

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No: 20041322

1. **REQUESTED MOTION**

ACTION REQUESTED: Execute grant award agreements for Lee County State Housing Initiatives Partnership (SHIP) 2004 Hurricane Season Disaster Mitigation and Recovery Funding Cycle.

WHY ACTION IS NECESSARY: Chairman of the Board of County Commissioners must sign the grant award agreements.

WHAT ACTION ACCOMPLISHES: Allows the county to enter into grant award agreements with non-profit affordable housing providers serving hurricane victims.

2. **DEPARTMENTAL CATEGORY:** 04
COMMISSION DISTRICT #: CW

3. **MEETING DATE:**
10-19-2004

4. **AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. **REQUIREMENT/PURPOSE:**

- (Specify)
- STATUTE
 - ORDINANCE
 - ADMIN. CODE
 - OTHER

6. **REQUESTOR OF INFORMATION:**

- A. **COMMISSIONER** N/A
 - B. **DEPARTMENT** Community Development
 - C. **DIVISION** Planning
- BY: Paul O'Connor, AICP, Planning Director
POC 10/14/04

7. **BACKGROUND:**

On September 30, 2004, Lee County started soliciting applications for the Lee County SHIP 2004 Hurricane Disaster Mitigation and Recovery funding cycle. Since the solicitation of applications will be ongoing, staff will bring applications for review and approval by the Board of County Commissioners as it receives them. Under this SHIP Disaster Mitigation program, the regular SHIP rules have been relaxed so as to facilitate aid to hurricane victims. In general, funds are being awarded to non-profit housing providers on a first come/first ready/most needed basis. To expedite disbursement of funds staff recommendations were not reviewed by the Affordable Housing Committee but are being brought directly to the BoCC for a final decision.

To date the county has received three applications and staff is recommending funding as follows:

- Lee County Housing Development Corporation - full funding at \$237,000 for 18 houses
- Cape Coral Housing Rehabilitation and Development Corporation - partial funding at \$30,000 for 2 houses
- Bonita Springs Area Housing Development Corporation - no funding

The funding recommendations are in compliance with the 2002-2005 Local Housing Assistance Plan (LHAP) adopted by the BoCC on April 23, 2002 and approved by the Florida Housing Finance Corporation on July 1, 2002. The LHAP provides for the expenditure of funds received through the SHIP program.

SHIP funds received are maintained in the following accounts:

- Community Development /Planning/Special Revenues/Rehab Grants and Loans
- SHIP FY 2002/2003 LB5540513801.508302 S/L LB006 \$85,000
- SHIP FY 2003/2004 LB5540513801.508302 S/L LB007 \$182,000

Attachments: Staff evaluation chart and evaluation analysis memo.

8. **MANAGEMENT RECOMMENDATIONS:**

9. **RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services	G County Manager
<i>POC</i> <i>May 10/14/04</i>	<i>JOY</i> <i>10/14/04</i>	N/A	N/A	<i>10/14/04</i>	<i>10/14/04</i> <i>10/14/04</i> <i>10/14/04</i> <i>10/14/04</i>	<i>10/14/04</i>

10. **COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 10/14/04
Time: 1:30

RECEIVED BY
COUNTY ADMIN: *JD*
10/14/04
3:25 PM '04
COUNTY ADMIN
FORWARDED TO:

Forwarded To:
CO. ADMIN
10/14/04

BOARD OF COUNTY COMMISSIONERS

WALK ON AGENDA ITEMS

MEETING DATE: October 19, 2004

WO # DESCRIPTION

WO #1 ACTION REQUESTED:

Receive presentation from Clerk of Courts Charlie Green on county's maintenance of Sanibel Causeway and compliance with maintenance inspections, audits, bond covenants, and pertinent agreements. (#20041348-County Manager)

REASON FOR WALK ON:

Requested by the BOCC at the 10-12-04 meeting.

WO #2 ACTION REQUESTED:

Execute grant award agreements for Lee County SHIP (State Housing Initiatives Partnership) 2004 Hurricane Season Disaster Mitigation and Recovery Funding Cycle.

WHY ACTION IS NECESSARY:

Chairman of the Board of County Commissioners must sign the grant award agreements.

WHAT ACTION ACCOMPLISHES:

Allows the county to enter into grant award agreements with non-profit affordable housing providers serving hurricane victims. (#20041322-Planning)

REASON FOR WALK ON:

Requested by Commissioner Albion.

**BOARD: ALBION COY JUDAH JANES ST. CERNY
COMMISSION RECEPTION DESK
DONALD STILWELL, COUNTY MANAGER
WILLIAM HAMMOND, DEPUTY COUNTY MANAGER
HOLLY SCHWARTZ, ASSISTANT COUNTY MANAGER**

**ANTONIO MAJUL, BUDGET SERVICES
BOB GRAY, DEPUTY CO ATTORNEY
JAMES LAVENDER, PUBLIC WORKS
PUBLIC RESOURCES OFFICE
LISA PIERCE, MINUTES**

DATE AND TIME DISTRIBUTED: 10-15-04 1:30 PM

**Distributed by: Kathy Geren
Division of Public Resources
Phone: 335-2215**

PLANNING DIVISION



LEE COUNTY
SOUTH WEST FLORIDA

MEMORANDUM

To: Lee Cares
From: Gloria M. Sajgo, AICP, Principal Planner *MS*
Subject: Walk on for October 19, 2004
Date: October 14, 2004

Commissioner Albion, Chair of the Affordable Housing Committee, has requested Blue sheet 20041322 be presented as a walk on item at the October 19, 2004 Board of County Commissioners meeting.

