

Grantee: Corona, CA

Grant: B-08-MN-06-0506

October 1, 2009 thru December 31, 2009 Performance Report

Grant Number:
B-08-MN-06-0506

Grantee Name:
Corona, CA

Grant Amount:
\$3,602,842.00

Grant Status:
Active

QPR Contact:
Alicia Howard

Disasters:

Declaration Number
NSP

Plan Description:

Recovery Needs:

Overall	This Report Period	To Date
Total Projected Budget from All Sources	N/A	\$3,602,842.00
Total CDBG Program Funds Budgeted	N/A	\$3,602,842.00
Program Funds Drawdown	\$461,739.75	\$461,739.75
Obligated CDBG DR Funds	\$3,602,842.00	\$3,602,842.00
Expended CDBG DR Funds	\$1,378,401.11	\$1,669,816.35
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

Obligation Date:

Award Date:

Contract End Date:

Review by HUD:
Reviewed and Approved

Progress Toward Required Numeric Targets

Requirement	Required	To Date
Minimum Overall Benefit Percentage	99.99%	0.001%
Minimum Non-Federal Match	\$0.00	\$0.00
Limit on Public Services	\$540,426.30	\$0.00
Limit on Admin/Planning	\$360,284.20	\$90,342.77
Limit on State Admin	\$0.00	\$0.00

Progress Toward Activity Type Targets

Progress Toward National Objective Targets

Overall Progress Narrative:

3rd Quarter Progress

October 1, 2009 – December 31, 2009

As of December 31, 2009, the City of Corona has acquired a total of nine (9) properties with NSP funds. Mary Erickson Community Housing (MECH), the City's community housing development organization has been very diligent in going through process of getting the properties scheduled for contract bids, awarding the bids and commencing rehabilitation.

The rehabilitation on the first property that was acquired with our NSP funds was completed during this quarter. A great amount of interest was expressed in the property, and a lottery drawing containing qualified buyers was held at the property on October 23, 2009. The drawing was video taped and 6 qualified buyers were drawn from the lottery. As of December 31, 2009, the resale of the property is still underway. Due to the fact that this is the first property that is being re-sold through this program, the CC & R's and deed restriction revisions have taken some time for legal review and bank review.

The rehabilitation on the other 8 properties that have been acquired has either begun or is currently going through the bid approval process. By the end of the 4th quarter the rehabilitation all nine properties is scheduled to be completed. We also anticipate having 2 - 3 of the homes under contract for purchase.

Expenditure Timeliness as of December 31, 2009: Nearly 75% of the funds allocated to the Acquisition, Rehab, Resale activity have been expended. The total amount drawn for this activity is \$1,579,473.58. The remaining 25% of the funds will be utilized for the completion of the rehabilitation component of the activity in the 4th quarter.

On October 8, 2009, HUD approved the expansion of the City's NSP Target Area. This was a huge step, as this will enable the City to acquire more properties in areas of the City that are becoming blighted due to the state of the economy and the mortgage crisis.

On, December 24, 2009, the City worked very closely with PMC, our administrative consultant, to complete the first version of our NSP Policies and Procedures Manual.

The City has also come together with US Tile, which is a locally based tile manufacturer in the City. US Tile has volunteered to install clay tile roofs on eight homes that are being rehabilitated under NSP. Four homes have been identified as the first recipients of the free clay tile roofs. US Tile is offering, at absolutely no cost to the City or to the future homeowners, the installation of these energy-efficient and cool tile roofs. US Tile is putting together a team of local vendors that will be providing other materials and services for the installation of the tile roofs. Once the team has been put together, the Redevelopment Agency will issue a press release touting the cooperation between the City of Corona, US Tile and their team of vendors, and HUD through NSP for this demonstration project.

