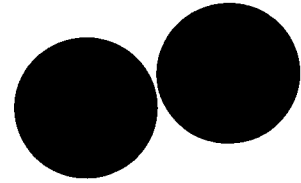




**The Arc.**

*of Alachua County*

*For people with intellectual  
and developmental disabilities*



3303 NW 83rd Street  
Gainesville, FL 32606  
**Phone** (352) 334-4060  
**Fax** (352) 334-4059  
[www.arcalachua.org](http://www.arcalachua.org)

**Application by The Arc of Alachua County, Inc. for Funding through the Smaller  
Developments for Persons with Developmental Disabilities - RFA 2013-005  
Issued by: Florida Housing Finance Corporation**

**RFA 2013-005**

Partially funded by



United Way  
of North Central Florida

*Member of The Arc of the United States and The Arc of Florida  
Please Remember The Arc of Alachua County in Your Will and Other Estate Plans.*

*Achieve with us.*

# Attachment

1

## **Attachment 1: Detailed Description of the Resident Household**

The 12th Road Home of The Arc of Alachua County is a 6 bedroom, 3.5 bathroom residential home in a suburban, northwestern residential section of Gainesville, Florida. The house was built in 1964. The 12<sup>th</sup> Road Home has two stories, an unfinished garage, and two porches. This is a split level house where the second story is actually how one gains entry through the front door. A good open plan determines an easy traffic flow through the house; however, this home falls short in the categories of accessibility and energy efficiency. In this Community Residential Home, six of our clients with Prader-Willi Syndrome (PWS) live. Their needs are to increase the energy efficiency of the home, have plumbing leakages repaired, and to have provisions made for their aging in place. This population (PWS) can have some intensive behaviors. Because of this, safety is a primary concern in this home.

At the front of the house, there is a staircase entry that should be removed. A ramp needs to be installed for wheelchair accessibility. At this residence, there is also a need for a dedicated handicapped parking space at the front of the house for the passenger van in order for wheelchair bound people to enter with ease. Even though none of the current residents use a wheelchair, navigating the front steps and walking over the front yard to the door can be difficult for people with mobility limitations due to reduced coordination or muscle tone. We also believe that the ramp is a needed feature that will allow for aging in place. In order to complete the ramp, the front door must also be replaced with a wider and better sealed, solid door. All floors match throughout the house and provide for smooth transitioning from one room to the next.

Two of the bathrooms must be rehabilitated. The hall bath upstairs, (Bathroom #1) will be made handicap accessible, both the toilet, sink, and shower. We will also lower the height of towel bars and make sure adequate cabinet storage space is available. This bathroom should be gutted and completely renovated. Our intention is to make this bathroom fully handicap accessible. The master bathroom (Bathroom #2) is the original install, which was done in 1964. This bathroom (#2) needs to be gutted and completely renovated. Grab bars, lever faucets and doorknobs will also be installed. Plumbing also needs to be repaired and/or replaced in both these bathrooms. The flooring and sub-floor joists, under both of these bathrooms, need repair due to current leakages.

On the main floor (which for this house is the second floor) in the attic crawlspace, the entire duct system is original to the house. This system needs to be fully replaced and brought up-to-date. However, before performing duct replacement, electrical repairs and removals will be needed in the attic. This need is due to years of alterations to the existing electrical system. The A/C unit must be replaced with an efficient EnergyStar unit that is the correct size for this residence. In the attic, the existing insulation is rated at R-13. However, current Florida code requires R-38. Thus, the insulation needs to be brought up-to-code.

**Attachment 1 (Continued):**

LIST OF NEEDED REPAIRS

Aging in Place Features

Ramp and Added Handicapped Parking Space: \$5,000.

Handicap grab-bars, Walk-in shower modification, and lever handles: \$3,500

Energy Retrofit Features

New EnergyStar A/C unit (5 ton, 16 SEER): \$9,250

Duct replacement for attic system: \$5,000

The entry to the attic must be weatherized and insulated as well. \$1,000

Replacements of bathroom (all) exhaust fans: \$ 1,200

Installation of Aerators on all faucets: \$ 250

Installation low-flow showerheads (2,2 gpm) \$ 300

Note: all toilets are already low-flow.

Pending a blower-door test, there may be other seals that are in need of replacement. \$3,000

Other Renovations

Hall Bathroom (gut and remodel)

with Structural Repairs to Sub-flooring and floor joists: \$15,000

Master Bath (gut and remodel): \$9,000

Electrical system repair: \$4,500

Insulation to the exposed basement floor joists must be brought up to code as well. This needs a Visqueen (polyethylene plastic sheeting) Vapor Barrier to inhibit moisture from getting into the floor joists and insulation (it will make the house drier). \$500

Attachment

2

**Attachment 2: IRS Determination Letter**

**Internal Revenue Service**

**Department of the Treasury**

District  
Director

Baltimore District

31 Hopkins Plaza, Baltimore, Md. 21201  
P. O. Box 13163, Room 817  
Baltimore, MD 21203

▷ Alachua County Association For  
Retarded Citizens, Inc.  
3303 NW 83rd Street  
Gainesville, FL 32606

Employer Identification Number:

59-1140179

Person to Contact:  
EP/EO Tax Examiner

Telephone Number:  
(410) 962-6058

Date: November 7, 1997

Dear Sir/Madam:

This is in response to your inquiry dated July 23, 1997, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective March 1969. We have also determined that the organization is not a private foundation because it is described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.

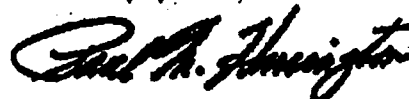
As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.

Because this letter could help resolve any questions about your exempt status, it should be kept in your permanent records.

Sincerely yours,



Paul M. Harrington  
District Director

Attachment

3



**Attachment 3: Articles of Incorporation**

**Part A: Articles Amendment (3 pages)**

**Part B: Articles of Incorporation (9 pages)**

# State of Florida



## Department of State

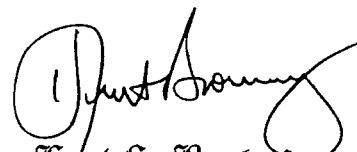
I certify the attached is a true and correct copy of the Articles of Amendment, filed on August 7, 2009, to Articles of Incorporation for ASSOCIATION FOR RETARDED CITIZENS OF ALACHUA COUNTY, INC. which changed its name to THE ARC OF ALACHUA COUNTY, INC., a Florida corporation, as shown by the records of this office.

The document number of this corporation is 710221.

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capitol, this the  
Eleventh day of August, 2009



CR2EO22 (01-07)

  
Kurt S. Browning  
Secretary of State

ARTICLES OF AMENDMENT  
TO  
ARTICLES OF INCORPORATION  
OF

FILED

2009 AUG -7 PM 4:06

SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

**ASSOCIATION FOR RETARDED CITIZENS OF ALACHUA COUNTY, INC.**

**(a Florida corporation not for profit)**

1. Article I of the Articles of Incorporation of Association for Retarded Citizens of Alachua County, Inc. is hereby amended in its entirety to read as follows:

The name of this corporation shall be "The Arc of Alachua County, Inc."

The corporation shall maintain its principal office in Alachua County, Florida.

The term "retarded citizens" as used in these Articles shall include all persons with mental retardation or at risk of developmental delay. The term "Association" as used in these Articles shall refer to the corporation.

2. The members of the corporation are not entitled to vote on amendments to the Articles of Incorporation. The foregoing amendment was adopted by the Board of Directors of this corporation on June 23, 2009.

IN WITNESS WHEREOF, the undersigned president and secretary of this corporation have executed these Articles of Amendment on July 30, 2009.

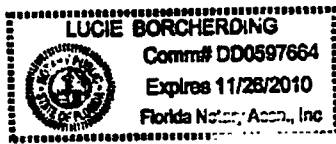
  
\_\_\_\_\_  
Bill Williams  
President

  
\_\_\_\_\_  
Lisbeth Gets  
Secretary

STATE OF FLORIDA  
COUNTY OF ALACHUA

On this 30<sup>th</sup> day of July, 2009 personally appeared before me, Lisbeth Gets and Bill Williams, to me personally known to be the Secretary and President respectively of Association for Retarded Citizens of Alachua County, Inc., who executed the foregoing Articles of Amendment to Articles of Incorporation and they acknowledged that said execution was their act and deed and that the facts therein set forth are truly stated.

NOTARY PUBLIC:



Sign: Lucie Borcharding  
Print: Lucie Borcharding

State of Florida At Large

(Seal)

My Commission Expires: 11/26/2010

Title/Rank: \_\_\_\_\_

Commission Number: \_\_\_\_\_

**AMENDED AND RESTATED  
ARTICLES OF INCORPORATION**

**OF**

**The Arc of Alachua County, Inc.  
(a Florida Not for Profit Corporation)**

FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
12 DEC -5 PM 3:40

WHEREAS, it is deemed to be desirable and in the best interests of this corporation that its Articles of Incorporation be amended in part and restated; and

WHEREAS, these amended and restated Articles, as well as the amendments contained therein, have been duly adopted by the Board of Directors on October 2, 2012 and does not contain any amendments requiring member approval, and there is no discrepancy between the restated Articles and the original Articles and earlier amendments thereto, other than the amendments adopted herein and the omission of matters of historical interest; now, therefore, be it:

RESOLVED, that the entire Articles of Incorporation and all amendments adopted there to, be amended, restated and integrated into a single document as follows:

FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
12 DEC -5 PM 3:40

**AMENDMENT AND RESTATEMENT OF  
ARTICLES OF INCORPORATION**

**OF**

**The Arc of Alachua County, Inc.  
(a Florida Not for Profit Corporation)**

**ARTICLE I - NAME**

The name of this corporation shall be The Arc of Alachua County, Inc. and it shall maintain its principle office in Alachua County, Florida.

The term developmentally disabled as used herein shall include all persons with intellectual and other developmental disabilities or at risk of developmental delay.

**ARTICLE II - OBJECT AND PURPOSE**

- A. To promote for all people with intellectual and other developmental disabilities the opportunity to choose and realize their goals of where and how they learn, live, work and access leisure activities;
- B. To provide supports and services in furtherance of the goal in paragraph A. above.
- C. To reduce the incidence and limit the consequences of intellectual and other developmental disabilities through education, awareness, research, advocacy and the support of families, friends and community.
- D. To advise and aid families, to coordinate their resources and activities and to help the public develop a better understanding of the challenges of

intellectual and other developmental disabilities.

- E. To solicit and receive funds for the accomplishment of the above purposes.

### **ARTICLE III - MEMBERSHIP**

Membership shall be regulated by the Bylaws of the Association.

### **ARTICLE IV - TERM OF EXISTENCE**

This Association shall have perpetual existence.

### **ARTICLE V - OFFICERS**

The Officers of the Association shall consist of the following: President, Vice President(s), Secretary, Treasurer, Immediate Past President, and such other Officers as may from time to time be elected. In addition, the Executive Committee shall consist of all Officers. No employee of the Association may serve as an Officer or Director of the Association unless that employee is also a consumer of The Arc of Alachua County, Inc.'s services and supports.

### **ARTICLE VI - GOVERNING BODY**

The Board of Directors shall be the governing body for the Association and shall be elected in such numbers and manner as set forth in the Bylaws of the Association, except as otherwise provided for in these Articles.

### **ARTICLE VII - AMENDMENTS TO ARTICLES OF INCORPORATION**

#### **Section 1**

Amendments to the Articles of Incorporation must be proposed in writing to the Executive Committee of the Board of Directors, by an Officer or Board member.

## Section 2

At its next regular meeting or at a special meeting called for that purpose, the Board of Directors shall review the proposed amendment and by resolution shall approve its adoption, rejection or alteration.

## **ARTICLE VIII - AMENDMENTS TO BYLAWS**

### Section 1

Amendments to the Bylaws must be proposed in writing to the Executive Committee of the Board of Directors, by an Officer or Board member.

### Section 2

At its next regular meeting or at a special meeting called for that purpose, the Board of Directors shall review the proposed amendment and by resolution shall approve its adoption, rejection or alteration.

## **ARTICLE IX - DISSOLUTION**

In the event of the dissolution of this Association, or in the event it shall cease to exist for the stated purposes, all the property and assets shall be distributed to an organization or agency serving intellectual and other developmental disabilities which has been granted exemption from the Federal Income Tax under the provision of Section 501(c)3 of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Revenue Law, or to a local, state, or Federal government for exclusively public purposes.



**ARTICLE X - MEETINGS FOR MEMBERSHIP**

Regular meetings of the membership shall be held with the time and date to be set by the Board of Directors. Members shall be notified in advance of all meetings.

**ARTICLE XI - ELECTIONS OF OFFICERS AND DIRECTORS**

**Section 1**

There shall be a Nominating Committee composed of three (3) members of the Board of Directors, plus the Immediate Past President of the Board, who shall serve as chairperson for the Nominating Committee.

**Section 2**

The Nominating Committee shall prepare a slate of candidates for election as Officers and Directors and shall secure the consent of its nominees to serve if elected. It shall report its nominations to all Directors at least three (3) weeks before the meeting at which the elections are held.

