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**AMENDED AND RESTATED SINGLE FAMILY AFFORDABLE HOUSING DEVELOPER'S AGREEMENT**

*between*

**ORANGE COUNTY, FLORIDA**

*and*

**HABITAT FOR HUMANITY GREATER ORLANDO AND OSCEOLA COUNTY, INC.**

*formerly known as*

**HABITAT FOR HUMANITY OF GREATER ORLANDO AREA, INC.**

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**THIS AMENDED AND RESTATED SINGLE FAMILY AFFORDABLE HOUSING DEVELOPER'S AGREEMENT ("Agreement")** is made and entered into by and between **ORANGE COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida, located at 201 South Rosalind Avenue, Orlando, Florida 32801 (hereinafter "**County**"), and **HABITAT FOR HUMANITY GREATER ORLANDO AND OSCEOLA COUNTY, INC.**, formerly known as **HABITAT FOR HUMANITY OF GREATER ORLANDO AREA, INC.**, a qualified not-for-profit corporation registered under the laws of the State of Florida with a principal address of 4116 Silver Star Road, Orlando, Florida 32808 (hereinafter "**Agency**"). The County and Agency may be referred to in this Agreement individually as "party" or collectively as "parties."

**RECITALS**

**WHEREAS**, on April 11, 2006, the Orange County Board of County Commissioners approved a Single Family Affordable Housing Developer's Agreement between the County and the Agency ("**Original Agreement**") pursuant to which the County agreed to transfer title to certain real property located at 4911 La Grange Avenue, Orlando, Florida 32808 (as more fully described in the *Property List* attached to this Agreement as "**Exhibit A**" and hereinafter referred to as the "**Property**") to the Agency in consideration for the Agency building and selling an affordable housing unit to qualified low- or very low-income households; and

**WHEREAS**, the Agency represents that after entering into the Original Agreement the Agency was unable to construct an affordable housing unit on the Property due to issues with accessing the site; and

**WHEREAS**, the Agency recently informed the County that the Agency is able to move forward with constructing an affordable housing unit on the Property, but the Agency is unable to meet several of the terms of the Original Agreement due to increased housing and construction costs; and

**WHEREAS**, accordingly, the County and the Agency desire to enter into this Agreement to amend the Original Agreement and restate the amended terms pursuant to which the Agency

will construct owner-occupied, affordable housing on the Property and sell said developed property to qualified low- or moderate-income person(s) or household(s).

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

**Section 1.**     **Recitals.** The foregoing recitals are true and correct and are incorporated herein as a material part of this Agreement.

**Section 2.**     **Effect of Agreement.** This Agreement amends the Original Agreement and restates all of the amended terms pursuant to which the parties will provide the Project (as later defined) in their entirety and for the parties' convenience.

**Section 3.**     **Documents.**

A.     The following documents form a material part of this Agreement and are hereby incorporated by reference:

1. Original Agreement;
2. **Exhibit A:** Property List;
3. **Exhibit B:** Scope of Project;
4. **Exhibit C:** Project Report; and
5. **Exhibit D:** Project Status Report.

**Section 4.**     **Definitions.**

A.     **"Affordable"** shall be defined as that monthly mortgage payment, including taxes and insurance, that does not exceed thirty-percent (30%) of the median adjusted gross annual income for households earning one hundred twenty percent (120%) or less of the Orlando Metropolitan Statistical Area ("**MSA**") median income as determined by the U.S. Department of Housing and Urban Development ("**HUD**"). However, it is not the intent to limit an individual's ability to devote more than thirty percent (30%) of household income for housing. Housing, for which a household devotes more than thirty percent (30%) of its income, shall be deemed affordable if the first mortgage lender is satisfied that the household can afford mortgage payments in excess of the thirty percent (30%) benchmark.

B.     **"Housing Unit"** shall be defined as a single, owner-occupied affordable residence that is constructed, developed, and sold to a low- or moderate-income person or household.

C.     **"Low-Income Person or Household"** shall mean a person or household whose income does not exceed eighty percent (80%) of the Orlando MSA Median Income published annually by HUD and distributed by FHFC adjusted for family size.

D. **“Moderate-Income Person or Household”** shall mean a person or household whose income does not exceed one hundred twenty percent (120%) of the Orlando MSA Median Income published annually by HUD and distributed by FHFC adjusted for family size.

**Section 5. Description of Project and Property.**

A. **Project Description.** The **“Project”** is the construction and development of a Housing Unit on the Property to be sold by the Agency to a low- or moderate-income person(s) or household (**“Qualified Homebuyer(s)”**) as further described in the *Scope of Project* attached to this Agreement as **“Exhibit B”**.

B. **Property Description.** The **“Property”** is a parcel of real property that the County previously donated to the Agency under the Original Agreement for the construction of a Housing Unit as further described in the *Property List* attached to this Agreement as **“Exhibit A”**.

**Section 6. Project Schedule, Completion Date, and Extensions.**

A. The Agency shall meet the **“Project Schedule”** deadlines described in the *Scope of Project* attached to this Agreement as **“Exhibit B.”** The Agency shall complete the Project within twenty-four (24) months of this Agreement’s effective date (**“Completion Date”**).

B. In the event of unavoidable delays deemed by the County to be beyond the control of the Agency, the Housing Division Manager, in their sole discretion, may extend the Project Schedule, including the Completion Date, with reasonable discretion (**“Extension Date”**). All requests for extension must be submitted in writing to the Housing Division Manager for approval no less than forty-five (45) days prior to the deadline established in the Project Schedule. Any such extension of the Project Schedule approved by the Housing Division Manager will be done in writing and may not extend beyond the term of any relevant grant.

C. The County shall retain the right to be fully informed of all pre-development issues associated with the Project that may result in a change in the Project Schedule or in the *Scope of Project* (**“Exhibit B”**). In no event shall the Project Schedule be changed or otherwise modified beyond the term of this Agreement without prior written approval by the County.

D. In the event that the Agency fails to meet a Project Schedule deadline (including if the Agency fails to completely develop and construct the Housing Units, as evidenced by the Agency’s receipt of a Certificate of Occupancy for each Housing Unit, and subsequently fails to sell the Property to low- or moderate-income persons or households in accordance with the terms of this Agreement by the Completion Date or Extension Date, if applicable (i.e., Project Completion)), then the Agency will, at the County’s option, immediately take all action necessary to convey the Property back to the County in the condition the Property was received by the Agency, and restore the County’s original ownership interest in the Property as existed prior to

the effective date of the Original Agreement; the Agency will forfeit all monetary investments and improvements without any compensation or right to compensation.

