

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) MANAGEMENT PLAN



**SUBMITTED FOR THE CONSIDERATION OF
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**City of Cape Coral
Department of Community Development
www.capecoral.net**

James D. Burch, Mayor
Gloria Tate, Councilmember, District 1
Peter Brandt, Councilmember, District 2
William Deile, Councilmember, District 3
Dolores Bertolini, Councilmember, District 4
Eric D. Grill, Councilmember, District 5
Timothy Day, Councilmember, District 6
Derrick L. Donnell, Ed.D. Councilmember, District 7

Terry Stewart, City Manager
Carl L. Schwing, Acting Community Development Director
Mike Struve, AICP, Acting Planning and Growth Management Manager
Amy L. Yearsley, AICP, CDBG/SHIP Team Coordinator
Samantha Crow, Planning Technician

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I. Overview

The City of Cape Coral as a HUD entitlement community was awarded \$7,065,484 in Neighborhood Stabilization Program (NSP) funds from the US Department of Housing and Urban Development (HUD). The NSP funds became available to the City of Cape Coral upon the effective date of the grant agreement March 3, 2009. As a condition of the grant agreement the City has been required to submit a management plan to HUD delineating how the program will be administered by the City. The following serves as the City of Cape Coral's response to this request by outlining the staff and outside entities that will be utilized to manage the NSP program. The cross-departmental team demonstrates a sound structure for the administration of these funds.

II. Administrative Structure

The City of Cape Coral is a legally incorporated municipality in the State of Florida with a Council –Manager form of government. The following persons will be responsible for administering the City's Neighborhood Stabilization Program:

The City Manager, and/or his designee, will have responsibility for all NSP-related actions. The Mayor and City Council will have ultimate authority and responsibility for the management of the NSP Program.

The Accounting Grants Coordinator, under the direction of the Financial Services Director, will be responsible for financial management of, and record keeping for, the NSP funds.

The CDBG/SHIP Team Coordinator, under the direction of the Community Development Director, will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal requirements for the NSP program. The Grant Manager will serve as the City's liaison with HUD. About thirty-three percent (33%) of this position's time will be devoted to NSP administration during the term of the project.

The City Attorney, as the City's legal counsel, will review and advise the Mayor, Council, City Manager and Staff regarding any proposed contractual agreements associated with the NSP project and provides any other legal guidance as requested.

The City's Property Broker, under the direction of the Public Works Director, will be responsible for City acquisition activities under the NSP Program.

The Contract NSP Specialist and Planning Technician will be responsible for assisting the Grants Manager with the overall grant management of the NSP program. About twenty-five percent (25%) of the Planning Technician's time will be devoted to NSP administration. The Contract NSP Specialist will be specifically assigned full time to the NSP program for the term of the said program.

Various outside Non-profit Subrecipients will be utilized to assist with the expenditure of NSP funds.

III. Grant Management

A. The Grant Manager, with the assistance of the Planning Technician and NSP Specialist, will be responsible for:

1. Implementing and maintaining the Substantial Amendment to the City of Cape Coral Action Plan for the NSP program.
2. Complying with any applicable environmental requirements.
3. Soliciting for, and contracting with, subrecipients and assisting the City with all requirements related to effective project start-up and implementation.
4. Monitoring subrecipients in accordance with the City's Community Development Block Grant (CDBG) Monitoring Policy and Procedure. This includes both desk and on-site monitoring.
5. Preparing any legal notices required to be published, and processing and conducting any required public hearings or informational meetings.
6. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
7. Providing technical assistance to non-profit subrecipients.
8. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures NSP program budget.
9. Processing payment requests and preparing drawdown requests through the Disaster Recovery Grant Reporting (DRGR) System, including the Request for Payment and Status of Funds Report and the Project Progress Report. This will be performed in cooperation with the City's Financial Services Department.
10. Monitoring the contractor selection by non-profit subrecipients for any rehabilitation work, including the bid advertising, tabulation and award process for conformance to NSP and City requirements. This effort will also include monitoring contractor compliance with applicable requirements.
11. Assuring compliance with all federal labor standards requirements as necessary. Responsibilities will include the review of weekly payroll reports to assure compliance with state prevailing wage requirements; periodic visits to the construction site to assure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance.

12. Assuring compliance with applicable equal opportunity requirements.
13. Preparing all required performance reports and project closeout documents for submittal to HUD.
14. Attending City Council meetings to provide project status reports and representing the NSP program at other public meetings, as deemed necessary by the City Manager.

