

Program Guidelines

Revised May 10, 2021





Sinai-Grace Guild CDC Live Local Program Guidelines

I. Overview

Program Description

The Sinai-Grace Guild CDC Live Local Program provides one-time incentives for eligible participants, as defined below under Participant Eligibility, to purchase or renovate a primary residence located within the Property Eligibility Area. Once eligible, the program provides:

- New homeowners relocating to the Property Eligibility Area with a 5-year forgivable loan up to \$10,000 toward the purchase of their primary residence.
- Existing homeowners in the Property Eligibility Area with a 5-year forgivable loan of up to \$10,000 for approved exterior improvements.

The Sinai-Grace Guild CDC Live Local Program is administered by the Sinai-Grace Guild Community Development Corporation (SGG CDC). The program is subject to the availability of funds by SGG CDC and may be cancelled or modified anytime at the sole discretion of SGG CDC. Please note that funds are very limited, and this program may only be offered once. Incentives may be combined with grants and benefits from other programs (please refer to Appendix D: Program Resources for additional resources).

Program Effective Dates

As this is the pilot year of the Sinai-Grace Guild CDC Live Local Program, only home purchases and renovations initiated after May 5, 2021 are eligible for an incentive.

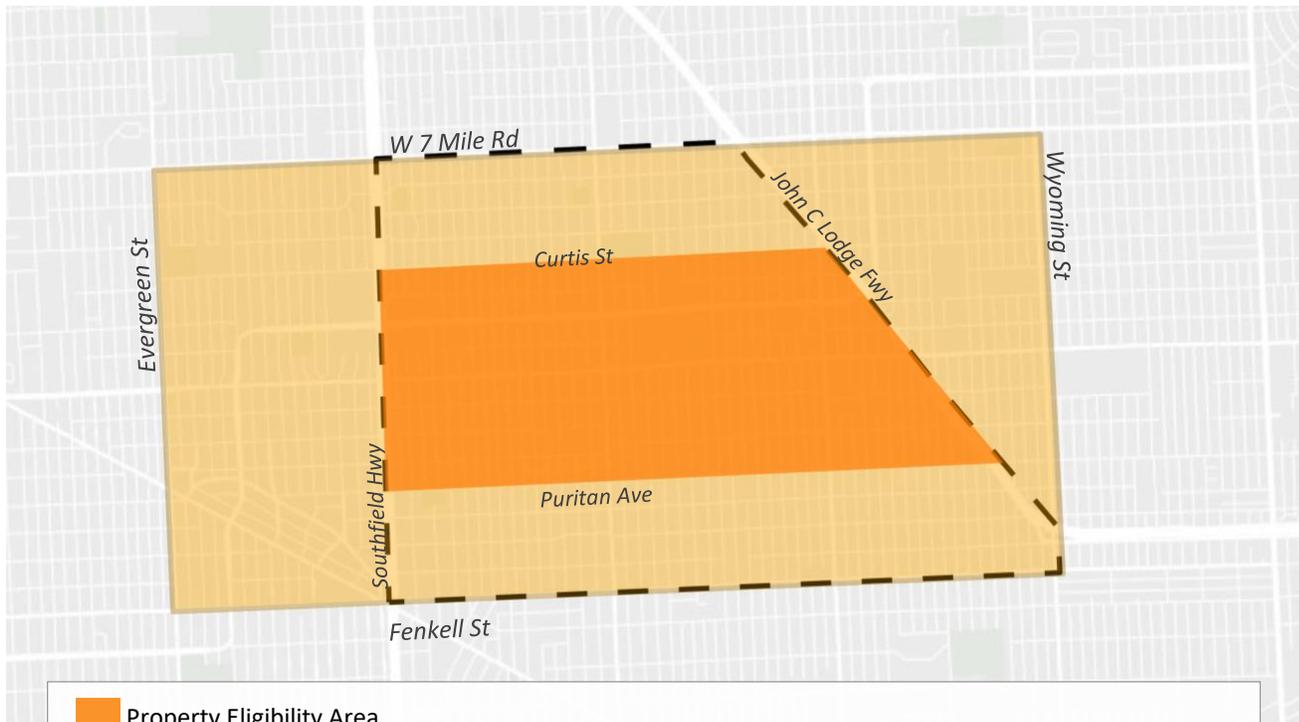
Participant Eligibility

The Sinai-Grace Guild CDC Live Local Program incentives are available to full-time employees of employers within the Participant Eligibility Area, as well as full-time students and recent alumni of Wayne County Community College District (WCCCD), Northwest Campus. Recent alumni are defined as having graduated within 12 months of application date. A full-time employee is defined as working at least 30 hours per week, or 120 hours of service per month. This criterion applies for all employed applicants looking to purchase a home or make exterior improvements to their current primary residence within the Property Eligibility Area.

