor for proper combustion.
 - Purchase of Energy Star rated refrigerators and ceiling fans with light fixtures, Energy Star fluorescent light fixtures throughout units, high-efficiency air conditioning units with programmable thermostats, well-insulated exterior walls, exterior doors, and ceilings, light colored roofing material, low/no VOC interior paint, light colored interior and exterior paint, utilization of environmentally friendly pesticides and drought tolerant plantings, high efficiency low flow and/or dual flushing toilet systems, low-flow shower heads and faucets, durable long-lasting asphalt roof shingles and light colored reflective roofing material, utilization of recycled material for flooring, insulation, countertops and concrete driveways.
 - Any rehab should consider features that promote Aging in Place. Lever handles on both faucets and door knobs, elevated toilets, zero threshold exterior doors, consider a walk-in shower, if feasible, and install backing for grab bars.
- V. Describe efforts to meet the 20% Special Needs set-aside:** To meet the requirement, St. Johns County Housing and Community Development staff, partner with a non-profit organization to market the SHIP strategies, with an emphasis on utilizing the rehabilitation program for ADA enhancements and home modifications that promote accessibility. Marketing efforts may include brochures and flyers, public awareness campaigns through agencies serving this population and through social media, public information releases, and participation in local events.



W. Describe efforts to reduce homelessness: St. Johns County Housing and Community Development staff work with the County’s Social Services Staff, as well as a number of different agencies that serve the Homeless population, including the local Continuum of Care. St. Johns County Social Services provides funding to provide rental and utility assistance. The Housing Department utilizes a local Affordable Housing grant to assist agencies that provide not only affordable housing but also housing for individuals suffering from homelessness. The Housing Department also has hosted workshops to assist non-profit agencies in the community to develop capacity in an effort to better serve their clients. The Housing Department also looks to prioritize the funding of projects that assist individuals in the alleviation of homelessness through the use of the Land Acquisition-Rental Strategy found in this plan.

Section II. LHAP Strategies:

A. Purchase Assistance with Rehab	Code 1, 2
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<p>a. Summary: Assist homebuyers with the purchase of a new or existing single family home, condominium, or mobile home constructed after June, 1994. Funding may be used for down payment, closing costs, principal buy-down and/or repairs, as needed, for affordable homeownership. Additionally, necessary repairs to major systems: roof, plumbing, HVAC, and electrical systems are encouraged to be made at time of purchase, as funds permit, to prevent future financial burdens to new homeowners.</p>
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- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$40,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: A deferred loan will be executed from the date of closing secured by a mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 25 years
 - 4. Forgiveness: Forgiveness on a prorated basis of 5% per year, beginning in year six (6). There will be no forgiveness period between years one (1) through five (5).
 - 5. Repayment: None required as long as loan is in good standing.
 - 6. Default: Monthly payments are not required. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a. Sale: If proceeds are not sufficient to pay off the first mortgage note then the client may petition the St. Johns County SHIP Program for an optional payment plan or the county may consider accepting an amount less than the outstanding balance as part of a short sale upon a finding of hardship.

- b. Title transfer: Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure.
 - c. Refinance to access equity: Prohibited. However, refinancing of the first mortgage is permitted if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount;
 - d. Homeowner no longer resides in the home: The County reserves the right to foreclose if payment is not received as noted above.
 - e. Death of homeowner: In a case where the assisted homeowner dies during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as their 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.
- f. Recipient/Tenant Selection Criteria: Applicants must submit a completed SHIP application to St. Johns County Homeownership Program for determination of income eligibility. Applicants are required to provide all documentation requested for income, eligibility, and qualification determination.
- 1. The household assisted must be approved for a first mortgage by a participating lender.
 - 2. Applicants must contractually agree to all SHIP Program guidelines, repayment provisions and certify that the unit assisted will be their primary residence.
 - 3. Applicants that meet income and eligibility guidelines will be required to complete a HUD certified Homebuyer Education class provided by St. Johns County prior to closing on the home.
 - 4. Funds will be awarded on a first-qualified, first-served basis.
 - 5. The applications will be processed as established by Section I of this plan as funds become available.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
- 1. Applicants are not eligible to apply for any additional SHIP Assistance Strategy, except Disaster Relief, for a period of 5 years.
 - 2. First mortgage must be at a fixed rate; no ARMs, prepayment penalty, negative amortization, balloon loan, or owner financing are allowed.
 - 3. The PITI should meet the affordability target criteria of 30 percent of Area Median Income adjusted for family size, unless the lender approves a higher percentage.
 - 4. Other funding sources may include lending institutions down payment assistance mortgage loan products, State or Federal programs such as Rural Development, HOME or HOP.
 - 5. A subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by the St. Johns County SHIP Program. (Exhibit F)

