

RESOLUTION NO. 2013- 117

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA AUTHORIZING THE EXECUTION OF SUB-GRANT MODIFICATION AMENDING THE BUDGET OF THE NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT IN ORDER TO ALLOW THE COUNTY TO UTILIZE THE REMAINING NSP FUNDS TO ACQUIRE AND REHABILITATE ADDITIONAL PROPERTIES.**

**RECITALS**

**WHEREAS**, Resolution 2008-330 authorized the Housing & Community Services Division to apply to the Department of Economic Opportunity (DEO) formerly Department of Community Affairs (DCA) for anticipated funding availability under the Neighborhood Stabilization Program Grant (NSP) for acquisition of bank-owned foreclosed and abandoned homes which de-stabilized neighborhoods; and

**WHEREAS**, the County entered into a sub-recipient agreement per Resolution 2009-322 with the St. Johns County Housing Finance Authority to partner in the administration of the NSP program ; and

**WHEREAS**, After meeting project goals some funds are still remaining that can be used to acquire additional properties to be rehabilitated and be sold to an income eligible homebuyer(s) or conveyed to a non-profit or for-profit entity to be rented to an income eligible household in accordance with NSP guidelines and provisions; and

**WHEREAS**, The NSP grant has budget line items identifying specific strategies with designated set-asides; and

**WHEREAS**, The NSP budget must be amended at this time to re-allocate funds to the line items within the NSP budget to allow the County to utilize the remaining NSP funds to acquire and rehabilitate the remaining NSP low-income and NSP moderate income properties; and

**WHEREAS**, In order to amend the budget a modification to the sub-grant agreement must be executed by St. Johns County and approved by DEO.

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

**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.** The Board of County Commissioners hereby authorizes the execution of a Sub-Grant Agreement Modification with the Department of Economic Opportunity for the Neighborhood Stabilization Program on behalf of St. Johns County that would approve a budget

amendment to allow the County to utilize the remaining Neighborhood Stabilization Program funds.

**Section 3.** 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 subsequent approval of the Board of County Commissioners.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of May 2013

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

By: \_\_\_\_\_

John H. Morris, Chair

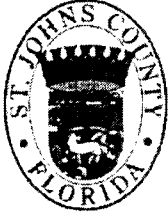
**ATTEST:** Cheryl Strickland, Clerk

By: \_\_\_\_\_

Sam Halterman  
Deputy Clerk

**RENDITION DATE** 5/23/13





## St. Johns County Board of County Commissioners

Housing & Community Development

April 23, 2013

Mr. Garry Thomas, Community Assistant Consultant  
Department of Economic Opportunity  
Neighborhood Stabilization Program  
MSC 400  
107 East Madison Street  
Tallahassee, Florida 32399-6508

RE: NSP Modification #6  
10DB-4X-04-65-01-F22

Dear Mr. Thomas:

Enclosed for your review and approval is amendment #6 for the above referenced grant.

With this amendment, St. Johns County is requesting the following budget revisions:

- 01 – NSP Acquisition Rentals 120% - The budget in this line item be increased from \$355,436.00 to \$430,000.00 an increase of \$74,564.00 to reflect the actual amount that will be expended to acquire the NSP 120% rental properties and related fees;
- 14A-Housing Rehabilitation - The budget in this line item is be decreased from \$227,699.00 to \$135,000.00 a decrease of \$92,699.00 to reflect the actual amount expended to rehabilitate the resale properties and related fees;
- 14A-NSP Housing Rehabilitation SF 120% - The budget in this line item be decreased from \$71,360.00 to \$51,100.00 a decrease of \$20,260.00 to reflect the actual amount that will be expended to rehabilitate the NSP 120% rental properties and related fees;
- 01-Set Aside Acquisition - The budget in this line item be increased from \$591,000.00 to \$662,742.00 an increase of \$71,742.00 to reflect the actual amount the County anticipates expending to acquire the NSPLI rental properties and carry them until they are occupied.
- 14A-Set Aside Housing (SF) Rehabilitation - The budget in this line item be decreased from \$137,347.00 to \$104,000.00 a decrease of \$33,347.00 to reflect the actual amount the County anticipates spending to rehabilitate the NSPLI rental properties;

The budget amendment is needed to allow the County to utilize the remaining Neighborhood Stabilization Funds to acquire and rehabilitate the remaining NSPLI Rental and NSP Rental 120% Properties.

