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CITY MANAGER

NSP3

2st Quarter Progress Report: July 1, - September 30th, 2011

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The second quarter activities for the NSP program was still slow as staff continued to participate in training, webinars and work with our technical assistant consultant Brian Higgins to tweak the program and review best practices. Andrew Thomas, Senior Project manager for the NSP-3 program successfully completed the HD410 – Homeownership Financing examination conducted by the National Development Council.

The NSP-3 RFQ published the end of June with a deadline of August 4, 2011 generated six (6) proposals. The six (6) respondents were:

Miller Construction Services L.L.C.
Habitat for Humanities
CBR Consulting, L.L.C.
Ruby Builders Inc
Corinthian Builders
Woodard Construction Company

All six (6) companies have prior experience with the NSP1 program in central Florida. Final decision and selection of a provider will not occur until the Plan is approved in DRGR and funds drawdown is available.

In July the City Commission approved a staff position, Administrative Coordinator to be split between the NSP3 program and Economic Development Office. Human Resources advertised the position and approximately 213 applicants responded of which 15 were selected for interviews. We conducted interviews the first two weeks of August and made a selection. Following background and reference checks Lisa Mosca started work on Monday September 26th.

During this quarter staff worked diligently to input the NSP3 Plan into the DRGR reporting program. After numerous set backs re-entries and technical glitches the Plan was transferred to DRGR and submitted late September for approval. The Plan was initially rejected with recommended changes. Changes were performed and Plan re-submitted.

Also, staff started worked on developing a Program Manuel that explain, guidelines, income criteria, target area and procedure for qualification.

Due to mandatory furlough and accrued vacation the senior project manager was out of the office two weeks during July and the last two weeks of September making for a short quarter.

The following is a list of webinars and training staff participated in.

Webinars: Staff participated in the following webinars during the quarter
7/21/11 Complying with Section 3 Requirements

9/13/11 HUD Open Forum Q and A
9/15/11 Davis Beacon and Related Acts

Training: Staff participated in the following training during the quarter

7/19/11 HUD NSP Green Building Regional Workshop – Atlanta GA
8/23/11 – 8/26/11 NSP Grantee Homeownership Financing – Sarasota, FL

Demolition:

Staff reviewed with the City's Code Enforcement Department the NSP Toolkits requirements and guidelines for demolition and sample Request for Proposals. After some discussion on City doing demolition in-house vs. contracting out, it was decided the City Public Works Department will be the primary provider of demolition services. A tentative list of blighted properties was created and reviewed for consideration in the NSP program.

Acquisition and Rehabilitation:

No activity this quarter, waiting to select a contractor/developer.