

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: February 24, 2009 [] Consent [X] Regular
[] Public Hearing
Department: Housing and Community Development
Submitted By: Housing and Community Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) adopt** a Resolution for the creation of four (4) Planner I positions, and one (1) Financial Analyst I position within the Department of Housing and Community Development (HCD); and **B) approve** a Budget Amendment of \$27,700,340 to establish budget for the Neighborhood Stabilization Program (NSP) grant in the 2008-2009 budget.

Summary: On November 18, 2008, the Board of County Commissioners approved the NSP application to Housing & Urban Development (HUD) which will make available to the County \$27.7 million under the Housing and Economic Recovery Act of 2008 (HERA). The NSP application assigned 8.5% of the total award to cover administrative costs, including the hiring of additional persons to implement and administer the program. The positions are time-limited and will terminate upon the exhaustion of Federal Grant Funds appropriated under the NSP. The time-limited Planner I positions will be hired at Pay Grade 29 with a salary range of \$42,719.04 to \$68,032.64. The Financial Analyst I position will be hired at Pay Grade 30 with a salary range of \$44,000.32 to \$70,071.04. Per the NSP regulations, the funds must be expended within four (4) years of the execution of the Grant Agreement between the County and HUD. Addition of this new program along with the Department's existing workload will preclude current staff from successfully implementing the program. **These are Federal funds that require no local match.** Countywide (TKF)

Background and Policy Issues: On July 30, 2008, the Housing and Economic Recovery Act of 2008 (HERA), appropriated \$3.92 billion in Community Development Block Grant (CDBG) funds via a program known as the Neighborhood Stabilization Program (NSP). Palm Beach County received \$27.7 million of the allocation. These funds are to be used for the redevelopment of abandoned and foreclosed properties that might otherwise become sources of abandonment and blight within their communities. The specific types of activities to be funded were approved by the BCC at the November 18, 2008 board meeting. Palm Beach County Department of Housing and Community Development (HCD) currently administers the CDBG program. The NSP grant is a special CDBG allocation and as such, HCD will assume the coordination and implementation of the NSP, hence the need for the additional positions being requested.

Attachments:

- A. Resolution
- B. Job Description (Planner I, Planning)
- C. Job Description (Financial Analyst I)
- D. Job Description (Planner I, CAH)
- E. Budget Amendment

Recommended By: Edward B. Lopez Department Director Date: 2/12/09
Approved By: Sharon [Signature] Assistant County Administrator Date: 2-23-09

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

<u>Fiscal Years</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs:	_____	\$27,700,340	_____	_____	_____
External Revenues:	_____	<\$27,700,340>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County):	_____	0	_____	_____	_____
NET FISCAL IMPACT:	_____	_____	_____	_____	_____
# OF ADDITIONAL FTE POSITIONS (Cumulative):	_____	5	_____	_____	_____

Is Item Included In Current Budget? Yes _____ No X

Budget Account #: Fund _____ Dept _____ Unit _____
Object _____

Program Code/Program Period Various

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Approval of this agenda item will appropriate funds for this NSP grant for \$27,700,340 that will include the addition of five (5) grant funded positions.

C. Departmental Fiscal Review:

Shairette Major, Fiscal Manager I

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Jan D. L. 2-20-09
886118109 OFMB
2/20/09
CN
2/13/09

Dr. J. Javel 2/23/09
Contract Dev. and Control

B. Legal Sufficiency:

Marcene Luelle For Tammy Fields
Senior Assistant County Attorney

C. Other Department Review:

Department Director

RESOLUTION NO. R-2008-

RESOLUTION AUTHORIZING THE CREATION OF FOUR (4) TIME-LIMITED PLANNER I POSITIONS AND ONE (1) FINANCIAL ANALYST POSITION WITHIN THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT TO TERMINATE UPON THE EXHAUSTION OF FEDERAL GRANT FUNDS APPROPRIATED UNDER THE NEIGHBORHOOD STABILIZATION PROGRAM TO ADDRESS THE PROBLEM OF ABANDONED AND FORECLOSED PROPERTIES IN THE COUNTY.

