

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

334



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
January 3, 2013

**SUBJECT:** Loan Agreement for the use of Neighborhood Stabilization Program (NSP1) Funds with Neighborhood Partnership Housing Services, Inc.

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

1. Approve the attached loan agreement for the use of \$500,000 in Neighborhood Stabilization Program (NSP1) funds between the County of Riverside and Neighborhood Partnership Housing Services, Inc.;
2. Authorize the Chairman of the Board to sign the attached loan agreement;
3. Authorize the Assistant County Executive Officer/EDA, or designee, to increase the amount of the attached loan agreement with Neighborhood Partnership Housing Services, Inc., up to \$500,000 in NSP1 funds, subject to availability of funds and approval by County Counsel; and

(Continued)

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 500,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13

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

<b>SOURCE OF FUNDS:</b> Neighborhood Stabilization Program (NSP1) 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: Jennifer L. Sargent

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Jeffries, Stone, Benoit and Ashley  
**Nays:** None  
**Absent:** Tavaglione  
**Date:** January 29, 2013  
**xc:** EDA, Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By: Deputy

3-14

**Prev. Agn. Ref.:** N/A

**District:** ALL

**Agenda Number:**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: 1/5/13  
 DEPUTY COUNTY COUNSEL  
 ANNIE T. SAHAR  
 BY: 1/10/13  
 COUNTY COUNSEL

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

**RECOMMENDED MOTION:** (Continued)

4. 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, subsequent amendments to the loan agreement to increase funding, and subsequent essential and relevant documents subject to approval by County Counsel.

**BACKGROUND:** The Neighborhood Stabilization Program (NSP1) was enacted under Title III of Division B of the Housing and Economic Recovery Act of 2008 (HERA) for the purpose of assisting in the redevelopment of abandoned and foreclosed homes. The intent of NSP1 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 September 26, 2008, the U.S. Department of Housing and Urban Development announced that the County of Riverside would receive a grant of \$48,567,786 as part of NSP1. On November 25, 2008, the County Board of Supervisors approved a Substantial Amendment to the 2008-2009 One Year Plan of the 2004-2009 Five Year Consolidated Plan to include NSP1. Additionally, the County applied with the cities of Palm Springs, Coachella and Palm Desert for State NSP1 funds and received \$2,024,556. These funds have been used for the same purpose as the County's direct NSP1 allocation.

Subsequent to the resale of each foreclosed single-family home, proceeds from the sale, minus transaction costs, fees, and purchase price assistance for the first-time homebuyer are returned to the County as program income. NSP1 requires the County to allocate and expend program income towards NSP1 activities prior to expending NSP1 grant funds. Program income is derived from NSP1 funds and State NSP1 funds.

Neighborhood Partnership Housing Services, Inc. (NPHS) is an existing developer partner utilizing NSP1 funds to purchase foreclosed homes, rehabilitate, and resale to moderate first-time homebuyers. In accordance with Resolution 2010-207, which was approved by the Board on August 31, 2010, existing NSP1 recipients are eligible to apply for NSP1 program income. NPHS has requested \$500,000 in NSP1 program income funds. Staff has determined that NPHS is qualified to receive additional NSP1 program income funds under Resolution 2010-207. In order to expedite the process of expending program income towards NSP1 activities, maximize the use of NSP1 funds, and assist the County to fulfill its requirements and national objectives, staff recommends that the Board authorize the Assistant County Executive Officer/EDA, or designee, to incrementally increase the loan agreement with NPHS up to \$3,000,000, based upon performance and use of the initial \$500,000 loan, as well as any additional amounts loaned, availability of program income funds, and subject to approval by County Counsel.

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

**FINANCIAL DATA:**

All the costs related to this project will be fully funded with NSP1 funds.

Attachments: Loan Agreement

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

This Agreement is made and entered into this 29<sup>th</sup> day of January, 2013 by and between the COUNTY OF RIVERSIDE ("COUNTY"), a political subdivision of the State of California and NEIGHBORHOOD PARTNERSHIP HOUSING SERVICES, INC. ("DEVELOPER"), a California nonprofit corporation, hereafter referred to as "Loan Agreement".

**WITNESSETH:**

**WHEREAS**, the Neighborhood Stabilization Program ("NSP"), which was enacted under Title III of Division B of the Housing and Economic Recovery Act of 2008 ("HERA") and appropriated under Community Development Block Grant (CDBG), was created under the heading of Emergency Assistance for Redevelopment of Abandoned and Foreclosed Homes for the purpose of assisting in the redevelopment of abandoned or foreclosed homes. The intent of NSP is to stabilize neighborhoods in areas with greatest need and stem the decline of house values of neighboring homes; and

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

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

**WHEREAS**, program income is defined as, proceeds from the sale, minus transaction costs, fees, and purchase price assistance for the first-time homebuyer ("Program Income"); and

**WHEREAS**, DEVELOPER has proposed to utilize NSP funds for the acquisition, rehabilitation and resale of single-family homes to qualified low-,

1 moderate-, or middle-income (“LMMI”) and very low-income (“VLI”) first-time  
2 homebuyers in the County of Riverside (the “Project”) as described in **Exhibit A** which  
3 is attached hereto and by this reference incorporated herein; and

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

6 **WHEREAS**, Assisted Units must reside inside areas of greatest need  
7 within the designated Target Areas of the County of Riverside as defined in the  
8 COUNTY’s 2008-2009 One Year Action Plan (“Action Plan”) and its amendments; and

9 **WHEREAS**, Assisted Units must be sold to Qualified Homebuyers as  
10 defined in **Section 24** limited to LMMI households and VLI households as described in  
11 **Section 22**; 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  
15 with the COUNTY’s Consolidated Plan and Action Plan.

16 **WHEREAS**, DEVELOPER has acquired, rehabilitated and resold a total  
17 of twenty-seven (27) single-family properties and obligated \$5,723,584.94 or 90.3% of  
18 all NSP Loans; and

19 **WHEREAS**, DEVELOPER has requested for an additional \$500,000 in  
20 NSP funds to purchase additional properties for the same NSP activity of acquisition,  
21 rehabilitation and resale.

22 **NOW, THEREFORE**, the COUNTY and DEVELOPER mutually agree as  
23 follows:

24 1. **PURPOSE**. The COUNTY agrees to lend up to Five Hundred  
25 Thousand Dollars (\$500,000.00) of NSP Program Income funds to DEVELOPER upon  
26 the terms and conditions set forth herein. DEVELOPER will borrow the NSP funds  
27 from the COUNTY for individual financing of acquisition, rehabilitation and disposition  
28 of each Assisted Unit of the Project (“NSP Loan”). DEVELOPER promises and agrees

1 to undertake and assist with the NSP-assisted activities by utilizing such NSP funds,  
2 as identified in **Exhibit A**.

3           2.    DEVELOPER'S OBLIGATIONS. DEVELOPER hereby agrees to  
4 undertake and complete the following activities, subject to its receipt of the NSP funds:

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

7           b.    Recordation. DEVELOPER shall, for each Assisted Unit of  
8                the Project, execute and record a Deed of Trust and  
9                execute a Note for that portion of the NSP Loan applicable  
10              to the Assisted Unit.

11          c.    Permits and Environmental Compliance. Before  
12                commencement of rehabilitation or other works of  
13                improvement upon an Assisted Unit, DEVELOPER shall, at  
14                its own expense, secure or cause to be secured any and all  
15                permits and approvals which may be required for  
16                rehabilitation of such Assisted Unit pursuant to the  
17                applicable rules and regulations of the County and any  
18                other governmental agency affected by such rehabilitation  
19                of work. DEVELOPER shall, without limitation, apply for and  
20                secure any and all necessary studies required for  
21                environmental review, as described in **Section 19**, and pay  
22                all costs, charges and fees associated therewith.

23          d.    Performance. Acquire and complete rehabilitation of the  
24                Assisted Units in accordance with the timeline set forth in  
25                **Exhibit A** and **Section 26**.

26          e.    Approval of Assisted Units. Submit each Assisted Unit for  
27                COUNTY review and approval prior to acquisition of such  
28                Assisted Unit.

- 1 f. Compliance. Project shall remain in compliance with all  
2 applicable Federal, State and local codes, laws, regulations  
3 and ordinances as described in **Section 19**.

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

- 7 a. Provide a total amount identified in **Section 1** in NSP funds  
8 to DEVELOPER for financing acquisition, rehabilitation and  
9 disposal costs of each Assisted Unit of the Project.  
10 b. Comply with all of its obligations as participating recipient  
11 under the applicable regulations set forth under HUD  
12 regulations.

13 4. PRIOR COUNTY APPROVAL. DEVELOPER shall obtain  
14 COUNTY'S approval, through its Economic Development Agency ("EDA"), of all items  
15 requiring such approvals as described in this Agreement.

16 5. NSP Loan. DEVELOPER shall borrow the NSP funds from the  
17 COUNTY for individual financing of each Assisted Unit of the Project under the  
18 following terms and conditions:

- 19 a. Term. This Agreement shall become effective upon the  
20 Effective Date, as defined in **Section 53**, and shall continue  
21 in full force and effect for a period of twelve (12) months  
22 (the "Term").  
23 b. Principal. The principal of that portion of the NSP Loan  
24 attributable to an Assisted Unit shall be the amount of NSP  
25 funds provided for acquisition, rehabilitation and disposition  
26 of such Assisted Unit evidenced by a promissory note  
27 ("Note"), as shown in **Exhibit C**, which is attached hereto  
28 and by this reference incorporated herein, executed by

1 DEVELOPER in favor of the COUNTY in a form satisfactory  
2 to the COUNTY.

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

5 d. Repayment. Each Note shall provide the following:

6 1) The NSP Loan attributable to an Assisted Unit shall  
7 be due and payable on the earliest of:

8 (a) The date the Assisted Unit is sold; or

9 (b) An Event of Default by DEVELOPER which  
10 has not been cured as provided for in this  
11 Agreement.

