



## Notice of Funding Availability

### Alachua County Department of Community Support Services

#### State Housing Initiatives Partnership (SHIP)

#### Program State Fiscal Year (SFY) 2018-2019 Funding Cycle:

The Alachua County Department of Community Support Services will make available \$227,866.00 in SHIP SFY 2017-2018 an additional \$388,860.40 funding totaling \$616,726.40 for the Home Repair and Special Needs Programs. Program payments are made on a reimbursement basis.

#### Down Payment Assistance

Applications are available through a SHIP certified Lender beginning October 1, 2019 and ending June 30, 2020, or earlier if funds are exhausted. The certified lenders list is available online and at the Alachua County Community Support Services Department. Down Payment Assistance funding will be available to eligible first time homebuyers. Available amount of award will be tiered as reflected.

Up to 50% of the area median income, up to \$15,000.

Up to 80% of the area median income, up to \$10,000.

Up to 120% of the area median income, up to \$5,000.

#### Home Repair Program

Funding of \$185,000.00 is available to affordable housing providers to provide not-for-profit agencies or quasi-governmental agencies home repairs to very low and low-income households in Alachua County.

Twenty percent of funding must be use for Special needs as defined in 420.0004(13), F.S.

Applications for funding are available beginning May 1, 2019 and are due by 1:00 p.m. on May 30, 2019 at 218 SE 24th St., Gainesville, FL, 32641. All funds must be expended by May 31, 2020.

#### Rental Assistance Program

\$120,000.00 will be provided to the local Rental Assistance Program which provides funding to pay rental security and utility deposits as well as ongoing monthly rent subsidies on behalf of eligible very-low and extremely-low income persons and/or households<sup>1</sup> within Alachua County. Eligible utility deposits include only provider mandated deposits for water, sewer, electricity, and

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<sup>1</sup> Income limits published by the Florida Housing Finance Corporation SHIP Program



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gas. Eligible rent subsidies are not to exceed 12 months' rent for households with at least one adult who is a person with special needs as defined by Florida Statutes in s.420.0004 or a person who is homeless as defined in s.420.621 when the person initially qualified for a rent subsidy. Rental Assistance funds may also be used to pay reasonable project delivery costs associated with strategy implementation such as inspection fees to ensure the unit meets Section 8 Housing Quality Standards or HUD Habitability Standards." The maximum grant award is \$6,000.00 per household.

*For additional information, please call the Alachua County Social Services office at 352-264-6750.*

#### **Rental Development**

Up to \$100,000.00 is available to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct or rehabilitate affordable units in Alachua County. In cases where a developer is proposing over 50 units the maximum award is \$50,000. If less than 50 units and includes Special Needs units the maximum award is \$100,000.00

Applications for funding are available beginning May 1, 2019 and are due by 1:00 p.m. on May 30, 2019 at 218 SE 24th St., Gainesville, FL 32641. All funds must be expended by May 31, 2020.

If accommodations are needed for persons with disabilities, please contact the Alachua County Equal Opportunity Office at (352) 374-5275 (voice) or (352) 374-5284 (TDD) or 711 Relay Friendly.

For general information, visit our website:

<http://www.alachuacounty.us/depts/css/house/pages/housing.aspx> or contact James Shaw at the Alachua County Community Support Services Department at 352 337-6284.

**ALACHUA COUNTY IS A FAIR HOUSING/EQUAL OPPORTUNITY/DISABILITY ACCESS JURISDICTION**

For publication in the Gainesville Sun and Guardian



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## APPLICATION FOR FUNDING

### ALACHUA COUNTY

#### 1) ELIGIBILITY REQUIREMENTS:

##### a) Agency Eligibility

- i) Participating organizations must be an affordable housing agency or a non-profit entity with current 501 (c)(3) tax exempt status that provides affordable housing services. Agencies are encouraged to seek clarification about eligibility before applying for SHIP funds.
- ii) Funding Request must be approved by the Agency's board of directors (if applicable) and signed by a designated representative. Please complete CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY AND AUTHORITY TO CONDUCT BUSINESS (attached).

##### b) Project Eligibility

- i) Funding Requests for State Housing Initiatives Partnership Program (SHIP) funds must meet the following project eligibility guidelines:
  - (1) Proposed projects must be located within Alachua County and outside the City of Gainesville city limits.
  - (2) Twenty percent (20%) of the project must address Special Needs.
    - 420.0004 Florida Statutes (7) "Disabling condition" means a diagnosable substance abuse disorder, serious mental illness, developmental disability, chronic physical illness or disability, or the co-occurrence of two or more of these conditions and a determination that the condition is:
    - 409.1451 (5). Has reached 18 years of age but is not yet 23 years of age; A young adult formerly in foster care
    - 741.28 (2) "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
    - A person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits



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- (a) Expected to be of long-continued and indefinite duration; and
  - (b) Not expected to impair the ability of the person with special needs to live independently with appropriate supports.
- ii) Those project that involve Special Needs facilities may be within the City of Gainesville,
- iii) Eligible activities are limited to: minimum
- iv) For owner occupied housing code repairs or emergency repairs
- i) For Rental Development SHIP funds will be awarded to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct or rehabilitate affordable rental units. This funding is intended to be used as gap financing required for the project. In cases where a smaller development (less than 50 units) is being proposed that includes Special Needs units, the County may choose to provide a larger amount of the overall construction financing.
- ii) All SHIP activities must benefit very low and low-income persons. (Low and very low income is defined in the SHIP program as not exceeding 80% of the median family income for the area.) \*<sup>2</sup> i
- iii) SHIP projects must be located within Alachua County<sup>3</sup>. In addition to the above, SHIP funded projects must meet all applicable grant requirements of the State of Florida Housing Finance Corporation.

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1. Note: Current income limits are included in this packet.<sup>2</sup>

<sup>3</sup> Outside of the City of Gainesville.





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## II. FUNDING GUIDELINES:

- Project goals must be completed no later than May 31, 2020.
- Funds will not be granted to reduce existing budget deficits nor for rental expenses, administration expenses, scholarships, entertainment, lobbying expenses, indirect or general agency administrative costs, or other ineligible expenses under the SHIP programs.
- Each successful Agency will be required to execute a contract (provider agreement) with Alachua County prior to receiving any approved funds. Funds are generally provided on a reimbursement basis.
- All Agencies approved for funding must provide the County with a certificate of insurance in a form acceptable to the County for all required insurance (Attachment IV).
- Alachua County reserves the right to reject any and all funding request. Omission of any of the information requested in this application without satisfactory explanation may be grounds for rejection of this application.
- Twenty percent (20%) of all funds expended must be used to serve persons with special needs as defined in F.S. 420.0004. Additionally, the first priority is to serve homeowners with developmental disabilities by providing home modifications, including technological enhancements and devices, which allows homeowners to remain independent in their homes and maintain their homeownership<sup>4</sup>.

## III. REVIEW CRITERIA:

- Applications must be received by the advertised deadline. Incomplete applications will not be considered.
- Funding requests must be for specific projects, which serve income eligible persons in Alachua County, fill a current unmet need, and/or complement existing local projects.
- Each Agency must demonstrate that it has adequate management and fiscal controls within its current organization to undertake its proposed project.
- The Agency must demonstrate that SHIP funds will match or leverage resources from other federal, state, local, or private sources. Match or leverage may be cash or in-kind, but must be available during the project period.

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<sup>4</sup> Applicable to homeownership program



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- Agencies must demonstrate cooperation with other organizations that conduct similar projects and that there is not a duplication of effort.
- Agencies must also report the status of all funds that are requested or proposed from other sources.
- Agencies who previously received SHIP funding must report the status of that funding, including actual accomplishments.



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**IV. DIRECTIONS FOR SUBMITTING APPLICATIONS:**

- All applications **must be typewritten**.
- Please provide 3 original copies and 1 electronic copy (Flash Drive)
- Supporting documents must be typed and submitted on size 8 1/2"x11" paper. **Binder clip or 3-Ring Bind all materials** (no staples or spiral binding, please).
- Attach copies of all additional documents

**Hand deliver all completed applications to:**

**Alachua County Community Support Services Department**

**Attn: Stephen Weeks, Housing Program Manager**

**218 SE 24<sup>th</sup> Street**

**Gainesville, Florida 32641**

Applications for funding are available beginning \_May 1\_, 2019 and are due by 1:00 p.m. on May 30, 2019 at 218 SE 24th St., Gainesville, FL. 32641. All funds must be expended by May 31, 2020.



ALACHUA COUNTY SHIP HOME REPAIR SPECIAL NEEDS PROGRAM

SFY 2018-2019 FUNDING CYCLE APPLICATION

TAB 1

Name of Agency/Organization:	Alachua Habitat for Humanity
Street Address:	2630 NW 41 <sup>st</sup> St.
Mailing Address (if different):	
City:	Gainesville
Zip Code:	32606
Main Telephone Number:	352-378-4663
Facsimile Number:	352-378-2306
Federal ID Number:	59-2750078
DUNS Number:	55-596-1952
Executive Director (name):	Scott Winzeler
Telephone:	352-371-5871
E-mail Address:	Swinzeler@alachuahabitat.org
Chief Financial Officer:	Clarissa Ament (Business Office Assistant)
Telephone:	352-872-5139
E-mail Address:	cament@alachuahabitat.org
Project Contact Name:	Carla Lewis-Miles
Street Address:	2630 NW 41 <sup>st</sup> St.



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City and Zip Code:	Gainesville
Telephone:	352-745-7187
E-mail Address:	clewismiles@alachuahabitat.org
Application Type:	Home Repair
Special Needs / Home Repair:	<input type="checkbox"/> Home Repair
Describe the proposed project, use additional pages as needed.	

In the spirit of Habitat for Humanity's vision of a world where everyone has a decent place to live, Alachua Habitat for Humanity's Critical Home Repair program addresses unsafe, severely inadequate living conditions for qualifying households, and enables families to stay in their homes.

In addition to improving quality of life for families, the Critical Home Repair program supports the economic and cultural vibrancy of the community and preserves local affordable housing stock.

More details in the "Description of Project" section.



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SHIP funds requested:	\$185,000
Leveraged Funds:	\$18,000
Estimated number of Household to be served:	
Very Low Income:	8
Low Income:	4
Total:	12
Time period of Proposed Project:	
From:	October 2019
To:	May 2020

Additional Information (if applicable):



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Description of Project<sup>5</sup>: **All of our Critical Home Repair (CHR) program projects are completed for local households with a total income below 60% AMI - the majority of our CHR projects are completed for families with very low income as defined by SHIP and HUD. Our goal is for families to live in safe, accessible houses where they are able to remain in their homes even as age, health, and family circumstances change.**

**Typical repair projects for our CHR program include: septic system repair or replacement; kitchen, plumbing, and/or bathroom repairs; home insulation and energy efficiency measures; repair or replacement of HVAC system; electrical system repairs; roof repair or replacement; and accessibility improvements such as ramp installation, doorway and bathroom accessibility measures, etc. Over the past three years, critical home repair projects carried out by Alachua Habitat for Humanity have been averaging \$15,000 (ranging anywhere from \$5000 to \$25,000) per project, depending on the scope of the repairs needed.**

**We are requesting SHIP funds to assist 8 to 12 qualified households (estimated \$15,000 avg./project) with critical home repairs to their homes in unincorporated Alachua County. We also hope to complete an additional 1 to 2 critical home repairs with leveraged funds to homes within City limits, with a focus on the Duval neighborhood in NE Gainesville. In all, we hope to complete approximately 14 CHRs at an average of \$15,000/project, for a total of \$210,000 (up to 12 in unincorporated Alachua County and 2 in Gainesville).**

☐ *Check if continued on additional page(s)*

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<sup>5</sup> Describe all activities to be undertaken and the projected cost, without regard to the funding source or whether such funding will be counted for leverage



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**TAB II**

**Time Schedule:**

Projected time for completing vital activities needed to complete the proposed project including but not limited to client selection including income verification and income certification; Home inspections & Work write-ups; Bidding & awarding contracts; Unit construction start; Submittal for request for payment; Number of unit completion etc.