WHEREAS, The State of Florida is one of the hardest hit states nationwide by the current crisis in the real estate industry, and

WHEREAS, Palm Beach County experienced more than 12,000 homes foreclosed upon or in the foreclosure process as of September 30, 2008, and

WHEREAS, the Palm Beach County Board of County Commissioners intends to utilize all available resources to enable the full recovery of the County's housing and real estate industry from its current negative condition; and

WHEREAS, on July 30, 2008 the President of the United States signed the Housing and Economic Recovery Act of 2008 (HERA) which appropriated \$3.92 billion for emergency assistance for the acquisition and redevelopment of abandoned and foreclosed homes and residential properties; and

WHEREAS, a component of HERA called the Neighborhood Stabilization Program (NSP), granted to Palm Beach County \$27,700,340 to be used for the purchase, rehabilitation and redevelopment of abandoned and foreclosed homes and other community properties; and

WHEREAS, on September 29, 2008 Palm Beach County was officially notified of the NSP funding allocation, the application submission deadline of December 1, 2008, the 18 month time frame for obligating the entire NSP award, and the 4 year time frame for expending the entire NSP award; and

WHEREAS, Palm Beach County Department of Housing and Community Development will coordinate and manage the implementation of the County's application for utilizing the \$27,700,340 million; and

WHEREAS, HCD current staff is fully occupied carrying out statutory duties that will not permit the effective administration and implementation of the Neighborhood Stabilization Program; and

WHEREAS, an allocation to cover program administration costs, inclusive of salaries, will be included in the agreement to be executed between HUD and Palm Beach County for the use of the \$27,700,340 million grant award;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA:

Four (4) time-limited Planner I positions and one (1) Financial Analyst position is created within the Department of Housing and Community Development to terminate upon the exhaustion of Federal grant funds appropriated under the Neighborhood Stabilization Program to address the problem of abandoned and foreclosed properties in the County.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and being put to a vote, the vote was as follows:

JOHN F. KOONS -
BURT AARONSON -
KAREN T. MARCUS -
SHELLEY VANA -
JESS R. SANTAMARIA -
ADDIE GREENE -

The Chairperson thereupon declared the Resolution duly passed and adopted this
 day of February, 2009.

ATTEST:
SHARON R. BOCK, Clerk and
Comptroller

By: _____
Deputy Clerk

APPROVED AS TO FORM AND
LEGAL SELF SUFFICIENCY

PALM BEACH COUNTY, FLORIDA,
BY ITS BOARD OF COUNTY
COMMISSIONERS

By: *Tammy K. Fields*

By: _____

Tammy K. Fields, Senior Asst. County Attorney

Chairperson

JOHN F. KOONS
CHAIRMAN

JOB DESCRIPTION FOR PLANNER I (PLANNING SECTION)
(CDBG NEIGHBORHOOD STABILIZATION PROGRAM PLANNER)

NATURE OF WORK:

The CDBG Neighborhood Stabilization Program Planner assists in the coordination, implementation, and monitoring of the U.S. Department of Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP) implemented by Palm Beach County Department of Housing and Community Development. The Planner is responsible for performing a variety of tasks leading to the successful implementation of the NSP. The Planner exercises relatively independent judgment, has working knowledge of the regular Community Development Block Grant (CDBG) regulations, and HUD's requirements governing the CDBG program, and possesses knowledge of the mortgage lending industry, real estate practices, and homeownership programs and initiatives. Work involves: ensuring that projects are administered, planned, and coordinated in accordance with standards established both at the Federal and County level, preparation and implementation of program procedures and guidelines to ensure that the contractual terms are met, contract management, and tracking of multiple program activities and expenditures.

EXAMPLES OF WORK:

- a) Develops requests for proposals and/or applications and participates in the award process.
- b) Confers with municipalities, community organizations, the general public, and other agencies, to coordinate and implement the NSP.
- c) Prepares funding agreements and agenda items for projects.
- d) Assists in preparing environmental reviews.
- e) Consults with subrecipients to resolve problems and discuss program effectiveness.
- f) Prepares amendments to the approved projects.
- g) Manages multiple contracts relating to the NSP. Ensures contract compliance and expenditure of funds by subrecipients.
- h) Prepares required performance and monitoring reports.
- i) Monitors agencies participating in the NSP to ensure that all components of Agreements are properly executed. Provides regular reports on program status.
- j) Assures compliance with all Federal, State, and Local regulations regarding procedures, contractual obligations, and participant eligibility.
- k) Prepares, reviews, and/or responds to monitoring reports by either internal staff or external auditors for compliance with Federal regulations and requirements.
- l) Performance of related work, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal regulation that relates to planning and administration of projects, particularly relating to the CDBG Program and other HUD programs and regulations.
- Knowledge of foreclosure processes, mortgage lending industry, real estate processes, and homeownership programs and initiatives.
- Experience in project management and program planning and implementation.

- Ability to prepare reporting documents related to Federal Programs.
- Ability to gather, organize and analyze information and formulate substantive solutions or recommendations.
- Computer literate with high proficiency in Microsoft Office.

MINIMUM QUALIFICATON

Bachelor's Degree in Urban/Regional Planning, Business or Public Administration, Geography, Government Studies, or a related field and two (2) years of experience in contract administration, experience in analyzing and researching, community development, social or economic development or any equivalent combination of related training and experience.

