

Action Plan

Grantee: Sanford, FL

Grant: B-11-MN-12-0035

LOCCS Authorized Amount:	\$ 1,037,697.00
Grant Award Amount:	\$ 1,037,697.00
Status:	Reviewed and Approved
Estimated PI/RL Funds:	\$ 60,000.00
Total Budget:	\$ 1,097,697.00

Funding Sources

Funding Source

NSP

Funding Type

Do not select this item.

Narratives

Summary of Distribution and Uses of NSP Funds:

The NSP-3 funds will be used for acquisition, rehabilitation, resale, demolition, homeownership counseling and administration of the program. The City of Sanford will acquire, rehabilitate twelve (12) foreclosed scattered site single-family units in the target area.

Amendment to Number of Units Available to Low-income homeowners for purchase and rentals

Four (4) of the units will be resold to LMMI homebuyers utilizing the program model identified in the HUD Resource Toolkit. Four (4) of the units will be sold to low-income households below 50% of area median income.

Four (4) of the scattered site single family properties will be set-aside as long-term rentals for low-income households below 50% of area median income.

Amendment to Demolition Performance Measures

Demolition: Funds will be used for demolition of three (3) blighted and or abandoned structures in the target area. (The number of structures to be demolished is being reduced from 10 to three (3) based on an analysis of available vacant and abandoned structures in the target area.) Homeownership Counseling: Funds will be used to contract with a housing counseling agency to provide HUD approved "Homeownership Counseling" and qualifying perspective homebuyers.

Homeownership Financial Assistance: if it determined that financial assistance is necessary for some homeowners, the program will allow for upto \$5,000 in financial assistance as a soft mortgage or grant.

Administration: NSP funds will be used to pay reasonable program administrative costs related to the planning, implementation and monitoring of the program.

Amendment to Budget to add cost of Home Inspector

Home Inspections: Funds will be used to contract with independent contractor to conduct home inspections and monitor rehabilitation work progress. The City of Sanford does not have a building inspector on staff available to perform this function.

Amendment to Budget to include Program Income: It is anticipated the program will generate approximately \$60,000 in program income from the sale of 4 units.

How Fund Use Addresses Market Conditions:

Consistent with the requirements of Section 2301 (c) (2) of the HERA Act, as amended by the Recovery Act and the Dodd-Frank Act, the funds will be utilized in the area of greatest need to stabilize the neighborhood whose viability has been and continues to be damaged by the economic effects of properties that have been foreclosed upon and abandon. The area of greatest need selected in the City of Sanford represents approximately 1075 housing units with an index score of 20; a percentage rate of 23.48 properties with delinquent mortgages; 6.2% of the properties have foreclosures started within the last year the highest in the City of Sanford; and a high number of vacant and properties with no data available. The selected