12 2) Notwithstanding the above, DEVELOPER's  
13 obligation to repay the full amount of the NSP Loan  
14 attributable to a particular Assisted Unit will be  
15 reduced by the sum of the Development Subsidy, the  
16 Homebuyer Subsidy, and Closing Costs, as defined  
17 below:

18 (a) Development Subsidy. The Development  
19 Subsidy is the amount of the NSP Loan  
20 attributable to the Assisted Unit minus the  
21 Selling Price of the Assisted Unit (as defined  
22 in **Section 22**).

23 (b) Homebuyer Subsidy. The Homebuyer Subsidy  
24 is the amount of the Selling Price of the  
25 Assisted Unit minus the Qualified  
26 Homebuyer's home loan (the "Homebuyer  
27 Loan"). The Homebuyer Subsidy is limited to  
28 thirty percent (30%) of the Selling Price and

1 capped for a maximum amount of \$75,000.

2 The Homebuyer Subsidy is an amount which  
3 will be assumed by the Qualified Homebuyer  
4 in the form of silent second mortgage  
5 assistance to Qualified Homebuyer; and

6 (c) Closing Costs. Closing Costs include all costs  
7 payable by DEVELOPER in connection with  
8 the sale of the Assisted Unit to a Qualified  
9 Homebuyer;

10 3) The NSP Loan less the Development Subsidy,  
11 Homebuyer Subsidy and Closing Costs for such  
12 Assisted Unit shall be repaid to COUNTY upon the  
13 sale of the Assisted Unit. Upon the repayment of the  
14 NSP Loan, DEVELOPER shall be released from its  
15 repayment obligations. At the time of each sale of the  
16 Assisted Unit to Qualified Homebuyer, as defined  
17 herein, COUNTY shall cause to be delivered to  
18 DEVELOPER a partial reconveyance of the Deed of  
19 Trust from such Assisted Unit and a termination of  
20 this Agreement as a lien on such Assisted Unit.

21 4) Upon transfer of title to the Qualified Homebuyer, a  
22 "Homebuyer Deed of Trust" between COUNTY and  
23 Qualified Homebuyer shall be recorded by  
24 DEVELOPER to secure the Homebuyer Subsidy  
25 ("Second Mortgage Loan"), and to require its  
26 repayment to COUNTY if the Assisted Unit is no  
27 longer the principal residence or upon any sale,  
28 rental, refinance, conveyance, transfer or change in



1 title of the Assisted Unit in violation of the  
2 Homebuyer Deed of Trust prior to the expiration of  
3 the Affordability Period , as defined in **Section 13**  
4 below.

5 5) Sale, rental, refinance, conveyance, transfer or  
6 change in title of the Assisted Unit prior to the  
7 expiration of the affordability period will cause shared  
8 equity, in addition to the principal, as provided in the  
9 Homebuyer Deed of Trust to COUNTY.

10 e. Security. Each NSP Loan shall be secured by a “Deed of  
11 Trust” as shown in **Exhibit B**, which is attached hereto and  
12 by this reference incorporated herein, recorded against  
13 each Assisted Unit. DEVELOPER agrees that each Deed of  
14 Trust shall be in the first position until the home has been  
15 sold to the Qualified Homebuyer.

16 6. TERM OF AGREEMENT. This Agreement shall become effective  
17 upon the Effective Date, as defined in **Section 53**, and shall continue in full force and  
18 effect for a period of twelve (12) months (the “Term”).

19 7. DEVELOPER REPRESENTATIONS. DEVELOPER represents  
20 and warrants to COUNTY as follows:

21 a. Authority. DEVELOPER is a duly organized non-profit  
22 corporation under the laws of the State of California. The  
23 copies of the documents evidencing the organization of  
24 DEVELOPER, which have been delivered to the COUNTY,  
25 are true and complete copies of the originals, amended to  
26 the date of this Agreement. DEVELOPER has full right,  
27 power and lawful authority to accept the conveyance of  
28 eligible properties for the Project and undertake all

1 obligations as provided herein and the execution,  
2 performance and delivery of this Agreement by  
3 DEVELOPER has been fully authorized by all requisite  
4 actions on the part of DEVELOPER.

5 b. No Conflict. To the best of DEVELOPER's knowledge,  
6 DEVELOPER's execution, delivery and performance of its  
7 obligations under this Agreement will not constitute a  
8 default or a breach under contract, agreement or order to  
9 which DEVELOPER is a party or by which it is bound.

10 c. No Bankruptcy. DEVELOPER is not the subject of a  
11 bankruptcy proceeding.

12 d. Prior to Closing. DEVELOPER shall upon learning of any  
13 fact or condition which would cause any of the warranties  
14 and representations in this Agreement not to be true as of  
15 Closing, immediately give written notice such fact or  
16 condition to COUNTY. Such exception(s) to a  
17 representation shall not be deemed a breach by  
18 DEVELOPER hereunder, but shall constitute an exception  
19 which COUNTY shall have the right to approve or  
20 disapprove if such exception would have an effect on the  
21 value or operation of the Project.

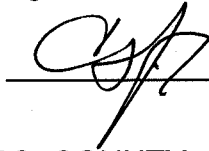
22 8. COMPLETION SCHEDULE. DEVELOPER shall proceed  
23 consistent with the completion schedule set forth in **Exhibit A**, as the same may be  
24 amended in writing by the parties from time to time, and subject to force majeure  
25 delays.

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

1           10.    REALLOCATION OF FUNDS.

- 2           a.     Funds shall become encumbered on the date escrow  
3                closes for the Assisted Unit and results in a recorded deed  
4                of trust and promissory note in the Riverside County Clerk's  
5                office. In the event DEVELOPER does not close escrow on  
6                the Assisted Units within four (4) months of the Effective  
7                Date, as defined in **Section 53**, ("Acquisition Deadline"), the  
8                COUNTY will reallocate the balance of unencumbered NSP  
9                funds (the "Unused Balance").
- 10          b.     The reallocation of the Unused Balance shall be evidenced  
11                by a written amendment to this Agreement agreed upon  
12                both parties, which decreases the NSP Loan by the Unused  
13                Balance (the "Effective NSP Loan"). The Assistant County  
14                Executive Officer/EDA or designee is authorized to execute,  
15                subject to County Counsel approval, the amendment  
16                reducing the NSP Loan amount by the Unused Balance  
17                pursuant to **Section 10(a)**.
- 18          c.     In the event DEVELOPER is unable to close escrow on the  
19                Assisted Units due to force majeure conditions, the  
20                COUNTY, in its sole and absolute discretion, may extend  
21                the Acquisition Deadline up to thirty (30) days. The  
22                extension on the Acquisition Deadline shall be in writing and  
23                executed by the parties. The COUNTY's Assistant County  
24                Executive Officer/EDA or designee is authorized to execute  
25                the amendment to extend the Acquisition Deadline.
- 26          d.     If COUNTY reallocates the Unused Balance pursuant to  
27                **Section 10(a)**, DEVELOPER shall remain responsible for  
28                the completion of rehabilitation of DEVELOPER acquired

1 properties under the Effective NSP Loan and sale of  
2 Assisted Units in accordance with this Agreement.

3  
4   
Signature

5 11. CONDITIONS FOR DISPOSITION OF FUNDS. COUNTY, through  
6 its EDA, shall: (1) make payments of the NSP Loan to DEVELOPER as specified in  
7 **Exhibit A**, and (2) monitor the Project to ensure compliance with applicable federal,  
8 state and local laws, regulations, ordinances, including environmental compliance, and  
9 the terms of this Agreement.

10 There will be no disbursement of funds for acquisition costs into escrow  
11 for each Assisted Unit until the following events first occur:

- 12 a. DEVELOPER shall execute this Loan Agreement.
- 13 b. DEVELOPER shall provide the Data Universal Number as  
14 assigned by the Data Universal Number System (DUNS)  
15 assigned to DEVELOPER as required by the Federal  
16 Funding Accountability and Transparency Act of 2006.
- 17 c. DEVELOPER shall provide documentation to support  
18 compliance with eligibility requirements for each Assisted  
19 Unit.
- 20 d. DEVELOPER shall provide the seller of each Assisted Unit  
21 ("Seller") with a letter of "Voluntary Acquisition of  
22 Foreclosed Property" as shown in **Exhibit E**, which is  
23 attached hereto and by this reference incorporated herein.
- 24 e. DEVELOPER shall provide and cause the Seller to provide  
25 for each Assisted Unit signed Initial Notice and Offer forms,  
26 as shown in **Exhibit E**, or other similar forms approved by  
27 COUNTY, acknowledging that both DEVELOPER and  
28 Seller have read and understood:

- 1) The acquisition is a Voluntary Acquisition and not subject to eminent domain;
- 2) The purchase price discount requirements of the transaction;
- 3) The initial purchase price negotiated by DEVELOPER and Seller (the "Initial Offer") is contingent and subject to the discount requirement of NSP and the Current Market Appraised Value ("CMAV"), as defined in **Exhibit A**.
- 4) The Seller and or Listing Agent certifies one of the following statements for such Assisted Unit: i) Property was owner occupied at time of foreclosure, or ii) If property was tenant occupied at time of foreclosure seller and or Listing Agent acknowledge and certify that the tenant was given 90 days notice as required by law before being asked to vacate the property and that the property has been vacant for at least ninety (90) days prior to the Initial Offer.
  - f. Prior to closing of escrow, DEVELOPER shall provide at its expense, Preliminary Title Reports, signed Purchase and Sale Agreements and estimated closing cost statements from escrow to COUNTY.
  - g. DEVELOPER shall provide to COUNTY Escrow Instructions listing each Assisted Unit in the transaction.
  - h. DEVELOPER shall provide and cause Seller to provide signed Final Notice and Offer forms for each Assisted Unit, as shown in **Exhibit E**, or other similar forms approved by COUNTY, acknowledging that both DEVELOPER and

1 Seller have mutually accepted a final purchase price that is  
2 one percent (1%) or more below the CMAV as determined  
3 within sixty (60) days of the date of the final purchase offer.

