

Agenda Request For: March 8, 2006

Department: Grants

Background: A Community Development Block Grant for housing rehabilitation in unincorporated Nassau County is currently underway. The project is funded with \$750,000 in CDBG funds and \$550,000 in SHIP funds to complete 20 owner occupied homes for low to moderate-income residents. Jordan & Associates administers this project.

Five change orders for consideration.

- o Change order 3 submitted by the A&R Construction, Inc. for Program applicant #1 Beatrice Thompson for an extension of time to March 30, 2006.
- o Change order 1 submitted by A&R Construction, Inc. for Program applicant #15 Myrtle Sikes for an extension of time to March 30, 2006.
- o Change order 1 submitted by the TR Group for Program applicant #21 Lucretia Mason for an additional \$3,935 to the original contract price making the new contract price \$41,627.00 and for an extension of time to March 24, 2006.
- o Change order 1 submitted by the TR Group for Program applicant #14 Bernice Walker for an extension of time to March 22, 2006.
- o Change order 1 submitted by A&R Construction, Inc. for Program applicant #7 Linda Weaver for an extension of time to March 24, 2006.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens: Implementation of this housing rehabilitation project will enhance the housing stock in Nassau County and the work will be performed by licensed contractors and inspected by a Nassau County building inspector.

Action requested and recommendation:

- o Request that the BOCC approve five change orders:
 1. Program applicant #1(Thompson) for a time extension to 3/30/06.
 2. Program applicant #15 (Sikes) for a time extension to 3/30/06.
 3. Program applicant #21(L. Mason) for an additional \$3,935 and a time extension to 3/24/06.
 4. Program applicant #14 (Walker) for a time extension to 3/22/06.
 5. Program applicant #7 (Weaver) for a time extension to 3/24/06.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?
Is this action consistent with the Nassau County Comprehensive Land Use Plan?
This action is not inconsistent with the Comprehensive Land Use Plan.

Funding Source: Community Development Block Grant and SHIP funds
69548554-583400

Reviewed by:
Department Head

Legal
Administrator
Finance

Administrative Services
Grants
DATE 3/8/06
01

Financial info attached.
2/16/06

RECEIVED
COUNTY COORDINATOR'S
OFFICE
06 FEB 21 AM 11:48

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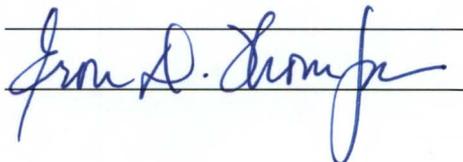
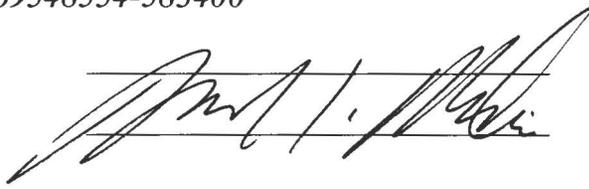
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*Financial information
attached
2/16/06*

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Administrator _____

Finance ✓ _____

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Grants _____

mf funding available
from A. Thompson financial information attached
2/16/06

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Reviewed by:

Department Head _____

Legal _____

Administrator _____

Finance _____

Administrative Services ✓ _____

Grants _____

W. Kelly
John S. Thompson
Financial information attached 2/16/06

**HOUSING REHABILITATION PROGRAM
 CONTRACT FOR REHABILITATION WORK
 CHANGE ORDER # 3**

Owner: Beatrice Thompson *PA #1* *ethompson*
 Contractor: Anderson & Raulerson Construction, Inc.
 Job Address: 576746 Lessie Rd. Hilliard, Fl. 32046

The Contract for Rehabilitation Work entered into on April 21, 2005, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		Extension of Time		\$ 0
		Inclement Weather and Administrative Delays due to Flood Status of Above Addressed Property.		\$
				\$
				\$
				\$
				\$
			TOTAL	\$ 0

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 0 for a new total of \$ _____.

The additional cost will be covered by \$ N/A in private funds and \$ N/A in CDBG funds.

The work completion deadline: is not extended; is extended to March 30 2006.

- Occupancy of the structure will be as originally contracted;
 The structure will be vacant for an additional _____ days.

