

CITY OF PALM BAY, FLORIDA
NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT AGREEMENT

Grant Number: B-08-MN-12-0021

Grant Amount: \$ 5,208,104

Special Grant Condition (24 CFR 85.12 (a)(3): Management Plan

INTRODUCTION:

The City of Palm Bay, Florida (City) was awarded \$5,208,104 for our Neighborhood Stabilization Program (NSP) application submitted in December of 2008. The agreement includes a Special Grant Condition to submit a “...***management plan that describes how it has determined that it possesses adequate staff and other resources necessary to administer NSP grant funds...***”.

Prior to submitting the application, the City reviewed all of the requirements of the NSP, the needs of the City for the proposed funding, available staffing, and experience handling this type of program. That review resulted in a definite approval to tailor the application to meet the needs of the City with the available staffing and in compliance with the NSP requirements. The City has the staffing and resources to administer the NSP grant funds.

EXPERIENCE

The City, for many years now, has been dedicated to providing affordable housing for residents. Through various funding sources, including the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), Florida's State Housing Initiatives Partnership program (SHIP), and numerous disaster recovery programs we have been able to improve neighborhoods, provide down payment assistance for first time homebuyers, provide safe housing through home rehabilitation for income eligible owners, and help owners recover from numerous disasters.

The Northeast section of the City, as the oldest portion of the City, has shown the most need for assistance. Revitalization of this section is ongoing and great progress has been made. Neighborhoods have seen road and drainage improvements. Businesses have received startup loans and assistance developing Business and Marketing Plans. We have provided down payment assistance for first-time homebuyers. We have assisted homeowners to make major repairs and rehabilitations to improve the neighborhoods as well as to improve the safety for the occupants. The City has established a major revitalization zone that includes Northeast Palm Bay that is also making needed improvements. These efforts have been possible through the familiarity with state and federal grants, leveraging every dollar to the maximum possible, and continuous attention to meeting the requirements of the various programs.

NSP ORGANIZATION STRUCTURE

Administration of the approved NSP grant is assigned to the Growth Management Department of the City. This Department is divided into four Divisions: Administrative, Land Development, Building, and Housing and Neighborhood Development Services. Support for the NSP will be pulled from the entire Department as well as other City entities as the need arises.

Success of the NSP will be achieved primarily through HANDS staff under the direction of the Deputy Growth Management Director. HANDS currently manages all of the affordable housing programs (CDBG, HOME, and SHIP). They have established procedures for all aspects of these programs that will be utilized for administration of the NSP grant funds. They are familiar with federal (and state) guidelines and rules relative to CDBG and HUD grants, including environmental, financial, reporting, and monitoring. Reporting and compliance monitoring will be handled by our Housing and Neighborhood Development Specialist, financial tracking by the Housing and Neighborhood Development Accounting Assistant (with support as needed from the City Finance Department), property assessments will be handled by the Deputy Building Official (who has been re-assigned to this program), rehabilitation will be under the direction of our Housing Maintenance Supervisor. The entire staff is dedicated to the success of NSP.

The City Attorney Office will provide all necessary legal support and advice. The City currently has three licensed attorneys working full time with the ability to outsource if necessary. Licensed and certified Building Code Inspectors will be utilized to assist in initial evaluation of properties as well as in developing rehabilitation scopes of work and cost estimating. The City plans to make extensive use of all available resources to support the NSP. The City webpage (WWW.PALMBAYFLORIDA.ORG) will be used to make announcements about the various phases of the NSP as well as to provide full and complete transparency of actions taken. The City Purchasing Division will be used for Request for Qualifications, Request for Proposals, contract awards, etc. for supporting activities such as construction contractors, appraisers, title companies, and similar needs as they arise.

The City developed a workable application for NSP grants funds. We are prepared to administer this program with the same level of expertise that we've demonstrated in the past.