B. Owner Occupied Rehabilitation	Code 3, 4
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<p>a. Summary: Assist eligible homeowners with needed repairs, alterations, mitigation, and/or additions to improve the health, safety and well-being or contribute to the structural integrity, long-term affordability and preservation of their owner-occupied home.</p>

b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023

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

d. Maximum award: \$70,000

e. Terms:

1. Repayment loan/deferred loan/grant: A deferred loan will be executed and secured by a mortgage and note.
2. Interest Rate: 0 % interest
3. Years in loan term: 10
4. Forgiveness: This deferred loan will be forgiven at the end of the 10-year term, if all conditions have been met.
5. Repayment: None required as long as loan is in good standing.
6. Default: Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a) Sale: If proceeds are not sufficient to pay off the first mortgage note, then the client may petition the St. Johns County SHIP Program for an optional payment plan or the County may consider accepting an amount less than the outstanding balance as part of a short sale upon a finding of hardship.
 - b) Title Transfer: Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of sale, transfer or cash out to homeowner during refinance, the loan is due and payable. The County reserves the right to foreclose if payment is not received as noted above. In the event the owner should die, the strategy allows the possibility of assumption of the remaining pro rata amount of the original lien by income eligible heirs who will reside in the home as their primary residence. Eligible heirs will be responsible for first and subordinate mortgage payments, property taxes and/or assessments must be current, with no judgements, liens, or third mortgages against the property; and first or subordinate mortgage payments must be current.

f. Recipient/Tenant Selection Criteria:

1. Assistance is awarded on a first-qualified, first-served basis with priority given to persons with special needs and preference given to very-low income clients and the elderly clients.
2. The home must be owner-occupied.
3. Property taxes and/or assessments must be current, with no judgements, liens, reverse mortgages, or third mortgages against the property; and first or subordinate mortgage payments must be current.



- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
 1. The home must be inspected before, during, and after construction.
 2. Rentals and condominiums are not eligible for assistance.
 3. Mobile or manufactured housing constructed after June, 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of Department of Highway Safety and Motor Vehicles are eligible for assistance. Mobile or manufactured homes must be a home/land package.
 4. In situations where the home has been assessed by the St. Johns County code enforcement division as too badly damaged to be rehabilitated, the home may be demolished (demolition of the damaged home shall be conducted by an independent contractor participating in the St. Johns County Abatement and Replacement program which is locally funded) and rebuilt upon the approval of the St. Johns County Board of County Commissioners. Homes constructed under the terms of this provision will be subject to all criteria, terms, recapture and default conditions of the SHIP Rehabilitation strategy; dependent upon the availability of funds. Construction of the replacement home shall be implemented by the non-profit sponsor contracted with the St. Johns County Board of County Commissioner to execute SHIP Rehabilitation strategy functions.
 5. Other funding sources may include lending institutions, State or Federal Programs such as: Rural Development, HAP or HOP.
 6. A Subordination of this deferred payment mortgage will only be approved under the guidelines of the Subordination Policy established by the St Johns County SHIP Program.
 7. Loans for assistance may include costs related to all eligible repairs, such as testing, inspections, engineering, permit fees, and abatement and pest control.

C. Rental Assistance	Code 13, 23, 26
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a. Summary: Funds will be awarded individually or leveraged with other federal, state, and local funds to renter households that are in need of assistance for: (1) first and last month's rent, security and utility deposit assistance; (2) eviction prevention not to exceed 6 months' rent; and (3) rent subsidies for up to 6 months.

- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low, low, and moderate
- d. Maximum award: \$6,000
- e. Terms:
 1. Repayment loan/deferred loan/grant: Grant
 2. Interest Rate: 0 % interest



- 3. Years in loan term: N/A
- 4. Forgiveness: N/A
- 5. Repayment: N/A
- 6. Default: N/A

- f. Recipient Selection Criteria:
 Applicants who are homeless or at risk of homelessness (i.e. seeking eviction prevention) will be referred by the local Continuum of Care Coordinated Entry system and/or St. Johns County Health and Human Services Department. Applicants with one or more special needs household members may apply directly or may be referred by a special needs service provider

- g. Sponsor Selection Criteria: N/A

- h. Additional Information:
 - 1. The lease must be at least twelve (12) months in duration.
 - 2. Program shall prioritize special needs households, child welfare families, and elderly.
 - 3. To be eligible for rent subsidies, the household receiving assistance must include at least one adult who is a person with special needs as defined in S. 420.0004 or homeless as defined in 24 CFR § 91.5. SHIP funds may be utilized to subsidize the difference between the Fair Market Rent and the current year Rent Limits as recognized by the Florida Housing Finance Corporation Multifamily Rental Program, up to 120% AMI.

D. Disaster Assistance	Code 5, 16
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- a. Summary: The Disaster Strategy provides assistance to households following a disaster as declared by Executive Order by the President of the United States or the Governor of the State of Florida. This strategy will only be implemented in the event of a 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:
 - 1. Purchase of emergency supplies for eligible households to weatherproof damaged homes;
 - 2. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
 - 3. Construction of wells or repair of existing wells where public water is not available;
 - 4. Payment of insurance deductibles for rehabilitation of homes covered homeowners insurance policies;
 - 5. Security deposit for eligible recipients that have been displaced from their homes due to disaster;
 - 6. Rental assistance both during and up to twelve months after the Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to disaster;
 - 7. Other activities as proposed by the counties and eligible municipalities approved by Florida Housing;
 - 8. Rent and utility payments for eligible applicants;

9. Housing assistance for eligible applicants who have no other option than to live in hotels due to the shortage of rental housing;
10. 1st Mortgage and utility payment assistance for eligible applicants;

- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$40,000
- 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: Applicants will be served on a first-qualified, first-served basis. Based on the funding priorities established by Section I, 1. of this plan. Complete applications from affected homeowners will be processed expediently.
 - 1. Applicants are required to provide all documentation requested for income and eligibility determination
 - 2. The unit assisted must be owner-occupied and homesteaded as the primary resident.
- g. Sponsor Selection Criteria: Given the emergency nature of this program and the fact that St. Johns County has no SHIP rehabilitation construction staff, the (non-profit) agency administering the Rehabilitation Program will be charged with overseeing the implementation of this program.
- h. Additional Information: SHIP funds at all times must be used for eligible applicants and eligible housing.
 - 1. The home must be located in St. Johns County.
 - 2. Applicant’s income and ownership of the home will be verified in the form of third party verification.
 - 3. Rentals are not eligible for repair assistance.
 - 4. Mobile homes built after June 1994 are eligible for repair assistance.
 - 5. Applicants needing additional repairs may apply for SHIP Owner Occupied Rehabilitation. However, total combined funding may not exceed the maximum Rehabilitation per unit award. All Rehabilitation guidelines will apply.
 - 6. Homes that are too badly damaged to be rehabilitated may be demolished. Demolition of the damaged home shall be conducted by an independent contractor participating in the locally-funded St. Johns County Abatement and Replacement program. Homes that are to be rebuilt must have the approval of the St. Johns County Board of County Commissioners. Homes constructed under the terms of this provision will be subject to all criteria, terms, recapture and default conditions of the SHIP Rehabilitation strategy and are dependent upon the availability of funds. Construction of the



replacement home shall be implemented by the non-profit sponsor contracted with the St. Johns County Board of County Commissioner to execute SHIP Rehabilitation strategy functions.