September – October 2019 – Client selection

October – November 2019 – Work write-ups prepared

December 2019 – Bids solicited

January 2020 – Bids awarded and work commenced

March 2020 – Work completed

April 2020 – Reimbursement requests submitted to County

☐ *Check if continued on additional page(s)*



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TAB IV

**Capacity and history of providing affordable housing**

Describe organization's history of providing affordable housing. Explain organization's capacity to implement proposal.

**Alachua Habitat for Humanity (AHFH) has been doing critical home repairs since 2012 and building new homes since 1986. All of the homes build by AHFH are sold to homeowner families through an affordable mortgage. We have built 141 homes to-date, with three more scheduled to be completed by June 2019 and four more scheduled to completed by November 2019.**

**Additionally, we have completed a total of 56 critical home repair projects since we started our CHR program in 2012.**

☐ *Check if continued on additional page(s)*



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TAB V

Status of previously funded SHIP Project(s) (including program monitoring and compliance):

Since 2014, Alachua Habitat for Humanity has executed (4) SHIP Critical Home Repair grants with Alachua County, all of them successfully completed per the terms of their respective contracts. On our current contract, we have completed 11 projects to date, and through amendment are in the process of serving an additional 4 families currently (to be completed by June 15, 2019). These contracts allowed families in the unincorporated Alachua County area to gain the benefit of having critical improvements to their dwellings, ensuring improved health outcomes and the ability of homeowners to continue to live in their homes without requiring further assistance. In most cases, homeowners who were previously denied homeowners insurance due to critical home repair mandates required by carriers, were now able to obtain that coverage, further reducing stress on the household. In addition, the Shimberg Center for Affordable Housing Studies at the University of Florida points out that the supply of affordable housing stock is diminishing. With the help of the SHIP Critical Home Repair Program, we reduce that rate and provide more assistance to families in need of affordable housing.

☐ Check if continued on additional page(s)





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**ATTACHMENTS:**

**Please complete and attach the following required Items as applicable to the project:**

- A. Home Repair / Special Needs Project Budget (Attachment I) Rental Development.
- B. Special Needs Population Information (Attachment II)
- C. Copy of Certificates of Insurance. Attachment IV
- D. Copy of Most recent Agency Audit. Attachment V
- E. Certification by Authorized Agency Representative (Attachment VI)
- F. Project Records ( Attachment VII)



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Back up Documents

- A. Copy of Commitment Letters from other funding sources.
- B. List of current employees (include copy of Organizational Chart).
- C. List of current Agency/Organization Board Members/Officers.
- D. Copy of current Annual Budget
- E. Copy of Annual Report
- F. Documentation of organization employees' WAGES and Workforce Development Initiatives Program participants (if applicable).
- G. Copy of Certificate of Incorporation OR Certificate of Nonprofit Incorporation and Tax Exempt [501(c)(3)] Designation (whichever applies).
- H. Agencies serving persons with a developmental disability must provide written documentation that services are or will be provided to persons with a developmental disability.



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EXPENDITURES BY CATEGORY HOME REPAIR <input checked="" type="checkbox"/> SPECIAL NEEDS <input type="checkbox"/> RENTAL DEVELOPMENT <input type="checkbox"/>	CURRENT YEAR BUDGET PROPOSAL
<b>PROGRAM COSTS:</b>	
<b>1. Construction costs:</b> Material and labor used in performance of eligible repair activities on assisted eligible units; construction soft costs such as engineering costs and construction, rehabilitation, repair and relocation costs associated with rehabilitation of the residence usually occupied by a homeowner.	\$170,000
<b>2. Developer Fee (10% MAX.)<sup>6</sup></b>  A. Amount of developer fee to be charged per PROJECT.	\$1500
B. Number of homes to be repaired.  Number of rental units	8 to 12
C. Total Development Fee (Multiply Developer fee by number of homes to be repaired and enter total amount).	\$15,000
<b>TOTAL PROGRAM BUDGET :</b>  [Sum of Construction costs and Developer fees; (Line 1+ Line 2C)]	\$185,000
<b>TOTAL</b>	<b>\$185,000</b>

<sup>1</sup> DEVELOPER FEE is a lump sum amount, a Sub recipient may claim on completing eligible program activities on an eligible property of an eligible recipient. Developer fee shall cover costs of Inspection, Income Certification, Title search, Recording fees, Homeowner's insurance if any etc. Developer fee will be paid based on per unit completion, and the amount must be counted toward the maximum

SHIP award amount per client. A completed unit is one for which all repair, rehabilitation and replacement works have been fully completed per contract and an approved Final Certificate of Completion or a Certificate of Occupancy has been issued by the Building Official and submitted along with the final request for payment.



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ATTACHMENT II

SHIP LEVERAGE

PROJECT BUDGET

Size, Number of Units and Proposed Rents of the proposed project: SPECIAL NEEDS

Size of Units	Number of Units	Proposed Rent
Single Room Occupancy		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		
5 Bedroom		
Other:		
TOTAL:		

Will bedrooms be individually leased? ☐ YES ☐ NO

Will bedrooms have more than one bed? ☐ YES ☐ NO

If Yes: How many beds per bedroom? \_\_\_\_\_

Will beds be individually leased? ☐ YES ☐ NO

**\*\* Please provide the current and prior year budget(s) for this project, if applicable\*\***

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ATTACHMENT III

SHIP

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POPULATION INFORMATION

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**Population the proposed project will serve (please check all that apply): First Priority for funding shall be given to** proposals which serve one or more persons with a developmental disability as defined in Florida Statute 393.063<sup>ii</sup>. **Second priority shall be given to** proposals serving persons with a disabling condition as defined in 420.004(7). **Third priority shall be given to** persons that meet Other Special Needs populations included in state Definition.

☐ 1. Persons with a developmental disability. Developmental disability means a disorder or syndrome that is attributable to:

- ☐ Retardation or Cerebral Palsy
- ☐ Autism
- ☐ Spina Bifida
- ☐ Prader-Willi syndrome.

☐ 2. Persons with a disabling condition as defined in 420.004(7)

- ☐ Diagnosable substance abuse disorder
- ☐ Serious mental illness
- ☐ Chronic physical illness or disability

☐ 3. Other Special Needs populations included in state definition.

- ☐ Young adult formerly in foster care.





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- ☐ Survivor of domestic violence
- ☐ Person receiving disability benefits:
  - ☐ Social Security Disability
  - ☐ Supplemental Security Income (SSI)
  - ☐ Veterans Administration Disability
- ☐ Chronically Homeless
- ☐ Persons with HIV/AIDS
- ☐ Runaway or abandoned youth
- ☐ Elderly adults



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**<sup>7</sup> a) Income Eligibility:**

- i) Agency's total gross income, in combination with the income of ALL household members, may not exceed 80% of the area medium income.

2018 Income and Rent Limits										
HUD release: 3/30/2018										
FHFC Posted 4/9/2018										
Effective Date 4/1/2018										
Median \$71,300										
Percentage Income	1	2	3	4	5	6	7	8	9	10
30%	\$15,000.00	\$17,150.00	\$20,780.00	\$25,100.00	\$29,420.00	\$33,740.00	\$38,060.00	\$42,380.00	Contact Housing Dept.	
50%	\$25,000.00	\$28,550.00	\$32,100.00	\$35,650.00	\$38,350.00	\$41,400.00	\$44,250.00	\$47,100.00	\$49,410.00	\$52,762.00
80%	\$39,950.00	\$45,650.00	\$51,350.00	\$57,050.00	\$61,850.00	\$66,200.00	\$70,750.00	\$75,350.00	\$79,856.00	\$84,419.00
Rent Limits by Number of Bed Rm.	0	1	2	3	4	5				
30%	375	401	519	681	843	1005				
50%	625	669	802	927	1035	1141				
80%	998	1070	1283	1483	1655	1826				

<sup>7</sup> HUD data as of 3/30/2018

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**ATTACHMENT IV**

**INSURANCE REQUIREMENTS**

**CERTIFICATE OF INSURANCE**

**TYPE "A" INSURANCE REQUIREMENTS**

**ARTISAN CONTRACTORS / SERVICE CONTACTS**

The Contractor/Vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the contractor/vendor, his agents, representatives, employees, or subcontractors.

**COMMERCIAL GENERAL LIABILITY**

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability, and \$5,000 Medical Expense.

**AUTOMOBILE LIABILITY**

Bodily Injury and Property Damage Liability coverage is required for all vehicles (owned, hired, leased, etc.). Required minimum coverage limit: \$1,000,000 combined single limit each accident.

**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**

Coverage is required for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employer's Liability minimum coverage limits: \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.



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**BUILDER'S RISK / INSTALLATION FLOATERS (when applicable)**

When this contract or agreement includes the construction of and/or the addition to a permanent structure or building, including the installation of machinery and/or equipment, the following insurance coverage must be afforded:

Coverage Form: Completed Value, All Risk in an amount equal to 100% of the value upon completion or value of equipment to be installed.

When applicable: Waiver of Occupancy Clause or Cessation of Insurance Clause.  
Flood Insurance as available under the National Flood Insurance Program.

**ATTACHMENT V**

**AUDIT INFORMATION**

1. Attach copy of most recent Financial Statement and Independent Audit Report;
2. List any findings or reportable conditions identified in the Financial Statement or Independent Audit Report;
3. Identify how each finding or reportable condition has been or is being addressed;

OR IF INDEPENDENT AUDIT REPORTS ARE NOT AVAILABLE, provide a signed copy of the most recent unaudited fiscal year-end Financial Statements from the past 3 years.



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**MANDATORY ITEMS TO HAVE ON-FILE (DO NOT SUBMIT):**

1. Articles of Incorporation and Bylaws
2. Personnel Policies and Procedures Manual
3. Organization/Staffing Plan and Position Descriptions
4. Financial Procedures Manual

**Contractor Responsibilities**

Contractors are required to make good faith efforts to obtain MBE/WBE participation when so stipulated by bid specifications and/or contracts. If these efforts are unsuccessful, the contractor will submit a non-availability or refusal to participate and will request waiver of MBE/WBE participation.





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**ATTACHMENT VI**

**CERTIFICATION BY AUTHORIZED**

**AGENCY REPRESENTATIVE:**

I have examined the information included in this application for funding and hereby certify that, to the best of my knowledge and belief, the contents are true, accurate, and complete. I understand that a written agreement with Alachua County will be required prior to receiving any funds that may be approved by Alachua County and that the agreement will incorporate the representations made in this application. I also certify that the following documents are on file in the administration office of the Agency and will be available for inspection by Alachua County and its authorized representatives at any time during the term of this project.

I further understand that the information requested on this application must be provided to determine eligibility for SHIP funding. I understand that Florida Statute 817 provides that willful false statements or misrepresentations concerning income, asset, or liability information related to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 or 775.083. I further understand that any willful misstatement of information is grounds for disqualification. I, the Agency, agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record. If awarded funds, I authorize the Agency to use funds according to the terms and conditions set forth in the provider agreement, governed by SHIP Program guidelines and the Alachua County SHIP Local Housing Assistance Plan.

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Signature of Authorized Representative of Agency

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Date

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Title of Representative of Agency



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**ATTACHMENT VII**

**Project Records:**

1 Any document submitted to the County may be a public record and is open for inspection or copying, by any person or entity. "Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency per Section 119.011(11), Florida Statutes. Any document is subject to inspection and copying unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law.

