

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: HOME Community Housing Development Organization (CHDO) Subrecipient Agreement between Seminole County and the Center for Affordable Housing, Inc.

DEPARTMENT: Planning and Development **DIVISION:** Community Resources

AUTHORIZED BY: Don Fisher *[Signature]* **CONTACT:** Robert Heenan *[Signature]* **EXT.** 7380

Agenda Date <u>11/18/03</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute a HOME CHDO Subrecipient Agreement between Seminole County and the Center for Affordable Housing, Inc.

BACKGROUND:

On 7/22/03 the Board of County Commissioners approved the 2003-2004 One-Year Action Plan of the 2000-2005 Consolidated Plan which included HOME funding in the amount of \$190,000 to the Center for Affordable Housing, Inc. to acquire, rehabilitate and rent six (6) single family detached housing units to families with special needs (victims of domestic abuse) requiring transitional housing.

With funding previously approved by the Board, the Community Housing Development Organization (CHDO) Subrecipient Agreement is ready for execution.

Staff recommends and the Board is requested to execute the attached Agreement.

Reviewed by:	<i>[Signature]</i>
Co Atty:	<i>[Signature]</i>
DFS:	<i>[Signature]</i>
Other:	<i>[Signature]</i>
DCM:	<i>[Signature]</i>
CM:	<i>[Signature]</i>
File No.	-cpdc01

SEMINOLE COUNTY/THE CENTER FOR AFFORDABLE HOUSING, INC.
HUD HOME SUBRECIPIENT AGREEMENT
PROGRAM YEAR 2003-2004

THIS AGREEMENT, entered into this _____ day of _____, 2003, by and between SEMINOLE COUNTY, a political subdivision of the State of Florida, whose address is 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY," and THE CENTER FOR AFFORDABLE HOUSING, INC., a non-profit Florida corporation, whose mailing address is 2524 South Park Drive, Sanford, Florida 32771, hereinafter referred to as "CENTER".

WHEREAS, COUNTY has made application and entered into a contract with the United States Department of Housing and Urban Development, hereinafter referred to as "HUD," pursuant to Title I, Housing and Community Development Act of 1974, as amended, and implementing regulations set forth in Title 24 Code of Federal Regulations (CFR) Section 570; and

WHEREAS, CENTER shall provide six transitional affordable housing units for low and very low income families in Seminole County; and

WHEREAS, the COUNTY has deemed that such services will serve a COUNTY purpose; and

WHEREAS, the COUNTY has allocated ONE HUNDRED NINETY THOUSAND AND NO/100 DOLLARS (\$190,000.00) HUD HOME funds for this community development activity; and

WHEREAS, CENTER has agreed to financially leverage certain funds provided by HUD through the COUNTY pursuant to this Agreement,

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Section 1. Recitals. The above recitals are true and form a material part of the Agreement upon which the parties have relied.

Section 2. Definitions.

(a) "Affordability Period" means the length of time for which the subject properties must comply with HUD regulations and be used solely for the affordable housing purposes set forth herein.

(b) "CD Administrator" means the Community Resources Division Manager or their designee.

(c) "County Approval" means written approval by the Planning and Development Director, Community Resources Division Manager, or their designee.

(d) "Low and Moderate Income" means gross household income not to exceed eighty percent (80%) of the median family income within the Orlando Metropolitan Statistical Area during the term of this Agreement.

(e) "Planning Department" means the COUNTY'S Planning and Development Department Director or his designee.

(f) "Very low income" means gross household income not to exceed fifty percent (50%) of the median family income within the Orlando Metropolitan Statistical Area during the term of this Agreement.

Section 3. Statement of Work. CENTER, in a manner satisfactory to the COUNTY, shall perform all services described in the Scope of Services, attached hereto as Exhibit A and incorporated herein by reference. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of CENTER.

Section 4. Term. This Agreement shall be effective upon its execution by all parties. CENTER shall complete all services required by this Agreement on or before December 31, 2004. This Agreement shall terminate on December 31, 2004. CENTER shall complete all services required by this Agreement in accordance with the following schedule:

Prior to November 28, 2003	Meet with County Project Manager to review terms of this Agreement;
Prior to November 30, 2004	Complete construction/rehabilitation of all six affordable housing units.

Notwithstanding the foregoing, the affordability period of these units shall extend until November 30, 2014.

Section 5. Payments.