**Section 7.      The Parties' Obligations.**

A.      The Agency shall oversee all phases of the Project including, but not limited to, the solicitation of construction bids, permitting, review and evaluation of all bids, awarding of contracts, on-site inspections, and final approval of the Project.

B.      The County and Housing Division Manager shall retain the right, but not the obligation, to perform inspections of the Project and to conduct investigations as required. The County's investigations, or any lack thereof, shall not relieve the Agency of any responsibility, obligation, or liability that it has assumed in this Agreement.

C.      The Agency shall ensure that all services provided by its employees, agents, or any of its sub-contractors are performed in accordance with this Agreement.

D.      The Housing Division Manager shall retain the right to review and evaluate all submittals, attend all construction progress meetings, and be fully informed of all issues including, but not limited to, any deletions or revisions in work resulting in a change to the Project Schedule, Completion Date, or *Scope of Project*. In no event shall the Project Schedule or Completion Date be changed or otherwise modified beyond the term of this Agreement without prior written approval by the County. The County's review and participation as described in this subsection shall not relieve the Agency of any responsibility, obligation, or liability that it has assumed in this Agreement.

E.      The Agency shall ensure that all services relating to the Project are completed by the deadlines set forth in the Project Schedule (including the Completion Date, or the County approved Extension Date). If the Agency fails to meet a deadline described in the Project Schedule, then the Agency will, at the County's option, immediately take all action necessary to convey the Property back to the County in the condition the Property was received, and restore the County's original ownership interest in the Property as existed prior to the Effective Date of this Agreement; the Agency will forfeit all monetary investments and improvements without any compensation or right to compensation.

F.      The Agency shall submit quarterly "**Project Status Reports**" for the project until the *Project* has been sold to a qualified buyer. The initial quarterly report for each lot is due three (3) months from the effective date of this Agreement and every three (3) months thereafter. The *Project Status Report* shall contain the information provided in "**Exhibit D**".

**Section 8.      Remedies for Breach**

A. It is distinctly understood and agreed by the parties that the Property is to be used solely by the Agency for the development and construction of an owner-occupied Housing Unit that is to be sold by the Agency to low- and moderate-income person(s) or household(s).

B. In the event that the Agency fails to meet a Project Schedule deadline (including completely developing and constructing Housing Units on the Property, as evidenced by the Agency's receipt of Certificates of Occupancy, and selling the Developed Property to Qualified Homebuyers by the Completion Date or Extension Date, if applicable, in accordance with the terms of this Agreement (i.e., "**Project Completion**")), then the Agency will, at the County's option, immediately take all action necessary to convey the Property back to the County pursuant to the process set forth in Section 8(C) below; the Agency will forfeit all monetary investments and improvements without any compensation or right to compensation. Should the Agency fail to return the Property to the County as required by this Agreement, the parties agree that such failure shall be deemed a breach of this Agreement, and the County may elect to compel specific performance by seeking a court order that requires the Agency to convey the Property to the County. Any conveyance pursuant to this Section, will be at no cost to the County. The County is not obligated to reimburse Agency for any costs incurred by Agency for any improvements to the Property including all costs associated with the development of the Property.

C. The process for conveyance back to the County will be pursuant to the process and procedures outlined here and will be through the Orange County Real Estate Management Division ("**REM**") as follows:

1. The Agency will convey the Property to the County within **thirty (30) days** of the County's election of the County's option under Section 8(B) above. Conveyance of the property must be done by quit claim deed prepared by REM. Agency shall pay all costs associated with the conveyance of the Property, including all recording fees and documentary stamps related to such conveyance. Ad valorem taxes in connection with the conveyance of the Property shall be prorated as of the date of transfer of title and said prorated amount shall be paid by Agency to the Orange County Tax Collector, in escrow, pursuant to Section 196.295, Florida Statutes, as may be amended, unless the conveyance occurs between November 1 and December 31 of the year of conveyance, in which case ad valorem taxes shall be paid in full by Agency for the year of conveyance. County will be responsible for recording the deed in the Public Records of Orange County, Florida. Agency agrees to execute all other documents that may be required to effectuate the transfer including but not limited to a bill of sale, assignment of intangible property and development rights and entitlements, seller's affidavit to comply with Section 286.23, Florida Statutes.

2. The Agency shall contemporaneously deliver to County (or cause its consultants to deliver to County) including but not limited to any and all proformas, appraisals, environmental studies, reports, development plans, permits, architectural and/or

construction plans, inspection reports, insurance policies, warranties, etc. related to the Property.

D. No remedy in this Agreement conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy under this Agreement or now or after termination of this Agreement existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any rights, powers, or remedies under this Agreement shall preclude any other or further exercise of any rights powers or remedies.

### **Section 9.      Term and Termination.**

A. **Term.** This Agreement shall take effect upon execution by all parties and approval by the BCC ("**Effective Date**"). To ensure that the Property is used for the construction of a Housing Unit, this Agreement shall remain in effect until the Agency's sale of the Housing Unit to Qualified Homebuyer(s) at which time this Agreement shall terminate.

B. **Termination for Cause.** The County may terminate the whole or any part of this Agreement for cause, as a result of the Agency's default, twenty-four (24) hours after providing written notice to the Agency of the County's intent to terminate, if:

1. The Agency fails to comply with the terms and conditions of this Agreement; or
2. The Agency is unable to perform under this Agreement for any reason including unavailability of funds to finance all or part of the project; or
3. The Agency materially breaches any term of this Agreement as determined at the sole discretion of the County; or
4. The Agency fails to sell the Housing Unit to low- or moderate-income person(s) or household(s); or
5. The Agency does not disclose to the County, upon demand, the name of all people with whom the Agency has contracted, or intends to contract to perform the construction activities associated with the Project; or
6. The Agency defaults or fails to promptly pay amounts owed to contractors or sub-contractors for work performed on the Project; or
7. The Agency voluntarily files for bankruptcy, reorganization, or any other insolvency proceedings, or if a receiver is appointed for the Project, or if the Project becomes subject to the bankruptcy court, or if there is an attachment, writ of execution, or other judicial seizure of the Agency assets; or

8. The Agency assigns, transfers, conveys, or sells its interest in this Project or the associated Property or any interest in this Agreement to any entity other than a Qualified Homebuyer or in contradiction to the terms of this Agreement.