The grant amendment package includes the following three (3) documents:

1. DEO Modification #6 to Sub-grant Agreement (three copies all with original signatures);
- 2. A revised Attachment A: Project Budget and Accomplishments; and
- 3.. A revised Activity Work Plan amended to reflect the extended grant period.

If you need additional information or discover any minor errors or omissions in this amendment request, please contact our consultant who prepared the amendment request, Fred Fox at (904) 810-5183. Thank you in advance, for your assistance in approving this grant modification. If you have any questions, please feel free to contact me.

Sincerely,

Ben Coney, Manager  
Housing and Community Services Division

enclosures

**Modification to Subgrant Agreement**

10/1/2011

**MODIFICATION NUMBER 6 TO SUBGRANT AGREEMENT BETWEEN  
THE DEPARTMENT OF ECONOMIC OPPORTUNITY AND  
ST. JOHNS COUNTY**

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

**WHEREAS**, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of \$ 2,489,443.00 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;

**WHEREAS**, pursuant to the provisions of Chapter 2011-142, Laws of Florida, the DCA Division of Housing and Community Development was transferred to the Department of Economic Opportunity effective October 1, 2011; and the parties wish to reflect the new name.

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

**Reinstate Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

**Extend Agreement**

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of (Type in date if applicable).

**Revise Activity Work Plan**

3. The Attachment I, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment I, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

**Revise Program Budget and Scope of Work**

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

**Modification to Subgrant Agreement**

**Modification Number: 6**

**DEO/DCA Contract Number: 10DB-4X-04-65-01-F22**

**Recipient: St. Johns County**

**Page 2**

**Change in Participating Parties**

5. The Attachment A, Program Budget section, is hereby modified to delete all references to “(Type in name, if applicable.)” as the Participating Party, and replace them with “(Type in name, if applicable.)” as the Participating Party with the understanding that the Recipient and the new Participating Party will enter into a Participating Party Agreement containing provisions and caveats that meet or exceed the conditions agreed to in the Participating Party Agreement between the Recipient and the original Participating Party.

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

6. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.
7. The Attachment , Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment , Activity Work Plan section, which is attached hereto and incorporated herein by reference.

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

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

**Reflect Change in Agency from DCA to DEO**

9. This modification to the Subgrant Agreement hereby replaces “Department of Community Affairs” with “Department of Economic Opportunity” where appropriate in context.

**Other: (Type in the reason for the modification.)**

**Modification to Subgrant Agreement**

**Modification Number: 6**

**DEO/DCA Contract Number: 10DB-4X-04-65-01-F22**

**Recipient: St. Johns County**

**Page 3**

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 Economic Opportunity**

**Recipient: St. Johns County**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Ken Reecy

Name: John H. Morris

Title: Assistant Director  
Division of Community Development

Title: Chairman  
St. Johns County Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT A  
Department of Community Affairs / Neighborhood Stabilization Program

(1) Local Government: St Johns County  
 (2) Contract Number: 10DB4X-04-65-01-F22 (4) Contract Start Date: 10/06/2009 (5) Current Contract Expiration Date: 8/15/2013  
 and Modification Number: 8

(7) Form Prepared By: Fred D. Fox, Fred Fox Enterprises  
 Telephone: (904) 810-6183 (904) 810-6302 Fax: fred.fox@fredfoxenterprises.com Email:

**When using funds from the regular allocation (not NSPL) to address affordable housing, whether rental or homeownership, for households at or below 50% AMI, enter the funds**