S:\2007_08\Neighborhood Stabilization Program\Personnel\JOB DESCRIPTION FOR PLANNER I.doc

JOB DESCRIPTION FOR FINANCIAL ANALYST I

(CDBG NEIGHBORHOOD STABILIZATION FINANCIAL ANALYST I)

NATURE OF WORK:

The CDBG Neighborhood Stabilization Program Financial Analyst I assists in the coordination, implementation, and monitoring of the U.S. Department of Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP) implemented by Palm Beach County Department of Housing and Community Development. The Financial Analyst I is responsible for performing a variety of tasks leading to the successful implementation of the NSP. The Financial Analyst I exercises relatively independent judgment, has working knowledge of the regular Community Development Block Grant (CDBG) regulations, and HUD's requirements governing the financial management of CDBG programs, possesses knowledge of generally accepted accounting principles, governmental accounting, the mortgage lending industry and homeownership programs and initiatives. Work involves: ensuring that programs are administered and coordinated in accordance with financial standards established both at the Federal and County level; prepare and implement financial procedures and guidelines to ensure that the contractual terms are met, contract management, and tracking of multiple program activities and expenditures; perform detailed financial and/or management analysis, prepare forecasts of revenues and expenditures, prepare and evaluate reports, review and interpret financial data.

EXAMPLES OF WORK:

- a) Set up, manage and manage accounts in loan software system
- b) Set up and manage sub recipient files – monitor budget and ensure payments comply with contract terms and conditions
- c) Prepare and submit mortgage loan payments with application detail to Finance - reconcile loan software information with official accounting records (Advantage) on a monthly basis
- d) Reconcile escrow account information with Advantage – ensure insurance and tax payment are processed as required/review balances to determine if adjustments are required
- e) Prepare budget amendments and transfers
- f) Obtain documentation to prepare reimbursement requests for periodic HUD funding draw downs – monitor accounts for receipt of revenue and accurate posting
- g) Reconcile contract file information to official accounting records on a monthly basis
- h) Set up new program accounts in Advantage
- i) Conduct annual sub recipient fiscal monitoring
- j) Assures compliance with all Federal, State, and Local regulations regarding procedures, contractual obligations, and participant eligibility.
- k) Plan and monitor the work of others
- l) Prepares, reviews, and/or responds to requests by either internal staff or external auditors for compliance with Federal regulations and requirements.
- m) Other duties and responsibilities, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal regulation that relates to the financial administration of projects, particularly relating to the CDBG Program and other HUD programs and regulations.
- Knowledge of mortgage payment process, mortgage lending industry, real estate processes, and homeownership programs and initiatives.
- Experience in contract management and invoice processing
- Knowledge and experience with automated financial systems, loan processing software, computers and related office equipment.
- Ability to prepare reporting documents related to Federal Programs.
- Ability to work independently and exercise independent judgment
- Computer literate with high proficiency in Microsoft Office.

MINIMUM QUALIFICATION

Bachelor's Degree in Business Administration, Accounting, Finance or related field. Equivalency: Unrelated Bachelor's Degree; minimum of two (2) years of professional experience in governmental accounting, financial analysis or any equivalent combination of related training and experience.

PREFERENCE FOR EXPERIENCE: mortgage loan processing, account reconciliation, using automated financial system/Crystal Report Writer/Word/Excel, contract review/management

JOB DESCRIPTION FOR PLANNER I

(CDBG NEIGHBORHOOD STABILIZATION PROGRAM PLANNER - CAH)

NATURE OF WORK:

The CDBG Neighborhood Stabilization Program Planner assists in the coordination, implementation, and monitoring of the U.S. Department of Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP) implemented by Palm Beach County Department of Housing and Community Development. The Planner is responsible for performing a variety of tasks leading to the successful implementation of the NSP. The Planner exercises relatively independent judgment, has working knowledge of the regular Community Development Block Grant (CDBG) regulations, and/or HUD's requirements governing the CDBG program, and/or possesses knowledge of the mortgage lending industry, real estate practices, and/or homeownership programs and initiatives. Work involves: ensuring that projects are administered, planned, and coordinated in accordance with standards established both at the Federal and County level, preparation and implementation of program procedures and guidelines.

EXAMPLES OF WORK:

- a) Mortgage loan origination
- b) Determines applicant eligibility for first and/or second mortgages
- c) Reviews loan applications and makes funding recommendations to the Commission on Affordable Housing (CAH) Manager.
- d) Assures compliance with all Federal, State, and Local regulations regarding procedures, contractual obligations, and participant eligibility.
- e) Prepares, reviews, and/or responds to requests by either internal staff or external auditors for compliance with Federal regulations and requirements.
- f) Performance of related work, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of banking, federal and/or state regulations that relate to processing, underwriting and closing of first and/or second mortgage applications.
- Mortgage experience as a originator, underwriter or closer.
- Experience in using loan software systems.
- Ability to gather, organize and analyze information and formulate substantive solutions or recommendations.
- Computer literate with high proficiency in Microsoft Office.

