

Return to:
Orange County Housing
and Community Development Division
701 E. South Street Orlando, FL 32801-2891
Attn: Angela Abrusci

PROJECT ADMINISTRATION AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

HABITAT FOR HUMANITY GREATER ORLANDO AND OSCEOLA COUNTY, INC.

regarding the

AFFORDABLE HOUSING TRUST FUND

ROOF REPLACEMENT PROGRAM

FY 2024-2025

THIS PROJECT ADMINISTRATION 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 32802 (hereinafter “**County**”), and **HABITAT FOR HUMANITY GREATER ORLANDO AND OSCEOLA COUNTY, INC.**, a qualified not-for-profit corporation registered under the laws of the State of Florida at 4116 Silver Star Road, Orlando, FL 32808 (hereinafter “**Agency**”). The County and Agency may be referred to in this Agreement individually as “party” or collectively as “parties.”

RECITALS

WHEREAS, the Agency identified single-family homes in need of repairs that are owner-occupied income-qualified, and intends to implement a home repair program to be known as the Roof Replacement Program (the “**Project**”); and

WHEREAS, on March 24, 2020, the **Orange County Board of County Commissioners** (the “**Board**”) adopted Ordinance 2020-09 establishing the Affordable Housing Trust Fund (“**AHTF**”) Program known as the “**Affordable Housing Trust Fund**” or the “**Trust Fund**” for the purpose of providing the financial resources and the leverage necessary to create and preserve affordable housing units in Orange County; and

WHEREAS, the Agency submitted a proposal requesting monetary assistance for the Project during Orange County’s FY 2024-2025 Request for Applications for Housing Projects process for federal funding; and

WHEREAS, the Affordable Housing Trust Fund Plan allows for the selection of projects through competitive processes such as a Request for Applications process; and

WHEREAS, the Orange County Housing and Community Development Division recommended the Project and identified the Housing Trust Fund as a funding source for the Project; and

WHEREAS, the County now desires to provide funding for the Project to the Agency in the amount of **One Million Five Hundred Sixty-Six Thousand Seven Hundred Eighty-Seven Dollars and Seventy-Three Cents (\$1,566,787.73)**; and

WHEREAS, the Board is permitted and desires to utilize available Affordable Housing Trust Fund Program funds for the funding for the Project; and

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. **Documents.**

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

1. This Agreement;
2. **Exhibit A:** Scope of Project;
3. **Exhibit B:** Project Budget;
4. **Exhibit C:** Payment Invoice;
5. **Exhibit D:** Expenditure Report
6. **Exhibit E:** Project Report;
7. **Exhibit F:** Income Guidelines; and
8. **Exhibit G:** Leased Employee Affidavit

Section 3. **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 eighty percent (80%) 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. **“Very Low-Income Person or Household”** shall mean a person or household whose incomes does not exceed fifty percent (50%) of the Orlando Metropolitan Statistical Area

(hereinafter “**Orlando MSA**”) Median Income, published annually by the U.S. Department of Housing and Urban Development (“**HUD**”) adjusted for family size.

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 adjusted for family size.

Section 4. Description of Project and Property.

A. **Project Description.** The Agency, a non-profit housing organization, will offer the Roof Replacement Program to qualified very low and low-income persons or households up to 80% Orlando MSA (“**Qualified Homeowner(s)**”) and preserve the existing affordable housing stock for approximately eighty (80) unduplicated households.

B. The Project funds provided by the County pursuant to this Agreement shall be used to complete the Project as further described in the *Scope of Project* attached to this Agreement as “**Exhibit A.**”

Section 5. Completion Date and Extensions.

A. The Agency shall complete the Project no later than **December 31, 2027** (“**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 Completion Date with reasonable discretion (“**Extension Date**”). Any such extension of the Completion Date 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 issues associated with the Project that may result in a change in the *Completion Date* or in the *Scope of Project*. In no event shall the *Completion Date* be changed or otherwise modified beyond the term of this Agreement without prior written approval by the County.

