

**HOUSING FINANCE AUTHORITY OF CLAY COUNTY
MEETING AGENDA**

August 19, 2026, 9:00 a.m.

**CALL TO ORDER
INVOCATION
PLEDGE OF ALLEGIANCE
ROLL CALL
CONFERENCE CALL ATTENDEES**

MINUTES

June 18, 2026

PUBLIC COMMENT

SHIP PROGRAM, NSP 1 AND NSP 3

**Approval of Mobile Home Strategy
Approval of Annual Report**

**CONSTRUCTION LOAN PROJECTS:
WIGGINS CONSTRUCTION PROJECTS
OPERATION LIFELINE/Spring Street**

Extend Notes - Furman, Alliance, Bowdoin

MERCY SUPPORT SERVICES

**CONTINUING FUNDING PROGRAM
"HOME SWEET HOME PROGRAM"**

CONTINUING BUSINESS

NEW BUSINESS

**Application for Bond Financing
Request for County Contribution**

FINANCIAL ADVISOR'S REPORT

TREASURER'S REPORT

**Travel Reimbursement
Review of Proposed Budget**

EXECUTIVE DIRECTOR'S REPORT

**Move Sept meeting date to Sept 24
Proposed Meeting Dates for 2026/2027
Save the Date: AHAC Meeting October 22**

ATTORNEY'S REPORT

AUDITOR'S REPORT

Engagement Letter

PUBLIC COMMENT

ADJOURN

The Next Meeting of the Authority will be September 24, 2026

HOUSING FINANCE AUTHORITY OF CLAY COUNTY, FLORIDA

June 18, 2026

The regular meeting of the Housing Finance Authority of Clay County met in the County Commission Meeting Room, 4th Floor of the County Administration Building, 477 Houston Street, Green Cove Springs, Florida, at 9:00 a.m. on the above date.

The meeting was called to order at 9:00 a.m. by the Chairman, Mr. Jim Ryan. The invocation was given by Mrs. Coleman. Mr. Higginbotham led the pledge of allegiance. Roll call was taken by Mrs. Long with the following members present:

Members Attending In Person:

Mr. Jim Ryan
Mrs. Barbara Coleman
Mrs. Linda Long
Mr. Roger Higginbotham

Members Absent:

Mrs. Lisa Daniels

Others Attending in Person:

Rich Komando, Bradley & Komando, P.A.
Theresa Sumner, Executive Director
Joe Wiggins, Wiggins Construction
Erick Saks, Preston Saks, Operation Lifeline
Eric Weller, Vestcor

Attending Via Conference Call:

Molly Clark, PRAG
Chandler Luger, RBC

Mr. Ryan announced that notices regarding the meeting were sent to all members, as well as to the press. Mr. Ryan welcomed the guests to the meeting.

Minutes:

Mr. Ryan asked if everyone had received copies of the Minutes from the May 21, 2026 meeting and they had. Mr. Ryan asked if there were corrections or additions to the minutes. There being no corrections or additions to the minutes, motion was made by Mrs. Coleman to accept the Minutes of the May 21, 2026 meeting, seconded by Mrs. Long, carried 4 – 0.

Public Comment: None.

SHIP, NSP 1 and NSP 3 Programs:

SHIP Program:

Ms. Sumner reported there is approximately \$1,089,245.00 available for use in program income. Ms. Sumner reviewed the on-going projects. Ms. Sumner reported that the SHIP office has now completed its move to the Development Services Building. She thanked the Authority for providing funds to hire a moving company to relocate the SHIP Program files to the new offices.

NSP 1 and NSP 3 Programs: Nothing new to report.

CONSTRUCTION LOAN PROJECTS, WIGGINS CONSTRUCTION PROJECTS, WORKFORCE RENTAL HOUSING:

Wiggins Construction:

Sunrise Development, Keystone Heights – At its January 19, 2023 meeting, the Authority approved a loan in the amount of \$400,000 for the acquisition of the 52 single family lots in the Sunrise Development. Closing on the Authority's loan took place on February 17, 2023. Mr. Wiggins indicated this project has been approved by Keystone Heights and is ready to move forward. Loan terms were extended at the February meeting for an additional two (2) year period. **(February 2028)**

1290 Spruce Street, Green Cove Springs - At its November 21, 2024 meeting, the Authority approved a loan to Wiggins Construction in the amount of \$180,000.00 to build affordable housing on the lot under the terms and conditions of the construction loan program. Closing on the Authority's loan took place July 31, 2025. **Construction has been completed. This home has been sold to an income eligible buyer and the construction loan has been repaid to the Authority.**

6202 Furman Avenue, Keystone Heights - At its February 20, 2025 meeting, the Authority approved a loan to Wiggins Construction in the amount of \$180,000.00 to build affordable housing on the lot under the terms and conditions of the construction loan program. Closing on the Authority's loan took place July 31, 2025. **Construction has been completed.** This home has been listed on the MLS for sale.