Program Incentive and Eligibility Areas

The Sinai-Grace Guild CDC Live Local Program is available for use only with residential housing units located within the Property Eligibility Area. The map below provides an overview of the

Property Eligibility Area. A full description of the bounding streets for the Property Eligibility Area is detailed in Appendix A: Property and Participant Eligibility Areas.



 Property Eligibility Area

The SGG CDC Live Local Program incentives are available for use only with residential housing units located within the Property Eligibility Area

 Participant Eligibility Area

The Sinai-Grace Guild CDC Live Local Program incentives are available to full-time employees of employers within the Participant Eligibility Area, as well as full-time students and recent alumni of Wayne County Community College District (WCCCD), Northwest Campus. Recent alumni are defined as having graduated within 12 months of application date. A full-time employee is defined as working at least 30 hours per week, or 120 hours of service per month.

II. Detailed Process & Eligibility

Incentive Amounts

Participants are eligible to receive a one-time incentive of up to \$10,000 toward purchasing a home or making exterior improvements to an already owned primary residence within the Property Eligibility Area. The one-time incentive will be disbursed as set forth below in Section V. Distribution of Funds

While eligible participants at all income levels are welcome to apply, the incentive amount will be awarded based on the participant’s income relative to 80% of the Area Median Income (AMI) and household size as detailed below.

Table 1: Incentives Based on AMI and household size

Incentive Amount	Participant Income Category
\$10,000	Below 80% AMI
\$5,000	Above 80% AMI

Table 2: Reference AMI Levels for Wayne County

AMI	2-person HH	3-person HH	4-person HH
80%	\$50,240	\$56,560	\$62,800

Limitations

Participants already owning their primary residence within the Program Incentive Area prior to the program’s start date may not use the funds towards the purchase of another residence in the Property Eligibility Area. However, they may utilize the funds to make approved home exterior improvements to their primary residence if it is within the Property Eligibility Area. Participants may not receive both a purchase incentive and a home improvement incentive. There is a one incentive per household limit. In no event shall any participant or one household be eligible to receive more than the maximum incentive of \$10,000.

Property Eligibility

Housing Type

Participants wishing to purchase a home within the Property Eligibility Area for their primary residence may choose from several eligible structures including detached single-family homes, townhomes and condominiums. Participants should have a home identified and selected **before** submitting their application for pre-approval.

For participants that are already homeowners residing within the Property Eligibility Area, the exterior of the building or housing unit may not be under the responsibility of a homeowner’s association or other form of cooperative.

Verification & Pre-approval

In order to verify that a property is eligible for the program, each application must include information about the property, including the complete address and unit number. Current homeowners applying for the home exterior improvement incentive must submit a copy of property tax payments showing that the applicant is the owner as well as evidence of non-delinquency on property taxes.

III. Overview of the Application and Process

Purchase Incentive Process

The purchase incentive application includes four sections, as outlined below:

- I. **Section A – Applicant Information:** Applicants that are full-time employees are required to provide personal information as well as employment information. Applicants that are full time students or recent alumni of WCCCD (graduated within 12 months of application date), Northwest Campus must provide verification of enrollment or confirm dates of attendance and graduation (proof may include but is not limited to documentation from the National Student Clearinghouse, copy of an official diploma, certified academic transcript, or letter from the college’s registrar). Finally, all applicants must submit proof of income: *2020 tax return supplemented by two most recent pay stubs or 2020 W2 or 1099 forms.*
- II. **Section B – Property Eligibility:** SGG CDC will determine the eligibility of the property based on the aforementioned criteria. Only properties located within the Property Eligibility Area will be eligible.

