

URBAN COUNTY PROGRAM

Hidalgo County Commissioners' Court
Agenda Request Form

No. 4368

Date: 06/18/2007
Deadline for Action: 06/25/2007
Department: Urban County Program

Meeting Date Request: 06/25/2007
Contact Person: Ms. Diana R. Serna
Phone: (956) 787-8127 Fax: (956) 787-5291

Ms. Diana R. Serna, Urban County Program Director MM for DRS

Caption: **Self Help Center Contract No. 723013**
Contract Close-out/Certificate of Completion

Approval of Project Completion Report, Certificate of Completion, Report on Real Property Acquisition Activities, Final Wage Compliance Report, Recipient Disclosure Report and Contract Completion Survey.

Background:

UCP is requesting approval to close-out Self Help Center Project Contract # 723013. The contract with Proyecto Azteca has been completed. Attached please find a copy of the Project Completion Report and the Certificate of Completion for your review.

Please initial for approval:

Legal Counsel _____ Budget _____ Human Resources _____
Dept./Fund No. _____ Amt. Expended: \$ _____ Funds/Staffing Budgeted: Yes: _____ No: _____
Account Code: _____ Impact on Future Budget: Yes: _____ No: _____

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____

ATTACHMENT 10 A

PROJECT COMPLETION REPORT

Contractor Name: Hidalgo County Contract No. 723013
 Start Date of Contract: July 1, 2003 End Date of Contract: April 30, 2007

FINAL PROGRESS REPORT

Financial Status:

Activity	TCDP Funds			Other funds
	Current Budget	Drawn to-Date	Balance	Expenditures To-Date
1. Acquisition (Lot Acq.)	\$ 80,000.00	78,613.75	1,386.25	-0-
7. Public Service				
* Grant Proposals	\$ -0-	-0-	-0-	-0-
* Outreach/ Tech. Asst.	\$ 5,100.00	3,200.00	1,900.00	-0-
* Homeownership Classes	\$ 5,000.00	2,698.71	2,301.29	-0-
* Tool Library Kit	\$ 21,787.00	20,918.51	868.49	-0-
9(a). Residential Rehab.	\$ 187,659.18	104,575.49	83,083.69	-0-
13. Administration				
* Self Help Admin.	\$ 113,983.56	74,487.60	39,495.96	-0-
* County Admin.	\$ 50,000.00	50,000.00	-0-	-0-
15(b). Not Feasible for Rehab. (Reconstruction)	\$ 240,370.84	230,403.05	9,967.79	-0-
15(c). Other 105 (a) (15) (New Construction)	\$ 484,136.42	481,350.00	2,786.42	-0-
16. Unspecified Activities (Surveys)	\$ 2,750.00	2,750.00	-0-	-0-
17. Homeownership Assistance (Closing Cost)	\$ 31,000.00	25,557.60	5,442.40	-0-
Total:	\$1,221,787.00	\$1,074,554.71	\$147,232.29	-0-

Actual Accomplishments:

(1). Lot Acquisition:

Acquired eleven (11) residential lots for families that do not have property or paid-off balances on behalf of families in order to assist residents with new or reconstruction in Southside Village.

Acquired one (1) residential lot to a families that does not have property or paid-off balances on behalf of that family in order to assist resident with new or reconstruction in Schroeder Subdivision

Acquired four (4) residential lots for families that do not have property or paid-off balances on behalf of families in order to assist residents with new or reconstruction in El Flaco Chiquito.

(7) Public Service

Grant Proposals:

Prepared and submitted two (2) proposals in the 2 year program period for housing and community development improvements.

Outreach:

Provided fifty six (56) outreach assistance visits to households in the colonia Southside Village.
Provided thirty-two (32) outreach assistance visits to households in the colonia El Charro
Provided twenty-five (25) outreach assistance visits to households in the colonia Schroeder Subd.
Provided forty-seven (47) outreach assistance visits to households in colonia El Flaco Chiquito.
Provided six (6) outreach assistance visits to households in the colonia Chula Vista Acres.

Technical Assistance:

Provided seventeen (17) technical assistance visits to households in colonia Southside Village.
Provided ten (10) technical assistance visits to households in colonia El Charro.
Provided eight (8) technical assistance visits to households in colonia Schroeder Subdivision.
Provided seventeen (17) technical assistance visits to households in colonia El Flaco Chiquito.
Provided five (5) technical assistance visits to households in colonia Chula Vista Acres.