Anderson & Raulerson
 Contractor/Date
Paul De Jesus 1/19/06
 Housing Rehab. Spec./Date

Beatrice Thompson 1-22-06
 Owner/Date
Th D Br...
 Local Government Represent./Date 3-8-06

ATTEST:

John A. Crawford
 John A. Crawford
 Ex-Officio Clerk

Approved as to form by the
 Nassau County Attorney:
Michael S. Muzlin
 Michael S. Muzlin

**HOUSING REHABILITATION PROGRAM
 CONTRACT FOR REHABILITATION WORK
 CHANGE ORDER # 1**

ethompson
 NASSAU COUNTY GRANTS OFFICE

Owner: Myrtle Sikes **PA#15**

Contractor: Anderson & Raulerson Construction, Inc.

Job Address: 18541 Sikes Rd. Hilliard, Fl. 32046

The Contract for Rehabilitation Work entered into on Sept. 30, 2005, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		Extension of Time		\$ 0
		Inclement Weather & Administrative Delays due to Flood Status of Above Addressed Property.		\$
				\$
				\$
				\$
				\$
			TOTAL	\$ 0

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 0 for a new total of \$ _____.

The additional cost will be covered by \$ N/A in private funds and \$ N/A in CDBG funds.

The work completion deadline: is not extended; is extended to March 30, 2006.

- Occupancy of the structure will be as originally contracted;
 The structure will be vacant for an additional _____ days.

Eric Raulerson
 Contractor/Date

Katrina D. Caswell
 Owner/Date

Paul D. Sikes 1/19/06
 Housing Rehab. Spec./Date

John D. Sikes
 Local Government Represent./Date 3-8-06

ATTEST:
John A. Crawford
 John A. Crawford
 Ex-Officio Clerk

Approved as to form by the Nassau County Attorney:
Michael S. Mullin
 Michael S. Mullin

**HOUSING REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK**



Change Order # 01

PA # 21

Owner: LUCRETIA MASON

Contractor: THE TR GROUP, INC.

Job Address: 67953 SAND HILL ROAD YULEE, FL. 32097

The Contract for Rehabilitation Work entered into on 20 NOV, 2006, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		DRYWALL IN MASTER BATHROOM		\$480.00
		DRYWALL REPLACE AND REPAIR IN LAUNDRY ROOM		1025.00
		DRYWALL REPAIR IN THE MAIN HALL BATH		380.00
		REPLACE FLOOR JOIST, SUB FLOOR AND PARTITION WALL IN LAUNDRY		1025.00
		REPLACE APPROX. 92 SQUARE FLOORING IN LANDRY AND MASTER BATH		1025.00
			TOTAL	\$3935.

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 3,935.00 for a new total of \$ 41,627.00.

The additional cost will be covered by \$ _____ in _____ and \$ _____ in _____ funds.

The work completion deadline: is not extended; is extended to 24 MARCH, 2006.

Occupancy of the structure will be as originally contracted;

The structure will be vacant for an additional _____ days.

R. Mayhugh 2/1/06
Contractor Date

[Signature] 2/8/06
Housing Rehab. Spec. Date

Lucretia mason 2/8/06
Owner Date

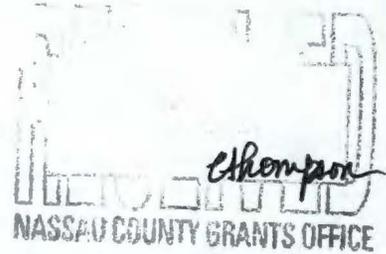
[Signature]
Local Government Represent. Date 3-8-06

ATTEST:

[Signature]
John A. Crawford
Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney.
[Signature]
Michael S. Mullin

**HOUSING REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK**



Change Order # 01

PA # 14

Owner: BERNICE WALKER

Contractor: THE TR GROUP, INC.

Job Address: 86064 HENDERSON STREET YULEE, FL. 32097

The Contract for Rehabilitation Work entered into on September 19, 2006, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		Additional time for septic Permitting		\$N/C
		Property Survey for permitting-\$800.00		N/C
			TOTAL	\$ 0

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 0.00 for a new total of \$ 64,800.00.

The additional cost will be covered by \$ 0.00 in _____ and \$ 0.00 in _____ funds.

The work completion deadline: is not extended; is extended to MARCH 22, 2006.

Occupancy of the structure will be as originally contracted;

The structure will be vacant for an additional ___ days.