This blue sheet requests approval for the execution of grant award agreements for the Lee County SHIP 2004 Hurricane Season Disaster Mitigation and Recovery Funding Cycle. This will allow the county to enter into grant award agreements with non-profit affordable housing providers serving hurricane victims in an expedited fashion.

Thanks for your assistance.

PLANNING DIVISION



MEMORANDUM

To: Commissioner John Albion, Chair Affordable Housing Committee

From: Gloria M. Sajgo, AICP, Principal Planner *GMS*

Subject: Recommendation for SHIP 2004 Hurricane Season Disaster Mitigation/ Recovery Funding

Date: October 12, 2004

On September 30, 2004, Lee County started soliciting applications for the Lee County State Housing Initiatives Partnership (SHIP) 2004 Hurricane Disaster Mitigation and Recovery funding cycle. Since the solicitation of applications will be ongoing, staff will bring applications for review and approval by the Board of County Commissioners as it receives them. Under this SHIP Disaster Mitigation program, the regular SHIP rules have been relaxed so as to facilitate aid to hurricane victims. In general, funds are being awarded to non-profit housing providers on a first come/first ready/most needed basis. To date the county has received three applications.

Lee County Housing Development Corp. - full funding at \$237,000 for 18 houses

Staff thought this agency deserved full funding because it demonstrated it has a plan to assure that it is ready to spend the SHIP funds quickly. One of the biggest obstacles to repairing hurricane-damaged homes is the lack of available contractors. To deal with the problem, this agency has identified a contractor that will work with the agency. The agency also included special forms it developed for this project such as: a disaster assistance sheet, an application for disaster assistance, directions to staff for processing applications and a sample intake assistance list. The agency also intends to hire an inspector to sign off on the work performed by the contractor. The agency will do county wide outreach for hurricane victims. The agency plans to charge a modest administrative fee of \$100 per house.

Cape Coral Housing Rehabilitation and Development Corp. - partial funding at \$30,000 for 2 houses

Staff thought this agency was minimally ready to spend SHIP funds, as it has not identified the contractor that will perform the work and instead plans to rely on clients to find their own contractors. In addition staff found the agency's developer fee to be quite high; it is 10% of the \$15,000 maximum allowed per house or \$1,500. However, staff thought the agency deserved partial funding. Because it will administer Cape Coral's disaster assistance program, the agency already has SHIP disaster assistance administrative procedures in place. In addition the agency plans to focus its efforts in the North Fort Myers and Pine Island areas, which are two areas that were badly hit by hurricane Charley and is even trying to set up a satellite office in the North Fort Myers area. The minimal funding recommended would be enough to launch a pilot county funded SHIP program. If this effort proves to be successful, staff could re-evaluate the proposal and recommend an amendment to the agency's contract to increase funding.

Bonita Springs Area Housing Development Corp. - no funding

Staff thought this agency was minimally ready to spend SHIP funds, as it has not identified the contractor that will perform the work. Staff was impressed with the agency's developer fee of only \$50 per house. However, this agency would focus efforts in south Lee County – specifically in the San Carlos area. Staff is not aware that this area suffered significant hurricane damage and the applicant provided no evidence of hurricane damage. While there might be homes in need of repair in this area, those repairs might be more appropriately addressed under a regular SHIP funding cycle rather than under this disaster mitigation funding cycle.

S:\HOUSING\0405fundyear\recommendation for disaster funding.doc\recommendation memo#1.doc

Lee County SHIP Application 2004 Hurricane Season: Disaster Mitigation and Recovery Funding Cycle #1