**Section 3**

Officers and Directors shall be elected by the Board of Directors in May of each year and shall take office on July 1, following their election, or immediately upon election if the meeting at which they are elected occurs after July 1. All terms of Officers shall end the following June 30. Officers and Directors must be members of the Association.

**Section 4**

Nominations by Directors shall be permitted from the floor. In the case of President, any nominee from the floor must have been a member of The Arc of Alachua County, Inc. Executive Committee within the last two (2) years.

## **ARTICLE XII - TERMS OF OFFICE**

### **Section 1**

The Officers of the Association shall serve for such terms as the Bylaws shall provide.

### **Section 2**

The Directors shall serve for such term as the Bylaws shall provide.

### **Section 3**

No persons may be elected to the same position for more than three (3) consecutive terms unless a majority of the Board of Directors should vote to extend the term of office on an annual basis.

### **Section 4**

Any vacancy occurring in the Board of Directors, Executive Committee, or Officers, shall be filled by vote of the Board of Directors. Such vote can be by mail upon approval of the Executive Committee.

## **ARTICLE XIII - VOTING BY DIRECTORS**

### **Section 1**

If a quorum, as the Bylaws provide, of the Board of Directors is present when a vote is

taken on any matter, the affirmative vote of a majority of the Directors present shall be the act of the Board of Directors.

## Section 2

An affirmative vote of two-thirds (2/3) of the entire Board of Directors, whether in person or by telephone call in at the time of the discussion and vote, shall be required to approve these following actions:

- A. The sale or mortgaging of any real property;
- B. The sale of all or substantially all of the assets of the corporation;
- C. The approval of a management contract or its equivalent wherein all or a substantial part of the corporation's purposes are carried out by a third party vendor;
- D. Any change in the number of Directors;
- E. Any change in the Bylaws or the Articles of Incorporation;
- F. Appointment/dismissal of the Executive Director;
- G. Removal of a Board member in good standing;
- H. Removal of an Association member.

## **ARTICLE XIV - LIMITATIONS**

No part of the net earnings of The Arc of Alachua County, Inc. shall inure to the benefit of,

or be distributable to, its Directors, Officers, members or other private persons, except that The Arc of Alachua County, Inc. shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of any of its purposes. No substantial part of the activities of The Arc of Alachua County, Inc. shall be the carrying on of propaganda, or otherwise attempting, to influence legislation (except as otherwise provided in subsection (h) of Section 501 of the Internal Revenue Code of 1986, as amended), and The Arc of Alachua County, Inc. shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, The Arc of Alachua County, Inc. shall not carry on any activities not permitted to be carried on: (a) by a corporation exempt from Federal Income Tax under Section 501(c)3 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

#### **ARTICLE XV - REGISTERED AGENT AND OFFICE**

The principal office of the Association at the time of this restatement is located in Alachua County, Florida. The address of the Association's registered office at the time of this restatement shall be 3303 NW 83<sup>rd</sup> Street, Gainesville, Florida 32606-6227 and the name of its registered agent at said address shall be RICHARD J. BRADLEY.

I, the undersigned, being the President of the Board of Directors of this Association, for the purpose of amending and restating the articles of this not for profit corporation under the laws of the State of Florida, have executed these Amended and Restated Articles of Incorporation this 21<sup>st</sup> day of November, 2012.

Thomas P. Rothrock

Printed Name

Thomas P. Rothrock

Signature

President

Title

STATE OF FLORIDA

COUNTY OF ALACHUA

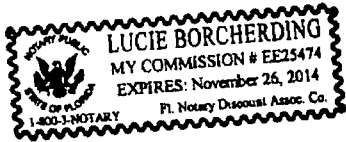
The foregoing instrument was acknowledged before me this 21<sup>st</sup> day of Nov, 2012, by Thomas Rothrock, as President of The Arc of Alachua County, Inc., a Florida not for profit corporation, on behalf of the corporation, who is personally known to me.

Notary Public Lucie Borcharding

Printed Name: Lucie Borcharding

Commission No.: \_\_\_\_\_

My Commission Expires: 11/26/14



# Attachment

4

**Attachment 4: Documentation from the Florida Department of State,  
Division of Corporations**

FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Non Profit Corporation**

THE ARC OF ALACHUA COUNTY, INC.

**Filing Information**

<b>Document Number</b>	710221
<b>FEI/EIN Number</b>	591140179
<b>Date Filed</b>	01/19/1966
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDED AND RESTATED ARTICLES
<b>Event Date Filed</b>	12/05/2012
<b>Event Effective Date</b>	NONE

**Principal Address**3303 NW 83RD ST.  
GAINESVILLE, FL 32606

Changed: 03/22/1999

**Mailing Address**3303 NW 83RD ST.  
GAINESVILLE, FL 32606

Changed: 03/22/1999

**Registered Agent Name & Address**BRADLEY, RICHARD  
3303 NW 83RD ST.  
GAINESVILLE, FL 32606

Name Changed: 04/03/1998

Address Changed: 04/03/1998

**Officer/Director Detail****Name & Address**

Title P, President

ROTHROCK, THOMAS, P  
3134 NW 58TH BLVD.  
GAINESVILLE, FL 32606



## Title T

MEYROWITZ, RAYMOND  
9432 SW 31ST LANE  
GAINESVILLE, FL 32608

## Title VP

Steven, Tanner  
5700 SW 34th Street  
GAINESVILLE, FL 32608

## Title D

STOCKMAN, DAVID  
912 SW 126TH STREET  
NEWBERRY, FL 32669

## Title S

GETS, LISPBETH  
4601 NW 13TH AVENUE  
GAINESVILLE, FL 32605

## Title CEO

BRADLEY, RICHARD  
3303 NW 83RD STREET  
GAINESVILLE, FL 32606

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2011	03/15/2011
2012	03/19/2012
2013	04/09/2013

**Document Images**

<u>04/09/2013 -- ANNUAL REPORT</u>	View image in PDF format
<u>12/05/2012 -- Amended and Restated Articles</u>	View image in PDF format
<u>03/19/2012 -- ANNUAL REPORT</u>	View image in PDF format
<u>06/30/2011 -- Amended and Restated Articles</u>	View image in PDF format
<u>03/15/2011 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/15/2010 -- ANNUAL REPORT</u>	View image in PDF format
<u>08/07/2009 -- Name Change</u>	View image in PDF format
<u>04/07/2009 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/30/2008 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/17/2007 -- ANNUAL REPORT</u>	View image in PDF format
<u>06/28/2006 -- ANNUAL REPORT</u>	View image in PDF format

<a href="#">07/14/2005 -- Amended and Restated Articles</a>	<a href="#">View image in PDF format</a>	Forms	Help
<a href="#">04/21/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">04/15/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">04/03/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">Home</a> <a href="#">Contact Us</a> <a href="#">E-Filing Services</a> <a href="#">Document Searches</a>			
<a href="#">03/25/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">03/08/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">11/15/2000 -- Amended and Restated Articles</a>	<a href="#">View image in PDF format</a>		
<a href="#">01/28/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">03/22/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">04/03/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">02/17/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">04/01/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		
<a href="#">03/20/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>		

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State of Florida, Department of State

**2012 NOT-FOR-PROFIT CORPORATION ANNUAL REPORT**

**FILED  
Mar 19, 2012  
Secretary of State**

**DOCUMENT# 710221**

**Entity Name:** THE ARC OF ALACHUA COUNTY, INC.

**Current Principal Place of Business:**

3303 NW 83RD ST.  
GAINESVILLE, FL 32606

**New Principal Place of Business:**

**Current Mailing Address:**

3303 NW 83RD ST.  
GAINESVILLE, FL 32606

**New Mailing Address:**

**FEI Number:** 59-1140179    **FEI Number Applied For ( )**    **FEI Number Not Applicable ( )**    **Certificate of Status Desired ( )**

**Name and Address of Current Registered Agent:**

BRADLEY, RICHARD  
3303 NW 83RD ST.  
GAINESVILLE, FL 32606    US

**Name and Address of New Registered Agent:**

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

**SIGNATURE:** \_\_\_\_\_

Electronic Signature of Registered Agent

\_\_\_\_\_ Date

**OFFICERS AND DIRECTORS:**

**Title:** VP  
**Name:** ROTHROCK, THOMAS  
**Address:** 3134 NW 58TH BLVD.  
**City-St-Zip:** GAINESVILLE, FL 32606

**Title:** T  
**Name:** MEYROWITZ, RAYMOND  
**Address:** 9432 SW 31ST LANE  
**City-St-Zip:** GAINESVILLE, FL 32608

**Title:** P  
**Name:** WILLIAMS, BILL  
**Address:** 1501 NW 46TH TERRACE  
**City-St-Zip:** GAINESVILLE, FL 32605

**Title:** D  
**Name:** STOCKMAN, DAVID  
**Address:** 912 SW 126TH STREET  
**City-St-Zip:** NEWBERRY, FL 32669

**Title:** S  
**Name:** GETS, LISPBETH  
**Address:** 4601 NW 13TH AVENUE  
**City-St-Zip:** GAINESVILLE, FL 32605

**Title:** CEO  
**Name:** BRADLEY, RICHARD  
**Address:** 3303 NW 83RD STREET  
**City-St-Zip:** GAINESVILLE, FL 32606

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

**SIGNATURE:** RICHARD BRADLEY

CEO

03/19/2012

\_\_\_\_\_  
Electronic Signature of Signing Officer or Director

\_\_\_\_\_  
Date

# Attachment

5

## **Attachment 5: Management by The Arc of Alachua County**

### **C. Operating/Managing Permanent Supportive Housing Experience (Up to 20 Points)**

The Arc of Alachua County has provided Residential Habilitation Services since 1981. Our expertise in residential services encompasses a 30-year span. Starting with just one group home in 1981, we have expanded to now offering 80 beds in fifteen different locations. We plan to continue operating in the same way we are now by providing direct management of all of our group homes and apartments.

We have three Residential Program Directors who have been with The Arc of Alachua County for a combined number of 50 years. All three of these Directors started out as Direct Care Staff in our Residential Program and have promoted over the years to their current positions. We have 10 expertly trained Group Home Managers, and 10 Assistant Managers. Several of our Group Home Managers have worked for The Arc for 10 years or longer. We employ three fulltime nurses, two of which are RN's, the other is a PRN. Our nursing staff oversees the medication administration at our Group Homes and is on call at all times. The Arc of Alachua County has a Licensed Clinical Social Worker on staff that has been with us for 30 years. She provides counseling services, roommate counseling, serves as liaison between clients and their families and Support Coordinators, and oversees all in-takes for The Arc of Alachua County. We also employ over 100 Direct Service Professionals (DSP) just for residential services. All new DSP staff members are given eight full days of rigorous training in Non-violent Crisis Intervention, Behavior monitoring and Positive Behavior Supports training, Red Cross CPR, First Aid, and Blood-borne Pathogens training, in addition to being screened and back-ground checked. Training for all staff members is reiterated annually.

The Arc of Alachua County also utilizes the services of BASS (Behavioral Analysis and Support Services). BASS is a sub-contractor with The Arc of Alachua County. Their services are crucial to our Prader-Willi Program. However, BASS provides Behavior Implementation Plans and behavioral support to all residents of our group homes and apartments as well as clients who attend Day Programs at our main facility. BASS at The Arc is led by Mark Lister, BCaBA, a Board Certified Behavior Analyst who has offices in our main facility in addition to his own clinic in Gainesville. ([www.behavioralsupports.com](http://www.behavioralsupports.com)).

Our Executive Director, Dick Bradley, has 40 years' experience in the field of I/DD. He serves as the Vice Present on the Board of Directors of The Arc of Florida, is an officer of the Florida Development Disabilities Council (FDDC), and also provides expert witness testimony and consultation services in the fields of disability advocacy and institutional and community-based services for those with I/DD. Mr. Bradley just celebrated 16 years as our Executive Director. He is a graduate of FSU, and has worked in many capacities in the field of I/DD from being a direct care worker to a hospital administrator. Mr. Bradley also previously served as the Executive Director for The Arc of Lee County in Fort Meyers, Florida and as Superintendant for the Gulfcoast Center.

Our Associate Director, Steve Drago, has 30 years' experience in the field of I/DD starting at Tacachale, the State institution located in Gainesville. Steve has been with The Arc of Alachua County for 25 years. Prior to working at The Arc, Mr. Drago also worked as a Behavior Consultant for DCF. His areas of expertise include certification in Prader-Willi Syndrome management, self-advocacy and legal advocacy for the disabled, and Florida Statutes and Medicaid policy and procedure. He is a member of the National Prader-Willi Syndrome USA Organization and the Florida Prader-Willi Organization. Mr. Drago authored a chapter in the reference book, "Management of Prader-Willi Syndrome" Third Edition, 2006, and another chapter regarding, "Best Practices in Communication with People with PWS". Steve has been a member of some of the Alachua County Board of County Commissioners Advisory Boards, as well on several Alachua County School Board Advisory Councils. Steve is also a recipient of the "Professional of the Year" award from The Arc of Florida.

