

RESOLUTION NO. 2010-144

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA APPROVING NEIGHBORHOOD STABILIZATION PROGRAM (NSP) BUDGET MODIFICATION #1, AUTHORIZING THE CHAIRMAN TO SIGN AND SUBMIT TO THE DEPARTMENT OF COMMUNITY AFFAIRS**

**RECITALS**

**WHEREAS**, The Housing and Economic Recovery Act (HERA) created the Neighborhood Stabilization Program (NSP) which is primarily intended for the acquisition of bank owned foreclosure properties which, once acquired, will be sold to income eligible households or used for very-low income rental housing; and

**WHEREAS**, the County recognizes the importance of the NSP program to serve the needs of our community and the benefits of the eligible uses of the funds in the NSP program; and

**WHEREAS**, the Board of County Commissioners per resolution, 2008-330 approved submitting an application to the Department of Community Affairs (DCA) for Small Cities Community Development Block Grant Neighborhood Stabilization Program (NSP) ; and

**WHEREAS**, the DCA allows the County modify the NSP Plan Budget; and

**WHEREAS**, Staff and consultants have determined the need for Budget Modification #1; and

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

**Section 1.** To approve the Neighborhood Stabilization Program Budget Modification #1 and authorize the Chairman to sign and for Staff to submit the appropriate documents to the Department of Community Affairs Neighborhood Stabilization Program(NSP).

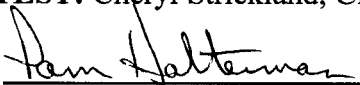
**Section 2.** To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor, or context of this Resolution, then this Resolution may be revised without the subsequent approval of the Board of County Commissioners.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of July 2010.

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

By:   
**Ron Sanchez, Chair**

**ATTEST:** Cheryl Strickland, Clerk

By:   
**Deputy Clerk**

**RENDITION DATE** 7/21/10

**MODIFICATION NUMBER 1 TO GRANT AGREEMENT BETWEEN  
THE DEPARTMENT OF COMMUNITY AFFAIRS AND THE**

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This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, (the Department”), and St. Johns County \_\_\_\_\_, (the Recipient”), to modify DCA Contract Number 10DB-4X-04-65-01-F22 \_\_\_\_\_, award dated October 6, 2009 \_\_\_\_\_, (“the Agreement”).

**WHEREAS**, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a grant of \$2,489,443 to Recipient under the Neighborhood Stabilization Program (“NSP”) as set forth in the Agreement;

**WHEREAS**, the Department and the Recipient desire to modify the Agreement;

**NOW, THEREFORE**, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

**X Revise Activity and Budget Summary**

1. The Attachment A - Activity and Budget Summary section of the Agreement is hereby deleted and is replaced by the revised Attachment A - Activity and Budget Summary section, which is attached hereto and incorporated herein by reference.

**X Revise Project Budget and Accomplishments**

2. The Attachment A, Project Budget and Accomplishments section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Project Budget and Accomplishments, which is attached hereto and incorporated herein by reference.

**X Change in Number of Accomplishments and/or Beneficiaries**

3. The Attachment A, Project Budget and Accomplishments section of the Agreement is hereby deleted and is replaced by the revised Attachment A, Project Budget and Accomplishments, which is attached hereto and incorporated herein by reference.

**o Change in Target Areas**

4. Reason for change \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Additional census tracts added \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Census tracts deleted if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

○ **Inclusion of an Unmet Need as Addressed in the Original Application**

7. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.
8. The Attachment B, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B, Activity Work Plan section, which is attached hereto and incorporated herein by reference.
9. Relevant pages of the application have been updated and attached.

○ **Other**

10. \_\_\_\_\_  
\_\_\_\_\_

Should any provision of this modification affect the approved Environmental Review on file with the Department, Recipient must submit an updated Environmental Review with a new site strategy.

