

FY2019 Covenant/Quality Assurance Checklist

Affiliate Info p3

Affiliate Name

HFH of Lee and Hendry Counties

Affiliate ID

(xxxx-xxxx)

0072-1516

State

Florida

GSA

Large

Submitter Name

Katherine Green

Submitter Title

Executive Director

Submitter Title

Submitter Email

kittyg@habitat4humanity.org

Submitter Phone Number

(Enter 10 digit # with no other characters)

2396521662

Habitat for Humanity International:

By: Sue Henderson, VP, US and Canada Operations
08/31/2018

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08/31/2018

By: HFH of Lee and Hendry Counties:

08/31/2018

Covenant Approval by Board of Directors

I certify that the covenant between Habitat for Humanity International and HFH of Lee and Hendry Counties was approved by the board of directors at a meeting held on:

08/28/2018

Secretary of Board of Directors:

Carl Barraco

Board President Information

Name

Mitch Hutchcraft

Phone

+1 (239) 405-1694

Email:

hutchcraft.planning@comcast.net

Affiliate Contact Information

Name:

Katherine Green

Title:

Board President;Contact Person;ED/CEO;U.S. Council Member

Phone:

+1 (239) 652-1662

Email:

kittyg@habitat4humanity.org

Affiliate Website URL:

www.habitat4humanity.org

1) Affiliate is an organization based on Christian principles and as such:

	Yes	No - Policy/procedure in this area is in progress or pending board resolution	No - We understand we are not adhering to the standard and there are no plans to change
A) Adopts the official vision and mission statement of Habitat for Humanity.	X		
B) Affiliate Board of Directors reads and signs the Covenant annually.	X		
C) Supports the work of HFHI through an annual tithe .	X		
D) Adopts and follows the Habitat for Humanity non-proselytizing policy .	X		

2) Affiliate serves:

	Yes	No - Policy/procedure in this area is in progress or pending board resolution	No - We understand we are not adhering to the standard and there are no plans to change
At least one family per year through one of the following housing interventions: new housing construction, rehabilitated home, repaired home, weatherized home.	X		
A minimum of one family over a three-year period through a rehabilitated or new home construction.	X		

3) Affiliate makes all reasonable efforts to serve families who demonstrate a housing need. Need is evaluated by considering affiliate's service area median income, cost of living index, etc. Household incomes should not exceed 60% AMI and in no case exceed 80% AMI.

Yes

4) Affiliate activities are governed by written, duly-adopted policies that comply with all local, state and federal laws (Fair Housing Act, Equal Credit Opportunity Act, and other Fair Lending laws, Fair Credit Reporting Act, Privacy, Flood, Bank Secrecy Act - Anti-Money Laundering, Office of Foreign Assets Control, Real Estate Settlement Procedures and Truth in Lending, OSHA etc.) including but not limited to:

	Yes	No - Policy/procedure in this area is in progress or pending board resolution	No - We understand we are not adhering to the standard and there are no plans to change	N/A – Not applicable
A) Anti-discrimination	X			
B) Child labor prohibitions	X			
C) Conflict of interest	X			
D) Construction safety	X			
E) Employment (including grievance)	X			
F) Escrow fund management	X			
G) Fiscal safeguards	X			
H) Homeowner selection	X			
I) House pricing and transfer	X			
J) Mortgage origination (Written policies are required of all affiliates, including affiliates that use third-party originators.)	X			
K) Mortgage servicing (Written policies are required of all affiliates, including affiliates that use third-party servicers)	X			
L) Records retention	X			
M) ReStore and/or retail operation safety	X			
N) Sex offender registration check	X			
O) Whistleblower	X			

5) Affiliate complies with Internal Revenue Service Section 501 (c)(3) and with all state and local tax laws.

Additionally,

Affiliate annually files the appropriate [IRS tax filings](#) in a timely manner (e.g., Form 990-N, Form 990EZ, Form 990, or Form 990-T) in full accordance with IRS regulations and requirements.

Affiliate also provides their tax filings to HFHI when they file with the IRS.

Affiliate donors receive a timely written receipt documenting their contributions, as required by IRS guidelines.

Yes

6) Affiliate has the required [minimum insurance coverage](#) for all aspects of its operations including General Liability, Builder's Risk, Volunteer Accidental Medical, Directors and Officers Liability, and, if applicable, workers' compensation and auto coverage.

Yes

7) Affiliate [loan originator](#) activities are conducted by at least one loan originator qualified by:
Making a determination of demonstrated financial responsibility, character, and general fitness based on:
a criminal background check,
a credit check, and
information about any other proceedings; and
Ensuring each such staff member or volunteer has completed all required training on federal and state laws that apply to the activities.
All loan originator activities, as defined by federal law, are performed only by a qualified loan originator (QLOs are required of all affiliates, including affiliates that use third-party originators and/or servicers.).

Yes

8) Affiliate uses the [HUD Equal Housing](#) logo or equal housing opportunity statement on all applicant-facing materials and posted anywhere applications are submitted and/or provided to applicants.

Yes

9) Affiliate has at minimum one person who has been trained by OSHA or HFHI as a [Competent Person](#).

Yes

10) Affiliate has [liability waivers](#) signed annually by all volunteers and retains those waivers for at least one year beyond expiration of the statute of limitations.

