

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

470



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
July 6, 2009

**SUBJECT:** Loan Agreement for the Use of Neighborhood Stabilization Program Funds with Habitat for Humanity Inland Valley

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached Loan Agreement for the Use of Neighborhood Stabilization Program Funds between the County of Riverside and Habitat for Humanity Inland Valley, Inc.;
2. Authorize the Chairman of the Board to sign the attached Loan Agreement; and
3. Authorize the Assistant County Executive Officer/EDA or his designee to take all necessary steps to implement the Loan Agreement including, but not limited to, signing subsequent deeds of trust for each home acquired, subsequent homebuyer deeds of trust, and subsequent essential and relevant documents subject to approval by County Counsel.

Continued

*Robert Field*

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 1,717,000	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2009/2010

**COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: NO**

<b>SOURCE OF FUNDS:</b> Neighborhood Stabilization Program Funds	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

BY: *Serena Chow*  
Serena Chow

**County Executive Office Signature**

FORM APPROVED COUNTY COUNSEL  
BY: MICHELLE CLACK  
DATE: 7/2/09  
Departmental Concurrence

Dep't Recomm.:  Consent  Policy  
Per Exec. Ofc.:  Consent  Policy

**Prev. Agn. Ref.:** District: 1, 3 & 5 **Agenda Number:** 3.25

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**BACKGROUND:**

The Neighborhood Stabilization Program (NSP) was enacted under Title III of Division B of the Housing and Economic Recovery Act of 2008 ("HERA") and appropriated under the Community Development Block Grant (CDBG) program for the purpose of assisting in the redevelopment of abandoned and foreclosed homes. The intent of NSP is to stabilize neighborhoods in areas with greatest need and to stem the decline of house values of neighboring homes in the County of Riverside.

On November 25, 2008, the Board of Supervisors approved the activity of acquisition, rehabilitation and resale of housing units as a component of NSP ("NSP-1"). The 2008-2009 One Year Action Plan ("Action Plan") of the 2004-2009 Five-Year Consolidated Plan calls for the County of Riverside to partner with eligible public and private non-profit organizations.

On March 17, 2009, the Board of Supervisors approved the release of the Notice of Funding Availability ("NOFA") for NSP-1 activities.

Habitat for Humanity Inland Valley, Inc. ("Habitat"), a non-profit organization, has applied for NSP funds to acquire, rehabilitate and resell approximately 10 vacant, foreclosed and bank-owned single-family homes to very low-income (VLI) first-time homebuyers in designated Target Areas, as described in the Action Plan, within the cities of Lake Elsinore, Temecula and Perris (the "Project").

Staff has reviewed the application and is recommending a loan of \$1,717,000 in NSP funds for the Project. The properties identified are listed with purchase prices from \$67,915 to \$186,915. Rehabilitation costs range from \$9,000 to \$30,000 per property.

NSP assisted units will be resold to qualified VLI first-time homebuyers whose incomes do not exceed 50% of the area median income for the County. Qualified home buyers must not have owned a home within the past 3 years and are required to attend a home buyer counseling session certified by the United States Department of Housing and Urban Development.

Habitat will utilize NSP funds for acquisition, rehabilitation and disposal costs of properties for the Project. Pursuant to NSP regulations, all acquisitions must be at least 15% below the current market appraised value as determined within 60 days of the date of the final purchase price offer. The resale price of each NSP assisted unit shall not exceed the lesser of (a) the fair market value or (b) the total costs to acquire, rehabilitate and dispose the NSP assisted unit. NSP assisted units will be affordable for a period of at least 15 years from the transfer of title to qualified first-time homebuyers. Habitat will be the primary lender to provide the qualified homebuyer a mortgage to purchase the home.

County Counsel has reviewed and approved as to form the attached Agreement. Staff recommends that the Board approve the attached documents.

1 NO FEE FOR RECORDING PURSUANT  
2 TO GOVERNMENT CODE SECTION 6103

3 RECORDING REQUESTED BY AND  
4 WHEN RECORDED MAIL TO:

5 County of Riverside  
6 Economic Development Agency  
7 1325 Spruce Street, Suite 400  
8 Riverside, CA 92507  
9 Attn. Mervyn Manalo

10 SPACE ABOVE THIS LINE FOR RECORDERS USE

11 **LOAN AGREEMENT FOR THE USE OF**  
12 **NEIGHBORHOOD STABILIZATION PROGRAM FUNDS**

13 This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2009  
14 by and between the COUNTY OF RIVERSIDE ("COUNTY"), a political subdivision of the  
15 State of California and HABITAT FOR HUMANITY INLAND VALLEY, INC.  
16 ("HABITAT"), a California nonprofit public benefit corporation.

17 **WITNESSETH:**

18 WHEREAS, the Neighborhood Stabilization Program ("NSP"), which was  
19 enacted under Title III of Division B of the Housing and Economic Recovery Act of 2008  
20 ("HERA") and appropriated under Community Development Block Grant (CDBG), was  
21 created under the heading of Emergency Assistance for Redevelopment of Abandoned and  
22 Foreclosed Homes; and

23 WHEREAS, the intent of NSP is to stabilize neighborhoods in areas with  
24 greatest need and stem the decline of house values of neighboring homes; and

25 WHEREAS, COUNTY has qualified as an "Urban County" for purposes of  
26 receiving CDBG funds, including NSP funds, which are to be used to assist and undertake  
27 essential community development and housing assistance activities pursuant to the Housing  
28 and Community Development Act of 1974, Title I, as amended, Public Law 93-383 (the  
"Act"); and

WHEREAS, HABITAT is eligible under NSP to apply and receive NSP funds to  
perform those activities described herein; and

1           WHEREAS, HABITAT has proposed to utilize NSP funds for the acquisition,  
2 rehabilitation and resale of approximately ten (10) single-family homes to qualified very low-  
3 income (VLI) first-time homebuyers in the County of Riverside (the "Project") as described in  
4 **Exhibit A** which is attached hereto and by this reference incorporated herein; and

5           WHEREAS, eligible single-family homes ("Assisted Units" or "Assisted Unit")  
6 are further described in **Exhibit A**; and

7           WHEREAS, each of the Assisted Units will be located within an area of greatest  
8 need within the designated "Target Areas" of the County of Riverside as defined in the  
9 COUNTY's 2008-2009 One Year Action Plan ("Action Plan"); and

10           WHEREAS, the Project provides that Assisted Units will be sold to VLI  
11 Qualified Homebuyers as defined in **Section 25**; and

12           WHEREAS, the NSP-assisted activities described herein comply with the  
13 objectives as required under NSP; and

14           WHEREAS, the NSP-assisted activities described herein are consistent with the  
15 COUNTY's Consolidated Plan and Action Plan.

16           NOW, THEREFORE, the COUNTY and HABITAT mutually agree as follows:

17           1.     PURPOSE. The COUNTY agrees to lend up to One Million Seven  
18 Hundred Seventeen Thousand Dollars (\$1,717,000) of NSP funds to HABITAT ("NSP Loan")  
19 upon the terms and conditions set forth herein for individual financing of acquisition,  
20 rehabilitation and disposition of each Assisted Unit of the Project. HABITAT promises and  
21 agrees to undertake and assist with NSP-assisted activities by utilizing such NSP funds, as  
22 identified in **Exhibit A**.

23           2.     HABITAT'S OBLIGATIONS. HABITAT hereby agrees to undertake  
24 and complete the following activities, subject to its receipt of the NSP funds:

25           a.     Timeline. Carry out the Project in accordance with the timeline  
26 set forth in **Exhibit A**.

27           b.     Recordation. HABITAT shall, for each Assisted Unit of the  
28 Project, execute and record a Deed of Trust and execute a Note

1 for that portion of the NSP Loan applicable to the Assisted Unit.

2 c. Permits. Before commencement of rehabilitation or other works  
3 of improvement upon an Assisted Unit, HABILITAT shall, at its  
4 own expense, secure or cause to be secured any and all permits  
5 and approvals which may be required for rehabilitation of such  
6 Assisted Unit pursuant to the applicable rules and regulations of  
7 the County and any other governmental agency affected by such  
8 rehabilitation of work. HABILITAT shall, without limitation, apply  
9 for and secure any and all necessary studies required for  
10 environmental review, as described in **Section 21**, and pay all  
11 costs, charges and fees associated therewith.

12 d. Performance. Acquire and complete rehabilitation of the Assisted  
13 Units in accordance with the timeline set forth in **Exhibit A** and  
14 **Section 28**.

15 e. Approval of Assisted Units. Submit each Assisted Unit for  
16 COUNTY review and approval prior to acquisition of such  
17 Assisted Unit.

18 f. Compliance. Project shall remain in compliance with all  
19 applicable Federal, State and local codes, laws, regulations and  
20 ordinances as described in **Section 21**.

21 3. COUNTY'S OBLIGATIONS. The COUNTY agrees to undertake and  
22 complete the following activities, subject to its receipt of NSP funds from the U.S. Department  
23 of Housing and Urban Development ("HUD"):

24 a. Provide a total amount identified in **Section 1** in NSP funds to  
25 HABILITAT for financing acquisition, rehabilitation and disposal  
26 costs of each Assisted Unit of the Project.

27 b. Comply with all of its obligations as participating recipient under  
28 the applicable regulations set forth under HUD regulations.

1           4.     PRIOR COUNTY APPROVAL. HABITAT shall obtain COUNTY'S  
2 approval, through its Economic Development Agency ("EDA"), of all items requiring such  
3 approvals as described in this Agreement.

4           5.     NSP Loan. HABITAT shall borrow the NSP funds from the COUNTY  
5 for individual financing of each Assisted Unit of the Project under the following terms and  
6 conditions:

7           a.     Term. This Agreement shall become effective upon the Effective  
8 Date, as defined in **Section 54**, and shall continue in full force and  
9 effect with respect to each Assisted Unit for a period of twelve  
10 (12) months, and the NSP Loan shall be forgiven on the date of  
11 the initial transfer of title of such Assisted Unit to Qualified  
12 Homebuyer (the "Term").

13          b.     Principal. The principal of that portion of the NSP Loan  
14 attributable to an Assisted Unit shall be the amount of NSP funds  
15 provided for acquisition, rehabilitation and disposition of such  
16 Assisted Unit evidenced by a promissory note ("Note"), as shown  
17 in **Exhibit C**, which is attached hereto and by this reference  
18 incorporated herein, executed by HABITAT in favor of the  
19 COUNTY in a form satisfactory to the COUNTY.

20          c.     Interest. The interest rate shall be zero percent (0%) per annum.

21          d.     Note. Each Note shall provide the following:

22               1)     The NSP Loan attributable to an Assisted Unit shall be  
23 due and payable by an Event of Default by HABITAT  
24 which has not been cured as provided for in **Section 31**.

25               2)     Notwithstanding the above, the full amount of the NSP  
26 Loan attributable to a particular Assisted Unit will be  
27 reduced by the sum of the Development Subsidy and  
28 Closing Costs, as defined below:

1 (a) Development Subsidy. The Development Subsidy is  
2 the amount of the NSP Loan attributable to the  
3 Assisted Unit minus the Selling Price of the Assisted  
4 Unit (as defined in **Section 24**).

5 (b) Closing Costs. Closing Costs include all costs payable  
6 by HABITAT in connection with the sale of the  
7 Assisted Unit to a Qualified Homebuyer;

8 3) The NSP Loan less the Development Subsidy and Closing  
9 Costs for such Assisted Unit ("NSP Balance") shall be  
10 converted to a grant upon the initial transfer of title of  
11 such Assisted Unit to Qualified Homebuyer.

12 4) At the time of each sale of the Assisted Unit to Qualified  
13 Homebuyer, as defined herein, COUNTY shall cause to be  
14 delivered to HABITAT a reconveyance of the Deed of  
15 Trust from such Assisted Unit and a termination of this  
16 Agreement as a lien on such Assisted Unit, which  
17 termination does not affect the Affordability Period, as  
18 defined in **Section 14**, for each Assisted Unit.

19 5) Upon the date of transfer of title of such Assisted Unit to  
20 Qualified Homebuyer, HABITAT promises and agrees to  
21 utilize NSP Balance and continue to undertake and assist  
22 with the NSP-assisted activities, as provided in **Exhibit A**.

23 6) HABITAT will be the primary lender to provide the  
24 Qualified Homebuyer a minimum 30-year fixed rate  
25 mortgage loan to purchase the home.

26 7) Upon sale of the Assisted Unit prior to the expiration of  
27 the Affordability Period, HABITAT will utilize money  
28 from the sale towards NSP-assisted activities, as provided

1 in **Exhibit A**.

2 8) Annual financial statements providing for the status of the  
3 NSP Balance shall be submitted within 60 days of July 1st  
4 for COUNTY review.

5 e. Security. Each NSP Loan shall be secured by a "Deed of Trust" as  
6 shown in **Exhibit B**, which is attached hereto and by this  
7 reference incorporated herein, recorded against each Assisted  
8 Unit. HABITAT agrees that each Deed of Trust shall be in the  
9 first position until the home has been sold to the Qualified  
10 Homebuyer.

11 6. TERM OF AGREEMENT. The NSP Loan shall become effective upon  
12 the Effective Date, as defined in **Section 54**, and shall continue in full force and effect with  
13 respect to each Assisted Unit for a period of twelve (12) months, and the NSP Loan shall be  
14 forgiven on the date of the initial transfer of title of such Assisted Unit to Qualified Homebuyer  
15 (the "Term").

16 7. HABITAT REPRESENTATIONS. HABITAT represents and warrants to  
17 COUNTY as follows:

18 a. Authority. HABITAT is a duly organized nonprofit public benefit  
19 corporation under the laws of the State of California. The copies  
20 of the documents evidencing the organization of HABITAT,  
21 which have been delivered to the COUNTY, are true and  
22 complete copies of the originals, amended to the date of this  
23 Agreement. HABITAT has full right, power and lawful authority  
24 to accept the conveyance of eligible properties for the Project and  
25 undertake all obligations as provided herein and the execution,  
26 performance and delivery of this Agreement by HABITAT has  
27 been fully authorized by all requisite actions on the part of  
28 HABITAT.

- 1                   b.     No Conflict. To the best of HABILAT's knowledge, HABILAT's  
2                   execution, delivery and performance of its obligations under this  
3                   Agreement will not constitute a default or a breach under contract,  
4                   agreement or order to which HABILAT is a party or by which it  
5                   is bound.
- 6                   c.     No Bankruptcy. HABILAT is not the subject of a bankruptcy  
7                   proceeding.
- 8                   d.     Prior to Closing. HABILAT shall upon learning of any fact or  
9                   condition which would cause any of the warranties and  
10                  representations in this Agreement not to be true as of Closing,  
11                  immediately give written notice such fact or condition to  
12                  COUNTY. Such exception(s) to a representation shall not be  
13                  deemed a breach by HABILAT hereunder, but shall constitute an  
14                  exception which COUNTY shall have the right to approve or  
15                  disapprove if such exception would have an effect on the value or  
16                  operation of the Project.

17                  8.     COMPLETION SCHEDULE. HABILAT shall proceed consistent with  
18                  the completion schedule set forth in **Exhibit A** and **Section 28**, as the same may be amended in  
19                  writing by the parties from time to time, and subject to force majeure delays.

20                  9.     EXTENSION OF TIME. COUNTY may grant an extension to the  
21                  completion schedule for the purpose of completing HABILAT's activities which cannot be  
22                  completed as outlined in **Exhibit A**. HABILAT shall request said extension in writing, stating  
23                  the reasons therefore, and may be granted only by receiving written approval from COUNTY.  
24                  Every term, condition, covenant, and requirement of this Agreement shall continue in full force  
25                  and effect during the period of any such extension.

26                  10.    LETTER TO PROCEED. HABILAT shall not initiate nor incur expenses  
27                  for the NSP funded activity covered under the terms of this Agreement prior to receiving  
28                  written authorization to proceed.

1           11.    REALLOCATION OF FUNDS. If eighty percent (80%) of NSP funds  
2 have not been drawn down after eight (8) months from the date of this Agreement, then the  
3 balance of the NSP funds which have not been drawn down may be reallocated by COUNTY  
4 after thirty (30) days' prior written notice is given and an opportunity to cure is given to  
5 HABITAT for a period of sixty (60) days. Upon such reallocation, this Agreement shall be  
6 terminated and be of no further force and effect and HABITAT shall be released and  
7 discharged from any obligations under this Agreement.

8           12.    CONDITIONS FOR DISPOSITION OF FUNDS. COUNTY's Board of  
9 Supervisors shall determine the final disposition and distribution of all funds received by  
10 COUNTY under NSP. COUNTY, through its EDA, shall: (1) make payments of the NSP Loan  
11 to HABITAT as specified in **Exhibit A**, and (2) monitor the Project to ensure compliance with  
12 applicable federal, state and local laws, regulations, ordinances and the terms of this  
13 Agreement.

