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**MEMORANDUM OF UNDERSTANDING**

TO: <sup>VSS</sup> Valencia S. Spells

FROM: Ferline F. Mesidort, Neighborhood Services Administrator <sup>(FMU)</sup>

DATE: March 20, 2017

SUBJECT: State Housing Initiative Partnership  
Housing Rehabilitation Forgivable Loan Award

According to the local guidelines set by the City of Delray Beach Neighborhood Services Division Program Activities and approved by the City Commission, you are an eligible participant in the Housing Rehabilitation Program. This Memorandum is to confirm our previous conversations and offers.

You have been awarded a forgivable loan in the amount of \$ <sup>VSS</sup> 21,883.25 for the rehabilitation of your home. This forgivable loan amount includes a 5% contingency amount above the actual contract price which may be used for change orders. All contractor draws will require your signature and will be done according to specifications. Any unused funds remaining after the work is completed on your home, will be returned to the Rehabilitation Program.

Inspection of work will be done by the City of Delray Beach's Building Department and the Neighborhood Services Division. Our priority will be to see that your house meets local housing and building code standards (including the HUD Section 8 Housing Quality Standards) and that hurricane protection measures are implemented to the extent that is practical and feasible.