E. Impact Fees Code 8

a. Summary: Depending on availability, SHIP funds may be used to offset all or a portion of certain impact fees incurred by non-profit developers for new construction of eligible affordable housing units that are sold at or below the County’s maximum sales price rates to qualified income eligible households. The reduction of the impact fees will be passed through to the homebuyer.

b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023

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

d. Maximum award: \$15,000

e. Terms:

1. Repayment loan/deferred loan/grant: ~~Grant~~ A deferred loan will be executed from the date of closing secured by a recorded mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 15 years from the date of sale
4. Forgiveness: The loan will be forgiven at the end of the 15-year term, if all conditions have been met.
5. Repayment: None required as long as the loan is in good standing.
6. Default: Monthly payments are not required. Repayment of the loan is required in full when one of the following conditions is met, whichever occurs first:
 - a. Sale: If proceeds are not sufficient to pay off the first mortgage note, the client may petition the St. Johns County Housing and Community Development Department to consider accepting an amount less than the outstanding balance as part of a short sale.
 - b. Title Transfer: Either voluntarily or by operation of law, including death of the surviving mortgage holder or foreclosure. In the event of foreclosure, St. Johns Housing and Community Development Department has the right of refusal.
 - c. Refinance to access equity: Prohibited. However, a refinance of the first mortgage may be approved and the County subordinate its mortgage if the request is submitted in writing, the refinance is at a lower fixed rate with no cash out, and refinanced closing costs do not increase the loan balance beyond the original loan amount.
 - d. Homeowner no longer resided in the home: The County reserves the right to foreclose if payment is not received as noted above.
 - e. Death of the homeowner: In a case where the assisted homeowner dies during the loan term, the loan may be assumed by an income eligible heir or applicant who will occupy the home as their primary residence. If the home is not occupied by an eligible heir or applicant, the outstanding balance of the loan will be due and payable.

f. Recipient/Tenant Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis and as



detailed in Section 1. A non-profit developer will provide County staff with the name of a household that will purchase the home to be constructed. County staff will review income information – along with a residential income certification (RIC) if the developer has researched income and completed a certification to determine if the buyer is income eligible before the impact fee will be paid.

- g. Sponsor Selection Criteria: N/A
- h. Additional Information: This incentive goes to the homebuyer as a principal reduction to the mortgage after the house is sold to a very-low or low income person and documents verified. Eligible properties include single-family homes and must be located in St. Johns County.

F. Land Acquisition	Code 14, 20, 21
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Summary: To promote the production of affordable multi-family rental housing in the county and will directly fund or leverage funds for rental developments agreeing to reserve a certain percentage of units, as affordable housing.

- b. Fiscal Years Covered: 2020-2021, 2021-2022, 2022-2023
- c. Income Categories to be served: Very low and low
- d. Maximum award: \$650,000 per project
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be secured by a mortgage and a note and will conform to the compliance terms of the other loan program used including but not limited to HOME, SAIL or the Low Income Housing Tax Credit Program.
 2. Interest Rate: 0%
 3. Years in loan term: 20 years
 4. Repayment: The sale of properties assisted with SHIP funds shall require approval of the Board of County Commissioners and shall be acceptable (without repayment) only if the subsequent owner(s) agree to meet any remaining rental, occupancy and affordability obligations established in the development agreement, mortgage and note.
 5. Default: Repayment of the original amount of the purchase assistance less amount forgiven is due in full upon sale, title transfer, or if no longer serving income eligible households in accordance with SHIP program requirements.
- f. Sponsor/Sub-recipient Selection Criteria: Assistance is awarded to sponsors who meet the following selection criteria:
 1. The recipients are for-profit developers, nonprofit housing providers, Community Housing Development Organizations (CHDOs) or local governments, redevelopment Organizations
 2. Numbers or percentages of units reserved for specific area median incomes, populations, or geographic areas shall be specified.
 3. Preference will be given to eligible sponsors that employ personnel from the Welfare

Transition Program as required by rule 67-37.005(6) (b) (7) Florida Administrative Code.

4. Funds must be expended and the development must be located in St. Johns County.
5. Sponsors/Developers must provide shelters or group homes to Persons with Special Needs, domestic violence victims, elderly adults, runaway/abandoned children, Youth Aging out of Foster Care, homeless persons, veterans families that are considered to be homeless.
6. Sponsors/Developers shall prioritize serving Persons with Special Needs.
7. Sponsors/Developers have successfully completed projects similar to those being proposed and in a timely manner, thus demonstrating capacity to develop affordable housing.
8. Sponsors/Developers' financial accountability standards permit the County Finance Department and the SHIP staff to account for and audit the SHIP funds utilized, in order to meet the state statutory requirements of the SHIP program relating to beneficiaries and units assisted.
9. Sponsors/Developers must demonstrate administrative capacity to provide income and demographic documentation by May 30 of the year monies are expended, in order to meet the statutory requirements of the SHIP program relating to beneficiaries, units assisted, and state statutory deadline for expending program funds.
10. Sponsors/Developers to demonstrate or document items are in place: zoning, infrastructure, site control, other financing, cost per unit, and support services.
11. There is one contact person named, preferably having prior grant experience.

