

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG
DEPARTMENT OF COMMUNITY AFFAIRS
ACTIVITY WORK PLAN – STRATEGY 1**

**RECIPIENT
CONTRACT NO.**

**Putnam County
12DB-Q5-04-64-01-F06
MODIFICATION 3**

**DATE PREPARED
ACTIVITY AMOUNT
STRATEGY 1**

**7/8/2013
N/A
Housing Acquisition/Rehabilitation for Sale**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		ACTIVITY: 01 Acquisition			
N/A	N/A	Complete Site-Specific Environmental review and obtain clearance (complete prior to acquisition and/or obligation of funds)	N/A	N/A	N/A
N/A	N/A	Identify Homes to Acquire and Secure with Real Estate Contracts	N/A	N/A	N/A
N/A	N/A	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)	N/A	N/A	N/A
N/A	N/A	Acquire Properties from REO's	N/A	N/A	N/A
		ACTIVITY: 08 Relocation			
N/A	N/A	Temp Relocation Rehab – Single Family	N/A	N/A	N/A
N/A	N/A	Temp Relocation Rehab – Multi Family	N/A	N/A	N/A
		ACTIVITY: 14A Rehabilitation –Single Family			
N/A	N/A	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors	N/A	N/A	N/A
N/A	N/A	Rehabilitate Properties	N/A	N/A	N/A
N/A	N/A	Final Inspection / Punch-list / Construction Complete	N/A	N/A	N/A
		ACTIVITY: 14B Rehabilitation –Multi Family			
N/A	N/A	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors	N/A	N/A	N/A
N/A	N/A	Rehabilitate Properties	N/A	N/A	N/A
N/A	N/A	Final Inspection / Punch-list / Construction Complete	N/A	N/A	N/A
		ACTIVITY 05: Public Services for Housing Counseling			
N/A	N/A	Homebuyers Complete Required HUD Counseling Course	N/A	N/A	N/A
		ACTIVITY: 02 Disposition			
N/A	N/A	Solicit, Select, and Qualify Homebuyers	N/A	N/A	N/A
N/A	N/A	Sell Properties to Qualified Homebuyers	N/A	N/A	N/A
		TOTALS:			

* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG
DEPARTMENT OF COMMUNITY AFFAIRS
ACTIVITY WORK PLAN – STRATEGY 2**

**RECIPIENT
CONTRACT NO.**

**Putnam County
12DB-Q5-04-64-01-F06
MODIFICATION 3**

**DATE PREPARED
ACTIVITY BUDGET
STRATEGY 2**

**7/8/2013
N/A
Housing Finance**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		ACTIVITY: 13 Homeownership Assistance (including Administrative expenses – necessary to facilitate homeownership			
N/A	N/A	Complete Site-Specific Environmental review and obtain clearance (complete prior to acquisition and/or obligation of funds)	N/A	N/A	N/A
N/A	N/A	NSP Direct Financial Assistance	N/A	N/A	N/A
N/A	N/A	NSP Down Payment Assistance	N/A	N/A	N/A
N/A	N/A	NSP Interest Rate Buy down	N/A	N/A	N/A
N/A	N/A	Other types of Financial Assistance (Specify)	N/A	N/A	N/A
N/A	N/A	Other Administrative Expenses** – necessary to facilitate homeownership (Specify)	N/A	N/A	N/A
		TOTALS:			

* May Include activity delivery costs

** This amount is specific to Activity 13 and does not come out of overall administrative costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG
DEPARTMENT OF COMMUNITY AFFAIRS
ACTIVITY WORK PLAN – STRATEGY 3**

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**Putnam County
12DB-Q5-04-64-01-F06
MODIFICATION 3**