14           There will be no disbursement of funds for acquisition costs into escrow for an  
15 Assisted Unit until the following events first occur:

- 16           a.    HABITAT shall execute this NSP Loan Agreement.
- 17           b.    HABITAT shall provide documentation to support compliance  
18 with eligibility requirements for each Assisted Unit.
- 19           c.    HABITAT shall provide the seller of each Assisted Unit  
20 ("Seller") with a letter of "Voluntary Acquisition of Foreclosed  
21 Property" as shown in **Exhibit D**, which is attached hereto and by  
22 this reference incorporated herein.
- 23           d.    HABITAT shall provide and cause the Seller to provide for each  
24 Assisted Unit signed Initial Notice and Offer forms, as shown in  
25 **Exhibit D**, acknowledging that both HABITAT and Seller have  
26 read and understood:
- 27           1)    The letter of Voluntary Acquisition of Foreclosed  
28 Property;



- 1                   i.     If Davis Bacon wages are required to be paid, then HABILITAT  
2                             must hire a qualified professional firm or assign experienced staff  
3                             to review and monitor Davis-Bacon prevailing wage compliance  
4                             for all submissions of contractors certified payrolls to the  
5                             COUNTY.
- 6                   j.     HABILITAT must provide satisfactory evidence that it has secured  
7                             any and all permits and approvals which may be required for  
8                             rehabilitation of the Assisted Unit pursuant to the applicable rules  
9                             and regulations of the County, Cities where the properties are  
10                            located and any other governmental agency affected by such  
11                            construction of work.
- 12                  k.     HABILITAT shall provide a detailed Rehabilitation Plan and  
13                             timetable to complete the acquisition, rehabilitation and resale of  
14                             the Assisted Unit in accordance with the completion schedule  
15                             shown in **Exhibit A** including a detailed line item rehabilitation  
16                             cost budget per unit for review and approval by COUNTY.
- 17                  l.     HABILITAT provides duly executed documents and instruments  
18                             showing the ownership of the Assisted Units as specifically  
19                             identified in **Exhibit A**.

20                   COUNTY shall release final draw down of NSP funds for rehabilitation  
21                   applicable to an Assisted Unit following receipt of all of the following Closing Documents  
22                   from HABILITAT with respect to such Assisted Unit:

- 23                            1)     unconditional lien release from general contractor and any  
24                                     subcontractors;
- 25                            2)     recorded Notice of Completion;
- 26                            3)     if applicable, all remaining Davis Bacon documentation, if any,  
27                                     including, but not limited to, complete certified payrolls, Section  
28                                     3 certifications, fringe benefit forms, and certificates of

1 authorization and understanding;

2 4) final Contract and Subcontract Activity report, Minority Business  
3 Enterprise/Women Business Enterprise (MBE/WBE) report,  
4 HUD form 2516;

5 5) final development costs and project budget; and

6 6) final sources and uses of funds.

7 13. DISTRIBUTION OF FUNDS. The Disaster Recovery Grant Reporting  
8 (DRGR) system was developed by HUD's Office of Community Planning and Development  
9 and will be utilized for NSP. The DRGR system is a computerized system which manages,  
10 disburses, collects, and reports information on the use of NSP funds in the United States  
11 Treasury Account.

12 Any disbursement of funds is expressly conditioned upon the satisfaction  
13 of conditions set forth in **Section 12**. Subsequent to acquisition of each Assisted Unit,  
14 COUNTY shall pay HABITAT for rehabilitation costs on a "cost-as-incurred" basis for all  
15 NSP-eligible approved costs on a monthly basis. All disbursements of NSP funds for  
16 rehabilitation will be made within thirty (30) days after HABITAT has submitted its letter  
17 identifying payments made and requesting reimbursement.

18 The developer's fee will be disbursed according to the following schedule:  
19 fifty percent (50%) upon completion of rehabilitation of all Assisted Units and fifty percent  
20 (50%) upon sale of all Assisted Units. HABITAT shall comply with timely drawdown of funds  
21 by submitting monthly requests for reimbursement. COUNTY shall release final draw down of  
22 NSP funds following receipt of all of the items listed in **Section 12**.

23 14. TERMS OF AFFORDABILITY. The period of affordability for each  
24 Assisted Unit (the "Affordability Period") shall be fifteen (15) years from the initial transfer of  
25 title of such Assisted Unit to an individual Qualified Homebuyer.

26 15. DEVELOPER'S FEE AND REAL ESTATE SALE COMMISSIONS.  
27 The developer's fee plus all real estate commissions, including sales of the Assisted Units,  
28 cannot exceed 10% of total Project costs.

1           16.    REAL ESTATE BROKERAGE COMMISSION. In addition to Section  
2 37 herein, HABITAT agrees to defend and hold harmless the COUNTY, its Agencies,  
3 Districts, Special Districts and Departments, their respective directors, officers, Board of  
4 Supervisors, elected and appointed officials, employees, agents and representatives from any  
5 liability whatsoever, based or asserted upon any services of HABITAT, its officers, employees,  
6 subcontractors, agents or representatives arising out of or in any way relating to any  
7 commission from any broker or agent with respect to this Agreement which is payable by  
8 HABITAT. COUNTY and HABITAT acknowledge that Vicki Puterbaugh is a member of  
9 HABITAT's Board and has been employed by HABITAT to identify and assist the acquisition  
10 of the Assisted Units. Section 4.12.1 of HABITAT Bylaws (Revision 1, January 15, 2009)  
11 describes a transaction with the corporation in which a director of the corporation has a direct  
12 or indirect interest as a conflict of interest transaction. Section 4.12.2 of HABITAT Bylaws  
13 provides for the Board to approve in advance a conflict of interest transaction in good faith if  
14 they reasonably believe that the transaction is fair to the corporation. Accordingly,  
15 HABITAT's Board has duly considered Vicki Puterbaugh's role in this transaction and, on  
16 May 7, 2009, voted to adopt a motion approving her conflict of interest involvement.

17           17.    INSURANCE. Without limiting or diminishing HABITAT's obligation  
18 to indemnify or hold the COUNTY harmless, HABITAT shall procure and maintain or cause  
19 to be maintained, at its sole cost and expense, the following insurance coverage's during the  
20 Term of this Agreement.

21           a.    Worker's Compensation Insurance.

22                   If HABITAT has employees as defined by the State of California,  
23                   HABITAT shall maintain statutory Workers' Compensation  
24                   Insurance (Coverage A) as prescribed by the laws of the State of  
25                   California. Policy shall include Employers' Liability (Coverage  
26                   B) including Occupational Disease with limits not less than  
27                   \$1,000,000 per person per accident. The policy shall be endorsed  
28                   to waive subrogation in favor of the County of Riverside, and, if

1 applicable, to provide a Borrowed Servant/Alternate Employer  
2 Endorsement.

3 b. Commercial General Liability Insurance.

4 Commercial General Liability insurance coverage, including but  
5 not limited to, premises liability, contractual liability, products  
6 and completed operations liability, personal and advertising  
7 injury, and cross liability coverage, covering claims which may  
8 arise from or out of HABITAT'S performance of its obligations  
9 hereunder. Policy shall name the County of Riverside as  
10 additionally insured. Policy's limit of liability shall not be less  
11 than \$1,000,000 per occurrence combined single limit. If such  
12 insurance contains a general aggregate limit, it shall apply  
13 separately to this Agreement or be no less than two (2) times the  
14 occurrence limit.

15 c. Vehicle Liability Insurance.

16 If vehicles or mobile equipment are used in the performance of  
17 the obligations under this Agreement, then HABITAT shall  
18 maintain liability insurance for all owned, non-owned or hired  
19 vehicles so used in an amount not less than \$1,000,000 per  
20 occurrence combined single limit. If such insurance contains a  
21 general aggregate limit, it shall apply separately to this Agreement  
22 or be no less than two (2) times the occurrence limit. Policy shall  
23 name the County of Riverside as Additionally Insured.

24 d. General Insurance Provisions – All Lines.

25 1) Any insurance carrier providing insurance coverage  
26 hereunder shall be admitted to the State of California and have an  
27 A.M. BEST rating of not less than A: VIII (A:8) unless such  
28 requirements are waived, in writing, by the COUNTY Risk

1 Manager. If the COUNTY's Risk Manager waives a requirement  
2 for a particular insurer such waiver is only valid for that specific  
3 insurer and only for one policy term.

4 2) HABILAT'S insurance carrier(s) must declare its  
5 insurance self-insured retentions. If such self-insured retentions  
6 exceed \$500,000 per occurrence such retentions shall have the  
7 prior written consent of the COUNTY Risk Manager before the  
8 commencement of operations under this Agreement. Upon  
9 notification of self insured retention unacceptable to the  
10 COUNTY, and at the election of the COUNTY's Risk Manager,  
11 HABILAT'S carriers shall either; (a) reduce or eliminate such  
12 self-insured retention as respects this Agreement with the  
13 COUNTY, or (b) procure a bond which guarantees payment of  
14 losses and related investigations, claims administration, and  
15 defense costs and expenses.

16 3) HABILAT shall cause HABILAT's insurance carrier(s)  
17 to furnish the County of Riverside with either 1) a properly  
18 executed original Certificate(s) of Insurance and certified original  
19 copies of Endorsements effecting coverage as required herein, and  
20 2) if requested to do so orally or in writing by the COUNTY Risk  
21 Manager, provide original Certified copies of policies including  
22 all Endorsements and all attachments thereto, showing such  
23 insurance is in full force and effect. Further, said Certificate(s)  
24 and policies of insurance shall contain the covenant of the  
25 insurance carrier(s) that thirty (30) days written notice shall be  
26 given to the County of Riverside prior to any material  
27 modification, cancellation, expiration or reduction in coverage of  
28 such insurance. In the event of a material modification,

1 cancellation, expiration, or reduction in coverage, this Agreement  
2 shall terminate forthwith, unless the COUNTY receives, prior to  
3 such effective date, another properly executed original Certificate  
4 of Insurance and original copies of endorsements or certified  
5 original policies, including all endorsements and attachments  
6 thereto evidencing coverage's set forth herein and the insurance  
7 required herein is in full force and effect. HABITAT shall not  
8 commence operations until the COUNTY has been furnished  
9 original Certificate (s) of Insurance and certified original copies  
10 of endorsements and if requested, certified original policies of  
11 insurance including all endorsements and any and all other  
12 attachments as required in this Section. An individual authorized  
13 by the insurance carrier to do so, on its behalf, shall sign the  
14 original endorsements for each policy and the Certificate of  
15 Insurance.

16 4) It is understood and agreed to by the parties hereto that  
17 HABITAT's insurance shall be construed as primary insurance,  
18 and the COUNTY's insurance and/or deductibles and/or self-  
19 insured retention's or self-insured programs shall not be construed  
20 as contributory.

21 5) If, during the Term of this Agreement or any extension  
22 thereof, there is a material change in the scope of services; or,  
23 there is a material change in the equipment to be used in the  
24 performance of the scope of work which will add additional  
25 exposures (such as the use of aircraft, watercraft, cranes, etc.); or,  
26 the Term of this Agreement, including any extensions thereof,  
27 exceeds five (5) years the COUNTY reserves the right to adjust  
28 the types of insurance required under this Agreement and the

1 monetary limits of liability for the insurance coverage's currently  
2 required herein, if; in the COUNTY Risk Manager's reasonable  
3 judgment, the amount or type of insurance carried by HABITAT  
4 has become inadequate.

5 6) HABITAT shall pass down the insurance obligations  
6 contained herein to all tiers of subcontractors working under this  
7 Agreement.

8 7) The insurance requirements contained in this  
9 Agreement may be met with a program(s) of self-insurance  
10 acceptable to the COUNTY.

11 8) HABITAT agrees to notify COUNTY of any claim by a  
12 third party or any incident or event that may give rise to a claim  
13 arising from the performance of this Agreement.

14 18. FINANCIAL RECORDS. HABITAT shall establish and maintain  
15 financial, programmatic, statistical, and other supporting records of its operations and financial  
16 activities in accordance with 24 CFR Part 84 or 85 as applicable and Part 570 and OMB  
17 Circular Nos. A-102, revised, A-110, A-87, and A-122, as applicable and as they relate to the  
18 acceptance and use of federal funds under this Agreement. Records shall be open to inspection  
19 and audit by authorized representatives of the COUNTY, HUD, and the Comptroller General  
20 of the United States or any of their authorized representatives, at any time during normal  
21 business hours, as often as deemed necessary, to audit, examine, and make excerpts or  
22 transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by  
23 HABITAT within thirty (30) days after receipt by HABITAT. Failure of HABITAT to comply  
24 with the above audit requirements will constitute a violation of this contract and may result in  
25 the withholding of future payments. COUNTY, HUD, and the Comptroller General, or any of  
26 their representatives, have the right of access to any pertinent books, documents, papers, or  
27 other records of HABITAT, in order to make audits, examinations, excerpts, and transcripts.  
28 Said records shall be retained for such time as may be required by the regulations of the

1 Neighborhood Stabilization Program, but in no case for less than five (5) years after the Project  
2 completion date; except that records of individual tenant income verifications, project rents,  
3 and project inspections must be retained for the most recent five (5) year period, until five (5)  
4 years after the Affordability Period terminates. If any litigation, claim, negotiation, audit, or  
5 other action has been started before the expiration of the regular period specified, the records  
6 must be retained until completion of the action and resolution of all issues which arise from it,  
7 or until the end of the regular period, whichever is later.

8           19.    PROJECT MONITORING AND EVALUATION. Except as otherwise  
9 provided for in this Agreement, HABITAT shall maintain and submit records to the COUNTY  
10 within ten (10) business days of the COUNTY's request which clearly documents HABITAT's  
11 performance under each requirement of NSP. A list of document submissions and timeline are  
12 shown in **Exhibit A** and such list may be amended from time to time subject to HUD and  
13 COUNTY reporting requirements. Upon the date of transfer of title of such Assisted Unit to  
14 Qualified Homebuyer, HABITAT promises and agrees to utilize NSP Balance and continue to  
15 undertake and assist with the NSP-assisted activities, as identified in **Exhibit A**. Annual  
16 financial statements accounting for such NSP Balance shall be submitted within 60 days of the  
17 close of each quarter for COUNTY review and file.

18           20.    ACCESS TO PROJECT SITE. The COUNTY and HUD shall have the  
19 right to visit the Project site at all reasonable times, and upon completion of the Project upon  
20 reasonable written notice to HABITAT, to review the operation of the Project in accordance  
21 with this Agreement.

22           21.    COMPLIANCE WITH LAWS AND REGULATIONS. By executing this  
23 Agreement, HABITAT hereby certifies that it will adhere to and comply with all federal, state  
24 and local laws, regulations and ordinances. In particular, HABITAT shall comply with the  
25 following as they may be applicable to HABITAT of funds granted pursuant to the NSP  
26 Program:

- 27                   a.    NSP regulations as set forth under HERA, as it now exists and  
28                            may hereafter be amended, and Federal Register / Vol. 73, No.

1 194 / Monday, October 6, 2008 / Docket No. FR-5255-N-01,  
2 Notice of Allocations, Application Procedures, Regulatory  
3 Waivers Granted to and Alternative Requirements for Emergency  
4 Assistance for Redevelopment of Abandoned and Foreclosed  
5 Homes Grantees Under the Housing and Economic Recovery Act,  
6 2008.

7 b. CDBG statutory and regulatory provisions, including those at 24  
8 CFR Part 570 subpart A, C, D, J, K, and O, as appropriate, shall  
9 apply.

10 c. Other Federal requirements and non-discrimination. As set forth  
11 in 24 CFR Part 5, subpart A, HABITAT is required to include the  
12 following requirements: non-discrimination and equal  
13 opportunity; disclosure; debarred, suspended, or ineligible  
14 contractors; and drug-free workplace.

15 d. Environmental Review. Each Assisted Unit will be subject to  
16 environmental review prior to acquisition, demolition,  
17 rehabilitation or new construction. The environmental effects of  
18 each activity carried out with NSP funds must be assessed in  
19 accordance with the provisions of the National Environmental  
20 Policy Act of 1969 (NEPA) and related authorities listed at 24  
21 CFR Part 58. The Project is required to comply with Laws and  
22 Authorities of §58.5: Historic Preservation, Floodplain &  
23 Wetlands, Coastal Zone, Aquifers, Endangered Species, Rivers,  
24 Air, Farmlands, HUD Environmental Standards and  
25 Environmental Justice.

26 e. Displacement, Relocation, and Acquisition. Each Assisted Unit  
27 must be vacant for a minimum period of ninety (90) days prior to  
28 the Initial Offer. The Project is subject to relocation requirements

1 of Title II and the acquisition requirements of Title III of the  
2 Uniform Relocation Act (URA) and Real Property Acquisition  
3 Policies Act of 1970, and the implementing regulations at 24 CFR  
4 Part 42.

5 f. Prevailing Wages and Compliance with Davis-Bacon Act.