R. Mayhugh
Contractor _____ Date _____

Bernice E. Walker 2-9-06
Owner _____ Date _____

John De Jesus 2/8/06
Housing Rehab. Spec. _____ Date _____

John O. Berry
Local Government Represent. _____ Date _____

3-8-06

ATTEST:

John A. Crawford
John A. Crawford
Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney
Michael S. Mullin
Michael S. Mullin

**HOUSING REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK**

RECEIVED
FEB 3
NASSAU COUNTY GRANTS OFFICE
ethompson

Change Order # 01

PA# 7

Owner: LINDA WEAVER

Contractor: TH TR GROUP, INC.

Job Address: 1250 LOUSHELTONY ROAD YULEE, FL.32097

The Contract for Rehabilitation Work entered into on 22 NOV., 2006, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		MOVING, PACKING AND CONTENTS SHIFTING		\$0.00
			TOTAL	\$ <i>0</i>

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 0.00 for a new total of \$ 36,926.00.

The additional cost will be covered by \$ _____ in _____ and \$ _____ in _____ funds.

The work completion deadline: is not extended; is extended to 24 MARCH, 2006.

Occupancy of the structure will be as originally contracted;

The structure will be vacant for an additional _____ days.

B. Mayhugh 5/1/06
Contractor Date

Paul Williams 2/8/06
Housing Rehab. Spec. Date

Linda W. Weaver 2-29-06
Owner Date

[Signature] _____
Local Government Represent. Date 3-8-06

ATTEST:

[Signature]
John A. Crawford
Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney:

[Signature]
Michael S. Mullin

CDBG Housing Rehab Change Order matrix
 Project No. 04DB-1Q-04-55-01-H05

Name of applicant (PA#)	Vendor	Change order #	Amount of change order	Reason for change order	BOCC approved
Beatrice Thompson, 1	A&R Construction	1	\$0.00	Time extension to 11/26/05	9/14/05
Benjamin Alderman, 3	A&R Construction	1	\$0.00	Time extension to 11/30/05	9/14/05
Magaline Albertie, 4	Sound Bay Development Group	1	\$8,000.00	Additional 200 sq ft @ \$8,000 cost	9/14/05
William Thomas, 5	Sound Bay Development Group	1	\$1,300.00	Exterior paint	9/26/05
Charles Speaker, 8	Sound Bay Development Group	1	\$9,600.00	a. RE: new septic system b. Time extension to 10/25/05	10/12/05
Sandra Pendergrass, 2	A&R Construction	1	\$0.00	Time extension to 11/30/05	10/12/05
Hugh Smith, 16	The TR Group	1	\$455.00	Re: water heater	10/12/05
Beatrice Thompson, 1	A&R Construction	2	\$0.00	Time extension to 12/30/05	11/9/05
Charles Speaker, 8	Sound Bay Development Group	2	\$0.00	Time extension to 11/30/05	11/9/05
Magaline Albertie, 4	Sound Bay Development Group	2	\$0.00	Time extension to 11/30/05	11/9/05
Edgar Campbell, 9	Sound Bay Development Group	1	\$0.00	Time extension to 3/3/06	12/14/05
Leon Freeman, 20	The TR Group	1	\$2,083 NOTE: changes contract price to 25,466.	Exterior wall, drywall, joists, wood rot and decking repairs; and time extension to 12/23/05	12/14/05
Leon Freeman, 20	The TR Group	2	\$2,100 NOTE: changes contract price to 27,566.	Thermal protective layer, decking for existing sub-floor, baseboards, casing for interior doors, 2 exterior doors, floor joists; and time extension to 12/23/05	12/14/05
Hugh Smith, 16	The TR Group	2	\$4,836 NOTE: changes contract price to \$38,012.	Damaged drywall, vanity, commode, countertop, faucets, defective switches and outlets, variety of doors, shelving; and time extension to 12/30/05.	12/14/05