g. Additional Information:

1. Developers receiving assistance from SHIP and the Low Income Housing Tax Credit Program, SAIL or HOME shall be required to comply with the income, affordability and other Housing Credit, SAIL, HOME requirements.
2. Developers shall have projects completely developed and occupied by individuals eligible to receive SHIP assistance.
3. Projects must be encumbered and completed within a three year timeframe.
4. Units receiving assistance from other federal, state, or local programs shall be required to meet the more restrictive of requirements from the programs.

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: In September, 1993, the County instituted the Development Review Committee (DRC) to establish uniform requirements and procedures for submittal and review of applications for development plan approval, to implement the goals and policies of the Comprehensive Plan, and to ensure compliance with all



applicable land development regulations. The eighteen-member committee representing planning, zoning, growth management, transportation, utilities, environmental health, fire service, 911 addressing, building, codes, survey, environmental planning, and landscaping, reviews all proposed developments (such as subdivisions or multi-family) within 20 working days, then meets with the developer to discuss their independent findings at a joint DRC meeting. February 24, 1998, adopted by Resolution 98-48, developers planning affordable housing projects will be directed to the Housing Office by any staff receiving questions. Housing staff can work with the developer to determine, quantitatively, if the project is truly affordable (i.e., the anticipated payments do not exceed 30% of the very-low to moderate income categories, or if rents do not exceed standard limits adjusted for the bedroom size). Upon issuance of an "Affordable Housing Development" (AHD) designation, a sheet to be attached to all copies submitted for developmental review, the developer is assured that the original review time may be reduced by up to 50 percent. Rezoning requests may be facilitated in agenda placement for committee and Board of County Commissioners' review. St. Johns County's permitting process has been centralized and expedited with the location of all applicable permitting departments in one facility. It has cut down on developer's time expended on obtaining permits. The Comprehensive Plan adopted by Ord. 90-53, Policy E.1.1.4 (a), adopted in December, 1990, and amended by Policy C.1.1.4, adopted by Ordinance 2000-34, and amended by Policy C.1.1.4, adopted by Ordinance 2000-34, recommended this change. Permits may be applied for in advance of lot purchase closing so delays can be avoided by careful planning.

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 SHIP-required Affordable Housing Advisory Committee (AHAC) was transformed to the Housing Revitalization Agency (HRA) and thence to the Housing Advisory Committee (HAC) with policy-reviewing responsibilities. This incentive was adopted by the original ordinance establishing the SHIP Program on April 23, 1993 (93-21) and the "glitch" ordinance required by the State to amend Resolution 93-21 on July 27, 1993 (93-36). It was also covered by the Local Affordable Housing Incentive Plan (LAHIP), which was adopted on April 1, 1994. The HRA became the Housing Advisory Committee (HAC) by Resolutions 99-61 and 99-112, and the HAC responsibilities were added to the Housing Finance Authority on March 13, 2001 by Resolution 2001-41. The board was increased from 5 to 7 members and serves as a "clearing house" for affordable housing issues. In addition, the Planning and Zoning Agency and Board of County Commissioners (BCC) review policies, ordinances, regulations and plan provisions affecting affordable housing.

C. Other Incentive Strategies Adopted: **Affordable Housing Economic Incentive Program**

Provide a description of the procedures used to implement this strategy: Ordinance No. 2005-101 provides for an Affordable Housing Economic Incentive in order to 1) Preserve and promote affordable housing within the County, and 2) to lessen the potential negative effect of Residential Impact Fee increases in certain situations.

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. Other Documents Incorporated by Reference.
- G. Interlocal Agreement.
- H. Other Documents Incorporated by Reference.

