



**INDIAN RIVER COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

1801 27th Street, Vero Beach FL 32960

772-226-1237 / 772-978-1806 fax

www.ircgov.com

December 7, 2016

Gary A. Causey, Director
U.S. Department of Housing and Urban Development
Community Planning and Development Division
Jacksonville Field Office
400 West Bay Street, Suite 1015
Jacksonville, FL 32202-1015

Re: Neighborhood Stabilization Program 3 (NSP3) Grant Closeout
Grant Number: B-11-UN-12-0022

Dear Mr. Causey:

On behalf of Indian River County, please accept this request to close-out the above referenced grant. Consistent with the U.S. Department of Housing and Urban Development's requirements, included with this letter are the following close-out related documents:

- Executed NSP "Grantee Closeout Certification";
- Completed and executed NSP "Closeout Checklist";
- Completed and executed "NSP Management Plan for Continued Affordability"; and
- Executed "Closeout Agreement for NSP 3".

NSP funds were not used to purchase equipment, therefore an inventory of purchased equipment is not enclosed. In addition, the only real property that was purchased were the homes that were rehabilitated and sold to income eligible applicants. Those homes are listed in the "NSP Management Plan for Continued Affordability".

Should the Department of Housing and Urban Development have any questions regarding Indian River County's NSP3 Agreement and related documents, please contact Bill Schutt, Senior Economic Development Planner at (772) 226 – 1243.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stan Boling".

Stan Boling, AICP
Community Development Director

cc: Joseph E. Flescher, Board of County Commissioners Chairman
Jason E. Brown, County Administrator
Michael Zito, Assistant County Administrator
Michael Smykowski, Management and Budget Director
Diane Bernardo, Finance Director
Ed Halsey, Internal Auditor, IRC Finance Dept.
Dylan Reingold, County Attorney
Sasan Rohani, AICP, Chief of Long Range Planning
Bill Schutt, AICP, Senior Economic Development Planner

F:\Community Development\CDBG\2010 NSP\Closeout\Close-out #3 - June-July 2016\Filled out Forms\Closeout cover letter to HUD.docx



U. S. Department of Housing and Urban Development
Jacksonville Field Office
CPD Division, 4HD
Charles Bennett Federal Building
400 West Bay Street, Suite 1015
Jacksonville, Florida 32202-4410

Neighborhood Stabilization Program Grantee Closeout Certification

Grantee Name: Indian River County

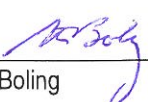
Grant Number: B-11-UN-12-0022

The Grantee hereby certifies that: (1) the activities as described in the approved Neighborhood Stabilization Program 3 Substantial Amendment have been performed in accordance with the terms and conditions of the executed Grant Agreement and applicable statutory and regulatory requirements and that there are no known outstanding programmatic or financial issues; and (2) all data provided below fairly reflect costs and sources of funds of the Neighborhood Stabilization Program 3 and are taken from HUD-approved reports and other project-related documents.

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Grant amount authorized | \$ 1,500,428.00 |
| 2. Cumulative grant funds disbursed
(Grantee should draw down amounts for any final audit costs or unsettled third-party claims
Any such amounts not subsequently disbursed must be immediately reimbursed to HUD.) | \$ 1,500,428.00 |
| 3. Grant funds recaptured | \$ 0.00 |
| 4. Balance of grant funds remaining
(These funds will be canceled by HUD in order for the funds to be returned to the U.S. Treasury.) | \$ 0.00 |


(Note: Grantees which spent funds for acquisition, rehabilitation or new construction through the Neighborhood Stabilization Program are required to continue to maintain long term affordability for the time period stated in their Neighborhood Stabilization Program 3 Substantial Amendment. Therefore, notwithstanding this Grantee Closeout Certification, grantees failing to comply with this requirement shall be required to repay all or a portion of the grant amount, as provided in the appropriate regulation.)

Grantee Authorized Representative's Signature and Date

 12/7/10
Stan Boling

Director

CPD Division Director's Signature and Date


Gary Causey

Director

The above signature by HUD signifies approval of grant closeout

Note: Any false statements knowingly or deliberately made are subject to civil or criminal penalties under Section 1001 of Title 18 of the U.S. Code.

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination.



U.S. Department of Housing and Urban Development
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Attachment: C

**Neighborhood Stabilization Program
Closeout Checklist**

For the purposes of expediting the grant closeout process, HUD asks that applicants submit the following checklist.

