



## BOARD OF COUNTY COMMISSIONERS

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May 13, 2025

Theresa Howard, Government Operations Consultant II  
Florida Small Cities CDBG Program  
Florida Department of Commerce  
107 East Madison Street – MSC 400  
Tallahassee, Florida 32399

### **Re: Hernando County CDBG 23DB-H08 Modification Request 1**

Dear Ms. Howard:

Please accept and approve Hernando County's proposed Modification to Subgrant Agreement ("Modification") to the above referenced FFY 2021 & 2022 Small Cities Community Development Block Grant between Hernando County and the Florida Department of Economic Opportunity ("Agreement").

The Agreement expires on July 31, 2025. For the foregoing reasons, the County requests a twelve-month extension of the Agreement. The County's progress on the work contemplated under the Agreement was greatly hampered due to hurricanes Idalia, Helene and Milton. Additionally, the County's authority to use the grant funds was not provided by the State until February 25, 2025.

The attached revised work plans reflect the adjustments needed to make the work plans current. Other than an extension of twelve months, no change in beneficiaries or accomplishments is proposed in the Modification.

We appreciate your review and consideration. Should you have any questions or concerns, please feel free to contact Antonio Jenkins with Guardian CRM, Inc. at (352) 437-3902, or Veda Ramirez, Director, Housing and Supportive Services, Hernando County, at (352) 540-4338.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Hawkins", is written over a faint circular watermark of the Hernando County seal.

Brian Hawkins  
Chairman  
Hernando County Board of County Commissioners

Enclosures:    Modification Form 1  
                    Request for Modification 1  
                    Attachment C Revised Work Plans Mod 1

cc:    Antonio Jenkins, Guardian CRM Inc.  
       Veda Ramirez, Director Housing and Supportive



## Modification to Subgrant Agreement

July 6, 2023

### Modification Number One to Subgrant Agreement Between the Department of Commerce and **Hernando County**

This Modification Number one (1) is entered into by and between the State of Florida, Department of Commerce, ("Florida Commerce"), and Hernando County, ("the Recipient"), (each individually a "Party" and collectively the "Parties").

**WHEREAS**, Florida Commerce and the Recipient entered into **Contract Number 23DB-H08, FLAIR Contract Number H2534**, on January 1, 2023 ("the Agreement"), pursuant to which Florida Commerce provided a subgrant in the amount of \$750,000.00 to the Recipient under the Small Cities Community Development Block Grant ("CDBG") Program as set forth in the Agreement;

**WHEREAS**, Paragraph (4) of the Agreement provides that modifications to the Agreement shall be valid when executed in writing by both Parties;

**WHEREAS**, Florida Commerce and the Recipient desire to modify the Agreement;

**NOW, THEREFORE**, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

☒ **Revise the Activity Work Plan**

1. Attachment C, Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment C, which is attached hereto and incorporated herein by reference.

☐ **Revise the Project Narrative**

2. Attachment \_\_\_, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment \_\_\_, which is attached hereto and incorporated herein by reference.

☐ **Revise the Project Budget**

3. Attachment \_\_\_, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment \_\_\_, which is attached hereto and incorporated herein by reference.

☐ **Change the Number of Accomplishments and/or Beneficiaries**

**Modification to Subgrant Agreement**

July 6, 2023

4. Attachments C \_\_\_\_ of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments C \_\_\_\_, which are attached hereto and incorporated herein by reference.

**Recipient: Hernando County****Modification Number: 1****Contract Number: 23DB-H08****FLAIR Contract Number: H2534**☐ **Include an Unaddressed Need from the Application for Funding as Addressed Need**

5. Attachments \_\_\_\_ of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments \_\_\_\_, which are attached hereto and incorporated herein by reference.

☐ **Change the Participating Parties**

6. (Type in the name of firm), is removed as a Participating Party to the Subgrant Agreement.
7. (Type in the name of new firm) is added as a Participating Party to the Subgrant Agreement. A copy of the new Participating Party Agreement, containing provisions and caveats that meet or exceed the conditions agreed to in the original Participating Party Agreement, is attached.

☒ **Extend the Agreement**

8. Paragraph (3) titled Period of Agreement on page \_\_\_\_ of the Subgrant Agreement is hereby deleted and replaced by the following Paragraph (3):

**(3) Period of Agreement**

**This Agreement begins on January 1, 2023 (the effective date) and ends on July 31, 2026, unless otherwise terminated as provided in this agreement. Commerce shall not grant any extension of this Agreement unless the Recipient provides justification satisfactory to Commerce in its sole discretion, and the Commerce Director of Community Development approves such an extension. The justification must document that project delays are due to events beyond the Recipient's control and include a performance plan that demonstrates the Recipient's capacity to perform and complete the remaining project tasks within the extension period. Commerce will also take into consideration the Recipient's progress and verifiable achievements at Commerce's sole and absolute digression. Upon expiration or termination of this Agreement, the Recipient shall follow the agreement closeout procedures set forth in Attachment H.**

☐ **Other:**

9. All provisions of the Subgrant Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect and are to be performed at the level specified in the Agreement.