C. **Opportunity to Cure.** The County may, at its sole discretion, provide the Agency with a Notice to Cure a default or breach of this Agreement. If the Agency fails to cure the default or breach to the County's satisfaction within the time provided in the Notice to Cure, the County may terminate this Agreement for cause.

D. **In the Event of Termination.** After receipt of a notice of termination, except as otherwise directed, the Agency shall:

1. Stop working under this Agreement on the date of receipt and to the extent specified in the notice of termination, and continue the performance of this Agreement to the extent not terminated under the provisions of the Termination section of this Agreement; and
2. Place no further orders of subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under this Agreement that is not terminated; and
3. Incur no further costs to the extent that such costs relate to the terminated provisions of this Agreement; and
4. Prepare all necessary reports and documents required under the terms of this Agreement up to the date of termination without reimbursement for services rendered in completing said reports beyond the termination date; and
5. Take any other actions as reasonably directed in writing by the County including, but not limited to, conveying the Property back to the County in the condition the Property was received and restoring the County's original ownership interest in the Property as existed prior to the effective date of the Original Agreement.

E. The County shall have the right to terminate all approvals, obligations and acceptances granted by this Agreement in the event the Agency fails to comply with any of the terms and conditions of this Agreement.

F. In addition to any of the remedies contained in this Agreement, in the event of a default or breach of a covenant or a condition of this Agreement, the County may avail itself of any remedy available at law or in equity.

G. Waiver by the County of default or breach by the Agency of any provisions of this Agreement shall not be deemed to be a waiver of any other provisions or subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

**Section 10. Indemnification, Sovereign Immunity, Liability, Independent Contractor, and Services to Third Parties.**

**A. Indemnification.**

1. The Agency will assume all liabilities, risks and losses for damage to the Property, any structures or improvements made to or installed on the Property, and for injuries to persons on the Property resulting from the acts or omissions the Agency, its officers, employees, agents, contractors or subcontractors.
2. To the fullest extent permitted by law, the Agency shall release, indemnify, defend and hold harmless the County, the County's officials, agents, and employees from and against any and all claims, damages, losses, and expenses, demands, suits or other actions, liabilities, costs and expenses (including reasonable attorney's fees), of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Agency, the Agency's contractors or subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County. Nothing in this Agreement shall be construed as a waiver of the County's right to sovereign immunity beyond the limits set forth in s. 768.28, Florida Statutes.

**B. Environmental Indemnification.** The Agency shall defend, indemnify and hold harmless the County, the County's officials, agents, and employees from any claim arising from or in any way related to, the environmental condition of the property to be used for the Project, including, but not limited to, the cost of investigating, defending, or negotiating to a satisfactory conclusion claims made by environmental regulatory agencies, as well as all cleanup and property maintenance requirements imposed by any agency with lawful jurisdiction over the Project and associated property. This indemnification shall run from the time of initial discovery of any such adverse environmental condition and is not to be construed to commence only upon realization by the County of an actual pecuniary loss as a result of such adverse environmental condition. The existence of this indemnification shall not be construed as an indicative of ownership, management, or control of the Project by the County, and the County hereby recognizes and acknowledges that the County is not an owner or manager of the Project and does not exert any control thereupon. Notwithstanding anything in this Agreement to the contrary, this indemnification provision shall survive the termination of this Agreement and any reconveyance of the Property to County.



C. **No Waiver of Sovereign Immunity.** Nothing contained in any provision of this Agreement shall constitute or be construed or interpreted as a waiver by the County, or any state agency or subdivision as defined in Section 768.28(2), of its sovereign immunity or the protections and provisions of Section 768.28, Florida Statutes.

D. **Liability.** The County shall not be liable to the Agency for any special, consequential, incidental, punitive, or indirect damages arising from or relating to any breach or termination of this Agreement, regardless of any notice of the possibility of such damage(s).

E. **Independent Contractor.** The parties agree that the relationship between the County and the Agency that is established by this Agreement is that of independent contractors. Nothing in this Agreement shall be construed to create any employment relationship between the County or any of its employees and the Agency or any of its employees. Neither party shall have any right, power or authority to assume, create or incur any expense, liability or obligation, express or implied, on behalf of the other.

F. **Services to Third Parties.** The parties agree that the services provided pursuant to this Agreement are to be provided to third parties and not directly to the County itself. The County and Agency hereby agree that the Agency is a “Contractor” as defined in Section 448.095, Florida Statutes. Notwithstanding the foregoing, by executing this Agreement, the Agency hereby certifies that – to the extent applicable to the Agency – the Agency complies with the terms and provisions of Section 448.095, Florida Statutes, as they apply to Private Employers.

#### **Section 11. Safety Requirements.**

A. The Agency shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance under this Agreement. The Agency shall take all reasonable precautions for the safety and protection of:

1. All employees and all persons whom the Agency suffers to be on the Property and other person(s) who may be affected thereby; and
2. All property, materials, and equipment on the Property under the care and custody of the Agency; and
3. Adjacent properties at or surrounding the premises including trees, shrubs, lawns, walkways, pavements, and roadways.

B. The Agency shall comply with, and shall ensure that its employees, contractors, and subcontractors comply with, all applicable safety laws or ordinances, rules, regulations, standards, and lawful orders from an authority bearing on the safety of persons or property for their protection from damage, injury, or loss. This shall include, but not be limited to, the following:

1. Occupational Safety & Health Act (OSHA);
2. National Institute for Occupational Safety & Health (NIOSH);
3. National Fire Protection Association (NFPA).

C. The Agency must also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

D. In any emergency affecting the safety of persons or property, the Agency shall act with reasonable care and discretion to prevent any threatened damage, injury, or loss.

## **Section 12. Insurance.**

A. Without limiting the Agency's indemnification, the Agency shall maintain on a primary basis and at its sole expense, at all times throughout the duration of this Agreement, all appropriate policies of insurance coverage concerning its operations with limits on forms (including endorsements) as described in this Agreement. Certificates with valid and authorized endorsements, evidencing the maintenance and renewal of such insurance coverage shall be delivered to the County thirty (30) days prior to the commencement of construction. The County shall be given notice in writing at least thirty (30) calendar days in advance of cancellation or modification of any policy of insurance. The County, its officers, and employees shall be named as additional insureds on all policies of liability insurance. These requirements, as well as the County's review and acceptance of insurance by the Agency is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by the Agency under this Agreement.