We adhere to all of the rules, regulations, and best practices of the Agency for Persons with Disabilities (APD), the Agency for Health Care Administration (AHCA) and Florida Medicaid. Additionally, The Arc of Alachua County maintains, and regularly reviews, Board-approved policies regarding the safe and proper care and management of our clients on the following topics:

- Accessibility;
- Client/Consumer Confidentiality;
- Abuse and Neglect;
- Reactive Strategies;
- Client/Consumer Sickness;
- Client/Consumer Records Retention;
- Client/Consumer Financial Auditing;
- Credentialing;
- Grievance Procedures;
- Employee Standards of Conduct;
- Client/Consumer Choice of Rights and Responsibilities;
- Client/Consumer Person-centered Planning;
- Client/Consumer Supervision;
- Client/Consumer Admissions and Discharges;
- Medical Procedures and Medical Administration;
- Safety Program and Risk Management;
- Group Home House Rules; and
- Group Home Administrative Responsibility

# Attachment

6

## **Attachment 6: Description of Additional Features and Amenities to be added during the Renovation of the 12<sup>th</sup> Road Home at The Arc of Alachua County**

As of 2008, there are an estimated 7,572 people with intellectual and/or developmental disabilities (I/DD) residing in Alachua County, 1,049 of whom are over 60 years of age, and 98% are in poverty (2008 Alachua County Profile, Florida Department of Elder Affairs). We estimate that these numbers are increased by approximately 7.5% for 2013 (based upon the average rate of population growth, Census 2010). It is also a fact that people with I/DD age at a faster rate than people without these disabilities. In addition, since everyone in the U.S. is living longer, it is certainly reasonable to posit that our clients are also living longer. The American Association on Intellectual and Developmental Disabilities (AAIDD) has confirmed the fact that the I/DD population is living longer than ever before. It is vital that we be able to meet the housing needs of the aging I/DD population.

Many special considerations are made to allow our clients to age in place. In addition to the fact that they age more rapidly, people with I/DD suffer from physical, cognitive, mental, emotional, sensory, and developmental impairments. This is particularly significant when you also consider their low income. Their places of residence must take all of their particular needs into consideration. While our services at the main facility are excellent, some of the services we provide for our clients must take place in the residence. In effort to continually strive to improve the quality of life of those we serve, we understand that our clients must be able to have friends and family visit them, enjoy privacy in their homes, and have safe, clean areas in which to cook, eat meals, and bathe. Because of this core value, we are proposing to completely renovate two of the bathrooms in this house. Not only are these two bathrooms in need of plumbing repair and updating, but they also require some add-in features such as grab bars, walk-in showers, lever faucet and door handles, and updated, more efficient exhaust fans. Repair to the bathroom floors (and sub-floor) is vitally needed as well. For our clients' safety and health, we are also proposing to repair and update the electrical system in the attic as well as replace the duct work.

The Arc of Alachua County provides many needed services to our clients, both young and elderly, at our main facility such as medication administration, health screenings, and opportunities for work, learning, socialization, and other daily living skills. These services directly influence our clients' levels of independence and quality of life. Transportation to the main facility is available at least five days per week for those in our group homes. A transport van stays at this group home when the clients are not at our main facility. However, there is no designated handicapped parking space for the van at the 12<sup>th</sup> Road Home. In order to facilitate the continuity of provision all of the services we provide, an additional handicapped parking space at the front of the house is needed. If we can, we will also expand the side parking area (downstairs) to allow for one or two more cars. The specialized population living in this group home (PWS population) requires additional staffing around the clock, so additional parking is needed for their caregivers.



**Attachment 6 (Continued):**

Because our clients are living on very limited income, it is important to make efforts toward lowering their utility bills. This will ensure the stability of their current living situation. A majority of income for persons with I/DD is provided by the Social Security Administration as Supplemental Security Income (SSI). Sometimes SSI is the sole source of their income. We are proposing to update a portion of the electrical system in the attic, replace the air-conditioning unit and ducts, fix all seals that do not meet the current, standard requirements, replace the front door, and weatherize the attic entry. We have already placed thermal window film on all of the front (southern-facing) windows in order to prevent heat build-up in the living room. Reducing the cost of their electricity and other utilities is the next step. This plan is also environmentally smart.

Our clients have a higher level of independence and autonomy just because they are a part of our Arc. We emphatically believe that our provision of their home (and staffing) allows them to live a normal life and be productive, active members of their community. Occasionally, repairs and renovation of our group homes is necessary even though funding is not always available. This proposal, should it be funded, will dramatically improve the 12<sup>th</sup> Road Home at The Arc of Alachua County. In turn, this will improve the quality of life for our clients living there.

# Attachment

7

## **Attachment 7: Community-based Services and Amenities Available to Clients with I/DD at The Arc of Alachua County**

The Arc of Alachua County provides many community-based services to our clients including those who are also residents of our Group Homes. Residents of our Group Homes receive assistance with cooking, grocery shopping, personal care needs, medication administration, transportation to doctor's appointments and other places in the community as needed or requested. Our clients also have access to all of the services provided at our main facility. At our main facility, we offer eight different Day Programs. In Adult Day Training (ADT) we offer programs in Life Skills, Elder Services, as well as several opportunities in which to work. Our Life Skills Program provides consistent non-medical care that allows for valued routines of the community such as job exploration, prevocational training, volunteerism, self-advocacy, and accessing other community resources. These training services are intended to support the participation of recipients

The Arc of Alachua County operates a full-service Recycling Center where we take in plastics, aluminum, computers and other electronics, and paper. We employ 65 of our clients with I/DD in Recycling at this time. The Arc of Alachua County also provides the local area with secure document shredding and hard-drive destruction services. Six more of our clients work in secure document shredding. We also operate a Clean Room and a Production Program. Clients in these areas work on assembly and piece work. The Arc of Alachua County has contracts with entities such as the Alachua County Sheriff's Department and Florida Credit Union that offer a steady supply of assembly work. Clients with I/DD who work in our Clean Room perform medical parts assembly. Clients working in Production put together packets with soap, shampoo, and toothbrushes for the Sheriff's Department. The Production group also puts together gift bags for the credit union. Other contracts we have that provide work include Department of Defense, MD Tech, The Crom Corp, and Cox Communications. The Arc of Alachua County also provides Janitorial services through a contract with the U.S. GSA office where six of our clients work.

Clients at The Arc of Alachua County can come to work Monday through Friday, from 8:00 am until 2:00 pm. All of our clients, who are approved for Adult Day Training (ADT) through Medicaid Waiver, also have a Support Coordinator that oversees their annual Support Plans. Over 90% of our clients are on the Medicaid Waiver. These clients determine their own goals and wishes for the goals they would like to accomplish over the next year in their Support Plan Meeting. The APD-provided Support Coordinator then sets realistic goals and sends the finalized Support Plan to us. At The Arc, we determine short-term objectives and create an Implementation Plan that is individualized for each client based on their needs, capabilities, and desires, and those of their family and/or guardian. Our Implementation Plans include goals for Residential Habilitation, ADT, and community access (including Companion) service areas.

Some of our clients have Waiver approval for Companion Services. For these individuals, companions take them out into the community for all kinds of activities such as going to a restaurant, attending a movie, swimming at the YMCA, or going to the library. For others who do not have an authorization for Companion Services, The Arc of Alachua County offers a Recreation Program that is free of charge to all clients and their family members. Our Recreation Program, which is financed each year by our biggest fund-raising event, gives our

## **Attachment 7 (Continued):**

clients access to dances and socials, parties, bowling and softball team play, Special Olympics, attendance at our Annual Meeting, a prom, field trips and a very well-attended holiday party. Our main facility also contains a full gymnasium for any and all clients who want to work out. We are currently trying to start up a computer learning lab and hope to have at least four computers ready to use by February 2014. Through a contract with the local school board, we provide Adult Basic Education classes two times per week and anyone who wants to attend can do so for no charge.

The Arc of Alachua County can offer clients deeply discounted bus passes for the local RTS city bus system. Any and all clients who wish to use public transportation can do so at little or no cost. For those who cannot utilize public transportation system, we offer our fleet of vans and cars for daily transportation. We have 22 passenger vehicles and rides are available every day. When not in use, the vehicles generally stay at the group homes. Other clients have a medical transport system (and payment authorization) set up for them to use. For our clients attending community college, Santa Fe College is right across the street from our main facility.

Since the 12<sup>th</sup> Road Home is located within the city limits of Gainesville, our clients have access to all of the benefits our city has to offer. Gainesville is the largest city in, and county seat of, Alachua County. It serves as the cultural, educational, and commercial center for the North Central Florida region. The city provides a full range of municipal services, including police and fire protection; comprehensive land use planning and zoning services; code enforcement and neighborhood improvement; streets and drainage construction and maintenance; traffic engineering services; refuse and recycling services; recreation and parks; and cultural and nature services and activities. Additionally, the city owns a regional transit system, a municipal airport, a 72-par championship golf course, and a utility (Gainesville Regional Utilities), GRU.

Gainesville is home to Florida's largest and oldest university, and is one of the state's centers of education, medicine, cultural events and athletics. (Go Gators!) The University of Florida and Shands Hospital at UF are the leading employers in Gainesville and provide jobs for many residents of surrounding counties. The City of Gainesville is known for its preservation of historic buildings and conservation lands. The beauty of Gainesville's natural surroundings, numerous parks, museums, and lakes provide entertainment and enjoyment to thousands of people every year.

Attachment

8

## **Attachment 8: Access to Community-based Resources and Services to Address Healthcare and/or Supportive Services**

The Arc of Alachua County employs three fulltime nurses, two of which are RN's, the other is an LPN. We have two more part-time nurses who provide additional coverage over the weekends. Our nursing staff oversees the medication administration at our Group Homes and at our main facility. Nursing staff of our Arc provide routine health screenings, teach CPR, First Aid, and Blood-borne Pathogens Safety, and oversee all needs for hospital visits. They are on call at any time. We employ a Licensed Clinical Social Worker that has been with The Arc for over 30 years. She provides personal counseling services, roommate and relationship counseling, serves as liaison between clients and their families and Support Coordinators, and oversees all in-takes for The Arc of Alachua County. Our database contains Client Fact Sheets for every client. The purpose of these Fact Sheets is to be readily available should any client need to go in an ambulance or to an Emergency Room. The Fact Sheets contain medications, diagnoses, as well as client and guardian contact information. Julie Frisbie-Knudsen, our Nursing Coordinator, provides Medication Administration Reports (MAR), oversight of the nursing staff, and works as a liaison with client's general physicians as well as pharmacies. Ms. Frisbie-Knudsen is an RN-BSN and also holds a bachelor's degree in Psychology. Dr Amiel, our sub-contracted Physician/Psychiatrist, performs medication reviews on a monthly basis.

Transportation needs for our clients are handled in several ways. First, we offer rides to doctors' appointments or for lab work through the use of our 22 passenger-vehicle fleet. Most of our Direct Services Professionals (DSPs) are authorized to drive clients as well, and special requests can generally be handled, even those on short notice. The RTS (Regional Transit System) city bus system is free or deeply discounted for clients who wish to use the bus and there is a bus stop located directly in front of our main facility. The RTS website is particularly good ([www.go-rts.com](http://www.go-rts.com)). The website offers maps and routes in addition to a trip planner, a discounted ADA paratransit service and guide, and a detailed explanation about how they assist people with disabilities. ADA Paratransit Services provides door-to-door service for anyone who qualifies. RTS busses can hold and load wheelchairs, and can accommodate service animals. RTS also allows Personal Care Attendants to ride along for free. Many clients also have the use of a medical transport company, such as MV Transport. These transport company vehicles can be called in for use as needed. Shands Hospital offers ShandsCair for ground and air transport in emergencies. Municipal services such as ambulance services, fire and police department services are readily available.

# Attachment

9

## **Attachment 9: Best Practices Used by The Arc of Alachua County for Promoting Community Inclusion**

Our mission statement: *The Arc of Alachua County is a community based organization committed to providing a continuum of exemplary services, supports, and advocacy to assure that people with developmental disabilities can enjoy respect and dignity and be full participants in the community.*

In order to accomplish our mission and core values, we make great effort toward seeing that our clients have continual access to our community. We accomplish this in several ways. Through Residential Habilitation services, we provide supervision and specific training activities in order to help clients acquire, maintain, or improve their daily living skills. Inside the home, clients work on the same things we all do, vacuuming, cooking, cleaning, chores and laundry, and preparing a shopping list. The fact that their home is located in the community allows us to help clients build additional skills such as socialization and adaptive behaviors. Clients in our group homes work on goals in accordance with their Implementation Plan and their Behavior Implementation Plan. Their individualized Implementation Plans are developed with the client, their family or guardian, Arc staff members who provide direct care, the Group Home Manager, and other relevant persons. Development of short-term objectives, goal strategies, and other plans are formulated by first assessing the goals that are stated in their Support Plan. Creation and execution of all of these documents and plans are just part of our list of Standard Operating Procedures that were designed to apply tried and tested ways of producing effective outcomes. Our group homes are also monitored by APD with monthly visits. The Delmarva Foundation also provides oversight, review, and quality assurance of all that we and APD do. The Florida Statewide Quality Assurance Program (through AHCA) also provides oversight for activities provided through the Home and Community Based Services (HCBS) Medicaid Waiver.