St. Johns County

Fiscal Year: 2020-2021	
Estimated SHIP Funds for Fiscal Year:	\$ 2,729,439.00
Salaries and Benefits	\$ 228,727.00
Office Supplies and Equipment	\$ 19,925.00
Travel Per diem Workshops, etc.	\$ 11,737.00
Advertising	\$ 6,551.00
Other*	\$ 4,094.00
Total	\$ 271,034.00
Admin %	9.93%
OK	

Fiscal Year 2021-2022	
Estimated SHIP Funds for Fiscal Year:	\$ 2,729,439.00
Salaries and Benefits	\$ 228,727.00
Office Supplies and Equipment	\$ 19,925.00
Travel Per diem Workshops, etc.	\$ 11,737.00
Advertising	\$ 6,551.00
Other*	\$ 4,094.00
Total	\$ 271,034.00
Admin %	9.93%
OK	

Fiscal Year 2022-2023	
Estimated SHIP Funds for Fiscal Year:	\$ 2,729,439.00
Salaries and Benefits	\$ 228,727.00
Office Supplies and Equipment	\$ 19,925.00
Travel Per diem Workshops, etc.	\$ 11,737.00
Advertising	\$ 6,551.00
Other*	\$ 4,094.00
Total	\$ 271,034.00
Admin %	9.93%
OK	

*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.

Details:

Exhibit B
Timeline for SHIP Expenditures

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

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2020-2021	6/30/2022	6/30/2023	9/15/2021	9/15/2022	9/15/2023
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

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 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2020-2021	3/30/2022	3/30/2023	6/15/2021	6/15/2022	6/15/2023
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

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and 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 when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

Res 2020-217

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: St. Johns County

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure 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

Jeb S. Smith, Chair

Type Name and Title

6/18/20

Date

OR
Sam Halterman

Attest:
(Seal)



RESOLUTION NO. 2020-217

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN FOR FISCAL YEARS 2020/2021, 2021/2022 AND 2022/2023 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 THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AUTHORIZING AND DIRECTING THE BOARD CHAIR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE COUNTY ADMINISTRATOR TO DO ALL THINGS NECESSARY AND PROPER TO CARRY OUT THE TERMS AND CONDITIONS OF THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Law, 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, require local governments to develop a one to three year Local Housing Assistance Plan (LHAP) 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 benefitting from awards made pursuant to the Act; The methodology and purchase process used are defined in the attached Local Housing Assistance Plan (LHAP); and

WHEREAS, as required by section 420.9075, Florida Statutes, 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; and

WHEREAS, 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), Florida Statutes, and eligible municipalities receiving a local distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs; and

WHEREAS, the Housing and Community Development Division has prepared a three year Local Housing Assistance Plan (LHAP) for submission to the Florida Housing Finance Corporation; and

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

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY:

1. The above recitals are incorporated by reference into the body of this resolution and such recitals are adopted as findings of fact.
2. The Board of County Commissioners approves the Local Housing Assistance Plan (LHAP), as attached and incorporated herein, for submission to the Florida Housing Finance Corporation as required by the SHIP Act, for fiscal year 2020/2021, 2021/2022 and 2022/2023.
3. The chair is hereby designated and authorized to execute any documents and certifications required by Florida Housing Finance Corporation related to the Local Housing Assistance Plan, and to submit the Local Housing Assistance Plan to the Florida Housing Finance Corporation for review and approval.
4. The County Administrator, or his designee, is authorized to do all things necessary and proper to carry out the terms and conditions of the SHIP Program. .

5. To the extent that there are typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval of the Board of County Commissioners.

6. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County
this 16 day of June 2020.

BOARD OF COUNTY
COMMISSIONERS OF ST. JOHNS
COUNTY

By: Jeb S. Smith
Jeb S. Smith, Chair

ATTEST: Brandon Patty, Clerk

By: Sam Halterman
Deputy Clerk

RENDITION DATE 6/18/20



Mail to: St. Johns County
Housing and Community Development
200 San Sebastian View, Suite 2300
St. Augustine, FL 32084

**ST. JOHNS COUNTY STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)
HOME BUYER DOWN PAYMENT ASSISTANCE PROGRAM**

SUBORDINATION AGREEMENT

This subordination agreement is made by St. Johns County, a political subdivision of the state of Florida, on this _____ day of _____, _____, as follows:

1. The undersigned warrants that St. Johns County is the owner and holder of a note (the SHIP note) and mortgage (the SHIP mortgage) dated the _____ day of _____, _____. The SHIP mortgage is recorded in official records book _____, page _____, of the public records of St. Johns County, State of Florida, and encumbers the property described as follows (the Property):
(Enter legal property description below or attach as Schedule A.)