CDBG Housing Rehab Change Order matrix
 Project No. 04DB-1Q-04-55-01-H05

Name of applicant (PA#)	Vendor	Change order #	Amount of change order	Reason for change order	BOCC approved
Joseph Mayes, 11	The TR Group	1	\$2,420 NOTE: changes contract price to \$39,955.	Rear porch work, foundation piers, level area, new stairs, entry area of porch; and a time extension to 12/16/05.	1/11/06
William Thomas, 5	Sound Bay Development Group	2	\$2,828 NOTE: changes contract price to \$43,778.	Master bathroom and kitchen ceilings, walls, remove damaged wallpaper – interior paint; and time extension to 12/23/05.	1/11/06
Elizabeth Sutton, 18	The TR Group	1	\$3,200 NOTE: changes contract price to \$20,253.	Resolve kitchen cabinetry issues; and time extension to 12/30/05.	1/11/06
Beatrice Thompson, 1	A&R Construction	3	\$0.00	Time extension to 3/30/06.	Pending 3/8/06
Myrtle Sikes, 15	A&R Construction	1	\$0.00	Time extension to 3/30/06.	Pending 3/8/06
Lucretia Mason, 21	The TR Group	1	\$3,935.00	Drywall in master bathroom; drywall in laundry room; drywall in main hall bath; floor joist, subfloor and partition wall in laundry ; replace approx. 92 square feet of flooring in laundry room and master bathroom and a time extension to 3/24/06.	Pending 3/8/06
Bernice Walker, 14	The TR Group	1	\$0.00	Time extension to 3/22/06.	Pending 3/8/06
Linda Weaver, 7	The TR Group	1	\$0.00	Time extension to 3/24/06.	Pending 3/8/06

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
 CDBG GRANT
 USE OF FUNDS
 BEGINNING 04/05 FISCAL YEAR

<u>A/C</u>	<u>NAME</u>	<u># of homes</u>	<u>TOTAL GRANT BUDGET</u>	<u>APPR'D DATE</u>	<u>APPR'D AMT</u>	<u>BALANCE</u>
69548554-583400	CDBG-Housing Rehab for 8 homes, applications 1-6, 8, 9	20	\$ 974,500.00			
		(8)		4/13/05	\$ 559,950.00	\$ 414,550.00
Balance per grant		12				\$ 414,550.00
BCC 9/14/05	4			9/14/05	\$ 8,000.00	\$ 406,550.00
BCC 9/14/05	11,14,15,16,18,20	(6)		9/14/05	\$ 241,492.00	\$ 165,058.00
BOCC 9/26/05	5			9/26/05	\$ 1,300.00	\$ 163,758.00
pending-recording fees est per E. Thompson						\$ (700.00)
BOCC 10/12/05	8			10/12/05	\$ 9,600.00	\$ 153,458.00
BOCC 10/12/05	16			10/12/05	\$ 455.00	\$ 153,003.00
Balance after 10/12/05		6				\$ 153,003.00
BOCC 11/9/05	7, 19, 21, 22, 24, 25	(6)		11/9/05	\$ 308,474.00	\$ (155,471.00)
Requested transfer from SHIP 11/9/05					\$ 200,000.00	\$ 44,529.00
BOCC 12/14/05	9 (one), 20 (two change orders)			12/14/05	\$ 4,183.00	\$ 40,346.00
Expansion 12/14/05	16 (one change order)			12/14/05	\$ 4,836.00	\$ 35,510.00
BOCC 1/11/06	11,5,18 (one change order each)			Pending 1/11/06	\$ 8,448.00	\$ 27,062.00
BOCC 3/8/06	1,15,21,14,7 (five change orders)			Pending 3/8/06	\$ 3,935.00	\$ 23,127.00
Available balance following 3/8/06 approval						\$ 23,127.00

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Action requested and recommendation:

For Information purposes only:

1. *CDBG Status report from Jordan & Associates dated February 1, 2006.*
2. *Voluntary Withdrawal Waiver from Program applicants #9, Edgar and Linda Campbell dated January 26, 2006.*

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

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Reviewed by:

Department Head _____

Legal _____

Administrator _____

Finance _____

Administrative Services _____

Grants _____

Revised 09/05

Jordan A. ... 2.16.06

RECEIVED
COUNTY COORDINATORS
OFFICE
06 FEB 21 AM 11:48

*info only
3/1/06
at*

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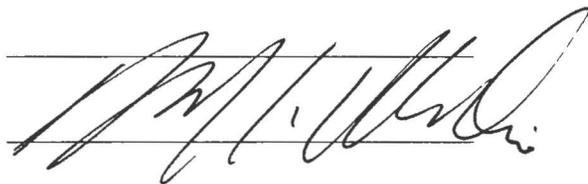
Administrator

Finance

Administrative Services

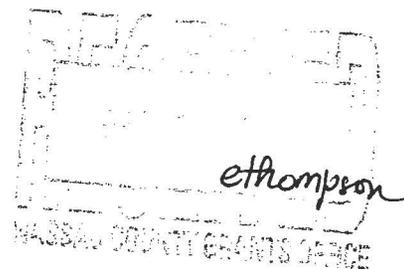
Grants

Revised 09/05



Jordan A. ... 2.16.06

JORDAN & ASSOCIATES



4611- 3 U. S. Highway 17
Orange Park, FL 32003

Phone: (904) 264-6203

Fax: (904) 264-2190

MEMORANDUM

To: Eron D. Thompson, Grants Manager

From: Jose A. DeJesus, Project Manager/HRS

Subject: 2005 CDBG Housing Rehabilitation Project Status Report

Date: February 1, 2006

Dear Ms. Thompson, the following information is provided to appraise you on the current status of the projects.

