

OMB Granicus Review

Granicus Title	Ranking of firms for the development of two residential County-owned surplus parcels and authorize conveyance to Habitat for Humanity of Pinellas County, Inc.				
Granicus ID#	25-0064A	Reference #	N/A	Date	02/14/2025

Mark all Applicable Boxes:

Type of Review									
CIP		Grant	X	Other		Revenue		Project	

Fiscal Information:

New Contract (Y/N)	Y	Original Amount	\$	100,000.00
Fund(s)	1010	Amount of Change (+/-)	\$	0.00
Cost Center(s)	100200	Total Amount	\$	100,000.00
Program(s)	1331	Amount Available (FY25)	\$	0.00
Account(s)	3699654	Included in Applicable Budget? (Y/N)	Y	
Fiscal Year(s)	FY25			

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Housing and Community Development (HCD) is seeking the approval of the ranking of firms with Habitat for Humanity of Pinellas County, Inc. (Habitat) as the successful bidder for two County-owned surplus parcels, execution by the Board of County Commissioners (BCC) of two deeds and acceptance and execution of the Resolution authorizing conveyance and delegating authority to the County Administrator to execute instruments necessary for completion of the transaction.

Anticipated revenue from the sale of the parcels is \$100,000 and is not included in the FY25 Operating Budget for HCD. This revenue will be placed into the SHIP Fund and is anticipated to create an additional \$100,000 in unanticipated revenue. A future budget amendment would be necessary to utilize this revenue in FY25.

Analyst: Shane Kunze

Ok to Sign:

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Qwestica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to ____)"**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
 - b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.

- a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).