4 There will be no disbursement of funds for rehabilitation costs for each  
5 particular Assisted Unit until the following events first occur with respect to such  
6 Assisted Unit:

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

1 specifically identified in **Exhibit A**.

2 n. DEVELOPER agrees to pay all costs incurred due to the  
3 ownership and development of the Assisted Unit in a timely  
4 manner. DEVELOPER shall pay all incurred costs on or  
5 before the date such incurred cost becomes delinquent.  
6 COUNTY shall not reimburse DEVELOPER for late  
7 payments or penalties incurred by DEVELOPER due to non  
8 timely payment. In the event that COUNTY has  
9 inadvertently paid for a late payment penalty, the amount of  
10 the penalty shall be deducted from the developer's fee,  
11 unless otherwise authorized by the County.

12 o. Pursuant to 24 CFR, Part 5, DEVELOPER agrees to verify  
13 that DEVELOPER, and its principals, or any/all persons,  
14 contractors, consultants, businesses, etc. (Developer  
15 Associates), that DEVELOPER is conducting business with,  
16 are not presently debarred, proposed for debarment,  
17 suspended, declared ineligible, or voluntarily excluded from  
18 participation or from receiving federal contracts or federally  
19 approved subcontracts or from certain types of federal  
20 financial and nonfinancial assistance and benefits with the  
21 Excluded Parties Listing System at [www.epls.gov](http://www.epls.gov).  
22 DEVELOPER must provide a single comprehensive list of  
23 Developer Associates (individuals and firms) and print and  
24 maintain evidence of the search results of each Developer  
25 Associate as verification of compliance with this  
26 requirement as provided in **Exhibit H**.

27 COUNTY shall release final draw down of NSP funds for rehabilitation  
28 applicable to each Assisted Unit following receipt of all of the following Closing

1 Documents from DEVELOPER with respect to such Assisted Unit:

- 2 1) unconditional lien release from general contractor
- 3 and any subcontractors;
- 4 2) recorded Notice of Completion;
- 5 3) if applicable, all remaining Davis Bacon
- 6 documentation, if any, including, but not limited to,
- 7 complete certified payrolls, Section 3 certifications,
- 8 fringe benefit forms, and certificates of authorization
- 9 and understanding;
- 10 4) final Contract and Subcontract Activity report,
- 11 Minority Business Enterprise/Women Business
- 12 Enterprise (MBE/WBE) report, HUD form 2516;
- 13 5) final development costs and project budget; and
- 14 6) final sources and uses of funds.

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

20 Any disbursement of funds is expressly conditioned upon the  
21 satisfaction of conditions set forth in **Section 11**. Subsequent to acquisition of each  
22 Assisted Unit, COUNTY shall pay DEVELOPER for rehabilitation costs on a "cost-as-  
23 incurred" basis for all NSP-eligible approved costs on a monthly basis. All  
24 disbursements of NSP funds for rehabilitation will be made within thirty (30) days after  
25 DEVELOPER has submitted its letter identifying payments made and requesting  
26 reimbursement.

27 The developer's fee will be disbursed according to the following  
28 schedule: fifty percent (50%) upon sale of each Assisted Unit and fifty percent (50%)



1 upon sale of all Assisted Units. Should DEVELOPER not be successful in selling an  
2 Assisted Unit within the allotted time under **Section 26**, DEVELOPER will only be  
3 entitled to 50% of the developer fee for each unit not sold and the other half of the  
4 developer fee shall be forfeited. DEVELOPER shall comply with timely drawdown of  
5 funds by submitting monthly requests for reimbursement. COUNTY shall release final  
6 draw down of NSP funds following receipt of all of the items listed in **Section 11**.

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

10 14. DEVELOPER'S FEE AND REAL ESTATE SALE COMMISSIONS.  
11 The developer's fee cannot exceed 10% of total Project costs. COUNTY will allow for  
12 real estate commissions up to 3% of the resale price for each Assisted Unit.  
13 Developer fee shall be disbursed in accordance with **Section 12**. The Real Estate  
14 Commission fee will not be calculated as part of the Project Cost in determining the  
15 developer's fee.

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

20 a. Worker's Compensation Insurance.

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

1 provide a Borrowed Servant/Alternate Employer  
2 Endorsement.

3 b. Commercial General Liability Insurance.

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

16 c. Vehicle Liability Insurance.

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

26 d. General Insurance Provisions – All Lines.

27 1) Any insurance carrier providing insurance  
28 coverage hereunder shall be admitted to the State of

1 California and have an A.M. BEST rating of not less than A:  
2 VIII (A:8) unless such requirements are waived, in writing,  
3 by the COUNTY Risk Manager. If the COUNTY's Risk  
4 Manager waives a requirement for a particular insurer such  
5 waiver is only valid for that specific insurer and only for one  
6 policy term.

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

20 3) DEVELOPER shall cause DEVELOPER's  
21 insurance carrier(s) to furnish the County of Riverside with  
22 either 1) a properly executed original Certificate(s) of  
23 Insurance and certified original copies of Endorsements  
24 effecting coverage as required herein, and 2) if requested to  
25 do so orally or in writing by the COUNTY Risk Manager,  
26 provide original Certified copies of policies including all  
27 Endorsements and all attachments thereto, showing such  
28 insurance is in full force and effect. Further, said

1 Certificate(s) and policies of insurance shall contain the  
2 covenant of the insurance carrier(s) that thirty (30) days  
3 written notice shall be given to the County of Riverside prior  
4 to any material modification, cancellation, expiration or  
5 reduction in coverage of such insurance. In the event of a  
6 material modification, cancellation, expiration, or reduction  
7 in coverage, this Agreement shall terminate forthwith,  
8 unless the COUNTY receives, prior to such effective date,  
9 another properly executed original Certificate of Insurance  
10 and original copies of endorsements or certified original  
11 policies, including all endorsements and attachments  
12 thereto evidencing coverage's set forth herein and the  
13 insurance required herein is in full force and effect.  
14 DEVELOPER shall not commence operations until the  
15 COUNTY has been furnished original Certificate(s) of  
16 Insurance and certified original copies of endorsements and  
17 if requested, certified original policies of insurance including  
18 all endorsements and any and all other attachments as  
19 required in this Section. An individual authorized by the  
20 insurance carrier to do so, on its behalf, shall sign the  
21 original endorsements for each policy and the Certificate of  
22 Insurance.

23 4) It is understood and agreed to by the parties  
24 hereto that DEVELOPER's insurance shall be construed as  
25 primary insurance, and the COUNTY's insurance and/or  
26 deductibles and/or self-insured retention's or self-insured  
27 programs shall not be construed as contributory.

28 5) If, during the Term of this Agreement or any

1 extension thereof, there is a material change in the scope of  
2 services; or, there is a material change in the equipment to  
3 be used in the performance of the scope of work which will  
4 add additional exposures (such as the use of aircraft,  
5 watercraft, cranes, etc.); or, the Term of this Agreement,  
6 including any extensions thereof, exceeds five (5) years the  
7 COUNTY reserves the right to adjust the types of insurance  
8 required under this Agreement and the monetary limits of  
9 liability for the insurance coverage's currently required  
10 herein, if; in the COUNTY Risk Manager's reasonable  
11 judgment, the amount or type of insurance carried by  
12 DEVELOPER has become inadequate.

13 6) DEVELOPER shall pass down the insurance  
14 obligations contained herein to all tiers of subcontractors  
15 working under this Agreement.

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

19 8) DEVELOPER agrees to notify COUNTY of any  
20 claim by a third party or any incident or event that may give  
21 rise to a claim arising from the performance of this  
22 Agreement.

23 16. FINANCIAL RECORDS. DEVELOPER shall establish and  
24 maintain financial, programmatic, statistical, and other supporting records of its  
25 operations and financial activities in accordance with 24 CFR Part 84 or 85 as  
26 applicable and Part 570 and OMB Circular Nos. A-102, revised, A-110, A-87, and A-  
27 122, as applicable and as they relate to the acceptance and use of federal funds  
28 under this Agreement. Records shall be open to inspection and audit by authorized

1 representatives of the COUNTY, HUD, and the Controller General of the United States  
2 or any of their authorized representatives, at any time during normal business hours,  
3 as often as deemed necessary, to audit, examine, and make excerpts or transcripts of  
4 all relevant data. Any deficiencies noted in audit reports must be fully cleared by  
5 DEVELOPER within thirty (30) days after receipt by DEVELOPER. Failure of  
6 DEVELOPER to comply with the above audit requirements will constitute a violation of  
7 this contract and may result in the withholding of future payments. COUNTY, HUD,  
8 and the Comptroller General, or any of their representatives, have the right of access  
9 to any pertinent books, documents, papers, or other records of DEVELOPER, in order  
10 to make audits, examinations, excerpts, and transcripts. Said records shall be retained  
11 for such time as may be required by the regulations of the Neighborhood Stabilization  
12 Program, but in no case for less than five (5) years after the Project completion date;  
13 except that records of individual tenant income verifications, project rents, and project  
14 inspections must be retained for the most recent five (5) year period, until five (5)  
15 years after the Affordability Period terminates. If any litigation, claim, negotiation,  
16 audit, or other action has been started before the expiration of the regular period  
17 specified, the records must be retained until completion of the action and resolution of  
18 all issues which arise from it, or until the end of the regular period, whichever is later.