Group #1

1. M. Albertie 2nd Final Inspection called for 1/31/06. Pending CO.
2. C. Speaker CO issued 1/5/06. Request for Payment and Affidavit signed-off on 1/28/06.
3. W. Thomas Painting at 95% of completion. Expected to be completed by 2/6/06. Pending drainfield.
4. E. Campbell Voluntary Withdrawal Waiver Form signed 1/26/06.
5. B. Thompson Pending BCC approval of Time Extension to 3/30/06.

Group #2

1. B. Walker Demolition to be completed 2/1/06. Pending Change Order for time extension from TR Group.
2. L. Freeman Final Inspection called for 1/31/06.
3. H. Smith 2nd Final Inspection called for 1/31/06.
4. J. Mayes 2nd Final Inspection called for 2/1/06.
5. E. Sutton Final Inspection called for 1/31/06.
6. M. Sikes Pending BCC approval of Time Extension to 3/30/06.

Group #3

1. E. Kimble Pending Change Order for time extension from TR Group.
2. L. Weaver Pending Change Order for time extension from TR Group.
3. L. Mason Interior demolition completed. Pending Change Order for time extension from TR Group.
4. G. Mason Deceased. No further action required.
5. D. Perry Demolition to be completed 2/1/06. Contract close-out date is 3/22/06.
6. G. Thomas Demolition completed 1/31/06. Contract close-out date is 3/22/06.

Eron Thompson
Nassau Co. Satus Report
February 1, 2006

Sound Bay:

Mr. Drury and I remain in daily contact to assess and resolve conditions inhibiting the completion of his projects.

1. Mr. Speaker has reached an agreement with Mr. Drury regarding the restructuring of his grounds. This past Saturday 1/28/06 Mr. Drury, Ms. Bostic and I met at Mr. Speaker's property and I was able to secure Mr. Speaker's signature on the closing documents. As the Housing Rehabilitation Specialist I am recommending Mr. Drury be assessed liquidated damages of \$1,800 for failure to complete this project on a timely basis. Your consideration and final determination on this matter will be greatly appreciated. Please advise.
2. A 2nd request to the Bld. Dept. for a Final Inspection was initiate on 1/31/06 on the Albertie property. Mr. Drury expects the CO will be issued today or tomorrow. However, there are outstanding issues previously noted that have not been completed. I communicated with Mr. Whitney on today to determine when he expected to complete them. Mr. Whitney has informed me that he intends on resolving Mr. Albertie's issues this week.
3. The extrior and interior painting of the Thomas's home is nearly completed. It is expected to be completed no later than this coming week. We have made very little progress moving ahead with replacement of the drainfield. Mr. Drury has informed me that he is having a difficult time with the septic company that pulled the permit and completed the initial inspection. According to Mr. Drury he feels that Brewer Septic is over-charging him for the repairs.

The TR Group:

Mr. Mayhugh will be requesting time extentions on the following homes: B. Walker, E. Kimble, L. Weaver and L. Mason. The close-out dates for D. Perry and G. Thomas's is 3/22/06. Final CO's are pending for L. Freeman, H. Smith, J. Mayes and E. Sutton.

A&R:

Ms. Thompson's and Ms. Sikes's home have until 3/30/06 to be completed. As it appears to be customary with Mr. Raulerson I am confident that he will be completed prior to that date.

Next week I will be conducting an inspection to replace the Campbell's withdrawal from the program.

Please let me know if you need additional information or clarification.



**HOUSING REHABILITATION PROGRAM
VOLUNTARY WITHDRAWAL WAIVER**

Date: 01/26/2006

To: Nassau County Board of County Commissioners

From: Edgar & Linda Campbell, 585 Koen Lane, Yulee, FL 32041

Re: Voluntary Withdrawal from CDBG Housing Program

I request that my name be removed from the list of possible recipients for Community Development Block Grant funds for the housing program. I understand that this action is irreversible and that my eligibility will be forfeited for the remainder of this program.