Steps:

1. Applicants can go to [LINK](#) to search property address and verify the property is eligible **BEFORE** submitting an application.
2. The applicant must complete sections A & B of the online application at [LINK](#).
 - a. The applicant will be required to submit information and documents including a copy of the mortgage pre-approval letter outlining the agreed-upon terms of the approved or pre-approved mortgage.
3. The Program Administrator will contact the applicant via e-mail within 7 business days regarding pre-approval status and checklist of remaining documents and/or information needed to complete the application.
4. **Important:** If the applicant does not respond to the Program Administrator’s email initial requesting documents and information within 7 business days of receiving eligibility status, the application may be terminated.

- III. **Section C – Completion of Homeownership Education:** Once pre-approved, Purchase Incentive applicants must complete a homeownership education course at their own cost.

Steps:

5. Applicant will provide proof of enrollment and completion will be required before funds can be released. Please refer to Appendix D for additional resources including a list of approved homeowner education courses.

- IV. **Section D - Release of Funds:** Prior to the disbursement of funds, the applicant must provide the Program Administrator with a completed application and must have satisfied all program requirements as outlined in this Program Guidelines.

Steps:

6. The applicant will have up to 120 days of receipt of a pre-approval notice from the Program Administrator to provide all required documents and information in order for the funds to be released (see **Time Limitation & Release of Funds** sections below).

Exterior Improvement Incentive Process

The incentive application process includes four sections, as outlined below:

- I. **Section A – Applicant Information:** Applicants that are full-time employees are required to provide personal information as well as employment information. Applicants that are full time students or recent alumni of WCCCD, Northwest Campus must provide verification of enrollment or confirm dates of attendance and graduation (proof may include but is not limited to documentation from the National Student Clearinghouse, copy of an official diploma, certified academic transcript, or letter from the college’s registrar). Finally, all applicants must submit proof of income: *2020 tax return supplemented by two most recent pay stubs or 2020 W2 or 1099 forms.*
- II. **Section B – Property Eligibility & Scope of Work:** SGG CDC will determine the eligibility of the property based on the aforementioned criteria. Only properties located within the Property Eligibility Area will be eligible.

Steps:

1. Applicants can go to this map [LINK](#) to search property address and verify the property is eligible **BEFORE** submitting an application.

2. The applicant must complete sections A & B of the online application at [LINK](#).
3. Applicant will be required to provide the following documents and/or information:
 - a. Property information
 - b. Proof that property taxes are paid
 - c. Copy of contractor's quote with detailed scope of work (or a detailed scope of work and estimated materials costs if work will be completed by the applicant/owner)
4. The Program Administrator will review the scope of work and contractor's quote and will contact the applicant via e-mail within 7 business days with property and scope of work approval status and/or information needed to complete the application.

V. **Section D - Release of Funds:** Prior to the disbursement of funds, the applicant must provide the Program Administrator with a completed application and must have satisfied all program requirements as outlined in this Program Guidelines.

Steps:

5. The applicant will have up to **60 days of receipt of a pre-approval notice** from the Program Administrator to provide all required documents and information in order for the funds to be released (see **Time Limitation & Release of Funds** sections below).
6. Applicant will be required to provide the following documents and/or information:
 - a. Final quote/contractor agreement with any changes to the original scope of work, (or a detailed scope of work and estimated material costs if work will be completed by the applicant/owner).
 - b. Proof of any necessary zoning and code compliance documents upon completion of all work.
 - c. Proof of lien waiver releases if applicable
 - d. Any other requested documents and/or information from the Program Administrator

Time Limitation

Once pre-approved, the Program Administrator will reserve funds for the applicant, provided that the applicant completes the process (required outlined steps) within the time limits: 120 days for purchase incentives and 60 days for exterior improvement incentives. Applicants with expected delays beyond the aforementioned time limits must request a one-time 30-day extension. The extension request must be received by email no later than 30 days prior to time



limitation. Purchase Incentive extension requests must be received no later than 90 days of preapproval. Improvement Incentive extension requests must be received no later than 30 days of preapproval. Time extensions can be considered and authorized by The Program Administrator in its sole discretion. Applications submitted after home improvements have already been commenced will not be accepted. The Program Administrator reserves the right to withdraw and/or terminate the applications of participants who do not complete the process in a timely manner or for lack of responsiveness as outlined above.

IV. Program Compliance

Forgivable Loan Promissory Note

The Purchase Incentive and the Exterior Improvement Incentive will be provided in the form of a Forgivable Loan. In order to secure the loan, the Participant shall execute a Promissory Note evidencing the loan indebtedness to the Program Administrator, a copy of which is available on Appendix C: Promissory Note. The following describes the condition in which the loan becomes forgivable.