### **B. Required Coverage:**

1. *Commercial General Liability* – The Agency shall maintain coverage issued on the most recent version of the ISO form, as filed for use in Florida, or its equivalent with a limit of liability of not less than One Million Dollars (\$1,000,000) per occurrence. The Agency further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insured. The General Aggregate limit shall either apply separately to this Agreement or shall be at least twice the required occurrence limit.

### **Required Endorsements:**

Additional Insured – CG 20 26 or CG 20 10/CG 20 37 or their equivalents. The certificate holder and additional insured shall be listed in the name of Orange County, Florida.

Waiver of Transfer of Rights of Recovery – CG 24 04 or its equivalent.

2. *Workers' Compensation* – The Agency shall maintain coverage for its employees in accordance with statutory workers' compensation limits and no less than \$100,000 (One- Hundred Thousand Dollars) per each incident of bodily injury or disease for Employers' Liability. Elective exemptions, as defined in Chapter 44, Florida Statutes, will be considered on a case-by-case basis. Any Agency using an employee leasing company will complete the Leased Employee Affidavit, a copy of which is attached hereto and incorporated by this reference as "Exhibit G".

Required Endorsements:

Waiver of Right to Recovery from Others – WC 00 03 13 or its equivalent

3. *Fidelity & Employee Dishonesty* - The Agency shall maintain fidelity/employee dishonesty coverage with a limit of not less than the AHTF Funds awarded for the Project.
  4. *All-Risk Property Coverage* – The Agency shall provide the equivalent insurance coverage for real property and equipment acquired or improved with AHTF funds as provided to other property owned by the Agency.
  5. *Flood Insurance* – The Agency agrees that if any portion of the Project is located in a special flood hazard area as identified by the Federal Emergency Management Agency, flood insurance will be purchased either through the National Flood Insurance Program or other commercially available insurance to cover all assets acquired or improved with AHTF funds.
- C. Insurance carriers providing coverage required under this Agreement must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A-, Class VIII or better. In addition, such policy shall provide that the coverage shall be primary for losses arising out of the Agency's performance of the Agreement. Neither the County nor their insurers shall be required to contribute to any such loss. The required certificate shall be furnished by the Agency to the County prior to the execution of this Agreement.
- D. Prior to the expiration of any of the insurance policies referenced in this Section, the Agency shall provide the County with evidence of the renewal of said insurance policies in a form satisfactory to the County.
- E. The Agency shall require and ensure that each of its contractors/subcontractors providing services under this Agreement procures and maintains, until the completion of their respective services, workers' compensation, general liability, and auto liability coverage in such limits and with such terms and conditions as to protect the Agency and the County's interest in this Project.

- F. Fidelity & Employee Dishonesty Insurance. If paid in advance, the Agency shall present the following proof of insurance Fidelity & Employee Dishonesty Insurance with a limit of not less than the Subaward amount awarded under this Agreement. This insurance may be waived at the discretion of the County's Risk Management Division if the Agency is a "state agency or subdivision" as defined by Section 768.28(2), Florida Statutes.
- G. Failure on the part of the Agency to use advance funds exclusively for permitted uses shall be cause for termination of this Agreement and will jeopardize the Agency's ability to receive advances or awards from the County in the future.

### **Section 13. Recordkeeping.**

- A. The Agency shall establish and utilize the best accounting practices in the maintenance of all records relating to this Agreement. Such practices shall comply with generally accepted accounting principles and shall fully and accurately reflect, track, and document the Agency's financial activities.
- B. The Agency shall establish and maintain separate accounting records for the Agency's activities related to this Agreement and Project with sufficient documentation to identify the associated expenditures (e.g. detailed invoices, cancelled checks, payroll journals, bank statement reconciliations, etc.) and establish that such expenditures are allowable, necessary, and reasonable under this Agreement.

### **Section 14. Record Management and Reporting.**

- A. **Record Management.** The Agency acknowledges that the Agency shall abide by the requirements of this "**Record Management**" provision.
  - 1. **Maintenance.** In the performance of this Agreement, the Agency shall establish and maintain separate books, records, and accounts of all activities related to this Agreement, in compliance with generally accepted accounting and record maintenance procedures.
  - 2. **Retention.** Books, records, and accounts related to the performance of this Agreement must be retained by the Agency for a period of five (5) years after termination of this Agreement, unless this Agreement is the subject of litigation, claim, or audit findings, at which point the Agency must retain such books, records, and accounts record for a period of five (5) years after the conclusion of any such litigation, claim, or audit finding.
  - 3. **Access.** Books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the State or County.

4. **Public Records.** All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable public records provisions of Chapter 119, Florida Statutes. As such, all books, records, and accounts created by the Agency, or provided to the Agency pursuant to this Agreement, are public records and the Agency agrees to assist the County in compliance with any request for such public records made in accordance with Chapter 119, Florida Statutes.

B. **Project Report.** The Agency shall submit to the Housing Division Manager a completed *Project Report* attached to this Agreement and incorporated by this reference as “**Exhibit C.**” The *Project Report* shall be submitted within thirty (30) calendar days of the expiration or termination of this Agreement and shall provide a summary of the Project including the number of Housing Units built and the total number of persons or families benefitted by the Project. The Agency shall provide the Housing Division Manager with any additional information deemed necessary by the Housing Division Manager, in their sole discretion.

**Section 15. Public Records Compliance.** Pursuant to Section 119.071, Florida Statutes, the Agency must:

- A. Keep and maintain public records required by the County to perform the services contemplated in this Agreement.
- B. Upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the amount set by the County.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement’s term and following completion of this Agreement if the Agency does not transfer the records back to the County.
- D. Upon completion or termination of this Agreement, transfer, at no cost, to the County all public records in possession of the Agency or keep and maintain public records required by the Agency to perform the services in accordance with Florida law.
- E. If the Agency transfers all public records to the County upon completion of the Agreement, the Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Agency keeps and maintains public records upon completion of this Agreement, the Agency shall meet all applicable requirements for retaining public records in accordance with applicable federal and Florida law.
- F. All records stored electronically must be provided to the County, upon request from the County, in a format that is compatible with the information technology systems of the County.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, SHALL CONTACT THE PUBLIC RECORDS COORDINATOR AT HOUSING and COMMUNITY DEVELOPMENT DIVISION ; 525 E. SOUTH STREET, ORLANDO, FL 32801; (407) 836-5191.

