

RESOLUTION NO. 2018- 242

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE CHAIR TO EXECUTE AND SUBMIT THE FLORIDA SMALL CITIES CDBG CLOSEOUT DOCUMENTS AND ENGINEER'S CERTIFICATION OF COMPLETION FOR CDBG #13DB-OI-04-65-01-E07 BETWEEN THE DEPARTMENT OF ECONOMIC OPPORTUNITY AND ST. JOHNS COUNTY.**

**WHEREAS**, St. Johns County is currently funded by the Florida Department of Economic Opportunity (DEO) under the Small Cities Community Development Block Grant (CDBG) Program for Economic and Community Development; and

**WHEREAS**, the County recognizes the importance of the Florida Small Cities CDBG Economic Development Program to facilitate development and employment opportunities for low to moderate income households; and

**WHEREAS**, the Department of Economic Opportunity awarded the County CDBG program funds in the amount of \$750,000 in CDBG Contract #13DB-OI-04-65-01-E07 on May 16, 2013 for project approved uses to aid in funding infrastructure improvements and for the creation of employment opportunities associated with the development of the Silver Creek Assisted Living Facility; and

**WHEREAS**, infrastructure improvements were completed March 2016; and

**WHEREAS**, DEO performed a desk monitoring review of the referenced contract to confirm compliance with the program requirements; and

**WHEREAS**, the DEO review states, the jobs created more than meets the federal requirements and exceed the Low to Moderate (LMI) contract requirements and having met federal and state administrative rules and regulations, the final review contains no findings and no concerns and the project and the contract are approved for grant closeout; and

**WHEREAS**, the County obligation is fully secured by a \$750,000 negotiable letter of credit issued by Montgomery Land Company, project developer; and

**WHEREAS**, participation in the Small Cities Community Development Block Grant (CDBG) serves a public purpose and is in the best interest of St. Johns County residents.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY:**

Section 1. The above recitals are incorporated by reference into the body of this resolution and such recitals are adopted as findings of fact.

Section 2. The Board of County Commissioners authorizes the Chair, or his designee, to execute the Florida Department of Economic Opportunity Administrative Closeout Report closing out CDBG Contract #13DB-OI-04-65-01-E07.

Section 3. The Board of County Commissioners authorizes the County Administrator, or his

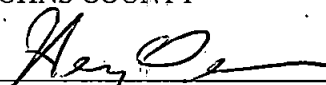
designee, to submit the Florida Small Cities CDBG Closeout Documents and Engineer's Certification of Completion for CDBG Contract #13-DB-OI-04-65-01-E07 between the Department of Economic Opportunity and St. Johns County.

Section 4. To the extent that there are typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval of the Board of County Commissioners.

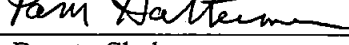
Section 5. This resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County this 7th day of August 2018.

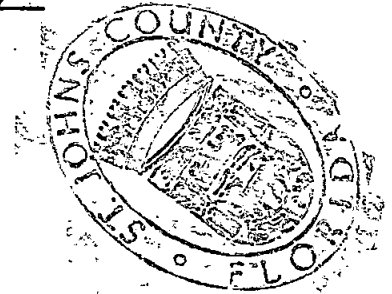
BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY

By:   
Henry Dean, Chair

ATTEST: Hunter S. Conrad, Clerk

By:   
Deputy Clerk

RENDITION DATE 8/9/18





## St. Johns County Board of County Commissioners

Health and Human Services

July 3, 2018

Ms. Shaurita Jackson, Gov't Operations Consultant II  
Florida Department of Economic Opportunity  
107 East Madison Street, MSC-400  
Tallahassee, Florida 32399-6508

RE: St. Johns County Closeout Documents  
CDBG #13DB-OI-04-65-01-E07

Dear Ms. Jackson,

Please find enclosed documents prepared to initiate the close out for the above referenced Community Development Block Grant project. The documents we are submitting are:

1. Florida Small Cities CDBG Closeout
2. Engineer's Certification of Completion

If you have any questions regarding these documents, please contact our grant Administrator, Mr. Fred Fox, at 904-810-5183.