All provisions of the Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

**Department of Community Affairs**

By: \_\_\_\_\_  
Name: Michael Richardson  
Title: Assistant Secretary and  
Acting Director of the Division of  
Housing and Community Development  
Date: \_\_\_\_\_

**Recipient Name: St. Johns County**

By: \_\_\_\_\_  
Name: Ron Sanchez  
Title: Chair, St. Johns County Board of  
County Commissioners  
Date: \_\_\_\_\_

**ATTACHMENT A: PROJECT BUDGET AND ACCOMPLISHMENTS**

**NSP STRATEGY 1: Housing Acquisition/Rehabilitation of homes for sale to individuals and families with incomes less than 120 percent of AMI**

ACTIVITY #	ACTIVITY	UNIT	ESTIMATED NUMBER	BENEFICIARIES			BUDGET		SOURCE(S)
				50% AMI and below	51% to 80% AMI	81% to 120% AMI	NSP \$	OTHER \$	
21B	ENGINEERING								
01	Acquisition	HU	8	0	0	8	\$1,024,319		
02	Disposition								
05	Public Services for housing counseling								
08	Relocation								
13	Homeownership Assistance								
14A	Rehabilitation – Single Family	HU	8	0	0	8	\$151,699		
14B	Rehabilitation – Multi Family								
<b>TOTALS</b>		<b>HU</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$1,176,018</b>		

Local Government:            St. Johns County             
 Modification #:    1             
 Date:    6/18/2010

**ATTACHMENT A: PROJECT BUDGET AND ACCOMPLISHMENTS**

**NSP STRATEGY 5: Housing Acquisition/Rehabilitation of homes for lease to individuals and families with incomes less than 120 percent of AMI. This page must include funds set-aside for individuals and families with incomes less than 50 percent of AMI.**

ACTIVITY #	ACTIVITY	UNIT	ESTIMATED NUMBER	BENEFICIARIES			Total NSP \$ for activities that will benefit persons at or below 50% AMI	BUDGET			SOURCE(S)
				50% AMI and below	51% to 80% AMI	81% to 120% AMI		REGULAR NSP \$	OTHER \$		
21B	ENGINEERING										
01	Acquisition	HU	9	6		3	\$591,000	\$374,436			
14A	Rehabilitation – Single Family	HU	9	6		3	\$137,347	\$41,360			
14B	Rehabilitation – Multi Family										
02	Disposition										
08	Relocation										
Totals		HU	9	6		3	\$728,347	\$415,796			

Local Government:            St. Johns County             
 Modification #:            1             
 Date:            6/18/2010

**ATTACHMENT A: ACTIVITY AND BUDGET SUMMARY**

**SUMMARY OF ALL ACTIVITIES**

This form must reflect the summary of all activities to be undertaken as well as administrative costs (not to exceed 6.8% of the allocation).  
*Project delivery administrative costs should be included in the activity budget (not the Administration line item). For example, all costs related to the specific acquisition of a residential property should be included in the acquisition budget.*

ACTIVITY #	ACTIVITY	UNIT	ESTIMATED NUMBER	BENEFICIARIES			Total NSP \$ for activities that will benefit persons at or below 50% AMI	BUDGET			SOURCE(S)
				50% AMI and below	51% to 80% AMI	81% to 120% AMI		REGULAR NSP \$	OTHER \$		
21A	ADMINISTRATTON							\$169,282			
21B	ENGINEERING										
01	Acquisition	Single Fam. HU	17	6		11	\$591,000	\$1,398,755			
14A	Rehabilitation – Single Family	Single Fam. HU	17	6		11	\$137,347	\$193,059			
14B	Rehabilitation – Multi Family										
02	Disposition										
05	Public Services for Housing Counseling										
08	Relocation										
13	Homeownership Assistance (including Administrative Expenses to Facilitate Homeownership)										
04	Clearance and Remediation										
Totals		Single Fam. HU	17	6		11	\$728,347	\$1,761,096			