Section 6. 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 *Completion Date* or *Scope of Project*. In no event shall the *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 *Completion Date*, or the County approved *Extension Date*.

Section 7. Project Funding.

A. The County has reserved funds in an amount not to exceed **One Million Five Hundred Sixty-Six Thousand Seven Hundred Eighty-Seven Dollars and Seventy-Three Cents (\$1,566,787.73)** for costs associated with the Rehabilitation of Single-Family Homes in accordance with the *Project Budget* attached to this Agreement as "**Exhibit B**"; the Agency understands that **One Million Five Hundred Sixty-Six Thousand Seven Hundred Eighty-Seven Dollars and Seventy-Three Cents (\$1,566,787.73)** of the funding received pursuant to this Agreement comes from the Orange County Affordable Housing Trust Fund ("**Project Funds**").

B. The Agency shall use the Project Funds only towards the Project, which shall include only those eligible expenses permitted under the *Scope of Project*, *Project Budget*, and other terms of this Agreement. Should the Housing Division Manager, in their sole discretion, find that the Agency is not utilizing the Project Funds in accordance with this Agreement's requirements, the Housing Division Manager may reduce or otherwise alter the funding amount of this Agreement.

C. Any Project Funds allocated to the Agency by the County for this Project that are not expended within the term of this Agreement shall be retained by the County. The County shall not pay the Agency for any Project services, costs, or expenses incurred by the Agency that are outside the scope or term of this Agreement.

Section 8. Project Budget.

A. The Agency may incur expenses for soft and hard costs associated with the rehabilitation of the Project for an amount not to exceed **One Million Five Hundred Sixty-Six Thousand Seven Hundred Eighty-Seven Dollars and Seventy-Three Cents (\$1,566,787.73)** ("**Project Budget**"). The County's payment of the Project Budget shall be subject to the terms and conditions set forth in this Agreement and pursuant to the *Project Budget* attached to this Agreement as "**Exhibit B.**" The parties agree that the County shall have sole authority and discretion in determining the final amount to be expended by the County for the Project.

B. Budget Amendments; Eligible Uses.

1. As the intention of this Agreement is to broadly address the affordable housing concerns of Orange County, Florida, the Housing Division Manager is hereby given discretion to amend the *Project Budget* and/or approve expenses that may not explicitly be permitted in this Agreement's *Scope of Project* or *Project Budget*, without formal amendment to this Agreement.
2. The above-referenced discretion is granted so long as the amendment or expense approved by the Housing Division Manager:
 - a. Does not increase the total *Project Budget* amount; and
 - b. Is provided in writing that it is in the Housing Division Manager's opinion that the amendment to the *Project Budget* or *Scope of Project* will assist the County in meeting its affordable housing provision objectives.
3. Without such written approval from the Housing Division Manager, the Agency must use the funds in strict compliance with the terms of the *Scope of Project* and *Project Budget* in order for any expenses to be considered an "eligible use" of the funds.
4. Any amendments to the *Project Budget* that do not meet the requirements of this provision must be made by formal written amendment to this Agreement.

C. The Agency acknowledges and agrees that it shall be responsible for any costs associated with the Project that exceed the Project Budget or the County's anticipated payment as set forth in this Agreement. The Agency may seek and obtain financing for the design, repairs, construction and other Project costs through public agencies, private institutions, or private funds.

D. The Agency shall maintain sufficient financial resources to meet any expenses incurred during the period of time between the provision of services under this Agreement and payment by the County.

Section 9. Billing Requirements.

A. The Agency may submit requests for payment to the County throughout the duration of this Agreement, and up to sixty (60) days after this Agreement's expiration.

B. The Agency's request for payment must be submitted to the County in writing on the Agency's letterhead and include copies of invoices for the actual work completed, approved, and inspected for which the Agency is seeking payment from the County. The letter must include a date, dollar amount, and a brief description of what is being requested.

C. Upon receipt of a timely, complete, and accurate request for payment from the Agency, the County will review the request and, if approved, will pay the Agency for an amount not to exceed

the Project Budget. The Housing Division Manager shall pay the Agency with Project Funds in accordance with the terms of this Agreement.