(8) Activity Number	(9) Activity Name	(10) DRGR Project Number (DEO use only)	(11) Current Budget	(12) Proposed Budget	(13) Housing Units for Homeownership				(14) Housing Units for Rental Housing			(15) Total Number of Housing Units to be Addressed (Column C + Column D)		
					50% AMI and below	61%-80% AMI	81%-120% AMI	Total	50% AMI and below	61%-80% AMI	81%-120% AMI		Total	
01	Acquisition - General	1	\$937,319.00	\$937,319.00			8							8
01	NSP Acquisition Remains 120%	1	\$355,438.00	\$430,000.00								3		3
01	Acquisition - Land Bank	4	\$0.00	\$0.00										0
02	Disposition Only	1	\$0.00	\$0.00										0
02	Disposition - Land Bank	4	\$0.00	\$0.00										0
04	Demolition of Vacant Dilapidated Structures	2	\$0.00	\$0.00										0
05	Housing Counseling	3	\$0.00	\$0.00										0
06	Temporary Relocation	1	\$0.00	\$0.00										0
12	Housing Replacement	2	\$0.00	\$0.00										0
13	Direct Homeownership Assistance	3	\$0.00	\$0.00										0
14A	Housing Rehabilitation (SF)	1	\$227,699.00	\$135,000.00										0
14A	NSP Rehab SF Rentals 120%	1	\$71,360.00	\$51,100.00										0
14B	Rehabilitation Multi Unit Residential	1	\$0.00	\$0.00										0
21A	Program Administration	LA	\$169,282.00	\$169,282.00										0
	TOTAL 61%-120% AMI		\$1,761,096.00	\$1,722,701.00			8	8				3	3	11
01	Set-Aside Acquisition	7	\$591,000.00	\$662,742.00						6				6
02	Set-Aside Disposition	7	\$0.00	\$0.00										0
08	Set-Aside Temporary Relocation	7	\$0.00	\$0.00										0
14A	Set-Aside Housing (SF) Rehabilitation	7	\$137,347.00	\$104,000.00										0
14B	Set-Aside Rehabilitation Multi Unit Residential	7	\$0.00	\$0.00										0
	TOTAL 50% AMI OR BELOW		\$728,347.00	\$766,742.00			6	6				6	6	6
	TOTALS FOR ALL ACTIVITIES		\$2,489,443.00	\$2,489,443.00			0	8	8	6	0	3	9	17

(18) SOURCE OF OTHER FUNDS:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

(20) On a separate sheet of paper, please provide a brief narrative that describes the need for the change and any impact that the changes will have on the activity work plan.



**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**

**4/15/2013  
\$1,072,319 plus admin**

**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"
		<b>ACTIVITY: 01 Acquisition</b> Complete Site-Specific Environmental review and obtain clearance (complete prior to acquisition and/or obligation of funds)			
3/2010	9/2012	Identify Homes to Acquire and Secure with Real Estate Contracts			
3/2010	9/2012	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)			
4/2010	11/2012	Acquire Properties from REO's			
7/2010	8/2013	Maintain and sell Acquired Properties	8	\$937,319	
		<b>ACTIVITY: 08 Relocation</b> Temp Relocation Rehab – Single Family Temp Relocation Rehab – Multi Family	N/A		
		<b>ACTIVITY: 14A Rehabilitation –Single 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			
5/2010	11/2012				
8/2010	1/2013				
9/2010	7/2013		8	\$135,000	
		<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	N/A		
		<b>ACTIVITY 05: Public Services for Housing Counseling</b> Homebuyers Complete Required HUD Counseling Course			
11/2010	8/2013		N/A		
		<b>ACTIVITY: 02 Disposition</b> Solicit, Select, and Qualify Homebuyers Sell Properties to Qualified Homebuyers			
		<b>TOTALS:</b>	8	\$1,072,319	\$85,282

