

**STATE OF NORTH CAROLINA
COUNTY OF DURHAM**

**AGREEMENT FOR THE EXECUTION OF A
HOME INVESTMENT PARTNERSHIP PROGRAM**

This Agreement, made and entered into this 15th day of March, 2011, between the City of Durham, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter "City"), and the Center for Community Self-Help a non-profit corporation operating under the laws of the State of North Carolina (hereinafter "Self-Help")

WITNESSETH:

WHEREAS, the City has entered into an Agreement for a HOME Investment Partnerships Program (hereinafter "Funding Agreement") with the U. S. Department of Housing and Urban Development (hereinafter "HUD"); and

WHEREAS, it is the purpose of this agreement to effect a specified portion of the program approved by the Funding Agreement in accordance with the policies expressed by and declared in Title II of the National Affordable Housing Act of 1990, as amended (hereinafter "Act"); and

WHEREAS, pursuant to said purpose the NON-PROFIT is undertaking certain activities and desires to engage the City to render certain assistance in such undertakings.

NOW, THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto, it is agreed as follows:

A. SCOPE OF SERVICES:

1. The activities to be performed pursuant to this Agreement shall be those specified in the Scope of Services in Attachment A to the HOME Grant Agreement between the parties of even date herewith, which is incorporated by reference herein as if fully set forth.

B. DURATION OF AGREEMENT:

1. This Agreement shall be effective as of the date first written above and shall remain in effect during the period of affordability required by the Act under 24 CFR Part 92.252 or 92.254.

C. **TERMS AND CONDITIONS:**

1. This Agreement shall be considered breached if the Non-Profit materially fails to comply with any term in this Agreement. Such breach shall result in the termination of this Agreement and the recapture of all HOME funds disbursed to the Non-Profit.
2. The Non-Profit shall assume responsibility for managing the day-to-day operations of its HOME program, to assure compliance with program requirements outlined in 24 CFR Part 92, and for taking appropriate action when performance problems arise.
3. The Non-Profit shall retain all repayment, interest, and other return on the investment of HOME funds in a separate local account for use to fund additional eligible HOME activities of the Non-Profit's choosing and agrees to invest all returns on HOME investments in additional eligible activities before drawing down additional HOME funds from the City.
4. The Non-Profit shall request and the City shall reimburse HOME funds in accordance with the deliverables specified in "Attachment A" of the Grant Agreement, entitled Scope of Services..
5. The Non-Profit shall submit a complete monthly activity report to the City, in a form provided by the City, no later than 10 days after closure of the previous month until all funds under this Agreement have been expended or until the expiration date of the Agreement.
6. The City shall hold the Non-Profit responsible for complying with the provisions of this Agreement even when the Non-Profit designates a third party or parties to undertake all or any part of the program. All third parties must be bound in writing to the same provisions as required in this agreement.
7. None of the following or their immediate family members, during the tenure of the subject person or for one year thereafter, shall benefit from activities assisted under this agreement or have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the program assisted under this agreement: employees, agents, or officials of the Non-Profit or the City, including members of the governing body, who exercise any function or responsibility with respect to the program. The same prohibition shall be incorporated in all such contracts and subcontracts.
8. The assistance provided under this agreement shall not be used by the Non-Profit to pay a third party to lobby the United States government for funding approval, approval of applications for additional assistance, or any other approval or concurrence of HUD required under this agreement. However,

HOME funds may be used to pay reasonable fees for services that are eligible as a program cost.

9. The Non-Profit shall reimburse the City for any amount of HOME funds determined by the City or HUD to have been improperly expended, and the City shall retain the right to recover any questioned costs or overpayments from the Non-Profit.
10. Upon termination, the Non-Profit shall remit any unexpended balance of advanced payments on account of the Grant as well as such other portions of such payments previously received as determined by the City to be due and the action of the City in accepting any such amount shall not constitute a waiver of any claim which the City may otherwise have.
11. The Non-Profit shall allow the City to carry out monitoring and evaluation activities as determined necessary by the City and HUD.
12. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Non-Profit under this Agreement shall, at the option of the City, become the property of the City.

D. FUNDING AND PAYMENT:

1. Not less than **One Hundred Thirty Eight Thousand Five Hundred and No/100 Dollars (\$138,500)** shall be expended in total Project Costs. Matching requirements of 24 CFR 92.218-222, as applicable, will be adhered to by the City of Durham.