2 In accordance with Section 119.0701, Florida Statutes, the Provider or Contractor (referred hereinafter in all of the "Project Records" section collectively as "Provider"), when acting on behalf of the County, as provided under 119.011(2), Florida Statutes, shall keep and maintain public records as required by law and retain them as provided by the General Record Schedule established by the Department of State. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law. Additionally, the Provider or Contractor shall provide the public records at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3 Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Professional does not transfer the records to the County.

4 During the term of this Agreement or license, the Provider may claim that some or all of Provider's information, including, but not limited to, software documentation, manuals, written

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methodologies and processes, pricing, discounts, or other considerations (hereafter collectively referred to as "Confidential Information"), is, or has been treated as confidential and proprietary by Provider in accordance with Section 812.081, Florida Statutes, or other law, and is exempt from disclosure under the Public Record Act. Provider shall clearly identify and mark Confidential Information as "Confidential Information" or "CI" and the County shall use its best efforts to maintain the confidentiality of the information properly identified by the Provider as "Confidential Information" or "CI."

5 The County shall promptly notify the Provider in writing of any request received by the County for disclosure of Provider's confidential information and the Provider may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. Provider shall protect, defend, indemnify, and hold the County, its officers, employees, and agents free and harmless from and against any claims or judgments arising out of a request for disclosure of confidential information. Provider shall investigate, handle, respond to, and defend, using counsel chosen by the County, at Provider's sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. Provider shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorney fees, court costs, and expert witness fees and expenses. Upon completion or termination of this Agreement, the provisions of this paragraph shall continue to survive. Provider releases County from claims or damages related to disclosure by County.

6 Project Completion: Upon completion or termination of this Agreement, the Provider, when acting on behalf of the County as provided under 119.011(2), Florida Statutes, shall transfer, at no cost, to the County all public records in possession of the Provider or keep and maintain public records required by the County to perform the service. If the Provider transfers all public records to the County upon completion or termination of the agreement, it must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon the completion or termination of the agreement all applicable requirements for retaining public records shall be met. All records stored electronically shall be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.



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7 If the Provider does not comply with the County's request for records, the County shall enforce the contract provisions in accordance with this contract.

10.3.8 A Provider who fails to provide the public records to the County within a reasonable time may be subject to penalties under s. 119.10, Florida Statutes.

IF THE PROVIDER OR CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, IT IS THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY HOUSING DIRECTOR AT E-MAIL [sweeks@alachuacounty.us](mailto:sweeks@alachuacounty.us) PHONE (352) 337-6285, OR U.S. MAIL AT 218 SE 24TH ST, GAINESVILLE, FL 32641



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## DEFINITIONS

### How to document persons in the household that meet Other Special Needs populations included in Definition

A young adult formerly in foster care – These Agencies should be asked to provide written documentation that they are referred by their local Community-Based Care program and are receiving a stipend under the Road to Independence Program.

A survivor of domestic violence - Request written documentation in the form of a letter from a victim service provider, attorney, or medical professional who has helped the Agency address incidents of domestic violence. The professional must state that he or she believes that the incidents of abuse are real. Both the Agency and the professional must sign the statement, and the statement must declare that both the Agency and the professional are signing “under penalty of perjury.”

A person receiving disability benefits from:

- Social Security Disability Insurance (SSDI),
- the Supplemental Security Income (SSI) program or the Veterans Administration –

### Special Needs Supplemental Information

Florida Statute 420.0004(13)

- Person with “Special Needs” means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5)<sup>8</sup>; a survivor of domestic violence as defined in s. 741.28<sup>iii</sup>; or a person receiving benefits under the Social Security Disability Insurance (SSDI)

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5. Has reached 18 years of age but is not yet 23 years of age;<sup>8</sup>



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program, or the Supplemental Security Income (SSI) program or from veterans' disability benefits.

Florida Statutes 420.0004“(7)

- “Disabling condition” means a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability; or the co-occurrence of two or more of these conditions and a determination that the condition is:
  - (a) Expected to be of long-continued and indefinite duration; and
  - (b) Not expected to impair the ability of the person with special needs to live independently with appropriate supports.

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i

**ii 393.063 Definitions.—For the purposes of this chapter, the term:**

- (1) “Adult day training” means training services that take place in a nonresidential setting, separate from the home or facility in which the client resides, and are intended to support the participation of clients in daily, meaningful, and valued routines of the community. Such training may be provided in work-like settings that do not meet the definition of supported employment.
- (2) “Agency” means the Agency for Persons with Disabilities.
- (3) “Algorithm” means the mathematical formula used by the agency to calculate budget amounts for clients which uses variables that have statistically validated relationships to clients' needs for services provided by the home and community-based services Medicaid waiver program.
- (4) “Allocation methodology” is the process used to determine a client's budget by summing the amount generated by the algorithm, and, if applicable, any funding authorized by the agency for the client pursuant to s. 393.0662(1)(b).
- (5) “Autism” means a pervasive, neurologically based developmental disability of extended duration which causes severe learning, communication, and behavior disorders with age of onset during infancy or childhood. Individuals with autism exhibit impairment in reciprocal social interaction, impairment in verbal and nonverbal communication and imaginative ability, and a markedly restricted repertoire of activities and interests.





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(6) "Cerebral Palsy" means a group of disabling symptoms of extended duration which results from damage to the developing brain that may occur before, during, or after birth and that results in the loss or impairment of control over voluntary muscles. For the purposes of this definition, Cerebral Palsy does not include those symptoms or impairments resulting solely from a stroke.

(7) "Client" means any person determined eligible by the agency for services under this chapter.

(8) "Client advocate" means a friend or relative of the client, or of the client's immediate family, who advocates for the best interests of the client in any proceedings under this chapter in which the client or his or her family has the right or duty to participate.

(9) "Comprehensive assessment" means the process used to determine eligibility for services under this chapter.

(10) "Comprehensive transitional education program" means the program established in s. 393.18.

(11) "Developmental Disabilities Center" means a state-owned and state-operated facility, formerly known as a "Sunland Center," providing for the care, habilitation, and rehabilitation of clients with developmental disabilities.


1(12) "Developmental Disability" means a disorder or syndrome that is attributable to intellectual disability, Cerebral Palsy, Autism, Spina Bifida, Down syndrome, Phelan-McDermid Syndrome, or Prader-Willi Syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.

(13) "Direct service provider" means a person 18 years of age or older who has direct face-to-face contact with a client while providing services to the client or has access to a client's living areas or to a client's funds or personal property.

(14) "Domicile" means the place where a client legally resides and which is his or her permanent home. Domicile may be established as provided in s. 222.17. Domicile may not be established in Florida by a minor who has no parent domiciled in Florida, or by a minor who has no legal guardian domiciled in Florida, or by any alien not classified as a resident alien.

(15) "Down Syndrome" means a disorder caused by the presence of an extra chromosome 21.

(16) "Express and informed consent" means consent voluntarily given in writing with sufficient knowledge and comprehension of the subject matter to enable the person giving consent to make a knowing decision without any element of force, fraud, deceit, duress, or other form of constraint or coercion.

(17) "Family care program" means the program established  s. 393.068.

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(18) "Foster care facility" means a residential facility licensed under this chapter which provides a family living environment including supervision and care necessary to meet the physical, emotional, and social needs of its residents. The capacity of such a facility may not be more than three residents.

(19) "Group home facility" means a residential facility licensed under this chapter which provides a family living environment including supervision and care necessary to meet the physical, emotional, and social needs of its residents. The capacity of such a facility shall be at least 4 but not more than 15 residents.

(20) "Guardian" has the same meaning as in s. 744.102.

(21) "Guardian Advocate" means a person appointed by a written order of the court to represent a person with developmental disabilities under s. 393.12.

(22) "Habilitation" means the process by which a client is assisted in acquiring and maintaining those life skills that enable the client to cope more effectively with the demands of his or her condition and environment and to raise the level of his or her physical, mental, and social efficiency. It includes, but is not limited to, programs of formal structured education and treatment.

(23) "High-risk child" means, for the purposes of this chapter, a child from 3 to 5 years of age with one or more of the following characteristics:

- (a) A developmental delay in cognition, language, or physical development.
- (b) A child surviving a catastrophic infectious or traumatic illness known to be associated with developmental delay, when funds are specifically appropriated.
- (c) A child with a parent or guardian with developmental disabilities who requires assistance in meeting the child's developmental needs.
- (d) A child who has a physical or genetic anomaly associated with developmental disability.

(24) "Intellectual disability" means significantly sub average general intellectual functioning existing concurrently with deficits in adaptive behavior which manifests before the age of 18 and can reasonably be expected to continue indefinitely. For the purposes of this definition, the term:

(a) "Adaptive behavior" means the effectiveness or degree with which an individual meets the standards of personal independence and social responsibility expected of his or her age, cultural group, and community.

(b) "Significantly sub-average general intellectual functioning" means performance that is two or more standard deviations from the mean score on a standardized intelligence test specified in the rules of the agency.



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For purposes of the application of the criminal laws and procedural rules of this state to matters relating to pretrial, trial, sentencing, and any matters relating to the imposition and execution of the death penalty, the terms “intellectual disability” or “intellectually disabled” are interchangeable with and have the same meaning as the terms “mental retardation” or “retardation” and “mentally retarded” as defined in this section before July 1, 2013.

(25) “Intermediate care facility for the developmentally disabled” means a residential facility licensed and certified under part VIII of chapter 400.

(26) “Medical/dental services” means medically necessary services that are provided or ordered for a client by a person licensed under chapter 458, chapter 459, or chapter 466. Such services may include, but are not limited to, prescription drugs, specialized therapies, nursing supervision, hospitalization, dietary services, prosthetic devices, surgery, specialized equipment and supplies, adaptive equipment, and other services as required to prevent or alleviate a medical or dental condition.

(27) “Personal care services” means individual assistance with or supervision of essential activities of daily living for self-care, including ambulation, bathing, dressing, eating, grooming, and toileting, and other similar services that are incidental to the care furnished and essential to the health, safety, and welfare of the client if no one else is available to perform those services.

1(28) “Phelan-McDermid Syndrome” means a disorder caused by the loss of the terminal segment of the long arm of chromosome 22, which occurs near the end of the chromosome at a location designated q13.3, typically leading to developmental delay, intellectual disability, Dolicocephaly, Hypotonia, or absent or delayed speech.

(29) “Prader-Willi Syndrome” means an inherited condition typified by Neonatal Hypotonia with failure to thrive, Hyperphagia or an excessive drive to eat which leads to obesity usually at 18 to 36 months of age, mild to moderate intellectual disability, Hypogonadism, short stature, mild facial Dysmorphism, and a characteristic neurobehavior.

(30) “Relative” means an individual who is connected by affinity or consanguinity to the client and who is 18 years of age or older.

(31) “Resident” means a person who has a developmental disability and resides at a residential facility, whether or not such person is a client of the agency.

(32) “Residential facility” means a facility providing room and board and personal care for persons who have developmental disabilities.

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(33) "Residential habilitation" means supervision and training with the acquisition, retention, or improvement in skills related to activities of daily living, such as personal hygiene skills, homemaking skills, and the social and adaptive skills necessary to enable the individual to reside in the community.

(34) "Residential habilitation center" means a community residential facility licensed under this chapter which provides habilitation services. The capacity of such a facility may not be fewer than nine residents. After October 1, 1989, new residential habilitation centers may not be licensed and the licensed capacity for any existing residential habilitation center may not be increased.

(35) "Respite service" means appropriate, short-term, temporary care that is provided to a person who has a developmental disability in order to meet the planned or emergency needs of the person or the family or other direct service provider.

(36) "Restraint" means a physical device, method, or drug used to control dangerous behavior.

(a) A physical restraint is any manual method or physical or mechanical device, material, or equipment attached or adjacent to an individual's body so that he or she cannot easily remove the restraint and which restricts freedom of movement or normal access to one's body.