Home Ownership Classes:

Homeownership classes was made available to eighteen (18) colonia resident in Southside Village.
Homeownership classes was made available to ten (10) colonia resident in colonia El Charro.
Homeownership classes was made available to eight (8) colonia resident in colonia Schroeder Subd.
Homeownership classes was made available to fifteen (15) colonia resident in El Flaco Chiquito.
Homeownership classes was made available to two (2) colonia resident in colonia Chula Vista Acres.

Tool Library/Maintenance:

Operated one (1) tool lending library and maintained and purchased tools as necessary for the colonia residents in Southside Village, El Charro, Schroeder Subdivision, El Flaco Chiquito, and Chula Vista Acres.

(9). Residential Rehabilitation:

Rehabilitated approximately one (1) owner-occupied housing unit in colonia Southside Village.
Rehabilitated approximately five (5) owner-occupied housing units in colonia El Charro.
Rehabilitated approximately five (5) owner-occupied housing units in colonia El Flaco Chiquito.
Rehabilitated approximately three (3) owner-occupied housing units in colonia Chula Vista Acres.

(15b). Not feasible for Rehabilitation (Reconstruction):

Reconstructed ten (10) owner-occupied housing units in colonias Southside Village.
Rehabilitated five (5) owner-occupied housing unit in colonias Schroeder Subdivision.
Rehabilitated six (6) owner-occupied housing unit in colonias El Flaco Chiquito.

(15c) Other 105 (1) 15 (New Construction):

Constructed five (5) new owner-occupied housing units in colonia Southside Village.
Constructed three (3) new owner-occupied housing units in colonia El Charro.
Constructed three (3) new owner-occupied housing units in colonia Schroeder Subdivision.
Constructed six (6) new owner-occupied housing units in colonia El Flaco Chiquito.
Constructed two (2) new owner-occupied housing units in colonia Chula Vista Acres

(16). Unspecified Activities:

Surveys:

Conducted eleven (11) full surveys to determine property boundaries in colonia Southside Village.

(17) Homeownership Assistance:

Closing Costs:

Prepared ten (10) title works and cleared ownership and /or in preparation for closing mortgages in colonia Southside Village.
Prepared five (5) title works and cleared ownership and /or in preparation for closing mortgages in colonia El Charro.
Prepared one (1) title works and cleared ownership and /or in preparation for closing mortgages in colonia Schroeder Subdivision.
Prepared six (6) title works and cleared ownership and /or in preparation for closing mortgages in colonia El Flaco Chiquito.
Prepared two (2) title works and cleared ownership and /or in preparation for closing mortgages in colonia Chula Vista Acres.

CITIZEN COMMENT

Date of Final Public Hearing: 6-24-07 (Attach advertisement)

Public Hearing to be held on Sunday, June 24, 2007

FAIR HOUSING ACTIVITY:

Note: This activity must have been performed during the contract period. See Chapter 12 for a listing of acceptable activities.

- UCP Hidalgo County Fair Housing Proclamation and Pictures of Event.
- City of Mercedes Fair Housing Proclamation.
- City of Weslaco Fair Housing Proclamation.
- UCP Hidalgo County Homeownership Fair Housing Proclamation and Pictures of Event.

CERTIFICATIONS

As chief elected official of the contractor jurisdiction, I certify that:

- a. The information contained in this report is accurate to the best of my knowledge;
- b. All records related to contractor activities are available for review;
- c. TCDP funds were not used to reduce the level of local financial support for housing and community development activities;
- d. No attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, contractor certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a); and
- e. The persons to benefit from the activities described in Exhibit A, Performance Statement, of this contract are receiving service or a benefit from the use of the new or improved facilities and activities.