Sincerely,

A handwritten signature in cursive script that reads "Shawna Novak".

Shawna Novak, Director  
St. Johns County Health and Human Services  
200 San Sebastian View, Suite 2300  
St. Augustine, Florida 32084  
904-209-6089  
[snovak@sjcfl.us](mailto:snovak@sjcfl.us)

Enclosures

cc: Fred Fox Enterprises, Inc.

200 San Sebastian View, Suite 2300, St. Augustine, FL 32084  
P: 904.209.6140 | F: 904.209.6141  
[www.sjcfl.us](http://www.sjcfl.us)



COURTESY • INTEGRITY • ACCOUNTABILITY

**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

April 13, 2018

**Certified Mail Return Receipt Requested**

The Honorable Henry Dean  
Chair, Saint Johns County Board  
of County Commissioners  
500 San Sebastian View  
Saint Augustine, Florida 32084

RE: Desk Monitoring Report – Job Creation  
Small Cities Community Development Block Grant (CDBG) Program  
Contract Number: 13DB-OI-04-65-01-E 07

Dear Commissioner Dean:

Patrick Howard performed a desk monitoring of the contract referenced above to confirm compliance with the program requirements for job creation. This letter, which contains no findings and no concerns, is a summary of that review. The desk monitoring involved an examination of job creation documents that the County's representative provided to the Department of Economic Opportunity.

A final review of economic development job creation activities was conducted to ensure that the funded activities have met the national objective of providing benefit to members of low- and moderate-income households. The national objective is met by creating jobs and ensuring that at least 51 percent of the positions were taken by or made available to members of low- and moderate-income households. Federal regulations also require that the majority of jobs being created require minimal skill or advanced education for initial employment. The County and the Participating Party agreed to provide training opportunities to facilitate the hiring of low- and moderate-income persons if special skills were needed for the new positions. Additionally, economic development projects are required to meet a public benefit standard by having a cost per job of under \$35,000.

A review of the documents submitted by the County's representative and the Participating Party indicates that the application was funded at \$750,000, which requires the creation of 22 full-time equivalent new jobs to meet public benefit standards. While the contracted number of jobs was 76, the Participating Party documented the creation of 54 new full-time equivalent jobs that provides a cost per job of \$13,888.00, which is less than the required cost per job threshold of \$34,999. Of the 54 jobs created, 40 (74.07%) are held by persons from low to moderate income households. While the Participating Party did not meet the job creation requirements in the contract, the jobs created more than met the federal requirements and exceed the LMI contract requirements. There are no penalties associated with the reduction of jobs created for this project.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.floridajobs.org](http://www.floridajobs.org)  
[www.twitter.com/FLDEO](http://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](http://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

No breach of statutory, regulatory or contractual provisions was noted during the review.

Please be aware that this report does not relieve the County of its obligation to continue to administer the subgrant according to federal and state administrative rules and regulations, and sound management practices. A final review of the County's financials, leverage expenditures, and fair housing activities will be reviewed at closeout. A written reply to this report is not required. At this time, no future monitoring trips are planned for this subgrant.

Sincerely,



Sherri Martin, Bureau Chief  
Bureau of Small Cities and Rural Communities

SM/ph

cc: ✓ Ms. Shawna Novak, Director, Saint Johns County Health and Human Services  
Mr. Fred Fox, President, Fred Fox Enterprises, Inc.