D. The Agency shall maintain and submit a tracking spreadsheet with each payment request that shows its total expenditures and remaining balance.

E. The Agency shall provide a completed Payment Invoice (“**Invoice**”) for each request for payment, a copy of which is attached to this Agreement and incorporated by this reference as “**Exhibit C.**” All Invoices and supporting documentation, as more specifically described in this Section, shall be submitted to the Housing Division Manager.

F. The Agency shall submit the following supporting documentation required for processing Invoices:

1. Completed *Expenditure Report* attached to this Agreement and incorporated by this reference as “**Exhibit D**” and includes the original Budget amount, amount requested to date, current billing amount and balance of funding, all of which is to be listed by line item.
2. Any additional documentation requested by the County.

G. Each Invoice must be completed in its entirety. Any Invoice that is incomplete or that fails to include the required supporting documentation will be deemed incomplete and may be rejected by the County.

H. Invoices submitted in accordance with this Agreement must include only those allowable expenses and costs acceptable under the Project, unless the Housing Division Manager has approved a cost or expense in writing pursuant to Section 8(B) above that is not explicitly described in the *Scope of Project* or *Project Budget*.

I. Completed Invoices and supporting documentation shall be submitted to the Housing and Community Development Division, Attention: Affordable Housing Trust Fund Assistant Project Manager, 525 East South Street, Orlando, Florida 32801.

Section 10. Payment Methods.

A. **Local Government Prompt Payment Act.** Unless otherwise stated in this Agreement, the County shall make payments to the Agency for work performed, or services provided, pursuant to this Agreement, in accordance with the Local Government Prompt Payment Act, Section 218.70 et. seq, Florida Statutes.

B. Upon review and approval of the Agency’s Invoice, payment request, and supporting documentation, the Housing Division Manager or designee shall submit the Agency’s request for payment to the Fiscal and Operational Support Division for review and payment by the Orange County Comptroller’s Office (“**Comptroller**”).

C. Invoices that are deemed to be incomplete, untimely, or that are not accompanied by the necessary supporting documentation may result in the delay or possible denial of payment. All checks disbursed shall be made payable to the Agency in accordance with the Notices section of this Agreement.

D. The County reserves the right to withhold or deny payment of Project Funds to the Agency relating to the Project or this Agreement that are deemed by the County to be unsatisfactory, insufficiently documented, or a result of the Agency's failure to comply with the terms and conditions of the Project or this Agreement. In such case, the Housing Division Manager shall provide written notice to the Agency specifying the corrective action to be taken, if any, and a reasonable date for compliance with such action.

E. The Agency shall repay the County any Project Funds paid in error to the Agency under the terms of this Agreement. The County reserves the right to reduce future payments due to the Agency by the amount owed to the County that is not repaid within ninety (90) days after the County's request for repayment.

F. Without approval by the Housing Division Manager as provided pursuant to the "**Budget Amendments; Eligible Uses**" subsection above, the County shall not make payments for, or in any way be responsible for, payment to the Agency for any goods or services provided that do not fall within the terms and conditions of this Agreement.

G. The Agency shall not obligate, encumber, spend, or otherwise utilize funds provided pursuant to this Agreement for any activity or expense that occurs outside the term of this Agreement or for any purpose not included in, or in conformance with, the *Scope of Project*.

H. The Agency may not accept duplicate funding for any cost, position, service, or deliverable funded with Project Funds. Duplicative funding is defined as more than one hundred percent (100%) payment from all funding sources for any cost, position, service, or deliverable. If duplicate funding is discovered, this Agreement may be suspended while the extent of the overpayment is determined or may be terminated. Such suspension or termination may be initiated at the sole discretion of the County.

I. Any costs or expenses incurred by the Agency that exceed the overall Project Budget amount set forth in this Agreement, or which are incurred outside of the term of this Agreement, shall be the sole responsibility of the Agency.

Section 11. Term and Termination.