Local Government:      St. Johns County       
 Modification #:      1       
 Date:      6/18/2010

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG  
DEPARTMENT OF COMMUNITY AFFAIRS  
ACTIVITY WORK PLAN – STRATEGY 1**

**RECIPIENT**  
**CONTRACT NO.**

St. Johns County  
10DB-4X-04-65-01-F22

**DATE PREPARED**  
**ACTIVITY BUDGET**  
**AMOUNT**  
**STRATEGY 1**

**\$ 1,176,018**

6/18/2010

**Housing Acquisition/Rehabilitation for Sale**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
3/2010	7/2010	<b>ACTIVITY: 01 Acquisition</b> Complete Site-Specific Environmental review and obtain clearance (complete prior to acquisition and/or obligation of funds)		*	
3/2010	6/2010	Identify Homes to Acquire and Secure with Real Estate Contracts		*	
3/2010	6/2010	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)		*	
6/2010	8/2010	Acquire Properties from REO's	8	\$1,024,311	\$35,000
		<b>ACTIVITY: 08 Relocation</b>			
		Temp Relocation Rehab – Single Family		*	
		Temp Relocation Rehab – Multi Family		*	
		<b>ACTIVITY: 14A Rehabilitation –Single Family</b>			
4/2010	8/2010	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors		*	
8/2010	12/2010	Rehabilitate Properties	8	\$151,699	\$30,000
11/2010	12/2010	Final Inspection / Punch-list / Construction Complete			
		<b>ACTIVITY: 14B Rehabilitation –Multi Family</b>			
		Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors		*	
		Rehabilitate Properties		*	
		Final Inspection / Punch-list / Construction Complete			
		<b>ACTIVITY 05: Public Services for Housing Counseling</b>			
		Homebuyers Complete Required HUD Counseling Course			
		<b>ACTIVITY: 02 Disposition</b>			
		Solicit, Select, and Qualify Homebuyers			
		Sell Properties to Qualified Homebuyers			
		<b>TOTALS:</b>			

\* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG  
DEPARTMENT OF COMMUNITY AFFAIRS  
ACTIVITY WORK PLAN – STRATEGY 5 Page 1 of 2**

**RECIPIENT  
CONTRACT NO.**

**St. Johns County  
10DB-4X-04-65-01-F22**

**DATE PREPARED  
ACTIVITY BUDGET  
STRATEGY 5 Page 1 of 2**

**6/18/2010**

**\$1,144,143  
Housing Acquisition/Rehabilitation for  
Lease**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		<b>ACTIVITY: 01 Acquisition</b>			
3/2010	6/2010	Complete Site-Specific Environmental Review and Obtain Clearance (Complete prior to acquisition and/or obligation of funds)		*	
3/2010	7/2010	Establish or Procure a Non-profit or Housing Authority to Manage Acquisition, Redevelopment, and Long-Term Management of Rental Units		*	
3/2010	7/2010	Develop Feasibility and Management Plan for Rental Units (Must Include Cost Analysis)		*	
3/2010	6/2010	Develop Affordability Strategy		*	
3/2010	6/2010	Identify Single/Multi-Family Rental Units to Acquire and Secure with Real Estate Contracts		*	
3/2010	6/2010	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)	9	\$965,436*	\$50,000
6/2010	8/2010	Acquire Properties from REO's			
		<b>ACTIVITY: 08 Relocation</b>			
		Temp Relocation during Rehabilitation – Single Family			
		Temp Relocation during Rehabilitation – Multi Family			
		<b>ACTIVITY: 14A Rehabilitation –Single Family</b>			
4/2010	8/2010	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors		*	
9/2010	12/2010	Rehabilitate Properties		*	
11/2010	12/2010	Final Inspection / Punch list / Construction Complete	9	\$178,707	\$54,282
		<b>ACTIVITY: 14B Rehabilitation –Multi Family</b>			
		Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors		*	
		Rehabilitate Properties		*	
		Final Inspection / Punch list / Construction Complete		*	