(a) The COUNTY shall reimburse CENTER for funds paid to the contractors, subcontractors and vendors selected by CENTER to provide services under this Agreement in accordance with the Project Budget, attached hereto as Exhibit B and incorporated herein by reference.

(b) The COUNTY has allocated ONE HUNDRED NINETY THOUSAND AND NO/100 DOLLARS (\$190,000.00) of HUD funds for completion of this Agreement. The COUNTY will pay/reimburse CENTER for the services rendered under this Agreement up to ONE HUNDRED NINETY THOUSAND AND NO/100 DOLLARS (\$190,000.00). In the event that CENTER does not require the full amount of ONE HUNDRED NINETY THOUSAND AND NO/100 DOLLARS (\$190,000.00), as reflected in the bids received and reviewed by both parties to this Agreement, the CD Administrator reserves the right to reallocate such funds to other HUD projects.

(c) In no event shall the COUNTY reimburse CENTER, its contractors, subcontractors or vendors until all goods and services rendered are invoiced and approved in writing by the Director of CENTER and the CD Administrator.

(d) In order to process payment requests, CENTER shall submit to the COUNTY an original invoice signed by the entity requesting payment and CENTER's Project Manager. Copies of receipts or other acceptable documentation demonstrating incurrence of each expense must be submitted with the invoice.

(e) Upon receipt of the documentation listed above, the COUNTY shall initiate reimbursement to the CENTER. The COUNTY reserves the right to verify, by site inspection when necessary, that all goods, materials, labor and services have been properly invoiced. Payment shall be made as soon as practicable; provided, however, that if CENTER, its vendors, contractors and subcontractors have performed services in full compliance with all

HUD requirements and properly invoiced the request for payment, payment shall be rendered by the COUNTY within thirty (30) days of its receipt of payment request.

(f) On or before December 31, 2004, CENTER shall render a final and complete statement to the COUNTY of all costs for goods and services not previously invoiced. The COUNTY shall not be obligated to pay any charges, claims or demands of CENTER not properly invoiced and received by the COUNTY by December 31, 2004.

(g) Any goods or services not allotted in the Project Budget, or not undertaken in compliance with this Agreement, will only be reimbursed by the COUNTY if the CD Administrator has issued prior written approval of such goods or services.

(h) CENTER shall use the funds provided under this Agreement to leverage funds and services for the completion of the services described herein. CENTER must demonstrate a minimum leveraging of THREE HUNDRED SIXTY THOUSAND AND NO/100 DOLLARS (\$360,000.00) in the form of dollars or, if pre-approved in writing by the CD Administrator, professional services or in-kind services. Prior to any reimbursement of funds, the CENTER must demonstrate that all required leveraged funds are available or obligated to toward the provision of the six (6) housing units. Prior to final reimbursement payment by the COUNTY, the CENTER shall provide appropriate documentation to demonstrate that sufficient funds and or services have been leveraged and all leveraged money has been applied toward the acquisition, rehabilitation and construction of the housing units. If

sufficient leveraging has not been demonstrated, the CENTER shall be deemed to be in breach of this Agreement and the COUNTY shall withhold any and all future payments to the CENTER in addition to any other remedies set forth herein.

(i) CENTER shall not be reimbursed for any acquisition, purchase, donation or receipt of any interest in real property or benefits by a real property owner of any real property unless CENTER has first received written authorization from the CD Administrator. The acquisition, purchase, donation or receipt of any interest in real property or benefits by a real property owner of any real property by CENTER shall automatically terminate this Agreement.

Section 6. Compliance With Federal Regulations.

(a) CENTER shall comply with all federal, State and local laws and regulations in its performance of this Agreement. It is understood that the following are laws and regulations which will directly govern implementation of this Agreement:

- (1) Title 24, Code of Federal Regulations, "Regulations Relating to Housing and Urban Development."
- (2) Public Law 90-284, "1968 Civil Rights Act of 1968";
- (3) Public Law 90-448, "Housing and Urban Development Act of 1968";
- (4) 42 USCA Chapter 51, "Design and Construction of Public Buildings to Accommodate Physically Handicapped";

(5) Office of Management and Budget Circular No. A-110, "Uniform Administrative Requirements For Grants and Agreements With Institutions Of Higher Education, Hospitals and Other Non Profit Organizations";

(6) Office of Management and Budget Circular No. A-122, "Cost Principles For Non-Profit Organizations";

(7) Office of Management and Budget Circular No. A-102, "Grants and Cooperative Agreements with State and Local Governments";

(8) Office of Management and Budget Circular No. A-87, "Cost Principles for State, Local, and Indian Tribal Governments";

(c) CENTER shall not assume the COUNTY'S environmental responsibilities, as described in 24 CFR Sec. 570.604 "Environmental Standards", nor the COUNTY'S responsibility to initiate and environmental review process. However, CENTER is not exempt from performing a Phase I environmental or site-specific environmental reviews in accordance with State and local regulations. Nor is CENTER released from any environmental pollution that it may cause or have caused and CENTER shall assume full liability therefore.

