**MODIFICATION NUMBER TWO (2) TO SUBGRANT AGREEMENT BETWEEN**

**THE DEPARTMENT OF COMMUNITY AFFAIRS AND**

**CITY OF PALM COAST**

 This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, (“the Department”), and the City of Palm Coast, (“the Recipient”), to modify DCA Contract Number 10DB-4X-04-28-02-F20, award dated September 15, 2009 (“the Agreement”).

 **WHEREAS,** the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of $2,664,903 to Recipient under the Neighborhood Stabilization Program (“NSP”) as set forth in the Agreement;

 **WHEREAS,** the Department 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:

[ ]  **Reinstate Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

**[x]  Extend Agreement**

1. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of September 14, 2012.

**[x]  Revise Activity Work Plan**

3. The Attachment B or I, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B or I, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

**[x]  Revise Program Budget and Scope of Work**

4. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.

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**[ ]  Change in Participating Parties**

1. The Attachment A, Program Budget and Scope of Work section, is hereby modified to delete all references to “(Type in name, if applicable.),” as the Participating Party, and replace them with “(Type in name, if applicable.)” as the Participating Party with the understanding that the Recipient and the new Participating Party will enter into a Participating Party Agreement containing provisions and caveats that meet or exceed the conditions agreed to in the Participating Party Agreement between the Recipient and the original Participating Party.

**[ ]  Inclusion of an Unmet Need as Addressed in the Original Application**

1. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.
2. The Attachment B or I, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B or I Activity Work Plan section, which is attached hereto and incorporated herein by reference.

**[ ]  Change in Number of Accomplishments and/or Beneficiaries**

1. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.

**[ ]  Other:** (Type in the reason for the modification.)

All provisions of the 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.

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

**Department of Community Affairs** **Recipient:** City of Palm Coast

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

Name: Ken Reecy Name: Jim Landon

Title: Director, Division of Housing Title: City Manager

 and Community Development

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

**Instructions for Completing the Modification to Subgrant Agreement Form.**

1. Use the “Tab” key to move from one field to the next. “Shift Tab” lets you move backwards.

2. Type in the Modification Number in the three fields where it asks for the number.

3. Type in the Contract Number in the three fields where it asks for the number.

4. Type in the Local Government Name in the five fields where it asks for the Recipient.

5. Type in the Date and Subgrant Amount in the fields on the first page where it asks for the information.

6. Move the cursor to the appropriate box(es) to indicate the modification(s) being requested. Left “click” on the box and an “X” will appear, indicating that the section is being modified.

7. If the modification seeks to extend the end of the subgrant, type in the new date on the appropriate line.

8. If the modification makes changes to the “Participating Parties,” type in the names where indicated.

9. If the reason for the modification is not one of the seven common reasons, put an “X” in the check box before “Other” at the bottom of the second page and then tab to the form field and type in the reason.

10. On page 3, type in the name of the person signing the modification and the person’s title. **The date must be hand written. (*The person signing the modification must have signature authority.)***

11. Submit three originals of the modification along with the required supporting documentation.