6 HABITAT shall comply with any applicable labor regulations and  
7 all other State and Federal Laws in connection with the  
8 construction of the improvements which comprise the Project,  
9 including if applicable, requirements relating to the Davis-Bacon  
10 Act (40 U.S.C. 276a--276a-5). HABITAT agrees and  
11 acknowledges that it is the responsibility of HABITAT to obtain a  
12 legal determination, at HABITAT's sole cost and expenses as to  
13 whether prevailing wages must be paid during the rehabilitation of  
14 the Project. HABITAT agrees to identify, defend, and hold  
15 COUNTY harmless from and against any and all liability arising  
16 out of and related to HABITAT's failure to comply with any and  
17 all applicable prevailing wage requirements.

18 g. Lead-based Paint. Housing assisted with NSP funds is subject to  
19 the lead-based paint regulations of 24 CFR Part 35, subparts A, B,  
20 J, K, and R, issued pursuant to the Lead-Based Paint Poisoning  
21 Prevention Act (42 U.S.C. 4821, et seq.).

22 h. Conflict of Interest. In the procurement of property and services  
23 by HABITAT, the conflict of interest provisions at §570.611 shall  
24 apply.

25 i. Section 3 of the Housing and Urban Development Act of 1968.

26 To the greatest extent feasible, opportunities for training and  
27 employment arising from NSP funds will be provided to low-  
28 income persons residing in the Target Area. To the greatest extent

1 feasible, contracts for work to be performed in connection with  
2 NSP funds will be awarded to business concerns that are located  
3 in or owned by persons residing in the Target Area. Contracts  
4 funded from Section 3 must abide by the Section 3 Clause  
5 prescribed at 24 CFR 135.38.

6 j. Compliance with anti-discrimination laws. Conformity with title  
7 VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair  
8 Housing Act (42 U.S.C. 3601-3619), and implementing  
9 regulations.

10 k. Affirmative marketing and minority outreach program. HABITAT  
11 must adopt affirmative marketing procedures and requirements.  
12 These should include:

- 13 1) Methods for informing the public, owners, and potential  
14 tenants about Federal fair housing laws and the affirmative  
15 marketing policy.
- 16 2) Requirements and practices that HABITAT must adhere to  
17 in order to carry out the affirmative marketing procedures  
18 and requirements.
- 19 3) Procedures to be used by HABITAT to inform and solicit  
20 applications from persons in the housing market areas that  
21 are not likely to apply without special outreach.
- 22 4) Records will be kept describing actions taken by  
23 HABITAT to affirmatively market units and to assess the  
24 results of these actions.
- 25 5) A description of how HABITAT will annually assess the  
26 success of affirmative marketing actions and what  
27 corrective actions will be taken where affirmative  
28 marketing requirements are not met.

1                   6)    HABITAT should prescribe procedures to establish and  
2                   oversee a minority outreach program to ensure the  
3                   inclusion, to the maximum extent possible, of minorities  
4                   and women, and entities owned by minorities and women,  
5                   including, without limitation, real estate firms,  
6                   construction firms, appraisal firms, management firms,  
7                   financial institutions, investment banking firms,  
8                   underwriters, accountants, and providers of legal services,  
9                   in all contracts entered into by HABITAT with such  
10                  persons or entities, public and private, in order to facilitate  
11                  the activities of the County to provide affordable housing  
12                  authorized under this Act or any other Federal housing  
13                  law. Affirmative steps to assure that minority business  
14                  enterprises and women business enterprises are used when  
15                  possible in the procurement of property and services are at  
16                  24 CFR 85.36(e).

17                7)    Anti-lobbying. HABITAT must comply with restrictions  
18                on lobbying required by 24 CFR Part 87.

19                l.    Model Energy Code published by the Council of American  
20                Building Officials.

21                m.   Consultant Activities. Pursuant to 24 CFR 570.200(d), no person  
22                providing consultant services in an employer-employee type of  
23                relationship shall receive more than a reasonable rate of  
24                compensation for personal services paid with CDBG funds.

25                n.   Uniform Administrative Requirements of 24 CFR Part 84 or 85 as  
26                applicable, Part 570 and OMB Circular Nos. A-102, revised, A-  
27                110 (implemented at 24 CFR Part 84), A-87, and A-122, as  
28                applicable and as they relate to the acceptance and use of federal

1 funds under this Agreement.

- 2 o. HABITAT shall include written agreements that include all  
3 provisions of this section if HABITAT provides NSP funds to for-  
4 profit owners or developers, non-profit owners or developers, sub-  
5 recipients, homeowners, homebuyers, tenants receiving tenant-  
6 based rental assistance, or contractors.

7 22. PURCHASE PRICE REQUIREMENT. Any purchase of a foreclosed  
8 home shall be at a discount from the CMAV taking into account its current condition. The  
9 purchase price of the home must be at least fifteen percent (15%) below the CMAV of the  
10 home (the "Discount"). Properties may be purchased in bulk, but the Discount applies to each  
11 property, and not an overall discount. The final offer meeting the Discount must be received by  
12 EDA within sixty (60) days of the completed EDA appraisal or the property will be denied. At  
13 COUNTY's discretion and within NSP regulations of the NSP1 Federal Register Bridge  
14 Notice, COUNTY may modify the percentage discount requirement below the CMAV.

15 23. INCOME TARGETING REQUIREMENTS. HABITAT shall resell each  
16 Assisted Unit limited to VLI households whose incomes are at or below fifty percent (50%) of  
17 the Area Median Income (AMI), adjusted by family size at the time of occupancy, for the  
18 County of Riverside.

19 24. RESALE REQUIREMENTS. HABITAT is required to sell each Assisted  
20 Unit to a Qualified Homebuyer and utilize NSP Balance for NSP-assisted activities, as  
21 provided in **Exhibit A**. The Selling Price of each Assisted Unit shall not exceed the lesser of  
22 (a) the fair market value or (b) the total costs to acquire, rehabilitate and dispose of each  
23 Assisted Unit pursuant to NSP. Upon transfer of title to the Qualified Homebuyer, the NSP  
24 Balance shall be converted to a grant.

25 25. QUALIFIED HOMEBUYER. HABITAT shall provide to EDA evidence  
26 to support the following listed information for EDA's review and approval:

- 27 a. Income Limits. In order for homebuyers to be eligible to  
28 purchase the rehabilitated homes, the homebuyer's annual income

1 must not exceed fifty percent (50%) of the AMI, as determined by  
2 HUD, adjusted for family size. The income and assets of all  
3 persons age eighteen (18) and older who will reside in the home  
4 must be included in the calculation to determine income  
5 eligibility.

6 b. Co-owners. Co-owners are only permitted if they will occupy the  
7 home as their principal residence and qualify as first time buyers.  
8 The income of all co-owners will be included in determining if  
9 the household qualifies as moderate income, as noted above. Co-  
10 signers are not permitted.

11 c. First-time homebuyer. In order to qualify as a first-time  
12 homebuyer, the homebuyer cannot have owned a home for the  
13 previous three years from the date the homebuyer enters into a  
14 purchase agreement. HABITAT shall cause the homebuyer to  
15 sign a sworn application attesting that they have not owned a  
16 home and tax returns from the last three (3) years will be  
17 reviewed to ascertain that no mortgage interest or real estate tax  
18 deductions have been claimed.

19 d. Principal Residence. Homebuyer must be the principal resident  
20 during the Affordability Period.

21 e. Occupancy Standard. All homebuyers must meet the occupancy  
22 standard as defined in the Housing Quality Act under 982.401 that  
23 states, "The dwelling unit must have at least one bedroom or  
24 living/sleeping room for each two persons." Children of opposite  
25 sex, other than very young children, may not be required to  
26 occupy the same bedroom or living/sleeping room.

27 f. Homebuyer Education. Each homebuyer must receive a certificate  
28 of completion evidencing at least eight (8) hours of homebuyer

1 counseling from a HUD-approved housing counseling agency  
2 before obtaining a mortgage loan.

- 3 g. Long Term Affordability. NSP assisted units must meet the  
4 affordability requirements for fifteen (15) years after transfer of  
5 title to Qualified Homebuyer. Affordability requirements apply  
6 regardless of the term of any loan, mortgage or the transfer of  
7 ownership. Affordability requirements are imposed by deed  
8 restrictions, but may terminate upon foreclosure or transfer in lieu  
9 of foreclosure.

10 26. FEDERAL REQUIREMENTS. HABITAT shall comply with the  
11 provisions of NSP and any amendments thereto and all applicable federal regulations and  
12 guidelines now or hereafter enacted.

13 27. INDEPENDENT CONTRACTOR. HABITAT and its agents, servants  
14 and employees shall act at all times in an independent capacity during the Term of this  
15 Agreement, and shall not act as, shall not be, nor shall they in any manner be construed to be  
16 agents, officers, or employees of COUNTY.

17 28. PERFORMANCE REQUIREMENTS. HABITAT must complete the  
18 following activities within the time specified:

- 19 a. Acquisition of the Assisted Units within four (4) months from the  
20 Effective Date;  
21 b. Rehabilitation of the Assisted Units within seven (7) months from  
22 the Effective Date; and  
23 c. Sale of the Assisted Units within ten (10) months from the  
24 Effective Date.

25 29. NONDISCRIMINATION. HABITAT shall abide by 24 CFR 570.602  
26 which requires that no person in the United States shall on the grounds of race, color, national  
27 origin, religion, or sex be excluded from participation in, be denied the benefits of, or be  
28 subjected to discrimination under any program or activity receiving Federal financial assistance

1 including NSP. Under the Act, Section 109 directs that the prohibitions against discrimination  
2 on the basis of age under the Age Discrimination Act and the prohibitions against  
3 discrimination on the basis of disability under Section 504 shall apply to programs or activities  
4 receiving Federal financial assistance under Title I programs. The policies and procedures  
5 necessary to ensure enforcement of section 109 are codified in 24 CFR Part 6.

6 30. PROHIBITION AGAINST CONFLICTS OF INTEREST:

7 a. HABITAT and its assigns, employees, agents, consultants,  
8 officers and elected and appointed officials shall become familiar with and shall comply with  
9 the conflict of interest provisions in OMB Circular A-110, 24 CFR 85.36, 24 CFR 84.42, 24  
10 CFR 570.611 and Policy Manual #A-11, attached hereto as **Exhibit F** which is attached hereto  
11 and by this reference incorporated herein.

12 b. HABITAT understands and agrees that no waiver or exception  
13 can be granted to the prohibition against conflict of interest except upon written approval of  
14 HUD pursuant to 24 CFR 92.356(d). Any request by HABITAT for an exception shall first be  
15 reviewed by COUNTY to determine whether such request is appropriate for submission to  
16 HUD.

17 c. Prior to any funding under this Agreement, HABITAT shall  
18 provide COUNTY with a list of all employees, agents, consultants, officers and elected and  
19 appointed officials who are in a position to participate in a decision-making process, exercise  
20 any functions or responsibilities, or gain inside information with respect to the NSP activities  
21 funded under this Agreement. HABITAT shall also promptly disclose to COUNTY any  
22 potential conflict, including even the appearance of conflict that may arise with respect to the  
23 NSP activities funded under this Agreement.

24 d. Any violation of this section shall be deemed a material breach of  
25 this Agreement, and the Agreement shall be immediately terminated by the COUNTY.

26 31. EVENTS OF DEFAULT. The occurrence of any of the following events  
27 shall constitute an "Event of Default" under this Agreement:

28 a. Monetary Default. (1) HABITAT's failure to pay when due any

1 sums payable under the Note or any advances made by the COUNTY under this Agreement;  
2 (2) HABITAT's or any agent of HABITAT's use of NSP funds for costs inconsistent with  
3 terms and restrictions set forth in this Agreement; (3) HABITAT's failure to obtain and  
4 maintain the insurance coverage required under this Agreement; (4) HABITAT's or any agent  
5 of HABITAT's failure to make any other payment of any assessment or tax due under this  
6 Agreement;

7           b.     Non-Monetary Default - Operation. (1) Discrimination by  
8 HABITAT or HABITAT's agent on the basis of characteristics prohibited by this Agreement or  
9 applicable law; (2) the imposition of any encumbrances or liens on the Project without the  
10 COUNTY's prior written approval that are prohibited under this Agreement or that have the  
11 effect of reducing the priority or invalidating the NSP Deed of Trust; (3) any material adverse  
12 change in the condition of HABITAT or the Project or permanent financing or funding for the  
13 Project that gives the COUNTY reasonable cause to believe that the Project cannot be operated  
14 according to the terms of this Agreement;

15           c.     General Performance of Loan Obligations. Any substantial or  
16 continuous or repeated breach by HABITAT or HABITAT's agents of any material obligations  
17 on HABITAT imposed in the NSP Agreement;

18           d.     General Performance of Other Obligations. Any substantial or  
19 continuous or repeated breach by HABITAT or HABITAT's agents of any material obligations  
20 on the Project imposed by any other agreement with respect to the financing, development, or  
21 operation of the Project; whether or not the COUNTY is a party to such agreement; but only  
22 following any applicable notice and cure periods with respect to any such obligation;

23           e.     Representations and Warranties. A determination by the  
24 COUNTY that any of HABITAT's representations or warranties made in this Agreement, any  
25 statements made to the COUNTY by HABITAT, or any certificates, documents, or schedules  
26 supplied to the COUNTY by HABITAT were untrue in any material respect when made, or  
27 that HABITAT concealed or failed to disclose a material fact from the COUNTY.

28           f.     Damage to Project. In the event that the Project is materially

1 damaged or destroyed by fire or other casualty, and HABILAT receives an award or insurance  
2 proceeds for the repair or reconstruction of the Project, and HABILAT does not use such  
3 award or proceeds to repair or reconstruct the Project.

4 g. Bankruptcy, Dissolution and Insolvency. HABILAT (1) filing for  
5 bankruptcy, dissolution, or reorganization, or failure to obtain a full dismissal of any such  
6 involuntary filing brought by another party before the earlier of final relief or thirty (30) days  
7 after such filing; (2) making a general assignment for the benefit of creditors; (3) applying for  
8 the appointment of a receiver, trustee, custodian, or liquidator, or failure to obtain a full  
9 dismissal of any such involuntary application brought by another party before the earlier of  
10 final relief or forty-five (45) days after such filing; (4) insolvency; or (5) failure, inability or  
11 admission in writing of its inability to pay its debts as they become due.

12 32. NOTICE OF DEFAULT AND OPPORTUNITY TO CURE. For  
13 monetary and non-monetary Events of Default, the COUNTY shall give written notice to  
14 HABILAT of any Event of Default by specifying: (a) the nature of the Event of Default or the  
15 deficiency giving rise to the default, (b) the action required to cure the deficiency, if an action  
16 to cure is possible, and (c) a date, which shall not be more than thirty (30) calendar days from  
17 the mailing of the notice, by which such action to cure must be taken. The COUNTY agrees  
18 that HABILAT shall have the right to cure any and all defaults under this Agreement.

19 33. COUNTY REMEDIES. Upon the happening of an Event of Default and a  
20 failure by HABILAT to cure said default within the time specified in the notice of default (if an  
21 action to cure is specified in said notice), the COUNTY's obligation to disburse NSP funds  
22 shall terminate, and the COUNTY may also in addition to other rights and remedies permitted  
23 by this Agreement or applicable law, proceed with any or all of the following remedies in any  
24 order or combination the COUNTY may choose in its sole discretion:

25 a. Terminate this Agreement, in which event the entire amount as  
26 well as any other monies advanced to HABILAT by the  
27 COUNTY under this Agreement including administrative costs,  
28 shall immediately become due and payable at the option of the

1 COUNTY.

2 b. Bring an action in equitable relief (1) seeking the specific  
3 performance by HABITAT of the terms and conditions of this  
4 Agreement, and/or (2) enjoining, abating, or preventing any  
5 violation of said terms and conditions, and/or (3) seeking  
6 declaratory relief.

7 c. Accelerate the NSP Loan, and demand immediate full payment of  
8 the principal payment outstanding and all accrued interest under  
9 the Note, as well as any other monies advanced to HABITAT by  
10 the COUNTY under this Agreement.

11 d. Pursue any other remedy allowed at law or in equity.

12 34. HABITAT'S REMEDIES. Upon the fault or failure of the COUNTY to  
13 meet any of its obligations under this Agreement, HABITAT may:

14 a. Demand payment from the COUNTY of any sums due HABITAT;  
15 and/or

16 b. Bring an action in equitable relief seeking the specific performance  
17 by the COUNTY of the terms and conditions of this Agreement;  
18 and/or

19 c. Pursue any other remedy allowed at law or in equity.