19 17. PROJECT MONITORING AND EVALUATION. Except as  
20 otherwise provided for in this Agreement, DEVELOPER shall maintain and submit  
21 records to the COUNTY within ten (10) business days of the COUNTY's request which  
22 clearly documents DEVELOPER's performance under each requirement of NSP. A list  
23 of document submissions and timeline are shown in **Exhibit A** and such list may be  
24 amended from time to time subject to HUD and COUNTY reporting requirements.

25 18. ACCESS TO PROJECT SITE. The COUNTY and HUD shall have  
26 the right to visit the Project site at all reasonable times, and upon completion of the  
27 Project upon reasonable written notice to DEVELOPER, to review the operation of the  
28 Project in accordance with this Agreement.

1           19.    COMPLIANCE WITH LAWS AND REGULATIONS. By executing  
2 this Agreement, DEVELOPER hereby certifies that it will adhere to and comply with all  
3 federal, state and local laws, regulations and ordinances. In particular, DEVELOPER  
4 shall comply with the following as they may be applicable to DEVELOPER of funds  
5 granted pursuant to the NSP Program:

- 6           a.    NSP regulations as set forth under HERA, as it now exists  
7                   and may hereafter be amended, and Federal Register / Vol.  
8                   73, No. 194 / Monday, October 6, 2008 / Docket No. FR-  
9                   5255-N-01, Notice of Allocations, Application Procedures,  
10                  Regulatory Waivers Granted to and Alternative  
11                  Requirements for Emergency Assistance for  
12                  Redevelopment of Abandoned and Foreclosed Homes  
13                  Grantees Under the Housing and Economic Recovery Act,  
14                  2008.
- 15          b.    CDBG statutory and regulatory provisions, including those  
16                  at 24 CFR Part 570 subpart A, C, D, J, K, and O, as  
17                  appropriate, shall apply.
- 18          c.    Other Federal requirements and non-discrimination. As set  
19                  forth in 24 CFR Part 5, subpart A, DEVELOPER is required  
20                  to include the following requirements: non-discrimination  
21                  and equal opportunity; disclosure; debarred, suspended, or  
22                  ineligible contractors; and drug-free workplace.
- 23          d.    Environmental Review. Each Assisted Unit will be subject to  
24                  environmental review prior to acquisition, demolition,  
25                  rehabilitation or new construction. The environmental  
26                  effects of each activity carried out with NSP funds must be  
27                  assessed in accordance with the provisions of the National  
28                  Environmental Policy Act of 1969 (NEPA) and related

1 authorities listed at 24 CFR Part 58. The Project is required  
2 to comply with Laws and Authorities of §58.5: Historic  
3 Preservation, Floodplain & Wetlands, Coastal Zone,  
4 Aquifers, Endangered Species, Rivers, Air, Farmlands,  
5 HUD Environmental Standards and Environmental Justice.

6 e. Displacement, Relocation, and Acquisition. Each Assisted  
7 Unit not owner occupied at time of foreclosure must be  
8 vacant for a minimum period of ninety (90) days prior to the  
9 Initial Offer. The Project is subject to relocation  
10 requirements of Title II and the acquisition requirements of  
11 Title III of the Uniform Relocation Act (URA) and Real  
12 Property Acquisition Policies Act of 1970, and the  
13 implementing regulations at 24 CFR Part 42.

14 1) Prevailing Wages and Compliance with Davis-Bacon  
15 Act. DEVELOPER shall comply with any applicable  
16 labor regulations and all other State and Federal Laws  
17 in connection with the construction of the  
18 improvements which comprise the Project, including if  
19 applicable, requirements relating to the Davis-Bacon  
20 Act (40 U.S.C. 276a--276a-5). DEVELOPER agrees  
21 and acknowledges that it is the responsibility of  
22 DEVELOPER to obtain a legal determination, at  
23 DEVELOPER's sole cost and expenses as to whether  
24 prevailing wages must be paid during the rehabilitation  
25 of the Project. DEVELOPER agrees to identify, defend,  
26 and hold COUNTY harmless from and against any and  
27 all liability arising out of and related to DEVELOPER's  
28 failure to comply with any and all applicable prevailing



1 wage requirements.

- 2 f. Lead-based Paint. Housing assisted with NSP funds is  
3 subject to the lead-based paint regulations of 24 CFR Part  
4 35, subparts A, B, J, K, and R, issued pursuant to the Lead-  
5 Based Paint Poisoning Prevention Act (42 U.S.C. 4821, et  
6 seq.). All homes built prior to 1978 shall be tested for lead  
7 based paint.
- 8 g. Conflict of Interest. In the procurement of property and  
9 services by DEVELOPER, the conflict of interest provisions  
10 at §570.611 shall apply.
- 11 h. Section 3 of the Housing and Urban Development Act of  
12 1968. To the greatest extent feasible, opportunities for  
13 training and employment arising from NSP funds will be  
14 provided to low-income persons residing in the Target Area.  
15 To the greatest extent feasible, contracts for work to be  
16 performed in connection with NSP funds will be awarded to  
17 business concerns that are located in or owned by persons  
18 residing in the Target Area. Contracts funded from Section  
19 3 must abide by the Section 3 Clause prescribed at 24 CFR  
20 135.38, as shown in **Exhibit F** which is attached hereto and  
21 by this reference incorporated herein.
- 22 i. Compliance with anti-discrimination laws. Conformity with  
23 title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the  
24 Fair Housing Act (42 U.S.C. 3601-3619), and implementing  
25 regulations.
- 26 j. Affirmative marketing and minority outreach program.  
27 DEVELOPER must adopt affirmative marketing procedures  
28 and requirements. These should include:

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- 1) Methods for informing the public, owners, and potential tenants about Federal fair housing laws and the affirmative marketing policy.
- 2) Requirements and practices that DEVELOPER must adhere to in order to carry out the affirmative marketing procedures and requirements.
- 3) Procedures to be used by DEVELOPER to inform and solicit applications from persons in the housing market areas that are not likely to apply without special outreach.
- 4) Records will be kept describing actions taken by DEVELOPER to affirmatively market units and to assess the results of these actions.
- 5) A description of how DEVELOPER will annually assess the success of affirmative marketing actions and what corrective actions will be taken where affirmative marketing requirements are not met.
- 6) DEVELOPER should prescribe procedures to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including, without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts entered into by DEVELOPER with such persons or entities, public and private, in order to

1 facilitate the activities of the County to provide  
2 affordable housing authorized under this Act or any  
3 other Federal housing law. Affirmative steps to  
4 assure that minority business enterprises and women  
5 business enterprises are used when possible in the  
6 procurement of property and services are at 24 CFR  
7 85.36(e).

8 7) Anti-lobbying. DEVELOPER must comply with  
9 restrictions on lobbying required by 24 CFR Part 87.

10 k. Model Energy Code published by the Council of American  
11 Building Officials.

12 l. Consultant Activities. Pursuant to 24 CFR 570.200(d), no  
13 person providing consultant services in an employer-  
14 employee type of relationship shall receive more than a  
15 reasonable rate of compensation for personal services paid  
16 with CDBG funds.

17 m. Uniform Administrative Requirements of 24 CFR Part 84 or  
18 85 as applicable, Part 570 and OMB Circular Nos. A-102,  
19 revised, A-110 (implemented at 24 CFR Part 84), A-87, and  
20 A-122, as applicable and as they relate to the acceptance  
21 and use of federal funds under this Agreement.

22 n. DEVELOPER shall include written agreements that include  
23 all provisions of this section if DEVELOPER provides NSP  
24 funds to for-profit owners or developers, non-profit owners  
25 or developers, sub-recipients, homeowners, homebuyers,  
26 tenants receiving tenant-based rental assistance, or  
27 contractors.

28 20. PURCHASE PRICE REQUIREMENT. Any purchase of a

1 foreclosed home shall be at a discount from the CMAV taking into account its current  
2 condition. The purchase price of the home must be at least one (1%) below the CMAV  
3 of the home (the "Discount"). Properties may be purchased in bulk, but the Discount  
4 applies to each property, and not an overall discount. The final offer meeting the  
5 Discount must be received by EDA within sixty (60) days of the completed EDA  
6 appraisal or the property will be denied.

7 21. INCOME TARGETING REQUIREMENTS. DEVELOPER shall  
8 resell Assisted Units to LMMI households whose incomes are at or below one-  
9 hundred twenty percent (120%) of the Area Median Income (AMI), adjusted by family  
10 size at the time of occupancy, for the County of Riverside and resell a minimum of up  
11 to 25% of the total Assisted Units to VLI households whose incomes are at or below  
12 fifty percent (50%) of AMI, adjusted by family size at the time of occupancy, for the  
13 County of Riverside.

14 22. RESALE REQUIREMENTS DEVELOPER is required to sell each  
15 Assisted Unit to a Qualified Homebuyer and repay COUNTY with the proceeds from  
16 the sale. The Selling Price of each Assisted Unit shall not exceed (a) the fair market  
17 value or (b) the total costs to acquire, rehabilitate and dispose of each Assisted Unit  
18 pursuant to NSP1. Each Qualified Homebuyer, as defined herein, will obtain a home  
19 loan from a financial institution for up to the Selling Price (the "Homebuyer Loan"). If  
20 the Homebuyer Loan is less than the Selling Price, then the Qualified Homebuyer will  
21 receive the difference as a "Silent Second Mortgage" or Homebuyer Subsidy from  
22 COUNTY. The Homebuyer Subsidy is limited to (a) thirty percent (30%) of the Selling  
23 Price capped for a maximum amount of \$75,000 for LMMI households or (b) fifty  
24 percent (50%) of the Selling Price capped for a maximum amount of \$75,000 for VLI  
25 households. Upon transfer of title to the Qualified Homebuyer, the amount of the  
26 Homebuyer Loan less the sum of the Development Subsidy, the Homebuyer Subsidy  
27 and closing costs and Subsidy Amount will be returned to COUNTY and a Homebuyer  
28 Deed of Trust shall be recorded to secure this second mortgage loan, and to require

1 its repayment if the Assisted Unit is no longer the principal residence or the Assisted  
2 Unit is sold prior to the expiration of the Affordability Period in violation of the  
3 Homebuyer Deed of Trust.