**Administrative Closeout Report**

February, 2016

**Section I. Contract Information**

Contract Number: 13DB-OI-04-65-01-E07		Beginning Date: 05/16/2013	
		Ending Date: 11/21/2017	
Recipient: St. Johns County		Recipient's FEIN: 59-6000825	
Recipient's DUNS Number: 073236739			
Local Contact Name: Benjamin Coney		Contact's Phone Number: (904) 827-6892	
1. Indicate how the project was carried out (administration and construction):	Recipient Employees <input type="checkbox"/>	Contractors <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
2. Indicate how beneficiary data was collected: (Check all that apply.)	Census <input type="checkbox"/>	Survey <input type="checkbox"/>	Income Verification Form (for Housing or ED) <input checked="" type="checkbox"/>
3. Enter the Census Tract and Block Group numbers for all service areas or the project area: N/A <input type="checkbox"/>	Census Tracts and Corresponding Block Groups: 21100-1, 21100-2, 21100-3, 21100-4 and 21100-5		
4. If location of activities has changed since the initial award was made, and a revised map was not previously submitted, is a map included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
5. Is a Property Management Register included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
6. If an infrastructure project, is an engineering certification included?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7. Are project photos included, if required by the subgrant agreement?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
8. Is documentation of all fair housing activities conducted after the last monitoring visit included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
9. Is a copy of the final construction draw request, including any change orders, included?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
10. Is the project located in a Historic District?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
11. Is the project located in a Presidentially Declared Disaster Area?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
12. Is the project a Brownfield Activity?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
13. Did the local government provide the assistance (to the beneficiaries) in the form of a loan or a grant?	Grant <input checked="" type="checkbox"/>	Loan <input type="checkbox"/>	Deferred, forgivable loan <input type="checkbox"/>
14. If a loan, indicate:	Interest Rate: %	Monthly Loan Amount: \$	Amortization Period in Months:



**Administrative Closeout Report**

February, 2016

15. List all other funds, along with the source, used to support the activities funded with this subgrant:			
Type	Source	Amount	
Local Funds (i.e., General Revenue)		\$	
Grant(s)		\$	
Private Funds (i.e., Participating Party)	Participating Party - Silver Creek Facilities	\$ 1,856,672.00	
Loan(s)		\$	
Other, including Program Income (Specify)		\$	
16. Will the project result in program income? <i>Program income earned as a result of Small Cities CDBG and Disaster Recovery subgrants, but not expended before closeout, must be returned to DEO. Make checks payable to the Department of Economic Opportunity – CDBG Program and include it with the Closeout.</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• If program income has already resulted, indicate amount:		\$	
• Indicate amount of program income that has been expended to date:		\$	
17: Does the local government have CDBG funds on hand? (If yes, you cannot close the contract.)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes: \$			
18. Has a final Request for Funds been submitted? (If not, you cannot close the contract.)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**Section II. Public Services, Public Facility and Infrastructure**

*(To be completed by Commercial Revitalization, Disaster Recovery and Neighborhood Revitalization subgrant recipients. If water or sewer hookups were provided, Section IV must also be completed.)*

<b>1. Service (Housing Counseling, etc.)</b>	
a. Number of persons with new access to this service or benefit	
b. Number of persons with improved access to this service or benefit	
c. Number of persons now receiving a service or benefit that is no longer substandard	
<b>2. Public Facility or Infrastructure Improvement (i.e., Water and Sewer Facilities, Drainage, Street Paving)</b>	
a. Number of persons with new access to this type of public facility or infrastructure improvement	
b. Number of persons with improved access to this type if public facility or infrastructure improvement	
c. Number of persons served by public facility or infrastructure that is no longer substandard	



**Administrative Closeout Report**

February, 2016

**Section III. Commercial Revitalization and Economic Development**

*Recipients of Commercial Revitalization grants should only respond to items with an asterisk (\*).*

Number of businesses assisted with commercial facade treatment*	0
Number of businesses assisted that provide goods or services to meet the needs of a service area, a neighborhood, or a community*	0
Number of businesses assisted*	0
Number of new businesses assisted	1
Number of existing businesses assisted	0
Number of existing businesses expanding	0
Number of existing businesses relocating	0
Number of full-time positions created	54
Number of full-time positions retained	0
Number of full-time low- and moderate-income positions created	40
Number of full-time low- and moderate-income positions retained	0
Number of persons who were unemployed prior to taking jobs created by this activity	16
Number of retained jobs with employer-sponsored health care benefits	0
Number of jobs created with employer-sponsored health care benefits	43