20 35. HABITAT'S WARRANTIES. HABITAT represents and warrants (1)  
21 that it has access to professional advice and support to the extent necessary to enable  
22 HABITAT to fully comply with the terms of this Agreement, and to otherwise carry out the  
23 Project, (2) that it is duly organized, validly existing and in good standing under the laws of the  
24 State of California, (3) that it has the full power and authority to undertake the Project and to  
25 execute this Agreement, (4) that the persons executing and delivering this Agreement are  
26 authorized to execute and deliver such documents on behalf of HABITAT and (5) that neither  
27 HABITAT nor any of its principals is presently debarred, suspended, proposed for debarment,  
28 declared ineligible, or voluntarily excluded from participation in connection with the

1 transaction contemplated by this Agreement.

2 36. HABITAT'S CERTIFICATION. HABITAT certifies, to the best of its  
3 knowledge and belief, that:

4 a. No federally appropriated funds have been paid or will be paid, by  
5 or on behalf of the undersigned, to any person for influencing or  
6 attempting to influence an officer or employee of any agency, a  
7 member of Congress, an officer or employee of Congress, or an  
8 employee of a member of Congress in connection with the  
9 awarding of any federal contract, the making of any federal grant,  
10 the making of any federal loan, the entering into of any cooperative  
11 agreement, and the extension, continuation, review, amendment, or  
12 modification of any federal contract, grant, loan, or cooperative  
13 agreement.

14 b. If any funds other than federally appropriated funds have been paid  
15 or will be paid to any person for influencing or attempting to  
16 influence an officer or employee of any agency, a member of  
17 Congress, an officer or employee of Congress, or an employee of a  
18 member of Congress in connection with this federal contract,  
19 grant, loan, or cooperative agreement, the undersigned shall  
20 complete and submit Standard Form-LLL, "Disclosure Form to  
21 Report Lobbying," in accordance with its instructions.

22 c. The undersigned shall require that the language of this certification  
23 be included in the award documents for all sub-awards at all tiers  
24 (including subcontracts, sub-grants, and contracts under grants,  
25 loans, and cooperative agreements) and that HABITAT shall  
26 certify and disclose accordingly. This certification is a material  
27 representation of fact upon which reliance was placed when this  
28 transaction was made or entered into.

1           37.   HOLD HARMLESS AND INDEMNIFICATION. HABILITAT shall  
2 indemnify and hold harmless the COUNTY, its Agencies, Districts, Special Districts and  
3 Departments, their respective directors, officers, Board of Supervisors, elected and appointed  
4 officials, employees, agents and representatives from any liability whatsoever, based or asserted  
5 upon any services of HABILITAT, its officers, employees, subcontractors, agents or  
6 representatives arising out of or in any way relating to this Agreement, including but not limited  
7 to property damage, bodily injury, or death or any other element of any kind or nature  
8 whatsoever arising from the performance of HABILITAT, its officers, agents, employees,  
9 subcontractors, agents or representatives from this Agreement. HABILITAT shall defend, at its  
10 sole expense, all costs and fees including, but not limited, to attorney fees, cost of investigation,  
11 defense and settlements or awards, the County of Riverside, its Agencies, Districts, Special  
12 Districts and Departments, their respective directors, officers, Board of Supervisors, elected and  
13 appointed officials, employees, agents and representatives in any claim or action based upon  
14 such alleged acts or omissions.

15           With respect to any action or claim subject to indemnification herein by HABILITAT,  
16 HABILITAT shall, at its sole cost, have the right to use counsel of its own choice and shall have  
17 the right to adjust, settle, or compromise any such action or claim without the prior consent of  
18 COUNTY; provided, however, that any such adjustment, settlement or compromise in no  
19 manner whatsoever limits or circumscribes HABILITAT'S indemnification to COUNTY as set  
20 forth herein.

21           HABILITAT'S obligation hereunder shall be satisfied when HABILITAT has provided to  
22 COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action  
23 or claim involved.

24           The specified insurance limits required in this Agreement shall in no way limit or  
25 circumscribe HABILITAT'S obligations to indemnify and hold harmless the COUNTY herein  
26 from third party claims.

27           In the event there is conflict between this clause and California Civil Code Section 2782,  
28 this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not

1 relieve HABITAT from indemnifying the COUNTY to the fullest extent allowed by law.

2 38. TERMINATION.

3 a. HABITAT. HABITAT may terminate this Agreement consistent  
4 with the Act, the regulations implementing the Act, and 24 CFR  
5 85.44.

6 b. COUNTY. Notwithstanding the above provision hereof, COUNTY  
7 may suspend or terminate this Agreement upon written notice to  
8 HABITAT of the action being taken and the reason for such  
9 action:

10 (a) In the event HABITAT fails to perform the covenants  
11 herein contained at such times and in such manner as  
12 provided in this Agreement after the applicable notice and  
13 cure provision hereof; or

14 (b) In the event there is a conflict with any federal, state or  
15 local law, ordinance, regulation or rule rendering any of the  
16 provisions of this Agreement invalid or untenable; or

17 (c) In the event the funding from HUD, as referred to in  
18 **Section 1**, is terminated or otherwise becomes unavailable.

19 c. This Agreement may be terminated or funding suspended in whole  
20 or in part for cause in accordance with 24 CFR 85.43. Cause shall  
21 be based on the failure of HABITAT to materially comply with  
22 either the terms or conditions of this Agreement after the  
23 applicable notice and cure provision hereof. Upon suspension of  
24 funding, HABITAT agrees not to incur any costs related thereto, or  
25 connected with, any area of conflict from which the COUNTY has  
26 determined that suspension of funds is necessary. The award may  
27 be terminated for convenience in accordance with 24 CFR 85.44.

28 d. Upon expiration of this Agreement, HABITAT shall transfer to the

1 COUNTY any unexpended NSP funds in its possession at the time  
2 of expiration of the Agreement as well as any accounts receivable  
3 held by HABITAT which are attributable to the use of NSP funds  
4 awarded pursuant to this Agreement.

5 39. AFFORDABILITY RESTRICTIONS. The COUNTY and HABITAT  
6 hereby declare their express intent that the restrictions set forth in this Agreement for each  
7 Assisted Unit of the Project shall be affordable for a period of fifteen (15) years from the  
8 transfer of title to Qualified Homebuyer, and shall bind all successors in title to the Assisted  
9 Unit until the expiration of this Agreement. Each and every contract, deed or other instrument  
10 hereafter executed covering and conveying the Assisted Unit or any portion thereof shall be  
11 held conclusively to have been executed, delivered and accepted subject to such restrictions,  
12 regardless whether such restrictions are set forth in such contract, deed or other instrument.

13 40. MECHANICS LIENS AND STOP NOTICES. If any claim of mechanics  
14 lien is filed against the Project or a stop notice affecting the NSP Loan is served on the  
15 COUNTY, HABITAT must, within twenty (20) days of such filing or service, either pay and  
16 fully discharge the lien or stop notice, obtain a release of the lien or stop notice by delivering to  
17 the COUNTY a surety bond in sufficient form and amount, or provide the COUNTY with  
18 other assurance reasonably satisfactory to COUNTY that the lien or stop notice will be paid or  
19 discharged.

20 41. ENTIRE AGREEMENT. It is expressly agreed that this Agreement  
21 embodies the entire agreement of the parties in relation to the subject matter hereof, and that no  
22 other agreement or understanding, verbal or otherwise, relative to this subject matter, exists  
23 between the parties at the time of execution.

24 42. AUTHORITY TO EXECUTE. The persons executing this Agreement or  
25 exhibits attached hereto on behalf of the parties to this Agreement hereby warrant and  
26 represent that they have the authority to execute this Agreement and warrant and represent that  
27 they have the authority to bind the respective parties to this Agreement to the performance of  
28 its obligations hereunder.

1           43.    WAIVER. Failure by a party to insist upon the strict performance of any  
2 of the provisions of this Agreement by the other party, or the failure by a party to exercise its  
3 rights upon the default of the other party, shall not constitute a waiver of such party's rights to  
4 insist and demand strict compliance by the other party with the terms of this Agreement  
5 thereafter.

6           44.    INTERPRETATION AND GOVERNING LAW. This Agreement and  
7 any dispute arising hereunder shall be governed by and interpreted in accordance with the laws  
8 of the State of California. This Agreement shall be construed as a whole according to its fair  
9 language and common meaning to achieve the objectives and purposes of the parties hereto,  
10 and the rule of construction to the effect that ambiguities are to be resolved against the drafting  
11 party shall not be employed in interpreting this Agreement, all parties having been represented  
12 by counsel in the negotiation and preparation hereof.

13           45.    JURISDICTION AND VENUE. Any action at law or in equity arising  
14 under this Agreement or brought by a party hereto for the purpose of enforcing, construing or  
15 determining the validity of any provision of this Agreement shall be filed in the consolidated  
16 Courts of Riverside County, State of California, and the parties hereto waive all provisions of  
17 law providing for the filing, removal or change of venue to any other court or jurisdiction.

18           46.    SEVERABILITY. Each paragraph and provision of this Agreement is  
19 severable from each other provision, and if any provision or part thereof is declared invalid, the  
20 remaining provisions shall nevertheless remain in full force and effect.

21           47.    MINISTERIAL ACTS. The COUNTY's Assistant County Executive  
22 Officer/EDA or designee(s) are authorized to take such ministerial actions as may be necessary  
23 or appropriate to implement the terms, provisions, and conditions of this Agreement as it may  
24 be amended from time to time by both parties.

25           48.    MODIFICATION OF AGREEMENT. The COUNTY or HABITAT may  
26 consider it in its best interest to change, modify or extend a term or condition of this  
27 Agreement. Any such change, extension or modification, which is mutually agreed upon by the  
28 COUNTY and HABITAT shall be incorporated in written amendments to this Agreement.

1 Such amendments shall not invalidate this Agreement, nor relieve or release the COUNTY or  
2 HABITAT from any obligations under this Agreement, except for those parts thereby  
3 amended. No amendment to this Agreement shall be effective and binding upon the parties,  
4 unless it expressly makes reference to this Agreement, is in writing and is signed and  
5 acknowledged by duly authorized representatives of all parties.

6 49. ASSIGNMENT. HABITAT will not make any sale, assignment,  
7 conveyance, or lease of any trust or power, or transfer in any other form with respect to this  
8 Agreement or the Project.

9 50. EXHIBITS AND ATTACHMENTS. Each of the attachments and  
10 exhibits attached hereto is incorporated herein by this reference.

11 51. MEDIA RELEASES. HABITAT agrees to allow COUNTY to coordinate  
12 all media releases regarding the Project, with prior approval of HABITAT. Any publicity  
13 generated by HABITAT for the Project must make reference to the contribution of COUNTY  
14 in making the Project possible. COUNTY's name shall be prominently displayed in all pieces  
15 of publicity generated by HABITAT, including flyers, press releases, posters, signs, brochures,  
16 and public service announcements. HABITAT agrees to cooperate with COUNTY in any  
17 COUNTY-generated publicity or promotional activities with respect to the Project.

18 52. NOTICES. All notices, requests, demands and other communication  
19 required or desired to be served by either party upon the other shall be addressed to the  
20 respective parties as set forth below or the such other addresses as from time to time shall be  
21 designated by the respective parties and shall be sufficient if sent by U.S. first class, certified  
22 mail, postage prepaid, or express delivery service with a receipt showing the date of delivery.

23	<u>COUNTY</u>	<u>HABITAT</u>
24	Director of Housing Development	Board President
25	Riverside County	Habitat for Humanity Inland Valley, Inc.
26	Economic Development Agency	41615 Winchester Rd., Suite 214
27	1325 Spruce Street, Suite 400	Temecula, CA 92591
28	Riverside, CA 92507	

53. COUNTERPARTS. This Agreement may be signed by the different  
parties hereto in counterparts, each of which shall be an original but all of which together shall

1 constitute one and the same agreement.

2           54.    EFFECTIVE DATE. The effective date of this Agreement is the date the  
3 parties execute the Agreement. If the parties execute the Agreement on more than one date,  
4 then the last date the Agreement is executed by a party shall be the effective date.

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1 IN WITNESS WHEREOF, the COUNTY and HABITAT have executed this Agreement as of  
2 the date first above written.

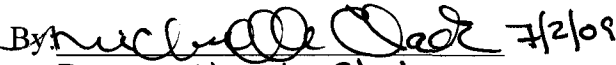
3  
4 COUNTY OF RIVERSIDE

HABITAT FOR HUMANITY INLAND VALLEY, INC.  
a California nonprofit benefit corporation

5  
6  
7 By: \_\_\_\_\_  
8 JEFF STONE  
9 Chairman, Board of Supervisors

By: \_\_\_\_\_  
TAMMY MARINE  
Executive Director

10  
11 APPROVED AS TO FORM:  
12 PAMELA J. WALLS  
13 County Counsel

14 By:  7/2/09  
15 Deputy Michele Clark

16  
17 ATTEST:  
18 KECIA HARPER-IHEM  
19 Clerk of the Board

20 By: \_\_\_\_\_  
21 Deputy

22  
23  
24 **(All signatures on this page need to be notarized)**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

STATE OF CALIFORNIA }

COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Place Notary Seal Above

Signature of Notary Public

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

STATE OF CALIFORNIA }

COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Place Notary Seal Above

Signature of Notary Public

# Exhibit A

**HABITAT:** Habitat for Humanity Inland Valley, Inc.

**Address:** 41615 Winchester Rd., Suite 214, Temecula, CA 92591

**Project Title:** NSP-1 Habitat for Humanity Inland Valley

## **Project Description:**

The HABITAT will utilize \$1,717,000 in NSP funds for acquisition, rehabilitation and resale of approximately 10 vacant, foreclosed and bank-owned single-family homes to very low-income (VLI) first-time homebuyers within Target Areas, as shown hereof, in the cities of Perris, Lake Elsinore, and Temecula.

NSP Assisted Units will be sold to qualified VLI first-time homebuyers whose incomes do not exceed 50% of the area median income for the County. Qualified Homebuyers must not have owned a home within the past 3 years and are required to attend an eight (8) hour home buyer counseling session certified by the United States Department of Housing and Urban Development (HUD).

The HABITAT will utilize NSP funds for acquisition, rehabilitation and disposal costs of properties for the Project. NSP Assisted Units shall be affordable for a period of at least 15 years from the initial transfer of title to qualified first-time homebuyers. HABITAT will be the primary lender to provide the Qualified Homebuyer a minimum 30-year fixed rate mortgage loan to purchase the home.

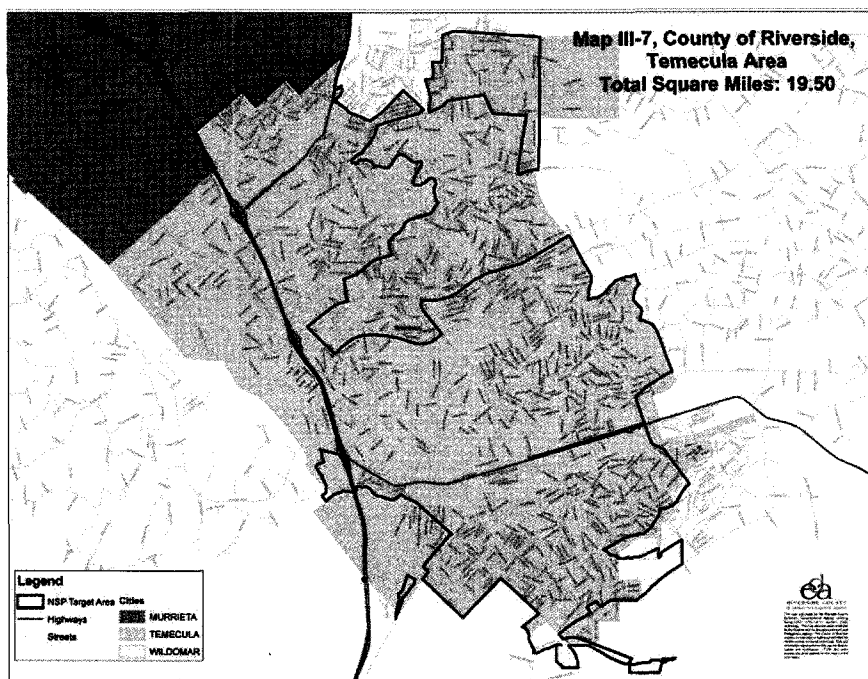
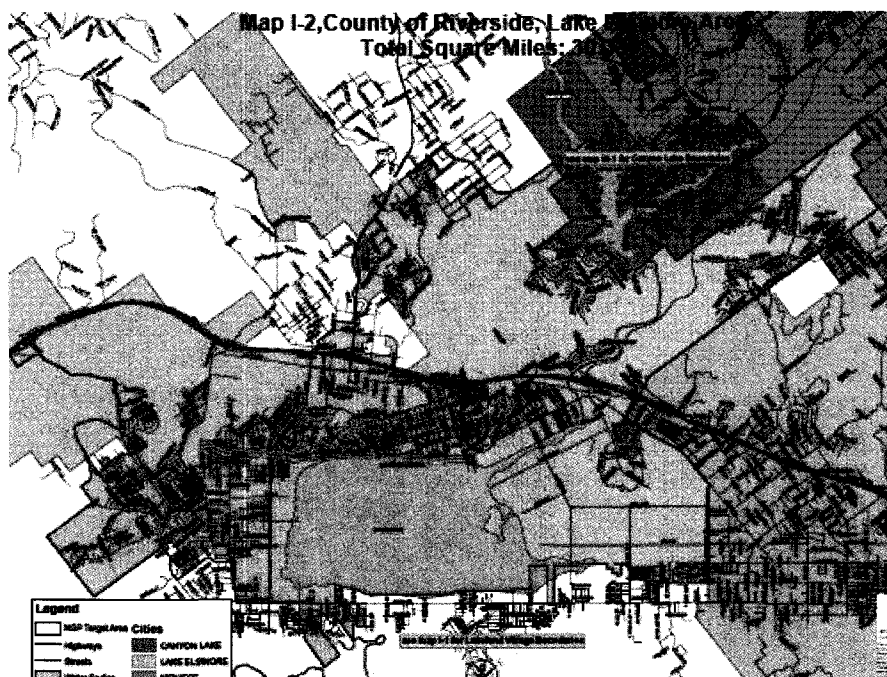
## **Eligible Properties (“Assisted Units”)**