**DATE PREPARED
ACTIVITY BUDGET
STRATEGY 3**

**7/8/2013
N/A
Establishing Land Banks**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		ACTIVITY: 01 Acquisition			
N/A	N/A	Complete Site-Specific Environmental review and obtain clearance (complete prior to acquisition and/or obligation of funds)	N/A	N/A	N/A
N/A	N/A	Identify Vacant Land to Acquire and Redevelop	N/A	N/A	N/A
N/A	N/A	Establish or Identify Land Bank Entity	N/A	N/A	N/A
N/A	N/A	Develop Land Bank Policy and Land Use Restriction Agreement (LURA)	N/A	N/A	N/A
N/A	N/A	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)	N/A	N/A	N/A
N/A	N/A	Acquire Properties from REO's	N/A	N/A	N/A
N/A	N/A	Provide Continued Safety and Maintenance of Property	N/A	N/A	N/A
		ACTIVITY: 04 Clearance and Remediation			
N/A	N/A	Complete Site-Specific Environmental review and obtain clearance (complete prior to acquisition and/or obligation of funds)	N/A	N/A	N/A
N/A	N/A	Procure Contractor to Clear Property or Perform Remediation	N/A	N/A	N/A
N/A	N/A	Perform and Provide Ongoing Maintenance	N/A	N/A	N/A
N/A	N/A	Procure Contractor to Redevelop Property	N/A	N/A	N/A
		ACTIVITY: 02 Disposition			
N/A	N/A	Dispose of Property according to Land Bank Policy/Strategy	N/A	N/A	N/A
		TOTALS:			

* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG
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ACTIVITY WORK PLAN – STRATEGY 4**

RECIPIENT
CONTRACT NO.

Putnam County
12DB-Q5-04-64-01-F06
MODIFICATION 3

DATE PREPARED
ACTIVITY BUDGET \$
STRATEGY 4

7/8/2013
N/A
**Demolition & Clearance/Housing
Redevelopment**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		ACTIVITY: 01 Acquisition			
N/A	N/A	Identify Property to Acquire and to Redevelop Housing	N/A	N/A	N/A
N/A	N/A	Complete Site-Specific Environmental review and obtain clearance (complete prior to acquisition and/or obligation of funds)	N/A	N/A	N/A
N/A	N/A	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)	N/A	N/A	N/A
N/A	N/A	Acquire Properties from REO's			
		ACTIVITY: 04 Clearance and Remediation			
N/A	N/A	Procure Contractor to Clear Property or Perform Remediation	N/A	N/A	N/A
N/A	N/A	Perform and Provide Ongoing Maintenance	N/A	N/A	N/A
N/A	N/A	Procure Contractor to Redevelop Property	N/A	N/A	N/A
		ACTIVITY: 12 Housing Replacement			
N/A	N/A	Procure Contractor or Other Entity to Complete Housing Replacement	N/A	N/A	N/A
		ACTIVITY: 05 Public Services for Housing Counseling			
N/A	N/A	Homebuyers Complete Required Counseling Course	N/A	N/A	N/A
		ACTIVITY: 13 Homeownership Assistance (including Administrative expenses – necessary to facilitate homeownership)			
N/A	N/A	NSP Direct Financial Assistance	N/A	N/A	N/A
N/A	N/A	NSP Down Payment Assistance	N/A	N/A	N/A
N/A	N/A	NSP Interest Rate Buy down	N/A	N/A	N/A
N/A	N/A	Other Types of Financial Assistance (Specify)	N/A	N/A	N/A
N/A	N/A	Other Administrative Expenses–Necessary to facilitate homeownership (Specify)	N/A	N/A	N/A
		ACTIVITY: 02 Disposition			
N/A	N/A	Solicit, Select, and Qualify Homebuyers	N/A	N/A	N/A
N/A	N/A	Sell Properties to Qualified Homebuyers	N/A	N/A	N/A
		TOTALS:			

* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG
DEPARTMENT OF COMMUNITY AFFAIRS
ACTIVITY WORK PLAN – STRATEGY 5 Page 1 of 2**

RECIPIENT
CONTRACT NO.