Project Summary

Project #, Project Title	This Report Period	To Date	
	Program Funds Drawdown	Project Funds Budgeted	Program Funds Drawdown
1, Purchase & Rehabilitation (B)	\$421,238.27	\$3,042,558.00	\$421,238.27
2, Redevelopment (E)	\$0.00	\$200,000.00	\$0.00
3, NSP Adminstration	\$40,501.48	\$360,284.00	\$40,501.48
9999, Restricted Balance	\$0.00	\$0.00	\$0.00

Activities

Grantee Activity Number:	1-001
Activity Title:	Acq/Rehab/Rental (NPHS)

Activity Category:

Acquisition - buyout of residential properties

Project Number:

1

Projected Start Date:

03/01/2009

National Objective:

NSP Only - LH - 25% Set-Aside

Activity Status:

Planned

Project Title:

Purchase & Rehabilitation (B)

Projected End Date:

07/20/2013

Responsible Organization:

Redevelopment Agency to the City of Corona

Overall	Oct 1 thru Dec 31, 2009	To Date
Total Projected Budget from All Sources	N/A	\$900,711.00
Total CDBG Program Funds Budgeted	N/A	\$900,711.00
Program Funds Drawdown	\$0.00	\$0.00
Obligated CDBG DR Funds	\$900,711.00	\$900,711.00
Expended CDBG DR Funds	\$0.00	\$0.00
Redevelopment Agency to the City of Corona	\$0.00	\$0.00
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

Activity Description:

This activity is for acquisition/rehabilitation/rental, specifically for households earning less than 50 percent AMI. The City will issue a Notice of Funding Availability for the acquisition and rehabilitation of multi-family and/or single family units for rental to households at or below 50 percent AMI and/or permanent supportive housing, and/or group homes for special needs populations to expand affordable housing opportunities in this area. For long-term affordability, the City will record a Deed of Trust with re-sale restrictions as well as a Regulatory Agreement which will include re-sale/re-capture provisions that are comparable to those found in the HOME Investment Partnerships grant program. Further, the City will perform annual monitoring (desk and on-site) to ensure the terms of the long-term affordability covenants are being met. Activity delivery costs are estimated to be 5% of the amount to be paid directly to the property owners. For this activity is estimated to be \$45,036.

Location Description:

Area area bounded by the 91 Freeway in the north, Ontario Avenue in the south, Paseo Grande in the west, and Magnolia Avenue in the east as the area of greatest need and where NSP funds and activities will be given priority. The specific census tract block groups are:

Tract Blkgrp Tract Blkgrp Tract Blkgrp Tract Blkgrp 041409 2 041500 1 041704 1 041412 1 041809 1
041500 2 041704 2 041813 1 040810 1 041812 1 041600 1 041813 3 041805 1 041703 1 041600 2
041905 1 041805 3 041703 2 041600 3 041702 1 041906 3 041703 3 041600 4 041702 3 0419.06 4
040808 2 041906 1 041906 2

Activity Progress Narrative:

On October 8, 2009, the RFP for the Acquisition/Rehabilitation/Rental Project for Corona residents whose incomes do not exceed 50% of the area median income closed. The City received 3 responses to the RFP. These responses came from the following organizations:

Habitat for Humanity
Inspire Life Skills
Neighborhood Partnership Housing Services (NPHS)

Of the three responses, after very close review by City staff and our administrative consultant PMC, NPHS was deemed the most responsive and was informed of this on November 5, 2009. Since this time, NPHS has been seeking multi-family units within City limits to acquire, rehab, and rent. Unfortunately the supply of multi-family units within the City is extremely limited

and this has delayed progress on this activity.

After thorough evaluation, the City made the decision to amend this activity to add the option of ownership for the 50% or less AMI population that we hope to assist with these funds. We are aware that this will require a significant amount of subsidization; however we feel that this would be a very rewarding and beneficial activity. As of December 31, 2009, a draft amendment to the action plan has been prepared and the Public Notice for the Amendment to the 2009-2010 Activity Plan will be published.

While 100% of the funds for this activity have been committed, the City is very optimistic that by the end of the 4th quarter a minimum of 50% of the funds allocated to this activity will be expended.

Performance Measures

	This Report Period			Cumulative Actual Total / Expected		
	Low	Mod	Total	Low	Mod	Total
# of Properties	0	0	0	0/0	0/0	0/2
# of housing units	0	0	0	0/0	0/0	0/2
# of Households benefitting	0	0	0	0/6	0/0	0/6
# of Parcels acquired by	0	0	0	0/0	0/0	0/0
# of Parcels acquired by admin	0	0	0	0/0	0/0	0/0
# of Parcels acquired voluntarily	0	0	0	0/0	0/0	0/2
Total acquisition compensation to	0	0	0	0/0	0/0	0/855675

Activity Locations

No Activity Locations found.

Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

Grantee Activity Number:	1-002
Activity Title:	Acq/Rehab/Resale (MECH)

Activity Category:

Acquisition - buyout of residential properties

Project Number:

1

Projected Start Date:

03/01/2009

National Objective:

NSP Only - LMMI

Activity Status:

Under Way

Project Title:

Purchase & Rehabilitation (B)

Projected End Date:

07/20/2013

Responsible Organization:

Redevelopment Agency to the City of Corona

Overall	Oct 1 thru Dec 31, 2009	To Date
Total Projected Budget from All Sources	N/A	\$2,341,847.00
Total CDBG Program Funds Budgeted	N/A	\$2,341,847.00
Program Funds Drawdown	\$421,238.27	\$421,238.27
Obligated CDBG DR Funds	\$2,141,847.00	\$2,141,847.00
Expended CDBG DR Funds	\$1,304,833.03	\$1,579,473.58
Redevelopment Agency to the City of Corona	\$1,304,833.03	\$1,579,473.58
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

Activity Description:

This activity is for acquisition/rehabilitation/resale to first time homebuyers. The tenure of beneficiaries is home ownership; the duration of the assistance will be dependent on the household's debt capacity. Should there be an affordability gap, some portion of the City's original investment of acquisition and rehabilitation funds will remain in the property as a "silent second" (no monthly payments due, and a proportionate equity-share mechanism in lieu of interest) to be repaid upon change in title or status as owner-occupied housing. The property will have an affordability covenant recorded against it, for a period of 15 years. As with other assisted single family units through Corona's rehabilitation programs and down-payment assistance programs, continued affordability is ensured through an annual monitoring process. Initial acquisition by the activity sponsor (City's certified CHDO and/or other non-profit/for-profit developers) will average at least 15 percent below a current appraised value. No interest will be charged, instead a proportionate equity-share mechanism will be used. The sales price will be no greater than the total investment by the City (including acquisition, rehabilitation and associated program delivery costs). For example, if a completed unit is sold for \$200,000, and \$25,000 remains as a "silent second", this amount represents 12.5 percent of the original purchase price. When the unit is sold in future years, the \$25,000 principal and 12.5 percent of any equity (increase in value less capital improvements and costs of sale) would be recaptured. For example if the unit is sold in the future for \$400,000, and capital improvements to the unit and costs of sale total \$50,000, then the amount due to the City would be \$43,750 (original principal of \$25,000, plus 12.5 percent of the equity which is calculated at \$400,000 less household's acquisition price of \$200,000, less \$50,000 in capital improvements and costs of sale: \$400,000 - \$200,000 = \$200,000; \$200,000 - \$50,000 = \$150,000; \$150,000 x 12.5% = \$18,750; \$18,750 + \$25,000 = \$43,750). Activity delivery costs for this activity are estimated to 5% of the amount paid to the property owners. For this activity it is \$107,092.

Location Description:

Staff has identified the area bounded by the 91 Freeway in the north, Ontario Avenue in the south, Paseo Grande in the west, and Magnolia Avenue in the east as the area of greatest need and where NSP funds and activities will be given priority. The specific census tract block groups are as follows:

Tract Blkgrp Tract Blkgrp Tract Blkgrp Tract Blkgrp 041409 2 041500 1 041704 1 041412 1 041809 1
041500 2 041704 2 041813 1 040810 1 041812 1 041600 1 041813 3 041805 1 041703 1 041600 2
041905 1 041805 3 041703 2 041600 3 041702 1 041906 3 041703 3 041600 4 041702 3 041906 4
040808 2 041906 1 041906 2

Activity Progress Narrative:

As of the 3rd quarter Mary Erickson Community Housing (MECH) completed the acquisition of 9 properties with NSP funds, it should be noted that it took approximately 110 offers on for sale properties to get these 9 properties. The real estate market in Corona is very competitive due to the lack of foreclosed properties that are being released by lenders. The property addresses are as follows:

NSP Properties Acquired

1. 1672 Lilac
2. 1270 Sunkist Circle
3. 1358 Via Santiago Unit A
4. 2337 Mesquite Lane
5. 2252 Adrienne Drive
6. 109 W. Citron Street
7. 1066 Sycamore Lane
8. 1109 Stone Pine Lane Unit A
9. 985 W. Rancho Road

Due to some issues of the lack of documentation with the notice to vacate and tenancy at the following property, the City decided that it would be best not to move forward with the acquisition of this property:

NSP Properties Cancelled Acquisitions

1. 319 W. Kendall Street

Now that all of the properties have been acquired, the competitive rehab bid process has commenced. As of December 31, 2009, the awarding process of the bids that were received was underway. Also, the initiation of marketing outreach began to ensure that the turnover time upon rehab completion is not lengthy.