Schedule of Loan Forgiveness

Loans are forgiven over a five-year period beginning at the day of closing as long as the Participant is in compliance with the terms of the program. Forgiveness of 1/5 of the loan balance will occur on the anniversary of the closing date annually until the entire balance is forgiven or the forgiveness is terminated for noncompliance.

The loan is considered immediately due in the case of any of the following events:

Sale of Property | Change of Residence

If a Participant sells or transfers title to the home for which a loan has been awarded, the amount of any unforgiven portion of the outstanding loan is due immediately. In the case where a Participant is purchasing another home in the Property Eligibility Area, he/she can request to have the outstanding balance applied to the new residence and, subject to approval by the Program Administrator, continued forgiveness will then be subject to compliance of the new residence for the remainder of the term.

Uninhabitable Condition

In the event of damage due to fire, vandalism or act of nature that renders the structure uninhabitable, the homeowner will have 180 days to complete repairs, or the structure will be considered abandoned or out of compliance, and the full outstanding amount of the loan shall immediately become due. As per above, if the Participant is purchasing another residence



within the Property Eligibility Area, he/she can request to have the outstanding balance applied to the new residence.

Default

In the event that the Participant should default on any loan or mortgage or related agreement with its primary lender for the purchase of the subject property and such default is not cured within the time allowed by the lender, the full outstanding balance of the loan shall become immediately due.

Bankruptcy

If Participant files or has filed against him/her a petition in bankruptcy, and if such proceedings are not dismissed within ninety (90) days, the full outstanding amount of the loan shall immediately become due.

Compliance Requirements – Purchase Incentive

The Program Administrator will ensure that a participant remains in compliance with the guidelines for the program in three ways:

- **Within 30 Days of residency:** Participants are responsible for providing the Program Administrator with a proof of residence change within 30 days of residency. Eligible documentation includes a copy of the updated driver's license, property tax record, or utilities bill.
- **Annually:** Participants must submit proof of insurance and non-delinquency of property taxes on an annual basis to remain in compliance with the guidelines of the program. Other documents may be requested at this time.
- **Annually:** The Program Administrator will request proof of employment. If the participant is a full-time student from WCCCD, Northwest Campus The Program Administrator will reach out to ensure that they've graduated or are on track to graduate.

Compliance Requirements - Exterior Improvement Incentive

Participants must remain owners of the improved property and the property must remain the primary residence for at least 5 years after project completion. If a participant sells or transfers title to the home for which an incentive has been awarded, the full amount of the incentive is due immediately. In the case where a Participant is purchasing another home in the Property Eligibility Area, they may request to forgive repayment, subject to approval by the Program Administrator. The Program Administrator will confirm that a participant remains in compliance with the guidelines of the program in the following way:

- **Annually:** Participants must submit proof of insurance and non-delinquency of property taxes on an annual basis to remain in compliance with the guidelines of the program. Other documents may be requested at this time.
- **Annually:** The Program Administrator will request proof of employment. If the participant is a full-time student from WCCCD, Northwest Campus The Program Administrator will reach out to ensure that they've graduated or are on track to graduate.

Qualified Exterior Improvements

Qualified improvements will be limited to the street facing exterior of the home. These improvements include a wide range of beautification, weatherization and restoration projects. These projects include: Roof replacement, masonry restoration, window repair or replacement, exterior restoration, exterior painting, exterior lighting, gutters and downspouts, siding and trim repair, street fronting site work (fencing, walkways, etc.). The determination of whether an applicant's proposed scope of work complies with the requirements of this program shall be made at the sole, reasonable discretion of Program Administrator

Zoning and Code Compliance

All approved work must conform to all applicable local zoning ordinances and applicable building codes. Proof of zoning and code compliance is required along with the scope of work in Section IV of the application.

Contractors

Work may be performed by a general contractor, or depending on the scope, 1-2 specific tradespersons. The Program Administrator must approve all contractor choices. Property owners may also perform their own work, though The Program Administrator still must approve the scope of work and will only consider properly documented costs of materials as eligible project costs.

