

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
AND
MANOR TOWNSHIP**

PART I

THIS AGREEMENT entered into this 24th day of September 1996 by and between the REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER, Commonwealth of Pennsylvania, hereinafter referred to as the "AUTHORITY" and MANOR TOWNSHIP, Commonwealth of Pennsylvania, hereinafter referred to as to as "TOWNSHIP."

WITNESSETH THAT

WHEREAS, the County of Lancaster has entered into a grant agreement with the UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) under Title I of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the County of Lancaster has designated AUTHORITY to administer said grant; and

WHEREAS, a project entitled Homeowner Assistance Program has been approved for funding from said grant; and

WHEREAS, the AUTHORITY desires to enter into an agreement with TOWNSHIP to undertake and complete said project within Manor Township.

NOW, THEREFORE, intending to be legally bound the parties do mutually agree as follows:

1. SCOPE OF SERVICES

- A. AUTHORITY shall provide grants to income eligible homeowners to complete site and utility improvements required by TOWNSHIP in conjunction with local public works projects. Individual grant amounts shall not exceed the lesser of 50% of eligible project costs or \$750.00.
- B. Financial assistance shall be provided only for those site and utility improvements required by the TOWNSHIP, including the repair, replacement, or installation of water lines, sewer lines, curbs and sidewalks, and related expenses. Eligible improvements are limited to those items normally considered to be the individual property owner's responsibility. Special assessments and hook-up fees which do not represent the actual cost of connecting the individual property to the public utility system are not eligible.

- C. The cost of improvements shall not exceed that determined to be reasonable and customary. The TOWNSHIP shall certify to AUTHORITY the cost reasonableness of all improvements. Additionally, prior to release of grant funds by AUTHORITY, the TOWNSHIP shall certify that all work has been completed in accordance with local codes, ordinances and requirements.

2. PROGRAM ELIGIBILITY AND PROCESSING REQUIREMENTS

- A. TOWNSHIP shall be responsible for notifying all homeowners within specified project areas regarding the availability of financial assistance through this program. Said notice shall include information on eligibility requirements, qualified improvements and application procedures.
- B. TOWNSHIP shall be responsible for receiving applications from qualified homeowners. Application forms will be provided to TOWNSHIP by AUTHORITY. Prior to submission of an application to AUTHORITY, TOWNSHIP shall review the application and certify that the application meets the requirements for eligibility established by this Memorandum.
- C. To be eligible to receive assistance through this program, an applicant must be the owner of record of the property to be improved and maintain the property as its permanent year-round residence and be income eligible.

The total annual income of all adult household members residing in the house shall not exceed 50% of the Lancaster County median income, adjusted by family size and as determined by HUD from time to time, as follows:

Household Size	1	2	3	4	5	6
Maximum Annual Income	\$15,150	\$17,300	\$19,500	\$21,650	\$23,400	\$25,100

Income shall include all amounts earned or received by persons over the age of 18 residing in the house, including, but not limited not to, gross wages before taxes, Social Security or Supplemental Security Benefits, Public Assistance, Worker's Compensation, Unemployment Compensation, Child Support or Alimony, Veteran's Benefits, and Pensions.

Income from assets held by adult household members shall be included as income, for the purpose of determining income eligibility, if the total value of all assets exceeds \$5,000.00.

- D. Upon AUTHORITY's receipt of a TOWNSHIP approved application package, the AUTHORITY shall review the application for conformance

with program requirements. Upon approval of the application by AUTHORITY, AUTHORITY shall reserve program funds sufficient to pay for 50% of the total cost of required improvements. The amount reserved shall not exceed \$750.00. A copy of the approved application will be returned to the TOWNSHIP for their records. The TOWNSHIP is responsible for notifying applicant of their eligibility for assistance.

- E. Upon receipt of the approval notice, TOWNSHIP and/or applicant are responsible for notifying contractor to proceed with the proposed improvements and for insuring that required local permits are obtained. TOWNSHIP shall be responsible for any inspections necessary during construction to determine compliance with local requirements.
- F. Upon completion of the improvements and submission of a final inspection report by TOWNSHIP, AUTHORITY shall issue payment for 50% of the actual project cost up to maximum grant amount.
- G. Applicant must receive AUTHORITY and TOWNSHIP prior approval for any changes in the Contract Proposal, including any increases in the project cost, in order to receive reimbursement through program funds.
- H. AUTHORITY reserves the right to reject any application received that, in its sole determination, does not meet the requirements of this Memorandum.
- I. AUTHORITY shall monitor and evaluate approved applications on a post-audit basis in order insure compliance with the provisions of this Memorandum. TOWNSHIP and/or applicant shall be responsible for any costs determined ineligible as a result of AUTHORITY audit.
- J. AUTHORITY retains the right to inspect the work of any contractor working on the project at any reasonable time.
- K. TOWNSHIP shall hold the AUTHORITY and the County of Lancaster harmless from all law suits, claims, and/or complaints regarding construction practices, and/or problems resulting from the construction work.
- L. All program notices shall contain an acknowledgment of funds provided by the Lancaster County Community Development Program.