**Enter in the spaces below the number of jobs created and retained by type:**

Classification	Created	Retained
Officials and Managers	4	0
Professional	10	0
Office and Clerical	2	0
Sales	2	0
Technicians	31	0
Service Workers	5	0
Craft Workers (skilled)	0	0
Operatives (semi-skilled)	0	0
Laborers (unskilled)	0	0





**Administrative Closeout Report**

**Section IV. Housing Rehabilitation and Hookups**

*(To be completed by Small Cities CDBG and Disaster Recovery Program subgrant recipients if housing or hookup activities were undertaken. If water/sewer/electrical hookups were provided, please complete all information requested in Section IV.)*

Number of single family owner-occupied houses rehabilitated.		
Number of single family owner-occupied houses replaced one-for-one.		
Total number of single family owner-occupied houses rehabilitated and replaced.		
Did the activity involve rental housing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of single family rental houses addressed.		
Number of multi-family properties addressed.		
Number of units within the multi-family properties.		
Number of permanent displacements/relocations.		
Number of units with elderly residents (62 or older).		
Number of units with a female head of household.		
Number of units made handicapped accessible.		
Number of units that qualify as "Energy Star."		
Number of units brought into compliance with lead safety requirements		
If applicable, number of beds created in overnight shelter or emergency housing		
Did the project include:		
• Installing security devices,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Installing smoke detectors,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Performing emergency housing repairs,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Providing supplies and equipment for painting houses,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Operating a Tool Lending Library, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Mitigation to prevent future damages (strengthened roof, doors, windows, elevations, etc.).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>For Small Cities CDBG Housing Rehabilitation scoring review only, complete the following:</b>	<b>Proposed</b>	<b>Actual</b>
• Number of Low Income housing units (30.01%-50.0% of area median family income) rehabilitated.		
• Number of Very Low Income housing units (30.0% or less area median family income) rehabilitated.		

**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

April 13, 2018

**Certified Mail Return Receipt Requested**

The Honorable Henry Dean  
Chair, Saint Johns County Board  
of County Commissioners  
500 San Sebastian View  
Saint Augustine, Florida 32084

RE: Desk Monitoring Report – Job Creation  
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Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.floridajobs.org](http://www.floridajobs.org)

[www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

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The Honorable Henry Dean, Chair  
April 13, 2018  
Page 2 of 2

No breach of statutory, regulatory or contractual provisions was noted during the review.

Please be aware that this report does not relieve the County of its obligation to continue to administer the subgrant according to federal and state administrative rules and regulations, and sound management practices. A final review of the County's financials, leverage expenditures, and fair housing activities will be reviewed at closeout. A written reply to this report is not required. At this time, no future monitoring trips are planned for this subgrant.

Sincerely,



Sherri Martin, Bureau Chief  
Bureau of Small Cities and Rural Communities

SM/ph

cc: ✓ Ms. Shawna Novak, Director, Saint Johns County Health and Human Services  
Mr. Fred Fox, President, Fred Fox Enterprises, Inc.