2. The SHIP mortgage was executed by _____
_____ (the Borrower) to the undersigned.

3. The SHIP mortgage and SHIP note have not been assigned, transferred or pledged by the undersigned which has full authority to execute this subordination agreement.

4. The undersigned acknowledges that the Borrower has executed a mortgage in favor of _____, a(n) _____ corporation (the Lender), dated the _____ day of _____, _____ securing a note in the amount of \$_____, encumbering the Property. The undersigned recognizes that the Lender will not close on its mortgage loan and disburse the proceeds thereof unless the SHIP mortgage is subordinated in priority to the Lender's mortgage.

5. To induce the Lender to disburse the proceeds of its mortgage loan, the undersigned hereby subordinates and makes inferior in lien and dignity the SHIP mortgage and SHIP note to the Lender's mortgage. The lien, security interest, and all of the terms and conditions of the SHIP mortgage and SHIP note, and any and all assignments, amendments, extensions, consolidations, or renewals of the SHIP mortgage and SHIP note, as well as all future advances thereunder, are likewise subordinated.

6. This Subordination Agreement shall inure to the benefit the Borrower and the Borrower's successors and assigns, and shall be binding upon the undersigned and the undersigned's successors and assigns.

7. As an inducement to St. Johns County to subordinate the SHIP mortgage to the Lender's

mortgage, the Borrower offers the following assurances:

a. This is the first and only lien subordination requested by the Borrower on the real property described herein.

b. Except as provided below, the purpose of the subordination is not to facilitate consolidation or payment of other debts.

c. There is a benefit to Borrower as a result of the lien subordination, including, but not limited to one of the following:

1. The monthly payment (PITI) and the interest rate of the Lender's mortgage are lower than the PITI and interest rate of the existing mortgage on the Property;
2. There is a beneficial reduction in the term of the existing mortgage on the Property without a significant increase in monthly payment;
3. The Lender's mortgage will be a fixed rate loan with a duration of no more than 30 years; or
4. It is necessary for the Borrower to execute the Lender's mortgage in order to prevent foreclosure of the Property.

d. There shall be no cash or check returned to the Borrower at closing.

e. A Loan Estimate issued pursuant to the TILA-RESPA Integrated Disclosure Rule (the Rule) shall be provided to the County before or with the completed Subordination Agreement. If a Loan Estimate is not required under the Rule, a document providing substantially the same information as the Loan Estimate shall be provided to the County.

f. A Closing Disclosure issued pursuant to the Rule shall be faxed for final review to the County by the title company before closing. If a Closing Disclosure is not required under the Rule, a document providing substantially the same information as the Closing Disclosure shall be provided to the County.

8. This Subordination Agreement shall be governed by the laws of the State of Florida. Venue for any cause of action arising under this subordination agreement shall lie exclusively in St. Johns County or, in the case of a federal action, the Middle District of Florida, Jacksonville Division.

(Lender)

STATE OF _____
COUNTY OF _____

By: _____
(signature of officer or agent)

Its: _____
(title or position)

The foregoing instrument was acknowledged before me by means of _____ physical appearance
or _____ online notarization

_____ by _____,
(date) (name of officer or agent)

_____ of _____,
(title) (name of corporation acknowledging)

a _____ corporation, on behalf of the corporation. He/she is
(state or place of incorporation)

personally known to me or has produced _____
(type of identification)

as identification.

(signature of person taking acknowledgment)

(name typed, printed or stamped)

(title or rank)

(serial number, if any)

STATE OF FLORIDA
COUNTY OF ST. JOHNS COUNTY

By:
County Administrator of St. Johns County
Post Office Drawer 349
St. Augustine, Florida 32085

The foregoing instrument was acknowledged before me this _____
(date)

by _____, County Administrator, who
is personally known to me or has provided _____ as
identification.

(type of identification)

(signature of person taking acknowledgment)

(name typed, printed or stamped)

(title or rank)

(serial number, if any)