

EXP. JAN 19 2021
BY: Purchasing



**Board of Commissioners
Agenda Item Transmittal Form
Procurement/Contract Transmittal Form**

Type of contract: 1 year Multi-year Single Event **Contract #: C-2020-58-C01**
BOC Approval Date:

<input type="checkbox"/> Submission Information Contact Name: William Vaughn Department: Finance Project Title: NSP Program Coordinator Funding Account Number: Grant Funded; No Local Match Contract amount: Contract Type: Goods () Services (X) Labor () Contract Action: New () Renewal () Change Order (X) Original Contract Number: 2020-58	<input type="checkbox"/> Vendor Information Vendor Name: Brookmor Properties Address: 20 Smith Store Road Address: Covington, GA 30016 Email: christiephillips@kw.com Phone #: 678-283-7249 Contact: Christie Phillips Term of contract: ends 5/25/2021 w/option to renew two (2) additional one-year terms
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Finance Director Signature
 I have reviewed the attached contract, and the amount is approved for processing.
 Signature: *Joe F. [Signature]* Date: 02-03-2021
 CHIEF OF STAFF

Procurement Manager Signature
 I have reviewed the attached contract, and it is in compliance with Purchasing Policies of Rockdale County.
 Signature: *Jane Malone* Date: 1/21/2021

Detailed Summary of Contract:

Program Coordinator for NSP – Add additional scope of work as cited on attached change order.

Department Head/Elected Official Signature:

Date:

2021-53

CONTRACT AMENDMENT NO. 1 to the
Agreement for Providing Contracted Services dated May 26, 2020

This AMENDMENT, made and entered into by and between ROCKDALE COUNTY, GEORGIA, hereinafter called the "County", and BROOKMOR PROPERTIES, hereinafter called the "Contractor", shall be incorporated into and become a part of the original Agreement cited immediately above.

WHEREAS, the parties previously agreed, pursuant to the Agreement to amend the contract as needed, and;

WHEREAS, a need to amend the contract has arisen.

NOW, THEREFORE, for and in consideration of the covenants and promises to be carried out by each party herein and in the original Agreement cited above, it is agreed by and between the parties as follows:

Add the additional scope of work as follows:

As outlined in the original contract, responsibilities to include all aspects of the NSP program, specifically as it pertains to the following:

- Coordinate down payment assistance forgiveness closeouts
- Identify county property liens that have expired and/or are expiring between now and 2024
- Conduct title releases of currently expired liens
- Contact DCA/NSP regarding other required closeout/ follow-up tasks
- Generate a property list of NSP/County liens that have expired and/or are expiring between now and 2024 that indicates the following: (additional info to be included if deemed necessary)
 1. property address
 2. date of purchase
 3. purchaser contact information
 4. amount of down payment assistance/other assistance
 5. expected date of forgiveness

In addition, conduct activities of the CHIP program, specifically as it pertains to the following:

- Coordinate down payment assistance forgiveness closeouts
- Identify county property liens that have expired and/or are expiring between now and 2024
- Conduct title releases of currently expired liens
- Contact DCA/CHIP regarding other required closeout/ follow-up tasks
- Generate a property list of CHIP/County liens that have expired and/or are expiring between now and 2024 that indicates the following: (additional info to be included if deemed necessary)
 1. property address
 2. date of purchase
 3. purchaser contact information
 4. amount of down payment assistance/other assistance
 5. expected date of forgiveness

And finally, research the feasibility of housing, community development and/or economic development

related grants/loans administered through DCA and to prepare and assist in submitting the following DCA grants:

1. Community HOME Investment Program (CHIP)
2. Annual CDBG Competition

All other terms and conditions remain in effect in accordance with the Agreement referenced in this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment on this ____ day of _____, 2021.

Brookmor Properties

Rockdale County, Georgia

By: Christa Phillips
Christie Phillips

By: _____
Osborn Nesbitt, Sr., Chairman

Attest:

Jennifer O. Rutledge, County Clerk

Approved as to form:

M. Qader A. Baig, County Attorney