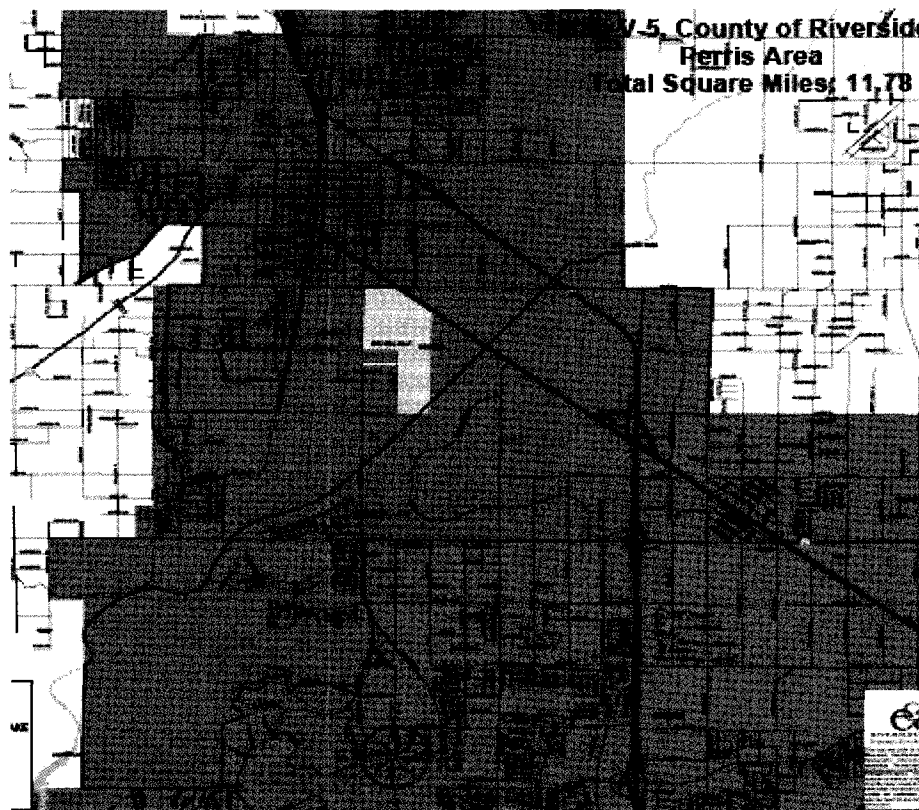
Any single-family home, condominium or town home that meets all of the following minimum criteria:

1. The home must be foreclosed or abandoned and bank-owned.
2. The home must be currently vacant for a period of at least 90 days prior to the Initial Notice and Offer form (Exhibit D).
3. The home must be permanently fixed to a permanent foundation.
4. The home must be built after 1978. Homes constructed after January 1, 2000 are preferred. Older dwellings are eligible if they are suitable for renovation and if rehabilitation costs are reasonable. However, all properties must be constructed post-1978 and must not be listed on, or eligible for listing on, the National Register of Historic Places.
5. The home must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and comply with Laws and Authorities of §58.5: Historic Preservation, Floodplain & Wetlands, Coastal Zone, Aquifers, Endangered Species, Rivers, Air, Farmlands, HUD Environmental Standards and Environmental Justice.
6. Single-Family homes with in-ground pools or spas are eligible for acquisition.

## Target Areas

Assisted Units must reside inside areas of greatest need within the designated Target Areas of the County of Riverside as defined in the County's 2008-2009 One Year Action Plan. Not all areas inside the city boundary are Target Areas. The Assisted Units for this Project must lie within the Target Areas of the cities of Lake Elsinore, Temecula, and Perris. The boundaries are shown in red below.





**Maximum Purchase Price**

The maximum purchase price shall not exceed the actual 95 percent of the area median sales price, or the FHA 203(b) limit, whichever is lower, as updated and published regularly by HUD.

**Resale Price Limitation**

The Selling Price of each Assisted Unit shall not exceed the lesser of (a) the fair market value or (b) the total costs to acquire, rehabilitate and dispose of each Assisted Unit pursuant to NSP.

## Appraisals

1. All foreclosed homes participating in this program must meet or exceed the minimum fifteen percent (15%) discount below the **Current Market Appraised Value (CMAV)**. The CMAV is the value of a foreclosed upon home that is established through an appraisal made in conformity with appraisal requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and its implementing regulations at 49 CFR 24.103 and completed within sixty (60) days prior to a final offer made for the property. At COUNTY's discretion and within NSP regulations of the NSP1 Federal Register Bridge Notice, COUNTY may modify the percentage discount requirement below the CMAV.
2. EDA will pay for appraisal costs as follows:
  - a) If the property's purchase price does not meet the minimum fifteen percent (15%) discount below the Current Market Appraised Value, then EDA will only pay up to \$1,500 per property, a maximum \$15,000 per Applicant, of which will be paid by EDA. Beyond that amount, HABITAT must pay for the cost of subsequent appraisals.
  - b) If the property's purchase price does meet or exceed the minimum fifteen percent (15%) discount below the Current Market Appraised Value, then the cost of appraisal will be paid from the closing costs budget for the project.
3. Initial Notice and Offer. Upon receipt of a completed and signed Initial Notice and Offer form for each property in consideration, as provided in **Exhibit D**, EDA will conduct an appraisal of the property through an independent fee contract appraiser ("Appraiser"). The Appraiser contracted by EDA will be State licensed or certified in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). The initial purchase price, identified in the Initial Notice and Offer form, will be considered as the Initial Offer. Bulk purchases must identify purchase prices for each property.
4. Final Notice and Offer. The final purchase price must be at least fifteen percent (15%) below the CMAV. Properties may be purchased in bulk, but the minimum fifteen percent (15%) discount applies to each property, and not an overall discount.
  - a) If the Initial Offer does meet or exceed the minimum fifteen percent (15%) discount, then the Seller and HABITAT ("Buyer") will be required to submit a Final Notice and Offer form, as provided in **Exhibit D**, and the Initial Offer will be considered as the Final Offer. The Final Notice and Offer form must be received and dated within sixty (60) days of the completed EDA appraisal report. Failure to submit this in a timely manner will result in denial of the property.
  - b) If the Initial Offer does not meet the minimum fifteen percent (15%) discount below CMAV, then the Buyer will be required to re-negotiate to meet the minimum fifteen percent (15%) discount. If the Seller and Buyer could not reach an amicable agreement for the purchase price of the property, then the property by the Buyer will be denied and the cost of the appraisal will be paid for by EDA.

**Project Sources and Uses of Funds:**

Sources:

Habitat Donations	\$ 25,000
Homebuyer Sweat Equity	\$ 7,200
County of Riverside NSP Loan 12 months @ 0%	\$ 1,717,000
<b>Total Sources</b>	<b>\$ 1,749,200</b>

Uses:

	<b>Total Project Costs</b>	<b>NSP</b>	<b>Habitat</b>
<b>Acquisition</b>	<b>1,316,395</b>	<b>1,316,395</b>	<b>0</b>
<b>Rehabilitation</b>	<b>170,000</b>	<b>170,000</b>	<b>0</b>
<b>Appraisals</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
<b>Building Permits &amp; Engr fees</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>
<b>Title and Recording</b>	<b>6,400</b>	<b>6,400</b>	<b>0</b>
<b>Interim Maintenance</b>	<b>9,200</b>	<b>9,200</b>	<b>0</b>
<b>Insurance and Inspection</b>	<b>5,550</b>	<b>5,550</b>	<b>0</b>
<b>Marketing</b>	<b>22,837</b>	<b>22,837</b>	<b>0</b>
<b>Escrow</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>
<b>Inspections</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>
<b>Donated Labor</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>
<b>Partner Family Sweat Equity</b>	<b>7,200</b>	<b>0</b>	<b>7,200</b>
<b>Contingency</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b>Sub-total</b>	<b>1,590,182</b>	<b>1,557,982</b>	<b>32,200</b>
<b>Broker Fees</b>	<b>78,984</b>	<b>78,984</b>	<b>0</b>
<b>Developer Fee</b>	<b>80,034</b>	<b>80,034</b>	<b>0</b>
<b>TOTAL PROJECT COSTS</b>	<b>1,749,200</b>	<b>1,717,000</b>	<b>32,200</b>

**IMPLEMENTATION SCHEDULE**

<b>Milestone</b>	<b>Completion Date</b>
1. NSP Loan Agreement executed	July 16, 2009
2. Acquisition of Assisted Units completed*	November 16, 2009 (4 <sup>th</sup> month)
3. Rehabilitation Plan and revised budget	November 15, 2009
4. Marketing Plan Status and Outreach	December 16, 2009
5. Rehabilitation of Assisted Units complete*	February 16, 2010 (7 <sup>th</sup> month)
6. Transfer of title to Qualified Homebuyer*	May 16, 2010 (10 <sup>th</sup> month)
7. Submission of Closing Documents	June 16, 2010

\* Section 28 – Performance Requirements

**DOCUMENT SUBMISSION SCHEDULE**

<b>Documents</b>	<b>Due Date</b>
1. NSP Activities Reporting and Project Photos	Monthly, due by the 5 <sup>th</sup> of each month
2. Liability and Certificate of Workers' Compensation Insurance for HABITAT and General Contractor	HABITAT – At the execution of this Agreement. GC – Before start of construction. Copies of Certificates must be filed and up-to-date throughout the course of the Project with the COUNTY additionally insured.
3. Minority & Women Business Enterprise Report – HUD form 2516, and Section 3 Reporting	Semi-Annually–Sept 30th & March 31 <sup>st</sup> Completion of Project
4. Notice of Completion	End of Construction
5. Certificate of Occupancy	End of Construction
6. Conditional/Unconditional Release for Final from GC, and if applicable, Sub-contractors	Close of Rehabilitation
7. Rehabilitation Completion Report	Close of Rehabilitation
8. Final Development Cost - Sources and Uses	Close of Rehabilitation
9. Qualified Homebuyer Selection Policy	Marketing Stage
10. Flyers, Community Contacts, Outreach, Press Releases, Grand Opening info	Marketing Stage
11. Updated Preliminary Title Report showing Transfer of title to Qualified Homebuyer	Close of Escrow

# **EXHIBIT B**

Deed of Trust  
(Sample)

EXEMPT RECORDING FEE CODE 6103  
RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

Riverside County  
Economic Development Agency  
1325 Spruce St., Suite 400  
Riverside, CA 92507  
ATTN: Mervyn Manalo

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### DEED OF TRUST WITH ASSIGNMENT OF RENTS

This DEED OF TRUST is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2009. The grantor is HABITAT FOR HUMANITY INLAND VALLEY, INC., a California nonprofit benefit corporation ("Borrower" or "HABITAT"), and whose address is 41615 Winchester Rd., Suite 214, Temecula, CA 92591. The trustee is RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY ("Trustee"). The lender is the COUNTY OF RIVERSIDE ("COUNTY" or "Lender"), a public agency, organized and existing under the laws of the State of California, and whose address is 1325 Spruce St. Suite 400, Riverside, CA 92507.

Pursuant to the terms of the NSP Loan Agreement, dated \_\_\_\_\_, Borrower owes Lender the sum of \_\_\_\_\_ Dollars (U.S. \$ \_\_\_\_\_) (the "NSP Loan") for acquisition, rehabilitation and disposition of the "Assisted Unit" as legally described in **Exhibit B-1** which is attached hereto and by this reference incorporated herein. This debt is evidenced by Borrower's Note dated \_\_\_\_\_ ("Note"). Capitalized terms not defined herein shall have the meaning ascribed to them in the NSP Loan Agreement.

**The Note shall provide the following:**

*The NSP Loan will accrue interest at a rate of zero percent (0%) per annum. The NSP Loan shall be due and payable by an Event of Default by Borrower which has not been cured as provided for in the NSP Loan Agreement. Notwithstanding the above, it is intended that the full amount of the NSP Loan for the Assisted Unit will be reduced by the following:*

- (a) Development Subsidy. *The Development Subsidy is the amount of the NSP Loan minus the "Selling Price" of the Assisted Unit which is limited to the lesser of (i) the fair market value or (ii) the total costs to acquire, rehabilitate and dispose of the Assisted Unit; and*
- (b) Closing Costs. *Closing Costs for the sale of the Assisted Unit to Qualified Homebuyer.*

*The NSP Loan less the Development Subsidy and Closing Costs for such Assisted Unit ("NSP Balance") shall be converted to a grant upon the transfer of title of such Assisted Unit to Qualified Homebuyer.*

*At the time of the sale of such Assisted Unit to Qualified Homebuyer, COUNTY shall cause to be delivered to HABITAT a reconveyance of the Deed of Trust from such Assisted Unit and a termination of the NSP Loan as a lien on such Assisted Unit, which termination does not affect the Affordability Period for each Assisted Unit.*

*Upon the date of transfer of title of such Assisted Unit to Qualified Homebuyer, HABITAT promises and agrees to utilize NSP Balance and continue to undertake and assist with the NSP-assisted activities, as provided in the NSP Loan.*

*HABITAT will be the primary lender to provide the Qualified Homebuyer a minimum 30-year fixed rate mortgage loan to purchase the home.*

*Upon sale of the Assisted Unit prior to the expiration of the Affordability Period, HABITAT will utilize money from the sale towards NSP-assisted activities, as provided in **Exhibit A**.*

*Annual financial statements providing for the status of the NSP Balance shall be submitted within 60 days of July 1st for COUNTY review.*

The NSP Loan is evidenced by the Note and secured by this Deed of Trust ("Security Instrument"). The Security Instrument secures to Lender: (a) the repayment of the debt evidenced by the Note, with interest as provided in the Note, and all renewals, extensions and modifications of the Note; (b) the payment of all other sums, with interest as provided in the Note, advanced under paragraph 8 to protect the security of this Security Instrument; and (c) the performance of Borrower's covenants and agreements under this Security Instrument and the Note. For this purpose, Borrower irrevocably grants and conveys to Trustee, in trust, with power of sale, all of Borrower's right, title and interest in and to the Assisted Unit located in Riverside County, California, which is further described as:

LEGAL DESCRIPTION: See **Exhibit B-1**.

TOGETHER WITH all the improvements now or hereafter erected on the property, and all easements, appurtenances, and fixtures now or hereafter a part of the property. All replacements and additions shall also be covered by this Security Instrument. All of the foregoing is referred to in this Security Instrument as the "Property".

BORROWER COVENANTS that the Borrower is lawfully seized of the estate hereby conveyed and has the right to grant and convey its fee and leasehold interest in the Property, as applicable, and the Property is unencumbered. Borrower warrants and will defend generally the title to the Property against all claims and demands, subject to such encumbrances of record.

THIS SECURITY INSTRUMENT combines uniform covenants for national use and non-uniform covenants with limited variations by jurisdiction to constitute a uniform security instrument covering real property.

UNIFORM COVENANTS Borrower and Lender covenant and agree as follows:

1. **Payment of Principal; Late Charges.** Borrower shall promptly pay when due the principal of on the debt evidenced by the Note and any late charges due under the Note.
2. **Taxes and Insurance.** Borrower shall pay at least ten (10) days before delinquency all taxes and assessments affecting said property, including assessments on appurtenant water stock; when due, all encumbrances, charges and liens, with interest, on said

property or any part thereof, which appear to be prior or superior hereto; all costs, fees and expenses of this Trust.

- a. Should Borrower fail to make any payment or to do any act herein provided, then Lender or Trustee, but without obligation so to do and upon written notice to or demand upon Borrower and without releasing Borrower from any obligation hereof, may make or do the same in such manner and to such extent as either may deem necessary to protect the security hereof, Lender or Trustee being authorized to enter upon said property for such purposes; appear in and defend any action or proceeding purporting to affect the security hereof or the rights or powers of Lender or Trustee; pay, purchase, contest or compromise any encumbrance, charge, or lien which in the judgment of either appears to be prior or superior hereto; and, in exercising any such powers, pay necessary expenses, employ counsel and pay his or her reasonable fees.