This withdrawal is made voluntarily, without coercion or influence from any governmental agent, of my own free will. The government, their representatives and/or agents, any State agency, and any private firm associated with the functioning of the program are hereby held harmless.

I (do / do not) desire (check one) to make a statement regarding the reason for my withdrawal. (Please write any amplifying information in the following space).

CONTRACTOR HAS TAKEN TOO LONG
TO DO WORK ETC.

Sincerely,

[Signature]
Signature/Date Jan 26/06

[Signature]
Signature/Date Jan/26/06

[Signature]
Witness/Date 01/26/06

Subscribed and sworn before me
this 26th day of January, 2006.

File: Correspondence
Case File
Jordan & Associates



Personally known
Jeffrey C. Winter
[Signature]
01/26/06



NASSAU COUNTY GRANTS OFFICE

96161 Nassau Place
Yulee, Florida 32097-3678

MEMORANDUM

TO: Mike Mahaney, County Administrator ✓
Michael S. Mullin, County Attorney

FROM: Eron D. Thompson, Grants Manager *Eron D. Thompson*

DATE: May 5, 2006

SUBJECT: CDBG Housing Rehabilitation project
Jordan & Associates grant administration
Follow-up from 4/24/06 BOCC meeting

06 MAY -5 AM 11:11

NASSAU COUNTY
COUNTY ADMINISTRATOR'S
OFFICE

Mr. Mahaney and Mr. Mullin,

The purpose of this 4-paged memorandum is to provide you my recommendation on outcomes to issues presented to the Board of County Commissioners on April 24, 2006 during a CDBG discussion with three program participants, the grant administration consultant and the general contractor for all three properties. Based on the information leading to and my attendance at the May 3, 2006 CDBG meeting I submit the following summary and recommendation.

Change orders

I recommend that the BOCC accept and approve the change orders that the program participants stated at the April 24, 2006 meeting they signed and agreed to. Copies of those change orders are attached for your review and consideration. They include:

- a. Change order #2 for Bernice Walker (PA #14) for additional time to extend the completion deadline to May 15, 2006.
- b. Change order #2 for Daniel and Heather Perry (PA #22) for additional time to extend the completion deadline to May 15, 2006.
- c. Change order ~~#25~~ for Gloria Thomas (PA #25) for additional time to extend the completion deadline to May 15, 2006.

These three change orders involve additional time to May 15, 2006 for completing the projects; they do not involve additional money.

5/10/06
BA



NASSAU COUNTY GRANTS OFFICE

96161 Nassau Place
Yulee, Florida 32097-3678

Additional cost to the homeowners

1. On April 24, 2006 at the BOCC meeting the general contractor for the PA#14, PA#22 and PA #25 indicated that he would complete the homes by July 15, 2006. The homeowners have expressed concern that they were expected to be complete by March 22, 2006 and financially they need help.
2. My recommendation is two-fold. Jordan & Associates should be directed to analyze the balance in the Temporary Relocation allocation and determine if there will be a surplus in this category at the current administration level for the 20 homes that are required in the state contract.
 - a. If a surplus is determined then I recommend that each of these three homeowners be awarded an additional amount up to \$1,000 in Temporary Relocation Assistance. Further, Jordan & Associates should be directed to draft the necessary language to revise the CDBG Local Housing Assistance Plan to reflect this change and ensure that this plan amendment is submitted to the BOCC on May 22, 2006 for approval and then sent to DCA for approval.
 - b. If a surplus does not exist then I recommend that Jordan & Associates present a solution to Board at their May 22, 2006 meeting.

Liquidated damages

Based upon the information contained in the change orders listed above, liquidated damages charged to the general contractor would begin accruing on May 16, 2006. This would apply to all three properties.

1. The CDBG contract for each property is between the program applicant and the general contractor. It is my understanding that unless and until a change order is signed by both parties and submitted to the Grants Office for BOCC approval then the terms of the contract and the last approved change order prevails.
2. The Nassau County Board of County Commissioners can only consider documents that are fully executed and submitted to them for their consideration.

Grant administration

Jordan & Associates is the grant administrator for this CDBG Housing Rehabilitation Project.