(b) A drug used as a restraint is a medication used to control the person's behavior or to restrict his or her freedom of movement and is not a standard treatment for the person's medical or psychiatric condition. Physically holding a person during a procedure to forcibly administer psychotropic medication is a physical restraint.

(c) Restraint does not include physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, supportive body bands, or other physical holding necessary for routine physical examinations and tests; for purposes of orthopedic, surgical, or other similar medical treatment; to provide support for the achievement of functional body position or proper balance; or to protect a person from falling out of bed.

(37) "Seclusion" means the involuntary isolation of a person in a room or area from which the person is prevented from leaving. The prevention may be by physical barrier or by a staff member who is acting in a manner, or who is physically situated, so as to prevent the person from leaving the room or area. For the purposes of this chapter, the term does not mean isolation due to the medical condition or symptoms of the person.

(38) "Self-determination" means an individual's freedom to exercise the same rights as all other citizens, authority to exercise control over funds needed for one's own support, including prioritizing these funds when necessary, responsibility for the wise use of public funds, and self-advocacy to speak and advocate for oneself in order to gain independence and ensure that individuals with a developmental disability are treated equally.





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(39) "Specialized therapies" means those treatments or activities prescribed by and provided by an appropriately trained, licensed, or certified professional or staff person and may include, but are not limited to, physical therapy, speech therapy, respiratory therapy, occupational therapy, behavior therapy, physical management services, and related specialized equipment and supplies.

(40) "Spina Bifida" means a person with a medical diagnosis of Spina Bifida Cystica or Myelomeningocele.

(41) "Support coordinator" means a person who is designated by the agency to assist individuals and families in identifying their capacities, needs, and resources, as well as finding and gaining access to necessary supports and services; coordinating the delivery of supports and services; advocating on behalf of the individual and family; maintaining relevant records; and monitoring and evaluating the delivery of supports and services to determine the extent to which they meet the needs and expectations identified by the individual, family, and others who participated in the development of the support plan.

(42) "Supported employment" means employment located or provided in an integrated work setting, with earnings paid on a commensurate wage basis, and for which continued support is needed for job maintenance.

(43) "Supported living" means a category of individually determined services designed and coordinated in such a manner as to provide assistance to adult clients who require ongoing supports to live as independently as possible in their own homes, to be integrated into the community, and to participate in community life to the fullest extent possible.

(44) "Training" means a planned approach to assisting a client to attain or maintain his or her maximum potential and includes services ranging from sensory stimulation to instruction in skills for independent living and employment.

(45) "Treatment" means the prevention, amelioration, or cure of a client's physical and mental disabilities or illnesses.

History.—s. 1, ch. 77-335; s. 1, ch. 79-148; s. 153, ch. 79-400; s. 3, ch. 81-23; s. 4, ch. 85-54; s. 1, ch. 85-147; s. 5, ch. 87-238; s. 5, ch. 88-398; s. 7, ch. 89-308; ss. 2, 4, ch. 89-339; s. 27, ch. 90-306; s. 1, ch. 90-333; s. 17, ch. 91-158; s. 3, ch. 94-154; s. 1045, ch. 95-148; s. 53, ch. 95-228; s. 1, ch. 95-293; s. 13, ch. 96-417; s. 23, ch. 98-171; s. 140, ch. 98-403; s. 80, ch. 99-8; s. 203, ch. 99-13; s. 3, ch. 2000-338; s. 35, ch. 2002-400; s. 7, ch. 2004-260; s. 71, ch. 2004-267; s. 15, ch. 2006-197; s. 10, ch. 2006-227; s. 2, ch. 2008-244; s. 2, ch. 2011-135; s. 9, ch. 2013-162; s. 6, ch. 2016-3; ss. 38, 39, 126, ch. 2016-62; ss. 11, 12, ch. 2016-65; s. 1, ch. 2016-140.

1Note.—



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A. Section 38, ch. 2016-62, amended subsection (12) and added subsection (28) "in order to implement Specific Appropriation 259 of the 2016-2017 General Appropriations Act."

B. Section 39, ch. 2016-62, provides that "[t]he amendment made by this act to s. 393.063, Florida Statutes, expires July 1, 2017, and the text of that subsection shall revert to that in existence on June 30, 2016, except that any amendments to such text enacted other than by this act shall be preserved and continue to operate to the extent that such amendments are not dependent upon the portions of text which expire pursuant to this section."

C. Section 126, ch. 2016-62, provides that "If any other act passed during the 2016 Regular Session of the Legislature contains a provision that is substantively the same as a provision in this act, but that removes or is otherwise not subject to the future repeal applied to such provision by this act, the Legislature intends that the provision in the other act takes precedence and continues to operate, notwithstanding the future repeal provided by this act." Sections 11 and 12, ch. 2016-65, amended subsection (12) and added subsection (28) using language identical to s. 38, ch. 2016-62, and did not include a repeal provision.

**iii 741.28 Domestic violence; definitions.—As used in ss. 741.28-741.31:**

- (1) "Department" means the Florida Department of Law Enforcement.
- (2) "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- (3) "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.



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(4) “Law enforcement officer” means any person who is elected, appointed, or employed by any municipality or the state or any political subdivision thereof who meets the minimum qualifications established in s. 943.13 and is certified as a law enforcement officer under s. 943.1395.

History.—s. 1, ch. 94-134; s. 1, ch. 94-135; s. 1, ch. 95-195; s. 4, ch. 97-155; s. 9, ch. 2002-55.

“Disabling Condition” as defined in 420.0004(7), Florida Statutes

- Diagnosable substance abuse disorder: Provide written documentation from the agency from which they have been determined eligible to receive services. This will be a local service provider or Managing Entity that is under contract with Dept. of Children and Families.
- Serious mental illness: Provide written documentation from the agency from which they have been determined eligible to receive services. This will be a local service provider or Managing Entity that is under contract with Dept. of Children and Families.
- Chronic physical illness or disability: Provide written documentation from the agency from which they have been determined eligible to receive services. This is expected to be a community service provider or Managing Entity that is under contract with Dept. of Children and Families or a Local Center for Independent Living (CIL).

Florida Statute 420.9071(19) “Low-income person” or “low-income household” means one or more natural persons or a family that has a total annual gross household income that does not exceed 80 percent of the median annual income adjusted for family size for households within the metropolitan statistical area, the county, or the nonmetropolitan median for the state, whichever amount is greatest. With respect to rental units, the low-income household’s annual income at the time of initial occupancy may not exceed 80 percent of the area’s median income adjusted for family size. While occupying the rental unit, a low-income household’s annual income may increase to an amount not to exceed 140 percent of 80 percent of the area’s median income adjusted for family size.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Work Comp Specialists PO Box 9435  Panama City Beach FL 32417	CONTACT NAME: Kian Ostovar PHONE (A/C, No, Ext): (850) 234-3197 E-MAIL ADDRESS: kostovar@workcompspecialists.com FAX (A/C, No):  INSURER(S) AFFORDING COVERAGE INSURER A: Retail First Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10700
INSURED  Alachua Habitat for Humanity, Inc. 2630 NW 41st Street Ste C-3 Gainesville FL 32606		

COVERAGES CERTIFICATE NUMBER: CL194810956 REVISION NUMBER:

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	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 <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	520-58015	07/26/2018	07/26/2019	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

For Insureds Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*A. Kian Campbell*

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Lockton Affinity, LLC P. O. Box 873401 Kansas City, MO 64187-3401	CONTACT NAME: Lockton Affinity, LLC
	PHONE (A/C, No, Ext): 888-553-9002 FAX (A/C, No): 913-652-3967
INSURED  Alachua Habitat for Humanity  2630 NW 41st St., Ste. C-3  Gainesville, FL 32606	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Ace American Insurance Co.
	INSURER B:
	INSURER C:
	INSURER D:
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Hired and Non-Owned <input type="checkbox"/> Auto Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL1064539-19	04/01/2019	04/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			H08783263-06	04/01/2019	04/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Builder's Risk -Special Form			BRI064539-19	04/01/2019	04/01/2020	Limit \$5,000,000 Deductible \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Alachua Habitat for Humanity  2630 NW 41st St., Ste. C-3  Gainesville, FL 32606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Pat D. Francis</i>

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Attachment D

## Alachua Habitat for Humanity, Inc.

Financial Statements  
And  
Independent Auditors' Report

June 30, 2018 and 2017

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## Kattell and Company, P.L.

*Certified Public Accountants Serving the Nonprofit Community*

808-B NW 16<sup>th</sup> Avenue Gainesville, Florida 32601 TEL: 352-395-6565 FAX: 352-395-6636 www.kattell.com

### INDEPENDENT AUDITORS' REPORT

To the Board of Directors,  
Alachua Habitat for Humanity, Inc.

#### REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Alachua Habitat for Humanity, Inc. (the Corporation), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements.***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditors' Responsibility.***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion.***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Corporation as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Kattell and Company, P.L.*

March 19, 2019  
Gainesville, Florida

*"Not everything that counts can be counted, and not everything that can be counted counts."*

-Albert Einstein

**Statements of Financial Position**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

	<u>2018</u>	<u>2017</u>
Assets		
Cash	\$ 294,333	\$ 204,727
Investments	24,256	285,702
Inventory	36,000	30,000
Receivables:		
Grants and Contributions	95,033	16,000
Other	34,890	18,823
Deposits – AmeriNational	43,952	48,268
Prepaid Expenses	9,745	6,922
Construction in Progress	407,519	157,297
Mortgage Notes Receivable, Net	1,803,900	1,689,930
Property and Equipment, Net	801,072	804,642
Land Held for Future Use	248,600	265,000
<b>Total Assets</b>	<b><u>\$ 3,799,300</u></b>	<b><u>\$ 3,527,311</u></b>
Liabilities and Net Assets		
Liabilities:		
Line of Credit	\$ 135,000	\$ 140,000
Accounts Payable	56,599	36,009
Accrued Payroll Expenses	60,071	58,002
Deposits Held	8,751	8,001
Mortgage Escrow	44,718	49,820
Note Payable	16,250	--
<b>Total Liabilities</b>	<b>321,389</b>	<b>291,832</b>
Net Assets:		
Unrestricted	3,317,868	3,074,075
Temporarily Restricted	160,043	161,404
<b>Total Net Assets</b>	<b><u>3,477,911</u></b>	<b><u>3,235,479</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 3,799,300</u></b>	<b><u>\$ 3,527,311</u></b>

*See accompanying notes.*



**Statement of Activities**  
**For the Year Ended June 30, 2018**  
**Alachua Habitat for Humanity, Inc.**

	Unrestricted	Temporarily Restricted	Total
<b>Support and Revenue:</b>			
Contributions:			
Individuals	\$ 105,714	\$ 1,000	\$ 106,714
Businesses and Foundations	131,662	84,967	216,629
Churches	15,978	9,005	24,983
Women Build	--	26,935	26,935
Signature Event	45,205	--	45,205
In Kind	175,486	--	175,486
Other	4,036	--	4,036
Interest Income - Mortgages	80,922	--	80,922
Government Grants	74,641	--	74,641
CCTCP (Tax Credit Program)	249,000	--	249,000
Sales – Resale Center	437,331	--	437,331
Sale of Homes	652,767	--	652,767
Other Support and Revenue	94,702	--	94,702
Satisfaction of Program Restrictions	123,268	(123,268)	--
<b>Total Support and Revenue</b>	<b>2,190,712</b>	<b>(1,361)</b>	<b>2,189,351</b>
<b>Expenses:</b>			
Program:			
ReStore	369,292	--	369,292
Home Ownership	1,356,364	--	1,356,364
Management and General	186,025	--	186,025
Fundraising	113,973	--	113,973
<b>Total Expenses</b>	<b>2,025,654</b>	<b>--</b>	<b>2,025,654</b>
<b>Excess Revenues over/(under) Expenses</b>	<b>165,058</b>	<b>(1,361)</b>	<b>163,697</b>
Gains	78,735	--	78,735
<b>Change in Net Assets</b>	<b>243,793</b>	<b>(1,361)</b>	<b>242,432</b>
<b>Net Assets, Beginning of Year</b>	<b>3,074,075</b>	<b>161,404</b>	<b>3,235,479</b>
<b>Net Assets, End of Year</b>	<b>\$ 3,317,868</b>	<b>\$ 160,043</b>	<b>\$ 3,477,911</b>