3. TIME OF PERFORMANCE

The services enumerated under this Contract shall commence on October 1, 1996. This Memorandum and the provisions contained herein shall remain in effect until termination by written notice by either party unless terminated earlier by HUD.

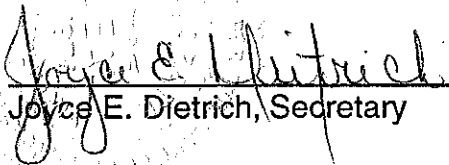
4. METHOD OF PAYMENT

The AUTHORITY shall, upon receipt of the final inspection report and contractor invoice approved by the TOWNSHIP and applicant, submit payment of 50% of the program eligible expenses in connection with the aforementioned project. It is understood that payments made by the AUTHORITY in connection with each grant application shall not exceed the sum of SEVEN HUNDRED FIFTY AND 00/100 (\$750.00) DOLLARS. Any costs incurred in excess of said amount shall be the sole responsibility of applicant.

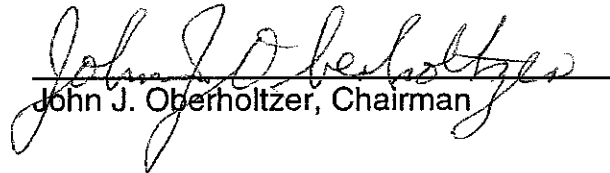
5. TERMS AND CONDITIONS

- A. It is expressly understood by TOWNSHIP that funds under this Program shall be available on a first-come, first-served basis, and that no specific level of funding is committed to TOWNSHIP under this Memorandum.
- B. AUTHORITY and TOWNSHIP agree to abide by all federal rules and regulations concerning the Community Development Block Grant Program as outlined in the Administrative Regulations for the Community Development Block Grant Program, issued September 23, 1993 and contained in various other documents as well as any other regulations or guidelines that HUD has or will issue.

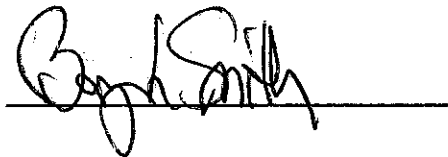
ATTEST:


Joyce E. Dietrich, Secretary

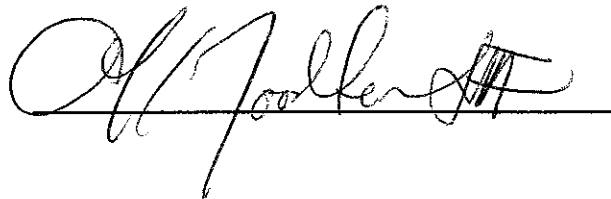
REDEVELOPMENT AUTHORITY OF
THE COUNTY OF LANCASTER


John J. Oberholtzer, Chairman

ATTEST:



MANOR TOWNSHIP



**RESOLUTION OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
APPROVING A MEMORANDUM OF UNDERSTANDING
WITH MANOR TOWNSHIP**

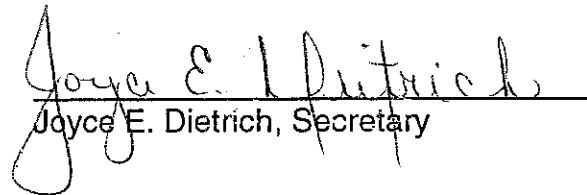
WHEREAS, a program entitled the Homeowner Assistance Program has been approved and authorized by the Board of the Redevelopment Authority of the County of Lancaster.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority of the County of Lancaster to approve and enter into a Memorandum of Understanding with Manor Township establishing the eligibility requirements and administrative procedures to be followed for the operation of the Homeowner Assistance Program.

BE IT FURTHER RESOLVED to authorize Charles K. Patterson, Executive Director and David M. Brazina, Manager of Housing Programs to approve grant applications submitted by individual homeowners in accordance with the terms of this Memorandum.

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I certify that the foregoing is a true and correct copy of a Resolution adopted by Board of the Redevelopment Authority of the County of Lancaster at a regular meeting held on Tuesday, September 24, 1996, convening immediately following the close of the 4:00 p.m. meeting of the Lancaster County Housing Authority, at which a quorum was present and voting throughout.



Joyce E. Dietrich, Secretary

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EXHIBIT A

(Fiscal Year 2009)

Number of Persons in Family	Low Income Limit (50% of Median)
1	\$23,600
2	\$26,950
3	\$30,350
4	\$33,700
5	\$36,400
6	\$39,100
7	\$41,800
8	\$44,500