4 23. QUALIFIED HOMEBUYER. DEVELOPER shall provide to EDA  
5 evidence to support the following listed information for EDA's review and approval:

- 6 a. Income Limits. In order for homebuyers to be eligible to  
7 purchase the rehabilitated homes, (1) LMMI homebuyer  
8 annual incomes must not exceed one-hundred twenty percent  
9 (120%) of the AMI, as determined by HUD, adjusted for family  
10 size for the County of Riverside and (2) VLI homebuyer annual  
11 incomes must not exceed fifty percent (50%) of the AMI, as  
12 determined by HUD, adjusted for family size for the County of  
13 Riverside. The income and assets of all persons age eighteen  
14 (18) and older who will reside in the home must be included in  
15 the calculation to determine income eligibility.
- 16 b. Co-owners. Co-owners are only permitted if they will occupy  
17 the home as their principal residence and qualify as first time  
18 buyers. The income of all co-owners will be included in  
19 determining if the household qualifies as moderate income, as  
20 noted above. Co-signers are not permitted.
- 21 c. First-time homebuyer. In order to qualify as a first-time  
22 homebuyer, the homebuyer cannot have owned a home for  
23 the previous three years from the date the homebuyer enters  
24 into a purchase agreement. DEVELOPER shall cause the  
25 homebuyer to sign a sworn application attesting that they have  
26 not owned a home and tax returns from the last three (3) years  
27 will be reviewed to ascertain that no mortgage interest or real  
28 estate tax deductions have been claimed.

- 1 d. Principal Residence. Homebuyer must be the principal  
2 resident during the Affordability Period.
- 3 e. Occupancy Standard. All homebuyers must meet the  
4 occupancy standard as defined in the Housing Quality Act  
5 under 982.401 that states, "The dwelling unit must have at  
6 least one bedroom or living/sleeping room for each two  
7 persons." Children of opposite sex, other than very young  
8 children, may not be required to occupy the same bedroom or  
9 living/sleeping room.
- 10 f. Homebuyer Education. Each homebuyer must receive a  
11 certificate of completion evidencing at least eight (8) hours of  
12 homebuyer counseling from a HUD-approved housing  
13 counseling agency before obtaining a mortgage loan.
- 14 g. Long Term Affordability. NSP assisted units must meet the  
15 affordability requirements for fifteen (15) years after transfer of  
16 title to Qualified Homebuyer. Affordability requirements apply  
17 regardless of the term of any loan, mortgage or the transfer of  
18 ownership. Affordability requirements are imposed by deed  
19 restrictions, but may terminate upon foreclosure or transfer in  
20 lieu of foreclosure.
- 21 h. Creditworthiness. Qualified Homebuyers must be creditworthy  
22 and able to undertake traditional 30-year fixed rate loan FHA,  
23 VA, CalHFA, Fannie Mae or Freddie Mac insured loan  
24 products with fully amortized loan payments.
- 25 i. Equity Participation. In the event a Second Mortgage Loan is  
26 required, as explained in **Section 4(d)**, repayment is required  
27 to COUNTY if the Assisted Unit is no longer the principal  
28 residence or upon sale, rental, refinance, conveyance, transfer

1 or change in title of the Assisted Unit prior to the expiration of  
2 the Affordability Period in violation of the Homebuyer Deed of  
3 Trust. Sale, rental, refinance, conveyance, transfer or change  
4 in title of the Assisted Unit prior to the expiration of the  
5 Affordability Period in violation of the Homebuyer Deed of  
6 Trust will cause the Qualified Homebuyer to be obligated to  
7 repay the COUNTY shared equity, in addition to the principal  
8 amount of the Homebuyer Subsidy, as provided in the  
9 Homebuyer Deed of Trust to COUNTY.

- 10 j. County Assistance. Only the County of Riverside's Mortgage  
11 Credit Certificate program can be used to further assist eligible  
12 first-time homebuyers buy an Assisted Unit. The following  
13 County of Riverside programs are not eligible: First Time  
14 Home Buyer Program, Neighborhood Stabilization  
15 Homeownership Program and Redevelopment  
16 Homeownership Program.

17 24. FEDERAL REQUIREMENTS. DEVELOPER shall comply with the  
18 provisions of NSP and any amendments thereto and all applicable federal regulations  
19 and guidelines now or hereafter enacted.

20 25. INDEPENDENT CONTRACTOR. DEVELOPER and its agents,  
21 servants and employees shall act at all times in an independent capacity during the  
22 Term of this Agreement, and shall not act as, shall not be, nor shall they in any  
23 manner be construed to be agents, officers, or employees of COUNTY.

24 26. PERFORMANCE REQUIREMENTS. DEVELOPER must complete  
25 all the following activities within the time specified below or the COUNTY shall either  
26 reallocate unencumbered funds pursuant to **Section 10** or take title of Assisted Units:

- 27 a. Close Escrow on the Assisted Units within four (4) months from  
28 the Effective Date;





1 attached hereto as **Exhibit G** which is attached hereto and by  
2 this reference incorporated herein.

- 3 b. DEVELOPER understands and agrees that no waiver or  
4 exception can be granted to the prohibition against conflict of  
5 interest except upon written approval of HUD pursuant to 24  
6 CFR 92.356(d). Any request by DEVELOPER for an  
7 exception shall first be reviewed by COUNTY to determine  
8 whether such request is appropriate for submission to HUD.
- 9 c. Prior to any funding under this Agreement, DEVELOPER  
10 shall provide COUNTY with a list of all employees, agents,  
11 consultants, officers and elected and appointed officials who  
12 are in a position to participate in a decision-making process,  
13 exercise any functions or responsibilities, or gain inside  
14 information with respect to the NSP activities funded under  
15 this Agreement. DEVELOPER shall also promptly disclose to  
16 COUNTY any potential conflict, including even the  
17 appearance of conflict that may arise with respect to the NSP  
18 activities funded under this Agreement.
- 19 d. Any violation of this section shall be deemed a material  
20 breach of this Agreement, and the Agreement shall be  
21 immediately terminated by the COUNTY.

22 29. EVENTS OF DEFAULT. The occurrence of any of the following  
23 events shall constitute an "Event of Default" under this Agreement:

- 24 a. Monetary Default. (1) DEVELOPER's failure to pay when  
25 due any sums payable under the Note or any advances made  
26 by the COUNTY under this Agreement; (2) DEVELOPER's or  
27 any agent of DEVELOPER's use of NSP funds for costs  
28 inconsistent with terms and restrictions set forth in this

1 Agreement; (3) DEVELOPER's failure to obtain and maintain  
2 the insurance coverage required under this Agreement; (4)  
3 DEVELOPER's or any agent of DEVELOPER's failure to  
4 make any other payment of any assessment or tax due under  
5 this Agreement.

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

18 c. General Performance of Loan Obligations. Any substantial or  
19 continuous or repeated breach by DEVELOPER or  
20 DEVELOPER's agents of any material obligations on  
21 DEVELOPER imposed in the NSP Agreement.

22 d. General Performance of Other Obligations. Any substantial  
23 or continuous or repeated breach by DEVELOPER or  
24 DEVELOPER's agents of any material obligations on the  
25 Project imposed by any other agreement with respect to the  
26 financing, development, or operation of the Project; whether  
27 or not the COUNTY is a party to such agreement; but only  
28 following any applicable notice and cure periods with respect

1 to any such obligation.

2 e. Representations and Warranties. A determination by the  
3 COUNTY that any of DEVELOPER's representations or  
4 warranties made in this Agreement, any statements made to  
5 the COUNTY by DEVELOPER, or any certificates,  
6 documents, or schedules supplied to the COUNTY by  
7 DEVELOPER were untrue in any material respect when  
8 made, or that DEVELOPER concealed or failed to disclose a  
9 material fact from the COUNTY.

10 f. Damage to Project. In the event that the Project is materially  
11 damaged or destroyed by fire or other casualty, and  
12 DEVELOPER receives an award or insurance proceeds for  
13 the repair or reconstruction of the Project, and DEVELOPER  
14 does not use such award or proceeds to repair or reconstruct  
15 the Project.

16 g. Bankruptcy, Dissolution and Insolvency. DEVELOPER (1)  
17 filing for bankruptcy, dissolution, or reorganization, or failure  
18 to obtain a full dismissal of any such involuntary filing brought  
19 by another party before the earlier of final relief or one (1) day  
20 after such filing; (2) making a general assignment for the  
21 benefit of creditors; (3) applying for the appointment of a  
22 receiver, trustee, custodian, or liquidator, or failure to obtain a  
23 full dismissal of any such involuntary application brought by  
24 another party before the earlier of final relief or forty-five (45)  
25 days after such filing; (4) insolvency; or (5) failure, inability or  
26 admission in writing of its inability to pay its debts as they  
27 become due.

