

RESOLUTION NO. 2023- 250

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, RECOGNIZING AND APPROPRIATING ADDITIONAL GRANT FUNDS FOR THE FISCAL YEAR 2022 HOUSING COUNSELING PROGRAM IN THE AMOUNT OF \$7,299.00 FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPEMNT (HUD) TO CONDUCT A HOUSING COUNESLING PROGRAM ON BEHALF OF HUD; APPROVING AND AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO EXECUTE AN AMENDEMNT TO THAT CERTAIN FISCAL YEAR 2022 HOUSING COUNSELING PROGARM GRANT AGREEMENT BEWTEN THE COUNTY AND HUD.

RECITALS

WHEREAS, on October 4, 2022, the Board of County Commissioners recognized and appropriated an award of \$26,201.00 in grant funds from the United States Department of Housing and Urban Development (HUD) for the Fiscal Year 2022 Housing Counseling Program and approved and authorized that certain Fiscal Year 2022 Housing Counseling Program Grant Agreement (HC220421038) (“Grant Agreement”) between the County and HUD (Resolution 2022-379); and

WHEREAS, on June 21, 2023, HUD notified the County it was awarded \$7,299.00 in additional grant funding for the fiscal year 2022 housing counseling program. A copy of the HUD award letter is attached hereto; and

WHEREAS, as a condition of receiving the additional grant funds, HUD has requested an amendment to the Grant Agreement; and

WHEREAS, the County has determined that accepting the additional grant funds and entering into the Grant Agreement amendment will serve the interests of the County.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida that:

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. For the 2022-2023 fiscal year, within the County budget, the \$7,299.00 in additional grant funds are hereby recognized as unanticipated revenue and appropriated to the Housing Department for the housing counseling program.

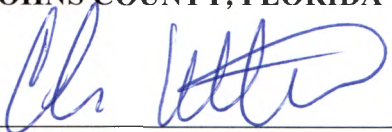
Section 3. The County Administrator, or designee, is hereby authorized to execute and deliver, for and on behalf of the County, the Grant Agreement amendment between the County and HUD in substantially the same form as attached hereto, and any and all documents necessary to effectuate the intent of this Resolution.

Section 4. 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 by the Board of County Commissioners.

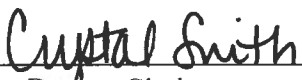
PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County Florida this 18th day of July, 2023.

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

Rendition Date JUL 19 2023

By: 
Christian Whitehurst, Chair

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

By: 
Deputy Clerk



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Office of Housing Counseling
451 7th Street, SW, Room 9224
Washington, D.C. 20410

OFFICE OF HOUSING

June 21, 2023

Virginia Campbell
St. Johns County Board of County Commissioners (90443)
200 San Sebastian Vw Ste 2300
St Augustine, FL 32084-8695

SUBJECT: FY 2022 Round 2 Comprehensive Housing Counseling Program Grant Award
Grant Number: HC220421038

Dear Virginia Campbell,

I am pleased to inform you that St. Johns County Board of County Commissioners, 90443 (Grantee) has been conditionally awarded a grant of **\$7,299.00** in the second round of Fiscal Year (FY) 2022 funding to conduct a housing counseling program on behalf of the Department of Housing and Urban Development (HUD). This award is in accordance with HUD's FY 2021 Comprehensive Housing Counseling (CHC) Grant Program Notice of Funding Opportunity (NOFO).

Funds for this grant award shall be used as follows:

Grant Type: Comprehensive Housing Counseling
Grant Award: **\$7,299.00**

\$7,299.00 to be used for Counseling Services
\$0.00 to be used for Minority Serving Institution Initiative

In this file, you will find the Form HUD-1044 and Grant Award Package Checklist. Return one signed copy of the 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 July 14, 2023.

Stanley Marion
stanley.k.marion@hud.gov
678-732-2639

Retain the signed Form HUD-1044 for your records. Funds will be made available upon execution of the documents and information requested in this letter. Grantees may not draw down on this award until prior years' awards have been fully expended.

We look forward to partnering with your organization. If you have any questions or concerns, please contact your POC.