B. The Property Broker, with the assistance of the City's Real Estate Division's staff, will be responsible for:

1. Serving as the primary acquisition agent on the City's behalf for all NSP purchases. This includes, but is not limited to, researching properties, inspecting properties, coordinating independent appraisals and inspections, negotiating terms and conditions of purchase contracts, presenting contracts to Council for approval, coordinating closings with title companies, reviewing closing documents and attending closings.

C. The Non-Profit Subrecipients will be responsible for the following:

1. Conducting client interviews by phone and in person.
2. Providing client counseling and education.
3. Preparing and managing case files.
4. Verifying income in accordance with HUD regulations.
5. Managing bidding and contractor eligibility, contractor performance, payment to contractors, and maintenance of a qualified contractors list.
6. Preparing and filing of all agreements, the mortgage note and mortgages.
7. Financial tracking of all work performed and assistance granted.
8. Completing reimbursement request for funding to the City of Cape Coral.
9. Managing case file(s) for all of the years a mortgage is in place on subject properties.
10. Verifying, on an annual basis, homeowner tenure during life of the mortgage and responding to payoff and subordination request throughout the mortgage period.
11. Preparing Satisfaction of Mortgage documents and accounting for all payoff funds.

IV. Financial Management

A. The Accounting Grants Coordinator's financial responsibilities will be as follows:

1. Entering all project transactions into the City's existing accounting system, and preparing checks for approved expenditures.
2. Preparing the Request for Payment and Status of Funds Reports to be submitted to HUD. The Grant Manager will assist with this activity. All drawdown requests will be signed by the following persons: CDBG/SHIP Team Coordinator, Planning and Growth Management Manager, and Community Development Director.
3. Preparing the final financial reports for project closeout. The Grant Manager will assist with this activity.
4. Approving all transactions through the line of credit control system (DRGR).

B. The Grant Manager and Accounting Grants Coordinator will review all proposed expenditures of NSP funds and will prepare drawdown requests, which will be signed by the officials cited above. All disbursements will be handled in accordance with the City's established procedures.

C. Financial record keeping will be done in conformance with HUD and City of Cape Coral regulations. The original financial documents (requests for payment with attached supporting material) will be retained in the City's offices.

This management plan has been reviewed and approved by the City Council of the City of Cape Coral at the _____ meeting of the Cape Coral City Council and the individuals named within have been informed of the responsibilities stated within this plan.