MINIMUM QUALIFICATON

Bachelor's Degree in Business/ Public Administration or closely related field. *Equivalency:* High School Graduate AND at least five (5) years of 1st and 2nd mortgage, underwriting and closing experience.

09- 0539

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

FUND 1109 -NEIGHBORHOOD STABILIZATION PROGRAM

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
REVENUE								
143-1423-3154	Community Development Block Grant	0	0	27,700,340	0	27,700,340		
	TOTAL REVENUE	0	0	27,700,340	0	27,700,340		
EXPENDITURES								
143-1423-1080	Personal Services - Indirect	0	0	100,000		100,000		
143-1423-1201	Salarie & Wages (Regular)	0	0	859,506		859,506		
143-1423-2101	Fica - Taxes	0	0	53,289		53,289		
143-1423-2105	Fica Meidcare	0	0	12,463		12,463		
143-1423-2201	Retirement Contributions - FRS	0	0	93,256		93,256		
143-1423-2301	Insurance - Life & Health	0	0	181,920		181,920		
143-1423-2401	Workers Compensation	0	0	3,000		3,000		
143-1423-3124	Lega Services - County Attorney	0	0	150,000		150,000		
143-1423-3401	Other Contractual Services	0	0	616,000		616,000		
143-1423-3413	ISS Enterprise Service	0	0	1,000		1,000		
143-1423-3414	ISS Professional Service	0	0	2,000		2,000		
143-1423-3421	Contractual Services - Training	0	0	2,500		2,500		
143-1423-4001	Travel and Per Diem	0	0	8,000		8,000		
143-1423-4101	Communication Service	0	0	3,000		3,000		
143-1423-4205	Postage	0	0	5,000		5,000		
143-1423-4406	Rent-Office Equipmnet	0	0	6,000		6,000		
143-1423-4703	Graphic Charges	0	0	2,000		2,000		
143-1423-4921	Filing Fees	0	0	40,000		40,000		
143-1423-4941	Registration Fees	0	0	4,000		4,000		
143-1423-4946	Advertising/Legal	0	0	18,428		18,428		
143-1423-4979	Indirect Cost	0	0	100,000		100,000		
143-1423-5101	Office Supplies	0	0	38,167		38,167		
143-1423-5111	Furniture - Equipment	0	0	15,000		15,000		
143-1423-5121	Data Processing Software	0	0	20,000		20,000		
143-1423-6405	Data Processing Equipment	0	0	20,000		20,000		
143-1423-8201	Contributions - Non Govt Agencies	0	0	12,500,000		12,500,000		
143-1423-8301	Contributions for Individuals	0	0	12,845,811		12,845,811		
	TOTAL EXPENDITURES	0	0	27,700,340	0	27,700,340		

Housing and Community Development
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures _____ Date _____
 _____

By Board of County Commissioners
At Meeting of :
February 24, 2009
Deputy Clerk to the
Board of County Commissioners

SS 2/18/09
bn 2/20/09

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**

FUND 1100 - AFFORDABLE HOUSING TRUST FUND (SHIP)

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
EXPENDITURES								
143-7175-1070	Personal Services - Charge Off	0	0	0	25,000	(25,000)		
143-7199-9902	Operating Reserves	6,498,084	5,498,084	25,000	0	5,523,084		
TOTAL EXPENDITURES		17,837,996	17,837,996	25,000	25,000	17,837,996		

Housing and Community Development
INITIATING DEPARTMENT/DIVISION
 Administration/Budget Department Approval
 OFMB Department - Posted

Signatures

Date

By Board of County Commissioners
 At Meeting of :
 February 24, 2009
 Deputy Clerk to the
 Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

FUND 1101 -COMMUNITY DEVELOPMENT BLOCK GRANT

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
EXPENDITURES								
143-1431-1070	Personal Services - Charge Off	0	0	0	75,000	(75,000)		
143-1431-8201	Contribution-Non Governmental Agencies	5,893,383	5,893,383	75,000	0	5,968,383		
TOTAL EXPENDITURES		18,166,493	18,166,493	75,000	75,000	18,166,493		

Housing and Community Development
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures

Date

_____	_____
_____	_____
_____	_____

By Board of County Commissioners
At Meeting of :
February 24, 2009
Deputy Clerk to the
Board of County Commissioners