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1. On January 11, 2006 under Tab W of the BOCC agenda the Board approved an incentive whereby if Jordan & Associates completed 10 homes by January 31, 2006 then a payment of \$50,000 for grant administration would be paid. Ten homes were not complete by January 31, 2006 thereby nullifying the action since the conditions for the approval were not met.
2. On April 3, 2006 Jordan & Associates submitted a request for the payment because 11 homes were complete in the project and based on the January 11th approval. On the same date I sent Ms. Jordan an email explaining the January 11, 2006 BOCC action and noting that I could submit this item for the BOCC to consider as an expansion item for the April 12, 2006 meeting. The recording of the project dpl's that occurred on April 7th did not produce the necessary 10 homes as officially complete.
3. My recommendation regarding payment to Jordan and Associates for grant administration is as follows:
 - a. Mr. José De Jesus of Jordan & Associates informed me last week that he would have 15 homes complete by the end of May (May 31, 2006). Therefore, I recommend to the BOCC that Jordan and Associates be paid 50% of their contract administration fee at the completion of 15 homes with the required dpl's recorded and all documentation attached to an invoice from Jordan & Associates. This action would initiate Request For Funds #5 to DCA for the CDBG project in the amount of the CDBG professional services invoice.
 - b. I would also recommend that the Jordan & Associates be paid 25% of the remaining 50% when the three homes (PA #14, PA #22, and PA #25) in the first paragraph of this memorandum are complete and the required dpl's recorded and all documentation attached to an invoice from Jordan & Associates.
 - c. I further recommend that the remaining 25% of the contracted administration fee be paid to Jordan & Associates when project administration close out begins. This is because all of the funds must be expended before the project can be closed and administration is part of that processing.



NASSAU COUNTY GRANTS OFFICE

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- d. A fully executed amendment to the Jordan & Associates administration contract would need to be on file before 3(a), 3(b) and/or 3(c) would occur.

Evaluation

Jordan & Associates should be directed to institute a contractor evaluation form that they will complete and the homeowner will complete and this information become part of the permanent homeowner CDBG program file.

If you have any questions on this recommendation or would like to modify its content, please let me know.

RECEIVED

APR 13 2006

**HOUSING REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK**

CCNY

Change Order # 02

Owner: BERNICE WALKER *PA #14*

Contractor: THE TR GROUP, INC.

Job Address: 86064 HENDERSON STREET YULEE, FL. 32097

The Contract for Rehabilitation Work entered into on September 19, 2006, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		ADDITIONAL TIME FOR RE-SURVEYING MAIN PROPERTY AND ADJACENT PROPERTIES DUE TO UNMATCHED PROPERTY ID NUMBER ON FILE WITH NASSAU COUNTY		\$N/C
			TOTAL	\$

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 0.00 for a new total of \$ 64,800.00.

The additional cost will be covered by \$ 0.00 in _____ and \$ 0.00 in _____ funds.

The work completion deadline: is not extended; is extended to MAY 15, 2006.

Occupancy of the structure will be as originally contracted;

The structure will be vacant for an additional _____ days.

RECEIVED
MAY 03 2006
ethompson
NASSAU COUNTY GRANTS OFFICE

B. Mayhew 4/6/06
Contractor Date

Bernice E. Walker 4-7-06
Owner Date

Housing Rehab. Spec. Date

Local Government Represent. Date

RECEIVED

APR 18 2006

COPY HOUSING REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK

Change Order # 02

Owner: DANIEL PERRY PA #22

Contractor: THE TR GROUP, INC.

Job Address: 3095 SPOONBILL WAY FERNANDINA BEACH, FL.

The Contract for Rehabilitation Work entered into on NOVEMBER 22, 2005, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		ADDITIONAL TIME DUE TO FEMA BENCHMARK REQUIREMENTS AND DELAYS CONVERTING TO SITE		\$0.00
			TOTAL	\$

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 0.00 for a new total of \$ 70,800.00.

The additional cost will be covered by \$ 0.00 in _____ and \$ 0.00 in _____ funds.

The work completion deadline: is not extended; is extended to MAY 15, 2006.

Occupancy of the structure will be as originally contracted;

The structure will be vacant for an additional _____ days.

RECEIVED
MAY 03 2006
ethompson
NASSAU COUNTY GRANTS OFFICE

B. Mayhugh 4/6/06
Contractor Date

Daniel Perry 4-6-06
Owner Date

Housing Rehab. Spec. Date

Local Government Represent. Date

COPY

RECEIVED

APR 19 2006

**HOUSING REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK**

Change Order # 01

PA # 25

Owner: GLORIA THOMAS

Contractor: THE TR GROUP, INC.