Section 7. Project Publicity. Any news release, project sign, or other type of publicity pertaining to the project, described herein shall recognize the Seminole County Board of County Commissioners as the recipient of funding by HUD and providing funds to CENTER.

Section 8. Management Assistance.

(a) The CD Administrator shall be available to CENTER to provide guidance on HUD requirements.

(b) In the event that CENTER does not complete any of the terms of this Agreement within the time frames allotted herein, COUNTY may provide notices to CENTER on the sixth month and/or the ninth month after the expiration of the subject time frame advising CENTER that it is in default of the Agreement and the pending consequences thereof. Nothing set forth herein however, shall prohibit the COUNTY from taking any action prior to such dates to enforce the terms of this Agreement.

Section 9. Maintenance of Records.

(a) CENTER shall maintain all records required by Federal, State and local laws, rules and regulations for a period of no less than five years from the date of the final project audit. This requirement shall include:

(1) All accounts, property and personnel records, as deemed necessary by the COUNTY to ensure proper accounting of all project funds and compliance with this Agreement.

(2) Financial records regarding the following:

(A) Invoices, receipts and cancelled checks of all items purchased by CENTER pursuant to this Agreement;

(B) Bills and invoices for all services purchased by CENTER pursuant to this Agreement;

(C) Force account construction including the records indicating CENTER, position, number of hours and total labor costs.

(D) All capital expenditures in excess of SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$750.00), including a description, model, serial number and date and cost of acquisition.

(b) CENTER shall perform or cause to be performed an annual audit and provide copies of such audits to the CD Administrator within thirty (30) days of its completion. If CENTER is receiving more than \$300,000.00 from HUD through the COUNTY pursuant to this Agreement, such auditing procedures shall be undertaken in compliance with Management and Budget Circular A-133 and provided to the CD Administrator in a timely manner.

(c) All records and contracts, of whatsoever type or nature, required by the Agreement shall be available for audit, inspection and copying in accordance with Chapter 119, Florida Statutes. The COUNTY shall have the right to obtain and inspect any audit or other documents pertaining to the performance of the Agreement made by any Federal, State or local agency.

(d) CENTER shall complete and provide to the CD Administrator a monthly report on the Subrecipient Report attached hereto as Exhibit C. Such reports shall be due no later than the fifteenth (15th) day of each month, commencing on the date of execution of this Agreement and concluding upon the completion of all services described in Exhibit A.

(e) CENTER shall submit to the COUNTY an End of Project Report attached hereto as Exhibit D.

Section 10. Liability. Except for any payment specifically set forth herein, the COUNTY shall not be liable to any person, firm, entity or corporation in connection with the services CENTER has agreed to perform hereunder, or for debts or claims accruing to such parties against CENTER. This Agreement shall not create a contractual relationship, either express or implied, between COUNTY and any other person, firm, or corporation supplying any work, labor, services, goods or materials to CENTER as a result of this Agreement, including the contractors, subcontractors and vendors who may from time-to-time be employed by CENTER.

Section 11. Subcontracts. All contracts made by CENTER to perform the activities described in Exhibit A shall comply with all applicable laws, rules and regulations set forth in the Agreement. Only subcontracts for work or services as set forth in Exhibit A are authorized by this Agreement. Any further work or services which CENTER wishes to subcontract must be approved in writing by the CD Administrator and may not exceed the financial restraints forth in Section 5 of this Agreement.

Section 12. Indemnification.