6330 Alliance Avenue, Keystone Heights - At its May 15, 2025 meeting, the Authority approved a loan to Wiggins Construction in the amount of \$180,00.00 to build affordable housing on the lot under the terms and conditions of the construction loan program. Mr. Wiggins requested the draw schedule be amended to allow for the first draw to allow for the payment of the lot. Closing on the Authority's loan took place June 16, 2025. **Construction has been completed.** This home has been listed on the MLS for sale.

6414 Bowdoin Street in Keystone Heights - At its August 21, 2025 meeting the Authority approved a construction loan to Wiggins Construction in the amount of \$180,000.00 and provided for an amendment to the draw schedule which provides for the payment of the lot in the amount of \$7,000.00 with the first draw. Closing on the Authority's loan took place on September 2, 2025. This is in the final construction stage and has been listed on the MLS for sale.

6514 Woodland, Keystone Heights – At this April 16, 2026 meeting, the Authority approved a construction loan to Wiggins Construction in the amount of \$180,000.00 to build affordable housing under the terms and conditions of the construction loan program, contingent upon the sale and closing of 1290 Spruce Street, Green Cove Springs, FL. Closing on the Authority's loan has not taken place.

Mr. Wiggins was present at the meeting and requested funds to build affordable housing on the lots located at 1607 Forbes Street, Green Cove Springs and 1611 Forbes Street, Green Cove Springs. He indicated he has projected a 1400 sq ft house for both lots and requested the purchase price be increased to \$300,000.00 due to the increase in the square footage of the homes. After further discussion, motion was made by Mrs. Long to approve a loan to Wiggins Construction in the amount of \$180,000.00 to build affordable housing on the lot located at 1607 Forbes Street and a loan in the amount of \$180,000.00 to build affordable housing on the lot

located at 1611 Forbes Street under the terms and conditions of the construction loan program; this loan is contingent upon the sale of one of the homes Wiggins Construction has offered for sale in Keystone Heights, seconded by Mr. Higginbotham, carried 4 – 0.

Operation Lifeline:

Kirk Street: At its July 20, 2023 meeting, the Authority approved a loan in the amount of \$85,000.00 to Lifeline Construction to construct affordable housing on the property. Closing on the Authority's loan took place on August 25, 2023. All six lot premiums have been re-paid to the Authority. Loan terms were extended at the October 16, 2025 meeting for an additional one- year term. (October 2026). **This loan was repaid to the Authority in April of 2026.**

Roberts Ave, Green Cove Springs - At its January 18, 2024 meeting the Authority approved a loan not to exceed \$30,000.00 to purchase two lots the county has offered for sale. When it became apparent that only one lot was going to be purchased, Ms. Sumner asked for clarification of the loan amount and suggested the loan amount include the closing costs with an amount not to exceed \$12,000.00. After further discussion, motion was made by Mrs. Daniels to approve a loan amount not to exceed \$12,000.00, including closing costs, for the purchase of the Roberts Avenue property, seconded by Mrs. Coleman, carried 5 – 0. The closing on this property was held on January 31, 2025. Extension of the loan terms were extended for an additional one (1) year term. **(January 2027)**

1204 East Street, Green Cove Springs, At its January 16, 2025 meeting, the Authority approved a loan to Operation Lifeline in the amount of the purchase price of \$155,000.00 plus closing costs, a loan amount not to exceed \$165,000.00, providing for an interest only loan at 5% interest. Closing on this loan took place March 5, 2025. Loan terms were extended for an additional one (1) year period. **(March 2027)**

606 Spring Street, Green Cove Springs. Veteran's House: Operation Lifeline received a \$20,000 grant from Vystar Credit Union to support the Spring Street house and a grant was also received from Community Foundation in the amount of \$10,000.00. Additional grants are expected as well. The grants will be used for maintenance on the house. Mr. Saks reported they would like to make some changes that will assist the mobility of the residents. Loan terms were extended for an additional two (2) year period. **(January 2028)**

Spec Homes on Kirk/Harring Street:

Lot 1, 1716 Harring Street – At its June 20, 2024 meeting the Authority approved a construction loan in the amount of \$180,000.00 for the purpose of building affordable housing under its Construction Loan Program. The closing on the Authority's loan took place on February 5, 2025. This loan has been suspended because it is being funded through the SHIP Program. **This loan was repaid to the Authority on January 2, 2026.**

Lot 2, 1734 Harring Street – At its June 20, 2024 meeting the Authority approved a construction loan in the amount of \$180,000.00 for the purpose of building affordable housing under its Construction Loan Program. The closing on the Authority's loan took place on December 23, 2024. Construction has been completed. **This loan has been repaid to the Authority.**

Lot 3, 1750 Harring Street – At its June 20, 2024 meeting the Authority approved a construction loan in the amount of \$180,000.00 for the purpose of building affordable housing under its Construction Loan Program. The closing on the Authority's loan took place on December 23, 2024. This is in the final construction stage. Loan terms were extended for an additional one (1) year term. **(December 2026).** At its May 21, 2026 meeting, the Authority

approved a request by Mr. Saks to allow for the rental of this home to a veteran who can hopefully purchase the house in the future. Mr. Saks indicated the HUD VASH office may have a veteran in mind.

Lot 6, 1786 Harring Street - At its June 26, 2025 meeting, the Authority approved a construction loan in the amount of \$180,000.00 for the purpose of building affordable housing under its Construction Loan Program. The closing on the Authority's loan took place on January 27, 2026. (January 2027)

Mercy Support Services: Ms. Sumner indicated she received a letter from Mercy Support Services requesting funds for their use in preventing homelessness. These funds are a budgeted item so a check was provided to Mercy Support Services.

2012 Continuous Funding Program – Home Sweet Home:

Ms. Sumner reviewed the funding report for second mortgages, providing a spreadsheet outlining down payment assistance provided as well as the trades that have taken place. She noted there were two down payment assistance loans made in May and one payoff of a down payment assistance loan was received in May.

Continuing Business:

Allocation Request. It was noted the Authority's allocation request has been granted by the Division of Bond Finance.

New Business:

Vestcor would like to request an application for bond financing for use with SAIL funding through Florida Housing Finance Corporation's RFA 2026-205. The mini application used in the past was discussed and it was noted the guidelines may need to be updated. It was determined that more information is needed from Vestcor before making a determination. Florida Housing Finance Corporation's RFA 2026-205 has a submittal date of September 22, 2026.

STAFF REPORTS:

Financial Advisors Report:

Molly Clark attended the meeting via conference call and suggested that the Authority's bond financing guidelines be reviewed.

Treasurer's Report:

Ms. Sumner provided a copy of the Treasurer's Report for the month of May, 2026. After further discussion, motion was made by Mr. Higginbotham to approve the Treasurer's Report for May, 2026, as presented, seconded by Mrs. Coleman, carried 4 – 0.

Executive Director's Report:

Ms. Sumner discussed the July meeting which is scheduled a few days after the Florida ALHFA Conference. After further discussion, motion was made by Mrs. Coleman to cancel the July meeting, seconded by Mrs. Long, carried 4 – 0.

Attorney's Report:

Nothing further to report

Audit Report:

No report scheduled.

Other Public Comment: None

There being no further business to come before the Authority, the meeting was adjourned at 10:00 a.m. **THE NEXT MEETING OF THE AUTHORITY WILL BE August 20, 2026.**

Linda Long, Secretary

Adjusted Program Allocation

Balance Forward:		\$1,384,270.79			Available Program Income	
Allocation:			10%	\$ -	Avail. For Admin Expenses	\$ -
Allocation:			10%	\$ -	Avail. For Admin Expenses	\$ -
Allocation:			10%	\$ -	Avail. For Admin Expenses	\$ -
Allocation:			10%	\$ -	Avail. For Admin Expenses	\$ -
Allocation:			10%	\$ -	Avail. For Admin Expenses	\$ -
Program Revenue Received Quarter 1	July-September	\$1,521.66	5%	\$ 76.08	Avail. For Admin Expenses	\$ 76.08
Program Revenue Received Quarter 2	October-Dec.		5%	\$ -	Avail. For Admin Expenses	\$ -
Program Revenue Received Quarter 3	January-March		5%	\$ -	Avail. For Admin Expenses	\$ -
Program Revenue Received Quarter 4	April-June		5%	\$ -	Avail. For Admin Expenses	\$ -
Total Revenue		\$1,385,792.45			Total Admin Expenses	\$ 76.08
Total Program Income Available		\$1,385,716.37			Revenue through:	7/31/2026
					Updated:	08/06/26