Evaluation Criteria	LEE COUNTY HOUSING DEVELOPMENT CORPORATION	BONITA SPRINGS AREA HOUSING DEVELOPMENT CORP	CAPE CORAL HOUSING REHAB AND DEVELOPMENT CORPORATION
Project Description Amount of SHIP funds requested Number of Units	\$237,000 18 houses: 6VL/6L/5M \$233,400 construction 1,800 inspection fee <u>1,800 fee</u> \$237,000	\$237,000 18 houses: 5VL/9L/4M \$236,106 construction <u>900 fee</u> \$237,000	\$247,500 15 houses: 6VL/6L/3M \$225,000 construction <u>22,500 fee</u> \$247,500
Developer Fee	\$100 per house or Total Fee of \$1,800	\$50 per house or Total Fee of \$900	10% (\$1,500 per house) or Total Fee of \$22,500
Demonstration of ability to serve the targeted population: Very-low and low-income households are a priority on a first/come, first/ready, most/needed basis	Plans to do county-wide outreach through media and flyers – proposal included samples of: <ul style="list-style-type: none"> ▪ Disaster assistance info sheet ▪ Application for disaster assistance ▪ Directions to staff for processing applications ▪ Sample intake assistance list 	Majority of clients anticipated to be from San Carlos Park in south unincorporated Lee County (BSHDC focuses on south Lee County and the City of Bonita Springs)	Targeting Pine Island and North Fort Myers and other county areas (not Cape Coral) <ul style="list-style-type: none"> ▪ Plan outreach through FEMA, One-Stop and Media ▪ Attempting to identify a location for a North Fort Myers satellite office ▪ Will administer the Cape Coral Disaster Mitigation SHIP Program
Presentation of a specific plan and details for successful administration and implementation of the proposed project	<ul style="list-style-type: none"> ▪ Has provided samples of forms it has developed to implement disaster mitigation ▪ Also developed staff instructions to process forms ▪ Has identified general contractors who will provide estimates and perform work ▪ Will hire an outside inspector to check work done by contractor ▪ Will distribute funds jointly to contractor, homeowner, and mortgage company if applicable 	Skeleton plan provided: <ul style="list-style-type: none"> ▪ Application intake (no sample form provided) ▪ Contractor cost estimates (no contractor identified) ▪ Contracts executed and forwarded to the County (disbursement and payment procedures unclear) 	<ul style="list-style-type: none"> ▪ Will use the same disaster procedures it uses to administer Cape Coral disaster funds ▪ No contractor's identified to perform work ▪ Agency has licensed contractor on staff to review bids provided by clients ▪ Suggests that after repairs are completed, funds be used to install hurricane shutters
Budgets	Estimates \$13,167 per house <ul style="list-style-type: none"> ▪ Insurance deductibles to be covered are estimated at \$2,500 to \$6,000 ▪ Roof replacements are estimated at \$250 to \$300 per square ▪ Fascia and Soffit \$10 per LF ▪ Outside inspector to check work at \$100 per property 	Estimates \$13,117 per house	No individual cost estimates provided but will not exceed the \$15,000 County SHIP max
Demonstration of the organization's ability to withstand periods of time without dependence on the immediate receipt of SHIP funds	\$200,000 cash on hand	\$200,000 Money Market	\$100,000 line of credit with First National Bank

AGENDA UPDATE

FROM



DIVISION OF PUBLIC RESOURCES

MEETING OF OCTOBER 19, 2004

RE: WALK ON #2—GRANT AWARD AGREEMENTS-SHIP 2004

Attached please find a copy of additional back up for the above referenced agenda item.
Please place this in your agenda book.

Thank you.

**SEND TO: BOARD - ALBION COY JAMES JUDAH ST. CERNY
COMMISSION RECEPTION DESK
DONALD STILWELL, COUNTY MANAGER
BILL HAMMOND, DEPUTY COUNTY MANAGER
HOLLY SCHWARTZ, ASSISTANT COUNTY MANAGER
ANTONIO MAJUL, BUDGET SERVICES
JAMES LAVENDER, PUBLIC WORKS
BOB GRAY, DEPUTY COUNTY ATTORNEY
LISA PIERCE, MINUTES DEPARTMENT
PUBLIC RESOURCES OFFICE**

DATE AND TIME DISTRIBUTED: 10-18-04 9:30 AM

STANDARD SUBRECIPIENT CONTRACT

CSFA # 52.901
CFDA # _____
Contract No. C-2898
Funding Source: LB 5540513801.508302
S/L LB007 \$30,000

AGREEMENT BETWEEN
THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS
And
Cape Coral Housing Rehab and Development Corporation

THIS Service Capital (check one) CONTRACT entered this 19th day of October 2004, between LEE COUNTY hereinafter referred to as COUNTY and the Cape Coral Housing Rehab and Development Corporation, a Not-for-Profit Corporation existing under the laws of the State of Florida and, hereinafter referred to as "PROVIDER".

WHEREAS, COUNTY believes it to be in the public interest to provide certain activities to Lee County through the PROVIDER according to this contract, the agency's intent as stated in the proposal and attachments and/or exhibits and all other terms and conditions as specified.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein COUNTY and the PROVIDER agree as follows:

ARTICLE I SCOPE OF SERVICES

The COUNTY has awarded the following amounts for each program listed below. The PROVIDER will be responsible for implementing these program(s) for the residents of Lee County: Program(s) must be implemented in accordance with the approved proposal(s) and exhibits/attachments.

ARTICLE II TERM OF CONTRACT

This contract shall begin **October 19, 2004** and ends **May 30, 2005** unless terminated as specified in Article VIII, Suspension/Termination.

ARTICLE III COMPENSATION AND REPORTS

A. Contract Payment

Payments will be made by the COUNTY to the PROVIDER and the PROVIDER agrees to accept as full compensation the total amount not to exceed **\$30,000.00** during the term of this contract, subject to the provisions of Article III B. Deferred Payment/Return of Funds, and Article VIII, Suspension/Termination. Funding is contingent upon the COUNTY receiving the related State funds.

COPY

B. Deferred Payment/Return of Funds

The **PROVIDER** agrees to return to the **COUNTY** any overpayments due to funds disallowed pursuant to the terms of this contract. Such funds shall be considered county funds and must be refunded to the **COUNTY** within thirty (30) calendar days of receiving notice from the **COUNTY** in writing regarding the overpayment. Should repayment not be made in a timely manner, the **COUNTY** will charge interest of one (1) percent per month compounded on the outstanding balance after forty (40) calendar days after the date of notification or discovery. The **PROVIDER** will be required to reimburse the **COUNTY** for any acts of non-compliance resulting in disallowed costs or fines.