area of greatest need f (AGN) falls within the City's CDBG and Community Redevelopment Agency (CRA) target area where considerable investment efforts are underway to revitalize the area, i.e. the construction of a new 75,000 square foot public safety complex and approximately \$1.1 million of streetscapping and drainage and other infrastructure improvements. The area has two top rated schools with an excellent reputation. Both schools received a rating of 8 out of a possible 10 score and is highly desirable. The neighborhood is attractive for families with school age children. The AGN has affordable well built 2-4 bedroom single family foreclosed properties ranging from 800 - 1400 square feet and the price ranging from \$50,000 - \$100,000. We estimate we should be able to acquire, rehab, maintain and resell decent, energy efficient housing units in the area for \$60,000 - \$65,000 per unit. Given the size of the AGN it was determined to make a significant impact on the area twelve (12) foreclosed properties would need to be acquired and resold; and an additional ten (10) vacant and blighted units would be demolished. Upon further analysis the City of Sanford is proposing to amend its determination of Area of Greatest Need by expanding it to include all of census tracts 0203.02 (Pinehurst Neighborhood) and a portion of 0209.01 (Dreamwold Neighborhood). The data to substantiate this proposed Area increase is described below. Based on a August 28, 2012 review of the MLS Foreclosed Inventory report it was discovered that in the original target area there were 2 foreclosed properties available. At the same time in the Dreamwold and Pinehurst Neighborhoods there were five (5) available properties. Amendment To Area of Greatest Need Based on the data from REO and MLS Inventory of foreclosures and Citizserve, we knew there were approximately 300 - 500 foreclosed properties in the City of Sanford and approximately 1,200 - 1,500 properties in the pre-foreclosure stage. Although the number of foreclosed properties in the City of Sanford remained constant the location of the properties shifted slightly within the the same census tracts but different neighborhoods. The new neighborhoods are adjacent to the original neighborhoods. Also, due to the slump in prices many houses are being acquired by private investors at the asking price, making it even more difficult to acquire the properties at a 1% discount. Thus the amended AGN is not a different area, but rather an expansion of the original area to include more neighborhoods to increase the number of available foreclosed properties to reach the stated goal of acquiring, rehabilitating and resale of twelve single family foreclosed properties and demolition of ten (10) blighted vacant structures. The HUD NSP Tracking Map was used to determine the 20% impact requirement. However the data in the tracking Map was not updated and not reflective of the actual foreclosure activity in the area. Based on the data for the period July 2009 - June 2010 the number of properties needed to be acquired to make an impact in the target area (205 of REO in the past year) equal 19. Consequently the amendment is based on current property availability in the

Ensuring Continued Affordability:

NSP assisted units will meet the affordability requirements for the applicable specified period, beginning after project completion. Affordability will apply regardless of the term of any loan or mortgage or transfer of ownership.

For both rentals and home sale units, the City of Sanford will include appropriate language in the developer subgrant, Development Order and restrictions on deeds and mortgages to ensure the long term affordability of the units. The language and length of restrictions will be consistent with periods specified under NSP program as follows:

Rehabilitation or Acquisition of Existing Housing

NSP Funds Per Unit	Minimum Years of Affordability
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Less than \$15,000 NSP Funds	5 Years
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\$15,000 - \$40,000 NSP Funds/Unit	10 Years
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Greater than \$40,000 NSP Funds/Unit	15 Years
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New construction or acquisition of newly constructed housing 20 Years (There are no plans for new construction)

During the affordability period homebuyers will be required to occupy the unit as their principal residency; and if the unit is sold to a non eligible homebuyer, the homeowner will be required to repay NSP funds due according to the terms of the note and or mortgage.

Definition of Blighted Structure:

A blighted structure is one which exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human safety and/or public welfare.

The City of Sanford adopted the International Property Maintenance Code: Nuisances, and Condemnation and Demolition to determine whether a structure is an imminent danger warranting condemnation and demolition.

Definition of Affordable Rents:

Affordability is defined as a household paying no more than 30% of its annual income on housing. Affordable rents are defined as and shall not exceed the Fair Market Rents (FMR) published annually by HUD for the Florida Metropolitan Statistical Area (MSA) which includes the counties of Lake, Orange, Osceola and Seminole.

The FMR for the MSA are as follows

Number of Bedrooms	1	2	3	4
Fair Market Rents	\$795	\$865	\$988	\$1,456

To be consistent with affordable Rents guidelines currently in Seminole County, the City of Sanford will adopt the definition utilized by Seminole County.

1. The units set-aside for low income households (households not exceeding 50% of the area income); rents will not exceed 65% of the FMR, less utilities allowance.

2. The units set-aside for moderate income households, rents will not exceed 80% of the FMR less utilities allowance.

3. The units set-aside for extremely low income households (households with income not exceeding 30% of the area median income), rents will not exceed 75% of the established current low HOME Rent as applicable to the HOME program less utilities allowance.