## Attachment B – Project Detail Budget

**Recipient:** Hernando County
**Modification Number:** 1
**Contract Number:** 23DB-H08

Activity		Accomplishments		Beneficiaries				Budget			
Activity #	Description	Unit	Number	VLI	LI	MI	All	CDBG Amount	Other Funds	Source*	Total Funds
<b>1. Project Implementation</b>											
21A	Administration		11	2	3	6	11	\$112,500.00			\$112,500.00
<b>2. Temporary Relocation Assistance</b>											
08	Temporary Relocation	HU	11	2	3	6	11	\$12,000.00			\$12,000.00
<b>3. Housing Rehabilitation</b>											
14A	Housing Rehab/Demolition/Replacement	HU	11	2	3	6	11	\$625,500.00	\$50,000	1	\$675,500.00
<b>Totals:</b>								<b>\$750,000.00</b>	<b>\$50,000.00</b>		<b>\$800,000.00</b>

\* Show the sources and amounts of "Other Funds" needed to complete the project below, including local funds, grants from other agencies and program income.

Source	Other Funds Counted as Leverage	Other Funds Not Counted as Leverage
1. Martin County (SHIP)	\$50,0000	
2.		
3.		
4.		
5.		

## Attachment C – Activity Work Plan

Recipient: Hernando County      Activity: 21A - Administration      Project Budget: \$112,500.00  
 Contract Number: 23DB-H08      Date Prepared: 4/9/2025      Modification Number: 1

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions: Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the “End Date”	Estimated Funds to be Requested by the “End Date”
1/2023	1/2024	Fulfill requirements of the program and special conditions within the first 90 to 120 days. Begin environmental review. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Report.		\$10,000.00
2/2024	4/2025	Complete Environmental Review and obtain release of funds. Advertise for housing participants and contractors. Prepare and submit Section 3 and Quarterly Progress Reports.		\$20,000.00
5/2024	7/2025	Rank and approve housing participants. Hold contractor’s meeting to establish pre-qualified contractor’s list. Start site-specific reviews including any lead testing and historic reviews. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports.		\$40,000.00
8/2024	10/2025	Continue site-specific reviews and receive release of funds on each proposed housing unit. Cost estimates and specifications completed for each house. Submit Quarterly Progress Report.		\$60,000.00
11/24	1/2026	Advertise for bids and award contracts for first five houses. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports. Take photos before, during and after rehabilitation activities.		\$80,000.00
2/2025	4/2026	Construction completed on first five of houses. Advertise for bids and award contracts for remaining six houses. Take photos before, during and after rehabilitation activities. Prepare and submit Section 3 and Quarterly Progress Reports.		\$90,000.00
5/2025	7/2026	Construction completed on last six houses. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports. Take photos before, during and after rehabilitation activities.		\$100,000.00
8/2025	8/2026	Prepare and submit Quarterly Progress Report; and prepare and submit Administrative Closeout Package within 45 days after Agreement termination date.		\$112,500.00



## Attachment C – Activity Work Plan

Recipient: Hernando County      Activity: 08 - Temporary Relocation      Project Budget: \$12,000.00  
 Contract Number: 23DB-H08      Date Prepared: 4/9/2025      Modification Number: 1

Start Date (month/year)	End Date (month/year)	<b>Describe Proposed Action to be Completed by the “End Date.”</b> <i>Examples of Actions: Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the “End Date”	Estimated Funds to be Requested by the “End Date”
2/2025	8/2026	Pay relocation costs for up to 11 households to include moving, storage and rental costs; in accordance with the Recipient's Housing Assistance Plan/Anti-displacement and Relocation Policy.	11 HU	\$12,000.00

## Attachment C – Activity Work Plan

Recipient: Hernando County      Activity: 14A - Housing Rehab/Demo/Replacement      Project Budget: \$625,500.00  
 Contract Number: 23DB-H08      Date Prepared: 4/9/2025      Modification Number: 0

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions:</i> Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.	Estimated Units to be Completed by the “End Date”	Estimated Funds to be Requested by the “End Date”
5/2024	7/2025	Begin surveys for housing units selected for rehabilitation. Order lead testing, if necessary. Order housing plans.		
8/2024	10/2025	Complete lead testing and surveys for properties.		
11/24	1/2026	Advertise for bids and award contracts for first five houses. Begin construction.		\$50,000.00
2/2025	4/2026	Construction completed on first five houses. Advertise for bids and award contracts for next six housing units.	5 HU	\$300,000.00
5/2025	7/2026	Construction completed on remaining six houses.	11 HU	\$625,500.00



**Modification to Subgrant Agreement**

July 6, 2023

**Recipient: Hernando County**

**Modification Number: 1**

**Contract Number: 23DB-H08**

**FLAIR Contract Number: H2534**

**IN WITNESS WHEREOF**, the parties hereto have executed this document as of the dates set herein.

**State of Florida  
Department of Commerce**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legal sufficiency,  
subject only to the full and proper execution  
by the Parties  
Office of the General Counsel  
Department of Commerce

By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

**Recipient:**

By:  \_\_\_\_\_

Name: Brian Hawkins

Title: BOCC Chairman

Date: 5-13-2025 \_\_\_\_\_



APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By: Melissa Tartaglia  
County Attorney's Office