*See accompanying notes.*

**Statement of Activities**  
**For the Year Ended June 30, 2017**  
**Alachua Habitat for Humanity, Inc.**

	Unrestricted	Temporarily Restricted	Total
Support and Revenue:			
Contributions:			
Individuals	\$ 29,308	\$ 28,102	\$ 57,410
Businesses and Foundations	8,904	188,000	196,904
Churches	--	22,685	22,685
Women Build	--	68,077	68,077
Signature Event	45,855	--	45,855
In Kind	290,831	--	290,831
Other	50,816	--	50,816
Interest Income - Mortgages	82,331	--	82,331
Government Grants	57,275	--	57,275
CCTCP (Tax Credit Program)	159,750	--	159,750
Sales – Resale Center	410,018	--	410,018
Sale of Homes	543,388	--	543,388
Other Support and Revenue	36,004	--	36,004
Satisfaction of Program Restrictions	296,969	(296,969)	--
<b>Total Support and Revenue</b>	<b>2,011,449</b>	<b>9,895</b>	<b>2,021,344</b>
Expenses:			
Program:			
ReStore	382,325	--	382,325
Home Ownership	1,160,357	--	1,160,357
Management and General	119,576	--	119,576
Fundraising	153,050	--	153,050
<b>Total Expenses</b>	<b>1,815,308</b>	<b>--</b>	<b>1,815,308</b>
<b>Excess Revenues over/(under) Expenses</b>	<b>196,141</b>	<b>9,895</b>	<b>206,036</b>
Loss on Sale of Assets	(2,950)	--	(2,950)
<b>Change in Net Assets</b>	<b>193,191</b>	<b>9,895</b>	<b>203,086</b>
<b>Net Assets, Beginning of Year</b>	<b>2,880,884</b>	<b>151,509</b>	<b>3,032,393</b>
<b>Net Assets, End of Year</b>	<b>\$ 3,074,075</b>	<b>\$ 161,404</b>	<b>\$ 3,235,479</b>

*See accompanying notes.*

**Statements of Cash Flows**  
**For the Years Ended June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

	<u>2018</u>	<u>2017</u>
Cash Flows From Operating Activities:		
Change in Net Assets	\$ 242,432	\$ 203,086
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities:		
Donated Non-cash Assets	(54,500)	(199,000)
Depreciation	38,201	30,125
Gain on Repossession	(39,368)	--
Investment Income Reinvested	(3,554)	2,950
Changes in:		
Inventory – Resale Center	(6,000)	(8,000)
Receivables	(95,100)	(5,590)
Deposits – AmeriNational	4,316	14,563
Prepaid Expenses	(2,823)	4,558
Construction in Progress	(79,222)	108,518
Mortgage Notes Receivable	(297,534)	(308,249)
Accounts Payable and Accrued Expenses	22,659	35,789
Deposits and Mortgage Escrow	(4,352)	(12,052)
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>(274,845)</b>	<b>(133,302)</b>
Cash Flows From Investing Activities:		
Securities Purchased	--	(417,000)
Securities Sold	265,000	131,298
Proceeds from Sale of Land	--	69,000
Purchases of Fixed Assets	(34,631)	--
Purchase of Land Held for Future Use	(35,100)	(32,500)
<b>Net Cash Provided by (Used in) Investing Activities</b>	<b>195,269</b>	<b>(249,202)</b>
Cash Flows From Financing Activities:		
Payments on Line of Credit	(145,604)	(50,000)
Borrowings Under Line of Credit	140,604	--
Proceeds from Note Payable	16,250	--
Proceeds from Sale of Mortgages Receivable	157,932	--
<b>Net Cash Provided by (Used in) Financing Activities</b>	<b>169,182</b>	<b>(50,000)</b>
<b>Net Change in Cash</b>	<b>89,606</b>	<b>(432,504)</b>
<b>Cash, Beginning of Year</b>	<b>204,727</b>	<b>637,231</b>
<b>Cash, End of Year</b>	<b>\$ 294,333</b>	<b>\$ 204,727</b>

Supplemental Disclosures

Cash Paid for Interest	<u>\$ 7,519</u>	<u>\$ 8,558</u>
Value of Land Held for Future Use transferred to Construction in Progress	<u>\$ 106,000</u>	<u>\$ 14,000</u>
Value of Foreclosed Mortgage added to Construction in Progress	<u>\$ 65,000</u>	<u>\$ --</u>

*See accompanying notes.*

**Statement of Functional Expenses**  
**For the Year Ended June 30, 2018**  
**Alachua Habitat for Humanity, Inc.**

	Program Services		Supporting Activities		
			Management and		
	<u>ReStore</u>	<u>Home Ownership</u>	<u>General</u>	<u>Fundraising</u>	<u>Total</u>
Salaries and Benefits	\$ 255,169	\$ 291,622	\$ 116,649	\$ 65,614	\$ 729,054
Advertising	399	--	994	--	1,393
Automobile Expenses	16,130	7,555	3,022	1,707	28,414
Supplies & Equipment	4,537	15,884	6,353	3,590	30,364
Bank/Credit Card/Other Fees	14,055	--	2,941	--	16,996
Repairs & Maintenance	10,171	10,338	828	--	21,337
Professional Associations	3,050	12,108	--	--	15,158
Occupancy and Insurance	34,486	24,691	9,876	5,581	74,634
Cost of Homes Sold	--	562,125	--	--	562,125
Cost of Home Repairs	--	60,064	--	--	60,064
Payments to Affiliates	--	--	7,270	--	7,270
Professional Services	--	--	19,967	--	19,967
Mortgage Servicing Fees	--	11,322	--	--	11,322
Other Program	900	50,053	--	--	50,953
Event	--	--	--	32,668	32,668
Staff and Volunteer Appreciation	1,308	--	7,076	--	8,384
Staff Training and Development	2,799	2,955	1,182	668	7,604
Printing & Postage	1,300	6,923	2,769	1,565	12,557
Meeting Expenses	--	2,067	--	--	2,067
Interest Expense	--	7,519	--	--	7,519
Depreciation	18,420	12,635	4,566	2,580	38,201
Grants/Assistance to Individuals- Mortgage Discount	--	276,485	--	--	276,485
Other	6,568	2,018	2,532	--	11,118
<b>Total Expenses</b>	<b>\$ 369,292</b>	<b>\$ 1,356,364</b>	<b>\$ 186,025</b>	<b>\$ 113,973</b>	<b>\$2,025,654</b>

*See accompanying notes.*

**Statement of Functional Expenses**  
**For the Year Ended June 30, 2017**  
**Alachua Habitat for Humanity, Inc.**

	<u>Program Services</u>		<u>Supporting Activities</u>		
		Home	Management and		
	<u>ReStore</u>	<u>Ownership</u>	<u>General</u>	<u>Fundraising</u>	<u>Total</u>
Salaries and Benefits	\$ 268,929	\$ 210,518	\$ 71,323	\$ 96,679	\$ 647,449
Advertising	3,436	2,618	900	1,226	8,180
Automobile Expenses	15,673	8,666	--	--	24,339
Supplies & Equipment	5,247	3,998	1,374	1,875	12,494
Bank/Credit Card/Other Fees	4,401	3,353	1,152	1,572	10,478
Repairs & Maintenance	6,351	4,839	1,664	2,268	15,122
Professional Associations	5,643	4,300	1,478	2,015	13,436
Occupancy and Insurance	42,262	23,540	8,049	10,821	84,672
Cost of Homes Sold	--	544,445	--	--	544,445
Cost of Home Repairs	--	72,294	--	--	72,294
Payments to Affiliates	--	13,792	--	--	13,792
Professional Services	--	54,683	12,250	2,124	69,057
Mortgage Servicing Fees	--	11,428	--	--	11,428
Other Program	--	43,270	--	--	43,270
Event	--	--	--	20,976	20,976
Staff and Volunteer Appreciation	--	--	2,643	2,642	5,285
Staff Training and Development	4,548	3,465	1,191	1,625	10,829
Printing & Postage	5,074	3,866	1,329	1,812	12,081
Meeting Expenses	--	--	2,228	--	2,228
Interest Expense	--	--	8,558	--	8,558
Depreciation	12,652	9,640	3,314	4,519	30,125
Grants/Assistance to Individuals- Mortgage Discount	--	135,465	--	--	135,465
Miscellaneous	8,109	6,177	2,123	2,896	19,305
<b>Total Expenses</b>	<b>\$ 382,325</b>	<b>\$ 1,160,357</b>	<b>\$ 119,576</b>	<b>\$ 153,050</b>	<b>\$1,815,308</b>

*See accompanying notes.*

**Notes to Financial Statements**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

Alachua Habitat for Humanity, Inc. (the Corporation), a not-for-profit corporation, provides affordable housing to low-income families in the Alachua County area. Qualified families have a demonstrated need, an ability to repay an interest-free mortgage, and a willingness to volunteer 400 hours of their time.

**Income Taxes**

The Corporation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and does not earn any unrelated business income. Therefore, no provision for income taxes is reflected in the accompanying financial statements. In addition, the Corporation qualifies for the charitable contributions deduction and has been classified by the Internal Revenue Service as an organization that is not a private foundation. The Corporation is operated exclusively for charitable, scientific and educational purposes. The Corporation holds no uncertain tax positions and, therefore, has no policy for evaluating them.

**Basis of Accounting**

The financial statements of the Organization have been prepared on the accrual basis of accounting and in accordance with standards applicable to voluntary health and welfare organizations.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

**Cash**

The Corporation considers all checking and savings accounts to be cash. The Corporation had approximately \$80,990 and \$0 of deposits in excess of amounts insured by the Federal Deposit Insurance Corporation at June 30, 2018 and June 30, 2017, respectively.

**Investments**

All investment securities have readily determinable fair values and are reported at fair value. Fair value is determined by reference to quoted prices in active markets for identical assets and other relevant information generated by market transactions (also known as Level 1 of the fair value hierarchy.)

**Inventory – Resale Center**

All items sold in the resale center are donated to the Corporation. Donated items are valued at their fair value at the time of contribution and are typically sold or otherwise disposed of shortly after being donated.

**Construction in Progress**

Construction in progress consists of the accumulated costs of construction of single-family houses. Accumulated costs may include goods or services purchased or the fair value of goods or services received through donation. The single-family homes will be sold to qualified persons as part of the Corporation's home ownership program.



**Notes to Financial Statements**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Land Held for Future Use**

Land held for future use is comprised of purchased and contributed lots held for future development or sale to qualified persons. Additionally, land held for future use represents development costs incurred for infrastructure for the Celebration Oaks residential subdivision in Alachua County. The lots owned by the Corporation will be used to build single-family homes.

**Property, Plant and Equipment**

Property, plant and equipment are valued at cost when purchased, or at fair value at the time of donation. Depreciation of property and equipment is computed over the estimated useful lives of the respective assets on the straight-line basis. Estimated useful lives range from three to ten years for equipment and forty years for buildings. The Corporation's policy is to capitalize items with a cost or estimated fair value greater than \$1,000.

Management reviews property and equipment for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Impairment is measured by comparing the carrying amount of the asset to the sum of expected future cash flows (undiscounted and without interest charges) resulting from use of the asset and its eventual disposition.