E. BUDGET CHANGES AND UNREIMBURSABLE EXPENSES:

1. Except for changes made in accordance with subsection (2) below, any and all alterations in the approved use of budgeted funds shall be subject to prior review by the City.
2. Funds may be shifted between line items of the Project without prior approval of the City only to the extent that such action does not result in a change in the Project and so long as it does not exceed ten percent (10%) of the line item total from which the funds are being removed or to which the funds are being added.
3. A report of funds shift not requiring prior approval by the City shall be provided in writing to the City Director of Housing and Community Development within three (3) working days after its effective date.

4. Any costs and expenses not covered by the attached Project Budget, and hence not properly payable from Grant funds, shall be borne entirely by the Non-Profit.

F. RECORDS AND REPORTS:

1. The Non-Profit shall maintain and shall make available at reasonable times and places to the City such records and accounts, including property, personnel, and financial records, as are deemed necessary by the City and/or State and federal agencies in order to assure a proper accounting for all Project funds.
2. The Non-Profit shall provide any duly authorized City representative, representative of HUD and the Comptroller General of the United States, at all reasonable times, access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating to the HOME funds and the fulfillment of this agreement for a period of five years following the completion of all close-out procedures respecting HOME funds, and the final settlement and conclusion of all issues arising out of the HOME loan.
3. The Non-Profit shall provide a monthly report, in a form provided by the City, to the City which notes accomplishments, beneficiaries, problems encountered and changes in work schedule and any other information needed by the City to complete the Annual Performance Report and other reports required by HUD, until such time as project is complete.. This monthly report shall also include an accounting of all program income received and/or expended during the month and year to date.
4. The Non-Profit shall provide an Annual Audit Report performed in compliance with Office of Management and Budget Circular A-133.

G. FINANCIAL ACCOUNTING:

1. The Non-Profit shall establish and maintain fiscal and accounting records in accordance with generally accepted accounting principles and practices.
2. The Non-Profit shall not commingle accounts to an extent that prevents the accounting and auditing of the funds provided hereunder: Provided, however, the Non-Profit may supplement the funds provided hereunder from other fund sources.
3. Funds provided hereunder are exclusively for the purposes of this Agreement under the terms and conditions of the Agreement, and the Non-Profit shall not temporarily or permanently shift such funds to other programs or for other purposes for any reason.

H. INSURANCE AND BUSINESS LICENSES:

1. Fidelity Insurance is not applicable to this Agreement. Payments will be made as reimbursements for the cost of pre-approved activities or expenditures.
2. Non-profit shall maintain insurance not less than the following:
 - (a) Commercial General Liability, with a combined single limit not less than \$1,000,000 per occurrence; and an aggregate limit of not less than \$2,000,000 per year.
 - (b) Automobile Liability Insurance is not applicable
 - (c) Workers' compensation Insurance is not applicable
3. Insurance shall be underwritten on the occurrence basis by:
 - (a) Companies authorized to do business in the State of North Carolina; and
 - (b) Companies with a Best rating of A or better
4. Insurance shall be evidenced by an original, signed certificate:
 - (a) Ensuring that the City is provided no less than 30 days notice prior to cancellation or reduction or coverage; and
 - (b) Listing the City of Durham as the Certificate Holder in the following manner:

City of Durham
Department of Community Development
807 East Main Street, Suite 2-200
Durham, NC 27701
- (a) Certificates shall be mailed to the address above, to the attention of the project manager responsible for the project that this certificate will cover.
5. Non-profit must also hold a valid Privilege License, in accordance with City of Durham contracting policies.

Work to be performed as provided herein shall be done by the Non-profit as an Independent Contractor. The City shall not be liable for claims for damages or losses arising out of the performance of this Agreement by the Non-Profit, its employees, officers or agents and the Non-Profit shall indemnify and hold harmless the City, its officers, agents and employees from all such claims arising under this agreement.

I. RESIDENT ECONOMIC OPPORTUNITY:

1. The Non-Profit shall take affirmative action to ensure that residents of the project area are given maximum opportunity for training, employment and business opportunities.

2. When equally qualified applicants are available, preference shall be given to residents of the project area in filling all training, business opportunities and jobs generated by the Program even where employment results outside the geographic boundary of the project area.