One of the purposes of our Residential Services Program is to provide community integration, promote community awareness, and encourage community exploration to individuals with I/DD. Our goal is to foster and maximize independence levels. Recreational and leisure skills training are encouraged. Clients select their own activities, as much as possible, and are encouraged to choose those that are also culturally-valued and age-appropriate. Our clients for example, learn to ride the city bus and venture to various community sites such as the UF campus, the public library, museums, city parks, restaurants, and other community centers.

The Arc of Alachua County is vitally interested in the safety of the people that we serve and in providing the best services possible. Every effort is made to ensure that those providing services to our clients are of high integrity. We acknowledge our responsibilities to both the clients we directly serve and to the public. The policies and standard operating procedures we have implemented were established in effort, in good faith, to comply with the provisions of Chapter 393, Florida Statutes, on developmental disabilities. Additionally, we adhere to all of the rules, regulations, and best practices of the Agency for Persons with Disabilities (APD), the Agency for Health Care Administration (AHCA), the Delmarva Foundation, and Florida Medicaid.



## **Attachment 9 (Continued):**

A list of some of the best practices we utilize is as follows:

Inspections twice monthly by Residential Directors (or more frequently, as needed) at differing times of the day and week, at all group homes;  
Monthly group home inspections by APD;  
Quarterly review of clients' Implementation Plan and Support Plan;  
Quarterly review of clients' Behavioral Implementation Plan;  
Fall-risk assessments completed by our sub-contracted gerontologist, at least semi-annually;  
Monthly Medication Error reviews (with follow-up staff training);  
Monthly medication reviews by our MD/Psychiatrist Dr. Amiel;  
Monthly file reviews of records;  
Provision of annual Support Plan Meetings;  
Annual review of the staffing ratio needs of our clients;  
Annual In-Service training as continuing staff training in non-violent crisis intervention and many other relevant topics, especially for Direct Care Staff;  
Annual re-certification of all staff members in CPR, First Aid, and blood-borne pathogens training;  
Quarterly Risk Management meetings;  
Quarterly review and analysis of incident reports;  
Fire inspections and monthly fire drills at all locations;  
Annual financial audits conducted by an outside CPA firm to;  
Review by our Board of Directors of the annual audit as well as our monthly financial statements;  
Use of an outside, sub-contracted accounting firm for Accounts Payables;  
Monthly inspections and regular maintenance of our passenger vehicles;  
Quarterly inspections of our first aid kits and vehicle emergency kits.

Additionally, The Arc of Alachua County maintains, and regularly reviews, Board-approved policies regarding the safe and proper care and management of our clients on the following topics:

Accessibility;  
Client/Consumer Confidentiality;  
Credentialing Policy;  
Grievance Procedures;  
Employee Standards of Conduct;  
Continuity of Operations;  
Policy on Abuse and Neglect;  
Grievance Procedures;  
Duty to Report Policy;  
Health and Welfare of Clients/Consumers;  
HIPAA;  
Policy on Health, Safety, and Welfare of Clients;

**Attachment 9 (Continued):**

Procedures for Self-Assessment;  
Volunteer Staffing Policy;  
Background Screening Policy;  
Safety Policy;  
Medicaid Paperwork and Service Provision Policy;  
Policy of Client/Consumer Supervision;  
Client/Consumer Choice of Rights and Responsibilities, and;  
Client/Consumer Person-centered Planning.

Note that this is not a comprehensive list of our policies and procedures.

# Attachment

10

**Attachment 10: Site Control Documents for the 12<sup>th</sup> Road Home at  
The Arc of Alachua County**

**Included: Warranty Deed;  
Purchase Agreement;  
2012 Tax Assessments Statement;  
2012-2014 APD Certificates of License**

Prepared by:  
George F. Tubb  
2700B NW 43rd St.  
Gainesville, FL 32606

Doc. Stamp 1113.00  
Int. Tax  
Surtax  
1119.00

# WARRANTY DEED

RETURN TO:  
MOLLEN, WILLIAMS, RAPPENHECKER,  
LUBANK AND HILLS, P.A.  
MERIDIAN CENTRE, SUITE C  
2700 N.W. 43RD STREET  
GAINESVILLE, FL 32606

12th Feb

Original  
@SDB

Tax parcel #9238-007-000

CIRCUIT COURT CLERK  
J. K. "Buddy" Irby  
ALACHUA COUNTY, FL  
Date 03/25/1997 09:13  
Document ID 1453571  
Book/Page 2104/ 1394  
DTAX 1,113.00

This deed, made this 20<sup>th</sup> day of MARCH 1997, between

**BEN CAMPEN, unmarried**

whose post office address is: 5348 NW 9th Lane, Gainesville, FL 32605

grantor\*, and

**ASSOCIATION FOR RETARDED CITIZENS OF ALACHUA COUNTY, INC.**

whose post office address is: 3303 NW 83rd Street, Gainesville, FL 32602

of the County of Alachua, State of Florida, grantee\*,

WITNESSETH. That said grantor, for and in consideration of Ten (\$10.00) Dollars, and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in ALACHUA county, Florida, to-wit:

LOT SEVEN (7) OF FLORIDA PARK HEIGHTS, A SUBDIVISION AS PER PLAT THEREOF RECORDED IN PLAT BOOK "E", PAGE 77, OF THE PUBLIC RECORDS OF ALACHUA COUNTY, FLORIDA.

SUBJECT TO easements and restrictions of record and taxes for 1997.

and said grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

\* "grantor" and "grantee" are used for singular or plural, as context requires.

IN WITNESS WHEREOF. Grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed & delivered  
in our presence:

Judy M. Ball  
Judy M. Ball  
printed name of witness signing above

BEN CAMPEN (seal)  
BEN CAMPEN

Shannon J. Smith  
Shannon J. Smith  
printed name of witness signing above

\_\_\_\_\_ (seal)

State of South Carolina  
County of

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of MARCH 1997 by BEN CAMPEN who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

My commission expires: 10-19-2002

Shannon J. Smith  
Notary Public for the State of South Carolina  
NOTARY PUBLIC  
SOUTH CAROLINA

DEPOSIT RECEIPT AND PURCHASE AND SALE AGREEMENT CONVENTIONAL FINANCING

Date: FEBRUARY 27, 1997

Receipt is hereby acknowledged by MCPHERSON REALTY hereinafter called REALTOR, of the sum of (\$2,000.) (by check) from ASSOCIATION FOR RETARDED CITIZENS hereinafter called BUYER as a deposit and as a part of the purchase price on account of an offer to purchase the property of BEN CAMPEN hereinafter called the SELLER, said property being in ALACHUA County, Florida, and described as follows:

FLORIDA PARK HEIGHTS PB E-77 LOT 7 OR 1963/1670 & OR 2069/2335

also known as: 1800 NW 12TH ROAD GAINESVILLE, FLORIDA

together with the following personal property:

DISPOSAL, DISHWASHER, OVEN/RANGE-ELEC., REFRIGERATOR, AUTOMATIC GARAGE DOOR OPENER WITH REMOTES, ALL PADDLE FANS & WINDOW COVERINGS. ALL AS SEEN ON 2/21/97.

The SELLER hereby agrees to sell said property to the BUYER and the BUYER hereby agrees to purchase said property from the SELLER upon the following terms and conditions:

1. PURCHASE AND SALES PRICE:

Payable as follows:

- (a) Deposit paid herewith..... \$2,000.
(b) Additional Deposit within 11 days after Effective Date..... \$8,000
(c) Cash at Closing (U.S. cash, certified or cashiers check)..... \$148,000
(d) Balance payable.....

Handwritten calculations: \$150,000.00 - 16,500 = 159,000. Total Purchase and Sales Price: \$150,000.00 - 16,500 = 159,000.

2. ADDITIONAL TERMS AND CONDITIONS:

THIS CONTRACT IS CONTINGENT UPON THE HOME BEING MODIFIED FOR THE USE OF A GROUP HOME AND APPROVED BY THE FIRE, PUBLIC HEALTH AND HRS LICENSING DEPARTMENT.

Handwritten notes: The Seller discloses that he is a licensed Real Estate Broker. The Buyer agrees to pay \$2500 as a portion of the Commission, failing which this contract shall become null & void & all deposits paid hereunder will be returned to the Buyer and all obligations to the parties shall be released.

3. RIDERS: (check if applicable) [X]

Additional riders are attached to this agreement and are made a part thereof.

4. CLOSING DATE: This transaction shall be closed and the deed and other closing papers delivered on 3/31/97 or such earlier date as may be mutually agreed upon, unless extended by other provisions of this Contract.

5. A. NEW FINANCING: If the purchase price or any part thereof is to be financed by a third party loan, this contract is conditioned upon the BUYER obtaining a firm commitment for said loan within ... days from the effective date at an interest rate not to exceed ... percent ... % for the initial period of an adjustable rate mortgage...

**B. EXISTING FINANCING:** If the purchase price or any part thereof is to be paid by assumption of existing financing, this contract is contingent upon such loan being assumable without qualifying or BUYER qualifying to assume same within \_\_\_\_\_ days of the effective date if required by the mortgagee. The existing Mortgage has (Check One):  (1) a variable interest rate of or  (2) a fixed interest rate of \_\_\_\_\_ % per annum. At the time of title transfer some interest rates are subject to increase. If increased, the rate shall not exceed \_\_\_\_\_ % per annum. SELLER shall, within ten (10) days from effective date, furnish a copy of the existing note and mortgage to the BUYER. If BUYER has agreed to assume a Mortgage which requires approval of BUYER by the Mortgagee for assumption, the BUYER shall promptly obtain all required applications and will diligently complete and return them to the Mortgagee, and failure to do so shall constitute a breach hereunder. If the BUYER is not accepted by the Mortgagee, or the requirements for assumption are not in accordance with the terms of this Contract, BUYER may rescind this Contract by prompt written notice to the other party or his/her Agent. Any charges connected with assuming the existing mortgage shall not exceed \$\_\_\_\_\_ and shall be paid by \_\_\_\_\_. Should such charges exceed this amount, the party responsible to pay the charge may rescind the contract unless the other party elects to pay the excess.

**5C. PURCHASE MONEY NOTE AND MORTGAGE TO SELLER:** The purchase money note and mortgage, if any, shall provide for a thirty (30) day grace period in the event of default if it is a first mortgage and a fifteen (15) day grace period if it is a second mortgage, shall provide for right of prepayment in whole or in part without penalty, and shall be otherwise in form and content in accordance with covenants established by the Eighth Judicial Circuit Bar Association. Said note and mortgage shall provide that in the event any installment is more than fifteen (15) days delinquent, the holder may assess a late charge of five percent (5%) of the late installment payment, or Ten Dollars (\$10.00) whichever is greater, which late payment shall be due with the late installment payment, and in any event, shall be due no later than the due date of the next installment payment. Failure to pay the late charge when due shall constitute a default under the promissory note and mortgage. Said mortgage shall require all prior liens and encumbrances to be kept in good standing and shall forbid modifications of or future advances under prior mortgage(s).

The purchase money mortgage and note: (check one)

- shall be fully assumable.  
 shall not be assumable, directly or indirectly, and shall include a standard due on sale clause prohibiting sale or transfer other than by descent and distribution in case of death or for a lease of three years or less not containing an option to purchase.  
 shall be assumable on these conditions: \_\_\_\_\_

**6. EVIDENCE OF TITLE:** The SELLER shall furnish to the Buyer or his ATTORNEY or agent whose name is TO BE DETERMINED.

(Check One)

- An abstract from earliest public records, brought current, showing title to be marketable or insurable.  
 ALTA Owner's Title Insurance Commitment in the amount of the purchase price. If BUYER is required to furnish a mortgagee title insurance policy, SELLER agrees to select a title agent approved by BUYER'S lender who can provide a simultaneous issue mortgagee policy.  
Title evidence to be furnished within (Check one)  
 \_\_\_\_\_ (\_\_\_\_\_) days from the effective date of this contract or  
 TEN (10) days from BEFORE CLOSING.

**7. EXAMINATION OF TITLE:** The BUYER or his attorney shall have FIVE (5) days within which to examine the abstract of title or title insurance commitment and to signify willingness to accept the same, whereupon the transaction shall be concluded on the closing date specified above. If title is not acceptable, BUYER shall furnish SELLER a written statement specifying title defects to be cured. If the title is unmarketable, the SELLER shall have THIRTY (30) days or a reasonable period of time within which to cure the designated defects in the title that render same unmarketable or uninsurable in the opinion of the BUYER or his said Agent, and the SELLER hereby agrees to use reasonable diligence in curing said defects. Upon the defects being cured and notice of that fact being given to BUYER or his said Agent, this transaction shall then be closed within SEVEN (7) days of the delivery of the notice. At the option of the BUYER, upon SELLER'S failure or inability to correct the marketability of the title within the time limit or a reasonable period of time, the SELLER shall deliver the title in its existing condition, otherwise the deposit(s) shall be returned to the BUYER upon demand therefor, and all rights and liabilities on the part of the BUYER arising hereunder shall terminate. Provided, however, that in the event of disagreement between the SELLER and the BUYER or his said Agent, as to the marketability of the title, the SELLER may offer a commitment for an ALTA Owner's Title policy issued by a recognized title insurance company doing business in this area, agreeing to insure said title against all exceptions other than those mentioned in this agreement and the standard printed exceptions, which commitment shall be conclusive evidence that said title is marketable. The commitment and Owner's Title policies pursuant thereto shall be paid for by the BUYER.