Housing Rehabilitation/New Construction Standards:

The City of Sanford has a Residential Building Code adopted by the City Commission; a copy of the Code is available on the City website at www.sanfordfl.gov. To ensure all NSP units are in compliance with NSP rehabilitation guidelines, i.e. Energy Efficient and Environmentally Friendly and Green Elements, the City of Sanford will also use the Energy Star standards and Green Housing Development Guide to make the units as energy efficient as possible. For houses built prior to January 1,

1978, all rehabilitation will comply with HUD lead-based paint risk assessment rule (24 CFR Part 35 and 24 CFR Section 570.608).

Vicinity Hiring:

The City of Sanford will be contracting with local businesses and organizations as partners in the delivery of the stipulated NSP-3 program services. When practical and feasible the City will contract with local small businesses with the capacity to deliver required services. To ensure that employment and other economic opportunity generated by NSP-3 funds benefit low and very low income persons, the City of Sanford and all subgrantees will, to the extent feasible and consistent with existing Federal, State and local laws and regulations, seek to hire low and very low income persons from the target area to fill positions that become available as a result of NSP-3 funded projects.

Procedures for Preferences for Affordable Rental Dev.:

Four (4) of the twelve (12) foreclosure properties to be acquired and rehabilitated with NSP-3 funds will be set-aside for long-term affordable rental units. The City of Sanford through a RFQ process will identify a non-profit housing development and management organization to own and manage the properties. The deeds to the properties will contain restrictive language to ensure the long-term availability and affordability of the units.

Grantee Contact Information:

NAME: Andrew Thomas, Community Relations & Neighborhood Engagement Director
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City of Sanford Web Address: www.sanfordfl.gov
City of Sanford Fax #: 407-688-5002

Project Summary

Project #	Project Title	Grantee Activity #	Activity Title	Grantee Program
11NSPA	Program Administration	11NSPA	Administration	
		11NSPC	Housing Counseling - GoldenRule	
11NSPD	Demolition	11NSPD	Demolition	
11NSPQ	Acquisition and Rehabilitation	11NSPQ	Acquisition and Rehabilitation	
11NSPS	Set Aside	11NSPS	Set Aside	
9999	Restricted Balance	No activities in this project		



Activities

Project # / 11NSPA / Program Administration

Grantee Activity Number: 11NSPA
Activity Title: Administration

Activity Type:

Administration

Project Number:

11NSPA

Projected Start Date:

03/08/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

Not Applicable (for Planning/Administration or Unprogrammed Funds only)

Activity Status:

Under Way

Project Title:

Program Administration

Projected End Date:

03/08/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 93,049.70

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 93,049.70

Benefit Report Type:

NA

Proposed budgets for organizations carrying out Activity:

Responsible Organization

City of Sanford1

Organization Type

Local Government

Proposed Budget

\$ 93,049.70

Location Description:

City of Sanford
City Hall
300 N. Park Avenue
Sanford, Florida 32771

Activity Description:

Program administration costs related to planning, implementation and monitoring of program activities. This



includes cost related to staff coordination, monitoring and reporting and etc.

Environmental Assessment: EXEMPT

Environmental Reviews: None

Activity Attributes: None

Activity Supporting Documents: None

Grantee Activity Number:	11NSPC
Activity Title:	Housing Counseling - GoldenRule

Activity Type:

Public services

Project Number:

11NSPA

Projected Start Date:

10/01/2012

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

LMMI: Low, Moderate and Middle Income National Objective for NSP Only

Activity Status:

Completed

Project Title:

Program Administration

Projected End Date:

12/31/2013

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 10,720.00

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 10,720.00

Benefit Report Type:

Direct (Households)

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# of Households	4	2	2	100.00
# of Cases closed	10			0.00

Proposed budgets for organizations carrying out Activity:

Responsible Organization

City of Sanford1

Organization Type

Local Government

Proposed Budget

\$ 10,720.00

Location Description:

The City of Sanford will be contracting with GoldenRule Housing and Community Developemnt Corp. located at 417 2nd Street, Sanfor FI 32771 to provide homeownership counseling services on behalf of City of Sanford.

Activity Description:

Hud required 8 hour homeownership counseling course for all perspective homeowners.

