



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

6.

12/22/2020

Subject:

Approval, Re: Agreements between the Brevard County Board of County Commissioners, the City of Titusville, and Community of Hope, Inc. (District 1)

Fiscal Impact

Fiscal Year 2020-2021: There will be no fiscal impact to the General Fund. Funds are budgeted in the HOME Investment Partnerships Program grant Cost Center 1472-303052-- \$381,597.99

Fiscal Year 2021-2022: There will be no fiscal impact to the General Fund.

Dept/Office:

Housing and Human Services

Requested Action:

It is requested that the Brevard County Board of County Commissioners authorize the County Manager or designee to (1) execute an agreement with Community of Hope, Inc.; (2) execute an Interlocal Cooperation Agreement (ILA) with the City of Titusville; (3) execute any future amendments or modifications upon approval by the County Attorney and Risk Management; and, (4) execute any necessary budget change requests.

Summary Explanation and Background:

A local, certified Community Housing Development Organization (CHDO), Community of Hope Inc. (CoH), submitted a request for funding to the Brevard County Affordable Housing Council (AHC) for an affordable housing project in the City of Titusville. In order to receive certification as a CHDO, the Brevard County Housing and Human Services Department must qualify the agency utilizing specific criteria per HUD guidelines. Some of the requirements include: (1) organization under State Law; (2) having as its purpose (in its Charter, Articles of Incorporation, By-Laws, or Resolution) the provision of decent housing that is affordable to low-income persons; (3) have a board of directors that is composed of one third low-income representation and no more than one third public representation; (4) have a minimum of one year of experience in serving the community where the project will take place; and, (5) must demonstrate the capacity of their key staff to carry out the proposed project.

The proposed project is a fourplex, which will consist of three units with three bedrooms and one bathroom and one unit (fully accessible to persons with disabilities) with two bedrooms and one bath. The units will be a minimum of 1,049 square feet with enhanced energy efficiency. Once complete, the units will be rented to persons whose income is at or below sixty percent of the area medium income of the Palm Bay-Melbourne-Titusville Metropolitan Statistical Area. For a family of three, their income cannot exceed \$37,380 a year. The units must remain affordable for 20 years.

The AHC has recommended approval of this joint project between the City of Titusville, the Brevard County

Board of County Commissioners, and CoH. The City will utilize Federal HOME-CHDO grant funds not to exceed \$305,578.52 and the County will utilize HOME-CHDO funds not to exceed \$381,597.99 for a total of \$687,176.51 which includes both hard and soft costs for the project. Construction cost per square foot for this project will be approximately \$114.58, which is \$0.70 per square foot above the national average per the International Code Council as of August 2020, and attributed to the enhanced energy efficiency upgrades.

Clerk to the Board Instructions:

None

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Community of Hope, Inc.		2. Amount: 687,176.51
3. Fund/Account #: 1472-303052-546000	4. Department Name: Housing and Human Services	
5. Contract Description: Affordable Housing for persons at or below 60% AMI		
6. Contract Monitor: Brian Breslin	8. Contract Type: GRANT	
7. Dept/Office Director: Ian Golden		
9. Type of Procurement: Exempt from Competition		

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____

SECTION III - CONTRACTS MANAGEMENT DATABASE CHECKLIST

APPROVAL

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Golden, Ian <small>Digitally signed by Golden, Ian Date: 2020.11.23 10:51:35 -05'00'</small>
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Darling, Steven <small>Digitally signed by Darling, Steven Date: 2020.12.03 09:02:49 -05'00'</small>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status, Title, Type, and Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date, Effective Date, and Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval: Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>

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User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Golden, Ian <small>Digitally signed by Golden, Ian Date: 2020.11.23 10:51:35 -05'00'</small>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lairsey, Matt <small>Digitally signed by Lairsey, Matt Date: 2020.12.03 11:21:02 -05'00'</small>
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	

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CM DATABASE REQUIRED FIELDS	Complete
Department Information	<input type="checkbox"/>
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County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Chen</i> 12/7/2020

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COUNTY OFFICE

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NO

SIGNATURE

User Agency

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Purchasing

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☐

Risk Management

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☐

County Attorney

☐
☐

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APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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Golden, Ian

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Purchasing

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☐

Risk Management

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Lairsey, Matt

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Date: 2020.12.02 16:28:01 -05'00'

County Attorney

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Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Darling, Steven <small>Digitally signed by Darling, Steven Date: 2020.12.01 11:35:02 -05'00'</small>
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Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

January 7, 2021

M E M O R A N D U M

TO: Ian Golden, Housing and Human Services

RE: Item F.6., Approval of Agreements between the Board of County Commissioners, the City of Titusville, and Community of Hope, Inc.

This is to correct the memorandum dated December 23, 2020. The Board of County Commissioners, in regular session on December 22, 2020, authorized the County Manager, or his designee, to execute an Agreement with Community of Hope, Inc.; authorized execution of an Interlocal Cooperation Agreement (ILA) with the City of Titusville; authorized execution of any future amendments or modifications upon approval by the County Attorney and Risk Management; and authorized any necessary Budget Change Request. **Per Housing and Human Services there are no enclosures.**

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Kimberly Powell, Clerk to the Board

cc: Finance
Budget