A. **Term.** This Agreement shall take effect upon execution by all parties and approval by the BCC ("**Effective Date**") and will terminate on **December 31, 2027**.

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 provide housing repairs for very low and low-income persons or households in Orange County; or
5. The Agency makes any material representation in any certification or communication submitted to the County or Housing Division Manager in an effort to induce the use of Project Funds or the administration of Project Funds and the Agency's certification or communication is determined by the County to be false, misleading, or incorrect in a material manner; or
6. The Agency does not disclose to the County, upon demand, the name of all persons with whom the Agency has contracted, or intends to contract, with to perform the repair activities associated with the Project; or
7. The Agency defaults or fails to promptly pay amounts owed to contractors or sub-contractors for work performed in the Project; or
8. 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, execution, or other judicial seizure of the Agency assets; or
9. 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 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. The Agency shall cure the breach within thirty (30) days of receiving notice of such breach. In the event that the Agency is unable to cure the breach within the allotted thirty (30) days, the Agency shall request an extension of time not to exceed ninety (90) days. Any such request for extensions shall be made in writing and shall be submitted to the County within the first thirty (30) day time period. In such instances where the Agency is unable to correct the breach within the allotted thirty (30) day time period, the Agency shall commence such correction(s) within the ninety (90) days, and thereafter diligently pursue the same to completion within such period. In the event that the Agency fails to comply with the requirements of this Section, the Agency shall repay to the County any amount that was distributed up to the

principal amount of **One Million Five Hundred Sixty-Six Thousand Seven Hundred Eighty-Seven Dollars and Seventy-Three Cents (\$1,566,787.73)**.

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 payment for services rendered in completing said reports beyond the termination date; and

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.

H. The Agency may terminate this Agreement upon sending the County written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of partial termination, if the County determines that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, the County may terminate the award in its entirety. Additionally, the Agency's failure to complete performance on an award in the manner initially agreed upon may compromise the Agency's ability to receive awards, other grants, or any other contract opportunities from the County in the future.

Section 12. 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, its 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, its 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.
3. The Agency shall require each of its contractors, subcontractors, laborers, suppliers, agents or other individuals or entities to indemnify and hold County harmless from any and all claims, losses, damages, lawsuits or threat of lawsuit made against the County for personal injury or property damage that may arise at any time from, or related to their acts, errors or omissions in connection with or arising out of the development of construction of the Project.

B. Environmental Indemnification. The Agency shall defend, indemnify and hold harmless the County, its 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.

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 damages.

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 not 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 13. 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 determines to be on the premises and other persons who may be affected thereby; and
2. All property, materials, and equipment on the premises under the care and custody of the Agency; and
3. Other property 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 sub-contractors 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:

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 14. 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, and the homeowner does not already carry flood insurance, a flood insurance policy of up to one year 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/sub-contractors 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 award 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 15. Recordkeeping.

A. The Agency, and its subcontractors (if any) that are providing Work, or otherwise performing, pursuant to this Agreement shall abide by the requirements of this Section.

B. 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.

C. 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.

Accounting records must adequately identify the fiscal year, and receipt and expenditure of AHTF funds for each award awarded separately from expenditures from other sources. The Agency shall ensure that all funds received from the County under the AHTF Program are documented in accounting records separate and apart from all other recorded funds and accounts of the Agency.

Section 16. Record Management and Reporting.

A. **Record Management.** The Agency acknowledges that the Agency, and any and all of its subcontractors providing services, or otherwise performing, pursuant to this Agreement, 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.** All books, records, and accounts related to the performance of this Agreement, whether paper or electronic (**Relevant Records**), must be retained by the Agency for a period of five (5) years after termination of this Agreement, including any extensions or renewals, 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.

5. The Agency shall ensure that the provisions of this Section are incorporated into any agreements into which it enters that are related to this Agreement and the AHTF Plan.

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 E.**” The Project Report shall be submitted within thirty (30) calendar days after the expiration or termination of this Agreement and shall provide a summary of the Project including the total number of roofs replaced and the total number of persons or families benefitted by the Project. The Agency shall provide to the Housing Division Manager any additional information deemed necessary by the Housing Division Manager, in their sole discretion.