Environmental Assessment: EXEMPT

Environmental Reviews: None

Activity Attributes: None

Environmental Reviews: None

Activity Supporting Documents: None

Project # / 11NSPD / Demolition



Grantee Activity Number: 11NSPD
Activity Title: Demolition

Activity Type:
 Clearance and Demolition

Project Number:
 11NSPD

Projected Start Date:
 03/10/2011

Project Draw Block by HUD:
 Not Blocked

Activity Draw Block by HUD:
 Not Blocked

Block Drawdown By Grantee:
 Not Blocked

National Objective:
 LMMI: Low, Moderate and Middle Income National Objective for NSP Only

Benefit Report Type:
 Area Benefit (Census)

Activity Status:
 Completed

Project Title:
 Demolition

Projected End Date:
 03/10/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 22,603.05

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 22,603.05

Total Funds: \$ 45,206.10

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# of Persons	3			0.00

Proposed Accomplishments

	Total
# of Singlefamily Units	3
# of Housing Units	3
# of Properties	3

LMI%:

Proposed budgets for organizations carrying out Activity:

Responsible Organization

City of Sanford1

Organization Type

Local Government

Proposed Budget

\$ 22,603.05

Funding Source Name

NSP

Matching Funds

No

Funding Amount

\$ 22,603.05

Location Description:

This activity will take place in census tract 0204.01 and the Country Club Manor neighborhood of the City of Sanford.

Activity Description:

Demolition of vacant foreclosed blighted structures in census tract 0204.01 and Country Club Manor. In



cooperation with the City of Sanford Code Enforcement Office and in compliance with the City of Sanford Condemnation Policy identify 3 blighted vacant foreclosed or abandon properties in the AGN and demolish them. It is not the intent of the program to neither demolish occupied units nor relocate any residents. However, should the need arise and relocation is necessary the City of Sanford will follow the Uniform Relocation Act procedure.

Environmental Assessment: COMPLETED

Environmental Reviews: None

Activity Attributes: None

Activity Supporting Documents:

Document Demolition Spreadsheet.pdf

Document Receipts 1406 W. 16th Street.pdf

Document Receipts 2550 S Marshall Ave.pdf

Project # / 11NSPQ / Acquisition and Rehabilitation

Grantee Activity Number:	11NSPQ
Activity Title:	Acquisition and Rehabilitation

Activity Type:
Rehabilitation/reconstruction of residential structures

Project Number:
11NSPQ

Projected Start Date:
03/09/2011

Project Draw Block by HUD:
Not Blocked

Activity Draw Block by HUD:
Not Blocked

Block Drawdown By Grantee:
Not Blocked

National Objective:
LMMI: Low, Moderate and Middle Income National Objective for NSP Only

Activity Status:
Completed

Project Title:
Acquisition and Rehabilitation

Projected End Date:
03/09/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 597,715.30

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 597,715.30

Total Funds: \$ 1,195,430.60

Benefit Report Type:
Direct (Households)

Program Income Account:
Sale of Units & Rental Income

Proposed Beneficiaries	Total	Low	Mod	Low/Mod%
# Renter Households	4	4		100.00
# Owner Households	4		4	100.00
# of Households	8	4	4	100.00

Proposed Accomplishments	Total
# of Singlefamily Units	8
# of Housing Units	8
# of Properties	8

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed Budget
City of Sanford2	Local Government	\$ 0.00
Miller Construction Services LLC	For Profit	\$ 597,715.30

Funding Source Name	Matching Funds	Funding Amount
NSP	No	\$ 597,715.30

Location Description:

This activity will take place in census tract 0204.01 and Country Club Manor neighborhood, census tracts 0203.02 and 0209.01 to include the Pinehurst and Dreamwold neighborhoods.