**3 Application of Payments.** Unless applicable law provides otherwise, all payments received by Lender under paragraphs 1 and 2 shall be applied: first, to amounts payable under paragraph 2; second, to interest due; third, to principal due; and last, to any late charges due under the Note.

**4 Prior Deeds of Trust; Charge; Liens.** The Borrower shall perform all of the Borrower's obligations under this Deed of Trust, including Borrower's covenants to make payments when due, subject to applicable cure periods. Borrower shall pay all taxes, assessments, charges, fines and impositions attributable to the Property which may attain priority over this Security Instrument, and leasehold payments or ground rents, if any, subject to applicable cure periods. Borrower shall pay these obligations in the manner provided in paragraph 2, or if not paid in that manner, Borrower shall pay them on time directly to the person owed payment. Borrower shall promptly furnish to Lender all notices of amounts to be paid under this paragraph. If Borrower makes these payments directly, Borrower shall promptly furnish to Lender receipts evidencing the payments.

- a) Except for the liens permitted by the Lender, Borrower shall promptly discharge any other lien which shall have attained priority over this Security Instrument unless Borrower: (1) agrees in writing to the payment of the obligation secured by the lien in a manner acceptable to Lender; (2) contests in good faith the lien by, or defends against enforcement of the lien in, legal proceedings which in the Lender's opinion operate to prevent the enforcement of the lien; (3) bond around the lien; or (4) secures from the holder of the lien an agreement satisfactory to Lender subordinating the lien to this Security Instrument. If Lender determines that any part of the Property is subject to a lien which may attain priority over this Security Instrument, Lender may give Borrower a notice identifying the lien. Borrower shall satisfy such lien or take one or more of the actions set forth above within thirty (30) days of the giving of notice.

- 5. Subordination.** This Deed of Trust shall be recorded in first position. This Deed of Trust shall remain in a superior position over any other trust deed that may be issued to secure additional public and/or private financing for the Project. The Lender hereby agrees to execute any and all documents necessary to effectuate such subordination concerning this loan, construction and permanent loans, and any future refinancing upon Borrower's request. Borrower shall request Lender approval of any additional subordination and Lender consent shall not be unreasonably withheld.
- 6. Hazard or Property Insurance.** Borrower shall keep the improvements now existing or hereafter erected on the Property insured against loss of fire, hazards included within the term "extended coverage" and any other hazards, including floods or flooding, for which Lender requires insurance. This insurance shall be maintained in the amounts and for the periods as required in the NSP Loan Agreement. The insurance carrier providing the insurance shall be chosen by Borrower subject to Lender's approval which shall not be unreasonably withheld. If Borrower fails to maintain coverage described above, Lender may, at Lender's option, obtain coverage to protect Lender's rights in the Property in accordance with paragraph 8.
- a) All insurance policies and renewals shall be acceptable to Lender and shall include a standard mortgagee clause. All requirements hereof pertaining to insurance shall be deemed satisfied if the Borrower complies with the insurance requirements under the Senior Deeds of Trust. All original policies of insurance required pursuant to the Senior Deeds of Trust shall be held by the Senior Lien Holders; provided, however, Lender may be named as a loss payee as its interest may appear and may be named as an additional insured. Borrower shall promptly give to Lender certificates of insurance showing the coverage is in full force and effect and that Lender is named as additional insured. In the event of loss, Borrower shall give prompt notice to the insurance carrier, the Senior Lien Holders and Lender. Lender may make proof of loss if not made promptly by the Senior Lien Holders or the Borrower.
  - b) Unless Lender and Borrower otherwise agree in writing, and subject to the terms of the Senior Deeds of Trust, insurance proceeds shall be applied to restoration or repair of the Property damaged, provided Borrower determines that such restoration or repair is economically feasible and there is no default continuing beyond the expiration of all applicable cure periods. If Borrower determines that such restoration or repair is not economically feasible or if a default exists after expiration of all applicable cure periods, the insurance proceeds shall be applied to the sums secured by this Deed of Trust, with the excess, if any, paid to Borrower. If the Property is abandoned by Borrower, or if Borrower fails to respond to Lender within 30 days from the date notice is mailed by Lender to Borrower that the insurance carrier offers to settle a claim for insurance benefits, Lender is authorized to collect and apply the insurance proceeds at Lender's option either to restoration or repair of the Property or to the sums secured by this Deed of Trust.

- c) Unless Lender and Borrower otherwise agree in writing, any application of proceeds to principal shall not extend or postpone the due date of Note. If under paragraph 23 the Property is acquired by Lender, Borrower's right to any insurance policies and proceeds resulting from damage to the Property prior to the acquisition shall pass to Lender to the extent of the sums secured by this Security Instrument immediately prior to the acquisition.
- d) Notwithstanding the above, the Lender's rights to collect and apply the insurance proceeds hereunder shall be subject and subordinate to the rights of the Senior Lien Holders to collect and apply such proceeds in accordance with the Senior Deeds Trust.

**7. Preservation, Maintenance and Protection of the Property; Borrower's Loan Application; Leaseholds.** Borrower shall not destroy, damage or impair the Property, allow the Property to deteriorate, or commit waste on the Property. Borrower shall be in default if any forfeiture action or proceeding, whether civil or criminal, is begun that in Lender's good faith judgment could result in forfeiture of the Property or otherwise materially impair the lien created by this Security Instrument or Lender's security interest. Borrower may cure such a default and reinstate, as provided in paragraph 19, by causing the action or proceeding to be dismissed with a ruling that, in Lender's good faith determination, precludes forfeiture of the Borrower's interest in the Property or other material impairment of the lien created by this Security Instrument or Lender's security interest. Borrower shall also be in default if Borrower, during the loan application process, gave materially false or inaccurate information or statements to Lender (or failed to provide Lender with any material information) in connection with the loan evidenced by the Note, including, but not limited to representations concerning Borrower's use of Property for affordable housing. If this Security Instrument is on a leasehold, Borrower shall comply with all provisions of the lease. If Borrower acquires fee title to the Property, the leasehold and the fee title shall not merge unless Lender agrees to the merger in writing.

- a) The Borrower acknowledges that this Property is subject to certain use and occupancy restrictions (which may be further evidenced by a separate agreement recorded in the land records where the Property is located), limiting the Property's use to very low-income households earning no more than fifty percent (50%) of the median income within Riverside County. The use and occupancy restrictions may limit the Borrower's ability to sell the Property. The violation of any use and occupancy restrictions may, if not prohibited by federal law, entitle the Lender to the remedies provided in Section 23 hereof.

**8. Protection of Lender's Rights in the Property.** If Borrower fails to perform the covenants and agreements contained in this Security Instrument, or there is a legal proceeding that may significantly affect Lender's rights in the Property (such as a proceeding in bankruptcy, probate, for condemnation or forfeiture or to enforce laws or regulations), then, subject to any applicable grace periods or cure periods, Lender may do

and pay for whatever is necessary to protect the value of the Property and Lender's rights in the Property. Lender's actions may include paying any sums secured by a lien which has priority over this Security Instrument (including sums secured by the Senior Deeds of Trust), appearing in court, paying reasonable attorneys' fees and entering on the Property to make repairs. Although Lender may take action under this paragraph 8, Lender does not have to do so.

- a. Any amounts disbursed by Lender under this paragraph 8 shall become additional debt of Borrower secured by this Security Instrument. Unless Borrower and Lender agree to other terms of payment, these amounts shall bear interest from the date of disbursement at the Note rate and shall be payable, with interest, upon notice from Lender to Borrower requesting payment.
- b. Prior to taking any actions under this Section 8, however, Lender shall notify the Senior Lien Holder of such default in the manner provided in Section 23 of this Security Instrument, and shall provide the Senior Lien Holder with the opportunity to cure any such default under this Security Instrument. All amounts advanced by a Senior Lien Holder to cure a default hereunder shall be deemed advanced by such Senior Lien Holder and shall be secured by the applicable Senior Deed of Trust. In addition, the Lender agrees that it will not commence foreclosure proceedings or accept a deed in lieu of foreclosure, or exercise any other rights or remedies hereunder until it has given the Senior Lien Holders at least 60 days' prior written notice. Any action by Lender hereunder to foreclose or accept a deed in lieu of foreclosure shall be subject to the "due on sale" provisions of the Senior Deeds of Trust.
- c. Lender and Borrower further agree that a default hereunder shall constitute a default under the Senior Deed of Trust. In the event of a default hereunder, the Senior Lien Holder shall have the right to exercise all rights and remedies under the Senior Deed of Trust.

**9. Mortgage Insurance.** (Not used)

**10. Inspection.** Lender or its agent may make reasonable entries upon and inspections of the Property. Lender shall give Borrower notice at the time of or prior to an inspection specifying reasonable cause for the inspection.

**11. Condemnation.** The proceeds of any award or claim for damages, direct or consequential, in connection with any condemnation or other taking of any part of the Property, or for conveyance in lieu of condemnation, are hereby assigned and shall be paid to Lender, subject to the terms of the Senior Deeds of Trust.

- a. In the event of a total taking of the Property, the proceeds shall be applied to the sums secured by this Security Instrument, whether or not then due, with any excess paid to Borrower. In the event of a partial taking of the Property in

which the fair market value of the Property immediately before the taking is equal to or greater than the amount of the sums secured by this Security Instrument immediately before the taking, unless Borrower and Lender otherwise agree in writing, the sums secured by this Security Instrument shall be reduced by the amount of the proceeds multiplied by the following fraction: (a) the total amount of the sums secured immediately before the taking, divided by (b) the fair market value of the Property immediately before the taking. Any balance shall be paid to Borrower. In the event of a partial taking of the Property in which the fair market value of the Property immediately before the taking is less than the amount of the sums secured immediately before the taking, unless Borrower and Lender otherwise agree in writing or unless applicable law otherwise provides, the proceeds shall be applied to the sums secured by this Security Instrument whether or not the sums are then due. Notwithstanding the foregoing, so long as the value of Lender's lien is not impaired, any condemnation proceeds may be used by Borrower for repair and/or restoration of the project.

- b. If the Property is abandoned by Borrower, or if, after notice by Lender to Borrower that the condemnor offers to make an award or settle a claim for damages, Borrower fails to respond to Lender within 30 days after the date the notice is given, Lender is authorized to collect and apply the proceeds, at its option, either to restoration or repair of the Property or to the sums secured by this Security Instrument, whether or not then due.
- c. Unless Lender and Borrower otherwise agree in writing, any application of proceeds to principal shall not extend or postpone the due date of the monthly payments referred to in paragraphs 1 and 2 or change the amount of such payments.

**12. Borrower Not Released; Forbearance By Lender Not a Waiver.** Except in connection with any successor in interest approved by lender, extension of the time for payment or modification of amortization of the sums secured by this Security Instrument granted by Lender to any successor in interest of Borrower shall not operate to release the liability of the original Borrower or Borrower's successors in interest. Lender shall not be required to commence proceedings against any successor in interest or refuse to extend time for payment or otherwise modify amortization of the sums secured by this Security Instrument by reason of any demand made by the original Borrower or Borrower's successors in interest. Any forbearance by Lender in exercising any right or remedy shall not be a waiver of or preclude the exercise of any right or remedy.

**13. Successors and Assigns Bound; Joint and Several Liability.** The covenants and agreements of this Security Instrument shall bind and benefit the successors and assigns of Lender and Borrower, subject to the provisions of paragraph 18. Borrower's covenants and agreements shall be joint and several.

- 14. Loan Charges.** If the loan secured by this Security Instrument is subject to a law which sets maximum loan charges, and that law is finally interpreted so that the interest or other loan charges collected or to be collected in connection with the loan exceed the permitted limits, then: (a) any such loan charge shall be reduced by the amount necessary to reduce the charge to the permitted limit; and (b) any sums already collected from Borrower which exceeded permitted limits will be promptly refunded to Borrower. Lender may choose to make this refund by reducing the principal owed under the Note or by making a direct payment to Borrower. If a refund reduces principal, the reduction will be treated as a partial prepayment without any prepayment charge under the Note.
- 15. Notices.** Any notice to Borrower provided for in this Security Instrument shall be given by delivering it or by mailing it by first class mail unless applicable law requires use of another method. The notice shall be directed to the Borrower's mailing address stated herein or any other address Borrower designates by notice to Lender. Any notice to Lender shall be given by first class mail to Lender's address stated herein or any other address Lender designates by notice to Borrower. Any notice required to be given to a Senior Lien Holder shall be given by first class mail to any Senior Lien Holder at such address Senior Lien Holder designates by notice to the Borrower. Any notice provided for in this Security Instrument shall be deemed to have been given to Borrower or Lender when given as provided in this paragraph.
- 16. Governing Law; Severability.** This Security Instrument shall be governed by state law and the law of the jurisdiction in which the Property is located. In the event that any provision or clause of this Security Instrument or the Note conflicts with applicable law, such conflict shall not affect other provisions of this Security Instrument or the Note which can be given effect without the conflicting provision. To this end the provisions of this Security Instrument and the Note are declared to be severable.
- 17. Borrower's Copy.** Borrower shall be given one conformed copy of the Note and of this Security Instrument.
- 18. Transfer of the Property or a Beneficial Interest in Borrower.** Except for a conveyance to the trustee(s) under the Senior Deeds of Trust and the sale of Assisted Units in the Project, if all or any part of the Property or any interest in it is sold or transferred (or if a beneficial interest in Borrower is sold or transferred and Borrower is not a natural person) without Lender's prior written consent (including a transfer of all or any part of the Property to any person who, at initial occupancy of the Property, does not use the Property for "low income housing" within the meaning of California Community Redevelopment Law) Lender may, at its option, require immediate payment in full of all sums secured by this Security Instrument. However, this option shall not be exercised by Lender if exercise is prohibited by federal law as of the date of this Security Instrument. Nothing in this Security Instrument shall be deemed to require Lender's approval of a transfer of limited partnership interests in the Borrower.
- a. If Lender exercises the foregoing option, Lender shall give Borrower and the Senior Lien Holder prior written notice of acceleration. The notice shall

provide a period of not less than 30 days from the date the notice is delivered or mailed within which Borrower must pay all sums secured by this Security Instrument. If Borrower fails to pay these sums prior to the expiration of this period, Lender may invoke any remedies permitted by this Security Instrument without further notice or demand on Borrower.

- b. Notwithstanding Lender's right to invoke any remedies hereunder, as provided in Section 8 above, Lender agrees that it will not commence foreclosure proceedings or accept a deed in lieu of foreclosure, or exercise any other rights or remedies hereunder until it has given the Senior Lien Holders at least 60 days' prior written notice. The Borrower's limited partners shall have the same right to cure as Senior Lien Holders.
- c. The Borrower and the Lender agree that whenever the Note or this Security Instrument gives the Lender the right to approve or consent with respect to any matter affecting the Property (or the construction of any improvements thereon) or otherwise (including the exercise of any "due on sale" clause), and a right of approval or consent with regard to the same matter is also granted to the Senior Lien Holders pursuant to the Senior Deeds of Trust, the Senior Lien Holders' approval or consent or failure to approve or consent, as the case may be, shall be binding on the Borrower and the Lender.

**19. Borrower's Right to Reinstate.** If Borrower meets certain conditions, Borrower shall have the right to have enforcement of this Security Instrument discontinued at any time prior to the earlier of: (a) 5 days (or such other period as applicable law may specify for reinstatement) before sale of the Property pursuant to any power of sale contained in this Security Instrument; or (b) entry of a judgment enforcing this Security Instrument. Those conditions are that Borrower: (a) pays Lender all sums which then would be due under this Security Instrument and the Note as if no acceleration had occurred; (b) cures any default of any other covenants or agreements; (c) pays all expenses incurred in enforcing this Security Instrument, including, but not limited to, reasonable attorneys' fees; and (d) takes such action as Lender may reasonably require to assure that the lien of this Security Instrument, Lender's rights in the Property and Borrower's obligation to pay the sums secured by this Security Instrument shall continue unchanged. Upon reinstatement by Borrower, this Security Instrument and the obligations secured hereby shall remain fully effective as if no acceleration had occurred. However, this right to reinstate shall not apply in the case of acceleration under paragraph 18.

**20. Sale of Note; Change of Loan Servicer.** The Note or a partial interest in the Note (together with this Security Instrument) may be sold one or more times without prior notice to Borrower. A sale may result in a change in the entity (known as the "Loan Servicer") that collects monthly payments due under the Note and this Security Instrument. There also may be one or more changes of the Loan Servicer unrelated to a sale of the Note. If there is a change of the Loan Servicer, Borrower will be given written notice of the change in accordance with paragraph 15 above and applicable law. The notice will state the name and address of the new Loan Servicer and the address to which

payments should be made. The notice will also contain any other information required by applicable law.