F:\2014 2015 SHIP REVENUE\SHIP Revenue Report 7-1-15 to CURRENT DATE.doc\Allocation 26-27

SHIP Program Summary - Fiscal Year 2026-2027

Program Income Ave \$1,385,716.37

Demolition and Reconstruction

Status of Project	City	Encumbered	Total Expended Funds	Date of Final
Contract signed 8/27/25	Lawtey	\$200,751.31		

Non-Profit Housing Construction

Habitat/New const./DPA	GCS	\$150,000.00		
Lifeline/New const./DPA	GCS	\$75,000.00	\$75,000.00	

REHAB

Contract Signing 7/2/26	OP	\$14,654.00		
Project complete	OP		\$11,682.25	7/30/2026
Out for bids	M'burg			
Project underway	KH	\$42,345.00		
Project underway	OP	\$49,390.00		
Out for bids	KH			
Contractor Walkthrough TBD	GCS			

DOWN PAYMENT ASSISTANCE

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HOMELESS PREVENTION

Eviction Prev/Rapid Rehousing				

FORECLOSURE INTERVENTION/COUNSELING

Foreclosure Intervention				

ANNUAL ADMINISTRATIVE EXPENSES

Expenses				
Expenses			\$50,000.00	
		\$532,140.31	\$136,682.25	
	\$1,385,716.37			
ENCUMBERED AND EXPENDED TOTAL			\$668,822.56	

Program Income minus encumbered and expended funds \$716,893.81

Revenue Received - First Quarter						
July 1, 2026 - September 30, 2026						
Date	Florida Housing Finance	Wells Fargo (369900)	Other Interest	SHIP Rehab (359001)	SHIP Downpay (359001)	Totals
7/2/2026		\$493.71				
7/8/2026			\$555.32			
7/31/2026		\$472.63				
	\$0.00	\$966.34	\$555.32	\$0.00	\$0.00	\$1,521.66
Combined Rev.						

F:\2014 2015 SHIP REVENUE\[SHIP Revenue.xlsx]SHIP State Revenue Total: \$1,521.66

- The applicant may not be delinquent on any debt owed to Clay County;
- The applicant must provide proof of filing Federal Income Tax return for the previous year or provide proof of exemption
- The applicants have been discharged from any bankruptcy filed;
- The applicant has not received SHIP rehab assistance during the previous five (5) years;
- The assessed value of the home may not exceed the maximum sales price allowed by the Clay County SHIP Program;
- The applicant may not have assets (excluding retirement or IRA accounts) exceeding \$15,000.00 in value;
- The applicant may not have any unresolved property code violations/citations, excluding primary residence, issued either by the county or by any city or town if the property is located within an incorporated area other than the item being addressed by SHIP.

g. Sponsor Selection Criteria: N/A

h. Additional Information: A loan will be awarded in the amount of money to make necessary repairs on the mobile home, including change orders and inspection fees. Repairs are prioritized to provide safe and sanitary living conditions. The maximum loan amount will not be awarded in all cases. The applicant may re-apply for additional assistance after a five year time has elapsed. There is a maximum lifetime assistance award of \$50,000.00. Assistance is based upon funding availability.

K. Manufactured Housing (Mobile Homes)	Code 3, 28, 29
a. Summary: The manufactured housing strategy may provide funds for: 1. Relocation assistance for owners/tenants who have been evicted due to closure of a mobile home park in accordance with 723.003, F.S. (code 28) 2. Lot rent assistance to owners of manufactured housing/mobile homes not to exceed six months (code 29) 3. Rehabilitation/emergency repairs (code 3)	

b. Fiscal Years Covered: 2025-2026, 2026-2027, 2027-2028

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

d. Maximum award: \$10,000 (relocation assistance)
\$5,000 (lot rental assistance)
\$15,000 (rehab/emergency repairs)

e. Terms:

7. Repayment loan/deferred loan/grant: For relocation assistance and lot rent assistance, the funds are awarded as a grant. For rehab/emergency repairs the loan is secured by a note and mortgage/lien.
8. Interest Rate: 0%
9. Years in loan term: N/A for relocation assistance and lot assistance, 10 years for rehab/emergency repairs

10. Forgiveness: N/A for relocation assistance and lot assistance, forgiven at the end of the term for rehab/emergency repairs.
11. Repayment: N/A for relocation assistance and lot assistance. None required for rehab/emergency repairs as long as loan is in good standing.
12. Default: N/A for relocation assistance and lot assistance. For rehab/emergency repairs, the loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

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

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

- f. Recipient/Tenant Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with priorities detailed in Section I.I being met first.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Manufactured housing constructed after June 1994 is eligible.