On October 23, 2009, a lottery drawing was held to determine the family that the 1672 Lilac Street property would be sold to. The drawing was video taped and six families were participants in the drawing. The sale of the first property that was acquired with the NSP funds, 1672 Lilac has not been completed as of December 31, 2009, however it will be completed prior to the end of the 4th quarter. The reason for the delay is due to some issues in the language in the sales agreement and the deed restrictions. Our legal team, consultant, internal staff, and the bank have been reviewing the documents very closely. As a result of having multiple parties involved in the review, we are assured that the agreement is accurate and very thorough, however this has caused some time delay.

Each of the properties that has been acquired is expected to be sold to either a low income, moderate or middle income family. The sales prices will be determined upon the completion of the rehabilitation process. A more accurate determination of the number of low income, moderate and middle income families that will be placed in the nine properties that have been acquired will be detailed in the 4th quarter QPR.

Performance Measures

	This Report Period			Cumulative Actual Total / Expected		
	Low	Mod	Total	Low	Mod	Total
# of Properties	0	0	6	0/0	0/0	6/10
# of housing units	0	0	0	0/0	0/0	3/10
# of Households benefitting	0	0	0	0/2	1/8	3/10
# of Parcels acquired by	0	0	0	0/0	0/0	0/0
# of Parcels acquired by admin	0	0	0	0/0	0/0	0/0
# of Parcels acquired voluntarily	0	0	0	0/0	0/0	0/10
Total acquisition compensation to	0	0	0	0/0	0/0	146597/203475

Activity Locations

Address	City	State	Zip
1109 Stone Pine Lane Unit A	Corona	NA	92882
1672 Lilac Street	Corona	NA	92882
985 W. Rancho Road	Corona	NA	92882
1358 Via Santiago Unit A	Corona	NA	92882
109 W. Citron Street	Corona	NA	92882

1270 Sunkist Circle	Corona	NA	92882
2337 Mesquite Lane	Corona	NA	92882
2252 Adrienne Drive	Corona	NA	92882
1066 Sycamore Lane	Corona	NA	92882

Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

Grantee Activity Number:	2-001
Activity Title:	Acq/Rehab/Demo/Redev

Activity Category:

Acquisition - buyout of residential properties

Project Number:

2

Projected Start Date:

03/01/2009

National Objective:

NSP Only - LMMI

Activity Status:

Cancelled

Project Title:

Redevelopment (E)

Projected End Date:

07/20/2013

Responsible Organization:

Redevelopment Agency to the City of Corona

Overall	Oct 1 thru Dec 31, 2009	To Date
Total Projected Budget from All Sources	N/A	\$0.00
Total CDBG Program Funds Budgeted	N/A	\$0.00
Program Funds Drawdown	\$0.00	\$0.00
Obligated CDBG DR Funds	\$200,000.00	\$200,000.00
Expended CDBG DR Funds	\$0.00	\$0.00
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

Activity Description:

This activity is for acquisition/demolition/redevelopment of foreclosed, abandoned single family properties that would require more funds to rehabilitate than to demolish and rebuild. After consultation with the City's Building Official, a determination would be made to demolish the structure instead of attempting to rehabilitate it. The property would then be made available to non-profit housing providers to plan the redevelopment of the property as soon as feasible. Redevelopment may include sale of the property as per the NSP requirements, or partnership with the non-profit agency. Other possible uses under this activity type might include vacant, foreclosed properties that allow for the expansion or improvement of a public facility. Activity delivery costs are anticipated to 5% or less of the proposed amount to be paid directly to property owners. For this activity it would be \$10,000.

Location Description:

The target area bounded by the 91 Freeway in the north, Ontario Avenue in the south, Paseo Grande in the west, and Magnolia Avenue in the east as the area of greatest need and where NSP funds and activities will be given priority. It is in the following census tract block groups:

Tract Blkgrp Tract Blkgrp Tract Blkgrp Tract Blkgrp 041409 2 041500 1 041704 1 041412 1 041809 1
041500 2 041704 2 041813 1 040810 1 041812 1 041600 1 041813 3 041805 1 041703 1 041600 2
041905 1 041805 3 041703 2 041600 3 041702 1 041906 3 041703 3 041600 4 041702 3 0419.06 4
040808 2 041906 1 041906 2

Activity Progress Narrative:

As of December 31, 2009, there is no activity to be reported on this activity.

