

RESOLUTION NO. 2020- 461

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, PROVISIONS, CONDITIONS, AND REQUIREMENTS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FY20 HOUSING COUNSELING GRANT AGREEMENT BETWEEN ST. JOHNS COUNTY, FLORIDA AND THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; AUTHORIZING THE COUNTY ADMINISTRATOR OR DESIGNEE TO EXECUTE THE AGREEMENT ON BEHALF OF THE COUNTY SUBSTANTIALLY IN THE SAME FORM AS ATTACHED; AMENDING THE FY2021 GENERAL FUND BUDGET TO RECEIVE UNANTICIPATED REVENUE AND AUTHORIZING THE APPROPRIATION TO THE HOUSING DEPARTMENT.

RECITALS

WHEREAS, On June 18, 2019 the Board of County Commissioners approved the Health and Human Services Housing and Community Development to apply for grant funding for Housing Counseling from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, On October 21, 2020, St Johns County was notified by HUD of approval as a recipient of additional grant funds totaling \$6,795.00 for the purpose of housing counseling; and

WHEREAS, the additional funding was not anticipated when preparing the Fiscal Year 2020-2021 St Johns County Annual Budget; and

WHEREAS, the County has reviewed the terms, provisions, conditions, and requirements of the agreement; and

WHEREAS, the County has determined the accepting the terms of the Agreement, and entering into said Agreement will serve the interests of the County.

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

Section 1. Incorporation of Recitals.

The above recitals are incorporated by reference into the body of this resolution and such recitals are adopted as findings of fact.

Section 2. Approval and Authority to Execute.

The Board of County Commissioners approves the terms, provisions, conditions, and requirements of the Agreement between the County and The Department of Housing and Urban Development for the FY 2020 NOFA for Housing Counseling and authorizes the County Administrator, or his designee, to execute an agreement substantially in the same form as the attached Agreement on behalf of the County and to recognize unanticipated revenue in the amount of \$ 6,795.00.

Section 3. Correction of Errors.

To the extent that there are typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County Florida this 17th day of November 2020.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By: _____

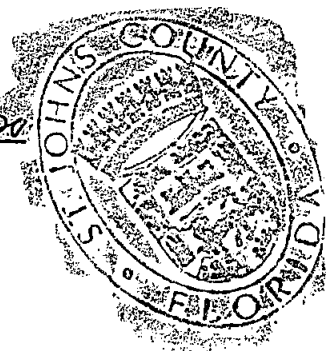
Henry Dean, Vice Chairman

ATTEST: Brandon J. Patty, Clerk of the Circuit Court and Comptroller

By: _____

Deputy Clerk

RENDITION DATE 11/19/20





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Housing Counseling
451 7th Street S.W.
Washington, DC 20410
www.hud.gov & espanol.hud.gov

October 21, 2020

Shawna Novak
St. Johns County Board Of County Commissioners (90443)
200 San Sebastian Vw Ste 2300
St Augustine, FL 32084

SUBJECT: FY 2020 Comprehensive Housing Counseling Program Grant Award
Grant Number: HC200421042

Dear Shawna Novak,

I am pleased to inform you that St. Johns County Board Of County Commissioners (Grantee) has been conditionally awarded a grant of \$6,795.00 in the second round of Fiscal Year (FY) 2020 funding announcements to provide a housing counseling services. This award is in accordance with HUD's FY 2019 Comprehensive Housing Counseling Grant Program Notice of Funding Availability posted on grants.gov on May 24, 2019. HUD reminds grantees to use this funding in a manner consistent with the objective and priorities of the NOFA. This includes offering counseling services in the areas of mortgage default and rental eviction prevention to all families, including those impacted by a national emergency, such as COVID-19, or a Presidentially Declared Disaster.

Funds for this grant award shall be used as follows:

Grant Type: COMPREHENSIVE HOUSING COUNSELING
Grant Award: \$6,795.00

\$6,795.00 to be used for Counseling Services
\$0.00 to be used for Counselor Certification (exam fees)

Consistent with the FY 2020 Appropriations Act (P.L. 116-94), grant funding allocated for housing counseling services may not be used to pay for HUD Housing Counselor Certification examination fees. Please see Article IV *Eligible Activities* and Article X *Payment Request* of the FY 2020 Grant Agreement for additional information about these expenses.

In this file, you will find the Grant Award Package Checklist and amended Form HUD-1044.

Return one signed copy of the amended Form HUD-1044 and the required documentation as listed in the Grant Award Package Checklist to your HUD Point of Contact (POC) listed below by November 5, 2020.

Required documents must be scanned and emailed to your assigned HUD POC:

Stanley Marion
stanley.k.marion@hud.gov

Retain the original, signed amended Form HUD-1044 for your records. Funds will be obligated and made available upon execution of the amended Form HUD-1044 and the timely submission of all the documents and information requested in this letter. As stated in Section II. E of the NOFA, grantees may not draw down on this award until prior years' awards have been fully expended.