V. Distribution of Funds

Purchase Incentive Application of Funds

Prior to disbursement, the applicant must provide the Program Administrator with all information and documents requested including details/date of closing and a copy of the title company contract and any other real estate and/or mortgage documents related to the



applicant's purchase of the property. Upon approval of this final part of the Application, the applicant will be fully approved as a Participant in the SGG CDC Live Local Program.

Financing Structure

Properties may be purchased with or without the use of a mortgage. A mortgage that provides for acquisition along with additional funds for rehabilitation (e.g., FHA 203K) is permitted under this program. Participation in the SGG CDC Live Local Program cannot guarantee an applicant success in obtaining property purchase financing.

Lump Sum Single Payment to Title Company

Funds will be made available prior to closing through wire transfer or certified check directly to the title company, closing attorney or other settlement agent for disbursement on behalf of the Participant. These funds can be applied directly to the purchaser's closing costs, down payment, and/or to purchase mortgage discount points, and/or principal reduction.

Exterior Improvement Incentive Application of Funds

Prior to disbursement, the applicant must provide the Program Administrator with all information and documents requested. Upon approval of all documents, the applicant will be fully approved as a Participant of the Exterior Improvement Program. Funds of up to \$10,000 will be made directly to the contractor (or participant if he/she is performing the work) with 50% upon project commencement and 50% upon project completion.

Administrative Contact

Sinai-Grace Guild Community Development Corporation

Crystal Head

Program Manager

sinaigracedclivelocal@gmail.com

(313) 364-0022



Appendix A: Property and Participant Eligibility Areas

Property Eligibility Area: The SGG CDC Live Local Program incentives are available for use only with residential housing units located within the Property Eligibility Area. The Property Eligibility Area is bounded by the following streets: Starting at the Northwest corner of Curtis Street and Southfield Hwy: Curtis St, John C Lodge Fwy, Puritan Ave, Southfield Highway to Curtis Street.

Participant Eligibility Area: The SGG CDC Live Local Program incentives are available to full-time employees of employers within the Participant Eligibility Area, as well as full-time students and recent alumni of Wayne County Community College District (WCCCD), Northwest Campus. Recent alumni are defined as graduated within 12 months of application date. A full-time employee is defined as working at least 30 hours per week, or 120 hours of service per month. This criterion applies for all employed applicants looking to purchase a home or make exterior improvements to their current primary residence within the Participant Eligibility Area. The area is bounded by the following streets: Starting at the Northwest corner of W 7 Mile Rd and Evergreen: W 7 Mile Rd, Wyoming St, Fenkell St, Evergreen St, W 7 Mile Rd.

Use this map [LINK](#) to verify if the property you want to purchase or improve is within the Property Eligibility Area. You can also use this same map to verify employer location is within the Participant Eligibility Area.



Appendix B: Tax Acknowledgement Form

Note: This is for information purposes only. All program documents will be sent by email and digitally signed

I, (print name) _____, understand that participation in the Sinai-Grace Guild CDC Live Local Program may have certain income tax consequences to me. Any amounts paid to me or on my behalf pursuant to the Sinai-Grace Guild CDC Live Local Program will be reported to the IRS by the Sinai-Grace Guild CDC as cancellation of debt and may be subject to federal state and local income taxes. I agree to be responsible for all tax consequences as a result of my participation in the Sinai-Grace Guild CDC Live Local program.

I acknowledge that I may be required to report this incentive as income on applications for federal, state and/or local housing assistance programs.

I have been advised to consult my own tax advisor and/or housing agency representative to determine how these benefits will affect my particular tax situation. The Sinai-Grace Guild CDC cannot provide tax advice, and the Program Guideline documents are for illustrative purposes and shall not be considered tax advice.

I understand that the Sinai-Grace Guild CDC Live Local Program has two available options: (1) Home Purchase, and (2) Exterior Home Improvements. Attached is an illustrative tax example for each option. The example is subject to changes in applicable tax and interest rates. The forgivable loan, where the loan is forgiven over several years, the amount of the loan plus any accrued interest forgiven each year will, in that year, be reported as cancellation of debt and may be subject to federal, state and local income tax. The incentive as a forgivable loan raises special issues and is discussed further in Sections A below.

Participant Signature

Date

Participant Name

SECTION A – Home Purchase or Home Improvement Forgivable Loan



Applicants who meet Program eligibility requirements and purchase a home may receive a forgivable loan up to \$10,000 (properties within the Property Eligibility Area) at the closing of the real estate transaction, which shall be distributed to the title company or other closing agent and used for closing costs, down payment, mortgage discount points, and/or principal reduction.