**8. TERMITES OR OTHER INFESTATION:** SELLER shall furnish to BUYER or his attorney or his agent at least five (5) days prior to closing a certificate of a locally licensed entomologist dated within thirty (30) days prior to closing, showing any improvements on the premises, exclusive of fences and NONE OTHER to be apparently free from active infestation (other than infestation by wood-destroying fungi) or damage (including that caused by wood-destroying fungi) by termites or other wood-destroying organisms as required to be disclosed by Florida Law. If active infestation or damage is found to be present, the SELLER shall bear the total cost of remedying such active infestation and damage, except BUYER shall be responsible for damage caused by wood-destroying fungi where the cost of repair is less than One Hundred Dollars (\$100.00). Should the cost of such treatment and repair exceed FIVE HUNDRED Dollars (\$500.), the SELLER may elect to terminate this agreement and all rights and liabilities of all parties shall be at an end and the deposit shall be returned to BUYER unless the BUYER elects to proceed with the transaction. Having the above amount as a credit at closing.

**9. ASSIGNABILITY:** This contract (Check one)  is assignable  is not assignable.

**10. RESTRICTIONS, EASEMENTS AND LIMITATIONS:** The BUYER shall take title subject to: zoning, restrictions, prohibitions and other requirements imposed by governmental authority, restrictions and matters appearing on the plat or otherwise common to the subdivision, public utility easements of record, taxes for the year of closing and subsequent years, assumed mortgage(s) and purchase money mortgage, if any, other: NONE provided, however, that there exists at closing no violation of the foregoing and that the foregoing do not affect the marketability of title, and they do not prevent the use of the property for RESIDENTIAL GROUP HOME purpose(s).

**11. UTILITIES:** SELLER represents subject property is served by (check if applicable):

- Central water system  
 Well  
 Central wastewater system  
 Septic tank  
 None of the above

**12. EXPENSES: SELLER shall pay for the following expenses:**

- a. Real estate compensation.  
b. State documentary stamps to be affixed to deed.  
c. Preparation of instruments required of SELLER.  
d. Abstract or title insurance.  
e. Termite inspection fee.  
f. SELLER'S attorney fee

g. -----  
h. -----

**BUYER shall pay for the following expenses:**

- a. Title examination and title opinion, if any.
  - b. Recording of deed.
  - c. All expenses relative to all notes and mortgages, or a contract for deed, including preparation, recording, documentary stamps, intangible tax, and mortgagee title insurance.
  - d. Transfer costs of any existing mortgage(s).  
Survey, if any.  
BUYER'S attorney fee.
- g. INSPECTIONS.  
h. -----

13. **INSPECTION, REPAIR AND MAINTENANCE:** Unless otherwise stated in this Agreement, SELLER warrants that: (a) the ceiling, roof (including fascia and soffit), and exterior and interior walls do not have any visible evidence of leaks, water damage or structural damage. In the event repairs or replacements are required, SELLER shall pay up to FIVE HUNDRED FIFTY (\$500.) dollars for such repairs or replacements; (b) SELLER further warrants that the septic tank, pool, all major appliances, heating, cooling, electrical, plumbing systems and machinery are in good working condition. In the event repairs or replacements are required, SELLER shall pay up to FIVE HUNDRED (\$500.) dollars for such repairs or replacements. However, if the cost for such repairs or replacements for either (a) or (b) above exceeds the stated amount, BUYER or SELLER may elect to pay such excess, failing which either party may cancel this Agreement. BUYER may, at BUYER'S expense, have inspections made of the roof and said items and shall report in writing to SELLER such items that do not meet the above warranty prior to possession or not less than ten (10) calendar days prior to closing, whichever date first occurs. Unless BUYER reports such deficiencies within said period, BUYER shall be deemed to have waived SELLER'S warranties as to deficiencies not reported. All such inspections shall be at BUYER'S expense, including any utility turn-on charges and costs of electricity and gas if these utilities are not currently on at the property. Notwithstanding the provisions hereof, between the effective date of the Agreement and the closing, SELLER shall maintain the real and personal property in the condition herein warranted, reasonable wear and tear excepted, and shall maintain the lawn and shrubbery in substantially the same condition as exists on the effective date of this Agreement. BUYER'S designee shall be permitted reasonable access for inspection prior to closing in order to confirm the compliance with the maintenance requirements. For the purpose of this provision, all inspections, repairs and replacements shall be made by an appropriately licensed firm or individual, or by a firm or individual specializing in home inspections and holding an appropriate license if required, or other mutually acceptable person. **The items listed above are the only repair items covered by this Agreement unless otherwise specifically provided for in the Agreement.** SELLER makes no warranties as to conformity with current, applicable code requirements.

14. **CONVEYANCE:** SELLER shall convey title to the property by statutory warranty, trustee, personal representative or guardian deed, as appropriate to the status of SELLER, free and clear of all encumbrances and liens of whatsoever nature, except taxes for the current year, and except as herein otherwise provided. The SELLER shall also deliver to the BUYER a lien and possession affidavit at closing, sufficient to remove lien and possession exceptions from title insurance coverage. Conveyance of title shall be to ASSOCIATION FOR THE RETARDED.

15. **DATE OF POSSESSION:** BUYER shall be given possession AT TIME OF CLOSING.

16. **TIME FOR ACCEPTANCE-FACSIMILE:** If this Agreement is not executed by all parties hereto, or FACT OF EXECUTION communicated in writing between the parties, on or before 3/1/1997, the aforesaid deposit(s) shall, at the option of the BUYER, be returned to BUYER and this Agreement shall be null and void. A facsimile copy of this Agreement and any signatures hereon shall be considered for all purposes as originals.

17. **FLOOD ZONE REPRESENTATION:** Flood Zone "A" is the designation for property that may be subject to more than a minimal risk of flooding. SELLER represents that the improvements (or the effective buildable area of unimproved property) are: (CHECK ONE OF THE FOLLOWING)

- within flood zone "A"  
 not within flood zone "A"  
~ flood zone status is unknown to SELLER

If SELLER has not represented the improvements (or effective buildable area) to be within Flood Zone "A", and the BUYER produces evidence prior to closing of title that Flood Zone "A" is in fact applicable, the BUYER shall have the option to declare the contract terminated and shall thereupon be entitled to a refund of all deposits. Should the BUYER close title without obtaining evidence of flood zone status, the BUYER shall be deemed to have waived all objections as to flood zone regardless of the representation set forth in this paragraph.

## STANDARDS FOR REAL ESTATE TRANSACTIONS

A. **EFFECTIVE DATE:** The Effective Date as referred to in this Contract shall be the date when the last one of the SELLER and the BUYER has signed this Contract.

B. **VARIANCE IN AMOUNT OF FINANCING TO BE ASSUMED:** Any variance in any amount of financing to be assumed from the amount stated herein shall be added to or deducted from purchase money financing if such is contemplated by this Contract otherwise said variance shall be added to or deducted from the cash at closing, provided that if such procedure results in an increase in cash due at closing in excess of Five Hundred Dollars (\$500.00), the BUYER shall not be obligated to perform unless SELLER reduces the purchase price by the amount of the excess over said specified sum.

C. **SURVEY:** If the BUYER desires a survey of the property, he may have the property surveyed at his expense at least five (5) days prior to the closing date. If the survey shows any encroachments on the land herein described, or that the improvements located on the land herein described encroach on other lands, or any shortage, written notice to that effect along with a copy of the survey shall be given to the SELLER and the same shall be treated as defects in title to be eliminated by SELLER. SELLER agrees to provide BUYER with copies of existing surveys he has, if any, within five (5) days from the effective date.

D. **PRORATIONS:** All taxes for the current year, rentals, insurance premiums, association assessments and interest on existing mortgages (if any) shall be prorated as of the date of closing with BUYER paying for the day of closing. If part of the purchase price is to be evidenced by the assumption of a mortgage requiring deposit of funds in escrow for payment of taxes, insurance or other charges, the BUYER agrees to reimburse the SELLER for escrowed funds assigned to BUYER at closing. All mortgage payments shall be current at the time of closing.

E. **WARRANTIES:** SELLER warrants that there are no facts or defects known to SELLER materially affecting the value of the real property which are not readily observable by BUYER or which have not been disclosed to BUYER in writing.

F. **DESTRUCTION OF PREMISES:** If any improvements located on the above described premises at the time of execution of this Contract are damaged by fire, or other casualty prior to closing and can be substantially restored within a period not to exceed 45 days after the anticipated closing date, SELLER shall so restore the improvements and the closing date shall be extended accordingly. If such restoration cannot be completed within said period of time, this Contract, at the option of the BUYER, shall terminate and all deposit(s) shall be returned to BUYER. All risk of loss prior to closing shall be borne by the SELLER.

G. **ESCROW:** Any escrow agent ("Agent") receiving funds or equivalent is authorized and agrees by acceptance of them to deposit them promptly, hold same in escrow and, subject to clearance, disburse them in accordance with the terms and conditions of this Contract. At SELLER'S option, failure of clearance of funds shall be considered a default. If in doubt as to Agent's duties or liabilities under the provisions of this Contract, Agent may, at Agent's option, continue to hold the subject matter of the escrow until the parties mutually agree to its disbursement or until a judgment of a court of competent jurisdiction shall determine the rights of the parties, or Agent may deposit said escrowed funds with the clerk of the circuit court having jurisdiction of the dispute. Upon notifying all parties concerned of such action, all liability on the part of Agent shall fully terminate, except to the extent of accounting for any items previously delivered out of escrow. If escrow agent is a licensed real estate broker, Agent will comply with provisions of Chapter 475, F.S. (1987), as amended. Any suit between BUYER and SELLER where Agent is made a party because of acting as Agent hereunder, or in any



sum wherein Agent interprets the subject matter of the escrow, Agent shall recover reasonable attorney's fees and costs incurred, with the fees and costs to be charged and assessed as court costs in favor of the prevailing party. Parties agree that Agent shall not be liable to any party or person for misdelivery to BUYER or SELLER of items subject to this escrow, unless such misdelivery is due to willful breach of Contract or gross negligence of Agent.

H. DISBURSEMENT OF CLOSING PROCEEDS: Disbursement of closing proceeds shall be made as soon after closing as final title certification and examination have been made, but which shall be no later than five (5) business days after closing.

I. FAILURE OF PERFORMANCE: If BUYER fails to perform this Contract within the time specified (including payment of all deposits hereunder), the deposit(s) paid by BUYER may be retained by or for the account of SELLER as agreed upon liquidated damages, consideration for the execution of this Contract and in full settlement of any claims; whereupon BUYER and SELLER shall be relieved of all obligations under this Contract; or SELLER, at SELLER'S option, may proceed in equity to enforce SELLER'S rights under this Contract. If, for any reason other than failure of SELLER to make SELLER'S title marketable after diligent effort, SELLER fails, neglects or refuses to perform this Contract, the BUYER may seek specific performance or elect to receive the return of BUYER'S deposit(s) without thereby waiving any action for damages resulting from SELLER'S breach.

J. OTHER AGREEMENTS: This Contract constitutes the entire agreement between the parties, and any changes, amendments or modifications hereof shall be null and void unless same are reduced to writing and signed by the parties hereto.

K. PERSONS BOUND: The covenants herein contained shall bind, and the benefits and advantages shall pass to, the respective heirs, administrators, successors and assigns of the parties hereto. Whenever used, the singular number shall include the plural, and the use of any gender shall include all genders.

L. ATTORNEYS FEES AND COSTS: In any litigation arising out of this Agreement, the prevailing party in such litigation which, for the purposes of this Standard, shall include SELLER, BUYER, their agents and subagents, dual agents and transaction broker, shall be entitled to recover reasonable attorneys fees and costs, including reasonable attorney's fees and costs incurred in any appeal.

M. PROVISIONS: Typewritten or handwritten provisions inserted in this form shall control all printed provisions in conflict therewith.

N. INSULATION RIDER: If this Contract is utilized for the sale of a new residence, an Insulation Rider or equivalent shall be attached hereto and become a part hereof.

O. FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA") RIDER: The parties shall comply with the provisions of FIRPTA and applicable regulations which could require SELLER to provide additional cash at closing to meet withholding requirements, and a FIRPTA Rider or equivalent may be attached to this Contract.

P. INGRESS AND EGRESS: SELLER warrants and represents that there is ingress and egress to the Real Property sufficient for the intended use as described herein.

Q. TIME: Time periods herein of less than six (6) days shall, in the computation, exclude Saturdays, Sundays and state or national legal holidays, and any time period provided for herein which shall end on a Saturday, Sunday, or legal holiday shall extend to 5:00 p.m. of the next business day. Failure of any party to perform any covenant of this contract within the time limits set forth for performance of such covenant shall not be considered a material breach excusing performance unless such failure results in a material loss to the aggrieved party.