It is at the option of the **COUNTY** to defer payment to the **PROVIDER** for noncompliance with contract deliverables or during the period of a county audit or monitoring due to questionable items. If as a result of the audit or monitoring, unallowable or unsupported costs are found, no further payments will be made until the full amount of overpayment is remitted to Lee County or a repayment agreement is accepted by Lee County.

C. Required Reports

1. **Financial and Compliance Audit Requirements in Exhibit/Attachment 1**
2. **Quarterly reports, final report, and any other report as stipulated in Exhibit/Attachment 2**

ARTICLE IV AUDITS, MONITORING, AND RECORDS

A. Monitoring

The **PROVIDER** agrees to permit employees duly authorized by the **COUNTY** and the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the **PROVIDER** and/or interview any clients and employees of the **PROVIDER** to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the **PROVIDER** reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the **PROVIDER** of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring the **COUNTY** may deliver to the **PROVIDER** a written report regarding the manner in which goods or services are being provided. The **PROVIDER** will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the **COUNTY** with a reasonable and acceptable justification for not correcting the noted shortcomings. The **PROVIDER'S** failure to correct or justify the deficiencies within the time specified by the **COUNTY** may result in the withholding of payments, being deemed in noncompliance, or termination of this contract.

PROVIDER must supply **COUNTY** with copies of all monitoring reports of programs which are also funded by the **COUNTY**, including agency response, within thirty (30) days of receipt.

B. Audit and Inspections

The **PROVIDER** will make all records referenced in Article IV. C., and all items included on financial statements available for audit or inspection purposes at any time during normal business hours and as often as **COUNTY** deems necessary.

The Clerk of Courts Internal Audit division, the Federal or State grantor agency (if applicable), Lee County employees, or any duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of **PROVIDER** or **CPA** that are pertinent to the contract in order to make audits, examinations, excerpts, transcripts and copies of such documents. If contract non-compliance or material weaknesses in the organization is noted, the **COUNTY** or other authorized representatives have the right to unlimited access to records during an audit or inspection. This includes timely and reasonable access to a **PROVIDER'S** personnel for the purpose of interview and discussion related to such documents.

C. Records

The **PROVIDER** shall retain all financial, client demographic, and programmatic records, supporting documentation, statistical records and other records which are necessary to document service provision, client demographics, expenditures, income and assets of the **PROVIDER** by funding source, program, and functional expenses category during the term of this contract and five (5) years from the date of contract expiration. If any litigation, claim, negotiation, audit, or other action involving the records has been initiated before the expiration of the 5-year period, the records shall be retained for one (1) year after the final resolution of the action and final resolution of all issues that arise from such action.

D. Independent Audit

An original, bound annual audit of the **PROVIDER'S** financial statements in accordance with FASB 117, or current GAGA Standards as applicable including the auditor's opinion, requisite reports on internal control and compliance if required, management letter addressing internal controls if required, and management's response to such letter if required, must be submitted to the **COUNTY** no later than **180** days following the end of the **PROVIDER'S** fiscal year along with any corrective action plan if applicable.

The audit must be conducted by an independent licensed certified public accountant who has received an unmodified opinion on their current Peer Review and must be in accordance with Auditing Standards Generally Accepted in the United States, and generally accepted Government Auditing Standards, OMB Circular A-133, "Audits of Institutions of Higher Education and other Non-Profit Organizations" if applicable, the Florida Single Audit Act (F.S. 215.97) if applicable, and the Auditor General rule 10.550 if applicable. The audit must detail the programs or service areas that are funded by Lee County either in the statement of functional expenses, revenues and expenditures, footnotes, schedule of federal awards and state financial assistance or as supplemental data in the financial statements. The statement should be consistent with programs detailed in the corresponding proposal(s) and exhibit(s).

The **PROVIDER** agrees to comply with all **FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS** as specified in Attachment A.

Failure to submit the report within the required time frame will result in the withholding of payment, or termination of the contract by the **COUNTY**.

ARTICLE V MODIFICATIONS

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed and dated by both parties.

ARTICLE VI **CONTRACTOR STATUS**

A. Independent Contractor

It is mutually agreed that the **PROVIDER** is an independent contractor and not an agent or employee of the **COUNTY**.

B. Subcontracts

Primary roles and responsibilities of **PROVIDER** cannot be subcontracted. It is mutually agreed that any **COUNTY** funded program component that is subcontracted by **PROVIDER** must have a written contract upon execution of this contract. The **PROVIDER** must ensure each subcontractor conforms to the terms and conditions of this contract and must be subject to indemnification as stated in Article VII.

ARTICLE VII **RISK MANAGEMENT**

A. Indemnification

The **PROVIDER** will defend, hold harmless, and indemnify the **COUNTY** from and against any and all liability, loss, claims, damages, costs, attorneys' fees, and expenses of whatever kind or nature which the **COUNTY** may sustain, incur, or be required to pay either by reason of the loss or improper use of any monies disbursed or to be disbursed hereunder including but not limited to fraud, embezzlement, or dishonesty on the part of any person represented or employed by the **PROVIDER**, or by reason of the intentional or negligent act of the **PROVIDER** or its agents, representatives and/or employees.

The **PROVIDER** further agrees that it will, at its own expense, defend any and all claims, actions, suits, or proceedings that may be brought against the **COUNTY** in connection with the above and satisfy, pay, and discharge any and all judgments or other resolution of claims that may be entered against the **COUNTY** in any such action or proceedings.