(a) CENTER shall hold harmless and indemnify the COUNTY from and against any and all liability, loss, claims, damages, costs, attorney's fees and expenses of whatsoever kind, type, or nature which the COUNTY may sustain, suffer or incur or be required to pay by reason of the following: loss of any monies

paid to CENTER or whomsoever, resulting out of CENTER's fraud, defalcation, dishonesty, or failure of CENTER to comply with applicable laws or regulations; any act or omission of CENTER in the performance of this Agreement or any part thereof; a judgment over and above the limits provided by the insurance required hereunder or by any defect in the construction of the project; or as may otherwise result in any way or instance whatsoever arising from this Agreement.

(b) In the event that any action, suit or proceeding is brought against the COUNTY upon any alleged liability arising out of the Agreement, or any other matter relating to this Agreement, the COUNTY shall promptly provide notice in writing thereof to CENTER by registered or certified mail addressed to CENTER at the address provided hereinafter. Upon receiving such notice, CENTER, at its own expense and to the extent permitted by law, shall diligently defend against such action, suit or proceeding and take all action necessary or proper to prevent the issuance of a judgment against the COUNTY. The COUNTY shall cooperate to a reasonable extent in CENTER's defense of any such action, suit or proceeding.

Section 13. Insurance. CENTER shall ensure that its insurance coverage or self-insurance program, and the insurance coverage of its contracted agents, conforms to and complies with all applicable Federal, State and local regulations and is adequate and sufficient to insure all activities performed

pursuant to the Agreement against property damage or loss, human injury and other casualty.

Section 14. Non-Assignability. Neither party shall assign the Agreement without the prior written consent of the other in a document of equal dignity herewith.

Section 15. Headings. All articles and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

Section 16. Income.

(a) In the event that any income is received by CENTER as a direct result of the investment of any COUNTY funds awarded under this Agreement during the term of the Agreement, CENTER shall immediately render such income to the COUNTY.

(b) If any income is received by CENTER as a direct result of the investment of any COUNTY funds awarded under this Agreement after expiration of the term of this Agreement, such income shall be used by CENTER to provide services to the clients of CENTER of a nature similar to the uses set forth herein.

Section 17. Non-Expendable Property. Any non-expendable personal property acquired by CENTER through funds issued by the COUNTY pursuant to this Agreement shall be subject to all Federal, State and local regulations, including, but not limited to, the provisions on use and disposition of property. At the termination of this Agreement, any such property shall be made available to the COUNTY and HUD in accordance with the aforesaid provisions.

Section 18. Reversion of Assets. Upon expiration of this Agreement, CENTER shall immediately transfer to the COUNTY any remaining HUD funds and any accounts receivable attributable to the use of HUD funds distributed pursuant to this Agreement. The distribution of any real property controlled by CENTER and acquired or improved in whole, or in part, with HUD funds in excess of TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00) shall be governed by 24 CFR Sections 570.505 and 570.503.

Section 19. Suspension and Termination. COUNTY may terminate this Agreement in accordance with the provisions of 24 CFR Section 84.61, for breach of the Agreement or for other legal cause. The parties may mutually terminate the Agreement in accordance with 24 CFR Section 85.44 or for other legal cause.

Section 20. Breach. Any failure to comply with the Scope of Services or other terms of this Agreement shall constitute a breach of this Agreement.

Section 21. Remedies. Upon determination that a breach has occurred, the COUNTY reserves all legal and equitable rights to enforce this Agreement and/or recover any monies paid to CENTER pursuant to this Agreement. Specifically and additionally, the COUNTY shall have the following available remedies:

(a) Immediately terminate the Agreement, with or without notice;

(b) Reallocate the remaining uncommitted funds toward another HUD program or toward the COUNTY'S trust fund;

(c) Withhold issuance of any further funds, regardless of whether such funds have been encumbered by CENTER;

(d) Demand CENTER immediately repay any monies expended in accordance with the Agreement;

(e) Require specific performance of the Agreement;

(f) Demand payment and/or performance from the surety, if applicable; and/or

(g) Impose a lien upon any and all of CENTER's real or personal property. To create such a lien, the COUNTY shall send a letter to CENTER demanding refund of any monies expended to CENTER pursuant to this Agreement. Said letter shall be recorded in the public records of Seminole County and thereafter shall constitute a lien upon CENTER's real and personal property.

Section 22. Certification Regarding Lobbying. CENTER hereby certifies that to the best of its knowledge and belief:

(a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with this Agreement, CENTER shall complete and submit a "Disclosure of Lobbying Activities" standard form as approved by the Office of Management and Budget.

(c) Pursuant to Section 216.347, Florida Statutes, CENTER hereby agrees that monies received from the COUNTY pursuant to the Agreement will not be used for the purpose of lobbying the Legislature, the judicial branch or a State agency.