Activity Description:

This activity will consist of identifying eight (8) affordable foreclosed single-family housing units, purchasing the units, rehabilitating the units and disposition of the units to LMMI homebuyers. The City of Sanford will utilize the program model identified in the HUD Resource Toolkit. Property Acquisition and Single-Family Homebuyer program guidelines. Four (4) of the units will be available for rent to households with income 50% of AMI and below. The other four (4) will be available for sale to households above the 50% AMI, but not greater than 120% AMI.

Under a sub-grant agreement, the City of Sanford through an RFP open bidding process will identify a developer and or management company to partner with in the identification, acquiring and rehabilitation of four (4) scattered site units in the AGN. The sub-grantee(s) may be a non-profit CDC, housing authority, or a for-profit development and management company. The NSP affordability terms and conditions will be stipulated in the contract with the developer and/or management partner. The properties will be deeded to sub-grantee with appropriate deed restrictions for the specified time to assure long-term affordability.

The four (4) units will be foreclosed single-family units in the AGN. The selection and verification of income eligibility of the tenants will be conducted by the management partner. The four (4) units will only be rented and re-rented to individuals and/or households also below 50% AMI.

The City of Sanford will issue an RFP for a sub-grantee, ideally a non-profit housing development organization, to take ownership and manage the four (4) scattered site rental units. The necessary language and restrictions will be incorporated into the agreements to assure the long-term availability of the units. The language will include NSP minimum affordability period. The management company will be paid their management fee and cost of maintenance of the units from the rental income. All RFP's will be conducted through the open bidding process and the selected applicant approved by the City of Sanford Commission and procurement process.

As per the requirements of the NSP3 program, all perspective homebuyers will participate in and complete the 8-hour homeownership counseling course, The City of Sanford will contract with a HUD approved homebuyer counseling agency to provide the services.

To prevent potential homebuyers from being accepted into the program, but can not qualify for mortgages from lenders because of low credit scores, special attention will be given to recruiting and preparing the potential homebuyer well in advance. Prior to acceptance into the homeownership counseling program, perspective clients will have been identified and coached by a reputable housing community organization and or faith based organization, preapproved for a mortgage and referred to the program for screening.

The goal of the program is to purchase the housing units at a minimum of 1% discount, thus allowing for the units to be resold at slightly less than fair market value. Although the program will target all LMMI households, preference will be given to first-time homebuyers.

This Program will require that potential homebuyers demonstrate the ability to qualify for conventional mortgage and maintain the home after the available NSP funds have been provided to acquire and rehab the property. No sub-prime or high risk non-conventional mortgages will be allowed in the program.

The City will issue a separate RFP for the development, marketing and resale of the units for homeownership. As noted above a RFP will be issued for the homeownership counseling services.

All RFP's will be conducted through the open bidding process and the selected applicant approved by the City of Sanford City Commission and procurement process.

To ensure long-term affordability, NSP assisted housing units will have a deed restriction into the future ensuring the availability of the property to LMMI future homebuyers. The restrictions will be consistent with HUD approved minimum affordability periods. It is not the intent of the program to relocate anyone, as the program will be focusing on foreclosed vacant REO properties. However, if relocation should occur from a blighted property, the City of Sanford will follow the Uniform Relocation Act (URA) and the anti-displacement policy as stated in the City of Sanford CDBG Five-Year 2010-2014 Consolidated Plan.

It is anticipated the program will be providing 2nd mortgage financing and other type of financial assistance incentives in the program such as funding closing cost and up to 50% of down payment when permissible with non FHA financing. The financial assistance will consist of both low/no interest loans and grants; the interest rate for the loans will be limited to a maximum of 1%.

All funds generated from resales of units will be returned to the program for future approved program activities.

Environmental Assessment: COMPLETED

Environmental Reviews: None

Activity Attributes: None

Activity Supporting Documents: None

Project # / 11NSPS / Set Aside



Grantee Activity Number:	11NSPS
Activity Title:	Set Aside

Activity Type:

Acquisition - general

Project Number:

11NSPS

Projected Start Date:

03/09/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

LH25: Funds targeted for housing for households whose incomes are at or under 50% Area Median Income.