Sincerely,

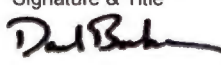
A handwritten signature in black ink, appearing to read "David Berenbaum". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Berenbaum
Deputy Assistant Secretary
Office of Housing Counseling

Attachments: HUD-1044
Grant Award Package Checklist Round 2

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 HC220421038	4. Amendment Number 2	5. Effective Date of this Action October 1, 2022	6. Control Number HC220421038
7. Name and Address of Recipient St. Johns County Board of County Commissioners (90443) 200 San Sebastian Vw Ste 2300 St Augustine, FL 32084-8695 TIN: 59-6000825 UEI: DKTCSFFFL3Q8		8. HUD Administering Office U.S. Department of Housing and Urban Development Office of Housing Counseling 451 7 th Street SW Washington, DC 20410	
		8a. Name of Administrator David Berenbaum	8b. Telephone Number 202-402-4330
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	\$26,201.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	\$7,299.00	8622/230156	HC220421038
Total HUD Amount	\$33,500.00	Amount Previously Obligated	\$26,201.00
Recipient Amount	\$	Obligation by this action	\$7,299.00
Total Instrument Amount	\$33,500.00	Total Obligation	\$33,500.00
16. Description FY 2022 Grant Type: COMPREHENSIVE COUNSELING – Round 2 HC1 funding to be spread under Housing Counseling Grant Voucher, LOCCS Budget Line Item 9500. MSI funding to be spread under Housing Counseling Grant Voucher, LOCCS Budget Line Item 9525. Total Award Round 2: \$7,299.00 HC1 / Counseling Services (9500): \$7,299.00 MSI / MSI (9525): \$0.00 LOCCS Draw Down Expiration Date: January 31, 2024 Period of Performance: October 1, 2022, to September 30, 2023			
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) David Berenbaum	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title  Deputy Assistant Secretary, Office of Housing Counseling, HC	Date (mm/dd/yyyy) June 7, 2023

FY 2022 Round 2 Comprehensive Housing Counseling Grant Award Package Checklist

- ✓ This is a checklist of required documents Grantees must submit to execute the FY 2022 Round 2 grant awards. See enclosed grant agreement for detailed requirements of each item.
- ✓ All documents must be returned to the assigned Point of Contact (POC) by July 14, 2023. An incomplete package will delay the ability to access grant funding.
- ✓ Page 2 of this checklist outlines what is required if you are receiving Minority Serving Institutions (MSI) Initiative funding.

Form HUD-1044

- Amended HUD-1044 signed and dated.

Updated Projected Budget

- An updated budget listing all proposed expenses under the Grant. See Article IV of the Grant Agreement for detailed requirements. The budget may be submitted in the format of the Grantee's choosing. 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" on line item h, Grantee must provide a breakdown of those costs on a separate page.
- Grantees seeking to use a fixed-fee methodology (reimbursement per activity rather than itemizing salaries and other direct costs) must submit documentation supporting the fixed-fee proposal and ensuring that the 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;
- itemize costs not passed through to subgrantees (such as the costs associated with managing a network including oversight, compliance, quality control, etc.); and
- include an updated list of subgrantees and funded branches and their sub-allocations in HCS's budget allocation screen.

Updated 9902 Projections for Housing Counseling Grant Activities

- Inform your POC of the updated "Total Negotiated HUD Funded Activities Projection" for the NOFA 2022-1 Budget Allocation screen in the HUD Housing Counseling System (HCS). Only the POC can update this number in HCS.
- POC must open the approved 9902 Projections on the 9902 Projection NOFA 2022-1 screen in HCS. Once the projections have been opened:
 1. Under the "HUD-9902" menu item, select Projections for NOFA-2022-1.
 2. Enter the updated number of housing counseling activities anticipated under the FY2022 grant for each line in Sections 8 and 9. The screen will display the total values for each line item for the entire funding period.
 3. Then click on the "Save as Draft" button.
- Notify your HUD POC for review and approval.

MSI Initiative

- Submit separate budgets itemizing all proposed expense categories for each MSI partnership. The budgets may include salaries, fringe and other employment benefits, travel, training, marketing, outreach, and the cost of managing a network. MSI partners seeking reimbursement for indirect costs must provide their approved negotiated indirect cost rate agreement (NICRA) or indicate that they will use the 10% de minimis rate.
- Submit a Memorandum of Understanding or other agreement between Grantee and MSI Partner for each funded MSI Partnership.