Section 23. Notice. Whenever either party desires to give notice unto the other, notice may be sent to:

For COUNTY:

CD Administrator
Community Development Office
1101 East First Street
Sanford, Florida 32771

For CENTER:

Director
The Center for Affordable Housing
2524 S. Park Drive
Sanford, FL 32773

Either of the parties may change, by written notice, the address or person for receipt of notice.

Section 24. Conflict of Interest.

(a) CENTER agrees that it will not engage in any action that would create a conflict of interest in the performance of its

obligations pursuant to the Agreement with the COUNTY or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, Title 24 or the Code of Federal Regulations, Part 84 or 85 or any other local, State or federal regulations.

(b) CENTER hereby certifies that no officer, agent or employee of the COUNTY has any material interest, as defined in Section 112.312(15), Florida Statutes, either directly or indirectly, in the business of CENTER, and that no such person shall have any such interest at any time during the term of the Agreement.

Section 25. Entire Agreement, Effect on Prior Agreement. This instrument constitutes the entire agreement between the parties and supersedes all previous discussions, understandings and agreements, if any, between the parties relating to the subject matter of this Agreement.

Section 26. Severability. If any one or more of the covenants or provisions of this Agreement shall be held to be contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall, for any reason whatsoever, be held invalid, then such covenants or provisions shall be null and void, shall be deemed separable from the remaining covenants or provisions of the Agreement, and shall, in no way, affect the validity of the remaining covenants or provisions of the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed:

ATTEST:

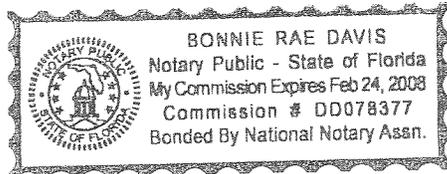
THE CENTER FOR AFFORDABLE HOUSING, INC.

Etta Montague
Etta Montague, Secretary

By: Susan Caswell as Pres
Susan Caswell, President

Date: 10/2/03

STATE OF FLORIDA)
COUNTY OF SEMINOLE)



I HEREBY CERTIFY that, on this 2nd day of October, 2003, before me, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared Susan Caswell, as President and Etta Montague as secretary, of the Center for Affordable Housing, Inc., a non-profit corporation organized under the laws of the State of Florida, who are personally known to me or who have produced personally known as identification. They have acknowledged before me that they executed the foregoing instrument as such officers in, and on behalf of, the corporation, and that they also affixed thereto the official seal of the corporation.

Bonnie Rae Davis
Print Name Bonnie Rae Davis
Notary Public in and for the County and State Aforementioned

My commission expires: 2-24-06

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
DARYL G. MCLAIN, Chairman

Date: _____

For the use and reliance
of Seminole County only.
Approved as to form and
legal sufficiency.

As authorized for execution by
the Board of County Commis-
sioners at their _____,
2003, regular meeting.

County Attorney

KC

9/5/03

Attachments:

1. Exhibit A - Scope of Services
2. Exhibit B - Project Budget
3. Exhibit C - Subrecipient Report
4. Exhibit D - End of Project Report
5. Exhibit E - End of Year Report

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EXHIBIT A

SCOPE OF SERVICES

GENERALLY:

CENTER shall produce six (6) single family detached housing units. The CENTER shall use the funds issued by the COUNTY pursuant to this Agreement to acquire the necessary real property and housing structures and rehabilitate such structures to produce the six housing units. The Center shall also use funds leveraged pursuant to the terms of the Agreement to fund the acquisition and rehabilitation as set forth herein.

Four (4) of the housing units shall be rented to low income families and two (2) of the housing units shall be rented to very low income families. All units shall be rented only to families attempting to obtain self-sufficiency and in need of support services to do so. Rental preferences shall be given to clients of Seminole County Victim's Rights Coalition, Inc., J.U.T.E., Inc. and Lisa Merlin House, Inc. All units shall be used as transitional housing and not as permanent residences.

SPECIFIC OBLIGATIONS:

1. CENTER shall prepare all documents required for bidding any and all aspects of the Agreement in accordance with legal requirements. The documents shall be submitted to the COUNTY for review and approval prior to commencement of the bidding process.

2. CENTER shall advertise for bids and provide bidders with a specific response period in accordance with legal requirements.