**Section 16.    Personal Information Protection (PIP).**

A.     In accordance with Section 501.171, Florida Statutes, the Agency shall take reasonable measures to protect and secure data in electronic form containing any personal information retained in the performance of the services relating to this Agreement. Personal Information shall mean an individual's first name or first initial and last name in combination with any of the following:

1.     A social security number; or
2.     A driver's license or identification card number, passport number, military identification number, or other similar number issued on a government document used to verify identity; or
3.     A financial account number or credit or debit card number in combination with any required security code, access code, or password that is necessary to permit access to an individual's financial account; or
4.     Any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a professional; or
5.     An individual's health insurance policy number or subscriber identification number and a unique identifier used by a health insurer to identify the individual; or
6.     An individual's biometric data as defined in Section 501.702, Florida Statutes; or
7.     Any information regarding an individual's geolocation.

B.     Personal information shall include a username or e-mail address, in combination with a password or security question and answer that would permit access to an online account.

C.     The Agency shall take reasonable measures to protect and secure data in electronic form containing the personal information, identified in this Section (collectively hereinafter referred to as "**Personal Information**"), that the Agency has been contracted to maintain, store, or process

on behalf of the County or Housing Division Manager, in accordance with the requirements of this Section.

D. The Agency shall provide notice to the County as expeditiously as possible, but no later than forty-eight (48) hours, following the determination of a breach, or reasonable suspicion of a breach, of any system containing data in the electronic form that the Agency has been contracted to maintain, store, or process on behalf of the County. Breach shall mean any unauthorized access of data in electronic form containing Personal Information regardless of its source.

E. Notice of such breach to the County shall include the following:

1. A synopsis of the events surrounding the breach including the date(s) or date range of the breach of security; and
2. The number of individuals who were or potentially have been affected by the breach; and
3. A description of the Personal Information that was accessed or reasonably believed to have been accessed as part of the breach of security; and
4. The name, address, telephone number, and e-mail address of the employee, agent, or contractor from whom additional information may be obtained concerning the breach; and
5. Any additional information requested by the Housing Division Manager.

**Section 17. Right to Audit.** The County, the Comptroller, or their authorized designers, shall have the right to audit all of the Agency's records created pursuant to, or in any way related to, this Agreement. This includes, but is in no way limited to, the right to audit the Agency's use of any funds disbursed under this Agreement to ensure compliance with the terms, conditions, and obligations set forth in this Agreement. The Agency shall provide full access to all records, documents, and information, whether paper or electronic data, necessary for the County or the Comptroller to perform such audit.

**Section 18. Monitoring and Non-Compliance.**

A. The Agency shall ensure and certify that all Qualified Homebuyers that purchase the Housing Units developed on the Property identified in "**Exhibit A**" meet the income eligibility requirements specified in this Agreement.

B. The Agency shall systematically and expeditiously furnish to the Housing Division Manager any and all data needed for the purpose of Project monitoring and evaluation. This data

shall include information on the services provided and any other data that may be required by the Housing Division Manager.

C. If the Housing Division Manager discovers any Project or Agreement violations or non-compliance by the Agency, the Housing Division Manager will issue a written Letter of Findings to the Agency detailing the Monitoring Findings. The Agency shall respond to any Monitoring Findings made by the Housing Division Manager with a Corrective Action Plan and Implementation Schedule, as instructed by the Housing Division Manager, within thirty (30) days of the date of the Letter of Findings. A Corrective Action Plan must specifically describe how the Agency intends to rectify the Monitoring Findings. An Implementation Schedule must specifically describe when each Monitoring Finding will be corrected and provide a timeline for when each component of the Corrective Action Plan will be implemented.

D. The Agency agrees to reimburse the County any and all monies identified as over-payment or ineligible as a result of Monitoring Findings.

E. The County shall have all legal and equitable remedies available to it including, but not limited to, injunctive relief, the right to termination of monthly contribution payments, and restitution for any use by the Agency of Project Funds determined to not be in compliance with the terms and conditions of this Agreement. This provision shall survive the termination of this Agreement.

F. Failure to submit a Corrective Action Plan and Implementation Schedule shall constitute a breach and may result in the termination of this Agreement at the County's discretion.

G. The Agency shall allow the County to review its files and allow on-site monitoring of the Project during the term of this Agreement to determine compliance with this Agreement's terms and conditions.

**Section 19. Suspension and Debarment.** The Agency shall notify the County in the event of any changes in their debarment or suspension status. The County shall have the right to terminate all approvals, acceptances and financial assistance obligations granted by this Agreement in the event the Agency is debarred or suspended from participation in any federal, state or local program.

**Section 20. Equal Opportunity and Fair Housing.**

A. **Equal Opportunity and Nondiscrimination Policy.** Pursuant to Section 17-288, Orange County Code, the County shall not extend public funds or resources in a manner that would encourage, perpetuate or foster discrimination. As such, any and all person(s) doing business with the County shall recognize and comply with the County's "Equal Opportunity and Nondiscrimination Policy," which is intended to assure equal opportunities to every person in securing or holding employment in a field of work or labor for which that person is qualified,



regardless of race, religion, sex, color, age, disability or national origin. This policy is enforced by Section 17-314, Orange County Code, and the County's relevant Administrative Regulations. Section 17-290, Orange County Code, memorializes the County's commitment to its Equal Opportunity and Nondiscrimination Policy by requiring the following provisions in all County contracts:

1. The Agency represents that the Agency has adopted and shall maintain a policy of nondiscrimination as defined by applicable County ordinances through the term of this Agreement.
2. The Agency agrees that, on written request, the Agency shall permit reasonable access to all business records or employment, employment advertisement, application forms, and other pertinent data and records, by the county, for the purpose of investigating to ascertain compliance with the nondiscrimination provisions of this Agreement; provided, that the Agency shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this Agreement.
3. The Agency agrees that if any of the obligations of this Agreement are to be performed by subcontractor(s), the provisions of subsections (1) and (2) of this section shall be incorporated into and become a part of the subcontract.