Yes

11) Deselection of approved applicants only occurs in the following cases: failure to complete requirements set forth in the letter of acceptance/[Homeownership Agreement](#), negative change in financial condition which would significantly impact the ability to pay, fraud on the application, or violation of a sexual offender policy.

Yes

Q12) Affiliates with revenues of more than \$250,000 per year or assets greater than \$500,000 [have had financial statements audited](#) by an external auditor within the past 12 months.

Response:

Yes

13) Affiliate has officially adopted the registered [Habitat for Humanity logo](#) and, if applicable, ReStore logo. (Affiliates with registered HFH logo but no ReStore should still select 'yes.')

Yes

14) Affiliate has:

	Yes	No - Policy/procedure in this area is in progress or pending board resolution	No - We understand we are not adhering to the standard and there are no plans to change
A) A dedicated publicly accessible office	X		
B) A dedicated mailing address. (See "Q14 Details" below)	X		
C) A telephone number dedicated exclusively to Affiliate with voice mail capacity which shall remain the property of Affiliate in the event of the individual account holder's departure. (See "Q14 Details" below)	X		
D) An email address exclusive to Affiliate which shall remain the property of Affiliate in the event of the individual account holder's departure. (See "Q14 Details" below)	X		
E) Ownership of at least one computer with internet access and software for word processing and spreadsheets	X		
F) A website (or other social media platform) displaying the Habitat for Humanity vision and mission statements and a reference to Habitat for Humanity's non-proselytizing policy. (See "Q14 Details" below)	X		
G) Corporate by-laws limiting the terms for its Board of Directors which are enforced by Affiliate.	X		

Q14 Details:

Mailing Address:

1288 N Tamiami Trl North Fort Myers Florida 33903

Phone Number:

+1 (239) 652-0434

Email Address:

president@habitat4humanity.org

Website URL

www.habitat4humanity.org

15) Affiliate abides by requirements for operating a ReStore or any other retail/resale operation.

Yes

16) Affiliate tracks volunteer hours.

Yes

17) Affiliate Board annually approves a written budget, which includes projected sources and amounts of income and anticipated expenses. Affiliate and its Board review the actual income and expense statements at least quarterly and compare them to the budget.

Yes

18) Affiliate has and abides by a board-approved [Anti-Money Laundering \(AML\) program](#), ensuring that the following provisions are met:

	Yes	No - Policy/procedure in this area is in progress or pending board resolution	No - We understand we are not adhering to the standard and there are no plans to change
A) Policies and procedures, which include internal controls, are developed and applied consistently.	X		
B) An AML compliance officer is appointed and aware of his or her responsibilities.	X		
C) Ongoing training is conducted with all applicable staff and volunteers.	X		
D) An independent audit tests the compliance and effectiveness of the AML program.	X		
E) Suspicious Activity Reporting is done properly.	X		

19) Affiliate and its Board review the performance of Affiliate's mortgage loan portfolio using the delinquency definitions in the [Affiliate Statistical Report](#), comparing the number of delinquencies and amount of arrearages with prior periods, at least quarterly.

Yes

20) Affiliate has designed, implemented, and currently maintains safeguards to keep consumer information confidential and protect it from threats and hazards such as unauthorized access or use of such records.

Yes

21) If the Fair Market Value (FMV) must be established by an independent, [third-party appraisal for each housing unit](#) of the Affiliate's housing units are more than the sum of (i) the first mortgage, plus (ii) any cash down payment paid by the homebuyer, plus (iii) any third-party subordinate mortgages, then the affiliate must utilize deferred subordinate mortgages ("commonly called a "soft" mortgage) to protect equity.

Yes

22) Affiliate sells the housing units it builds and/or rehabs by providing buyers with affiliate-originated mortgage financing at zero percent interest or via a third-party-originated affordable mortgage that is recognized as an authorized financing option or [other HFHI-approved financing model](#).

Yes

23) Affiliate provides homeowner [pre- and post-support services](#) to all selected families through appointed volunteers, staff, HUD Certified Counselor, or other professionals.

Yes

24) Affiliate complies with all [applicable state and local building codes](#). Where there are no state/local codes, Affiliate builds in compliance with the 2006 version of the International Residential Code (the "IRC").

Yes

25) Affiliate builds houses generally in accordance with the [Habitat House Design Criteria](#).

No - We understand we are not adhering to the standard and there are no plans to change

Please provide a brief explanation for your affiliate's non-compliance with Q25

Our homes are app. 1400 sf and include a garage. This is expected in our market and is sustainable.

26) Affiliate is [not overly dependent on any single source of revenue](#), including ReStore, government funding, or single private donors. (As a guideline, Affiliate generally has no single source of revenue on a continuing basis that exceeds 40 percent of the annual affiliate operating budget.)

Yes

27) Affiliate adheres to [U.S. Collaborative Development Handbook](#).

Yes

28) Affiliate uses all contributions for the purpose expressed by the donor.

Yes

29) Affiliate fundraising personnel, including employees, volunteers and independent consultants, are not compensated on a percentage of the amount raised or any other commission formula.

Yes

Board Approval and Certification

	Yes
Affiliate board of directors has reviewed the answers provided on this Quality Assurance Checklist and approved its submission as an accurate declaration of the affiliate.	X
Affiliate board of directors understands that in submitting this document its contents are being certified as accurate. Failure to submit a timely and accurate checklist may result in disciplinary action.	X