

RESOLUTION NO. 2014- 10

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA AUTHORIZING THE EXECUTION OF A SUB-GRANT MODIFICATION EXTENDING THE CONTRACT ENDING DATE OF THE NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT IN ORDER TO ALLOW THE COUNTY TIME TO EXPEND THE REMAINING PROGRAM INCOME OBTAINED FROM THE SALE OF PROPERTIES ACQUIRED FOR SALE AND SUBSEQUENTLY SOLD AND TO ALLOW ADDITIONAL TIME FOR THE COUNTY TO DRAW DOWN THE BALANCE OF FUNDS REMAINING IN THE NSP GRANT CONTRACT AND EXPEND THE PROGRAM INCOME FUNDS CURRENTLY AVAILABLE.

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 program income 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 or utilized for other NSP eligible activities; and

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

WHEREAS, In order to allow adequate time for the County to expend remaining NSP funds and program income 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 an amendment for a contract extension 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 21st day of January 2014

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

By: _____

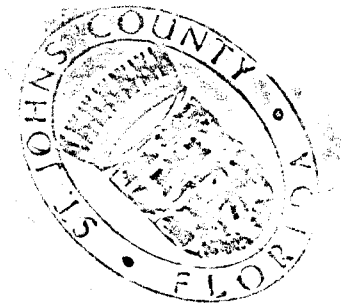
[Signature]
John H. Morris, Chair

ATTEST: Cheryl Strickland, Clerk

By: _____

[Signature]
Deputy Clerk

RENDITION DATE 1/23/14





St. Johns County Board of County Commissioners

Housing & Community Development

December 16, 2013

Ms. Jeannie Russell, Program Manager
Department of Economic Opportunity
Neighborhood Stabilization Program
MSC 400
107 East Madison Street
Tallahassee, Florida 32399-6508

RE: NSP Modification #9
10DB-4X-04-65-01-F22

Dear Ms. Russell:

Enclosed for your review and approval is amendment #9 for the above referenced grant. The grant amendment package includes the following three (3) documents:

1. DEO Modification #9 to Sub-grant Agreement (three copies all with original signatures); and
2. A revised Activity Work Plan amended to reflect the extended grant period.

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

- Extending the contract ending date an additional six months from the current contract ending date of February 15, 2014 until the proposed contract ending date of August 15, 2014. The additional time requested in this amendment will allow the County time to expend the remaining grant and program income funding. The program income funding was obtained from the recent sale of the final resale property. The requested time extension will also allow the County to prepare the grant closeout package, once the Department has provided the forms, and submit the grant closeout package to the Department for review and approval. During the additional time period being requested, the County intends to draw down the balance of the funds remaining in the NSP grant contract.

The County will include information on all accomplishments achieved and the beneficiaries served with both the original grant funding and the program income funding received from the sale of the resale properties in 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,

Ben Coney, Manager
Housing and Community Services Division

enclosures

Modification to Subgrant Agreement

10/1/2011

**MODIFICATION NUMBER 9 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, 2014.

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: 9

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: 9

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

Recipient: St. Johns County

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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: William B. Killingsworth

Name: John H. Morris

Title: Director
Division of Community Development

Title: Chairman

Date: _____

Date: _____

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-04-66-01-F22**

**DATE PREPARED
ACTIVITY BUDGET
AMOUNT
STRATEGY 1**

**12/16/2013
\$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"
		ACTIVITY: 01 Acquisition			
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	1/2014	Maintain and sell Acquired Properties	8	\$937,319	
		ACTIVITY: 08 Relocation	N/A		
		Temp Relocation Rehab - Single Family			*
		Temp Relocation Rehab - Multi Family			*
		ACTIVITY: 14A Rehabilitation -Single Family			
6/2010	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	1/2014	Final Inspection / Punch-list / Construction Complete	8	\$136,000	
		ACTIVITY: 14B Rehabilitation -Multi Family	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			*
		ACTIVITY 05: Public Services for Housing Counseling			
11/2010	1/2014	Homebuyers Complete Required HUD Counseling Course			
		ACTIVITY: 02 Disposition	N/A		
		Solicit, Select, and Qualify Homebuyers			
		Sell Properties to Qualified Homebuyers			
		TOTALS:	8	\$1,073,319	\$86,282

* 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**

12/16/2013

**\$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"
		ACTIVITY: 01 Acquisition			
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	6/2014	Manage and transfer properties	9	\$1,091,742	
		ACTIVITY: 06 Relocation			
		Temp Relocation during Rehabilitation - Single Family			
		Temp Relocation during Rehabilitation - Multi Family			
		ACTIVITY: 14A Rehabilitation -Single Family			
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	6/2014	Final Inspection / Punch list / Construction Complete	9	\$155,100*	
		ACTIVITY: 14B Rehabilitation -Multi Family			
		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 6 Page 2 of 2**

**RECIPIENT
CONTRACT NO.**

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

**DATE PREPARED
ACTIVITY BUDGET \$
STRATEGY 6 Page 2 of 2**

12/16/2013

\$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	7/2014	Solicit, Select, and Quality Tenants			
9/2010	7/2014	Rent Properties to Qualified Tenants			
		TOTALS:	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**

**St. Johns County
10DB-4X-04-66-01-F22**

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

**12/16/2013
\$2,489,443
SUMMARY OF ALL STRATEGIES**

**RECIPIENT
CONTRACT NO.**

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: 21A Administration	#	\$	\$
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			
		ACTIVITY: 21B Engineering (specify activity)	#N/A	\$	\$
		ACTIVITY: 01 Acquisition	#	\$	\$
3/2010	5/2010	33% Work Completed	3		
6/2010	7/2012	66% Work Completed (ALL UNITS ACQUIRED)	17	\$900,000	
8/2012	6/2014	100% Work Completed (ALL UNITS SOLD/TRANSFERRED)	17	\$1,129,061	\$154,282
		ACTIVITY: 14A Rehabilitation - Single Family	#	\$	\$
7/2010	10/2010	33% Work Completed	3		
11/2010	7/2011	66% Work Completed	12	\$100,000	
8/2011	6/2014	100% Work Completed	17	\$191,100	\$10,000
		ACTIVITY: 14B Rehabilitation - Multi Family	#N/A	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		ACTIVITY: 02 Disposition	#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-04-66-01-F22**

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

**8/26/2013
\$2,489,443
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"
		ACTIVITY: 06 Public Services for housing counseling	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		ACTIVITY: 08 Relocation	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		ACTIVITY: 13 Homeownership Assistance (Including Administrative expenses - necessary to facilitate homeownership)	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		ACTIVITY: 04 Clearance and Remediation	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
		ACTIVITY: 12 Housing Replacement	#	\$	\$
		33% Work Completed			
		66% Work Completed			
		100% Work Completed			
1/2014	8/2014	SUBMIT CLOSE OUT			\$5,000
		TOTALS - Summary Activity Work Plan	17 UNITS	\$2,320,161	\$169,282

• May include activity delivery costs