Administrative Closeout Report

February, 2016

Section I. Contract Information

Contract Number: 13DB-OI-04-65-01-E07		Beginning Date: 05/16/2013	
		Ending Date: 11/21/2017	
Recipient: St. Johns County		Recipient's FEIN: 59-6000825	
Recipient's DUNS Number: 073236739			
Local Contact Name: Benjamin Coney		Contact's Phone Number: (904) 827-6892	
1. Indicate how the project was carried out (administration and construction):	Recipient Employees <input type="checkbox"/>	Contractors <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
2. Indicate how beneficiary data was collected: (Check all that apply.)	Census <input type="checkbox"/>	Survey <input type="checkbox"/>	Income Verification Form <input checked="" type="checkbox"/> (for Housing or ED)
3. Enter the Census Tract and Block Group numbers for all service areas or the project area: N/A <input type="checkbox"/>	Census Tracts and Corresponding Block Groups: 21100-1, 21100-2, 21100-3, 21100-4 and 21100-5		
4. If location of activities has changed since the initial award was made, and a revised map was not previously submitted, is a map included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
5. Is a Property Management Register included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
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7. Are project photos included, if required by the subgrant agreement?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
8. Is documentation of all fair housing activities conducted after the last monitoring visit included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
9. Is a copy of the final construction draw request, including any change orders, included?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
10. Is the project located in a Historic District?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
11. Is the project located in a Presidentially Declared Disaster Area?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
12. Is the project a Brownfield Activity?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
13. Did the local government provide the assistance (to the beneficiaries) in the form of a loan or a grant?	Grant <input checked="" type="checkbox"/>	Loan <input type="checkbox"/>	Deferred, forgivable loan <input type="checkbox"/>
14. If a loan, indicate:	Interest Rate: %	Monthly Loan Amount: \$	Amortization Period in Months:



**Administrative Closeout Report**

February, 2016

15. List all other funds, along with the source, used to support the activities funded with this subgrant.			
Type	Source	Amount	
Local Funds (i.e., General Revenue)		\$	
Grant(s)		\$	
Private Funds (i.e., Participating Party)	Participating Party - Silver Creek Facilities	\$ 1,856,672.00	
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16. Will the project result in program income? <i>Program income earned as a result of Small Cities CDBG and Disaster Recovery subgrants, but not expended before closeout, must be returned to DEO. Make check payable to the Department of Economic Opportunity – CDBG Program and include it with the Closeout.</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• If program income has already resulted, indicate amount:		\$	
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17. Does the local government have CDBG funds on hand? (If yes, you cannot close the contract.)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes: \$			
18. Has a final Request for Funds been submitted? (If not, you cannot close the contract.)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**Section II. Public Services, Public Facility and Infrastructure**

*(To be completed by Commercial Revitalization, Disaster Recovery and Neighborhood Revitalization subgrant recipients. If water or sewer bookups were provided, Section IV must also be completed.)*

<b>1. Service (Housing Counseling, etc.)</b>	
a. Number of persons with new access to this service or benefit	
b. Number of persons with improved access to this service or benefit	
c. Number of persons now receiving a service or benefit that is no longer substandard	
<b>2. Public Facility or Infrastructure Improvement (i.e., Water and Sewer Facilities, Drainage, Street Paving)</b>	
a. Number of persons with new access to this type of public facility or infrastructure improvement	
b. Number of persons with improved access to this type of public facility or infrastructure improvement	
c. Number of persons served by public facility or infrastructure that is no longer substandard	



**Administrative Closeout Report**

February, 2016

**Section III. Commercial Revitalization and Economic Development**

*Recipients of Commercial Revitalization grants should only respond to items with an asterisk (\*).*

Number of businesses assisted with commercial facade treatment*	0
Number of businesses assisted that provide goods or services to meet the needs of a service area, a neighborhood, or a community*	0
Number of businesses assisted*	0
Number of new businesses assisted	1
Number of existing businesses assisted	0
Number of existing businesses expanding	0
Number of existing businesses relocating	0
Number of full-time positions created	54
Number of full-time positions retained	0
Number of full-time low- and moderate-income positions created	40
Number of full-time low- and moderate-income positions retained	0
Number of persons who were unemployed prior to taking jobs created by this activity	16
Number of retained jobs with employer-sponsored health care benefits	0
Number of jobs created with employer-sponsored health care benefits	43

**Enter in the spaces below the number of jobs created and retained by type:**

Classification	Created	Retained
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Professional	10	0
Office and Clerical	2	0
Sales	2	0
Technicians	31	0
Service Workers	5	0
Craft Workers (skilled)	0	0
Operatives (semi-skilled)	0	0
Laborers (unskilled)	0	0





