

RESOLUTION NO. 2013- 4

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE EXECUTION OF A SUB-GRANT AGREEMENT MODIFICATION EXTENSION WITH THE DEPARTMENT OF ECONOMIC OPPORTUNITY FOR THE NEIGHBORHOOD STABILIZATION PROGRAM ON BEHALF OF ST. JOHNS COUNTY.**

**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, 2009-67 and 2009-211 approved submitting an application to the Department of Community Affairs, now know as, Department of Economic Opportunity, (DEO) for Small Cities Community Development Block Grant Neighborhood Stabilization Program (NSP) and authorized the execution of a Sub-grant Agreement with DCA; and

**WHEREAS**, the County is requesting a six month extension as stated in a letter and modification document attached hereto as Exhibit "A," incorporated by reference and made a part hereof, for contract 10DB-4X-04-65-01-F22, a federally funded Sub-grant Agreement for the NSP program in the initial amount of \$2,489,433.

**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 authorized the execution of a Sub-Grant Agreement Modification Extension with the Department of Economic Opportunity for the NSP program and authorizes the Board Chair to execute the Agreement.

PASSED AND ADOPTED this 15 day of January, 2013.

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

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

*J. H. Morris*  
John H. Morris, Chair

**ATTEST:** Cheryl Strickland, Clerk

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

*Pam Hatterman*  
Deputy Clerk





**St. Johns County Board of County Commissioners**

Land Management Systems | Real Estate Division

January 15, 2013

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

RE: NSP Modification #5  
10DB-4X-04-65-01-F22

Dear Mr. Thomas:

Enclosed for your review and approval is amendment #5 for the above referenced grant. The grant amendment package includes the following documents:

1. DEO Modification #4 to Sub-grant Agreement (three copies all with original signatures); and
2. A revised Activity Work Plan amended to reflect the extended grant period.

This grant modification extends the contract ending date until August 15, 2013. The additional time requested in the amendment will allow the County time to expend the program income obtained from the sale of the properties acquired for resale and draw down and expend the funds remaining in the original grant. During the additional time period being requested, the County intends to draw down the balance of the funds remaining in the NSP grant contract and expend the program income funds currently on hand.

The revised work plan shows only completion of our original accomplishment unit goals. The County will submit another grant modification to include all accomplishments achieved utilizing both the original grant funding and the program income received from the sale of the resale properties prior to submitting the grant closeout package. 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,

Mary Ann Blount, Director  
Land Management Systems  
Housing and Community Services Division

Enclosures

**MODIFICATION NUMBER 5 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 August 15, 2013.

**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.

Department of Economic Opportunity – Neighborhood Stabilization Program  
**Modification to Subgrant Agreement**

10/1/2011

**Modification Number: 5**

**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.)

Department of Economic Opportunity – Neighborhood Stabilization Program  
**Modification to Subgrant Agreement**

10/1/2011

**Modification Number: 5**

**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: Jay Morris

Title: Assistant Director  
Division of Community Development

Title: Chair

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

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

Department of Economic Opportunity – Neighborhood Stabilization Program  
**Modification to Subgrant Agreement**

10/1/2011

**Instructions for Completing the Modification to Subgrant Agreement Form.**

1. Use the "Tab" key to move from one field to the next. "Shift Tab" lets you move backwards.
2. Type in the Modification Number in the three fields where it asks for the number.
3. Type in the Contract Number in the three fields where it asks for the number.
4. Type in the Local Government Name in the five fields where it asks for the Recipient.
5. Type in the Date and Subgrant Amount in the fields on the first page where it asks for the information.
6. Move the cursor to the appropriate box(es) to indicate the modification(s) being requested. Left "click" on the box and an "X" will appear, indicating that the section is being modified.
7. If the modification seeks to extend the end of the subgrant, type in the new date on the appropriate line.
8. If the modification makes changes to the "Participating Parties," type in the names where indicated.
9. If the reason for the modification is not one of the seven common reasons, put an "X" in the check box before "Other" at the bottom of the second page and then tab to the form field and type in the reason.
10. On page 3, type in the name of the person signing the modification and the person's title. **The date must be hand written. (The person signing the modification must have signature authority.)**
11. Submit three originals of the modification along with the required supporting documentation.

**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**

**12/17/2012  
\$1,165,018 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>			
3/2010	9/2012	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	10/2012	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>	N/A		
		Temp Relocation Rehab - Single Family		*	
		Temp Relocation Rehab - 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	8	\$227,699	
		<b>ACTIVITY: 14B Rehabilitation -Multi Family</b>	N/A		
		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>			
11/2010	8/2013	Homebuyers Complete Required HUD Counseling Course			
		<b>ACTIVITY: 02 Disposition</b>	N/A		
		Solicit, Select, and Qualify Homebuyers			
		Sell Properties to Qualified Homebuyers			
		<b>TOTALS:</b>	8	\$1,165,018	\$85,282

\* May include activity delivery costs



**NEIGHBORHOOD STABILIZATION PROGRAM/ICDBG  
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**

**12/17/2012  
\$1,155,143 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, Condition, or Clearance Documentation Submitted by "Date End"	Contract Special	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		<b>ACTIVITY: 01 Acquisition</b>				
3/2010	9/2012	Complete Site-Specific Environmental Review and Obtain Clearance (Complete prior to acquisition and/or obligation of funds)			*	
3/2010	5/2010	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)			*	
5/2010	9/2010	Develop Affordability Strategy			*	
3/2010	9/2012	Identify Single/Multi-Family Rental Units to Acquire and Secure with Real Estate Contracts			*	
3/2010	10/2012	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)			*	
4/2010	11/2012	Acquire Properties from REO's			*	
7/2010	8/2013	Manage and transfer properties		9	\$946,438	
		<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	\$208,707*	
		<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 DATE PREPARED 12/17/2012  
10DB-4X-04-65-01-F22 ACTIVITY BUDGET \$ \$1,155,143  
 STRATEGY 5 Page 2 of 2 Set Aside - Housing

Acquisition/Rehabilitation for Lease

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Condition, or Clearance Documentation Submitted by "Date End"	Contract Special	# 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	\$1,155,143	\$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-04-65-01-F22

**DATE PREPARED**  
TOTAL BUDGET \$ **\$2,489,443**  
**STRATEGY SUMMARY**  
Page 1 of 2

12/17/2012

**SUMMARY OF ALL STRATEGIES**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Condition, or Clearance Documentation Submitted by "Date End"	Contract Special	# 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)	Release of Funds &			
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	\$1,883,765	\$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	\$200,000	
8/2011	7/2013	100% Work Completed		17	\$436,406	\$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  
10DB-4X-04-65-01-F22**

**DATE PREPARED  
TOTAL BUDGET \$**

**12/17/2012  
\$2,489,443**

**STRATEGY SUMMARY  
Page 2 of 2**

**SUMMARY OF ALL STRATEGIES**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Condition, or Clearance Documentation Submitted by "Date End"	Contract Special	# 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				
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