If you have any questions or concerns, please contact Stanley Marion,
stanley.k.marion@hud.gov.

Sincerely,



Danberry Carmon
Associate Deputy Assistant Secretary
Office of Housing Counseling

Attachments: Grant Award Package Checklist
Amended Form HUD-1044

Office of Housing Counseling
FY 2020 Round 2 Housing Counseling Grant Award Package Checklist
Second Year Grantee

- ✓ This is a checklist of required documents grantees must submit to execute their FY 2020 Round 2 grant awards. See the Grant Agreement detailed requirements of each item.
- ✓ All required documents are due to your assigned HUD Point of Contact (POC) by the date noted in your Grant Award letter.
- ✓ An incomplete package will result in a delay in your organization's ability to execute the grant and access grant funding.

Amended Form HUD-1044

- Amended HUD-1044 signed and dated

Updated Projected Budget

- An updated comprehensive budget itemizing proposed counseling expenses and HUD Housing Counselor Certification examination fees under the cumulative grant award (as reflected on the amended HUD-1044, Section 14, Total Instrument Amount). See Article IV of the Grant Agreement for detailed requirements.
 - The updated budget may be submitted in the format of the Grantee's choosing, such as form HUD-424 CB. If using form HUD-424 CB, entries relevant to the Grant must be made in column 1, "HUD Share." If there are "other direct costs" online item h, grantee must provide a breakdown of those costs on a separate page.
 - Grantees seeking reimbursement per counseling/education activity, rather than itemizing salaries and other direct costs, must 1) describe their fixed-fee methodology, and 2) ensure that the reimbursement rate does not exceed the actual cost of providing the housing counseling services.
- Intermediaries, State Housing Finance Agencies (SHFAs), and Multi-State Organizations (MSOs) must:
 - include an updated budget for each subgrantee, and
 - itemize costs not passed through to subgrantees (such as the costs associated of managing a network; oversight, compliance, quality control, training, indirect costs etc.).

Updated Projections for Housing Counseling Grant Activities

- Enter the updated counseling projections in the HUD Housing Counseling System (HCS).
 - Under the "HUD-9902" menu item, select Projections for NOFA-2020-1.
 - Enter the number of housing counseling activities that the grantee anticipates conducting with the FY2020 grant for each line in Section 8 – Households Receiving Group Education by Purpose, if applicable, and Section 9 Households Receiving

One-On One Counseling by Purpose. The screen will display the total values for each line item for the entire funding period.

- Then click on the “Save as Draft” button.
- Once you have saved your projections as a draft, notify your HUD POC for review and approval.

Updated Sub-Allocation List (Intermediaries, MSOs, and SHFAs Only)

- Enter the updated list of subgrantees and funded branches, and their corresponding award amount sub-allocations, in HCS on the budget allocation screen.

Assistance Award/Amendment

U.S. Department of Housing
and Urban Development
Office of Administration

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input type="checkbox"/> Award <input checked="" type="checkbox"/> Amendment	
3. Instrument Number HC200421042	4. Amendment Number 1	5. Effective Date of this Action October 1, 2019	6. Control Number HC200421042
7. Name and Address of Recipient St. Johns County Board Of County Commissioners 200 San Sebastian Vw Ste 2300 St Augustine, FL 32084 TIN NUMBER: 59-6000825 DUNS NUMBER: 073236739		8. HUD Administering Office U.S. Department of Housing and Urban Development Office of Housing Counseling 451 7 th Street SW, Room 9224 Washington, DC 20410	
10. Recipient Project Manager Virginia Campbell; 904-209-6146		9. HUD Government Technical Representative Stanley Marion; 678-732-2639	
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office CFO Accounting Center/HUD PO Box 901013 Fort Worth, TX 76101	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$21,360.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	\$6,795.00	8620/210156	HC200421042
Total HUD Amount	\$28,155.00	Amount Previously Obligated	\$21,360.00
Recipient Amount	\$	Obligation by this action	\$6,795.00
Total Instrument Amount	\$28,155.00	Total Obligation	\$28,155.00


16. Description

FY 2020 –
HC1 funding to be spread under Housing Counseling Grant Voucher Under LOCCS Budget Line Item 9500.

Total Award in the Second Round: \$6,795.00
 HC1 / Counseling Services (9500): \$6,795.00
 HC3 / Counselor Certification (9520): \$0.00
 GRANT TYPE: COMPREHENSIVE COUNSELING

LOCCS Draw Down Expiration Date: June 30, 2021

Period of Performance: 10/1/2019 to 3/31/2021

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) St. Johns County Board Of County Commissioners		20. HUD (By Name) Danberry Carmon	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)
		 Assistance DAS for Housing Counseling, HC	09/29/2020