The **PROVIDER** further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the contract. All individuals hired are employees of the **PROVIDER** and not of the **COUNTY**.

B. Insurance

The **PROVIDER** agrees to provide and maintain during the term of this contract Commercial General Liability insurance insuring the **PROVIDER** against any and all claims, demands, or causes of action whatsoever for injuries received or damage to property incurred in the performance of the terms of this Contract or the use, occupation, management, or control of any facility herein provided for and the improvements thereto. Such a policy of insurance will insure the **PROVIDER** in an amount not less than \$300,000 to cover any and all bodily injury, personal injury. And/or property damage claim connected with any **COUNTY** accident or occurrence that may arise or be claimed to have arisen against the **PROVIDER**. The **PROVIDER** must furnish an appropriate Certificate of Insurance (**Exhibit**) naming Lee County Board Of County Commissioners as Certificate Holder and Additional insured. The **PROVIDER** agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess. The **PROVIDER** agrees that this insurance requirement shall not relieve or limit **PROVIDERS** liability and that the **COUNTY** does not in any way represent

that the insurance required is sufficient or adequate to protect the **PROVIDER'S** interests or liabilities, but are merely minimums. Certificates of Insurance and bonding and renewals must be submitted to:

Risk Management
Lee County Board of County Commissioners
P.O. Box 398 Fort Myers, Florida 33902-0398

C. Bonding

The PROVIDER must provide fidelity bonding for all employees that handle PROVIDER'S funds. The amount of the bond must be equivalent to the highest daily cash balance of the PROVIDER. Proof of this bonding must be submitted to the COUNTY prior to the date of execution of this contract.

ARTICLE VIII SUSPENSION/TERMINATION

A. Suspension

The **COUNTY** reserves the right to suspend funding for failure to comply with the requirements of this contract.

In the event **PROVIDER** ceases operation for any reason or files for protection from creditors under bankruptcy law, any remaining unpaid portion of this contract, less funds for expenditures already incurred, shall be retained by the **COUNTY** and the **COUNTY** shall have no further funding obligation to the **PROVIDER** with regard to those unpaid funds.

B. Termination by COUNTY

The **COUNTY** may at any time and for any reason cancel this contract by giving twenty-four (24) hours written notice to the **PROVIDER** by certified mail following a determination by the Board of **COUNTY** Commissioners, at its sole discretion, that such cancellation is in the best interest of the people of the **COUNTY**. From the date of cancellation, neither party shall have any further obligation unless specified in the termination notice.

C. Termination by PROVIDER

The **PROVIDER** may at any time and for any reason cancel this contract by giving seventy-two (72) hours prior written notice to the **COUNTY** by certified mail of such and specifying the effective date.

COUNTY'S obligation to make any payments under any provision of this contract shall cease on the effective date of termination.

ARTICLE IX ASSURANCE, CERTIFICATIONS, AND COMPLIANCE

The **PROVIDER** agrees that compliance with these assurances and certifications constitutes a condition of continued receipt of or benefit from funds provided through this contract, and that it is binding upon the **PROVIDER**, its successors, transferees, and assignees for the period during which services are provided. The **PROVIDER** further assures that all contractors, subcontractors, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of statutes, regulations, guidelines and standards. By acceptance of this funding, the **PROVIDER** assures and certifies the following:

- A. That it will comply with all applicable laws, ordinances and regulations of the United States, the State of Florida, the **COUNTY**, and the municipalities as said laws, ordinances and regulations exist and are amended from time to time. In entering into this contract, the **COUNTY** does not waive the requirements of any county or local ordinance or the requirements of obtaining any permits or licenses that are normally required to conduct business or activity contemplated by the **PROVIDER**.
- B. That it will comply with Chapter 760, Florida Statutes and Lee County Ordinance 00-19 which prohibit discrimination in housing on the basis of race, color, national origin, sex, religion, disability or familial status.
- C. That it will comply with Chapter 760, Florida Statutes and Lee County Ordinance 00-18 which prohibit discrimination in employment on the basis of race, color, national origin, sex, religion, disability or marital status.
- D. That it will administer its programs under procedures, supervision, safeguards, and such other methods as may be necessary to prevent fraud and abuse, and that it will target its services to those who most need them.
- E. That if clients are to be transported under this contract, the **PROVIDER** will comply with the provisions of Chapter 427, Florida Statutes, which requires the coordination of transportation for the disadvantaged.
- F. That any products or materials purchased with contract funds shall be procured in accordance with the provisions of Chapter 403.7065, Florida Statutes, which refers to the procurement of products or materials with recycled content.
- G. That it will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. That it shall report any unusual incidents involving funded activities to the **COUNTY**, in writing, within five (5) calendar days of the occurrence or the **COUNTY** may terminate this contract. Unusual incidents include, but are not limited to those events which are reported to local police authorities by the **PROVIDER** or any person whose report requires any type of response by local law enforcement authorities; those events which result in physical injury to a person receiving **PROVIDER** services that are underwritten in any way by the **COUNTY**; or, those incidents or events which result in a report to or investigation arising from a call to the Florida Abuse Hotline. In accordance with Chapter 415, Florida Statute, an employee of the **PROVIDER** who knows or has reasonable cause to suspect that a child, aged person, or disabled adult has been abused, neglected, or exploited, shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the statewide toll-free number (1-800-96- ABUSE).
- I. That it will comply with Chapter 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the Legislature, State or County agencies.
- J. That it will notify the **COUNTY** immediately of any funding source changes and/or additions from other sources that are different from that shown in the **PROVIDER'S** proposal. This notification must include a statement as to how this change in funding affects provision of service as well as the use of and continued need for county funds.
- K. That it will acknowledge support for programs funded by Lee County.