**21. No Assignment.** Until the loans secured by the Senior Deeds of Trust have been satisfied in full, the Lender and the Borrower agree that the Note and the Security Instrument will not be assigned without the Senior Lien Holders' prior written consent.

**22. Hazardous Substances.** Borrower shall not cause or permit the presence, use, disposal, storage, or release of any Hazardous Substances on or in the Property. Borrower shall not do, nor allow anyone else to do, anything affecting the Property that is in violation of any Environmental Law. The preceding two sentences shall not apply to the presence, use, or storage on the Property of small quantities of Hazardous Substances that are generally recognized to be appropriate to normal residential uses, construction, and to maintenance of the Property.

a. Borrower shall promptly given Lender written notice of any investigation, claim, demand, lawsuit or other action by any governmental or regulatory agency or private party involving the Property and any Hazardous Substance or Environmental Law of which Borrower has actual knowledge. If Borrower learns, or is notified in writing by any governmental or regulatory authority, that any removal or other remediation of any Hazardous Substance affecting the Property is necessary, Borrower shall promptly take all necessary remedial actions in accordance with Environmental Law. Prior to taking any such remedial action, however, the Borrower shall notify the Senior Lien Holders that such remedial action is necessary and shall obtain the Senior Lien Holders' prior written consent for such remedial action.

b. As used in this paragraph 22, "Hazardous Substances" are those substances defined as toxic or hazardous substances by Environmental Law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. As used in this paragraph 22, "Environmental Law" means federal laws and laws of the jurisdiction where the Property is located that relate to health, safety or environmental protection.

NON-UNIFORM COVENANTS. Borrower and Lender further covenant and agree as follows:

**23. Acceleration; Remedies.** Lender shall give notice to Borrower, Borrower's investment limited partner (the "Investment Limited Partner") and the Senior Lien Holders prior to acceleration following Borrower's breach of any covenant or agreement in this Security Instrument. The notice shall specify: (a) the default; (b) the action required to cure the default; (c) a date, not less than 30 days from the date the notice is given to Borrower and the Investment Limited Partner (and with respect to a Senior Lien Holder, 60 days from the date the notice is given to such Senior Lien Holder), by which the default must be cured; and (d) that failure to cure the default on or before the date specified in the notice

may result in acceleration of the sums secured by this Security Instrument and sale of the Property. The notice shall further inform Borrower of the right to reinstate after acceleration and the right to bring a court action to assert the non-existence of a default or any other defense of Borrower to acceleration and sale. If the default is not cured by the Borrower on or before the date specified in the notice, and the Senior Lien Holders or the Investment Limited Partner have not exercised their right to cure the default, then Lender at its option may require immediate payment in full of all sums secured by this Security Instrument without further demand and may invoke the power of sale and any other remedies permitted by applicable law. Notwithstanding Lender's right to invoke any remedies hereunder, as provided in Section 8 above, the Lender agrees that it will not commence foreclosure proceedings or accept a deed in lieu of foreclosure, or exercise any other rights or remedies hereunder until it has given the Senior Lien Holders, the Special Limited Partner and the Investment Limited Partner at least 60 days' prior written notice. Lender shall be entitled to collect all expenses incurred in pursuing the remedies provided in this paragraph 23, including, but not limited to, reasonable attorneys' fees and costs of title evidence.

- a. If Lender invokes the power of sale, Lender or Trustee shall mail copies of a notice of sale in the manner prescribed by applicable law to Borrower, the Investment Limited Partner, the Senior Lien Holders and to the other persons prescribed by applicable law. Trustee shall give notice of sale by public advertisement for the time and in the manner prescribed by applicable law. Trustee, without demand on Borrower, shall sell the Property at public auction to the highest bidder for cash at the time and place and under the terms designated in the notice of sale in one or more parcels and in any order Trustee determines. Trustee may postpone sale of all or any parcel of the Property to any later time on the same date by public announcement at the time and place of any previously scheduled sale. Lender or its designee may purchase the Property at any sale.
- b. Trustee shall deliver to the purchaser Trustee's deed conveying the Property without any covenant or warranty, expressed or implied. The recitals in the Trustee's deed shall be prima facie evidence of the truth of the statements made therein. Trustee shall apply the proceeds of the sale in the following order: (a) to all expenses of the sale, including, but not limited to, reasonable Trustee's and attorneys' fees; (b) to all sums secured by this Security Instrument; and (c) any excess to the person or persons legally entitled to it.

**24. Release.** Upon payment of all sums secured by this Security Instrument, Lender shall release this Security Instrument without charge to Borrower. Borrower shall pay any recordation costs.

**25. Substitute Trustee.** Lender, at its option, may from time to time remove Trustee and appoint a successor trustee to any Trustee appointed hereunder by an instrument recorded in the county in which this Security Instrument is recorded. Without conveyance of the

Property, the successor trustee shall succeed to all the title, power and duties conferred upon Trustee herein and by applicable law.

**26. Modification of Senior Deeds of Trust Loan Documents.** The Lender consents to any agreement or arrangement in which a Senior Lien Holder waives, postpones, extends, reduces or modifies any provisions of the applicable Senior Deed of Trust loan documents, including any provisions requiring the payment of money.

**27. Not Used.**

**28. General Partner Change.** The withdrawal, removal, and/or replacement of a general partner of the Borrower pursuant to the terms of the Partnership Agreement of Borrower (as the same may be amended from time to time) shall not constitute a default under any of the Loan Documents, and any such actions shall not accelerate the maturity of the Loan, provided that any required substitute general partner is reasonably acceptable to Lender and is selected with reasonable promptness. Any proposed General Partner replacement shall have the qualifications and financial responsibility as reasonably determined by the Lender necessary and adequate to fulfill the obligations undertaken in the NSP Loan, as amended.

(SIGNATURES ON NEXT PAGE)

**BY SIGNING BELOW, the Borrower and the Lender accept and agree to the terms and covenants contained in this Deed of Trust.**

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

BORROWER:

HABITAT FOR HUMANITY INLAND VALLEY, INC.

By: \_\_\_\_\_  
TAMMY MARINE  
Executive Director

(SIGNATURES CONTINUE ON NEXT PAGE)


**ALL SIGNATURES MUST BE NOTARIZED**

LENDER:

COUNTY OF RIVERSIDE

By: \_\_\_\_\_  
ROBERT FIELD  
Assistant County Executive Officer/EDA

APPROVED AS TO FORM:  
PAMELA J. WALLS  
County Counsel

  
Deputy Michelle Clark 7/2/09

**ALL SIGNATURES MUST BE NOTARIZED**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

STATE OF CALIFORNIA }

COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Place Notary Seal Above

Signature of Notary Public

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

STATE OF CALIFORNIA }

COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Place Notary Seal Above

Signature of Notary Public

REQUEST FOR RECONVEYANCE

TO TRUSTEE:

The undersigned is the holder of the Note or Notes secured by this Security Instrument (Deed of Trust). Said Promissory Note or Notes, together with all other indebtedness secured by this Security Instrument (Deed of Trust), have been paid in full. You are hereby directed to cancel said Promissory Note or Notes and this Security Instrument (Deed of Trust), which are delivered hereby, and to reconvey, without warranty, all the estate now held by you under this Deed of Trust to the person or persons legally entitled thereto.

Dated: \_\_\_\_\_

# **EXHIBIT C**

## **Promissory Note (Sample)**

**PROMISSORY NOTE**

\$ \_\_\_\_\_ **Riverside, CA**

In installments as hereafter stated, for value received, HABITAT FOR HUMANITY INLAND VALLEY, INC., a California nonprofit benefit corporation ("Borrower" or "HABITAT") promises to pay the COUNTY OF RIVERSIDE, a political subdivision of the State of California ("COUNTY"), or order, at 1325 Spruce Street, Suite 400, Riverside, CA 92507, the sum of \_\_\_\_\_ Dollars (U.S. \$ \_\_\_\_\_) (the "NSP Loan"), at the rate of zero percent (0%) per annum, pursuant to the terms of the NSP Loan Agreement, dated \_\_\_\_\_, for acquisition, rehabilitation and disposition of the "Assisted Unit" at \_\_\_\_\_. Capitalized terms not defined herein shall have the meaning ascribed to them in the NSP Loan Agreement.

**This Promissory Note shall provide the following:**

*The NSP Loan will accrue interest at a rate of zero percent (0%) per annum. The NSP Loan shall be due and payable by an Event of Default by Borrower which has not been cured as provided for in the NSP Loan Agreement. Notwithstanding the above, it is intended that the full amount of the NSP Loan for the Assisted Unit will be reduced by the following:*

- (c) Development Subsidy. The Development Subsidy is the amount of the NSP Loan minus the "Selling Price" of the Assisted Unit which is limited to the lesser of (i) the fair market value or (ii) the total costs to acquire, rehabilitate and dispose of the Assisted Unit; and*
- (d) Closing Costs. Closing Costs for the sale of the Assisted Unit to Qualified Homebuyer.*

*The NSP Loan less the Development Subsidy and Closing Costs for such Assisted Unit ("NSP Balance") shall be converted to a grant upon the transfer of title of such Assisted Unit to Qualified Homebuyer.*

*At the time of the sale of such Assisted Unit to Qualified Homebuyer, COUNTY shall cause to be delivered to HABITAT a reconveyance of the Deed of Trust from such Assisted Unit and a termination of the NSP Loan as a lien on such Assisted Unit, which termination does not affect the Affordability Period for each Assisted Unit.*

*Upon the date of transfer of title of such Assisted Unit to Qualified Homebuyer, HABITAT promises and agrees to utilize NSP Balance and continue to undertake and assist with the NSP-assisted activities, as provided in the NSP Loan.*

*HABITAT will be the primary lender to provide the Qualified Homebuyer a minimum 30-year fixed rate mortgage loan to purchase the home.*

*Upon sale of the Assisted Unit prior to the expiration of the Affordability Period, HABITAT will utilize money from the sale towards NSP-assisted activities, as provided in **Exhibit A**.*

*Annual financial statements providing for the status of the NSP Balance shall be submitted within 60 days of July 1st for COUNTY review.*

*Pursuant to the NSP Loan Agreement, the NSP Loan Agreement shall become effective upon the Effective Date and shall continue in full force and effect with respect to each Assisted Unit for a period of twelve (12) months, and the NSP Loan shall be forgiven on the date of the initial transfer of title of such Assisted Unit to Qualified Homebuyer.*

In any action commenced to enforce the obligation of the Borrower to pay principal and interest under the Note, the obligations hereunder shall be non-recourse to the Borrower and the judgment shall not be enforceable personally against the Borrower, Borrower's partners, or the Borrower's assets, and the recourse of the County for the collection of such amounts shall be limited to actions against the Assisted Unit described in the Deed of Trust executed by the Borrower to secure the Note and the rents, profits, issues, products, and income from the Assisted Unit.

Should default be made in payment of principal when due and such default shall continue beyond the applicable notice and cure period provided in the Deed of Trust, the outstanding principal balance of this Note shall become immediately due at the option of the holder of this Note. Principal is payable in lawful money of the United States. If action be instituted on this Note, the undersigned promises to pay such sums as the Court may fix as attorney's fees.

The Borrower and its partners, officers, directors, employees, and agents shall not have any direct or indirect personal liability for payment of the principal of, or interest on, the NSP Loan or the performance of the Borrower's obligations under the NSP documents. The sole recourse of the COUNTY with respect to payment of the principal of, or interest on, the NSP Loan, shall be to the Assisted Unit. No money judgment (or execution on a money judgment) entered in any action (whether legal or equitable) on the NSP documents shall be enforced personally against the Borrower or its partners, officers, directors, employees, and agents, but shall be enforced only against the Project and such other property as may from time to time be hypothecated in connection with the Borrower's obligations under the NSP documents. This non-recourse provision does not limit or impair the enforcement against all such security for the NSP Loan of all the rights and remedies of the COUNTY, nor does it impair the right of the COUNTY to assert the unpaid principal amount of the NSP Loan as a demand for money within the meaning of California Code of Civil Procedure Section 431.70 or any successor provision. In addition, this non-recourse provision does not relieve the Borrower of personal liability for damage to or loss suffered by the COUNTY as a result of any of the following (i) fraud or willful misrepresentation; (ii) any misappropriation of rental proceeds resulting in the failure to pay taxes, assessments, or other charges that could create statutory liens on the Project and that are payable or applicable prior to any foreclosure under the Deed of Trust; (iii) the fair market value of any personal property of fixtures removed or disposed of by the Borrower other than in accordance with the Deed of Trust; (iv) the misapplication of any proceeds under any insurance policies or awards resulting from condemnation or the exercise of the power of eminent domain or by reason of damage, loss, or destruction to any portion of the Project (to the extent of the misapplied proceeds or awards); and (v) any rental income or other income arising with respect to the Project received by the Borrower after the COUNTY has properly exercised its rights under the Deed of Trust to receive such income upon an Event of Default (as defined under the Deed of Trust).

(SIGNATURE ON NEXT PAGE)

**DATE:** \_\_\_\_\_

**BORROWER:**

**HABITAT FOR HUMANITY INLAND VALLEY, INC.**

**By:** \_\_\_\_\_

**TAMMY MARINE**  
Executive Director

# **EXHIBIT D**

**1. INITIAL NOTICE AND OFFER**

**2. FINAL NOTICE AND OFFER**



**INITIAL NOTICE AND OFFER**  
**NSP form**

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Informational Notice To Seller  
**VOLUNTARY ACQUISITION OF  
FORECLOSED PROPERTY**

Date	
------	--

\_\_\_\_\_, (hereinafter referred to as "Buyer")

is interested in acquiring the property you own at:

\_\_\_\_\_(Address)

which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Neighborhood Stabilization Program (NSP) created by the Housing and Economic Recovery Act of 2008 to purchase foreclosed homes at a discount. The Buyer intends to apply and qualify for the Riverside County Economic Development Agency (EDA) NSP assistance. Acquisitions financed with NSP funds are subject to Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

Please be advised that the Buyer does not have the authority to acquire your property by eminent domain. In the event the Buyer cannot reach an amicable agreement for the purchase of your property, the proposed acquisition cannot be consummated under NSP and the application for the NSP assistance will be denied.

In accordance with the URA, owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance. A tenant-occupant who moves as a result of a voluntary acquisition for a federally-assisted project may be eligible for relocation assistance. Such displaced persons may include not only current lawful occupants, but also former tenants required to move for any reason other than an eviction for cause in accordance with applicable federal, state, and local law. If the property is currently tenant-occupied or a tenant lawfully occupied the property within the past ninety (90) days prior to this offer, we need to know immediately. Further, you should not order current occupant(s) to move, or fail to renew a lease, in order to sell the property to us as vacant.

## INITIAL NOTICE

Under NSP, the Buyer is required to purchase the foreclosed and vacant property at a discount from its **Current Market Appraised Value (CMAV)**. Upon receipt of the **Initial Notice and Offer** form for the property in consideration, EDA, through an independent fee contract appraiser will conduct an appraisal of the property. The appraisal must be completed meeting the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations at 49 CFR Part 24. The contract fee appraiser contracted by EDA must be State licensed or certified in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). The initial purchase price submitted at the time the **Initial Notice and Offer** form is received by EDA will be considered as the **Initial Offer**. The final purchase price must be at least fifteen percent (15%) below the appraised value. If the Initial Offer meets the fifteen percent (15%) discount, Seller and Buyer will be required to submit a **Final Notice and Offer** form and the Initial Offer will be considered to be the **Final Offer**. The Final Notice and Offer form must be received and dated within sixty (60) days of the completed EDA appraisal report. Failure to submit this in a timely manner will result in denial of the NSP application. However, if the Initial Offer falls short of the fifteen percent (15%) discount, the Buyer will be required to re-negotiate a minimum 15% discount. If the Seller and Buyer could not reach an amicable agreement for the purchase price of the property, the NSP application by the Buyer will be denied and the cost of the appraisal will be absorbed by EDA.

## INITIAL OFFER

Initial Purchase Price Negotiated by Buyer and Seller: \$ \_\_\_\_\_

By signing below, both Buyer and Seller acknowledge that they have read and understand:

- (1) the Voluntary Acquisition of Foreclosed Property;
- (2) the purchase price discount requirements of the transaction;
- (3) the property must be vacant within the past ninety (90) days prior to this offer and Seller thereby certifies this condition; and
- (4) Buyer's Initial Offer is contingent and subject to the discount requirement of the Neighborhood Stabilization Program and the Current Market Appraised Value.

\_\_\_\_\_  
Signature of Seller                      Date

\_\_\_\_\_  
Signature of Buyer                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Seller                      Date

\_\_\_\_\_  
Signature of Buyer                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



## FINAL NOTICE AND OFFER

### NSP form

### FINAL NOTICE

**(\*\*Section completed by EDA\*\*)**

EDA has obtained an appraisal report of the property under consideration, dated \_\_\_\_\_.