Section 17. 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 PROCUREMENT PUBLIC RECORDS LIAISON;

**400 E. SOUTH STREET, 2nd FLOOR, ORLANDO, FL 32801;
PROCUREMENTRECORDS@OCFL.NET; (407) 836-5897.**

Section 18. Personal Information Protection.

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.

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 19. Right to Audit. The County, the Comptroller, or their authorized designees, 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 Project 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 20. Monitoring and Non-Compliance.

A. The Agency shall ensure and certify that all Qualified Homeowners 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 work provided and any other data that may be required by the Housing Division Manager, in its sole discretion, to adequately evaluate the AHTF Project cost and effectiveness of the work provided.

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. Failure to submit a Correction Action Plan and Implementation Schedule shall constitute a breach of contract and may result in the termination of this Agreement.

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

F. The County shall have all legal and equitable remedies available to it including, but not limited to, injunctive relief, the right to termination of 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.

Section 22. 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 ordinance 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 Affirmative Marketing and Minority Outreach as set forth in Human Rights Ordinance Chapter 22, Article IV Fair Housing of the Orange County Code and abide by the following:

1. The Agency shall provide rental information and attract eligible persons in the housing market area without regard to race, color, national origin, religion, sex, sexual orientation or disability; and

2. The Agency shall employ the Equal Housing Opportunity slogan, logo or statement in all solicitations for tenants, and posters with the logo will be prominently displayed at the Project.
3. The Agency shall maintain records of its affirmative marketing efforts and keep them available for review by Housing Division staff.
4. The Agency shall assess the success of its affirmative action efforts and, when applicable, undertake all necessary corrective actions as mandated by the County, when affirmative marketing requirements are not met.

Section 23. 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 this provision's subparagraph 2(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 24. 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
Attention: Planning Environmental Development Services
Administration Building, 5th Floor
201 South Rosalind Avenue
Orlando, Florida 32801

As to Agency: Habitat for Humanity Greater Orlando and Osceola County, Inc.
Attn: Catherine McManus, President and CEO
4116 Silver Star Road
Orlando, FL 32808
Email: cmcmanus@habitorlando.org

Section 25. Amendments to Agreement. Amendments to this Agreement that do not require approval by the Board 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 26. 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 Project Funds provided in this Agreement or personnel employed in the administration of the Project for sectarian or religious activities, lobbying, or political patronage activities. The Agency further agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V, United States Code ("**Hatch Act**"), 24 CFR § 570.207(a)(3) or 24 CFR §570.200(j).

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 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 Project Funds 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 Project Funds, 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. **Unlawful Compensation.** The Agency shall comply with all requirements regarding procurement issues as set forth in Chapter 287, Florida Statutes. Failure to comply with such requirements may result in immediate termination of this Agreement and any other remedies available by law.

G. **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 notify the other party in writing 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.

H. **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.

I. **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.

J. **Availability of Funds.** The County's performance and obligation to pay under this Agreement is contingent upon an annual appropriation for its purpose by the Board of County Commissioners or other specified funding source for this Agreement.

K. **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.

L. **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.

M. **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.

N. **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.

O. **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.

P. **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.

Q. **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.

R. **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.

S. **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.

T. **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.

U. **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.

V. **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.

W. **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.

X. **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 the Project Funds under this Agreement to supplement rather than supplant funds otherwise available.

Y. **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.

Z. 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.

AA. 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.

BB. 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.