**Advertising**

The Corporation expenses advertising costs as they are incurred.

**Concentration**

The Corporation relies heavily on donations from individuals, churches, and organizations from the North Central Florida area.

**Net Assets**

The Corporation's net assets, the excess of assets over liabilities, are reported in three mutually exclusive classes:

*Permanently Restricted* – Those net assets resulting from inflows of assets whose use is limited by donor-imposed restrictions, which do not expire by passage of time or cannot be fulfilled by actions of the Corporation. The Corporation does not have any permanently restricted net assets.

*Temporarily Restricted* – Those net assets resulting from inflows of assets whose use is limited by donor-imposed restrictions, which expire by passage of time or are fulfilled by actions of the Corporation.

*Unrestricted* – Those net assets that are neither permanently or temporarily restricted.

**Revenue Recognition**

*Contributions.* Contributions are recognized as revenue when they are received or unconditionally pledged. Contributions are recorded at their estimated fair values. The Corporation reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported as net assets released from restrictions. However, contributions that are restricted by a donor are reported as increases in unrestricted net assets if the restrictions expire in the same fiscal year in which the contributions are recognized.



**Notes to Financial Statements**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)**

**Revenue Recognition (continued)**

*Contributed Services.* Contributions of services are recognized when received if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

*Government Grants* – Government grants consist primarily of cost reimbursement contracts. Revenues are recognized when the Corporation incurs allowable costs. The Corporation reports grants receivable to the extent that funding is received after allowable costs are incurred.

*Donated Materials* – Donated materials and equipment are reflected as contributions in the accompanying financial statements at their estimated fair values at date of receipt.

*Inventory – Resale Center* – The Corporation operates a thrift shop where donated household furniture, building supplies and other goods are held for resale. Items donated are reflected as resale center sales in the statement of activities or as inventory on the statement of financial position.

*Imputed Interest on Mortgages* – The Corporation sells the homes it builds and takes a mortgage note receivable with zero percent interest. The Corporation imputes interest at a risk adjusted rate by computing a discount on the note when signed. As payments are received, a portion of the payment is credited to interest income using the effective interest method of discount amortization.

**Functional Expenses**

Direct expenses are assigned to the various functional categories based on the purpose achieved by each expense. Indirect expenses are allocated to more than one functional category in accordance with an estimate of the relative benefit received by the expenses. Indirect expenses consist mainly of certain personnel and occupancy costs. Expenses are classified in the following functional categories:

*ReStore* – The Corporation owns and operates a resale store which provides discounted building supplies and furnishings to low income families to enable them to better maintain their homes. This operation provides a vehicle for accepting, distributing and selling donated goods. Also, revenue from the store generates financial resources for funding programs.

*Home Ownership* – The Corporation builds new homes that are made available for sale to eligible home buyers. The Corporation facilitates a loan program that is available to eligible home buyers to finance the purchase of their home. In addition, the Corporation assists homeowners with home repairs.

*Management and General* – These expenses include the costs of operations which do not relate specifically to other functional categories, but benefit all functions indirectly.

*Fundraising* – These expenses include the costs of fundraising efforts.

**NOTE 2 – MORTGAGE ESCROW DEPOSITS**

The Corporation contracts with AmeriNational to service its mortgages. Under the agreement, AmeriNational collects mortgage payments and administers the escrow funds on behalf of the Corporation. The amount held by AmeriNational is reported as Deposits – AmeriNational on the Statements of Financial Position. The amount held on behalf of mortgagors is reported as Mortgage Escrow on the Statements of Financial Position.

**Notes to Financial Statements**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 3 – INVESTMENT PROPERTIES**

The Corporation's home ownership program includes the acquisition and development of properties. The following represents the Corporation's investment in these properties:

	<u>2018</u>	<u>2017</u>
Construction in Progress	\$ 407,519	\$ 157,297
Purchased Land Parcels	\$ 88,900	\$ 66,300
Donated Land Parcels	159,700	198,700
Total Land Held for Future Use	<u>\$ 248,600</u>	<u>\$ 265,000</u>

*Construction in Progress* – Includes the construction costs of twelve properties at June 30, 2018, and eight properties at June 30, 2017.

*Purchased Land* – Includes the costs incurred for purchases of parcels of land since July 1, 2013. The carrying values for parcels of land purchased prior to July 1, 2013, are based on an estimate of fair value after a one-time impairment adjustment.

*Donated Land* – Includes the fair market value of parcels donated since July 1, 2013, as measured on the date of donation. The carrying values of parcels of land donated prior to July 1, 2013, are based on an estimate of fair value after a one-time impairment adjustment.

**NOTE 4 – MORTGAGE NOTES RECEIVABLE**

The Corporation provides interest-free mortgage loans on single-family houses that are sold to qualified buyers as part of the Home Ownership program. When the purchase of a home is closed, the Corporation computes the net present value of the expected future cash flows of the loan. The difference between the face amount of the loan and the net present value is recorded as a discount and as Grants/Assistance to Individuals – Mortgage Discount expense.

These loans are discounted by imputing a rate of interest that is estimated to be the prevailing market rate of interest at the time the loan is closed. Discounts are amortized using the effective interest method over the term of the mortgages. Discount amortization is reported as Interest Income in the Statement of Activities.

The majority of the mortgages have an original maturity of twenty to thirty years, although some are longer. No allowance for uncollectible accounts is considered necessary due to collateralization of loans by single-family houses. Management estimates that the value of the houses is sufficient to adequately collateralize the receivables. For this reason, the amount and impact of impaired loans is not considered material to the financial statements. Future assessments of the allowance for uncollectable loans is dependent on the real estate sector of Alachua County, Florida.

**Notes to Financial Statements**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 4 – MORTGAGE NOTES RECEIVABLE (concluded)**

In addition, at the closing date, all homebuyers sign a second mortgage with the Corporation for the difference between the market value and the purchase price. (The Corporation sells its homes at its cost, not to exceed market value.) As a result, the purchase price is always equal to or less than market value. The second mortgage is forgiven in a variety of ways, including either on a periodic basis over a period of time, or at the conclusion of the first mortgage. If the homeowner sells the home during the period the second mortgage is being forgiven, the homeowner must pay the difference between the original amount of the second mortgage and the portion forgiven to the Corporation. The Corporation does not report revenue and a related asset at the time of sale since historical data indicates that the likelihood of future receipts from these second mortgages is remote.

Mortgage notes receivable and the related discounts are as follows:

	<u>2018</u>	<u>2017</u>
Mortgage notes receivable	\$ 2,781,578	\$ 2,581,678
Discounts ranging from 2.3% to 6.5%	<u>(977,678)</u>	<u>(891,748)</u>
<b>Net</b>	<b><u>\$ 1,803,900</u></b>	<b><u>\$ 1,689,930</u></b>

Changes in the discount are as follows:

	<u>2018</u>	<u>2017</u>
Discount, Beginning of Year	\$ 891,748	\$ 838,615
Discount on Homes Sold	276,485	135,465
Discount on Mortgages Sold	(87,277)	--
Discount on Mortgages for Homes repossessed	(22,356)	--
Amortization - Interest	<u>(80,922)</u>	<u>(82,332)</u>
<b>Discount, End of Year</b>	<b><u>\$ 977,678</u></b>	<b><u>\$ 891,748</u></b>

Mortgages receivable are expected to be received as follows:

	<u>2018</u>	<u>2017</u>
Less than 1 year	\$ 178,731	\$ 176,686
1 to 5 years	833,290	830,681
6 to 10 years	671,383	679,580
11 to 15 years	502,078	482,160
16 to 20 years	365,311	310,469
21 to 25 years	202,192	97,306
25 to 30 years	<u>28,593</u>	<u>4,796</u>
<b>Total</b>	<b><u>\$ 2,781,578</u></b>	<b><u>\$ 2,581,678</u></b>

The Corporation has entered into arrangements to transfer certain mortgages to various financial institutions. These transfers are accounted for as sales; however, the Corporation continues to collect the payments on the mortgages and to remit those payments to the respective financial institutions. (See Note 12 for information on current year sales, if any.) The face value of the mortgages transferred were \$1,221,877 and \$1,072,575 as of June 30, 2018 and 2017, respectively.

**Notes to Financial Statements**  
**June 30, 2017 and 2018**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 5 - INVESTMENTS**

Investments are held in an Edward Jones investment account and consist of the following:

	<u>2018</u>	<u>2017</u>
Money Market	\$ 24,256	\$ 10,584
Certificates of Deposit	--	126,003
Federally Tax Exempt Municipal Bonds	--	149,115
<b>Total Investments</b>	<b><u>\$ 24,256</u></b>	<b><u>\$ 285,702</u></b>

**NOTE 6 - PROPERTY AND EQUIPMENT**

Property and equipment consist of the following:

	<u>2018</u>	<u>2017</u>
Land	\$ 45,000	\$ 45,000
Buildings and Improvements	989,999	989,999
Furniture, Fixtures, and Equipment	55,635	21,004
Vehicle	16,203	16,203
Accumulated Depreciation	<u>(305,765)</u>	<u>(267,564)</u>
<b>Net Property and Equipment</b>	<b><u>\$ 801,072</u></b>	<b><u>\$ 804,642</u></b>

**NOTE 7 - LINE OF CREDIT**

The Corporation entered into a line of credit agreement with a bank for a maximum amount of \$400,000. Monthly payments of interest are due at a fixed interest rate of 5%. The line of credit expires April 25, 2019. The line of credit is collateralized by the Corporation's mortgage notes receivable.

**NOTE 8 - NOTE PAYABLE**

Habitat for Humanity International, Inc. (HFHI) and the Corporation entered into a grant agreement whereby HFHI advanced the Corporation grant funds, \$16,250 of which is to be repaid. The note is non-interest bearing and calls for monthly payments of \$338 beginning January 1, 2020. Future debt service follows:

Amounts due in fiscal year ending:

June 30, 2019	\$ --
June 30, 2020	2,028
June 30, 2021	4,056
June 30, 2022	4,056
June 30, 2023	4,056
June 30, 2024	<u>2,054</u>
<b>Total Note Payable</b>	<b><u>\$ 16,250</u></b>

**NOTE 9 - DEPOSITS HELD**

The Corporation collects deposits which are applied towards future home purchases. At June 30, 2018 and 2017, the Corporation held \$8,751 and \$8,001, respectively.

**Notes to Financial Statements**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 10 – HOME REPAIRS**

Home repairs were comprised of the following for the years ended June 30:

	<u>2018</u>	<u>2017</u>
Critical Home Repairs	8	5
A Brush with Kindness	4	4
<b>Total Projects</b>	<u>12</u>	<u>9</u>

**NOTE 11 – HOMES SALES**

The Corporation sold five homes during the year ended June 30, 2018, and five during the year ended June 30, 2017. A comparison of sales and cost of sales related to these transactions follows:

	<u>2018</u>	<u>2017</u>
Home Sales Revenues	\$ 652,767	\$ 543,388
Cost of Home Sales	(562,125)	(497,965)
<b>Net Gain on Home Sales</b>	<u>\$ 90,642</u>	<u>\$ 45,423</u>

Sales revenues were comprised of the following:

	<u>2018</u>	<u>2017</u>
Mortgage Loans	\$ 621,253	\$ 538,888
Cash	31,514	4,500
<b>Total Proceeds</b>	<u>\$ 652,767</u>	<u>\$ 543,388</u>

**NOTE 12 – GAINS AND LOSSES**

Amounts reported as Gains and Losses consist of the following:

	<u>2018</u>	<u>2017</u>
Mortgage Loans Sold – Face Value	\$ (205,841)	\$ --
Mortgage Loans Sold – Discount	87,277	--
Mortgage Loans Sold – Sales Proceeds	157,931	--
Net Gain on Sale of Mortgage Loans	39,367	--
Net Loss on Sale of Other Assets	--	(2,950)
Net Gain on Repossession	39,368	--
<b>Net Gain (Loss)</b>	<u>\$ 78,735</u>	<u>\$ (2,950)</u>



**Notes to Financial Statements**  
**June 30, 2018 and 2017**  
**Alachua Habitat for Humanity, Inc.**

**NOTE 13 – DONATED SERVICES**

The Corporation received donated services that met the criteria for recognition. These amounted to \$68,147 and \$56,134 for the years ended June 30, 2018 and 2017, respectively, and these amounts are included in In-kind Contributions Revenue in the Statement of Activities.