The appraisal indicates the property's CMAV is \$ \_\_\_\_\_ and the fifteen percent (15%) discount is \$(\_\_\_\_\_).

The final purchase price must be equal to or less than \$ \_\_\_\_\_ and will expire on midnight of \_\_\_\_\_.

Buyer's Initial Purchase Price, dated \_\_\_\_\_, is \$ \_\_\_\_\_.

Buyer's Initial Purchase Price

- is less than 15% of the CMAV.
- is not less than 15% of the CMAV.

### FINAL OFFER

**(\*\*Section completed by Buyer and Seller\*\*)**

The Initial Offer is

**Fifteen percent (15%) or more** below the CMAV. Buyer and Seller acknowledged that they mutually accepted the Final Purchase Price of \$ \_\_\_\_\_.

**Less than fifteen percent (15%)** of the CMAV. This offer is less than the CMAV as required by the NSP. Buyer is prepared to offer you \$ \_\_\_\_\_ to purchase Seller's property. The Final Offer/Purchase price must be received and dated within sixty (60) days of the completed EDA appraisal report, as stated above.

By signing below, Buyer and Seller acknowledged that they have mutually accepted the Final Purchase Price of \$ \_\_\_\_\_. Signature of **all parties below** must be dated before the expiration of offer to be valid.

\_\_\_\_\_  
Signature of Seller                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Seller                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Buyer                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Buyer                      Date

\_\_\_\_\_  
Print Name

# **EXHIBIT E**

## **RIVERSIDE COUNTY**

### **ECONOMIC DEVELOPMENT AGENCY**

#### **SECTION 3**

#### **24 CFR PART 135**

#### **ECONOMIC OPPORTUNITIES FOR LOW-AND VERY LOW-INCOME PERSONS**

#### **CONTRACT REQUIREMENTS**

## RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY

### I. Section 135.1 Purpose

The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

### Section 135.30 Numerical Goals for Meeting the Greatest Extent Feasible Requirement

#### A. GENERAL

- (1) Recipients and covered contractors may demonstrate compliance with the "greatest extent feasible" requirement of Section 3 by meeting the numerical goals set forth in this Section for providing training, employment, and contracting opportunities to Section 3 residents and Section 3 Business Concerns.
- (2) The goals established in this section apply to the entire amount of the Section 3 covered assistance awarded to a recipient in any Federal Fiscal Year (FY) commencing with the first FY following the effective date of this rule - (October 1, 1994).
- (3) For Recipients that do not engage in training, or hiring, but award contracts to contractors that will engage in training, hiring and subcontracting, recipients must ensure that, to the greatest extent feasible, contractors will provide training, employment, and contracting opportunities to Section 3 residents and Section 3 Business Concerns.
- (4) The numerical goals established in this Section represent minimum numerical goals.

#### B. TRAINING AND EMPLOYMENT

The numerical goals set forth in this Section apply to new hires. The numerical goals reflect the aggregate hires. Efforts to employ Section 3 residents, to the greatest extent feasible, should be made at all levels.

Recipients of section 3 covered community development assistance, and their contractors and subcontractors may demonstrate compliance with the requirements of this part by committing to employ section 3 residents as:

- (i) 10 percent of the aggregate number of new hires for the one year period beginning in FY 1995 (October 1, 1994 to September 30, 1995),
- (ii) 20 percent of the aggregate number of the new hires for the one year period beginning in FY 1996 (October 1, 1995 to September 1996); and

- (iii) 30 percent of the aggregate number of new hires for the one year period beginning in FY 1997 and continuing thereafter (October 1, 1996 and thereafter).

C. CONTRACTS

Numerical goals set forth in this Section apply to contracts awarded in connection with all Section 3 covered project and Section 3 covered activities. Each recipient and contractor and subcontractor may demonstrate compliance with the requirements of this part by committing to award to Section 3 Business Concerns:

- (1) At least 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
- (2) At least three (3) percent of the total dollar amount of all other Section 3 covered contracts.

D. SAFE HARBOR AND COMPLIANCE DETERMINATIONS

- (1) In the absence of evidence to the contrary, a recipient that meets the minimum numerical goals set forth in this section will be considered to have complied with the Section 3 preference requirements.
- (2) In evaluating compliance, a recipient that has not met the numerical goals set forth in this section has the burden of demonstrating why it was not feasible to meet the numerical goals set forth in this section. Such justification may include impediments encountered despite actions taken. A recipient or contractor also can indicate other economic opportunities, such as those listed in Sec. 135.40, which were provided in its efforts to comply with Section 3 and the requirement of this part.

**III. SECTION 135.34 Preference for Section 3 Residents in Training and Employment Opportunities.**

A. Order of providing preference. Recipients, contractors, and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of Section 3 covered assistance to Section 3 residents in the order of priority provided in this section.

- (1) Housing and community development programs. In housing and community development programs, priority consideration shall be given, where feasible, to:
  - (i) Section 3 residents residing in the Riverside or San Bernardino County (collectively, referred to as category 1 residents); and
  - (ii) Participants in HUD Youth build programs (category 2 residents).
  - (iii) Where the section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11301 et seq.), homeless persons residing in the Riverside or San Bernardino County shall be given the highest priority;

B. Eligibility for Preference: A Section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the

recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Sec. 135.5 (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

- C. Eligibility for employment: Nothing in this part shall be construed to require the employment of a Section 3 resident who does not meet the qualifications of the position to be filled.

**IV SECTION 135.36 Preference for Section 3 Business Concerns in Contracting Opportunities.**

- A. Order of Providing Preference: Recipients, contractors and subcontractors shall direct their efforts to award Section 3 covered contract, to the greatest extent feasible, to Section 3 Business Concerns in the order of priority provided in this section.

(1) Housing and community development programs. In housing and community development programs, priority consideration shall be given, where feasible, to:

- (i) Section 3 business concerns that provide economic opportunities for section 3 residents in the Riverside or San Bernardino County (category 1 businesses); and
- (ii) Applicants (as this term is defined in 42 U.S.C. 12899) selected to carry out HUD Youthbuild programs (category 2 businesses);
- (iii) Other section 3 business concerns.

- B. Eligibility for Preference: A Business Concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence, if requested, that the Business Concern is a Section 3 Business Concern as defined in Section 135.5.

- C. Ability to Complete Contract: A Section 3 Business Concern seeking a contract or a subcontract shall submit evidence to the recipient, contractor, or subcontractor (as applicable), if requested, sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. (The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors and subcontractors subject to the procurement standards of 24 CFR 85.36 (see 24 CFR 85.36 (b) (8)). This regulation requires consideration of, among other factors, the potential contractor's record in complying with public policy requirements. Section 3 compliance is a matter properly considered as part of this determination.

**SECTION 135.38 Section 3 Clause.**

All section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall,

to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate actions, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 35 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

**VI. SECTION 135.40 Providing Other Economic Opportunities**

- A. General. In accordance with the findings of the Congress, as stated in Section 3, that other economic opportunities offer an effective means of empowering low-income persons, a recipient is encouraged to undertake efforts to provide to low-income persons economic opportunities other than training, employment, and contract awards, in connection with Section 3 covered assistance.

- B. Other training and employment related opportunities. Other economic opportunities to train and employ Section 3 residents include, but need not be limited to, use of "upward mobility", "bridge" and trainee positions to fill vacancies; hiring Section 3 residents in management and maintenance positions within other housing developments; and hiring Section 3 residents in part-time positions.
- C. Other business related economic opportunities:
  - (1) A recipient or contractor may provide economic opportunities to establish stabilize or expand Section 3 Business Concerns, including micro-enterprises. Such opportunities include, but are not limited to the formation of Section 3 Joint Ventures, financial support for affiliating with franchise development, use of labor only contracts for building trades, purchase of supplies and materials from housing authority resident-owned businesses, purchase of materials and supplies from Public Housing Agency resident-owned businesses. A recipient or contractor may employ these methods directly or may provide incentives to non-Section 3 businesses to utilize such methods to provide other economics opportunities to low-income persons.
  - (2) A Section 3 Joint Venture means an association of Business Concerns, one of which qualifies as a Section 3 Business Concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the Business Concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the Section 3 Business Concern:
    - (i) Is responsible for clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
    - (ii) Performs at least 25 percent of the work and is contractually entitled to compensation proportionate to its work.

**VII. SECTION 135.5 Definitions.**

As used in this part:

**Applicant** means any entity which makes an application for Section 3 covered assistance and includes, but is not limited to, any State, unit of local government, public housing agency, Indian housing authority, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, owner, developer, limited dividend sponsor, builder, property manager, community housing development organization (CHDO), resident management corporation, resident council, or cooperative association.

**Assistant Secretary** means the Assistant Secretary for Fair Housing and Equal Opportunity.

**Business Concern** means a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

**Contract.** See the definition of "Section 3 covered contract" in this section.

**Contractor** means any entity which contracts to perform work generated by the expenditure of Section 3 covered assistance, or for work in connection with a section 3 covered project.

**Department or HUD** means the Department of Housing and Urban Development, including its Field Offices to which authority has been delegated to perform functions under this part.

**Employment opportunities generated by Section 3 covered assistance** means (with respect to Section 3 covered housing and community development assistance), this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3(a) (2)), including management and administrative jobs connected with the Section 3 covered project. Management and administrative jobs, include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

**Housing and community development assistance** means any financial assistance provided or otherwise made available through a HUD housing or community development program through any grant, loan, loan guarantee, cooperative agreement, or contract, and includes community development funds in the form of community development block grants, and loans guaranteed under Section 108 of the Housing and Community Development Act of 1974, as amended. Housing and community development assistance does not include financial assistance provided through a contract of insurance or guaranty.

**Housing development** means low-income housing owned, developed, or operated by public housing agencies or Indian housing authorities in accordance with HUD's public and Indian housing program regulations codified in 24 CFR Chapter IX.

**HUD Youth build Programs** means programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low and very low-income families.

**Low income person.** See the definition of "Section 3 Resident" in this section.

**New hires** mean full-time employees for permanent, temporary, or seasonal employment opportunities.

**Public Housing resident** has the meaning given this term in 24 CFR Part 963.

**Recipient** means any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit or local government, PHA, Indian Housing Authority, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, owner,

PARTICIPANT, developer, limited dividend sponsor, builder, property manager, community development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee, or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

**Secretary** means the Secretary of Housing and Urban Development.

**Section 3** means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u)

**Section 3 Business Concern** means a business concern, as defined in this Section:

- (1) That is 51 percent or more owned by Section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in Sections (1) or (2) in this definition of "Section 3 Business Concern"

**Section 3 Clause** means the contract provisions set forth in Sec. 135.38.

**Section 3 covered activity** means any activity which is funded by Section 3 covered assistance public and Indian housing assistance.

**Section 3 covered assistance** means:

- (1) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:
  - (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
  - (ii) Housing construction; or
  - (iii) Other public construction project (which includes other buildings or improvements regardless of ownership).

**Section 3 covered contract** means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of section 3 covered assistance, or for work arising in connection with a section 3 covered project. "Section 3 covered contracts" do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). "Section 3 covered contracts" also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 covered contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.

**Section 3 covered project** means the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**Section 3 resident means:**

- (1) A public housing resident; or
- (2) An individual who resides in the San Bernardino or Riverside County, and who is:
  - (i) A low income person, is defined as families whose incomes do not exceed 80 percent of the median income for the Riverside and San Bernardino Counties, as determined by the Secretary, with adjustments for smaller and larger families.
  - (ii) A very low income person, is defined as families whose incomes do not exceed 50 percent of the median income for the Riverside and San Bernardino Counties, as determined by the Secretary, with adjustments for smaller and larger families.
  - (iii) A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

**Subcontractor** means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a section 3 covered project.

**Very low income person.** See the definition of "Section 3 resident" in this section.

# Exhibit E

## RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY

### CONTRACTOR CERTIFICATION

### REGARDING STATUS AS A SECTION 3 BUSINESS CONCERN

I, \_\_\_\_\_, hereby certify that the business  
(print name and title)

known as \_\_\_\_\_  
(print business name)

\_\_\_\_\_ is not a Section 3 business. (Please complete the bottom section.)

\_\_\_\_\_ is a Section 3 business **because** (check one of the following:)

\_\_\_\_\_ 51 percent or more is owned by Section 3 residents; or

\_\_\_\_\_ 30 percent of the permanent full-time employees are currently Section 3 residents or were Section 3 residents when first hired (if within the past three years); **or**

\_\_\_\_\_ The business commits in writing to subcontract over 25 percent of the total dollar amount of all subcontracts to be let to businesses that meet the requirements of Sections 1 and 2 of this definition;

#### AND

The business was formed in accordance with state law and is licensed under state, county, or municipal law to engage in the business activity for which it was formed.

A Section 3 Resident is a person living in San Bernardino or Riverside County who is a Public Housing resident or who is low income.

Low-Income Persons mean families (including single persons) whose income does not exceed 80 percent of the median income, as adjusted by HUD, for Riverside and San Bernardino Counties.

Signature \_\_\_\_\_

Project \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Project \_\_\_\_\_

\$ \_\_\_\_\_

Effective 02/2009

Persons in Household	1	2	3	4	5	6	7	8
Low Income Family	\$37,300	\$42,650	\$47,950	\$53,300	\$57,550	\$61,850	\$66,100	\$70,350

A new hire is qualified as a Section 3 resident if he/she resides in Riverside or San Bernardino County and his/her total family income is less than the family income shown above for his/her household size.

## Prohibition Against Conflicts of Interest

### **EXHIBIT F**

§ 92.356 Conflict of interest.

(a) Applicability. In the procurement of property and services by participating jurisdictions, State recipients, and sub-recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section apply.

(b) Conflicts prohibited. No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with NSP funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a NSP assisted activity, 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 year thereafter

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the COUNTY, State recipient, or sub-recipient which are receiving NSP funds.

(d) Exceptions: Threshold requirements. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the NSP Investment Partnerships Program and the effective and efficient administration of the COUNTY's program or project. An exception may be considered only after the recipient has provided the following:

(1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(2) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(e) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d) of this section, HUD shall consider the cumulative effect of the following factors, where applicable:

(2) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

(3) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

- (4) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
- (5) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;
- (6) Whether undue hardship will result either to the COUNTY or the person affected when weighed against the public interest served by avoiding the prohibited conflict;
- (7) Any other relevant considerations.

Owners/Participants and Developers.

- (1) No owner, developer, or sponsor of a project assisted with NSP funds (or officer, employee, agent or consultant of the owner, developer, or sponsor) whether private, for profit or non-profit (including a community housing development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a NSP assisted affordable housing unit in a project. This provision does not apply to an individual who receives NSP funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.
- (2) Exceptions. Upon written request of owner or developer, the COUNTY may grant an exception to the provisions of paragraph (f)(1) of this section on a case-by-case basis when it determines that the exception will serve to further the purpose of the NSP program and the effective and efficient administration of the owner's or developer's NSP assisted project. In determining whether to grant a requested exception, the COUNTY shall consider the following factors:
  - (i) Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
  - (ii) Whether the person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted housing in question;
  - (iii) Whether the tenant protection requirements of § 92.253 are being observed;
  - (iv) Whether the affirmative marketing requirements of § 92.351 are being observed and followed; and
  - (v) Any other factor relevant to the COUNTY's determination, including the timing of the requested exception.

TOPIC: CONFLICT OF INTEREST CODED  
RIVERSIDE COUNTY  
ECONOMIC DEVELOPMENT AGENCY  
DATE: MARCH 1999

This Conflict of Interest Code is written to comply with Federal Regulations (24 CFR Part 85). These Regulations, "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments" require that grantees and sub-grantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts.

- 1) No employee, officer, or agent of the grantee shall participate in the selection, in the award or in the administration of a contract supported by Federal Funds if a conflict of interest, real or apparent, would be involved.
- 2) Such a conflict will arise when:
  - i) The employee, officer or agent;
  - ii) Any member of the immediate family;
  - iii) His/Her partners; or
  - iv) An organization which employs, or is about to employ any of the above has a financial or other interest in the firm's selection for award.
- 3) The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub-agreements except as noted in Section 4.
- 4) A grantee's or sub-grantee's officers, employees or agents will be presumed to have a financial interest in a business if their financial interest exceeds the following:
  - i) Any business entity in which the official has a direct or indirect investment worth one thousand dollars (\$1,000) or more.
  - ii) Any real property in which the official has a direct or indirect interest worth one thousand dollars (\$1,000) or more.
  - iii) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250) or more in value provided to, received by or promised to the official within 12 months prior to the time when the decision is made.
  - iv) Any business entity in which the official is a director, officer, partner, trustee, employee, or holds any position of management.
  - v) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the official within 12 months prior to the time when the decision is made.
- 5) For purposes of Section 4, indirect investment or interest means any investment or interest owned by the spouse or dependent child of an official, by an agent on behalf of an official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or more.