Section 28. 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
Catherine McManus
President and CEO

Date: 10/23/25

NOTARY: Hannah DeFrank

STATE OF: Florida)
COUNTY OF: Orange) ss

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization on this 23 day of October 2025 by Catherine McManus, President and 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

SCOPE OF PROJECT

The parties shall perform the following functions contained in this *Scope of Project* pursuant to the terms of this Agreement, which shall hereinafter be referred to collectively as the “**Project**”:

PROJECT/ACTIVITY: The Agency will offer its Roof Replacement Program to qualified very low and low-income individuals and households (up to 80% Area Median Income) to assist with roof replacement and aid in the preservation of the existing affordable housing stock. As part of the services offered, each completed home will also receive a free wind mitigation inspection certificate, which might aid in reducing insurance costs. The Agency will offer this Program to qualified households located within its Orange County geographic boundary/service area (GSA) (as established by the Agency’s umbrella organization, Habitat for Humanity International). In addition, the Agency may have occasion to offer this Program to qualified households within the geographic service areas of other Habitat for Humanity affiliates operating in Orange County with whom the Agency holds executed Memorandums of Understanding (MOUs) to do so.

ANTICIPATED OUTPUTS/OUTCOMES: Through this program, the Agency will provide services to approximately eighty (80) unduplicated households.

PROJECT COMPLETION DATE: **December 31, 2026;** the Completion Date may be extended by the Program Administrator (see **Section 5** of this Agreement).

KEY RESPONSIBLE PERSONNEL: The Agency is responsible for making sure that the assigned key personnel are sufficiently trained to perform their duties and responsibilities, as assigned, and knowledgeable about the program requirements.

RECORDKEEPING: The Agency shall adequately track, manage, and account for grant funds. The Agency shall be responsible for maintaining a recordkeeping system which organizes and summarizes transactions in a form that provides the basis to maintain adequate documentation to support all costs charged to this funding source.

POLICIES AND PROCEDURES: The Agency is responsible for reviewing its policies and procedures to ensure that they meet Orange County requirements for awards. In particular, the agency’s policies and procedures shall specify the system of internal controls the agency has in place to meet the requirements of the grant.

BILLING AND PAYMENTS: The Agency shall request periodic/monthly reimbursements from the County based on records supported by the source documentation and using “**Exhibit C**” (‘Invoice’) form. The support documentation may include payments to vendors and other support documents and information. The Housing and Community Development Division staff shall review all source documentation and remit payments to the agency for all approved

expenditures. No reimbursement will be made until all documentation has been received and approved.

The Agency is responsible for providing a copy of its updated insurance certificate(s) to Orange County and keeping its UEI number and registration on www.sam.gov current. The agency shall also provide a copy of its new annual audit to Orange County once available.

AGENCY RESPONSIBILITIES AND ADDITIONAL PROGRAM REQUIREMENTS:

The agency shall confirm to the following program guidelines and requirements:

- **Program Marketing:** The Agency shall conduct program outreach to notify Orange County homeowners within the Agency's geographic service area of the program availability, provide potential applicants with a Pre-Application Form and inform them of the program guidelines.
- **Eligibility of Program Participants:** The Agency shall confirm eligibility of program participants (Orange County residency, verification of income, or, if applicable, limited clientele eligibility) of each client seeking services that are provided under this Agreement. Evidence of eligibility for the client shall be provided to Orange County upon request. Files for each client shall be kept separately and shall be properly labeled to indicate the funding source. The agency shall utilize a ***Pre-Application Form*** provided by the County to aid in qualifying individuals and households for the Program.
- **Eligibility of Structures:** Owner-occupied homes are eligible for participation in this program. Funding priority will be given to roofs 15 years or older at the date of application. For roofs that are less than 15 years old, documentation justifying a need for replacement must be provided by the agency and approved by the Program Administrator before proceeding. Mobile homes are ineligible. Orange County Housing and Community Development Division will make a final determination of eligibility of structures built prior to 1978 based on the results of lead-based testing.
- **Additional Documentation:** The Agency will provide a copy of all solicitation documents and subsequent agreements between the selected contractor and the approved homeowner to the County.
- **Completion of Work and Final Inspection:** The Agency is responsible for securing all necessary building permits, and it will conduct all inspections prior to submitting final reimbursement requests for each completed repair to the County. The Agency is also required to obtain a ***Certification of Final Inspection*** and a ***Homeowner's Satisfaction Note*** for every completed repair project.