Putnam County
12DB-Q5-04-64-01-F06
MODIFICATION 3

DATE PREPARED
ACTIVITY BUDGET
STRATEGY 5 Page 1 of 2

7/8/2013
\$959815
**Set Aside - Housing
Acquisition/Rehabilitation for Lease**

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		ACTIVITY: 01 Acquisition-Rental			
01/01/12	12/31/13	Complete Site-Specific Environmental Review and Obtain Clearance (Complete prior to acquisition and/or obligation of funds)		\$5,000*	\$1,000
06/01/11	12/31/11	Establish or Procure a Non-profit or Housing Authority to Manage Acquisition, Redevelopment, and Long-Term Management of Rental Units		\$5,000*	\$1,000
04/01/12	01/31/13	Develop Feasibility and Management Plan for Rental Units (Must Include Cost Analysis)		\$10,000*	\$1,000
04/01/12	01/31/13	Develop Affordability Strategy		\$10,000*	\$1,000
01/01/12	12/31/13	Identify Single/Multi-Family Rental Units to Acquire and Secure with Real Estate Contracts		\$5,000*	\$1,000
01/01/12	12/31/13	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)		\$15,000*	\$1,000
01/01/12	12/31/13	Acquire Properties from REO's		\$125,000*	\$9,000
		Sub-Total	5	\$427,904	\$15,000
		ACTIVITY: 01 Set-Aside Acquisition			
01/01/12	12/31/13	Complete Site-Specific Environmental Review and Obtain Clearance (Complete prior to acquisition and/or obligation of funds)		\$5,000*	\$1,000
06/01/11	12/31/11	Establish or Procure a Non-profit or Housing Authority to Manage Acquisition, Redevelopment, and Long-Term Management of Rental Units		\$5,000*	\$1,000
04/01/12	01/31/13	Develop Feasibility and Management Plan for Rental Units (Must Include Cost Analysis)		\$10,000*	\$1,000
04/01/12	01/31/13	Develop Affordability Strategy		\$10,000*	\$1,000
01/01/12	12/31/13	Identify Single/Multi-Family Rental Units to Acquire and Secure with Real Estate Contracts		\$5,000*	\$1,000
01/01/12	12/31/13	Perform Due Diligence on Properties (Appraisals, Title Searches, etc.)		\$15,000*	\$1,000
01/01/12	12/31/13	Acquire Properties from REO's		\$150,000*	\$9,000
		Sub-Total	3	\$143,011	\$15,000
		ACTIVITY: 08 Relocation			
N/A	N/A	Temp Relocation during Rehabilitation – Single Family	N/A	N/A	N/A
N/A	N/A	Temp Relocation during Rehabilitation – Multi Family	N/A	N/A	N/A
		ACTIVITY: 14A Housing Rehabilitation-SF-Rental			
12/01/12	11/05/13	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors		\$5,000*	\$2,000
12/01/12	11/15/13	Rehabilitate Properties		\$70,000*	\$17,000
12/01/12	02/01/14	Final Inspection / Punch list / Construction Complete		\$5,000	\$1,000
		Sub-Total	5	\$235,000	\$20,000

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		ACTIVITY: 14A Set-Aside Housing Rehabilitation-SF-Rental			
12/01/12	11/05/13	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors		\$5,000*	\$2,000
12/01/12	11/15/13	Rehabilitate Properties		\$40,000*	\$17,029
12/01/12	02/01/14	Final Inspection / Punch list / Construction Complete		\$5,000	\$1,000
		<i>Sub-Total</i>	3	\$153,900	\$20,029
		ACTIVITY: 14B Rehabilitation –Multi Family			
N/A	N/A	Prepare Work Write-ups, Bid Out Rehabilitation, Award and Execute Rehabilitation Contracts, Issue NTP to Rehabilitation Contractors	N/A	N/A	N/A
N/A	N/A	Rehabilitate Properties	N/A	N/A	N/A
N/A	N/A	Final Inspection / Punch list / Construction Complete	N/A	N/A	N/A

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* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG
DEPARTMENT OF COMMUNITY AFFAIRS
WORK PLAN – SUMMARY Page 1 of 2**

RECIPIENT
CONTRACT NO.