The term of the forgivable loan is five years, and the entire amount of the forgivable loan is subject to an annual rate specified by the IRS (the Applicable Federal Rate or “AFR”), at the time of the real estate purchase. The loan is forgiven at the rate of twenty percent (20%) of the total incentive awarded (plus related interest) per year over five years and is evidenced by a Promissory Note.

The forgiveness of the loan and applicable interest may be includable in the gross income of the participant.

Example: If a participant closes on the purchase of a new home located in the Property Eligibility Area on March 1, 2021 and received a forgivable loan in the amount of \$10,000 through the program, an amount equal to 20% of the loan (\$2,000 plus applicable interest) shall be reported to the IRS as cancellation of debt on Form 1099-C beginning with the 2022 tax year and continuing through the 2027 tax year.

Each participant’s individual income taxes are unique, and the applicable tax rate will vary. Each participant should consult his or her own tax professional to determine the exact tax consequences of participation in the program.

Appendix C: Promissory Note

Note: This is for information purposes only. All program documents will be sent by email and digitally signed

\$ _____

Detroit, MI

Date: _____

FOR VALUE RECEIVED, the undersigned (“Maker”) promises to pay to the order of GRACE GUILD OF SINAI-GRACE HOSPITAL AND COMMUNITY DEVELOPMENT CORPORATION, a Michigan nonprofit corporation



("Holder"), the principal sum of _____ Dollars (\$ _____), being due and payable five (5) years from the date of this instrument, subject to the acceleration and forgiveness provisions set forth below. The indebtedness evidenced by this Promissory Note ("Note") is referred to herein as the "Loan". All payments shall be made at the office of Holder at **6071 West Outer Drive, Suite L145, Detroit, MI 48235-2624 [primary employer business location]** or at such other place as Holder may, from time to time, designate in writing. This Promissory Note shall bear interest at a rate per annum which shall be equal to the minimum rate allowed under the imputed interest rules of the Internal Revenue Code of 1986 as amended (the Applicable Federal Rate or "AFR") and shall be calculated on the unpaid principal balance. The AFR to be used for this loan will be the mid-term rate in effect at the time this Note is executed.

Maker represents and warrants that he/she is using the proceeds of the Loan for the purchase or exterior improvement of real property located at _____ **[eligible property location]** which he/she will occupy as his/her principal residence (the "Residence"). The entire balance of the Loan evidenced by this Note shall become immediately due if: (i) the Residence is sold or otherwise transferred; (ii) Maker ceases to occupy the Residence as Maker's principal residence; (iii) Maker defaults on his/her mortgage, if any, for the Residence or any other loan or indebtedness secured by the Residence and such default continues beyond any applicable notice and cure period; (iv) Maker files or has filed against him/her a petition in bankruptcy, and if such proceedings are not dismissed within ninety (90) days; (v) any information or statement furnished by Maker to Holder in connection with the Loan shall prove to have been incorrect in any material respect on or as of the date made or furnished; and (vi) Maker shall otherwise fail to be in compliance with the Program Guidelines and such non-compliance shall continue for 30 days following notice by Holder of such non-compliance. In the event of damage due to fire, vandalism or act of nature that renders the structure uninhabitable, the homeowner will have 180 days to complete repairs, or the structure will be considered abandoned and the outstanding amount of the Loan plus any accrued interest will be immediately due.

For each year Maker continues to occupy the Residence as Maker's principal residence, does not sell or transfer the Residence, twenty (20%) percent of the unpaid principal balance otherwise due under this Note plus any accrued interest shall be forgiven annually on the anniversary date of this Note, such that if such compliance is maintained for the five (5) year period, the Loan shall be deemed paid in full. Maker shall be solely responsible for any federal and/or state income taxes payable as a result of Loan amounts forgiven. Holder will report on Form 1099-C to the IRS at the end of each year the total amount principal and interest forgiven in such year.

Holder has made this Loan to Maker at the minimum AFR on the condition that Maker shall use such funds for the purchase or exterior improvement of the Residence. If Maker fails to so use the Loan proceeds, the entire principal balance of this Note plus any accrued interest shall become immediately due and payable without notice.

