

City of Sanford
NSP-3
6th Quarter Progress Report: July 1, - September 30, 2012

During the sixth quarter NSP activities accelerated considerably. Staff continued to participate in training webinars, accessing the NSP Toolkit and working with the City's Purchasing Department to finalize the contracting process and language for sub-grantees contract. Also, T.A. assistance from Brian Champeau, LISC and Chris Plumber, ASK Development Solutions has been extremely beneficial and instrumental in assisting the program in getting on track with a plan for activities and expenditures. Team meetings were held with the consultants, the developers, Miller Construction Services LLC and Habitat for Humanities to discuss program specifics and best practices for NSP program. Chris and Brian reviewed with the Team a series of program management forms and documents to enhance the acquisition process. Also we reviewed the available foreclosed properties in the target area and discussed the need for an amendment to the Plan to increase the Target area and the inventory of foreclosed properties.

Developers' Agreement: City Commission approved the Developers' Agreement with Habitat for Humanities and Millers Construction Services LLC at its July 9, 2012 session. The Agreements have been executed by all parties.

Subrecipient Agreement: The City Commission at its September 24, 2012 Session approved a Subrecipient Agreement with GoldenRule Housing and Community Development Corp to provide housing counseling services.

Staffing: As noted in the last two Quarterly Reports, Lisa Mosca, administrative coordinator was reassigned to special duties as needed to the Public Information Office to assist with responding to the media requests and the City's Public Relations needs. In August the Administrative Coordinator position was reclassified to Administrative Specialist II; also the position of Public Information Officer was created. In September Lisa Mosca was officially promoted to the Public Information Officer position. The reclassified administrative Specialist II position was advertised in September. To address the support staffing needs for the NSP program, in late April, 2012 the City contracted with a temporary employment agency, Office Team.

Technical Assistance: The following is a summary of the TA provided by Chris and Brian during the Quarter.

July 5, 2012 – A two hour T.A. kick off teleconference that covered; T.A. assignment and process; review of Action Plan; current status of the NSP program; development of new work plan; site visit and discussion of documents and program forms.

July 6- 18, 2012 – Series of telephone calls, conference calls and emails to finalize the work plan, review program documents, review program management forms and to prepare for the July 19 and 20th site visit.

July 19 & 20, 2012- Site visit see attached Itinerary

July 21 – August 7, 2012 – Follow-up on task items from the July 19 7 20 site visit and preparation for the August site visit. Activities included developing a template for the Developers' Agreement, Following up with HUD on program questions; clarifying the amendment process to the Substantial Amendment; developed itinerary for the upcoming site visit and consulted with the developers on activity specific questions.

August 8 & 9, 2012 – See attached itinerary

August 16, 2012 – Submitted a Interim Progress Report summarizing the current status of the program and the assistance received form the T.A. consulting.

August 10 – 31, 2012 Continued to follow-up on work plan this included procedure for selecting a Subrecipient for the Counseling services; information the First Look program and etc.

August 30, 2012 – Two hour DRGR training on Ready Talk

September 10, 2012 – catch-up telephone call to review work plan, status of tasks, amendment, and environmental review. .

September 11, 2012 – Submitted a request for an extension of Technical Assistance

September 12, 2012 – Two hour hands on DRGR training on Ready Talk

September 1 – 30, 2012 - Continued support with program management forms, amendment to the Plan and participation in Team meetings.

Team meeting: During the quarter the Team met on the following dates to review inventory of foreclosed properties in target area as well discuss appropriate adjacent areas to be considered for the amendment.

July 11, 2012

August 29, 2012

September 13, 2012

Environmental Review: The area ERR was completed for the target area in September and a public Notice of the findings was published in the local Newspaper. The Request for Release of Funds will be submitted to HUD in early October.

Webinars:

Staff participated in the following webinars during the quarter

August 22, 2012 Environmental Reviews

Training:

All training this quarter was provided by the consultants.

Demolition:

The Code Enforcement Department has taken responsibility for clearance and demolition in the program. During the month of September one (1) property was identified and cleared for demolition. Code enforcement solicited bids from qualified contractors for the demolition and moving forward. As part of the Work Plan developed with the Consultants Community Improvement will release a Request for Proposals (RFQ) for consultants to conduct an assessment of the vacant and blighted properties in the area.

Acquisition and Rehabilitation:

Three properties have been identified and negotiations are underway with the banks.

Set Aside

No activity

Expenditures:

For the Quarter	\$7, 481.92
Year to date	\$48,243.60

**LISC NSP3 Technical Assistance
City of Sanford
Onsite Visit: July 19-20,2012
PROPOSED AGENDA**

TIME	ACTIVITIES	WHO
July 19, 2012		
9:00am – 10:00am	Introductory Meeting	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas, Senior Project Manager & City Staff.
10:00am – 11:00am	Discussion and feedback on documents and templates	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff
11:00am 12:00pm	Meeting with DRGR staff	Chris Plummer and Sanford staff
12:00pm –	Lunch – (Offsite)	
1:00pm- 2:30pm	File Review	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff
2:30pm- 4:00pm	Visit with Developer #1	Chris Plummer, Brian Champeau and Developer Representative
4:00pm- 5:00pm	File review and team debrief	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff
July 20, 2012		
9:00am - 10:30am	Meeting with Developer #2	Chris Plummer, Brian Champeau and Developer Representative
11:00am- 12:00pm	Discussion on Expenditure Planning	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff
12:00pm- 1:00pm	Lunch –(Offsite)	
1:00pm- 3:30pm	File review and discussion of document templates	Chris Plummer, Brian Champeau, TA Consultants, LISC Rep. , Andrew Thomas & Staff
3:30pm 4:30pm	Exit Meeting and Next Steps	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff

MATERIALS REVIEW (as applicable):

CITY FILES FOR ONSITE REVIEW	TEMPLATES TO BE PROVIDED BY LISC
Housing Rehab files	Copies of sample Developer Agreements
Subrecipient files	Tracking Expenditure Projection Spreadsheet
Construction management or Inspection/Draw Requests	Sample Rehab Standards
DRGR Quarterly Report	Sample Section 3 and Vicinity Hiring Plan
Developer Project Descriptions/Applications	Sample Affirmative Marketing
Income documentation	Sample Policies and Procedures
Environmental Review	Mortgage lending underwriting requirements
General Administration file	
Any client files from other programs	

**LISC NSP3 Technical Assistance
City of Sanford
Onsite Visit: August 8-9,2012
PROPOSED AGENDA**

TIME	ACTIVITIES	WHO
August 8, 2012		
9:00am – 10:30am	Status review meeting	Andrew Thomas, Senior Project Manager
10:30am – 12:00pm	Review document templates and finalize agreements	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff
12:00pm –	Lunch	
1:00pm- 3:00pm	Review files and set up file management system	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff
2:30pm- 3:30pm	Work with DRGR	Chris Plummer and Andrew Thomas
3:30pm- 4:00pm	Review environmental review documentation	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff
August 9, 2012		
9:00am - 12:00pm	Orientation and NSP training with developers and NSP staff	Chris Plummer, Brian Champeau and Developer Representative
12:00pm- 1:00pm	Lunch	
1:00pm- 2:30pm	Further documentation preparation of file review	Chris Plummer, Brian Champeau, TA Consultants, LISC Rep. , Andrew Thomas & Staff
2:30pm 3:00pm	Close out meeting	Chris Plummer, Brian Champeau, TA Consultants, LISC, Andrew Thomas and City Staff