L. That it will notify the COUNTY of any SIGNIFICANT changes to the PROVIDER organization to include articles of incorporation and bylaws within ten (10) working days of the effective date.

ARTICLE X NOTICES

Official notices concerning this contract shall be directed to the following authorized representatives:

COUNTY:

ATTN: Gloria M. Sajgo, AICP, Principal Planner
Lee County Department of Community Development/Planning

Telephone: (239) 479-8311

Fax: (239) 479-8161

E-mail: sajgom@leegov.com

PROVIDER:

Name: R.C. Fleeman

Title: Executive Director

Agency: Cape Coral Housing Rehab
and Development Corporation

Address: 1430 SE 16th Place
Cape Coral, FL 33990

Telephone: 239-573-1311

Web site address: _____

E-mail: ~~rcfleeman@capcor.com~~ capcorhousing@southfla.com

The signatures of the persons shown below are designated and authorized to sign all applicable reports:

OR

Name: Gloria M. Sajgo, AICP
(typed)

Gloria M. Sajgo
Signature

Principal Planner
Title

Name: R.C. Fleeman
(typed)

R.C. Fleeman
Signature

Executive Director
Title

In the event that different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing by authorized officer of PROVIDER to the COUNTY. The notification shall be attached to originals of this contract.

ARTICLE XI SPECIAL PROVISIONS

A. If needed, PROVIDER may be called upon to assist county during a natural disaster or emergency.

ARTICLE XII ALL TERMS AND CONDITIONS INCLUDED

This contract and its attachments, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or

provision of this contract is legally determined unlawful or unenforceable, the remainder of the contract shall remain in full force and effect and such terms or provisions shall be stricken.

IN WITNESS THEREOF, PROVIDER and COUNTY have caused this contract, to be executed by their undersigned officials as duly authorized.

PROVIDER:

COUNTY: LEE COUNTY

By: Carol Macrone
Name (typed)

By: John E. Albion
Name (typed)

Carol Macrone
Signature of authorized officer

John E. Albion
Signature of authorized officer

Treasurer
Title

Chairman
Title

10-15-04
Date

10/19/04
Date

NOTARY:

ATTEST: CLERK OF CIRCUIT COURT

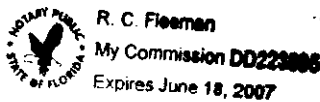
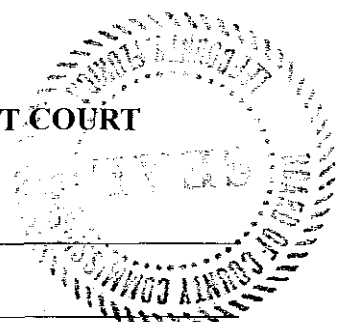
By: [Signature]
Notary of Public (Signature)

By: Inoa Pierce

R. C. Fleeman
Name (Typed)

Title: Deputy Clerk

Date: 10/19/04



**APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE**

By: [Signature]

Title: Asst Co Atty

Date: 10/21/04

FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This attachment outlines audit requirements for non-federal entities or subrecipients, hereinafter known as the Contractor. This attachment shall apply when the Contractor has obtained Federal and/or State funding from Lee County. Each subrecipient is responsible for complying with the Single Audit Act of 1984 (Public Law 98-502), the Single Audit Act Amendments of 1996 (Public Law 104-156), and 29 CFR, part 96, of the Department of Labor Regulations that implements Office of Management and Budget (OMB) Circular A-133. Also, each subrecipient is responsible for complying with the Florida Single Audit Act (FS 216.3491) (as applicable).

NOTE: Subrecipients/Contractors that are State Departments, State Universities and/or State Community Colleges are audited annually by the Office of the State Auditor General, and are not required to have additional independent audits performed as outlined by this Attachment. Additionally, copies of the State Auditor General's audit report is transmitted directly to AWI by that office. No further actions are required by the entities (as Contractors) referenced in this paragraph.

The Contractor agrees to have an annual financial and compliance audit as specified by The Single Audit Act of 1996 and OMB Circular A-133. **An annual audit is required if the Subrecipient/Contractor has Federal expenditures of \$300,000 or more in a fiscal year. This includes all Federal funds received from all funding sources, not just the funds awarded under this contract.** The audits are to be performed by independent auditors in accordance with the current Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States, and in compliance with OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.

The Contractor agrees to have an annual State financial and compliance audit, if the total expenditures are \$300,000 or more in a fiscal year (i.e. state financial assistance provided to carry out a state project) in accordance with auditing standards as stated in the Rules of the Auditor General. The Contractor must have a single audit or project-specific audit for such fiscal year in accordance with section 216.3491, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller, and Chapter 10.600. Rules of the Auditor General.