Job Address: 462973 SR 200 YULEE, FL.

The Contract for Rehabilitation Work entered into on September 19, 2006, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
		ADDITIONAL TIME FOR RE-SURVEYING MAIN PROPERTY AND ADJACENT PROPERTIES DUE TO UNMATCHED PROPERTY ID NUMBER ON FILE WITH NASSAU COUNTY		\$N/C
			TOTAL	\$

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$ 0.00 for a new total of \$ 68,600.00.

The additional cost will be covered by \$ 0.00 in _____ and \$ 0.00 in _____ funds.

The work completion deadline: is not extended; is extended to MAY 15, 2006.

Occupancy of the structure will be as originally contracted;

The structure will be vacant for an additional _____ days.

RECEIVED
MAY 03 2006
ethompson
NASSAU COUNTY GRANTS OFFICE

R. Mayhew 4/6/06
Contractor Date

Gloria Thomas 4-7-06
Owner Date

Housing Rehab. Spec. _____ Date

Local Government Represent. _____ Date

-----Original Message-----

From: Sandy Solomon
Sent: Tuesday, April 25, 2006 11:55 AM
To: Eron Thompson
Cc: Whitey Moran; Michael Mahaney; Mike Mullin
Subject: Permit History on (3) Ship

Eron,

Per your request I have researched the (3) three properties in question. Below are my findings:

Gloria Thomas: Permit #B06-17035 (Demolition Permit for Mobile Home) Issued 1/26/06 Expires 4/26/06 Letter sent by the Building Department on 4/20/06 to contractor and owner advising inspection needed immediately to avoid permit expiration and possible additional fees for completion. Has not applied for building permit to replace mobile home.

Bernice Walker: Permit #B06-17033 (Demolition Permit for Mobile Home) Issued 1/26/06 Expires 4/26/06 Letter sent by the Building Department on 4/20/06 to contractor and owner advising inspection needed immediately to avoid permit expiration and possible additional fees for completion. New building permit issued on 4/18/06 permit #B06-17581 for new s/f/r 860 square feet to replace existing s/f/r/ to be demolished. Per contractor on 3/16/06 to permitting specialist, roofing contractor will pull roofing permit. To date, roofing permit has not been applied for. Needs to apply for drive-way permit through the Engineering Department.

Daniel Perry: Permit #B06-17034 (Demolition Permit for Mobile Home) Issued 1/26/06 Expires 4/26/06 Letter sent by the Building Department on 4/20/06 to contractor and owner advising inspection needed immediately to avoid permit expiration and possible additional fees for completion. New building permit issued on 4/18/06 permit #B06-17580 for new s/f/r to replace mobile home. Per contractor on 3/16/06 to permitting specialist, roofing contractor will pull roofing permit. To date, roofing permit has not been applied for. Needs to apply for drive-way permit through the Engineering Department.

Please let me know if I can be of further assistance to you.
Sandy

Sandy Solomon, Office Manager
Nassau County Building Department
96161 Nassau Place
Yulee, FL 32097
(904) 321-5765

06 APR 25 PM 4:49

RECEIVED
COUNTY COORDINATORS
OFFICE

April 24, 2006 BOCC meeting

CDBG Housing Rehabilitation Program Program Summary

<u>Participant</u>	<u>Contract signed</u>	<u>Contracted Completion date</u>	<u>Contract amount</u>	<u>Change order/Results</u>
PA# 14 B. Walker	September 19, 2005	February 7, 2006	\$64,800.00	#1, time extension to 3/22/06
PA #22 Perry	November 16, 2005	March 22, 2006	\$70,600.00	none
PA #25 G. Thomas	November 16, 2005	March 22, 2006	\$68,600.00	none

Based on the information from José De Jesus of Jordan & Associates on April 7, 2006 the following properties are complete under the CDBG project.

1. Thompson, Program applicant #1
2. Pendergrass, Program applicant #2
3. Alderman, Program applicant #3
4. Albertie, Program applicant #4
5. Nelson, Program applicant #6
6. Speaker, Program applicant #8
7. Mayes, Program applicant #11
8. Sikes, Program applicant #15
9. Smith, Program applicant #16
10. Sutton, Program applicant #18
11. Freeman, Program applicant #20