Typed Name and Title of Chief Elected Official

Signature of Chief Elected Official

Date

**ATTACHMENT 8-B
CERTIFICATE OF EXPENDITURES**

Contractor: Hidalgo County

Contract No.: 723013

Projecto Azteca ACTIVITY		To be Completed by Contractor			TCDP Use Only
		PAID COSTS	UNPAID COSTS	TOTAL COSTS	Approved Costs
1a	Water Facilities				
1b	Sewer Facilities				
2	Solid Waste Disposal Facilities				
3	Other Public Utilities (Gas, etc.)				
4	Street Improvements				
5	Flood and Drainage Facilities				
6	Neighborhood/Community Centers				
7	Senior Centers				
8	Centers for the Handicapped/ Sheltered Workshops				
9	Parks, Playgrounds, etc.				
10	Fire Protection Facilities/Equipment				
11	Parking Facilities				
12	Pedestrian Malls and Walkways				
13	Specially Authorized Assistance to Privately Owned Utilities				
14	Specially Authorized Public Facilities and Improvements				
15	Public Services (limited to 15% of request)				
16	Interim Assistance				
17	Rehabilitation of Private Properties				
18	Rehabilitation of Public Residential Structures				
19	Public Housing Modernization				
20	Clearance/Demolition Activities				
21	Historic Preservation				
22	Removal of Architectural Barriers				
23	Code Enforcement				
24	Acquisition				
25	Relocation Payments & Assistance				
26	Economic Development Loan				
27	Economic Development Interest Subsidy				
28	Economic Development Loan Guarantee				
29	Special Activities by Local Development Corporations, etc.				
30	Engineering/Architectural Services (total for all construction accounts)				
31	Planning & Urban Environmental Design (not to exceed 16%)				
32	General Administration				
	Self Help Center Project				
1.	Acquisiton (Lot Acq.)	78,613.75		78,613.75	
7.	Public Service				
	* Grant Proposal	-0-		-0-	
	* Out reach/Tech. Assist.	3,200.00		3,200.00	
	* Homiownership Classes	2,698.71		2,698.71	
	* Tool Library Kit	20,918.51		20,918.51	
9a	Residential Rehabilitation	104,575.49		104,575.49	
13	Administration: Self Help Admin.	74,487.60		74,487.60	
	County Admin.	50,000.00		50,000.00	

15 (b)	Not Feasible for Rehabilitation (Reconstruction)	230,403.05		230,403.05	
15 (c)	Other 105 (a) (15) (New Construction)	481,350.00		481,350.00	
16	Unspecified Activities (Surveys)	2,750.00		2,750.00	
33	TOTALS	\$ 1,074,554.71	\$ -0-	\$1,074,554.71	

Contractor: Hidalgo County

Contract No.: 723013

COMPUTATION OF CONTRACT BALANCE		
	TO BE COMPLETED BY CONTRACTOR	TCDP USE ONLY
	AMOUNT	APPROVED AMOUNT
1. Total Paid Costs (from Line 33)	\$ 1,074,554.71	
2. Estimated Amount for Unsettled Third Party Claims	\$ -0-	
3. Subtotal	\$ 1,074,554.71	
4. Total TCDP Grant Amount	\$ 1,221,787.00	
5. Unutilized Balance (Line 4 minus Line 3) <i>(this amount will be deobligated by State)</i>	\$ 147,232.29	
6. TCDP Funds Received to Date	\$ 1,074,554.71	
7. Balance Payable (Line 3 minus Line 6) *	\$ -0-	

* If Line 6 exceeds Line 3, enter the amount on Line 7 as a negative number and repay this amount to TDHCA by check

UNPAID COSTS AND UNSETTLED THIRD PARTY CLAIMS
<p>LIST ANY UNPAID COSTS AND UNSETTLED THIRD-PARTY CLAIMS AGAINST THE CONTRACTOR'S CONTRACT. DESCRIBE CIRCUMSTANCES AND AMOUNTS INVOLVED.</p> <p>N/A</p> <p><input type="checkbox"/> Check if Continued on Additional Sheet (please attach)</p>

REMARKS
<p>N/A</p> <p><input type="checkbox"/> Check if Continued on Additional Sheet (please attach)</p>

CERTIFICATION		
<p>It is hereby certified that all activities undertaken by the recipient with funds provided under the contract identified on Page 1 hereof, have, to the best of my knowledge, been carried out in accordance with the contract agreement; that proper provision has been made by the recipient for the payment of all unpaid costs and unsettled third-party claims identified on Page 1 hereof, that the State of Texas is under no obligation to make any further payment to the recipient under the contract agreement in excess of the amount identified on Line 7 hereof, and that every statement and amount set forth in this instrument is to the best of my knowledge, true and correct as of this date.</p>		
Date	Typed Name and Title of Chief Elected Official	Signature
6-25-2007	Juan D. Salinas III, Hidalgo County Judge	

TDHCA APPROVAL		
<p>This certificate of completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract commitment and related funds reservation and obligation of \$ _____, less \$ _____ previously authorized for cancellation.</p>		
Date	Typed Name and Title	Signature