### Section IV. Housing Rehabilitation and Hookups

*(To be completed by Small Cities CDBG and Disaster Recovery Program subgrant recipients if housing or hookup activities were undertaken. If water/sewer/electrical hookups were provided, please complete all information requested in Section IV.)*

Number of single family owner-occupied houses rehabilitated.		
Number of single family owner-occupied houses replaced one-for-one.		
Total number of single family owner-occupied houses rehabilitated and replaced.		
Did the activity involve rental housing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of single family rental houses addressed.		
Number of multi-family properties addressed.		
Number of units within the multi-family properties.		
Number of permanent displacements/relocations.		
Number of units with elderly residents (62 or older).		
Number of units with a female head of household.		
Number of units made handicapped accessible.		
Number of units that qualify as "Energy Star."		
Number of units brought into compliance with lead safety requirements		
If applicable, number of beds created in overnight shelter or emergency housing		
Did the project include:		
• Installing security devices,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Installing smoke detectors,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Performing emergency housing repairs,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Providing supplies and equipment for painting houses,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Operating a Tool Lending Library, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Mitigation to prevent future damages (strengthened roof, doors, windows, elevations, etc.).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>For Small Cities CDBG Housing Rehabilitation scoring review only, complete the following:</b>	<b>Proposed</b>	<b>Actual</b>
• Number of Low Income housing units (30.01%-50.0% of area median family income) rehabilitated.		
• Number of Very Low Income housing units (30.0% or less area median family income) rehabilitated.		





Department of Economic Opportunity – Community Development Block Grant Program  
**Administrative Closeout Report**

Form SC-62  
 February, 2016

**Section V. Status of Accomplishments and Expenditures (Use additional pages, if necessary.)**

(A) National Objective (See codes.)	(B) Activity Number	(C) Activity Name	(D) IDIS Number (for Small Cities CDBG) DEO Use Only	(E) CDBG Accomplishments		(F) Current Approved CDBG Budget	(G) CDBG Funds Received To Date	(H) Other Leverage Funds Expended
				Contracted	To Date			
1	17B	Water Lines		615 LF	615 LF	\$ 62,000.00	\$ 62,000.00	\$ 0.00
1	17B	Seiver Facilities		1,600 LF	1,600 LF	\$ 358,550.00	\$ 358,550.00	\$ 0.00
1	17B	Street Improvements		800 LF	800 LF	\$ 290,000.00	\$ 290,000.00	\$ 0.00
1	17B	Other - Sidewalks		800 LF	800 LF	\$ 19,000.00	\$ 19,000.00	\$ 0.00
1	17B	Other - Electrical Lines		500 LF	500 LF	\$ 20,450.00	\$ 20,450.00	\$ 0.00
N/A	17B	Engineering		N/A	N/A	\$ 0.00	\$ 0.00	\$ 0.00
N/A	17C	Administration		N/A	N/A	\$ 0.00	\$ 0.00	\$ 56,000.00
1	17A	Acquisition in Support Of		N/A	N/A	\$ 0.00	\$ 0.00	\$ 0.00
1	17C	Building Construction		N/A	N/A	\$ 0.00	\$ 0.00	\$ 1,800,672.00
						\$	\$	\$
						\$	\$	\$
<b>Totals</b>						\$ 750,000.00	\$ 750,000.00	\$ 1,856,672.0
<b>I. Total CDBG Approved Budget:</b>						(Total of Column F)	\$ 750,000.00	
<b>J. Total CDBG Funds Received To Date:</b>						(Total of Column G)	\$ 750,000.00	
<b>K. Refund Due to DEO:</b>						(If Line J is greater than Line I, indicate the difference.)	\$ 0.00	
<b>L. Amount to be Deobligated:</b>						(If Line J is less than Line I, indicate the difference.)	\$ 0.00	

National Objective Codes: 1 - LMI 2 - Urgent Need 3 - Slum and Blight



Department of Economic Opportunity – Community Development Block Grant Program  
**Administrative Closeout Report**