**B. Fair Housing.** The Agency shall comply with federal, state, and local fair housing laws including, but not necessarily limited to, the Fair Housing Act (42 U.S.C. 3601 et seq.), the Florida Fair Housing Act (Chapter 760, Part II, Florida Statutes), and the County's Fair Housing Ordinance (Chapter 22, Article IV, Orange County Code).

#### **Section 21. Scrutinized Companies.**

A. By executing this Agreement, the Agency certifies that pursuant to Section 287.135, Florida Statutes, it is eligible to contract with the County for goods and services because: (1) it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, and (2) it is not engaged in a boycott of Israel.

B. The County reserves the right to terminate this Agreement immediately should the Agency be found to: (a) have falsified this certification of eligibility to contract with the County for goods and services pursuant to Section 287.135, Florida Statutes; or (b) have become ineligible to contract with the County for goods or services pursuant to Section 287.135, Florida Statutes, subsequent to receiving Order(s) pursuant to this Agreement.

C. Should this Agreement be terminated pursuant to Paragraph B. above, the Agency shall be paid only for the goods and services received and accepted by the County prior to such termination. No other damages, fees, or costs may be assessed against the County for its

termination of Order(s) pursuant to this provision and the County reserves the right to pursue any and all applicable and available legal remedies against the Agency for a violation of Section 287.135, Florida Statutes.

**Section 22.**    **Notices.** Any notice required or permitted under this Agreement must be delivered by hand delivery, express courier, or certified mail, return receipt requested, and shall be effective upon receipt of the same. Notices must be delivered to each of the parties at the following addresses or such other addresses as specified by written notice in compliance with the terms of this paragraph.

**As to County:**            Orange County Housing and Community Development Division  
                                 Attn: Manager  
                                 525 East South Street  
                                 Orlando, Florida 32801

**AND**

Orange County Administrator  
201 South Rosalind Avenue  
Orlando, Florida 32801

**AND**

Orange County Real Estate Management Division  
Attn: Manager  
400 East South Street, 5<sup>th</sup> Floor  
Orlando, Florida 32801

**As to Agency:**            Habitat for Humanity Greater Orlando and Osceola County, Inc.  
                                 Attn: President and CEO  
                                 4116 Silver Star Road  
                                 Orlando, Florida 32808

**Section 23.**    **Amendments to Agreement.** Proposed amendments to this Agreement shall be submitted on the Agency letterhead to the Housing Division Manager in writing for approval and shall provide an explanation as to why an amendment is being requested. Unless otherwise contemplated in this Agreement, any such proposed amendment or modification to this Agreement shall only become effective upon proper execution by both parties to this Agreement. No modification of this Agreement shall be binding upon any party to this Agreement unless reduced to writing and signed by a duly authorized representative of each party to this Agreement.

**Section 24.**    **General Terms and Conditions.**

A. **Cost Principles and Audit Requirements.** The Agency shall adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. The County shall not, for any reason, be responsible or liable for the Agency's failure to comply with the requirements of this Section or any obligation imposed upon the Agency in this Agreement.

B. **Religious and Political Activities.** The Agency is prohibited from using any funds provided in this Agreement or personnel employed in the administration of the Project for sectarian or religious activities, lobbying, or political patronage activities.

C. **Handicapped Accessibility Requirements.** The Agency shall design and construct the Project so that it is accessible to and usable by individuals with handicaps, in compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. §12131, et seq.), and the implementing regulations in 24 CFR Part 8, and all state and local laws requiring physical and program accessibility to people with disabilities. Any contracts entered into by the Agency pertaining to this project shall include a provision for compliance with these regulations. The Agency shall keep records demonstrating compliance with these regulations.

D. **Conflict of Interest.** No officer or employee of the Agency or its designees or agents or consultants, no member of the Board, and no other public official who exercises or has exercised any functions or responsibilities with respect to activities associated with the Project or who is in the position to participate in decision-making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from an activity related to the Project, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter. The Agency shall keep records supporting its requests for waivers of conflicts.

E. **Gifts.** The Agency shall reject gifts that may create a conflict of interest or may create an appearance of a conflict of interest.

F. **Force Majeure.** Neither party shall be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond its control and without the fault or negligence of the delayed or non-performing party. The affected party will immediately notify the other party in writing of a force majeure event causing a performance delay under this Agreement. Within fourteen (14) calendar days from the date the other party receives notice under this paragraph, the non-affected party will have the right, without any liability to the other party, to terminate this Agreement. Notwithstanding the foregoing, the Agency cannot claim *Force Majeure* under this provision for any emergency, exigency, or "Act of God" that any way existed at the time this Agreement was executed.

G. **Assignments and Successors.** The Agency shall not assign, transfer, convey, or sell its interest in the Project during the Agreement term without prior written consent from the County. In the event the Agency assigns, transfers, conveys or sells its interest in the Project without the required written consent of the County, the Agency may be declared in default under this Agreement by the County and the County may avail itself of all remedies provided for in this Agreement or otherwise legally available. The County shall have the right to assign or transfer this Agreement in whole or in part to any properly authorized commission, authority or other public agency empowered by law to serve the unincorporated area of Orange County. Each party binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. The parties deem the services to be rendered pursuant to this Agreement to be personal in nature.

H. **Contingency Fees.** The Agency warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Agency to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Agency, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

I. **Waiver.** No delay or failure on the part of any party hereto to exercise any right or remedy accruing to such party upon the occurrence of an event of violation shall affect any such right or remedy, be held to an abandonment thereof, or preclude such party from the exercise thereof at any time during the continuance of any event of violation. No waiver of a single event of violation shall be deemed to be a waiver of any subsequent event of violation.

J. **Use of County Logo.** The Agency is prohibited from the use of any and all County emblems, logos, or identifiers without written permission from the County as per Section 2-3, Orange County Code.

K. **Governing Law.** This Agreement, and any and all actions directly or indirectly associated with this Agreement, will be governed by and construed in accordance with the internal laws of the State of Florida, without reference to any conflicts of law provisions.

L. **Venue.** For any legal proceeding arising out of or relating to this Agreement, each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against, the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions will be in the Orlando Division of the U.S. Middle District of Florida.