R. LEASES: SELLER shall, not less than 15 days before closing, furnish to BUYER copies of all written leases and estoppel letters from each tenant specifying the nature and duration of the tenant's occupancy, rental rates; and advanced rent and security deposits paid by tenant. If SELLER is unable to obtain such letter from each tenant, the same information shall be furnished by SELLER to BUYER within that time period in the form of a SELLER'S affidavit and BUYER may thereafter contact tenants to confirm such information. SELLER shall, at closing, deliver and assign all original leases to BUYER.

S. SPECIAL ASSESSMENTS:

1. UNIMPROVED PROPERTY: SELLER shall be responsible for payment of all special assessments for improvements whether in place or under construction as of the effective date of this agreement. BUYER agrees to be responsible for all water and wastewater flow base and connection charges, if any, associated with placing any improvements upon the property.

2. IMPROVED PROPERTY: SELLER shall be responsible for payment of all special assessments for improvements whether in place or under construction as of the effective date of this agreement. SELLER shall pay (or has paid) all water and wastewater flow base and connection charges.

T. ADDITIONAL INFORMATION:

RADON: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

ENERGY-EFFICIENCY RATING DISCLOSURE: Pursuant to 553.996, Florida Statutes, Purchaser may have the energy-efficiency rating of the building being purchased determined. Purchaser acknowledges that this notice as well as a Department of Community Affairs' brochure on the Florida Building Energy-Efficiency Rating System was received at the time of or prior to Purchaser signing this contract for Sale and Purchase.

THIS IS A LEGALLY BINDING CONTRACT AND SHALL NOT BE RECORDED UNLESS OTHERWISE AGREED TO BETWEEN THE PARTIES. IF NOT FULLY UNDERSTOOD, SEEK COMPETENT LEGAL ADVICE. DO NOT SIGN UNTIL ALL BLANKS ARE COMPLETED. YOUR REALTOR RECOMMENDS THAT YOU OBTAIN TITLE INSURANCE OR A TITLE OPINION FROM YOUR ATTORNEY.

[Signature] 2/27/97 (Date)  
(BUYER)

[Signature] 3/5/97 (Date)  
(SELLER)

Social Security or Tax I.D.# 59-1140179

Social Security or Tax I.D.# [REDACTED]

\_\_\_\_\_  
(BUYER)

\_\_\_\_\_  
(SELLER)

Social Security or Tax I.D.# \_\_\_\_\_

Social Security or Tax I.D.# \_\_\_\_\_

Deposit(s) if other than cash, then subject to clearance  
Escrow Agent (REALTORØ)

By: [Signature]

BROKER'S FEE (CHECK & COMPLETE THE ONE APPLICABLE)

IF A LISTING AGREEMENT IS CURRENTLY IN EFFECT:

*The Real Estate Commission will be adjusted to net the Seller 152,500 prior to mortgage payoff. MSP 3/5/97  
M. Pherson Realty to deduct 1,175 from their comm. Collected  
Rev to deduct \$400  
any additional to net the 152,500. MSP 3/5/97 Total Comm to be 670 & 161,500.*

ACCOUNT NUMBER	ESCROW CD	APPLICABLE VALUES AND EXEMPTIONS BELOW	MILLAGE CODE
09238 007 000			3600

R

1800 12TH RD NW  
 FLORIDA PARK HEIGHTS PB E-77 LOT  
 7 OR 2104/1394

ASSOCIATION FOR RETARDED CITIZENS OF ALACHUA COUNT  
 3303 NW 83RD ST  
 GAINESVILLE, FL 32606-6227

AD VALOREM TAXES					
TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION (S)	TAXABLE VALUE	TAXES LEVIED
BOARD OF COUNTY COMMISSIONERS					
CNTY GENERAL	8.5956	232,300	232,300		
BOCC CNTY DEBT LL	0.2500	232,300	232,300		
ALACHUA CNTY LIBRARY DISTRICT					
LIBRARY BONDS	0.1130	232,300	232,300		
LIBRARY GENERAL	1.3638	232,300	232,300		
SCHOOL BOARD OF ALACHUA COUNTY					
SCHL CAP28 PROJECT (S01)	1.5000	232,300	232,300		
SCHL DISCRNRY & CN (S01)	0.7480	232,300	232,300		
SCHL GENERAL	5.3010	232,300	232,300		
SCHOOL VOTED (S01)	1.0000	232,300	232,300		
ST JOHNS RIVER WATER MGT DISTR	0.3313	232,300	232,300		
36 CITY OF GAINESVILLE	4.4946	232,300	232,300		
TOTAL MILLAGE		23.6973	AD VALOREM TAXES		

NON-AD VALOREM ASSESSMENTS		
LEVYING AUTHORITY	RATE	AMOUNT
7 SOLID WASTE MGMT		17.62
3 GAINESVILLE FIRE ASMT		231.68
NON-AD VALOREM ASSESSMENTS		\$249.30

14-8340-999-999-9-1  
 [Signature]

Please Retain this Portion for your Records.

COMBINED TAXES AND ASSESSMENTS		\$249.30	PAY ONLY ONE AMOUNT.				See reverse side for important information.
If Paid By	Nov 30, 2012	Dec 31, 2012	Jan 31, 2013	Feb 28, 2013	Mar 31, 2013		
Please Pay	239.33	241.82	244.31	246.81	249.30		

**VON FRASER, CFC** REAL ESTATE 2012 1076524.0000  
 ALACHUA COUNTY TAX COLLECTOR  
 NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS  
 PLEASE PAY IN U.S. FUNDS (NO POSTDATED CHECKS) TO VON FRASER, TAX COLLECTOR • PO BOX 142530 • GAINESVILLE, FL 32614-2530

If Paid By	Nov 30, 2012	Dec 31, 2012	Jan 31, 2013	Feb 28, 2013	Mar 31, 2013
Please Pay	239.33	241.82	244.31	246.81	249.30

R

1800 12TH RD NW

ASSOCIATION FOR RETARDED CITIZENS OF  
 3303 NW 83RD ST  
 GAINESVILLE, FL 32606-6227

ACCOUNT NUMBER	ESCROW CD	APPLICABLE VALUES AND EXEMPTIONS ABOVE	MILLAGE CODE
09238 007 000			3600

agency for persons with disabilities  
State of Florida



Certificate No. 7610

Date of Issue 5/01/12

Date of Expiration 4/30/13

### CERTIFICATE OF LICENSE

Type of License: STANDARD

Developmental Disabilities Resident Capacity: 6

The Agency for Persons with Disabilities certifies that the facility, \_\_\_\_\_

12<sup>TH</sup> ROAD HOME operated by

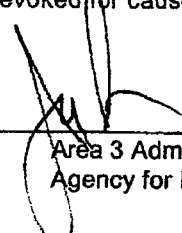
THE ARC OF ALACHUA COUNTY, INC. located at

1800 NW 12<sup>TH</sup> ROAD in the city of

GAINESVILLE, County of ALACHUA

State of Florida has complied with the Rules set by the Agency for the  
aforestated license.

The license shall continue in force 12 MONTHS from the above  
date unless withdrawn or revoked for cause.

  
3/20/12  
Area 3 Administrator  
Agency for Persons with Disabilities

agency for persons with disabilities  
State of Florida



Certificate No. 7610

Date of Issue 5/01/13

Date of Expiration 4/30/14

### CERTIFICATE OF LICENSE

Type of License: STANDARD

Developmental Disabilities Resident Capacity: 6

The Agency for Persons with Disabilities certifies that the facility, \_\_\_\_\_

12<sup>TH</sup> ROAD HOME operated by

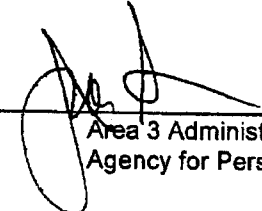
THE ARC OF ALACHUA COUNTY, INC. located at

1800 NW 12<sup>TH</sup> ROAD in the city of

GAINESVILLE, County of ALACHUA

State of Florida has complied with the Rules set by the Agency for the aforesated license.

The license shall continue in force 12 MONTHS from the above date unless withdrawn or revoked for cause.

  
\_\_\_\_\_  
Area 3 Administrator  
Agency for Persons with Disabilities

# Attachment

11

**Attachment 11: Verification of Infrastructure Documents from  
Gainesville Regional Utilities (GRU) and  
City of Gainesville, Public Works Dept.**

**4 Documents Total:**

**Verification of Availability of Infrastructure, Water;**

**Verification of Availability of Infrastructure, Sewer;**

**Verification of Availability of Infrastructure, Electricity; and**

**Verification of Availability of Infrastructure, Roads.**

**2013 FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - WATER**

RFA 2013-005, Financing to Rehabilitate Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities, Florida Housing Finance Corporation.

**FHFC Application Reference:**

(Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application)

Name of Development: Renovation of the 12th Road Home at The Arc of Alachua County, Inc.

Development Location: 1800 NW 12th Road, Gainesville, Florida 32605

(As a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).)

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Potable water is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining potable water service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make potable water available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to potable water which are applicable to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

<u>Ellen Underwood</u>	<u>Gainesville Regional Utilities</u>
Signature	Name of Entity Providing Service
<u>Ellen Underwood</u>	<u>301 SE 4 Ave., Gainesville</u>
Print or Type Name	Address (street address, city, state)
<u>Utility Service Supervisor</u>	<u>FL 32614</u>
Print or Type Title	
	<u>(352) 393-1644</u>
	Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

**2013 FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - SEWER CAPACITY,  
PACKAGE TREATMENT, OR SEPTIC TANK**

RFA 2013-005, Financing to Rehabilitate Smaller Permanent Supportive Housing Properties  
for Persons with Developmental Disabilities, Florida Housing Finance Corporation.

**FHFC Application Reference:**

(Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application)

Name of Development: Renovation of the 12th Road Home at The Arc of Alachua County, Inc.

Development Location: 1800 NW 12th Road, Gainesville, Florida 32605

(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).)

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Sewer Capacity, Package Treatment, or Septic Tank is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining the specified waste treatment service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make this service available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to this service, which are applicable to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

Ellen Underwood

Signature

Gainesville Regional Utilities

Name of Entity Providing Service

Ellen Underwood

Print or Type Name

301 SE 4 Ave., Gainesville,

Address (street address, city, state)

Utility Service Supervisor

Print or Type Title

FL 32614

(352) 393-1644

Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.



**2013 FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ELECTRICITY**

RFA 2013-005, Financing to Rehabilitate Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities. Florida Housing Finance Corporation.

FHFC Application Reference: RFA 2013-005, Financing to Rehabilitate Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities. Florida Housing Finance Corporation.  
(Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application)

Name of Development: Renovation of the 12th Road Home at The Arc of Alachua County, Inc.

Development Location: 1800 NW 12th Road, Gainesville, Florida 32605  
(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).)

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Electricity is available to the proposed Development.
2. There are no impediments to the proposed Development for obtaining electric service other than payment of hook-up or installation fees, line extensions to be paid for by the Applicant in connection with the construction of the Development, or other such routine administrative procedure.
3. To the best of our knowledge, no variance or local hearing is required to make electricity available to the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to electric service which are applicable to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct.

Ellen Underwood  
Signature

Gainesville Regional Utilities  
Name of Entity Providing Service

Ellen Underwood  
Print or Type Name

301 SE 4 Ave., Gainesville,  
Address (street address, city, state)

Utility Service Supervisor  
Print or Type Title

FL 32614

(352) 393-1644  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

2013 FLORIDA HOUSING FINANCE CORPORATION  
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ROADS

RFA 2013-005, Financing to Rehabilitate Smaller Permanent Supportive Housing Properties  
for Persons with Developmental Disabilities. Florida Housing Finance Corporation.

FHFC Application Reference: \_\_\_\_\_  
(Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application)

Name of Development: Renovation of the 12th Road Home at The Arc of Alachua County, Inc.

Development Location: 1800 NW 12th Road, Gainesville, Florida 32605  
(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).)

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Existing paved roads provide access to the proposed Development or paved roads will be constructed as part of the proposed Development.
2. There are no impediments to the proposed Development using the roads other than payment of impact fees or providing curb cuts, turn lanes, signalization, or securing required final approvals and permits for the proposed Development.
3. The execution of this verification is not a granting of traffic concurrency approval for the proposed Development.
4. To the best of our knowledge, there are no moratoriums pertaining to road usage which are applicable to the proposed Development.

CERTIFICATION

I certify that the foregoing information is true and correct.