28 30. NOTICE OF DEFAULT AND OPPORTUNITY TO CURE. Except

1 for the performance obligations set forth in **Section 26**, for monetary and non-  
2 monetary Events of Default, the COUNTY shall give written notice to DEVELOPER of  
3 any Event of Default by specifying: (a) the nature of the Event of Default or the  
4 deficiency giving rise to the default, (b) the action required to cure the deficiency, if an  
5 action to cure is possible, and (c) a date, which shall not be more than thirty (30)  
6 calendar days from the mailing of the notice, by which such action to cure must be  
7 taken. Except for the performance obligations set forth in **Section 26**, the COUNTY  
8 agrees that the DEVELOPER shall have the right to cure defaults under this  
9 Agreement.

10           31. COUNTY REMEDIES. Upon the happening of an Event of Default  
11 and a failure by DEVELOPER to cure said default within the time specified in the  
12 notice of default (if an action to cure is specified in said notice), the COUNTY's  
13 obligation to disburse NSP funds shall terminate, and the COUNTY may also in  
14 addition to other rights and remedies permitted by this Agreement or applicable law,  
15 proceed with any or all of the following remedies in any order or combination the  
16 COUNTY may choose in its sole discretion:

- 17           a. Terminate this Agreement, in which event the entire amount  
18 as well as any other monies advanced to DEVELOPER by  
19 the COUNTY under this Agreement including administrative  
20 costs, shall immediately become due and payable at the  
21 option of the COUNTY.
- 22           b. Bring an action in equitable relief (1) seeking the specific  
23 performance by DEVELOPER of the terms and conditions of  
24 this Agreement, and/or (2) enjoining, abating, or preventing  
25 any violation of said terms and conditions, and/or (3) seeking  
26 declaratory relief.
- 27           c. Accelerate the NSP Loan, and demand immediate full  
28 payment of the principal payment outstanding and all accrued

1 interest under the Note, as well as any other monies  
2 advanced to DEVELOPER by the COUNTY under this  
3 Agreement.

- 4 d. Reallocate unencumbered funds pursuant to **Section 10**.
- 5 e. Pursue any other remedy allowed at law or in equity.

6 32. DEVELOPER'S REMEDIES. Upon the fault or failure of the  
7 COUNTY to meet any of its obligations under this Agreement, DEVELOPER may:

- 8 a. Demand payment from the COUNTY of any sums due  
9 DEVELOPER; and/or
- 10 b. Bring an action in equitable relief seeking the specific  
11 performance by the COUNTY of the terms and conditions of  
12 this Agreement; and/or
- 13 c. Pursue any other remedy allowed at law or in equity.

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

25 34. DEVELOPER'S CERTIFICATION. DEVELOPER certifies, to the  
26 best of its knowledge and belief, that:

- 27 a. No federally appropriated funds have been paid or will be  
28 paid, by or on behalf of the undersigned, to any person for

1 influencing or attempting to influence an officer or employee  
2 of any agency, a member of Congress, an officer or  
3 employee of Congress, or an employee of a member of  
4 Congress in connection with the awarding of any federal  
5 contract, the making of any federal grant, the making of any  
6 federal loan, the entering into of any cooperative agreement,  
7 and the extension, continuation, review, amendment, or  
8 modification of any federal contract, grant, loan, or  
9 cooperative agreement.

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

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

27 35. HOLD HARMLESS AND INDEMNIFICATION. DEVELOPER shall  
28 indemnify and hold harmless the COUNTY, its Agencies, Boards, Districts, Special

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

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

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

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

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

1 fullest extent allowed by law.

2 36. TERMINATION.

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

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

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

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

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

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



1 determined that suspension of funds is necessary. The  
2 award may be terminated for convenience in accordance  
3 with 24 CFR 85.44.

4 d. Upon expiration of this Agreement, DEVELOPER shall  
5 transfer to the COUNTY any unexpended NSP funds in its  
6 possession at the time of expiration of the Agreement as  
7 well as any accounts receivable held by DEVELOPER  
8 which are attributable to the use of NSP funds awarded  
9 pursuant to this Agreement. If COUNTY so chooses it will  
10 also require DEVELOPER to transfer title of Assisted Units  
11 to COUNTY.

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

21 38. MECHANICS LIENS AND STOP NOTICES. If any claim of  
22 mechanics lien is filed against the Project or a stop notice affecting the NSP Loan is  
23 served on the COUNTY, DEVELOPER must, within twenty (20) days of such filing or  
24 service, either pay and fully discharge the lien or stop notice, obtain a release of the  
25 lien or stop notice by delivering to the COUNTY a surety bond in sufficient form and  
26 amount, or provide the COUNTY with other assurance reasonably satisfactory to  
27 COUNTY that the lien or stop notice will be paid or discharged.

28 39. ENTIRE AGREEMENT. It is expressly agreed that this Agreement

1 embodies the entire agreement of the parties in relation to the subject matter hereof,  
2 and that no other agreement or understanding, verbal or otherwise, relative to this  
3 subject matter, exists between the parties at the time of execution.

4 40. AUTHORITY TO EXECUTE. The persons executing this  
5 Agreement or exhibits attached hereto on behalf of the parties to this Agreement  
6 hereby warrant and represent that they have the authority to execute this Agreement  
7 and warrant and represent that they have the authority to bind the respective parties to  
8 this Agreement to the performance of its obligations hereunder.

9 41. WAIVER. Failure by a party to insist upon the strict performance of  
10 any of the provisions of this Agreement by the other party, or the failure by a party to  
11 exercise its rights upon the default of the other party, shall not constitute a waiver of  
12 such party's rights to insist and demand strict compliance by the other party with the  
13 terms of this Agreement thereafter.

14 42. INTERPRETATION AND GOVERNING LAW. This Agreement and  
15 any dispute arising hereunder shall be governed by and interpreted in accordance with  
16 the laws of the State of California. This Agreement shall be construed as a whole  
17 according to its fair language and common meaning to achieve the objectives and  
18 purposes of the parties hereto, and the rule of construction to the effect that  
19 ambiguities are to be resolved against the drafting party shall not be employed in  
20 interpreting this Agreement, all parties having been represented by counsel in the  
21 negotiation and preparation hereof.

22 43. JURISDICTION AND VENUE. Any action at law or in equity arising  
23 under this Agreement or brought by a party hereto for the purpose of enforcing,  
24 construing or determining the validity of any provision of this Agreement shall be filed  
25 in the Superior Courts of Riverside County, State of California, and the parties hereto  
26 waive all provisions of law providing for the filing, removal or change of venue to any  
27 other court or jurisdiction.

28 44. SEVERABILITY. Each paragraph and provision of this Agreement

1 is severable from each other provision, and if any provision or part thereof is declared  
2 invalid, the remaining provisions shall nevertheless remain in full force and effect.

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

7 46. MODIFICATION OF AGREEMENT. The COUNTY or  
8 DEVELOPER may consider it in its best interest to change, modify or extend a term or  
9 condition of this Agreement. Any such change, extension or modification, which is  
10 mutually agreed upon by the COUNTY and DEVELOPER shall be incorporated in  
11 written amendments to this Agreement as shown in **Exhibit D**, which is attached  
12 hereto and by this reference incorporated herein. The Assistant County Executive  
13 Officer/EDA or designee is authorized to execute, subject to County Counsel approval,  
14 the amendment to change, modify or extend a term or condition of this Agreement.  
15 Such amendments shall not invalidate this Agreement, nor relieve or release the  
16 COUNTY or DEVELOPER from any obligations under this Agreement, except for  
17 those parts thereby amended. No amendment to this Agreement shall be effective and  
18 binding upon the parties, unless it expressly makes reference to this Agreement, is in  
19 writing and is signed and acknowledged by duly authorized representatives of all  
20 parties.

21 47. ASSIGNMENT. DEVELOPER will not make any sale, assignment,  
22 conveyance, or lease of any trust or power, or transfer in any other form with respect  
23 to this Agreement or the Project, other than the sale of Assisted Units to Qualified  
24 Homebuyers as set forth in this Agreement.

25 48. EXHIBITS AND ATTACHMENTS. Each of the attachments and  
26 exhibits attached hereto is incorporated herein by this reference.

27 49. MEDIA RELEASES. DEVELOPER agrees to allow COUNTY to  
28 coordinate all media releases regarding the Project, with prior approval of

1 DEVELOPER. Any publicity generated by DEVELOPER for the Project must make  
2 reference to the contribution of COUNTY in making the Project possible. COUNTY's  
3 name shall be prominently displayed in all pieces of publicity generated by  
4 DEVELOPER, including flyers, press releases, posters, signs, brochures, and public  
5 service announcements. DEVELOPER agrees to cooperate with COUNTY in any  
6 COUNTY-generated publicity or promotional activities with respect to the Project.

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

13 COUNTY  
14 Assistant Director of Housing  
15 Riverside County  
16 Economic Development Agency  
17 5555 Arlington Ave.  
18 Riverside, CA 92504

13 DEVELOPER  
14 President  
15 Neighborhood Partnership  
16 Housing Services, Inc.  
17 320 W. G Street, Ste. 103  
18 Ontario, CA 91762

19 51. COUNTERPARTS. This Agreement may be signed by the different  
20 parties hereto in counterparts, each of which shall be an original but all of which  
21 together shall constitute one and the same agreement.

22 52. TIME OF THE ESSENCE. Time is of the essence with respect to  
23 all provisions of this Agreement that specify a time for performance.

24 53. EFFECTIVE DATE. The effective date of this Agreement is the  
25 date the parties execute the Agreement. If the parties execute the Agreement on more  
26 than one date, then the date first above written shall be the effective date.