*****SIGNED COPY ON FILE WITH THE *****
*****DEPARTMENT OF COMMUNITY DEVELOPMENT*****

Terry Stewart, City Manager

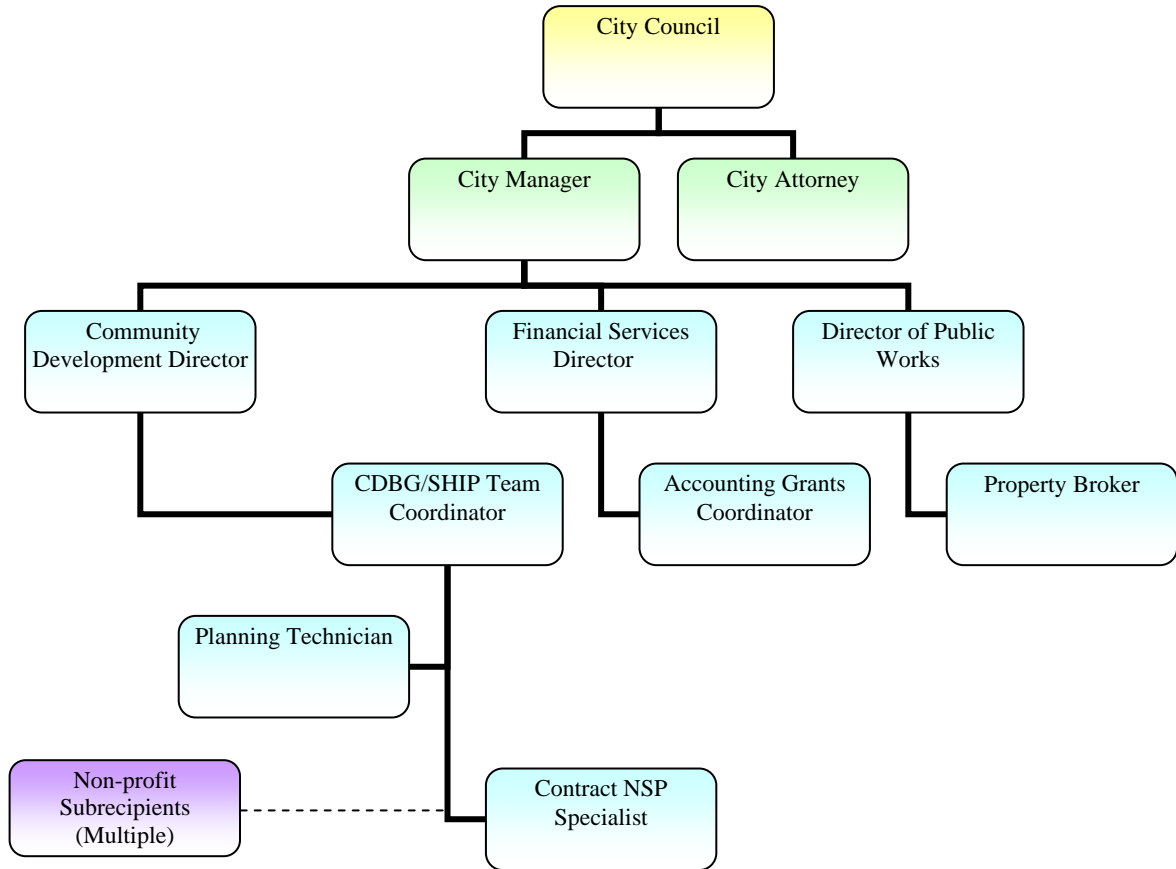
Date

James D. Burch, Mayor

Date

V. APPENDICES

**NSP
MANAGEMENT PLAN
ORGANIZATIONAL CHART**



RESOLUTION 65 - 08

A RESOLUTION ADOPTING THE SUBSTANTIAL AMENDMENT TO THE 2008 CITY OF CAPE CORAL ONE YEAR ACTION PLAN FOR THE IMPLEMENTATION OF THE NEIGHBORHOOD STABILIZATION PROGRAM; AUTHORIZING AND DIRECTING THE CITY MANAGER TO PREPARE AND SUBMIT THE SUBSTANTIAL AMENDMENT TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD); AUTHORIZING THE CITY MANAGER TO ACCEPT AND EXECUTE THE GRANT AGREEMENT FOR THE NEIGHBORHOOD STABILIZATION PROGRAM WHEN RECEIVED FROM HUD; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the United States Department of Housing and Urban Development (HUD), as provided under Title III of Division B of the Housing and Economic Recovery Act, requires all grantees to prepare a Substantial Amendment to their Community Development Block Grant Action Plan to receive Neighborhood Stabilization Program funding; and

WHEREAS, the Neighborhood Stabilization Program provides emergency assistance to state and local governments to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities; and

WHEREAS, the City has received an allocation of \$7,065,484 for its 2008-2009 Neighborhood Stabilization Program from the United States Department of Housing and Urban Development (HUD), Office of Assistance Secretary for Community Planning and Development, to be used to implement the activities within the Substantial Amendment; and

WHEREAS, the City has provided for the required fifteen (15) day period for public comment on the Substantial Amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. That the City Council for the City of Cape Coral hereby adopts the Substantial Amendment to the 2008 City of Cape Coral One Year Action Plan. A copy of the Amendment is attached hereto and incorporated herein by reference.

Section 2. The City Council authorizes and directs the City Manager to prepare all required materials necessary for the submission of the Substantial Amendment to the 2008 City of Cape Coral One Year Action Plan and forward a complete application to the United States Department of Housing and Urban Development.

Section 3. The City Council authorizes and directs the City Manager to accept and execute the grant agreement upon receipt from HUD, for the Neighborhood Stabilization Program on behalf of the City and submit it to HUD.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption by the Cape Coral City Council.

ADOPTED BY THE COUNCIL OF THE CITY OF CAPE CORAL AT ITS REGULAR SESSION THIS 10th DAY OF November 2008.


ERIC P. FEICHTHALER, MAYOR

CDBG
Monitoring Policy and Procedures

*****POLICIES ON FILE WITH THE *****
*****DEPARTMENT OF COMMUNITY DEVELOPMENT*****