State Housing Initiative
Partnership Program

Mailing Address:
P.O. Box 1366
Green Cove Springs, FL
32043

Phone: 904-529-4700
904-278-4700
Fax: 904-278-4708

County Manager
Howard Wanamaker

Commissioners:

Mike Cella
District 1

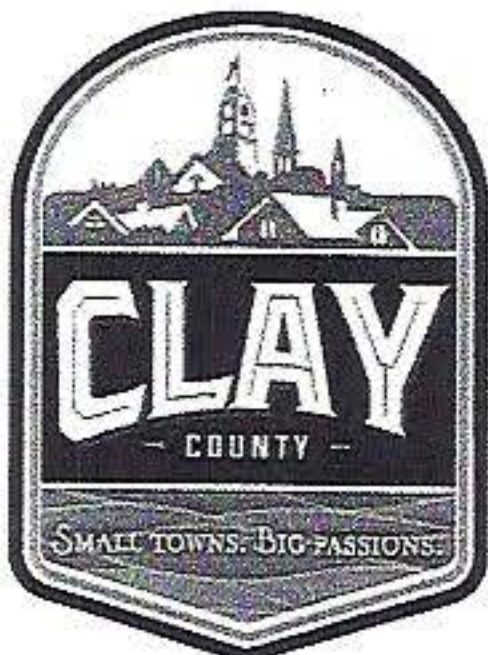
Wayne Bolla
District 2

Jim Renninger
District 3

Betsy Condon
District 4

Kristin Burke, DC
District 5

www.claycountygov.com



MEMORANDUM

TO: Chereese Stewart, Assistant County Manager

FROM: Theresa Sumner, SHIP Program Administrator *ts*

DATE: August 3, 2026

RE: Annual Report of Closeout Fiscal Years 2023/2024, Interim Years 2024/2025

The SHIP Program Annual Report for closeout year 2023/2024 is attached, showing assistance to 135 Clay County families. This is the web-based report that is provided to Florida Housing. The report shows an allocation in the amount of \$2,643,477.00. We are given three years to spend this allocation, thus our reports are done in three-year increments.

This report shows \$2,845,868.32 has been expended in program income.
\$177,196.17 was expended for administrative expenses. (10% of allocation is allowed for administrative expenses).

Program Income expenditures are broken down as follows:

Purchase Assistance	\$695,000.00
Owner Occupied Rehab	\$322,063.95
Demo & Rebuild	\$213,666.31
Non-Profit Construction	\$900,000.00

Rental Assistance (Eviction Prevention)	\$451,005.12
Rapid Rehousing (Homeless Prevention)	\$ 83,752.63

Our report must show that we have met our income set-asides. For instance:

20% of our allocation must be spent on persons with special needs or persons with disabling conditions. We have met that requirement.

30% of our allocation must be spent on persons of Extremely Low and Very Low income. We have met that requirement.

In addition, this report provides information for Interim Year 1 Report (2024/2025) showing an allocation of \$1,760,891.00 was received as well as \$316,555.72 coming back into the program from loan payoffs. Currently, \$408,395.70 has been expended and \$1,200,000 is encumbered for eligible applicants.

SHIP Distribution Summary

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
1	Purchase Assistance	\$695,000.00	35				
3	Owner Occupied Rehab	\$322,063.95	9				
4	Demo and Rebuild	\$213,666.31	3				
10	Non Profit Construction	\$900,000.00	7				

Homeownership Totals: \$2,130,730.26 54

Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
13	Eviction Prevention	\$451,005.12	67				
26	Rapid Rehousing	\$83,752.63	14				

Rental Totals: \$534,757.75 81

Subtotals: \$2,665,488.01 135

Additional Use of Funds

Use	Expended	Percentage
Administrative	\$177,196.17	6.70 %
Homeownership Counseling	\$0.00	
Admin From Program Income	\$0.00	.00 %
Admin From Disaster Funds	\$0.00	-
Admin From HHRP	\$0.00	

Totals: \$2,842,684.18 135 \$0.00 \$0.00

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$2,643,477.00
Program Income (Interest)	
Program Income (Payments)	\$201,617.17
Recaptured Funds	\$0.00
Disaster Funds	
HHRP Funds	
Carryover funds from previous year	\$774.15
Total:	\$2,845,868.32

* Carry Forward to Next Year: \$3,184.14

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1