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**Section VI. Beneficiary Data (Do not enter Administration or Engineering. Housing and hookup beneficiaries are measured in households (HH). Area Median Family Income – AMI. Use additional pages if needed.)**

	Activity Number 17B	Activity Number	Activity Number	Activity Number	Activity Number	Activity Number
Total Beneficiaries Proposed	76					
Total Beneficiaries Actual	54					
Moderate-Income Beneficiaries Proposed (50.01% – 80.0% AMI)	39					
Moderate-Income Beneficiaries Actual	19					
Low-Income Beneficiaries Proposed (30.01% – 50.0% AMI)	0					
Low-Income Beneficiaries Actual	12					
VLI Beneficiaries Proposed (30.0% or less of AMI)	0					
VLI Beneficiaries Actual	10					
Female Heads of Household	18					
Disabled Persons	1					
Elderly Persons (62 or older)	1					

Race	For Housing Grants Only		Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity
	# Owner Occupied	# Renter Occupied												
White			20	2										
African American			34	0										
Asian			0	0										
American Indian or Alaskan Native			0	0										
Native Hawaiian/Pacific Islander			0	0										
American Indian or Alaskan Native and White			0	0										
Asian and White			0	0										
African American and White			0	0										
American Indian or Alaskan Native and African American			0	0										
Other Multi-Racial			0	0										



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**Section VII. Property Management Register**

Attachment A (If required.)

Recipient:		Contract End Date:				
Contract Number:		Local Contact:				
	1	2	3	4	5	
Description of Property or Type of Equipment						
Identification Number						
Date of Purchase or Acquisition						
Total Cost of Property	\$	\$	\$	\$	\$	
CDBG Cost	\$	\$	\$	\$	\$	
CDBG % of Total Cost						
Physical Location						
Condition (New or Used)						
Residual Value	\$	\$	\$	\$	\$	
Disposition Date						
Disposition Amount	\$	\$	\$	\$	\$	
Method of Disposition						



**Administrative Closeout Report**

**Section VIII. Closeout Approval**

I certify that, to the best of my knowledge, all activities undertaken by the local government with funds under this grant agreement have been carried out in accordance with the grant agreement, that proper provision has been made for the payment of all paid costs identified; that the State of Florida is under no obligation to make further payment to the local government under the grant agreement in excess of the amount identified on **Line I of Section V. Status of Accomplishments and Expenditures** submitted with this closeout report; that every statement and amount set forth in this instrument is true and correct as of this date; that all required audits as of this date have been submitted and approved; and I acknowledge that DEO reserves the right to recover any disallowed costs identified in an audit completed after this closeout.

Chief Elected Official or Authorized Designee

\_\_\_\_\_  
Signature

Henry Dean, Chairman, Board of County of Commissioners

\_\_\_\_\_  
Name and Title Typed

\_\_\_\_\_  
Date

**For DEO use only:**

Approval of this Closeout Package authorizes the deobligation of unexpended CDBG contract funds in the amount of \$ \_\_\_\_\_

Division of Community Development

DEO Grants Section

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**St. Johns County Board of County Commissioners**

Public Works | Engineering Division

September 22, 2015

Ms. Shaurita Jackson, Government Operations Consultant II  
Florida Department of Economic Opportunity  
107 East Madison Street, MSC-400  
Tallahassee, Florida 32399-2100

RE: Engineer's Certification  
St. Johns County CDBG #13DB-01-04-65-01-E07

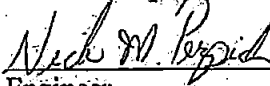
Dear Ms. Jackson:

This letter is to certify that St. Johns County's Community Development Block Grant (CDBG) project referenced above was completed in accordance with the approved specifications and plans prior to September 1, 2015. The project was constructed in substantial compliance with the plans.

Please feel free to contact me if you have any questions.

Sincerely,

Nick M. Perpich, P.E.

  
Engineer

cc: Fred Fox Enterprises, Inc.