Sam Bridges  
Signature

SAM BRIDGES  
Print or Type Name

LAND Rights Coordinator  
Print or Type Title

City of Gainesville  
Name of Entity Providing Service

PO Box 490 MS 58  
Address (street address, city, state)

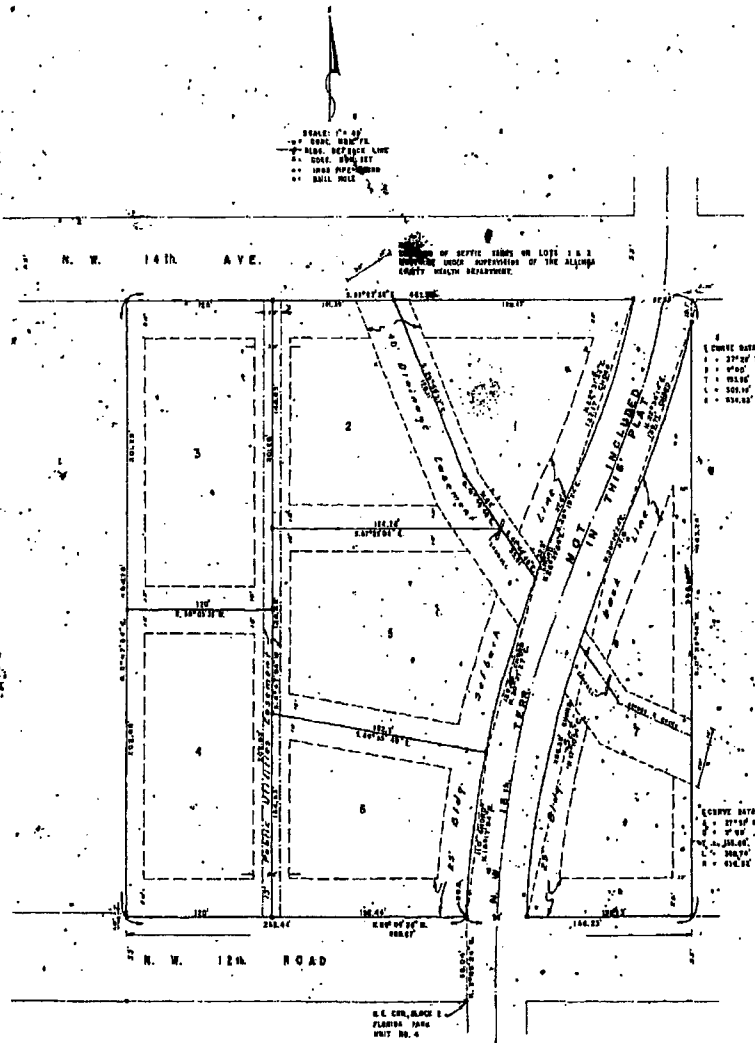
Gainesville, FL 32627

352-393-8404  
Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

# FLORIDA PARK HEIGHTS

IN THE SOUTH 1/2 OF SEC. 31-T9S-R20E  
ALACHUA COUNTY, FLORIDA



DESCRIPTION:  
COMMENCE AT THE N.E. CORNER OF BLOCK 2 OF FLORIDA PARK- UNIT NO. 4, AS PER PLAT AS RECORDED IN PLAT BOOK "E", PAGE 3 OF THE PUBLIC RECORDS OF ALACHUA COUNTY, FLORIDA; THENCE RUN N 90°45' E, 56.14' TO A POINT ON THE NORTH R/W OF N.W. 12TH ROAD & THE R.R., THENCE RUN N 88°00' W, ALONG SAID R/W 232.44', THENCE RUN N 0°47'30" E, 404.10' TO THE SOUTH R/W OF N.W. 14TH AVE., THENCE RUN S 89°02'30" E, ALONG SAID R/W 497.35', THENCE RUN S 1°26'10" W, 402.25' TO THE NORTH R/W OF N.W. 12TH ROAD, THENCE RUN N 89°03'30" W, ALONG SAID R/W 144.23' TO THE P.B. ALL BEING & LYING IN THE SOUTH 1/2 OF SEC. 31-T9S-R20E, ALACHUA COUNTY, FLORIDA.

WE THE UNDERSIGNED DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE ABOVE DESCRIBED LAND:

George W. Phillips WITNESS M. Williams SEAL  
Edna M. Jones WITNESS John T. Thompson SEAL  
 \_\_\_\_\_ WITNESS \_\_\_\_\_ SEAL  
 \_\_\_\_\_ WITNESS \_\_\_\_\_ SEAL  
 \_\_\_\_\_ WITNESS \_\_\_\_\_ SEAL

STATE OF FLORIDA  
 COUNTY OF ALACHUA  
 I HEREBY CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME J. J. STEINWELL AND MAURICE STEINWELL, HIS WIFE, AND \_\_\_\_\_ AND \_\_\_\_\_ HIS WIFE, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THIS INSTRUMENT AND GENERALLY ACKNOWLEDGED THE EXECUTION THEREOF TO BE THEIR FREE AND VOLUNTARY ACT FOR THE USE AND PURPOSES WHEREIN EXPRESSED, AND THE SAID MAURICE STEINWELL WIFE OF THE SAID J. J. STEINWELL AND THE SAID \_\_\_\_\_ WIFE OF THE SAID \_\_\_\_\_ AND THE SAID \_\_\_\_\_ WIFE OF THE SAID \_\_\_\_\_ ON EXAMINATION TAKEN AND MADE SEPARATE AND APART FROM THEIR SAID HUSBANDS, ACKNOWLEDGED THAT EACH SAID WIFE IS HERSELF PARTY TO THE SAID INSTRUMENT FOR THE PURPOSE THEREIN EXPRESSED AND THAT SHE EXECUTED THE SAME FREELY AND VOLUNTARILY AND WITHOUT ANY COMPELSION, CONSTRAINT, APPREHENSION OR FEAR OF OR FROM HER SAID HUSBAND.  
 WITNESSED BY HAND AND OFFICIAL SEAL THIS 15 DAY OF JANUARY, 1958.  
Ray C. Wolf NOTARY PUBLIC  
 MY COMMISSION EXPIRES FEBRUARY 3, 1958

I DO HEREBY CERTIFY THAT THIS IS A CORRECT AND TRUE REPRESENTATION OF THE ABOVE DESCRIBED LANDS AND SUBDIVISION THEREOF, AND THAT R.M.'S HAVE BEEN SET AS CALLED FOR UNDER SECTION 7, CHAPTER 10275 OF THE LAWS OF FLORIDA.  
Ray C. Wolf SURVEYOR  
 REG. FLA. CERT. # 909

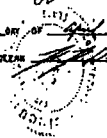
APPROVED FOR ALACHUA COUNTY ENGINE COMMISSION THIS 24 DAY OF March, 1958.  
Quentin M. Smith SECRETARY

APPROVED AS TO WORTHINESS OF DEDICATION AND CERTIFICATION FOR ALACHUA COUNTY THIS 24 DAY OF March, 1958.  
Henry R. Gray COUNTY ATTORNEY

I HEREBY CERTIFY THAT PERCOLATION TESTS HAVE BEEN MADE AND SAID TESTS ARE SATISFACTORY FOR SEPTIC TANKS, HOWEVER, LOCATION OF SEPTIC TANKS ON LOTS 1 & 2 MUST BE UNDER SUPERVISION OF THE COUNTY HEALTH DEPARTMENT.  
Ray C. Wolf ALACHUA COUNTY HEALTH BOARD

I HEREBY CERTIFY THAT THIS PLAT MEETS THE REQUIREMENTS OF THE PLATTING LAWS OF THE STATE OF FLORIDA, AND WAS PREPARED IN ACCORDANCE WITH THE PROPOSED ROAD PLAN FOR ALACHUA COUNTY, AS FILED WITH THE CLERK OF THE CIRCUIT COURT OF ALACHUA COUNTY, FLORIDA, ON 11 MARCH, 1957.  
 DATE: March 11, 1958 SIGNED: Ray C. Wolf COUNTY ENGINEER.

FILED FOR RECORD THIS 24 DAY OF March, 1958.  
Ray C. Wolf CLERK Ray C. Wolf DEPUTY CLERK.

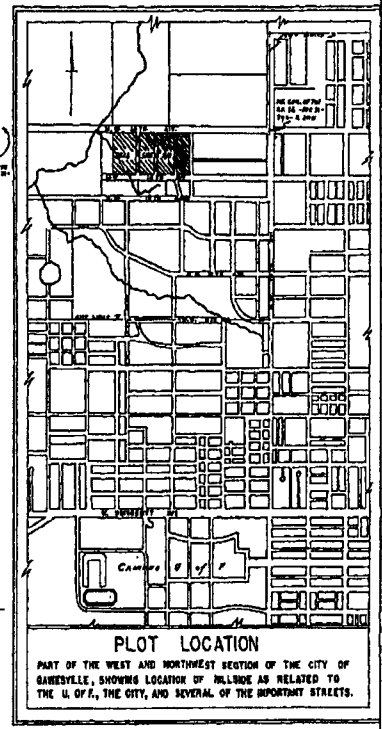
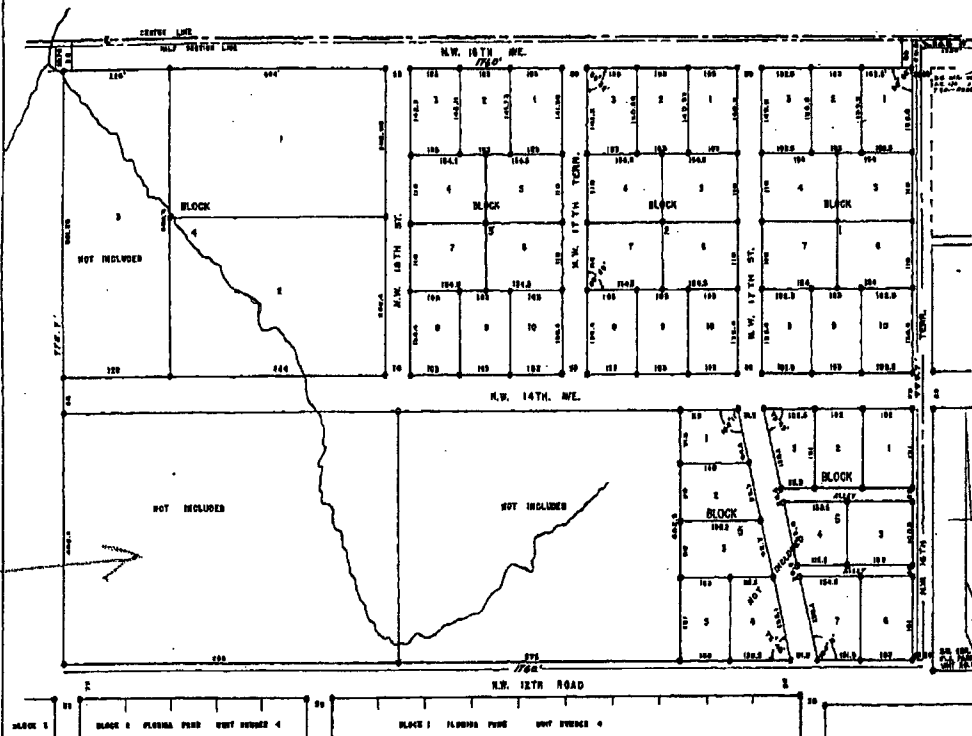


# HILLSIDE REPLAT

D-91

A REPLAT OF BLOCKS 1, 2, 3 AND LOT 1 OF BLOCK 4 AS RECORDED IN PLAT BOOK "D"  
PAGE 11.

COMMENCE AT THE NORTHEAST CORNER OF S.E. 1/4 OF SECTION 31-T9S-R20E, ALACHUA COUNTY, FLORIDA,  
THENCE RUN WEST 1320' TO POINT OF BEGINNING, THENCE RUN SOUTH 999.5', THENCE RUN WEST 1760', THENCE  
RUN NORTH 999.5', THENCE RUN EAST 1760' TO POINT OF BEGINNING. ALL BEING IN S. 1/2 OF SECTION 31.



**-LEGEND-**  
 O MEASURED NEAREST NEIGHBOR  
 C 100 FEET  
 S 100' x 100 FEET

Florida  
Park  
Heights

NOTICE:  
CERTAIN RESTRICTIONS ON THE LOTS OF SUB-DIVISION OF THE ABOVE DESCRIBED LAND PERTAINING TO TYPE, FLOOR AREA, BUILDING FOOT, BUILDING SETBACK LINES, AND OCCUPANCY WILL BE FOUND OF RECORD IN DEED BOOK 223, PAGE 104, IN THE OFFICE OF THE CLERK OF THE COURT, ALACHUA COUNTY, FLORIDA.

WE DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE ABOVE DESCRIBED LAND AND HEREBY DEDICATE TO THE PUBLIC THE STREETS AND ALLEYS SHOWN ON THIS PLAT.

