

## SCOPE OF USE

### **Party we are entering the agreement with:**

Lake Wales Care Center

### **Purpose of the program awarded the funding:**

Acquire, repair, renovate, and further develop real property and improvements located within the greater Lake Wales area that will then be dedicated to Supportive Care Housing, housing for individuals/families who move from affordable rent with support to affordable housing. The program will include property located at 282 Park Avenue E., Lake Wales, FL 33853, and an additional parcel the Recipient will identify and purchase.

### **Community to be served:**

Polk County Property in Lake Wales

### **Amount of the agreement:**

\$1,000,000

### **Performance Measures/Documentation for the program:**

1. Timely acquire required real property.
2. Develop and adhere to construction project schedule.
3. Control construction project costs.
4. Submit sufficient documentation to verify project costs.
5. Obtain a Certificate of Occupancy, Completion, or applicable document permitting use and occupancy in a timely manner.
6. After project completion, begin offering housing to individuals/families who have been in the Transitional Housing program to Supportive Care Housing program.

If the Recipient fails to satisfy one or more Performance Measures, the County may suspend further distribution of Recipient funds until all performance deficiencies are corrected.

### **Federal required documentation to validate reimbursement**

1. Quote packages if applicable
2. Purchase orders if applicable
3. Invoices/Itemized Receipts
4. Proof of payment
  - a. Check and bank statement
  - b. Money order
  - c. Cash receipt
  - d. Electronic receipt
  - e. Bank statement
5. Payroll records (required to show time and wage)
  - a. Timecards (include name and date)
  - b. Proof of payment to employee

**Project timeframes:**

September 2022-December 2024 to track progress at quarterly intervals beginning at the mark of the first event.

Quarterly deadlines to be reported to the Budget Office as follows or until the funding has been completely disbursed at which time additional dates will be given:

- October 5, 2022 for the period July 2022-September 2022
- January 5, 2023 for the period October 2022-December 2022
- April 5, 2023 for the period January 2023-March 2023
- July 5, 2023 for the period April 2023-June 2023
- October 5, 2023 for the period July 2023-September 2023
- January 5, 2024 for period October 2023-December 2023
- April 5, 2024 for period January 2024-March 2024
- July 5, 2024 for period April 2024-June 2024
- October 5, 2024 for the period July 2024-September 2024
- January 5, 2025 for period October 2024-December 2024

**Disbursement of funding:**

The County will disburse the Recipient Funds in tranches of varying amounts. The Recipient will use the initial disbursement of \$400,000 to acquire the Project real property located at 282 Park Avenue E., Lake Wales, FL 33853. The County will make the initial disbursement upon receipt of the fully executed purchase and sale contract, and a finalized closing statement prepared for the transaction, but no earlier than seven (7) days prior to the scheduled closing date. The second tranche of approximately \$350,000 will be disbursed from November 2022-September 2023 in sub-tranches of varying amounts. The Recipient will use the second tranche for project construction and soft costs. The third tranche in the amount of \$250,000 will be disbursed when Recipient has identified the additional parcel of property to acquire, and delivered a copy of the fully executed purchase and sale contract for that property and a finalized closing statement prepared for that transaction, but no earlier than seven (7) days prior to the scheduled closing date for the property. To receive the second and third tranches, the Recipient shall have fully accounted for its application and use of the prior disbursed Recipient funds. The Recipient must also provide the County sufficient documentation to validate the Project costs that will be paid from the pending

Depending upon the costs that must be verified, the required documentation may include without limitation invoices, purchase orders, work orders, quotes, receipts, applications for payment, payment verifications, delivery verifications, payroll records, certifications, lien releases, pictures of acquired materials and completed work, certificates of substantial completion or occupancy (if applicable), and such other supporting documents the County may request from the Recipient.

The County's verification of the Recipient's previous expenditure of received Recipient Funds is a condition precedent to the County's disbursing additional remaining tranches of those funds.

**In the event all funding is not utilized:**

The organization will need to submit another proposal/application. In the new proposal, the awardee must detail why the supplemental items will be needed. The new proposal/application is not a guaranteed approval by the Board.

### **Administrative Fees**

N/A