The following documents are attached and available to the Agency to be used in implementing the Program:

- Pre-Application Form

- Certification of Final Inspection
- Homeowner's Satisfaction Note
- Release of Lien

EXHIBIT A
SCOPE OF PROJECT (cont.)

PRE-APPLICATION FORM
ROOF REPLACEMENT PROGRAM

Name: _____		Last Four Digits of Social Security #: _____	
Address: _____		Do you own this home: Yes ____ No ____	
_____		Mobile/Modular/Manufactured Home? Yes ____ No ____	
Mailing: _____		Are you Disabled: Yes ____ No ____	

Phone #: _____			

Family Composition: (List everyone residing in your household)

Name	Relationship	Last 4 digits of Social Security #	Date of Birth	Race	Sex

Monthly GROSS INCOME: (you must disclose all income)

Employment	Head	Spouse	Other
Employment (incl OT)	\$ _____	\$ _____	\$ _____
Social Security			
SSI			
Pension			
V.A.			
Child Support/AFDC			
Other Source			
Total Gross Income	(A)	(B)	(C)

Official use only

Total Annual Income (A+B+C) =*12

Brief Description of work/repairs needed:

****ATTACH PROOF OF INCOME FOR ALL HOUSEHOLD MEMBERS****

Applicant Signature: _____ Date: _____

**EXHIBIT A
SCOPE OF PROJECT (cont.)**

**CERTIFICATION OF FINAL INSPECTION
ROOF REPLACEMENT PROGRAM**

Date:

TO Alyssa Henriquez, AICP, Assistant Program Manager

FROM: «Inspector», Inspector

HABITAT FOR HUMANITY GREATER ORLANDO AND OSCEOLA COUNTY, INC.

CASE: «CaseNumber»

«OwnerName»

«OwnerAddress»

«OwnerCity», FL «OwnerZipCode»

I, «Inspector»(Inspector), hereby certify that all construction work at the above listed address has been satisfactorily completed in accordance with the specifications and construction contract entered into on _____ between «Company» and «OwnerName».

This property meets Housing Quality Standards.

Inspector

EXHIBIT A
SCOPE OF PROJECT (cont.)

HOMEOWNER'S SATISFACTION NOTE
ROOF REPLACEMENT PROGRAM

Homeowner(s): «OwnerName»
Address: «OwnerAdress», «OwnerCity» FL «OwnerZipCode»

I hereby certify that the work performed on my home at the above listed address has been satisfactorily completed as indicated in the specifications and accepted in accordance with the contract between this Homeowner(s) and the Contractor.

If any defect in the work is detected within the one (1) year guarantee period, the Homeowner shall notify the Contractor as soon as the defect is detected. If the Contractor fails to respond within 48 hours, the Homeowner shall notify Habitat Office at _____.

NOTE: The above guarantee does not cover repairs as a result of lack of routine maintenance, over extended use, misuse, abuse, repairs or modifications performed by others or acts of God.

All routine maintenance and general upkeep are the responsibility of the homeowner.

Description of Work Performed:

Homeowner(s):

Date: _____

EXHIBIT A
SCOPE OF PROJECT (cont.)

CONTRACTOR'S FINAL INVOICE, WARRANTY AND RELEASE OF LIENS AFFIDAVIT

TO: Company/Organization

Contract Dated:

APPLICANT: Owner Name
Address
City, State, Zip

Total Contract Amount: \$ _____

Plus or Minus Addendum:

Total Amount Due: \$ _____

1. As a final invoice, the undersigned hereby certifies that there is due from the Owner and payable to the Contractor under the above dated Contract the balance or sum of \$ _____.
2. The undersigned further certifies that all work required under this contract has been performed in accordance with the terms thereof, and that there are no unpaid claims for materials, supplies or equipment and no claims of laborers or mechanics for unpaid wages arising out of the performance of this contract.
3. The undersigned further certifies that in the consideration of the payment of the amount stated in paragraph one (1) hereof the undersigned does hereby release the Owner from any and all claims arising under or by virtue of this contract.
4. The undersigned hereby guarantees the work performed for a period of one year from the date of final acceptance of all work required by the contract, shown on the CERTIFICATE OF FINAL INSPECTION, dated _____. He/she also attaches herewith, all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the contract. The undersigned will replace faulty workmanship and materials within the period of the guarantee free of charge.
5. The individual signing this Affidavit certifies that he/she is the Owner/Representative of _____ and duly authorized to make this Affidavit in its behalf, and says that he/she has personal knowledge of the matters stated herein.