J. PUBLICITY:

The Non-Profit shall make every effort in its publicity and in other ways, to fully inform the public concerning the Project. Any publicity given to the Project must recognize the City of Durham as a sponsor and the Project being funded by the City through the HOME Investment Partnerships Program. The City will, in all publicity originated by it concerning the Project, recognize the Non-Profit as the entity responsible for carrying out the Project.

K. SUSPENSION OR TERMINATION FOR CAUSE:

1. The City, upon written notice to the Non-Profit, may suspend or terminate payment of HOME funds to the Non-Profit in whole or in part for cause which shall include, but not limited to, the following:
 - a. Ineffective or improper use of HOME funds;
 - b. Failure to comply with the terms and conditions of this Agreement;
 - c. Submission to the City of reports which are incorrect or incomplete in any material respect;
 - d. Suspension of the HOME funds from HUD to the City in whole or part for any reason.
 - e. Termination due to Adverse Environmental Impact. This Agreement is conditioned on the City's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review. This Agreement will terminate at the conclusion of the environmental review process if the results of the review indicate that the project would have a significant adverse impact on the environment and that this impact cannot be feasibly eliminated or mitigated.
2. The City, upon written notice to the Non-Profit, may also withhold payment of any unearned portion of the Grant if the Non-Profit is unable or unwilling to accept any additional conditions that may be provided by law, by executive order, by regulations or by other policy announced by HUD.
3. If the City withholds payment, it shall advise the Non-Profit in writing what action must be taken as a condition precedent to the resumption of payments.

L. ASSIGNABILITY:

This agreement is expressly non-assignable without the prior written consent and approval of the; nor may the Project be continued by a successor to the Non-

Profit herein named without the prior written consent of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement.

M. DOCUMENTS OF INCORPORATION:

This Agreement is expressly made subject to all Attachments hereto, to all of the attachments, provisions, requirements, federal, state and local laws, rules and regulations as of the ___ day of _____, 2011, between the City of Durham and the Center for Community Self-Help; and the Funding Agreement between the City and HUD and to any and all requirements, whether federal, state or local, verbal or written, placed upon the City. All of the foregoing are hereby made a part of this Agreement and incorporated herein by reference.

N. MISCELLANEOUS PROVISIONS:

1. The singular of any term used in this Agreement shall include the plural, and the masculine shall include the feminine, and vice versa.
2. A signed copy of this Agreement shall be considered as an original.
3. Service of all notices under this Agreement shall be sufficient if given personally, by registered or certified mail, returned receipt requested, and mailed to the party involved at the address and to the attention of the person set forth below, or to such other person or address as said party may provide in writing from time to time. Any such notice mailed to such address shall be effective upon the date received as shown by the returned receipt or otherwise:

CITY OF DURHAM
Director, Department of Community Development
City of Durham
101 City Hall Plaza
Durham, North Carolina 27701
(919) 560-4570
(919) 560-4090 fax

Director of Residential Development
Center for Community Self-Help
301 W. Main Street
Durham, NC 27701
(919) 956-4476(919) 956-4605 fax

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed and attested on their behalf as of the date first written above.

CITY OF DURHAM

By: _____
Thomas J. Bonfield, City manager

ATTEST:

CITY OF DURHAM

City Clerk

Center for Community Self-Help

By: _____
Stephanie Barnes-Simms, President

ATTEST:

Secretary

(Affix corporate seal here)

NORTH CAROLINA
DURHAM COUNTY

I, a notary public in and for the aforesaid County and State certify that _____ personally appeared before me this day, and acknowledged that she is the _____ City Clerk of the City of Durham, a municipal corporation, and that by authority duly given and as the act of the City, the foregoing agreement was signed in its corporate name by its City Manager, sealed with its corporate seal, and attested by its said City Clerk or Deputy City Clerk. This the _____ day of _____, 2011.

My Commission Expires:

Notary Public

NORTH CAROLINA
DURHAM COUNTY

I, a notary public in and for the aforesaid County and State, certify that _____ personally appeared before me this day and stated that he or she is the _____ Secretary of the Center for Community Self-Help, a non-profit corporation, and that by authority duly given and as the act of the corporation, the foregoing agreement with the City of Durham was signed in its name by its President, whose name is Stephanie Barnes-Simms, sealed with its corporate seal, and attested by him/herself as its said Secretary or Assistant Secretary. This the _____ day of _____, 2011.

My Commission Expires:

Notary Public

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

City's Finance Officer

Date