Putnam County
12DB-Q5-04-64-01-F06
MODIFICATION 3

DATE PREPARED
TOTAL BUDGET
STRATEGY SUMMARY
Page 1 of 2

7/8/2013
\$1,029,844
SUMMARY OF ALL STRATEGIES

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		ACTIVITY: 21A Administration	N/A	N/A	\$70,029
06/01/11	12/01/11	Complete Environmental Review, Submit Request for Release of Funds & Environmental Conditions & Obtain Release of Funds (Includes all environmental costs for entire project)		N/A	\$15,000
01/01/12	10/31/13	Complete Site Specific Environmental Clearances (Includes all environmental costs for entire project)		N/A	\$35,029
06/01/11	10/31/13	Submit Documentation to Clear Special Conditions (Includes special conditions for entire project)		N/A	\$10,000
01/01/11	06/01/11	Solicitation/Procurement of Consultant Services		N/A	\$5,000
N/A	N/A	Solicitation/Procurement of Non-Profit or Housing Authority/other partner		N/A	N/A
06/01/11	04/01/12	Solicitation/Procurement of Developer		N/A	\$5,000
N/A	N/A	ACTIVITY: 21B Engineering (specify activity)	N/A	N/A	N/A
		ACTIVITY: 01 Acquisition	#8	\$570,915	\$30,000
01/31/12	01/31/13	33% Work Completed		\$100,000	\$10,000
02/01/13	07/31/13	66% Work Completed		\$350,000	\$20,000
08/31/13	12/31/13	100% Work Completed		\$570,915	\$30,000
		ACTIVITY: 14A Rehabilitation – Single Family	#8	\$388,900	\$40,029
01/31/12	01/31/13	33% Work Completed		\$100,000	\$20,000
02/01/13	07/31/13	66% Work Completed		\$250,000	\$30,000
08/31/13	02/01/14	100% Work Completed		\$388,900	\$40,029
		ACTIVITY: 14B Rehabilitation – Multi Family	N/A	N/A	N/A
N/A	N/A	33% Work Completed	N/A	N/A	N/A
N/A	N/A	66% Work Completed	N/A	N/A	N/A
N/A	N/A	100% Work Completed	N/A	N/A	N/A
		ACTIVITY: 02 Disposition	N/A	N/A	N/A
N/A	N/A	33% Work Completed	N/A	N/A	N/A
N/A	N/A	66% Work Completed	N/A	N/A	N/A
N/A	N/A	100% Work Completed	N/A	N/A	N/A

* May Include activity delivery costs

**NEIGHBORHOOD STABILIZATION PROGRAM/CDBG
DEPARTMENT OF COMMUNITY AFFAIRS
WORK PLAN – SUMMARY Page 2 of 2**

RECIPIENT
CONTRACT NO.

Putnam County
12DB-Q5-04-64-01-F06
MODIFICATION 3

DATE PREPARED
TOTAL BUDGET \$
STRATEGY SUMMARY
Page 2 of 2

7/8/2013
\$1,029,844
SUMMARY OF ALL STRATEGIES

Date Start (month/year)	Date End (month/year)	Describe Proposed Action to be Undertaken, Contract Special Condition, or Clearance Documentation Submitted by "Date End"	# Units completed by "Date End"	Proposed Program \$\$ Requested by "Date End"	Proposed Administration \$\$ Requested by "Date End"
		ACTIVITY: 05 Public Services for housing counseling	N/A	N/A	N/A
N/A	N/A	33% Work Completed	N/A	N/A	N/A
N/A	N/A	66% Work Completed	N/A	N/A	N/A
N/A	N/A	100% Work Completed	N/A	N/A	N/A
		ACTIVITY: 08 Relocation	N/A	N/A	N/A
N/A	N/A	33% Work Completed	N/A	N/A	N/A
N/A	N/A	66% Work Completed	N/A	N/A	N/A
N/A	N/A	100% Work Completed	N/A	N/A	N/A
		ACTIVITY: 13 Homeownership Assistance (including Administrative expenses – necessary to facilitate homeownership)	N/A	N/A	N/A
N/A	N/A	33% Work Completed	N/A	N/A	N/A
N/A	N/A	66% Work Completed	N/A	N/A	N/A
N/A	N/A	100% Work Completed	N/A	N/A	N/A
		ACTIVITY: 04 Clearance and Remediation	N/A	N/A	N/A
N/A	N/A	33% Work Completed	N/A	N/A	N/A
N/A	N/A	66% Work Completed	N/A	N/A	N/A
N/A	N/A	100% Work Completed	N/A	N/A	N/A
		ACTIVITY: 12 Housing Replacement	N/A	N/A	N/A
N/A	N/A	33% Work Completed	N/A	N/A	N/A
N/A	N/A	66% Work Completed	N/A	N/A	N/A
N/A	N/A	100% Work Completed	N/A	N/A	N/A
	03/14/14	SUBMIT CLOSE OUT	N/A	N/A	N/A
		TOTALS – Summary Activity Work Plan	8	\$959,815	\$70,029

* May Include activity delivery costs