M. **Jury Waiver.** Each party to this Agreement hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this Agreement.

N. **Attorneys' Fees and Costs.** The parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this Agreement and any litigation that arises directly, or indirectly.

O. **Severability.** The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependence is a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant, or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefitted party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

P. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation, or termination of this Agreement, including, by way of example only, the indemnification, remedies, and public records provisions, shall survive the expiration, cancellation, or termination of this Agreement.

Q. **No Representations and Construction.** The parties hereby agree that they have reviewed this Agreement, have consulted with legal counsel of their choice, have participated in the drafting of this Agreement, and that this Agreement is not to be construed against any party as if it were the drafter of this Agreement. Additionally, each party represents that they have had the opportunity to consult with an attorney and have carefully read and understand the scope and effect of the provisions of this Agreement.

R. **Headings.** The headings or captions of articles, sections, or subsections used in this Agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this Agreement.

S. **Remedies.** No remedy in this Agreement conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy under this Agreement or now or after termination of this Agreement existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any rights, powers, or remedies under this Agreement shall preclude any other or further exercise of any rights powers or remedies.

T. **Authority of Signatory.** Each signatory below represents and warrants that he or she has the full power and is duly authorized by their respective party to enter into and perform under this Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this Agreement as stated.

U. **Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the parties, their respective successors and permitted assigns, any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.

V. **Compliance with Laws.** It shall be the Agency's responsibility to be aware of federal, state, and local laws relevant to this Agreement. The Agency shall abide by all applicable federal and state laws, rules and regulations dealing with the Project, whether presently existing or hereafter enacted or promulgated. The Agency shall comply with all applicable federal, state and local statutes, ordinances, rules and regulations including, but not limited to, all applicable provisions of the Orange County Code. The Agency shall not take any action in violation of any applicable legal requirement that could result in liability being imposed on the County. The Agency further agrees to utilize any funds provided under this Agreement to supplement rather than supplant funds otherwise available.

W. **Recordation of the Agreement.** The parties hereto agree that the County has the right to record an executed original of this Agreement in the Public Records of Orange County, Florida.

X. **Licenses and Permits.** The Agency shall obtain all necessary licenses and permits for the intended improvements or activities relating to the Project. The Agency, by this Agreement, represents and warrants that it has and will continue to maintain all licenses, permits, and approvals that are required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses, permits, and approvals shall be submitted to the County upon request.

Y. **Land Use Approvals.** This Agreement shall not be construed as granting or assuring or indicating any approval of any necessary applications or approval or acquiescence to the alteration of existing land use or approval for any other regulatory permit relating to the Project, or creating any vested right with respect to any land use regulations, and the County shall not be construed by virtue of entering into this Agreement to have made any such endorsement, finding, or recommendation or to have waived any right of the BCC or to have estopped the BCC from asserting any rights or responsibilities it may have in such regard to the Property or Housing Units. The Agency shall comply with all County requirements relating to approval of construction plans and building permits.

Z. **Counterparts and Facsimile Signatures.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one agreement. Any counterpart may be delivered by any party by transmission of signature pages to the other parties at the addresses set forth herein, and delivery shall be effective and complete upon completion of such transmission; manually signed copies of signature pages shall nonetheless be delivered promptly after any such facsimile delivery.

AA. **Delegation of Authority.** The Housing Division Manager is hereby delegated, on behalf of County, the authority to execute and record in the Public Record all documents or instruments as contemplated and/or required herein (including but not limited to closing documents for the initial sale of the Property and instruments to clear title for subsequent purchasers of the Property).

**Section 25. Entire Agreement.** This Agreement, and any documents incorporated herein, sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This Agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether written or oral, of any party to this Agreement.

**[SIGNATURES ON FOLLOWING PAGE]**

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the dates set forth below.

**ORANGE COUNTY, FLORIDA**

By: Board of County Commissioners

By: \_\_\_\_\_  
Jerry L. Demings  
Orange County Mayor

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

ATTEST: Phil Diamond, CPA, Orange County Comptroller  
As Clerk of the Board of County Commissioners

BY: \_\_\_\_\_  
Deputy Clerk

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

**[REMAINING SIGNATURES ON FOLLOWING PAGE]**



IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

HABITAT FOR HUMANITY GREATER ORLANDO AND  
OSCEOLA COUNTY, INC.

BY: C. McManus

PRINT: Catherine Steck McManus

TITLE: President & CEO

Date: 10/23/2025

NOTARY: Hannah DeFrank

STATE OF: Florida)

COUNTY OF: Orange)

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization on this 23 day of October 2025 by Catherine Steck McManus, President & CEO of Habitat for Humanity Greater Orlando and Osceola County, Inc., a Florida not-for-profit corporation, on behalf of the company who is:

☒ Personally Known

☐ Produced Identification. ID Type: \_\_\_\_\_

Hannah DeFrank

Signature Notary Public

Print, Type/Stamp Name of Notary



**EXHIBIT A  
PROPERTY LIST**

<b>Address</b>	<b>Parcel ID</b>	<b>Legal Description</b>
4911 La Grange Avenue	19-22-29-0000-00-018	BEG 656 FT N & 801.65 FT W OF SE COR OF SEC RUN W 100 FT S 1 65 FT E 100 FT N 165 FT TO POB (LESS S 15 FT FOR RD) IN SEC 19- 22-29

**EXHIBIT B**  
**SCOPE OF PROJECT**

A. The Agency shall develop a conceptual site plan, including preliminary and final plans, drawings, and specifications for the development and construction of Housing Units on the real Property legally described in the *Property List* attached to this Agreement as **“Exhibit A”** and hereinafter referred to as the **“Property”**. The Agency may use consultants and subcontractors to assist in developing plans and specifications. The plans and specifications must be prepared by architects, engineers, and other professionals or tradespersons that are licensed to practice in the State of Florida. The Agency shall ensure that all construction and development of the Property is done pursuant to plans and specifications that have been approved by the County.

B. The Agency shall construct the Housing Unit(s) in accordance with the following descriptions:

Address	Parcel ID	Description of Housing Units
4911 La Grange Avenue	19-22-29-0000-00-018	1 single family dwelling unit

C. Upon completing the construction and development of Housing Units on the Property (**“Developed Property”**), the Agency will sell the Developed Property to low- or moderate-income individuals or families whose income does not exceed one-hundred-twenty-percent (120%) of the median annual income adjusted for family size for households within the Orlando MSA as defined by the U.S. Department of Housing and Urban Development (**“Qualified Homebuyer(s)”**). Qualified Homebuyers may apply for Orange County’s Down Payment Assistance Program to assist with the purchase of the Developed Property.