27 54. FORCE MAJEURE DELAYS. Delay due to Force Majeure that, in  
28 each case, (i) materially adversely affects the performance by DEVELOPER of its  
obligations hereunder, (ii) is not reasonably foreseeable and is beyond DEVELOPER's  
reasonable control, (iii) despite the exercise of reasonable diligence, cannot be

1 prevented, avoided or removed by DEVELOPER and is not attributable to the  
2 negligence, willful misconduct or bad faith of DEVELOPER, and (iv) is not the result of  
3 the failure of DEVELOPER to perform any of its obligations under this Agreement.  
4 Notwithstanding the foregoing, a Force Majeure Delay shall not be deemed to have  
5 occurred unless DEVELOPER has notified COUNTY of such occurrence of Force  
6 Majeure within fifteen (15) days after such occurrence and has provided COUNTY  
7 with the details of such event and the length of the anticipated delay within an  
8 additional fifteen (15) days thereafter. DEVELOPER shall diligently attempt to  
9 remove, resolve, or otherwise eliminate such event, keep the COUNTY advised with  
10 respect thereto, and shall commence performance of its obligations hereunder  
11 immediately upon such removal, resolution or elimination. During the occurrence and  
12 continuance of a Force Majeure Delay, DEVELOPER shall be excused from  
13 performance of its obligations under this Agreement to the extent the Force Majeure  
14 prevents DEVELOPER from performing such obligations.

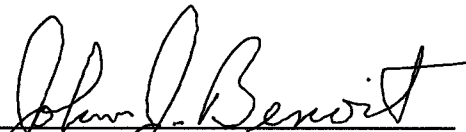
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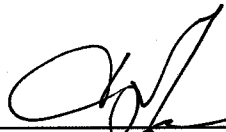
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1                   **IN WITNESS WHEREOF**, the COUNTY and DEVELOPER have executed  
2 this Agreement as of the date first above written.

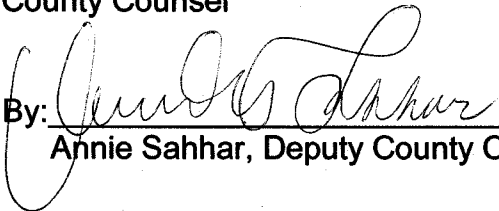
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4 COUNTY:  
5 COUNTY OF RIVERSIDE

DEVELOPER:  
NEIGHBORHOOD PARTNERSHIP HOUSING  
SERVICES, INC.

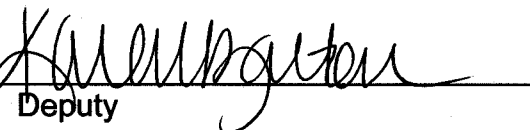
6  
7  
8 By:   
9 JOHN J. BENOIT  
Chairman, Board of Supervisors

By:   
CLEMENTE MOJICA  
CEO/President

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

17  
18 By:   
19 Annie Sahhar, Deputy County Counsel

20  
21 ATTEST:  
22 KECIA HARPER-IHEM  
Clerk of the Board

23  
24 By:   
25 Deputy

# Exhibit A

**DEVELOPER:** Neighborhood Partnership Housing Services, Inc. (DEVELOPER)

**Address:** 320 W. G Street, Ste. 103, Ontario, CA 91762

**Project Title:** NPHS GROUP 4

## **Project Description:**

DEVELOPER will utilize up to \$500,000 in NSP funds for acquisition, rehabilitation and resale of vacant, foreclosed and bank-owned single-family homes to low-, moderate- and middle-income ("LMMI") and very low-income ("VLI") first-time homebuyers within designated Target Areas of the County of Riverside as defined in the County of Riverside's 2008-2009 One Year Action Plan and its amendments. Target Areas inside a city's boundary will require a letter of support from the respective city. DEVELOPER has received a letter of support from the following cities: City of Menifee and City of Perris.

DEVELOPER will resell Assisted Units to LMMI households whose incomes are at or below one-hundred twenty percent (120%) of the Area Median Income (AMI), adjusted by family size at the time of occupancy, for the County of Riverside and resell a minimum of 25% of the total Assisted Units to VLI households whose incomes are at or below fifty percent (50%) of AMI, adjusted by family size at the time of occupancy, for the County of Riverside.

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). Developer will utilize NSP1 funds for acquisition, rehabilitation and disposal costs of properties for the Project. NSP1 Assisted Units shall be affordable for a period of at least 15 years from the transfer of title to qualified first-time homebuyers.

## **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 or real estate owned.
2. If the home was tenant occupied at the time of foreclosure the foreclosing entity must provide documentation showing that all tenant protection laws were adhered to. Also, prior to entering into an agreement the home must have been vacant for a period of at least 90 days prior to the Initial Notice and Offer form (Exhibit E).
3. The home must be permanently fixed to a permanent foundation.
4. 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 older than 50 years and must not be listed on, or eligible for listing on, the National Register of Historic Places and are subject to review by the California State Historic Preservation Office. Homes built prior to 1978 will require to be tested for lead.
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 and its amendments. Target Areas inside a city's boundary will require a letter of support from the respective city. DEVELOPER has letters of support from the cities of Perris and Menifee and will be obtaining letters of support from the following cities in Eastern Riverside County once this loan agreement has been executed:

- Cathedral City
- Thousand Palms
- Desert Hot Springs
- Indio
- Beaumont
- Banning

### 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, as updated and published regularly by HUD. In addition, the purchase price of property shall not exceed the appraised value of the property.

### Resale Price Limitation

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

### Acquisition

1. All foreclosed homes participating in this program must meet or exceed the minimum one percent (1%) 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 one percent (1%) discount below the Current Market Appraised Value, then EDA will only pay up to \$1,500 per property of which will be paid by EDA. Beyond that amount, DEVELOPER must pay for the cost of subsequent appraisals.
  - b) If the property's purchase price does meet or exceed the minimum one percent (1%) 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 E**, or other similar forms approved by COUNTY, 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 one percent (1%) below the CMAV. Properties may be purchased in bulk, but the minimum one percent (1%) discount applies to each property, and not an overall discount.
  - a) If the Initial Offer does meet or exceed the minimum one percent (1%) discount, then the Seller and DEVELOPER ("Buyer") will be required to submit a Final Notice and Offer form, as provided in **Exhibit E**, or other similar forms approved by COUNTY. 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 one percent (1%) discount below CMAV, then the Buyer will be required to re-negotiate to meet the minimum one percent (1%) 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:

County of Riverside NSP Loan 10 months @ 0%	\$ 500,000
<b>Total Sources</b>	<b>\$ 500,000</b>

Uses:

Acquisition	\$217,600.00
Acquisition Closing Costs	\$21,760.00
Appraisals	\$1,800.00
Title and Recording	\$7,200.00
Reconveyance Fees	\$200.00
Rehabilitation Costs	\$136,900.00
LBP/ACM Assessments	\$2,000.00
Building Permits	\$5,000.00
Interim Maintenance	\$4,600.00
Utilities	\$2,300.00
HOA	\$700.00
Insurance	\$2,200.00
Marketing	\$5,000.00
Contingency	\$34,046.27
(Total Project Costs) Sub-Total	\$441,306.27
Real Estate Commission (up to 3% of resale prices)	\$14,563.11
Developer Fee (10% of Total Project Costs)	\$44,130.63
<b>Total Uses</b>	<b>\$500,000.00</b>

**IMPLEMENTATION SCHEDULE**

Milestone	Completion Date
1. NSP Loan Agreement executed	
2. Acquisition of Assisted Units completed*	(4 <sup>th</sup> month)
3. Marketing Plan Status and Outreach	
4. Rehabilitation of Assisted Units complete*	(7 <sup>th</sup> month)
5. Transfer of title to Qualified Homebuyer*	(10 <sup>th</sup> month)
6. Submission of Closing Documents	

\* Section 26 – Performance Requirements

**DOCUMENT SUBMISSION SCHEDULE**

<b>Documents</b>	<b>Due Date</b>
1. NSP Activities Reporting and Project Photos	Monthly, due by the 15 <sup>th</sup> of each month
2. Liability and Certificate of Workers' Compensation Insurance for DEVELOPER and General Contractor	DEVELOPER – 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 <b>Sept 30th &amp; March 31<sup>st</sup></b> 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

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

Riverside County  
Economic Development Agency  
5555 Arlington Avenue  
Riverside, CA 92504  
ATTN: Ben Cendejas

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 \_\_\_\_\_, 2012. The trustor is NEIGHBORHOOD PARTNERSHIP HOUSING SERVICES, INC., a Delaware for-profit corporation, ("Borrower" or "DEVELOPER"), and whose address is 320 W. G Street, Suite 103, Ontario, CA 91762. 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 5555 Arlington Ave., Riverside, CA 92504.

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" at with Assessor Parcel Number \_\_\_\_\_, as legally described as follows:

<LEGAL DESCRIPTION>

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 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.

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.

**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 with terms and amounts acceptable to Lender and shall include a standard mortgagee clause. All original policies of insurance required pursuant to the Lender Deeds of Trust shall be held by the Borrower; provided, however, Lender shall 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 and Lender. Lender may make proof of loss if not made promptly by the Borrower.

- b) Unless Lender and Borrower otherwise agree in writing, 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.

**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



Borrowers 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 low-, moderate- and middle-income (LMMI) households earning no more than one-hundred twenty percent (120%) 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.

**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.

- 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 laws of the State of California. 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 the sale of 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 LMMI households as described in **Section 7(a)**) 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.

- a. If Lender exercises the foregoing option, Lender shall give Borrower 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 Borrower least 60 days' prior written notice.

**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. 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:

**22. Acceleration; Remedies.** Lender shall give notice to Borrower 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, 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, 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 Borrower 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, 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.