Performance Measures

	This Report Period			Cumulative Actual Total / Expected		
	Low	Mod	Total	Low	Mod	Total
# of Properties	0	0	0	0/0	0/0	0/0
# of housing units	0	0	0	0/0	0/0	0/0
# of Households benefitting	0	0	0	0/0	0/0	0/0

# of Parcels acquired by	0	0	0	0/0	0/0	0/0
# of Parcels acquired by admin	0	0	0	0/0	0/0	0/0
# of Parcels acquired voluntarily	0	0	0	0/0	0/0	0/0
Total acquisition compensation to	0	0	0	0/0	0/0	0/0

Activity Locations

No Activity Locations found.

Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

Grantee Activity Number:	3-001
Activity Title:	RDA Admin. Expense

Activity Category:

Administration

Activity Status:

Under Way

Project Number:

3

Project Title:

NSP Administration

Projected Start Date:

11/01/2008

Projected End Date:

07/20/2013

National Objective:

N/A

Responsible Organization:

Redevelopment Agency to the City of Corona

Overall	Oct 1 thru Dec 31, 2009	To Date
Total Projected Budget from All Sources	N/A	\$140,823.00
Total CDBG Program Funds Budgeted	N/A	\$140,823.00
Program Funds Drawdown	\$17,324.33	\$17,324.33
Obligated CDBG DR Funds	\$140,823.00	\$140,823.00
Expended CDBG DR Funds	\$23,753.69	\$23,986.23
Redevelopment Agency to the City of Corona	\$23,753.69	\$23,986.23
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

Activity Description:

This activity is grant administration which includes, but is not limited to, the following activities: • Compliance monitoring (NSP requirements, Labor Standards, Section 3, procurement, conflict of interest, EEO, URA, Affirmative Marketing, etc.). • Environmental review for compliance with the National Environmental Policies Act (NEPA) • Contracting • Procurement (including letting of appropriate Requests for Proposals, Notices of Funding Opportunities, etc.) • Financial data collection and reporting • Quarterly reporting • Data entry and reporting through DRGR • Providing technical assistance to activity sponsors • Ensuring public participation Further, the City will issue a Request for Proposals for a contractor to be engaged to assist in the administration of this grant for a 3 to 5-year period, as funds are available.

Location Description:

None. This activity supports the other funded activities.

Activity Progress Narrative:

During the 3rd quarter the City incurred routine expenses under the administrative activity. The City has two full time staff that spend on average 30 - 35% of staff time administering the NSP grant program. The key activities that were completed during this reporting period were:

- Drafting and finalization of the Expanded NSP project area amendment documentation
- Review and Selection of an organization to complete the Acquisition/Rehabilitation/Rental project
- NSP Grant Financial Management Activities
- Review and Approval of Rehabilitation Bids
- Coordination of NSP /DRGR Training
- Participation in the lottery drawing for the property at 1672 Lilac Street
- Assistance in drafting and reviewing the NSP Policies and Procedures Manual
- Review and updates required of the NSP Property Sales Agreement
- Drafting of the Loan Agreement with CC&R's and the Deed of Trust for the resale of the first completed home, 1672 Lilac Street

Performance Measures

No Performance Measures found.

Activity Locations

No Activity Locations found.

Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

Grantee Activity Number:	3-002
Activity Title:	MECH Admin. Expense

Activity Category:

Administration

Activity Status:

Under Way

Project Number:

3

Project Title:

NSP Administration

Projected Start Date:

11/01/2008

Projected End Date:

07/20/2013

National Objective:

N/A

Responsible Organization:

Redevelopment Agency to the City of Corona

Overall	Oct 1 thru Dec 31, 2009	To Date
Total Projected Budget from All Sources	N/A	\$50,000.00
Total CDBG Program Funds Budgeted	N/A	\$50,000.00
Program Funds Drawdown	\$11,539.65	\$11,539.65
Obligated CDBG DR Funds	\$50,000.00	\$50,000.00
Expended CDBG DR Funds	\$24,876.89	\$36,416.54
Redevelopment Agency to the City of Corona	\$24,876.89	\$36,416.54
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

Activity Description:

This activity is grant administration which includes, but is not limited to, the following activities: • Compliance monitoring (NSP requirements, Labor Standards, Section 3, procurement, conflict of interest, EEO, URA, Affirmative Marketing, etc.). • Environmental review for compliance with the National Environmental Policies Act (NEPA) • Contracting • Procurement (including letting of appropriate Requests for Proposals, Notices of Funding Opportunities, etc.) • Financial data collection and reporting • Quarterly reporting • Data entry and reporting through DRGR • Providing technical assistance to activity sponsors • Ensuring public participation Further, the City will issue a Request for Proposals for a contractor to be engaged to assist in the administration of this grant for a 3 to 5-year period, as funds are available.