Audit Requirements for States, Local Governments and Nonprofit Organizations:

Non-federal organizations that expend \$300,000 or more in a fiscal year in Federal awards (**all Federal funding sources must be considered**) must have a single audit or a program-specific audit conducted for that fiscal year in accordance with current Government Auditing Standards issued by the Comptroller General of the United States, and in compliance with The Single Audit Act of 1984 (P.L. 98-502), the Single Audit Act Amendments of 1996 (P.L. 104-156) and OMB Circular A-133 "Audits of States Local Governments, and Non-Profit Organizations".

Single Audit – Single Audit means an audit that includes both the entity’s financial statements and the Federal awards requirements as described in Section ____.500 of OMB Circular A-133. A State single audit means an audit of a non-state entity’s financial statements and state awards. A Single Audit also includes a report on Internal Controls and a report on Program Compliance.

Program-Specific Audit – A Program-Specific Audit means an audit of **one Federal program** as provided for in Section ____.200© and Section ____.235 of OMB Circular A-133. Additionally, a state program-specific audit means an audit of **one state project** in accordance with the requirements of FS 216.3491.

No Audit Exemption:

Even when cumulative (all programs considered) Federal and/or State award expenditures are less than \$300,000 in a fiscal year, an audit is required.

The cost of audits conducted in accordance with the Single Audit Act and/or the provisions of Section 216.3491, Florida Statutes, must be paid from non-Federal/non-State funds (i.e., the cost of such an audit must be paid from subrecipient/contractor funds obtained from other than Federal/State sources).

Cape Coral Housing Rehab and Development Corporation

1.
 - a. The Project, as approved for grant assistance, shall consist of the following authorized scope of Project work: rehabilitation of 2 hurricane-damaged homes for 2 low-income households. Rehabilitation of these homes shall be completed by May 30, 2005.
 - b. The amount of funds awarded under this grant is \$30,000.00. The Grantor is not obligated or authorized to award any funds in addition to this amount.
 - c. The maximum price a new house which received it's C/O (Certificate of Occupancy) within the last year must not exceed \$150,000. The maximum price of existing homes is \$120,000 – this is based on the pre-August 13, 2004 assessed or appraised value in order to qualify as eligible.
 - d. The Provider is expected to make every reasonable effort to participate in program training activities offered by the Florida Housing Finance Corporation, the Florida Housing Coalition, Lee County or similar organizations in order to ensure compliance with local and State regulations governing the State Housing Initiatives Partnership Program.
2. The Grantor agrees to provide drawdowns to the Provider, upon receipt and verification of the Provider's request and documentation for project costs pursuant to and as defined in Subsection 1. a. up to a maximum of \$50,000.00 or the amount of actual cash expended by the Provider for project work, whichever is less.
3. The Provider is hereby placed on notice that when public funds are expended by an agency, then all the financial, business, and membership records pertaining to the public agency from which or on whose behalf the payments are made, of the person, corporation, foundation, trust, association, group, or organization to whom such payments are made shall be public records and subject to the provisions of Florida Statutes, Chapter 119 Public Records.

Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee.

Before any person is granted access to the records related to these funds (except governmental agencies or their agents who are entitled to access to the records specified in this paragraph for the purposes of auditing federal, state, or local housing programs or housing assistance programs), please seek the advice of your legal counsel or contact the Lee County Division of Planning who shall seek counsel from the office of the County Attorney. Home addresses, telephone numbers, social security numbers, photographs, and places of employment of the certain personnel, spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from public record. Medical history records, bank account numbers, credit card numbers, telephone numbers, and information related to health or property insurance furnished by an individual to any agency pursuant to federal, state, or local housing assistance programs are confidential and exempt. Any other information produced or received by any private or public entity in direct connection with federal, state, or local housing assistance programs, unless the subject of another federal or state exemption, is subject to public records requests.

A person who has custody of a public record and who asserts that an exemption or special law applies to a particular public record or part of such record shall delete or excise from the record only that portion of the record with respect to which an exemption has been asserted and validly applies, and such person shall produce the remainder of such record for inspection and examination.

4. The Provider agrees to perform all necessary requirements to assist the Grantor in implementing its monitoring responsibilities, which include on-site inspections of the project to determine compliance with applicable laws, rules, regulations, ordinances, and codes of the federal, state, and local governments, including the requirements of the State Housing Initiatives Partnership (SHIP) and the Lee County Local Housing Assistance Plan.
5. The Grantor shall be provided access to all contracts of the Provider for the procurement of goods and/or services relating to the project work described in Subsection 1. a. and all change orders or amendments, but said access shall not be construed as acceptance by or imposition of upon the Grantor of any financial liability in connection with said contracts.
6. The Provider shall be responsible for ensuring that all builders/contractors utilized are licensed appropriately and capable of performing all necessary work. The Provider will further be responsible to ensure that all applicable permits, inspections, and fees are obtained and paid (as required for the respective scope of work). The Provider shall further serve as the agent for the homebuyer in all communications with the selected builder and ensure a timely completion of construction proceedings, as the buyer's agent.
7. The Provider shall ensure that clear/marketable title is obtained for all properties to be purchased, conveyed, or made a part of in any way, a subsidy request package submitted to the Grantor for assistance.
8. The Grantor shall be provided access to all detailed plans, specifications and home buyer incomes relating to the project and records relating thereto describe in subsection 1-a to ensure compliance with the objectives, requirements, and limitations of the Lee County SHIP Affordable Housing Program. The following documentation must be maintained on file for each beneficiary or unit produced by the Provider for a period of seven (7) years following the effective date of contract. The following documentation at a minimum must be available for inspections at all reasonable times by the Grantor or their assigns:
 - a. Applicant Intake Forms
 - b. Income Verification and Certification Forms
 - c. Signed Release of Information
 - d. Inspection report from the insurance company
 - e. Estimate from the insurance company
 - f. Insurance settlement statement from the insurance company
 - g. Invoice/estimate detailing the work to be done from a qualified building contractor/subcontractor selected to complete the repairs, and
 - h. Correspondence received or submitted to the Federal Emergency Management Agency (FEMA) or any other agency contacted
 - i. All Release of Liens
 - j. All invoices which the contractor has signed or paid (with date paid noted)
 - k. The Certificate of Completion (C/C) or Certificate of Occupancy (C/O)
 - l. Copy of the SHIP Disaster Mitigation Checklist