Jurisdiction Name <u>Indian River County, FL</u>	Grant Number <u>B-11-UN-12-0022</u>
Official Contact Name <u>Stan Boling, Director</u>	Telephone Number <u>772-226-1253</u>
Email Address <u>sboling@ircgov.com</u>	Fax Number <u>772-978-1806</u>

1. NSP Activities

- (i) Are any of the activities ineligible under the HERA, Recovery Act or Dodd-Frank Act (s) or published *Federal Register* Notices?
Yes ☐ No ☒ if yes, explain and specify which NSP program:

Explanation box

2. Expenditures

- (i) Is there evidence that no more than 10 percent of the grant amount and program income earned was spent on administration and planning?
Yes ☒ No ☐ if no, explain:
- (ii) Is there evidence that 25 percent set aside requirement has been met?
Yes ☒ No ☐ if no, explain:

Explanation box

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3. Activities eligible and meet a national objective

- (i) Do all activities meet a National Objective?
Yes ☒ No ☐ if no, explain:
- (ii) Is there evidence that 100 percent of the grant amount principally benefitted persons of low, moderate and middle income (individuals or families whose incomes do not exceed 120 percent of AMI)?
Yes ☒ No ☐
- (iii) Did grantee use more than 10 percent of its NSP2/NSP3 grant for demolition activities?
Yes ☐ No ☐ N/A ☒ if yes, date(s) of waiver:
- (iv) Are all NSP-assisted homes occupied by income-eligible residents?
Yes ☒ No ☐ if no, explain:
- (v) Did all NSP-assisted rental units meet the "affordable rents" standards?
Yes ☐ No ☐ N/A ☒ if no, explain:
- (vi) Do all NSP assisted units have appropriate mechanisms in place to ensure compliance with the required minimum affordability period?
Yes ☒ No ☐
- (vii) Do all rental projects meet the NSP proportional requirements of units occupied by income-eligible households or the CDBG criteria in 24 CFR 570.208(a)(3)?
Yes ☐ No ☐ N/A ☒ if no, explain:
- (viii) Does the grantee have property(s) still held in a land bank? (NSP properties can be land banked for a maximum of 10 years after closeout.)
Yes ☐ No ☒ If yes, are the properties logged into DRGR? Yes ☐ No ☐
- (ix) Does the grantee have a feasible plan to obligate each property in a land bank for redevelopment?
Yes ☐ No ☐ N/A ☒ if no, explain:
- (x) Will the end use of the property still in a land bank meet a National Objective?
Yes ☐ No ☐ N/A ☒ if no, explain:
- (xi) Does the grantee still have unused funds held in a Loan Loss Reserve?
Yes ☐ No ☒ If yes, explain:
- (xii) **NSP2 only** - Did the grantee meet all energy efficiency improvement and sustainable development plans laid put in their application? (Factor 5 of the NSP2 NOFA included: green building standards, transit accessibility, re-use of cleared sites, deconstruction, sustainable development practices)
Yes ☐ No ☐ N/A ☐ if no, explain:
- (xiii) **NSP2 only** - Did the grantee work in all of the census tracts provided as part of its target area in its application or amended application?
Yes ☐ No ☐ if no, explain:
- (xiv) **NSP2 only** - Is there evidence that a NSP2 grantee has either returned a minimum of 100 abandoned or foreclosed homes back to productive use or otherwise eliminated or mitigated their negative effects on the stability of the target geography?
Yes ☐ No ☐ N/A ☐ If no, did the grantee do its due diligence?

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- (xv) **NSP3 only** - Did all gut rehabilitation or new construction of residential buildings up to three stories meet or exceed the Energy Star Qualified New Homes standard?

Yes ☒ No ☐ N/A ☐ if no, explain:

Explanation box

4. Program Income

- (i) Is there any program income on hand at the time the close out agreement is signed?
Yes ☒ No ☐
- (ii) If yes, does the grantee understand that all rules and regulations that currently govern NSP Program Income will continue to apply to the funds on hand at the time of closeout?
Yes ☒ No ☐

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5. Monitoring and Audits

- (i) Does the grantee currently have an audit being performed on its grant funds?
Yes ☐ No ☒ If yes, explain:
- (ii) Are there any open Audit Findings?
Yes ☐ No ☒ If yes, explain:
- (iii) Did the grantee monitor review and/or audit subrecipients, state grant recipients and/or developers?
Yes ☒ No ☐ If no, explain:
- (iv) Are there any open HUD monitoring findings?
Yes ☐ No ☒ If yes, explain:

Explanation box

6. Reporting

- (i) Within 90 days of the execution by HUD of the closeout certification, will the final quarterly performance report (QPR) in DRGR be current and accurate?
Yes ☒ No ☐ N/A ☐ If no, explain:
- (ii) Did the grantee report on the name, location, and contact information for the entity that carried out each activity?
Yes ☒ No ☐ If no, explain:
- (iii) Does the RAMPS data system, as applicable, indicate that the environment review is complete?
Yes ☐ No ☐ N/A ☒ If no, explain:
- (iv) Did the grantee maintain sufficient documentation about the purchase and sale amounts of each property to ensure compliance with applicable NSP regulations?
Yes ☒ No ☐ If no, explain:

Explanation box

7. Certifications

- (i) Did the grantee adhere to all of the following certifications included in their NSP Substantial Amendment or NSP2 NOFA application?
Yes ☒ No ☐ If no, explain:

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States and Entitlement:

Affirmative Furthering Fair Housing
Anti-displacement and Relocation Plan
Anti-lobbying
Authority of jurisdiction or State
Consistency with Plan
Acquisition and Relocation
Section 3
Citizen Participation
Following a Plan
Use of Funds
Excessive Force
Compliance with anti-discrimination laws
Compliance with lead-based paint procedures
Compliance with laws
Continued affordability

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Nonentitlement Local Governments or Nonprofit, Consortium (Not Led By an Entitlement Community):

Affirmative Furthering Fair Housing
Anti-displacement and Relocation Plan
Anti-lobbying
Authority of jurisdiction
Consistency with Plan
Acquisition and Relocation
Section 3
Citizen Participation
Following a Plan
Use of Funds
Excessive Force
Compliance with anti-discrimination laws
Compliance with lead-based paint procedures
Compliance with laws
Continued affordability

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Explanation box

GRANTEE

By: Stan Boling
Type name/ Grantee Authorized Representative's Signature
Indian River County Community Development Director

12/7/16
Date
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U.S. Department of Housing and Urban Development
Community Planning and Development

Attachment: E

**Neighborhood Stabilization Program
Management Plan for Continued Affordability**

Grantee Name: Indian River County, Florida

Grant Number: B-11-UN-12-0022

Responsible Organization: Indian River Habitat for Humanity

(USE A SEPARATE FORM FOR EACH RESPONSIBLE ORGANIZATION)

The Grantee hereby certifies that the above responsible organization will ensure that the appropriate mechanism is in place to enforce affordability requirements for NSP properties as defined in the October 19, 2010 Unified Notice (75 Fed. Reg. 64328, II.B.3.a) or the NSP2 NOFA (Appendix I, B.2.).

The activities listed below have their affordability requirements enforced by RESALE PROVISIONS as defined by 24 CFR 92.254(a)(5)(i): **(PLEASE USE ATTACHED WORKSHEET IF MORE SPACE IS NEEDED)**

Address	DRGR Activity #	Start of Affordability Period	End of Affordability Period

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The activities listed below have their affordability requirements enforced by RECAPTURE PROVISIONS as defined by 24 CFR 92.254(a)(5)(ii): **(PLEASE USE ATTACHED WORKSHEET IF MORE SPACE IS NEEDED)**

Address	DRGR Activity #	Start of Affordability Period	End of Affordability Period
334 12 th Street SW Vero Beach, FL 32962	1	3/28/2013	3/29/2028
430 16 th Street SW Vero Beach, FL 32962	1	10/30/2013	10/31/2028
636 20 th Street SW Vero Beach, FL 32962	1	8/1/2013	8/2/2028
930 13 th Street SW Vero Beach, FL 32962	1	12/18/2013	12/19/2028
1206 12 th Avenue SW Vero Beach, FL 32962	1	10/30/2013	10/31/2028
1297 11 th Terrace SW Vero Beach, FL 32962	1	8/21/2014	8/22/2029
1660 22 nd Avenue SW Vero Beach, FL 32962	1	7/31/2014	8/1/2029
1836 8 th Avenue SW Vero Beach, FL 32962	1	6/26/2014	6/27/2029
2365 6 th Road SW Vero Beach, FL 32962	1	11/20/2012	11/21/2027
List continues on page 4.			

The activities listed below have their affordability requirements enforced by RECAPTURE PROVISIONS as defined by 24 CFR 92.252(e): **(PLEASE USE ATTACHED WORKSHEET IF MORE SPACE IS NEEDED)**

Address	DRGR Activity #	Start of Affordability Period	End of Affordability Period

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The activities listed below have their affordability requirements enforced by OTHER PROVISIONS as defined below.

DEFINE METHOD HERE

Address	DRGR Activity #	Start of Affordability Period	End of Affordability Period

Grantee Authorized Representative's Signature

Stan Boling, Community Development Director

Typed Name of Signatory

Stan Boling

Date *12/17/16*

NOTE: Rather than submit the NSP Management Plan for Continued Affordability, a grantee may submit an excel spreadsheet with a column for each of the following categories: Grantee Name, Grant Number, Responsible Organization, Description of Affordability (Resale, Recapture, Rental or Other, for other provide an explanation), Property Address, DRGR Activity Number, Start of Affordability Period, End of Affordability Period; or a DRGR report or reports with the same information; this may entail a separate report for each responsible organization.