3. Following the close of the bidding period, the COUNTY and CENTER shall jointly review the bids received and bidder qualifications. CENTER shall select, upon COUNTY approval, the bidder to be awarded the contract work. CENTER shall prepare, negotiate and execute a contract with the selected bidder.

4. CENTER and the COUNTY shall hold a pre-construction conference with the contractor, subcontractors, private utilities representatives, city representatives and other appropriate persons for the purpose of:

- (a) Identifying the CENTER project manager;
- (b) Identifying the contractor's project manager;
- (c) Identifying the field monitors;
- (d) Discussing the plans and specifications;
- (e) Discussing construction procedures and scheduling;
- (f) Answering any questions prior to construction; and
- (g) Discussing Federal requirements and regulations.

5. CENTER shall locate and acquire real property and structures to serve as the housing units. CENTER shall assure that no relocation or displacement obligations are created toward the renters or occupant owners thereof. If any of the properties to be acquired are occupied by the owner(s) or tenant(s) of the property, CENTER shall seek direction from the COUNTY Relocation Specialist before entering into any type of activity to acquire the property.

6. CENTER shall acquire the real property and associated structures for the least possible cost and in no event more than

fair market value as determined by a state licensed real estate appraiser. Prior to closing on each parcel, CENTER shall obtain written COUNTY approval of the proposed acquisition and preliminary cost estimates of rehabilitation associated with the structure to be rehabilitated on that parcel.

7. CENTER shall prepare design plans and budgets for the rehabilitation of the housing units.

8. CENTER shall monitor and inspect all rehabilitation/construction activities to ensure compliance with this Agreement.

9. CENTER shall secure any necessary permits or certificates.

10. CENTER shall advertise for and process rental applications for the housing units. CFAH shall ensure client(s) income eligibility for assistance.

11. The CENTER project manager shall be the liaison to the COUNTY and responsible for responding to all requests by the COUNTY.

12. No CENTER board member or employee or any related family member of either shall receive or obtain gain or profit in the form of a real estate commission, appraisal contract fee, or payment for any other related product or service for properties purchased or sold by them in accordance with this Agreement.

EXHIBIT B

PROJECT BUDGET

<u>ACTIVITY</u>	<u>FUNDS</u>
Acquisition of six (6) housing units and associated real property.	\$103,000
Rehabilitation costs per housing unit.	\$ 10,000 (\$10,000 x 6 housing units=\$60,000 total)
Developer Fees per housing unit (to be paid in a pro-rated percentage of rehabilitation completed.)	\$ 4,500 (\$4,500 x 6 housing units=\$27,000 total)
Total	\$190,000

EXHIBIT C

REQUEST FOR PAYMENT

Subrecipient: THE CENTER FOR AFFORDABLE HOUSING, INC.

Title of Activity/Project: _____

Vendor Mailing Address: _____

Vendor Contact Person: _____

Vendor Telephone Number: _____

Payment Request No: _____

Subrecipient Agreement Amount \$190,000.00	% of Work Completed To Date	To Date Amount Previously Billed	This Invoice Billed
Total Invoices Billed			

Attach a copy of all supporting documentation for this Payment Request

Estimated Project/Activity Completion Date: _____

Subrecipient Agreement Required Completion Date: _____

Submitted By: _____ Title: _____

Signature: _____ Date: _____

EXHIBIT D

MONTHLY REPORT

Status Report for Month of _____

Subrecipient THE CENTER FOR AFFORDABLE HOUSING, INC.
Mailing Address _____
Contact Person _____
Telephone _____

NARRATIVE DESCRIPTION OF ACTIVITY STATUS/MILESTONES:

III. BUDGET STATUS

ACTIVITY	ESTIMATED BUDGET	EXPENSES PAID THIS MONTH	TOTAL EXPENSES PAID TO DATE	OUTSTANDING OBLIGATIONS	BUDGET BALANCE
TOTAL					

Any other special accomplishments: _____

Signed: _____

EXHIBIT E
END OF YEAR REPORT

CENTER OF ORGANIZATION: THE CENTER FOR AFFORDABLE HOUSING, INC.

Fiscal year: _____

Type of service provided: _____

Total number of people served: _____

Total number of groups/sessions performed: _____

No. of Household/Persons Assisted	Low and Moderate Income	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino	Not Hispanic or Latino	Female Headed Household

Any other special accomplishments:

Signed: _____