In addition, the Corporation received donated services that did not meet the criteria for recognition. A total of 19,236 hours in 2018 and 16,017 hours in 2017 of donated services not recognized were received that supported program services, including volunteering in the ReStore and construction of homes. The Corporation also received 411 hours in 2018 and 314 hours in 2017 of volunteer time from its board members. These donations supported the general and administrative activities of the Corporation. At \$23.33 per hour, this amounts to \$458,365 in 2018, and at \$22.70 per hour, this amounts to \$370,714 in 2017 of additional contributions and expenses. These hourly rates are the estimated value per hour of volunteer time for Florida as provided by Independent Sector, [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time).

**NOTE 14 – TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets consist of donations received where the donors have restricted the gifts for the construction costs of a particular house. These amounts are purpose restricted and are expected to be used by the Corporation in the subsequent year.

**NOTE 15 – RELATED PARTY TRANSACTIONS**

The Corporation made contributions as a tithe of \$7,270 and \$6,936 in 2018 and 2017, respectively, to Habitat for Humanity International, a worldwide organization with whom the Corporation is affiliated.

The Corporation received grants of \$61,383 in 2018 and \$0 in 2017 from affiliated agencies.

**NOTE 16 – SUBSEQUENT EVENTS**

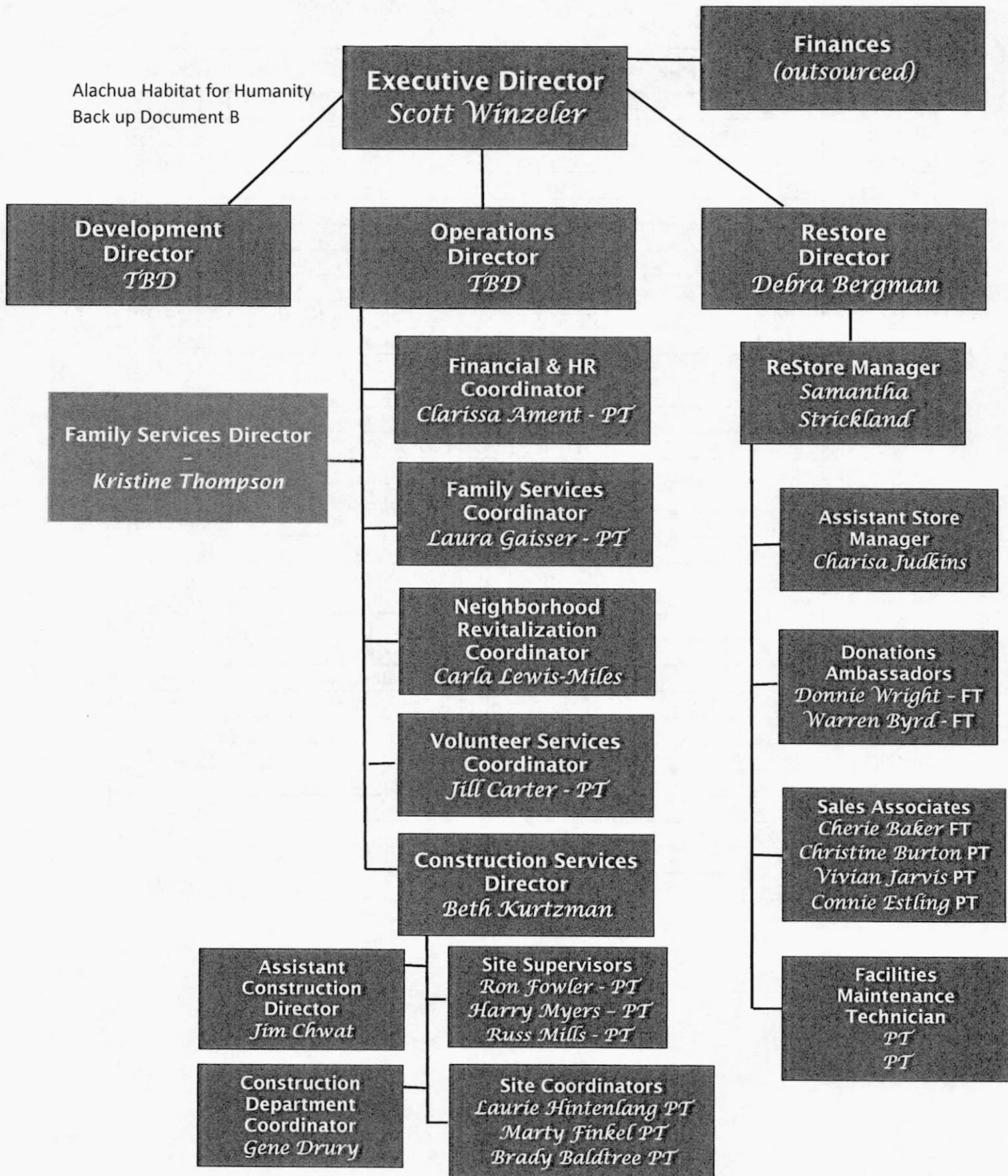
The Corporation has evaluated events and transactions for potential recognition or disclosure through March 19, 2019, which is the date the financial statements were available to be issued.



Back up document B - List of Current Employees

Last Name	First Name	Title	Hire Date
Ament	Clarissa	Business Manager Asst	7/20/2017
Ayroud	Mohammad-Feras	Construction Site Supervisor	2/27/2019
Baldree	Brady	Construction - Site Coordinator	9/6/2017
Baker	Cherie	ReStore Cashier	8/28/2018
Bergman	Debra	ReStore Director	4/14/2014
Byrd	Warren	Donation Ambassador	2/12/2018
Carter	Jill	Volunteer Coordinator	1/6/2014
Chisholm	Estella	Construction Coordinator	2/25/2019
Chwat	James	Construction - Materials Coordinator	11/29/2012
Drury	Eugene	Construction Dept Assistant	1/30/2017
Duke	Alyssa	ReStore Cashier	11/12/2018
Estling	Connie	ReStore Cashier	10/5/2017
Fowler	Ronald	Construction - Site Supervisor	5/25/2017
Gaisser	Laura	Family Services Coordinator	9/4/2018
Hernandez	Trina	ReStore Cashier	1/16/2019
Hintenlang	Lauren	Construction - Site Coordinator	9/23/2017
Jaris	Vivian	ReStore Cashier	8/17/2018
Judkins	Charisa	ReStore Assistant Manager	10/26/2017
Klein	Molly	Construction Site Coordinator	2/21/2017
Kurtzman	Dorothy	Construction Director	12/15/2017
Meyer	Harry	Construction Site Supervisor	5/22/2018
Miles	Carla	Neighborhood Revitalization	3/21/2018
Mills	William	Construction Site Coordinator	01/09/2019
Rash	Charles	Construction Site Coordinator	5/16/2019
Stewart	Mark	ReStore Maintenance	11/5/2018
Strickland	Samantha	ReStore Manager	10/26/2017
Thompson	Kristine	Program Services Director	7/9/2012
Welch	Shanice	ReStore Cashier	2/13/2013
Williams	Sharika	ReStore Merchandiser	8/25/2016
Winzeler	Scott	Executive Director	7/12/2010
Wright	Donnie	ReStore Driver	9/22/2014

Alachua Habitat for Humanity  
Back up Document B



Back up document C

**Alachua Habitat for Humanity Board of Directors  
Calendar Year 2019**

Revised April 30, 2019

<b>Name</b>	<b>Term Exp.</b>	<b>Committee</b>	<b>Contact Info.</b>
President			
1 Dr. Cathy Aull, PhD. 105 SW 140th Ct # ste 5 Jonesville, FL 32669	2021 (2)	Finance, Nominating Executive Development	<a href="mailto:cathy.aull@edwardjones.com">cathy.aull@edwardjones.com</a> 352-333-3032 Work (Dawn) 352-283-4810 Cell
2 Cheryl Kays 1224 NE 5th Terrace Gainesville, FL 32601	2021 (1)	ReStore Finance Development	<a href="mailto:cheryl.kays@gmail.com">cheryl.kays@gmail.com</a> (352) 222-4446 Cell
Secretary			
3 David Hillman 21148 NW 167th Place High Springs, FL 32607	2020 (1)	Construction	<a href="mailto:david@customdesignllc.com">david@customdesignllc.com</a> (352) 665-3343 (cell)
4 Dr. Saeed Khan, PhD. 3504 SW 1st Way Gainesville, FL 32601	2021 (1)	Interfaith	<a href="mailto:khan@pathology.ufl.edu">khan@pathology.ufl.edu</a> (352) 258-2036
5 Molly Klein 6101 Bayliss Knoll Ct. Alexandria, VA 22310	2021 (1)	UF Student Chapter President	<a href="mailto:president.ufhabitat@gmail.com">president.ufhabitat@gmail.com</a> . (904) 571-0999
6 Ben Phillips 3620 SW 94th Way Gainesville, FL 32608	2020 (1)	Property/Land Acquisition ReStore Executive	<a href="mailto:RealtorBen@gmail.com">RealtorBen@gmail.com</a> (352) 682-9704
7 Jean Reid 11 SW 43rd Terrace Gainesville, FL 32607	2020 (1)	Woman Build Selection	<a href="mailto:jeanr98@bellsouth.net">jeanr98@bellsouth.net</a> (352) 262-7016 (cell)
Treasurer			
8 Bryan Reyes 622 SW 128th Terrace Newberry, FL 32669	2020 (1)	Executive Finance	<a href="mailto:breyes@pivotcpas.com">breyes@pivotcpas.com</a> (904) 517-9970 (cell)
Vice President			
9 Linda Sherman 501 SW 75th ST Unit J14 Gainesville, FL 32607	2020 (1)	Executive Finance	<a href="mailto:linda@centerpointconsultingfl.com">linda@centerpointconsultingfl.com</a> (925) 667-6163
10 Brad Stevens 1611 SW 81st Drive Gainesville, Florida 32607	2019 (1)	Nominating	<a href="mailto:stevens95@att.net">stevens95@att.net</a> (352) 333-4459 - Business (352) 331-1438 - Home (352) 318-5348 - Home 2 (352) 316-1200 - Mobile (352) 333-4459 Primary Phone
11 John Woeste 4410 NW 16th Place Gainesville, Florida 32607	2019 (1)	Executive <i>Ex Officio</i>	<a href="mailto:jandmwoeste@juno.com">jandmwoeste@juno.com</a> 352-284-7707
12 vacant			