**23. 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.

**24. 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.

**25. Counter Parts.** 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 constitute one and the same agreement.

(SIGNATURES ON NEXT PAGE)

**BY SIGNING BELOW, the Borrower accepts and agrees to the terms and covenants contained in this Deed of Trust.**

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

**BORROWER:**

**NEIGHBORHOOD PARTNERSHIP HOUSING SERVICES, INC.**

By: \_\_\_\_\_  
Clemente Mojica  
CEO/President

**BORROWER SIGNATURE 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

\_\_\_\_\_

Signature of Notary Public

Place Notary Seal Above

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**

**PROMISSORY NOTE SECURED BY DEED OF TRUST                      \$500,000                      Riverside, CA**

In installments as hereafter stated, for value received, NEIGHBORHOOD PARTNERSHIP HOUSING SERVICES, INC., a California non-profit corporation ("Borrower" or "DEVELOPER") promises to pay the COUNTY OF RIVERSIDE, a political subdivision of the State of California ("COUNTY"), or order, at 5555 Arlington Ave., Riverside, CA 92504, the sum of \_\_\_\_\_ Dollars (U.S. \$ \_\_\_\_\_) (the "Property 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 on the earliest of: (a) the date the Assisted Unit is sold; or (b) 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 (i) the fair market value or (ii) the total costs to acquire, rehabilitate and dispose the Assisted Unit;
- (b) Homebuyer Subsidy. The Homebuyer Subsidy is the amount of the Selling Price minus the Qualified Homebuyer's home loan (the "Homebuyer Loan"). The Homebuyer Subsidy is limited to thirty percent (30%) of the Selling Price and capped for a maximum amount of \$75,000. The Homebuyer Subsidy is an amount assumed in the form of silent second mortgage assistance to Qualified Homebuyer; and
- (c) Closing Costs. Closing Costs for the sale of the Assisted Unit to Qualified Homebuyer;

The NSP Loan less Development Subsidy, Homebuyer Subsidy and Closing Costs shall be repaid to COUNTY upon the sale of the Assisted Unit. Upon the repayment of the NSP Loan, Borrower shall be released from its repayment obligations. At the time of the sale of the Assisted Unit to Qualified Homebuyer, COUNTY shall cause to be delivered to Borrower a partial reconveyance of the Deed of Trust from such Assisted Unit.

Upon transfer of title to the Qualified Homebuyer, a "Homebuyer Deed of Trust" shall be recorded to secure the Homebuyer Subsidy ("Second Mortgage Loan"), and to require its repayment if the Assisted Unit is no longer the principal residence and upon sale, rental, refinance, conveyance, transfer or change in title of the Assisted Unit prior to the expiration of the affordability period.

Sale, rental, refinance, conveyance, transfer or change in title of the Assisted Unit prior to the expiration of the affordability period will cause the shared equity in addition to the principal as provided in the Homebuyer Deed of Trust.

Pursuant to the NSP Loan Agreement, the term of the NSP Loan shall be twelve (12) months from the date of execution of the NSP Loan Agreement.

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 Property described in the Deed of Trust executed by the Borrower to secure the Note and the rents, profits, issues, products, and income from the Property.

Should default be made in payment of principal and interest when due and such default shall continue beyond the applicable notice and cure period provided in the Deed of Trust, the whole sum of principal and interest shall become immediately due at the option of the holder of this Note. Principal and interest are 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 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 Project. 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, but shall be enforced only against the Property 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 Property 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 Property (to the extent of the misapplied proceeds or awards); and (v) any rental income or other income arising with respect to the Property 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)

**BY SIGNING BELOW, the Borrower accepts and agrees to the terms contained in this Promissory Note.**

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

**BORROWER:**

**NEIGHBORHOOD PARTNERSHIP HOUSING SERVICES, INC.**

By: \_\_\_\_\_  
Clemente Mojica  
CEO/President

# **EXHIBIT D**

**Amendment to Loan Agreement  
for the Use of Neighborhood Stabilization Program Funds**

**AMENDMENT TO LOAN AGREEMENT FOR THE USE OF  
NEIGHBORHOOD STABILIZATION PROGRAM (NSP) FUNDS**

This \_\_\_\_\_ Amendment to Loan Agreement for the Use of Neighborhood Stabilization Program Funds ("Amendment") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the COUNTY OF RIVERSIDE ("COUNTY"), a political subdivision of the State of California and \_\_\_\_\_ ("DEVELOPER"), a California nonprofit public benefit corporation. Capitalized terms not defined herein shall have the meaning ascribed to them in the Loan Agreement for the Use of Neighborhood Stabilization Program Funds ("NSP Loan Agreement") on \_\_\_\_\_.

**WITNESSETH:**

**WHEREAS**, pursuant to the NSP Loan Agreement, COUNTY agreed to lend up to <LOAN AMOUNT> Dollars (\$<LOAN AMOUNT>) in NSP funds (the "NSP Loan") to DEVELOPER for individual financing to acquire and rehabilitate approximately <XX> (<XX>) vacant, foreclosed and bank-owned single-family properties ("Properties") and resale homes to qualified low-, moderate-, and middle-income (LMMI) first-time homebuyers in the County of Riverside; and

**WHEREAS**, DEVELOPER has acquired \_\_\_\_\_ ( ) single-family properties and obligated approximately \$\_\_\_\_\_ ( \_\_\_\_\_% of the NSP Loan) through recorded deeds of trust for the Project; and

**WHEREAS**, DEVELOPER has requested for an additional \$\_\_\_\_\_ in NSP funds to purchase additional property for the same NSP activity of acquisition, rehabilitation and resale; and

**WHEREAS**, COUNTY will amend the NSP Loan Agreement and increase the NSP Loan from \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ) to \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ); and

**WHEREAS**, amending the NSP Loan Agreement will assist the COUNTY in fulfilling its requirements under the Neighborhood Stabilization Program.

**NOW, THEREFORE**, in consideration of the foregoing, and the



1 promises and mutual covenants and conditions hereinafter set forth, COUNTY and  
2 DEVELOPER do hereby agree as follows:

- 3 1. The amount of the NSP Loan shall be modified and increased from  
4 \$\_\_\_\_\_ to \$\_\_\_\_\_ in NSP funds.
- 5 2. All other terms and conditions of the NSP Loan Agreement shall remain  
6 unmodified and in full force and effect.
- 7 3. This First Amendment may be signed by the different parties hereto in  
8 counterparts, each of which shall be an original, but all of which together  
9 shall constitute one and the same agreement.
- 10 4. The effective date of this First Amendment is the date the parties execute  
11 this First Amendment. If the parties execute the First Amendment on more  
12 than one date, then the last date the First Amendment is executed by a  
13 party shall be the Effective Date.
- 14 5. The First Amendment is not binding until approved by the Assistant County  
15 Executive Officer/EDA or designee subject to approval by County Counsel.

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1 **IN WITNESS WHEREOF**, the COUNTY and DEVELOPER have executed this  
2 Amendment as of the date first above written.

3

4 COUNTY: DEVELOPER:  
5 COUNTY OF RIVERSIDE <DEVELOPER NAME>,  
6 a California

7

8 By: \_\_\_\_\_ By: \_\_\_\_\_  
9 HEIDI MARSHALL  
Assistant Director

10

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

13

14 By: \_\_\_\_\_  
15 ANNIE SAHHAR  
Deputy

16

17

18

19

20

21

**(Signatures on this page need to be notarized)**

22

23

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**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

\_\_\_\_\_

Signature of Notary Public

Place Notary Seal Above

**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.

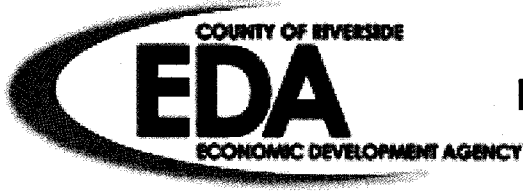
Signature

Place Notary Seal Above

\_\_\_\_\_  
Signature of Notary Public

# **EXHIBIT E**

- 1. INITIAL NOTICE AND OFFER**
- 2. FINAL NOTICE AND OFFER**



## INITIAL NOTICE AND OFFER

NSP 1

NSP 3

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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 at the time foreclosure, 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.







**EXHIBIT F**

**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 F

## 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 \_\_\_\_\_

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

Effective 11/2012

Persons in Household	1	2	3	4	5	6	7	8
Low Income Family (80% Area Median Income)	\$37,550	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,500	\$70,800

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 G

§ 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,



Exhibit H  
**Contractor/Vendor Debarment and  
License Certification Form**

**Excluded Parties Lists System (EPLS)**

The purpose of EPLS is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving federal contracts or federally approved subcontracts and from certain types of federal financial and nonfinancial assistance and benefits.

The EPLS was established to ensure that agencies solicit offers from, award contracts, grants, or financial or non-financial assistance and benefits to, and consent to subcontracts with responsible contractors/vendors only and not allow a party to participate in any affected program if any Executive department or agency has debarred, suspended, or otherwise excluded (to the extent specified in the exclusion action) that party from participation in an affected program.

In July 2012, all records from CCR/FedReg, ORCA, and EPLS, active or expired, were moved to the System for Award Management (SAM). SAM is a Federal Government owned and operated free web site that consolidates the capabilities in CCR/Fed Reg, ORCA, and EPLS.

The County of Riverside requires that each contractor/vendor hold the required federal/state/local license for the service provided.

Please complete the following verification process for each contractor/vendor:

- STEP 1: Visit <https://www.sam.gov/portal/public/SAM/>
- STEP 2: Under "Search Records", enter the company name and press enter.
- STEP 3: Click "Print" on the Search Results page.
- STEP 4: Repeat steps 2 & 3 for variations of the name of contractor/vendor (individual last name of firm).
- STEP 5: Attach print out of search results to this certification as supporting documentation.
- STEP 6: Attach to this certification as supporting documentation a copy of contractor/vendor license for the service provided.

By signing below NSP Recipient, developer name, has verified the contractor/vendor known as, name of contractor/vendor, was not listed in the Excluded Parties Lists System and has the required contractor/vendor license as of date of verification.

X \_\_\_\_\_

DEVELOPER SIGNATURE