\* May Include activity delivery costs



**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG  
DEPARTMENT OF COMMUNITY AFFAIRS  
ACTIVITY WORK PLAN – STRATEGY 5 Page 2 of 2**

**RECIPIENT  
CONTRACT NO.**

St. Johns County  
10DB-4X-04-65-01-F22

**DATE PREPARED  
ACTIVITY BUDGET \$  
STRATEGY 5 Page 2 of 2**

**\$1,144,143  
Set Aside - Housing  
Acquisition/Rehabilitation for Lease**

6/18/2010

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		<b>ACTIVITY: 02 Disposition</b>			
		Solicit, Select, and Qualify Homebuyers			
		Sell Properties to Qualified Homebuyers			
		<b>TOTALS:</b>			

\* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG  
DEPARTMENT OF COMMUNITY AFFAIRS  
WORK PLAN – SUMMARY Page 1 of 2**

**RECIPIENT**  
**CONTRACT NO.**

**St. Johns County**  
**10DB-4X-04-65-01-F22**

**DATE PREPARED**  
**TOTAL BUDGET**

**\$2,489,443**

**6/18/2010**

**STRATEGY SUMMARY**  
Page 1 of 2

**SUMMARY OF ALL STRATEGIES**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		<b>ACTIVITY: 21A Administration</b>	#	\$	\$
3/2010	6/2010	Complete Environmental Review, Submit Request for Release of Funds & Environmental Conditions & Obtain Release of Funds (Includes all environmental costs for entire project)			
3/2010	6/2010	Complete Site Specific Environmental Clearances (Includes all environmental costs for entire project)		*	
3/2010	6/2010	Submit Documentation to Clear Special Conditions (Includes special conditions for entire project)			
4/2009	9/2009	Solicitation/Procurement of Consultant Services			
4/2009	12/2009	Solicitation/Procurement of Non-Profit or Housing Authority/other partner			
		Solicitation/Procurement of Developer			
		<b>ACTIVITY: 21B Engineering (specify activity)</b>	#	\$	\$
		<b>ACTIVITY: 01 Acquisition</b>	#17	\$1,989,755	\$85,000
3/2010	7/2010	33% Work Completed	5		
7/2010	7/2010	66% Work Completed	5		
8/2010	8/2010	100% Work Completed	7		
		<b>ACTIVITY: 14A Rehabilitation – Single Family</b>	#17	\$330,406	\$84,282
3/2010	10/2010	33% Work Completed	5		
11/2010	11/2010	66% Work Completed	5		
12/2010	12/2010	100% Work Completed	12		
		<b>ACTIVITY: 14B Rehabilitation – Multi Family</b>	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		<b>ACTIVITY: 02 Disposition</b>	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			

\* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG  
DEPARTMENT OF COMMUNITY AFFAIRS  
WORK PLAN – SUMMARY Page 2 of 2**

**RECIPIENT  
CONTRACT NO.**

**St. Johns County  
10DB-4X-04-65-01-F22**

**DATE PREPARED  
TOTAL BUDGET \$**

**\$2,489,443**

**6/18/2010**

**STRATEGY SUMMARY  
Page 2 of 2**

**SUMMARY OF ALL STRATEGIES**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		<b>ACTIVITY: 05 Public Services for housing counseling</b>	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		<b>ACTIVITY: 08 Relocation</b>	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		<b>ACTIVITY: 13 Homeownership Assistance (including Administrative expenses – necessary to facilitate homeownership)</b>	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		<b>ACTIVITY: 04 Clearance and Remediation</b>	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		<b>ACTIVITY: 12 Housing Replacement</b>	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		<b>SUBMIT CLOSE OUT</b>			
		<b>TOTALS – Summary Activity Work Plan</b>			

\* May Include activity delivery costs