Location Description:

None. This activity supports the other funded activities.

Activity Progress Narrative:

During the 3rd quarter Mary Erickson Community Housing (MECH) completed the following administrative activities:

- Received/Attended Additional NSP Training
- Development of formal marketing outreach with PMC (administrative consultant) approval
- Scheduling of the open house for 4 of the remaining 8 properties
- Revisions of Deed Restrictions
- Conducting competitive bid process for rehab projects
- Completion of job walks for rehab bid approvals

Performance Measures

No Performance Measures found.

Activity Locations

No Activity Locations found.

Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

Grantee Activity Number:	3-003
Activity Title:	PMC Admin. Expense

Activity Category:

Administration

Project Number:

3

Projected Start Date:

11/01/2008

National Objective:

N/A

Activity Status:

Under Way

Project Title:

NSP Administration

Projected End Date:

07/20/2013

Responsible Organization:

Redevelopment Agency to the City of Corona

Overall	Oct 1 thru Dec 31, 2009	To Date
Total Projected Budget from All Sources	N/A	\$169,461.00
Total CDBG Program Funds Budgeted	N/A	\$169,461.00
Program Funds Drawdown	\$11,637.50	\$11,637.50
Obligated CDBG DR Funds	\$169,461.00	\$169,461.00
Expended CDBG DR Funds	\$24,937.50	\$29,940.00
Redevelopment Agency to the City of Corona	\$24,937.50	\$29,940.00
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

Activity Description:

This activity is grant administration which includes, but is not limited to, the following activities: • Compliance monitoring (NSP requirements, Labor Standards, Section 3, procurement, conflict of interest, EEO, URA, Affirmative Marketing, etc.). • Environmental review for compliance with the National Environmental Policies Act (NEPA) • Contracting • Procurement (including letting of appropriate Requests for Proposals, Notices of Funding Opportunities, etc.) • Financial data collection and reporting • Quarterly reporting • Data entry and reporting through DRGR • Providing technical assistance to activity sponsors • Ensuring public participation Further, the City will issue a Request for Proposals for a contractor to be engaged to assist in the administration of this grant for a 3 to 5-year period, as funds are available.

Location Description:

None. This activity supports the other funded activities.

Activity Progress Narrative:

During the 3rd quarter the City's NSP Administrative Consultant, PMC, completed the following activities:

General Administration

- General coordination and technical assistance
- Supervision and staff assignments
- Buyer selection lottery review and assistance
- Project area amendment.
 - Maps and data
 - Evaluation of amendment
- NSP Policy and Procedures Manual
 - Review of existing policy and procedures documentation
 - Kick-off conference call
 - Draft manual prepared and submitted December 2009
- MECH Assistance
 - General coordination and on-call technical assistance
 - Review of monthly report

- Relocation requirements compliance
- Affirmative marketing advice and assistance
- Tenant protection requirements compliance

Environmental Review

- Pt 58/NEPA compliance assistance
- Section 109 compliance assistance

Homebuyer Program

- Project feasibility
- Transaction compliance with NSP
- Review of scope of work
- Rehabilitation

Job inspection (Sunkist Circle)

Construction contract review

Review of bid results

Rehab standards

Rehab bidding process assistance

- Review of compliance documentation

-Resale

Loan document and resale restriction review

Affordability requirement review and CC&R's

- Appraisal requirements guidance

Expenditures:

The total amount of the program funds that were drawn down prior to the start of the 3rd quarter is: \$11,637.50. These funds were drawn down on November 23, 2009, for the period of April 2009 - September 2009. During the 3rd quarter \$18,302.50 have been drawn down for this activity. The total amount of drawdowns for this activity are: \$29,940.

Performance Measures

No Performance Measures found.

Activity Locations

No Activity Locations found.

Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources

Amount

No Other Funding Sources Found

Total Other Funding Sources