Maker, for him/herself and his/her successors and assigns and all endorsers hereby waives presentment for payment, demand, protest, notice of non-payment or dishonor, and of protest and any and all other notices and demands whatsoever. No delay on the part of Holder in exercising any rights under this Note, failure to exercise such rights, or exercise of less than all of Holder's rights under this Note shall operate as a waiver of such rights. If this Note is placed in the hands of an attorney for collection or for



enforcement or protection of any security securing the obligations evidenced hereby, or if Holder incurs any costs incident to the collection of any obligation evidenced hereby or the enforcement or protection of such security, Maker agrees to immediately pay to Holder on demand all such costs including, without limitation, reasonable attorney's fees, expenses and all court costs.

Wherever possible, each provision of this Note shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Note shall be prohibited by or invalid under such law, such provision shall be ineffective only to the extent of such prohibition or invalidity without invalidating the remainder of such provision or the remaining provisions of this Note.

This Note has been executed and delivered in and shall be governed by and construed in accordance with the laws of the State of Michigan.

Time is of the essence of this Note.

MAKER HEREBY IRREVOCABLY SUBMITS TO THE JURISDICTION OF ANY STATE OR FEDERAL COURT SITTING IN THE CITY OF DETROIT, STATE OF MICHIGAN WITH REGARD TO ANY SUIT, ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS NOTE. MAKER HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY LAW, ANY OBJECTION WHICH HE/SHE MAY NOW OR HEREAFTER HAVE TO THE LAYING OF THE VENUE OF ANY SUCH SUIT, ACTION OR PROCEEDING BROUGHT IN SUCH A COURT AND ANY CLAIM THAT ANY SUCH SUIT, ACTION OR PROCEEDING BROUGHT IN SUCH A COURT HAS BEEN BROUGHT IN AN INCONVENIENT FORUM. MAKER HEREBY AGREES THAT A FINAL JUDGMENT IN ANY SUCH SUIT, ACTION OR PROCEEDING BROUGHT IN SUCH A COURT, AFTER ALL APPROPRIATE APPEALS, SHALL BE CONCLUSIVE AND BINDING UPON HIM/HER.

MAKER HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES (TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW) ANY RIGHT HE/SHE MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS NOTE OR THE TRANSACTIONS CONTEMPLATED HEREIN. FURTHER, MAKER HEREBY CERTIFIES THAT NO REPRESENTATIVE OR AGENT OF HOLDER OR ANY OTHER PERSON HAS REPRESENTED, EXPRESSLY OR OTHERWISE, THAT HOLDER WOULD NOT, IN THE EVENT OF SUCH LITIGATION, SEEK TO ENFORCE THIS WAIVER OF RIGHT TO JURY TRIAL PROVISION. MAKER ACKNOWLEDGES THAT HOLDER HAS BEEN INDUCED TO MAKE THE LOAN EVIDENCED BY THIS NOTE BY, INTER ALIA, THE PROVISIONS OF THIS PARAGRAPH.

IN WITNESS WHEREOF, Maker has executed this Note the day and year first written above.

MAKER:

Signature

Printed Name

Appendix D: Program Resources

Homeowner Certification Course:

Purchase incentive participants are required to complete a new homebuyers education course before receiving the awarded incentive. Participants are highly encouraged to enroll in Southwest Solutions' *free* Homebuyer Education workshops, offered monthly online:

Steps:

1. Go to: <https://swsol.force.com/swsolcft>.
2. Click on the orange "Sign Up Now" button in the upper-right hand corner.
3. Under the "Home Purchase" dropdown menu, select "I only need the 8 hour HUD-approved Homebuyer Education Course Certificate" and "Detroit" as the primary area in which you are looking to purchase a home.
4. Create your account by entering your first and last name, as well as your email address. Under "How did you hear about us?" select "Other" and type in "Sinai Grace Guild CDC Live Local".
5. Select "Update Profile" to begin to complete profile. **This step is required.**
6. Then, choose "My Services Summary" in order to fully complete your profile.
7. Select "Home Buyer Development" as your service line and fill out all the required fields.
8. Hit "Save Section".
9. Congratulations, you are now able to schedule a course!

If you have any difficulty registering for the course, please call: 313.297.0063

Please contact the Program Administrator for other resources such as local realtors, lenders, and other housing assistance programs that may be available.