<u>W. H. Jones</u>	OWNER	<u>W. H. Jones</u>	REAL
<u>W. H. Jones</u>	OWNER	<u>W. H. Jones</u>	REAL
<u>W. H. Jones</u>	OWNER	<u>W. H. Jones</u>	REAL
<u>W. H. Jones</u>	OWNER	<u>W. H. Jones</u>	REAL
<u>W. H. Jones</u>	OWNER	<u>W. H. Jones</u>	REAL

STATE OF FLORIDA,  
COUNTY OF ALACHUA,  
I HEREBY CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME  
E. C. STREIBER AND WILLIAM S. STRONG WHO WERE, J. A. GALTEN  
AND ESTELA B. GALTEN HIS WIFE, ROBERT S. WELLS AND MARY E. WELLS  
HIS WIFE, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED  
THE INSTRUMENT AND SEVERALLY ACKNOWLEDGED THE EXECUTION THEREOF TO BE  
THEIR FREE AND VOLUNTARY ACT FOR THE USE AND PURPOSE THEREIN.  
EXPRESSION, AND THE JANUARY E. STREIBER, WIFE OF THE SAID E. C. STREIBER  
AND THE BARBARA A. WELLS, WIFE OF THE SAID ROBERT S. WELLS, ON  
EXAMINATION TAKEN AND MADE SEPARATE AND APART FROM THEIR SAID HUSBANDS,  
ACKNOWLEDGED THAT EACH HAD HERSELF PARTY TO THE SAID INSTRUMENT FOR  
THE PURPOSE THEREIN EXPRESSED AND THAT SHE EXECUTED THE SAME FREELY  
AND VOLUNTARILY AND WITHOUT ANY COERCION, UNLAWFUL INFLUENCE, OR  
FEAR OF OR FROM HER SAID HUSBAND.  
WITH THESE ADJUDICATIONS I DO HEREBY CERTIFY THIS 22nd DAY OF July, 1952.  
My Comm. Exp. 12/31/52

I DO HEREBY CERTIFY THAT THIS IS A CORRECT REPRESENTATION OF THE ABOVE DESCRIBED LANDS AND SUBDIVISION THEREOF, AND PERMANENT REFERENCE MEASUREMENTS HAVE BEEN PLACED AS CALLED FOR UNDER SECTION 7, CHAPTER NINETEEN, LAWS OF FLORIDA.  
W. H. Jones SURVEYOR, FLA. REG. CERT. NO. 507

APPROVED FOR ALACHUA COUNTY ZONING COMMISSION  
THIS 22nd DAY OF July, 1952. BY W. H. Jones REC.

APPROVED FOR ALACHUA COUNTY.  
THIS 22nd DAY OF July, 1952. Henry C. Gray  
COUNTY ATTORNEY

FILED THIS 22nd DAY OF July, 1952.  
RECORDS & CLERK  
BY W. H. Jones

## Judi Scarborough

---

**From:** Underwood, F. Ellen [UNDERWOODFE@gru.com]  
**Sent:** Tuesday, November 05, 2013 10:23 AM  
**To:** Judi Scarborough  
**Subject:** RE: Here are the forms I need for Signature

Judi,

I just faxed over the forms.

Ellen

*Ellen Underwood*  
*New Service Supervisor*  
*Gainesville Regional Utilities*  
*Bus (352) 393-1644*  
[underwoodfe@gru.com](mailto:underwoodfe@gru.com)

**From:** Judi Scarborough [<mailto:jscarborough@arcalachua.org>]  
**Sent:** Tuesday, November 05, 2013 9:40 AM  
**To:** Underwood, F. Ellen  
**Subject:** Here are the forms I need for Signature

Hi Ellen,

I want to thank you for helping me with this request. We are in a real time-crunch with this grant proposal. Your help is invaluable!

Our grant proposal is simply to remodel the bathrooms, add some accessibility features (such as grab bars) and remodel the kitchen. We are not proposing to add to the square footage of the house, and will of course, do all work with permits and inspectors. This house currently operates as one of our group homes and will continue to do so.

THANK YOU SO MUCH FOR YOUR HELP.

Sincerely  
Judi

Judi L. Scarborough  
*Grant Writing Specialist*  
The Arc of Alachua County  
3303 NW 83rd Street  
Gainesville, FL 32606  
(352) 334-4060 ext. 122  
[jscarborough@arcalachua.org](mailto:jscarborough@arcalachua.org)

**The Arc of Alachua County**  
**[www.arcalachua.org](http://www.arcalachua.org)**  
Achieve with us...

## Judi Scarborough

---

**From:** Bridges, Samuel H. [bridgessh@cityofgainesville.org]  
**Sent:** Wednesday, November 06, 2013 5:32 PM  
**To:** Judi Scarborough  
**Subject:** RE: Verification of Availability of Infrastructure form  
**Attachments:** 20131106171833098.pdf

Ms. Scarborough,

I have attached the Verification of Availability form as requested. Also attached are copies of the plats for that general area. Your parcel is Lot 7 of the Florida Park Heights Plat per Plat Book E, page 77, which was an unplatted portion of the Hillside Plat. Please let me know if I can be of further assistance.

Sam Bridges  
Land Rights Coordinator  
City Of Gainesville  
352-393-8404  
352-219-5867 cell

---

**From:** Judi Scarborough [mailto:[jscarborough@arcalachua.org](mailto:jscarborough@arcalachua.org)]  
**Sent:** Wednesday, November 06, 2013 1:20 PM  
**To:** Bridges, Samuel H.  
**Subject:** Verification of Availability of Infrastructure form

Hi Sam,

I was a pleasure talking with you today. Attached is the document I described to you. I am asking if you can sign it and then possibly fax it back (or you may scan and email it back to me). The purpose of this document is to attach it to a grant proposal I am preparing that goes into Fed Ex tomorrow. We are proposing for funds from the Florida Legislature that were appropriated for the population we serve (developmentally disabled people). The funds are for renovating the bathrooms and kitchen in that house. My understanding of the form is that it is of a routine nature and merely asks that someone from the city sign stating that a road leading to (and from) this residence exists.

Please let me know if you interpret this form differently. All of my contact information is below. My fax # is: (352) 334-4059.

I thank you very much for your time today.

Sincerely,  
Judi

Judi L. Scarborough  
*Grant Writing Specialist*  
The Arc of Alachua County  
3303 NW 83rd Street  
Gainesville, FL 32606  
(352) 334-4060 ext. 122  
FAX: 334-4059  
[jscarborough@arcalachua.org](mailto:jscarborough@arcalachua.org)  
Cell: 352-871-1875

**The Arc of Alachua County**  
**[www.arcalachua.org](http://www.arcalachua.org)**  
Achieve with us...

# Attachment

12

**Attachment 12: Development Cost Pro Forma**

Four-page Cost Pro Forma plus 1-page Attached List



**RFA 2013-005 DEVELOPMENT COST PRO FORMA  
FOR SMALLER DEVELOPMENTAL DISABILITY PROPERTIES**

- NOTES: (1) Developer overhead may not exceed 10% of Development cost.  
The overhead will not be paid until after construction completion.
- (2) Contingency Reserves allowed are amounts that cannot exceed 5% for Development Category of New Construction and 15% for Rehabilitation.
- (3) The Corporation acknowledges that the costs listed on the Development Cost Pro Forma, Detail/Explanation Sheet, and Sources of Funding are subject to change during credit underwriting.
- (4) After preliminary awards are made, the Corporation will finalize the amount of funding based on the needs determined by credit underwriting.

**USE THE DETAIL/EXPLANATION SHEET FOR EXPLANATION OF \* ITEMS.**

<b>DEVELOPMENT COSTS</b>	<b>AMOUNT</b>
<i>Actual Construction Costs</i>	
Life Safety Features proposed	\$ <u>          0</u>
Security Features proposed	\$ <u>          0</u>
Energy Retrofit Features proposed	\$ <u>        20,000</u>
Upgrades to allow residents to age in place	\$ <u>        8,500</u>
Rehabilitation of a property built prior to 1993	\$ <u>        29,000</u>
New Construction costs	\$ <u>          0</u>
*Other (explain in detail)	\$ <u>                    </u>
<b>A. TOTAL ACTUAL CONSTRUCTION COSTS</b>	<b>\$ <u>                    </u></b>
<i>General Development Costs</i>	
Accounting Fees	\$ <u>          1,215</u>
Appraisal (if applicable)	\$ <u>          350</u>
Architect & Engineering Fees	\$ <u>          0</u>
Builder's Risk Insurance (or Owner's Property Coverage during construction)	\$ <u>        1,722</u>
Building Permit, Impact Fee(s)*, Connection Fee(s)	\$ <u>          500</u>
Transaction Screen Process (Environmental) Report	\$ <u>          900</u>
FHFC Compliance Monitoring Fee (pre-paid)	\$ <u>        1,000</u>
FHFC Credit Underwriting Fees	\$ <u>        2,500</u>
FHFC Construction Draw & Inspection Costs	\$ <u>          960</u>
Insurance (Liability, during construction)	\$ <u>        1,722</u>

	AMOUNT	
Legal Fees	\$ _____	0
Property Taxes (during construction)	\$ _____	60
Survey	\$ _____	0
Title Insurance & Recording Fees	\$ _____	500
<b>*Other (explain in detail)</b>	\$ _____	
<b>B. TOTAL GENERAL DEVELOPMENT COST</b>	\$ _____	
<b>C. ACQUISITION COST OF PROPERTY*</b> (if appropriate)	\$ _____	
<i>Financial Costs</i>		
Loan Origination and Commitment Fee(s)	\$ _____	712
Construction Loan Interest	\$ _____	
Loan Closing Costs	\$ _____	
<b>*Other (explain in detail)</b>	\$ _____	
<b>D. TOTAL FINANCIAL COST</b>	\$ _____	
<b>E. DEVELOPMENT COST</b> (A+B+C+D)	\$ _____	
<b>F. DEVELOPER'S OVERHEAD</b> <small>See Note (1)</small>	\$ _____	6,964 (Maximum qualified is \$6,964)
<b>G. CONTINGENCY RESERVES</b> <small>See Note (2)</small>	\$ _____	
<b>H. TOTAL DEVELOPMENT COST</b> (E+F+G)	\$ _____	

Detail/Explanation Sheet

Totals must agree with Pro Forma. Provide description and amount for each item that has been completed on the Pro Forma.

**DEVELOPMENT COSTS**

**Actual Construction Cost**

(as listed at Item A)

Other: Please See the Attached List (Titled Actual Construction Costs)

Note that we have listed no items in "Other"

**General Development Costs**

(as listed at Item B)

Impact Fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Costs**

(as listed at Item D)

Other: \_\_\_\_\_

\_\_\_\_\_

NOTE: Consulting fees, if any, and any financial or other guarantees required for the financing must be paid out of the Developer overhead. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, or local government consultants.

The Application Fee submitted with the Application shall be paid out of Applicant's own financial resources, will not be qualified to be part of the proposed Development's costs, and is ineligible for re-imbusement from any awarded funding. If the Application Fee is included, it will be removed in Credit Underwriting.

**SOURCES OF FUNDING**

**AMOUNT**

<b>A. Total Development Costs</b>	\$ [REDACTED]
<b>B. Itemized Funding Sources:</b>	
1. FHFC Grant <small>See Note (4)</small>	\$ <u>71,886</u>
2. FHFC additional funding for fees and operating deficit reserves	\$ _____
3. First Mortgage Financing	\$ _____
4. Second Mortgage Financing	\$ _____
5. Third Mortgage Financing	\$ _____
6. Other Non-FHFC Funding - Received*	\$ _____
7. Other Non-FHFC Funding - Approved*	\$ <u>4,719</u>
8. Other Non-FHFC Funding - Pending*	\$ _____
9. Total Sources	\$ <u>[REDACTED]</u>
<b>C. Total Sources of Funding less Total Development Costs (B.9. - A.):</b>	\$ [REDACTED]

(Line item C. above should be equal to or greater than zero, but if it isn't, the Corporation will adjust the Total Development Costs downward in Credit Underwriting so that the total sources of funding equal total development costs.)

\*Received funding represents funding that the Applicant has collected and either deposited or used to pay for a cost identified in the Development Cost Pro Forma. Approved funding represents funding that the provider of the funds has committed or agreed to provide, but the Applicant has not yet received. Pending funding represents all sources of funding the Applicant believes will be obtained, but which have not yet been committed to the Applicant.

**\*List the names for all sources related to the Non-FHFC Funding provided above**

**Indicate whether the funding is Received, Approved, or Pending**

<u>The Arc of Alachua County will pay Accounting Fees</u>	<u>A</u>
<u>The Arc of Alachua County will pay for Property Insurance</u>	<u>A</u>
<u>The Arc of Alachua County will pay for Liability Insurance</u>	<u>A</u>
<u>The Arc of Alachua County will pay the Property Taxes</u>	<u>A</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Attachment to the Development Cost Pro Forma: Actual Construction Costs**

Aging in Place Features

Ramp and Added Handicapped Parking Space: \$5,000.

Handicap grab-bars, Walk-in shower modification, and lever handles: \$3,500

Energy Retrofit Features

New EnergyStar A/C unit (5 ton, 16 SEER): \$9,250

Duct replacement for attic system: \$5,000

The entry to the attic must be weatherized and insulated as well. \$1,000

Replacements of bathroom (all) exhaust fans: \$ 1,200

Installation of Aerators on all faucets: \$ 250

Installation low-flow showerheads (2,2 gpm) \$ 300

Note: all toilets are already low-flow.

Pending a blower-door test, there may be other seals that are in need of replacement. \$3,000

Other Renovations

Hall Bathroom (gut and remodel)  
with Structural Repairs to Sub-flooring and floor joists: \$15,000

Master Bath (gut and remodel): \$9,000

Electrical system repair: \$4,500

Insulation to the exposed basement floor joists must be brought up to code as well. This needs a Visqueen (polyethylene plastic sheeting) Vapor Barrier to inhibit moisture from getting into the floor joists and insulation (it will make the house drier). \$500

**TOTAL PROPOSED COST: \$57,500**