Date

Witness

Witness

Contractor's Signature

Title

Company

EXHIBIT B
PROJECT BUDGET

Direct Costs	Total Cost
<i>Construction Costs:</i> costs associated with the Roof Replacement Program, to include wind mitigation certificates for homeowners	\$1,424,352.48
<i>Client Services:</i> salaries of service delivery personnel and associated payroll taxes	
<i>Marketing:</i> targeted marketing to generate a sufficient number of applications to qualify eligible beneficiaries	
Indirect Costs – Administration (10%)	\$142,435.25
TOTAL BUDGET	\$1,566,787.73

FUNDING ELIGIBLE ACTIVITIES: Refer to *Scope of Project* found in “**Exhibit A**”.

Note:

The Housing Division Manager may approve additional eligible funding uses that are not explicitly included above, pursuant to Section 8 (“Project Budget”) of this Agreement.

EXHIBIT C
PAYMENT INVOICE

INVOICE NUMBER _____

MONTH _____

Name of Agency: _____

Project Name: _____

Bill to:

Orange County Housing and Community Dev.
Attention: Affordable Housing Trust Fund Manager
525 E. South Street
Orlando, FL 32801

DESCRIPTION	AMOUNT BILLED
TOTAL	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the associated Project Administration Agreement. I am aware that any false, fictitious, or fraudulent information, or omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.

Signature of Preparer: _____

Date: _____

Title:

Authorized Signature: _____

Date: _____

Title:

EXHIBIT D EXPENDITURE REPORT

Project Name - EXPENDITURE REPORT								
EXPENDITURE TOTALS								
AGENCY NAME: _____			FUNDING SOURCE: _____					
Client Name	Site Address	State/Describe line items below (See Exhibit B-Budget of the Agreement)	PREVIOUS EXPENDITURE	APPROVED BUDGET	CURRENT EXPENDITURE	EXPENDED YTD	BALANCE	% EXPENDED YTD
			\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
NOTES:								
Signature _____ Date _____ Note: Form may be adapted to include additional information, but should retain the information shown above.								

Revised 2025

EXHIBIT E
PROJECT REPORT

Agency: _____ Year Ending: _____
Contact Person: _____ Phone: _____ E-mail: _____

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

SECTION 2: Race and Ethnicity of Participants	<u>Year-to-Date</u> Project Participants (Unduplicated)	
	Hispanic or Latino	Not Hispanic or Latino
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		
TOTAL (s/b same as above)		

EXHIBIT F
INCOME GUIDELINES

2025 Income Limits

*Florida Housing Finance Corporation SHIP Program
Orlando-Kissimmee-Sanford MSA*

Median: \$98,100

% Category	Income Limit by Number of Persons in Household							
	1	2	3	4	5	6	7	8
30%	22,150	25,300	28,450	32,150	37,650	43,150	48,650	54,150
50%	36,900	42,150	47,450	52,700	56,950	61,150	65,350	69,550
80%	59,050	67,450	75,900	84,300	91,050	97,800	104,550	111,300

NOTE: *The income levels are provided by HUD annually and are subject to change. Households that are determined eligible in 2026 are subject to 2026 income guidelines.*

*Data effective as of **April 1, 2025***

DEFINITIONS

VERY LOW: Households whose incomes do not exceed fifty (50) percent of the median income of the area, as determined by HUD with adjustments for smaller and larger families.

LOW INCOME: Households whose incomes do not exceed eighty (80) percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

EXHIBIT G
LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured subcontractors or casual labor exposure.

I hereby certify that 100 percent of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if I terminate the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____

Date: _____