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Attachment E Work Sheet (USE AS MANY AS NEEDED, BUT ONLY ONE FOR EACH METHOD AND RESPONSIBLE ORGANIZATION)

METHOD: (RENTAL, RECAPTURE, RESALE or OTHER)			
Address	DRGR Activity #	Start of Affordability Period	End of Affordability Period
1106 12 th Avenue SW Vero Beach, FL 32962	2	11/26/2013	11/27/2028
1135 11 th Street SW Vero Beach, FL 32962	2	10/30/2013	10/31/2028
1265 9 th Ct. SW Vero Beach, FL 32962	2	8/30/2012	8/31/2027
1475 33 rd Avenue SW Vero Beach, FL 32962	2	9/26/2013	9/27/2028
1670 22 nd Avenue SW Vero Beach, FL 32962	2	4/2/2014	4/3/2029
2441 7 th Court SW Vero Beach, FL 32962	2	3/28/2014	3/29/2029
2466 13 th Avenue SW Vero Beach, FL 32962	2	1/23/2014	1/24/2029
3206 3 rd Street Vero Beach, FL 32962	2	9/26/2013	9/27/2028

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GRANT CLOSEOUT AGREEMENT
For
Neighborhood Stabilization Program 3

Between

U.S. Department of Housing & Urban Development
400 West Bay Street, Suite 1015, Jacksonville, FL 32202

AND

Indian River County, Florida
1801 27th Street, Vero Beach, FL 32960

This agreement sets forth the terms for final disposition and conditions associated with the closeout of HUD Neighborhood Stabilization Program 3 Grant #B-11-UN-12-0022 provided pursuant to the grant agreement dated March 10, 2011, and any applicable amendments. The Indian River County certifies that to the best of its knowledge:

- All activities as authorized by the grantee's action plan or NSP2 NOFA application and any applicable amendments have been completed as described in the grantee's final Quarterly Performance Report (QPR) in the Disaster Recovery Grant Reporting (DRGR) system dated November 7, 2016.
- No fraud, waste or mismanagement has occurred in carrying out the grant. If fraud, waste or mismanagement has occurred, appropriate action has been taken to address it.

NSP grantees were statutorily required to use not less than 25 percent of the NSP grant (initial allocation plus program income) to house individuals or families whose incomes do not exceed 50 percent of area median income.

- Indian River County has expended and met a national objective with an amount equal to or greater than the total set-aside requirement for program income and the original grant, and HUD acknowledges that the grantee has met the 25 percent set aside requirement.

Further, the Indian River County hereby acknowledges the remaining obligation(s) under the terms of the grant agreement and agrees as follows:

- All of the applicable NSP regulations will apply to program income generated unless otherwise stated in the Notice of Neighborhood Stabilization Program Closeout Requirements and Recapture published on November 27, 2012 at 77 F.R. 70799.



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- All records and documents pertaining to this grant will be maintained for a period of 4 years after execution of this closeout agreement, or 5 years after the completion of a project whichever may be longer. Additionally, all records related to the affordability of a project must be maintained for 5 years after the affordability period comes to an end.
- For grantees with ongoing CDBG grants, any real property within the Indian River County's control which was acquired or improved in whole or part using NSP funds in excess of \$25,000 is governed by the principles described in 24 CFR 570.505.
- If any rehabilitated property falls within a flood plain, flood insurance coverage must be maintained for the mandatory period for affected property owners.

HUD maintains the right to conduct future monitoring of this grant, either on site or by review of information or copies of documents requested from the Indian River County. The Indian River County acknowledges that a finding of noncompliance resulting from such a review and failure to take appropriate corrective action satisfactory to HUD may be taken into account by HUD as evidence of unsatisfactory performance, in consideration of future grant awards. Further the Indian River County may be required to repay HUD any disallowed costs based on the review results of a future audit or monitoring.

For the Indian River County:



Stan Boling, Director

12/7/16

Date

For the Department of Housing and Urban Development:



Gary Causey, CPD Director

November 8, 2016

Date



U.S. Department of Housing and Urban Development
Community Planning and Development

25 percent set aside worksheet for NSP Closeout Agreement

Grantee Name: Indian River County

Grantee Grant Number: B-11-UN-12-0022

Date of Closeout Execution: 11/08/2016

		A 100%	B 25%
1	Original Grant	\$1,500,428.00	\$375,107.00
2	Program Income (PI)	\$341,080.13	\$85,270.03
3	Total	\$1,841,508.13	\$460,377.03
4	Total Amount Grantee Expended and has met National Objective towards 25 percent set aside		\$858,551.53
5	Amount left to expend to meet the 25 percent set aside for Program Income		(\$398,174.50)