9. All projects must be in compliance with the rules and regulations of the State Housing Initiatives Partnership Program as authorized by Florida Statutes, Chapter 420.907, Florida Administrative Code 67-37, and the Lee County Housing Assistance Program authorized by Lee County Ordinance 95-17, as amended, and in particular:
 - a. Income limits
 - b. Definition of Affordability
 - c. Non-discrimination
 - d. Maximum production or purchase cost
 - e. Maximum SHIP funds per unit
 - f. Compliance reporting as required per project

10. The Provider shall provide to the Grantor proof or make available the following, as applicable, for each beneficiary prior to receiving final payment:
 - a. SHIP Program Disaster Mitigation Completion Checklist

APPLICATION DOCUMENTS:

- b. Authorization for Release of Information Form
- c. Disaster Self-Certification of Income Form or Income Verification Form(s)
- d. Income Certification Form
- e. Proof of Property Ownership)
- f. Application for Program Assistance
- g. Inspection report from the insurance company
- h. Estimate from the insurance company
- i. Insurance settlement statement from the insurance company
- j. Invoice/estimate detailing the work to be done from a qualified building contractor/subcontractor selected to complete the repairs
- k. Correspondence received or submitted to the Federal Emergency Management Agency (FEMA) or any other agency contacted, and
- l. Letter of Commitment

CONSTRUCTION/REHABILITATION DOCUMENTS:

- m. Cost Estimate and Work Write-up
- n. Contractor(s) Bid or Proposal
- o. Contractor/Homeowner or Home Buyer Contract
- p. Work Inspection Reports
- q. Construction Payment Requests
- r. Certificate of Occupancy or Completion
- s. Final Payment Release
- t. Change Orders (if applicable)

CLOSING DOCUMENTS:

- u. Release of Liens
- v. Final Inspection Report

ACORD CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YY) 10/15/2004	
PRODUCER RICHARD D BARTON & ASSOC., INC 447 Cape Coral Parkway Cape Coral, FL 33904			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
COMPANIES AFFORDING COVERAGE							
INSURED Cape Coral Housing Rehab & Develop Corp 1430 Se 16th Place Unit B Cape Coral, FL 33990			COMPANY A Evanston Insurance Company				
			COMPANY B				
			COMPANY C				
			COMPANY D				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	CL090200357	3/18/2004	3/18/2005	GENERAL AGGREGATE	\$ 1,000,000.	
						PRODUCTS - COMPAD AG	\$ 1,000,000.
						PERSONAL & ADV INJURY	\$ 1,000,000.
						EACH OCCURRENCE	\$ 1,000,000.
						FIRE DAMAGE (Any one fire)	\$ 50,000.
						MED EXP (Any one person)	\$ 1,000.
						COMBINED SINGLE LIMIT	\$ EXCLUDED
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS							
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO							
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM							
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR, PARTNER, EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL							
WC STATUTORY LIMIT: <input type="checkbox"/> OT E EL EACH ACCIDENT \$ EXCLUDED EL DISEASE - POLICY LIMIT \$ EXCLUDED EL DISEASE - EA EMPLOYEE \$ EXCLUDED							
OTHER							
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS							
Lee County Department of Community Development P.O. Box 398 Fort Myers, FL 33902-			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.				
			AUTHORIZED REPRESENTATIVE <i>Richard F. Full</i>				

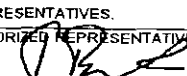
ACORD CERTIFICATE OF LIABILITY INSURANCE		CSR LT CAPE-15	DATE (MM/DD/YYYY) 10/18/04
PRODUCER Bouchard-Fort Myers 6338 Presidential CT STE 202 Fort Myers FL 33919 Phone: 239-489-3232 Fax: 239-489-1084		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Cape Coral Housing & Rehab 1430 SE 16th palce Cape Coral FL 33990		INSURERS AFFORDING COVERAGE INSURER A. OLD REPUBLIC GROUP INSURER B INSURER C INSURER D INSURER E	NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A		Blanket Fidelity	OCP517602	03/12/04	03/12/05	\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER LEE COUNTY DEVELOPEMENT SERVICES ATTN: CONTRACT LICENCING P O BOX 398 FT MYERS FL 33902	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: 
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