D. **Restrictions on Sales.**

1. The Agency is restricted from conveying the Property to a third-party prior to fulfilling its obligations pursuant to this Agreement; and
2. The Agency shall ensure that the Developed Property is not sold to investors and is only sold to Qualified Homebuyers as fee simple; and
3. The Agency may not sell the Developed Property to Qualified Homebuyers in excess of the Developed Property’s appraised value.

E. **Closing Documents.** The Agency shall submit copies of the following documents to the County’s Housing Division within thirty (30) days after closing of the sale of each Housing Unit:

1. Fannie Mae Form 1003, Uniform Residential Loan Application or similar mortgage loan application;
2. Verification of earnings (e.g. VOE, SSI award letter, pay-stubs, etc.);
3. Appraisal report;
4. Sales and purchase contract;
5. Good Faith Estimate; and
6. Fully executed closing statement (HUD-1) and closing documents.

F. **Relief from Sale Restrictions.** If the Agency is unable to sell a Developed Property pursuant to the terms of this Agreement within one hundred eighty (180) days from the completion of the construction and development of the Property, then the Agency may submit a written request to the County through its Housing Division Manager for relief from the sale restrictions contained in this Agreement. The Housing Division will review the Agency's request and submit recommendations to the BCC, but shall be under no obligation to recommend granting relief from the sales requirements. The decision to grant relief from the sales requirements shall be made in the sole discretion of the BCC and this decision will be recorded in the Public Records of Orange County.

G. The Agency will determine a Qualified Homebuyer's eligibility to purchase Developed Property under this Agreement by reviewing and verifying the applicant's income, as well as the income for each person residing in the Housing Unit. The Agency shall evaluate the applicant's income in accordance with this Agreement and the Orlando MSA.

H. The Agency shall be responsible for obtaining all necessary and required building permits and shall conduct all inspections of all Project construction and development performed under this Agreement. The Housing Division Manager and County reserve the right to inspect all Project construction and development.

I. Any changes or alterations in the plans, specifications, exhibits, addenda, or other drawings of any part of the Project shall be invalid or otherwise unenforceable unless reduced to writing and signed by the Housing Division Manager and the Agency (hereinafter referred to as "Change Orders").

J. **Financing.** The Agency may seek and obtain financing for the design, development, construction and other Project costs through public agencies, private institutions, or private funds.

K. **Homebuyers Education Course.** The Agency shall ensure that all Qualified Homebuyers complete an approved Fannie Mae or HUD homebuyer's education course prior to closing and receive a certificate of completion. Qualified Homebuyers may apply to Orange County Housing and Community Development for down payment assistance.

L. **Home Warranty.** The Agency shall issue a one (1) year home warranty to the Qualified Homebuyers that covers "Workmanship and Materials" and commences on the date of the Certification of Completion.

M. **Remedies for Breach.** In the event the Agency is unable to complete this Scope of Project, available remedies are set forth in Section 8 of the Agreement.

N. **Project Schedule.**

1. The Agency shall obtain all permits necessary for Project construction within 12 months of this Agreement's Effective Date.
2. The Agency shall contract with all subcontractors necessary for Project Completion within 18 months of this Agreement's Effective Date.
3. The Agency shall start development, as evidenced by the *Project Status Report* attached to this Agreement as "**Exhibit D**", within three (3) months of this Agreement's Effective Date.
4. The Agency shall start construction, as evidenced by the *Project Status Report*, within 12 months of this Agreement's Effective Date.
5. The Agency shall complete the Project, as evidenced by the sale of houses to Qualified Homebuyers, within 24 months of this Agreement's Effective Date.

**EXHIBIT C  
PROJECT REPORT**

Agency: \_\_\_\_\_ Year Ending: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b>SECTION 1:</b> Total Project Participants served by the Project	<b><u>Year-to-Date</u></b> Project Participants (Unduplicated)
Low Income	
Moderate Income	
<b>TOTAL</b> (s/b same as below)	
Female Headed Households	
Homeless	
Orange County Residents	
<b>TOTAL</b> Project Participants with Special Needs	

<b>SECTION 2:</b> Race and Ethnicity of Participants	<b><u>Year-to-Date</u></b> Project Participants (Unduplicated)	
	<b>Hispanic or Latino</b>	<b>Not Hispanic or Latino</b>
White		
Black/African American		
Asian		
American Indian/Alaska Native		
Native Hawaiian/other Pacific Islander		
Amer. Indian/Alaska Native and White		
Asian and White		
Black / African American and White		

American Indian/Alaska Native and Black / African American		
Other multi-racial		
<b>TOTAL</b> (s/b same as above)		

**EXHIBIT D**  
**QUARTERLY PROJECT STATUS REPORT**

<b>Lot Address and Parcel ID Number:</b>				
<b>Report #, Month &amp; Year:</b>				
<b>Category</b>	<b>Provide brief summary of work conducted this Quarter.</b>	<b>% COMPLETE THIS QUARTER</b>	<b>% OVERALL COMPLETION TO DATE</b>	<b>ANTICIPATED % COMPLETE NEXT QUARTER</b>
<b>PRE-CONSTRUCTION</b>				
Site permit				
Utilities				
Permit				
Driveway				
Building				
Power				
<b>SITE WORK</b>				
Survey				
Earthwork				
Utilities				
Slab/Driveway/Sidewalk				
<b>EXTERIOR CONSTRUCTION</b>				
Sheathing Roof/Walls				
Framing				
Trusses				
Roof/gutters/downspouts				
Masonry/ Siding				
<b>INTERIOR CONSTRUCTION</b>				
Windows				
Doors				
Framing				
Plumbing				
Electrical				
HVAC				
Interior Walls				
Insulation				



Flooring				
INSPECTIONS				
Roof				
Rough-in				
Final				
<b>CERTIFICATE OF OCCUPANCY</b>				
<b>LISTED FOR SALE</b>				
<b>PENDING</b>				
<b>SOLD</b>				
<b>UNANTICIPATED ISSUE(s) DELAYING PROJECT PROGRESS:</b>				