\* 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

4/15/2013  
 \$1,247,842 plus admin  
 Set Aside -AND NON-SET ASIDE 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> Complete Site-Specific Environmental Review and Obtain Clearance (Complete prior to acquisition and/or obligation of funds)			
3/2010	9/2012	Establish or Procure a Non-profit or Housing Authority to Manage Acquisition, Redevelopment, and Long-Term Management of Rental Units			*
3/2010	5/2010	Develop Feasibility and Management Plan for Rental Units (Must include Cost Analysis)			*
3/2010	7/2010	Develop Affordability Strategy			*
5/2010	9/2010	Identify Single/Multi-Family Rental Units to Acquire and Secure with Real Estate Contracts			*
3/2010	9/2012	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)			*
3/2010	10/2012	Acquire Properties from REOs			*
4/2010	11/2012	Manage and transfer properties	9	\$1,092,742	
7/2010	8/2013	<b>ACTIVITY: 08 Relocation</b> Temp Relocation during Rehabilitation – Single Family Temp Relocation during Rehabilitation – Multi Family			
		<b>ACTIVITY: 14A Rehabilitation –Single Family</b>			
5/2010	11/2012	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors			*
8/2010	1/2013	Rehabilitate Properties			*
9/2010	7/2013	Final Inspection / Punch list / Construction Complete	9	\$155,100*	
		<b>ACTIVITY: 14B Rehabilitation –Multi Family</b>			
		Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors	n/a		*
		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

4/15/2013

\$1,247,842

Set Aside - 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"
		ACTIVITY: 02 Disposition	n/a		
7/2010	1/2013	Solicit, Select, and Qualify Tenants			
9/2010	8/2013	Rent Properties to Qualified Tenants			
<b>TOTALS:</b>			9	\$1,247,842	\$84,000

\* 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-04-66-01-F22**

**DATE PREPARED  
TOTAL BUDGET \$  
STRATEGY SUMMARY  
Page 1 of 2**

**4/15/2013  
\$2,469,443  
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	4/2010	Complete Environmental Review; Submit Request for Release of Funds & Environmental Conditions & Obtain Release of Funds (Includes all environmental costs for entire project)			
3/2010	9/2012	Complete Site Specific Environmental Clearances (Includes all environmental costs for entire project)		*	
7/2010	7/2012	Submit Documentation to Clear Special Conditions (Includes special conditions for entire project)			
10/2009	3/2010	Solicitation/Procurement of Consultant Services			
10/2009	8/2010	Solicitation/Procurement of Non-Profit or Housing Authority/other partner			
N/A		Solicitation/Procurement of Developer			
		<b>ACTIVITY: 21B Engineering (specify activity)</b>	#N/A	\$	\$
		<b>ACTIVITY: 01 Acquisition</b>	#	\$	\$
3/2010	5/2010	33% Work Completed	3		
6/2010	7/2012	66% Work Completed (ALL UNITS ACQUIRED)	17	\$900,000	
8/2012	8/2013	100% Work Completed (ALL UNITS SOLD/TRANSFERRED)	17	\$1,130,061	\$154,282
		<b>ACTIVITY: 14A Rehabilitation - Single Family</b>	#	\$	\$
7/2010	10/2010	33% Work Completed	3		
11/2010	7/2011	66% Work Completed	12	\$100,000	
5/2011	7/2013	100% Work Completed	17	\$190,100	\$10,000
		<b>ACTIVITY: 14B Rehabilitation - Multi Family</b>	#N/A	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		<b>ACTIVITY: 02 Disposition</b>	#N/A	\$	\$
		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      DATE PREPARED 4/15/2013  
10DB-4X-04-66-01-F22      TOTAL BUDGET \$ \$2,489,443  
 STRATEGY SUMMARY      SUMMARY OF ALL STRATEGIES  
 Page 2 of 2

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: 06 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			
2/2013	8/2013	<b>SUBMIT CLOSE OUT</b>			\$5,000
<b>TOTALS – Summary Activity Work Plan</b>			17 UNITS	\$2,320,161	\$169,282

• May include activity delivery costs