# Back up Document D

## Ordinary Income/Expense Income

	2017-18 Approved	Adjustments Approved 10.11.2018	2018-19 Proposed	Totals
4000 · Contributions				
4010 · \$ Contributions Individuals	125,000		125,000	
4015 · Contributions CCTCP	174,000		174,000	
4020 · \$ Contributions Bus/Corp	10,000		10,000	
4030 · \$ Contributions Churches	27,000		27,000	
4035 · \$ Contributions Foundations	140,000		140,000	
4036 · Women Build	20,000		20,000	
4039 · UF Habitat	14,000		14,000	
4040 · \$ Contributions/Transfers HFHI	74,000		74,000	
4050 · \$ Contributions/Government Gr	225,000		225,000	
4080 · Other Contributions				
4055 · Grant Home Depot Gift Card	5,000		5,000	
4056 · Grant - Lowe's Gift Card	5,000		5,000	
4095 · InKind/Donated Materials	60,000		60,000	
4096 · InKind Donations - Prof Service	75,000		75,000	
4200 · Sales to Homeowners	800,000		800,000	
4300 · Special Events Income	35,000		35,000	
4410 · Resale Store Income	450,000		450,000	
4510 · Rental Income	18,000		18,000	
4622 · Recycling Metal/Clothing Incom	16,750		16,750	
4600 · Other Non-Program Income - OI	30,000		30,000	
4650 · Investment Income				
<b>Total Income</b>	<b>2,303,750</b>		<b>2,303,750</b>	

## Expense

4320 · Special Events Costs	25,000		25,000
5000 · Cost of Home Repair	228,000		228,000
5102 · Cost of Construction from CIP	800,000		800,000
5214 · Loan Servicing	13,750		13,750
5310 · Accounting Fees	15,000	34,500	49,500
5376 · Repairs and Maintenance	20,000		20,000
5394 · Meeting Expense	2,500		2,500
5409 · Professional Affiliations	16,200		16,200
5410 · Interest	8,000		8,000
5500 · Dedications and Workshops (Famil	1,500		1,500
5900 · Rental Expense	3,000		3,000
6000 · Salary & Wages	879,148	(34,500)	844,648
6200 · Occupancy	43,000		43,000
6300 · Auto Expenses	19,500		19,500
6600 · Advertising	21,500		21,500
6800 · Staff & Volunteer Appreciation	8,000		8,000
6900 · Tithes	7,000		7,000
7000 · Supplies & Equipment	20,000		20,000
7300 · Staff Development & Training	14,000		14,000
7350 · Postage and Shipping	9,000		9,000
7380 · Printing	8,000		8,000
5104 · Liability Insurance	20,000		20,000
7112 · Legal Fees	2,000		2,000
5322 · Bank Card Fees	10,000		10,000
Asset Procurement (Const Trailer	6,000		6,000
Background Checks, Drug Screens	750		750
Information Technology	15,000		15,000

<b>Total Expense</b>	<b>2,215,848</b>	<b>0</b>	<b>2,215,848</b>
----------------------	------------------	----------	------------------

<b>2,303,750</b>	<b>Income</b>	<b>2,303,750</b>
<b>(2,215,848)</b>	<b>Minus Expenses</b>	<b>(2,215,848)</b>
<b>87,902</b>		<b>87,902</b>
\$ 144,218		\$ 144,218
\$ 2,263		\$ 2,263
\$ 234,382	<b>Net Income</b>	\$ 234,382

Mortgage Principal  
Cost Recovery



Back Up Attachment E.  
Annual Report



# 2017-18 impact report



# \$155,250

paid in property taxes by Alachua Habitat homeowners

# 72

people served through our Homeownership, Critical Home Repair, and A Brush with Kindness programs now live in safe, affordable homes where their families can grow and thrive



# 5

houses built by Alachua Habitat homeowners & volunteers

# 0

houses given away. All Habitat homeowners pay an affordable mortgage

# 2339

volunteers worked a total of 19,677 hours at the ReStore, Habitat build sites, and at our administrative office



# 19,533

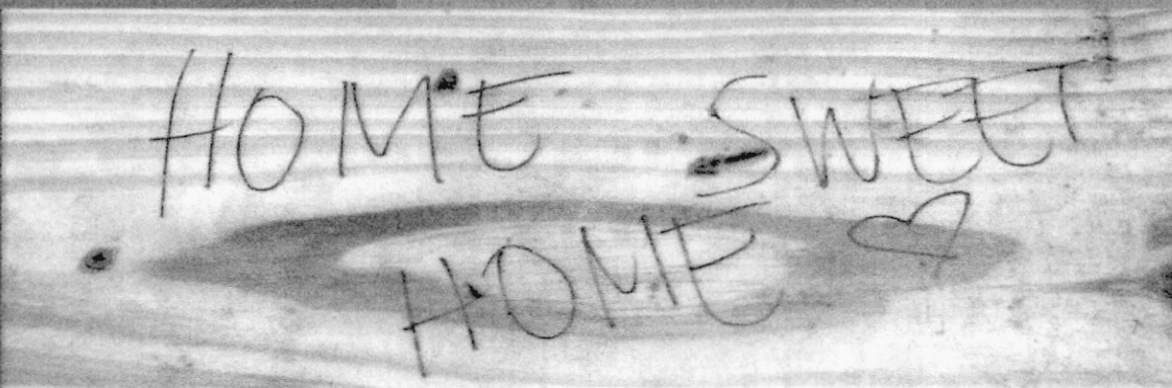
ReStore transactions helped divert 294 tons of material away from the landfill

# 100

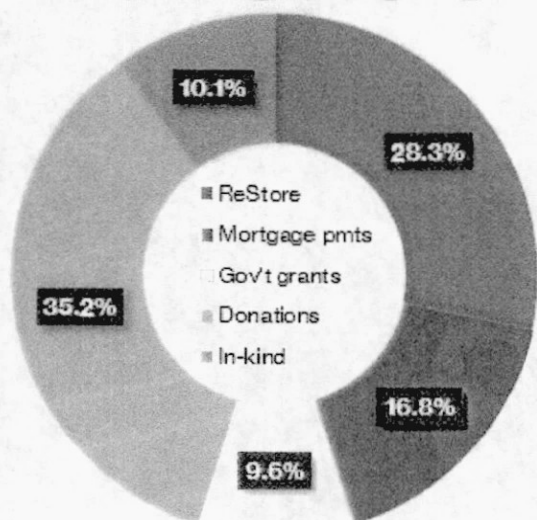
% of ReStore proceeds support Alachua Habitat's affordable homeownership programs

# 50

local Greater Duval residents active in neighborhood revitalization efforts

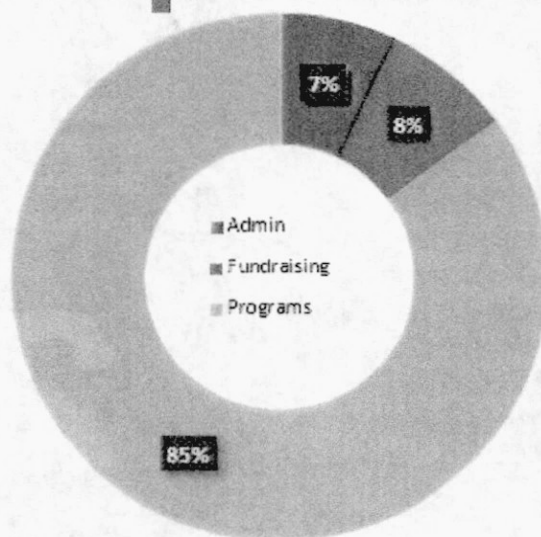



## revenue



[alachuahabitat.org](http://alachuahabitat.org)

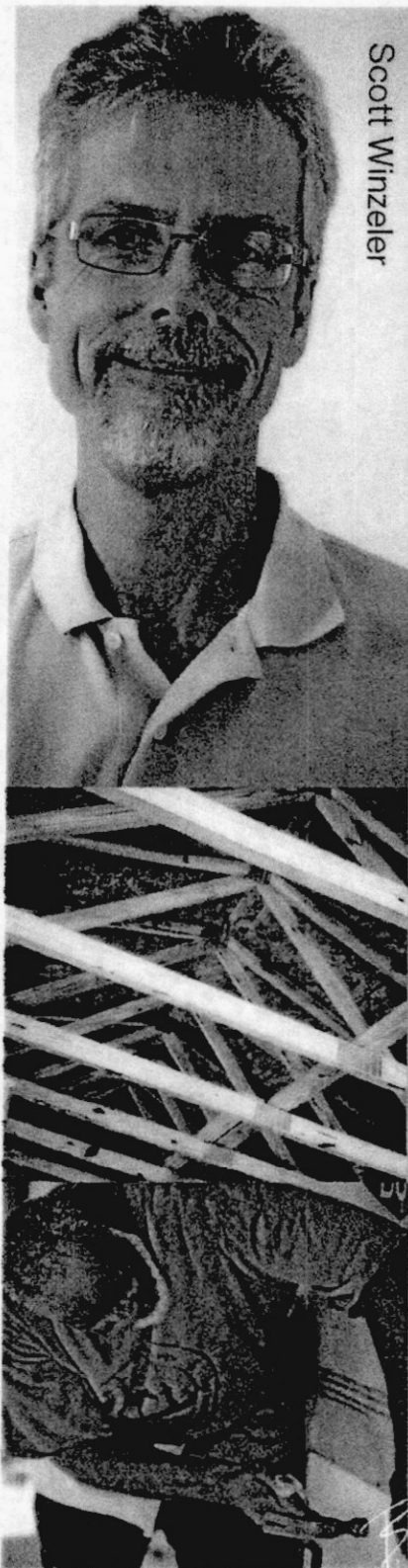
## expenses



Alachua  
 **Habitat for Humanity®**



Scott Winzeler



At the beginning of our 2017-2018 fiscal year, Alachua Habitat set an audacious goal for ourselves. We want to double the families we serve over the next 5 years.

- 🔨 Double the opportunity for local families to own a home that is safe, affordable, and fosters self-reliance
- 🔨 Double the families we are able to assist with critical home repairs
- 🔨 Double the number of people we serve through our ReStore and through neighborhood revitalization efforts in the Greater Duval area

It is a worthy goal, one we can achieve, and one, thanks to supporters like you, we are already working towards seeing become reality.

We aim for a greater impact in our community and appreciate all the support members of our community like you have offered to make this audacious goal something we can accomplish.

Thank you.

Scott Winzeler  
Executive Director

**building  
strength**

**stability**

**self-  
reliance**

*and*  
**shelter**

# board of directors

President  
Cathy Aull

Vice President  
Andy Shaw

Treasurer  
Jay St Pierre

Secretary  
Bryan Reyes

Directors  
Joe Belforti  
David Goreschak  
David Hilman  
Ben Phillips  
Jean Reid  
Linda Sherman  
Brad Stevens  
Kevin Thorpe  
John Woeste

Executive Director  
Scott Winzeler

# mission

seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope

# whole house sponsors

## 2017-18 houses completed

Chevron at Hunters Crossing  
Rembert Family Foundation  
Toni Chiara Trust  
Trade PMR

## 2017-18 houses in progress

McCleod General Trades



# vision

a world where  
everyone has a  
decent place to live

Back up Document G



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248206044  
Dec. 12, 2016 LTR 4168C 0  
59-2750078 000000 00

00018080

BODC: TE

ALACHUA HABITAT FOR HUMANITY INC  
% ROBIN BASTANZI  
2630 NW 41ST ST STE C3  
GAINESVILLE FL 32606



038355

Employer ID Number: 59-2750078  
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Dec. 01, 2016, regarding your tax-exempt status.

We issued you a determination letter in January 1987, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248206044  
Dec. 12, 2016 LTR 4168C 0  
59-2750078 000000 00  
00018081

ALACHUA HABITAT FOR HUMANITY INC  
% ROBIN BASTANZI  
2630 NW 41ST ST STE C3  
GAINESVILLE FL 32606

Sincerely yours,

A handwritten signature in black ink, appearing to read "K. A. Billups". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kim A. Billups, Operations Manager  
Accounts Management Operations 1



# *State of Florida*

## *Department of State*

I certify from the records of this office that ALACHUA HABITAT FOR HUMANITY, INC. is a corporation organized under the laws of the State of Florida, filed on May 29, 1986.

The document number of this corporation is N15150.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on January 9, 2019, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Eleventh day of January, 2019*



*A. J. S.*

*Secretary of State*

Tracking Number: 4247418483CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