Activity Status:

Completed

Project Title:

Set Aside

Projected End Date:

03/09/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 313,608.95

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 313,608.95

Benefit Report Type:

Direct (Households)

Proposed Beneficiaries

Owner Households

Total	Low	Mod	Low/Mod%
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4	4		100.00
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of Households

4	4		100.00
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Proposed Accomplishments

of Singlefamily Units

Total

4

of Housing Units

4

of Properties

4

Proposed budgets for organizations carrying out Activity:

Responsible Organization

City of Sanford2

Habitat for Humanity of Seminole and Greater Apopka

Organization Type

Local Government

Non-Profit

Proposed Budget

\$ 0.00

\$ 300,933.95

Location Description:

This activity will take place in census tract 0204.01 and Country Club Manor neighborhood; census tracts 0203.02 (Pinehurst neighborhood and census tract 0209.01 (Dreamwold) neighborhoods in the City of Sanford.

Activity Description:



This activity will consist of identifying, acquiring and rehabilitating four (4) affordable foreclosed or vacant single-family housing units for long-term affordable units for low-income individuals and families whose income do not exceed 50% of the area median income.

Environmental Assessment: COMPLETED

Environmental Reviews: None

Activity Attributes: None

Activity Supporting Documents: None

Action Plan Comments:

- Serino, Lori Plan is rejected with the following comments: review benefit report types for demo, acq and rehab, set aside activity select either direct benefit or area wide benefit. Remove MF from performance measures, and select rental performance measures under your set aside activity. LS 9/7/11
- Serino, Lori The Contract End Date for the City's NSP3 grant is 3/10/14; however, each activity listed has an end date of 3/31/14, although it is conceivable to have program income, HUD recommends that this date is changed for consistency with the expiration of the grant. LS 10/5/11
- Serino, Lori Plan modifications approved, revisions were to adjust the contract start and end dates, as well as National Objective for demo, LMMI for an area wide benefit. LS 10/12/11
- Tiffin Jr, Action Plan approved per e-mail of October, 26, 2011 from Andrew Thomas regarding correcting a misspelled word in the Action Plan.
- Tiffin Jr, Grantee revised its DRGR Action Plan in anticipation of submitting a substantial amendment to expand its AGN. Grantee has reverted the DRGR Action Plan back to its original plan per the 10/29/2012 email of Andrew Thomas. Substantial amendment to be resubmitted at a later time. TT/ 10/29/2012
- Tiffin Jr, Substantial Amendment to expand AGN to add Dreamwold Neighborhood in census tract 0209.0 is approved per the 1/3/2013 letter from Gary A. Causey to Andrew Thomas. TT; 1/16/2013
- Tiffin Jr, Plan modifications approved. Only changes made were spelling correction and punctuations; no changes to the content of the Plan per 4-30-2013 email from Andrew Thomas. TT; 4-30-2013.
- Serino, Lori Plan modification approved for budget adjustments to reallocate \$72,164.25 from demolition to other activities. LS
- Serino, Lori The Action Plan modification is approved for minor budget adjustments to reallocate remaining demolition funds. The grantee is advised that although all funds have been budgeted at the project level, there remains unobligated funds at the activity level. LS
- Serino, Lori Plan modification approved for minor budget adjustments.
- Serino, Lori No changes were made to the action plan.

Action Plan History

Version	Date
B-11-MN-12-0035 AP#10	02/02/2021
B-11-MN-12-0035 AP#9	03/26/2018
B-11-MN-12-0035 AP#8	07/30/2015
B-11-MN-12-0035 AP#7	10/20/2014
B-11-MN-12-0035 AP#6	03/10/2014
B-11-MN-12-0035 AP#5	12/26/2013
B-11-MN-12-0035 AP#4	04/30/2013
B-11-MN-12-0035 AP#3	01/16/2013
B-11-MN-12-0035 AP#2	10/29/2012
B-11-MN-12-0035 AP#1	10/27/2011

