

Habitat for Humanity of Lee and Hendry Counties, Inc.

1. a. The Project, as approved for grant assistance, shall consist of the following authorized scope of work: Housing counseling and education of 39 households (13 very low, 13 low and 13 moderate-income) for first-time homebuyers, financial coaching and management

Homeowner/buyer education for households with SHIP assistance, counseling services for one of both of the following areas:
 - Buyer education – Maximum \$500 per household
 - Finances (budget, credit.. etc) – Maximum \$500 per household
- b. The amount of funds awarded under this grant is \$38,794, these funds must be expended by August 30, 2019. The **COUNTY** is not obligated or authorized to award any funds in addition to this amount.
- c. The **PROVIDER** is expected to make every reasonable effort to participate in program training activities offered by the Florida Housing Finance Corporation, the Florida Housing Coalition, Lee County, or similar organizations in order to ensure compliance with local and State regulations governing the State Housing Initiatives Partnership Program.
2. The **COUNTY** agrees to pay to the **PROVIDER**, upon receipt and verification of the Provider's request.
3. The **PROVIDER** agrees to perform all necessary requirements to assist the **COUNTY** in implementing its monitoring responsibilities, which include on-site inspections of the project to determine compliance with applicable laws, rules, regulations, ordinances, and codes of the federal, state, and local governments, including the requirements of the State Housing Initiatives Partnership (SHIP) and the Lee County Local Housing Assistance Plan.
4. The **COUNTY** shall be provided access to all contracts of the **PROVIDER** for the procurement of goods and/or services relating to the project work described in Subsection 1. a. herein, and all change orders or amendments, but said access shall not be construed as acceptance by or imposition of upon the **COUNTY** of any financial liability in connection with said contracts.
5. The **COUNTY** shall be provided access to all detailed plans, specifications and home buyer incomes relating to the- project and records relating thereto describe in Subsection 1-a. herein, to ensure compliance with the objectives, requirements, and limitations of the Lee County SHIP Affordable Housing Program. The following documentation must be maintained on file for each beneficiary or unit produced by the **PROVIDER** for a period of seven (7) years following the effective date of contract.
6. The **PROVIDER** shall provide to the **COUNTY** proof, of the following prior to receiving final payment:
 - a. Proof of registration and attendance of all beneficiaries
 - b. Copies of all course materials
 - c. Course Outline
7. All projects must be in compliance with the rules and regulations of the State Housing Initiatives Partnership Program as authorized by Florida Statutes, Section 420.907, Florida Administrative Code Rule Chapters 67-37, and the Lee County Housing Assistance Program authorized by Lee County Ordinance Number 95-17, as amended, and in particular:
 - a. Income limits
 - b. Definition of Affordability
 - c. Non-discrimination

- d. Maximum production or purchase cost
 - e. Maximum SHIP funds per unit
 - f. Compliance reporting as required per project
8. The **PROVIDER** shall provide to the **COUNTY** proof, or make available the following, as applicable for each beneficiary prior to receiving final payment:
- a. SHIP Program Recipient Profile form
 - b. Authorization for Release of Information Form
 - c. Income Verification Form(s)
 - d. Income Certification Form
 - e. Proof of Property Ownership
 - f. Application for Program Assistance
 - g. Proof of Counseling Sessions

APPLICATION DOCUMENTS:

- b. Authorization for Release of Information Form
- c. Income Verification Form(s)
- d. Income Certification Form
- e. Proof of Property Ownership
- f. Application for Program Assistance
- g. Letter of Commitment
- h. Homeownership Training Course Certificate

CLOSING DOCUMENTS:

- i. Copy of Recorded SHIP Lien Document(s) with Recapture Provisions showing the Lee County Department of Community Development, Planning Division as Mortgagee
- j. HUD 1 Settlement or Closing Disclosure Statement
- k. Copies of all Recorded Mortgage and Note Document(s)