

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: February 8, 2022

Date Submitted: February 2, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager, City of Quincy

Subject: **Governmental Consulting Contractual Agreement between The City of Quincy and SCG Governmental Affairs**

Statement of Issue/Justification:

The last update and/or correction to the contract was made November 28, 2017. Sections 1, 2 and 3 of the contract were in the document back in 2017. Section 4 was added by the City during that time.

Section 2 has been updated to show the contract term from October 1, 2021 thru September 30, 2022.

As a consultant, SCG Governmental Affairs is responsible for the services as indicated in Section 1: Scope of Services.

Since 2017, Section 3 (a): "Other Terms and Conditions" reads: "This contract shall automatically renew every year for twelve additional months, unless either party provides written notice at least 30 days prior to the annual ending date of the party's intention to renew."

Termination clause: Section 3 (b): "This contract may be terminated at any time by either party by providing a thirty-day written notice of termination."

Consultants: Stephens Lane and Mark Maxwell

Fee for services: \$1,650.00 per month, plus reimbursement for travel expenses.

GL Number: _____

OPTIONS:

Option 1: Approve the Contractual Agreement between the City of Quincy and SCG Governmental Affairs and authorize the Interim City Manager to sign on behalf of the City of Quincy.

Option 2: Do not approve the Contractual Agreement between the City of Quincy and SCG Governmental Affairs.

Option 3: Provide direction to the City staff from the City Commission.

STAFF RECOMMENDATION: Option 1

ATTACHMENT:

1. Governmental Consulting Contract between the City of Quincy and SCG Governmental Affairs.
2. Payment History FY 19-20; FY 20-21 and FY 21-22.
3. Invoices: 3403 (February 2022) and 3392 (January 2022)

**Governmental Consulting Contract between
The City of Quincy and SCG Governmental Affairs**

THIS AGREEMENT is made by and between the City of Quincy, herein referred as the City, and SCG Governmental Affairs, herein referred to as the Consultant. Parties, for good and valuable consideration, agree as follows:

1. Scope of Services

The Consultant will provide the following services for the City as requested by the City Manager or designee:

- Lobby in support of state funding for priority local projects, as identified by the City;
- Identify state legislation, legislative proposal, or state regulatory changes that may impact the City;
- Work with City staff to develop positions, talking points, etc., on relevant legislation, as appropriate, and provide assistance to City staff in arranging lobbying visits to Tallahassee, as needed;
- Draft legislation and amendments, as necessary;
- Lobby for the City's position on legislation and regulatory matters of interest, including:
 - a. Direct contact and communication with state legislators and staff on behalf of the City;
 - b. Direct contact and communication with state agencies on behalf of the City;
 - c. Direct contact and communication with other cities, counties and special districts on behalf of the City;
 - d. Direct contact and communications with association and other special interest groups, as necessary;
 - e. Drafting letters and talking points on legislation, as needed;
 - f. Testifying on behalf of the City at legislative committee meetings, as necessary;
 - g. Maintaining close working relationships with the City staff and with members of the Gadsden County legislative delegation and their staffs;
 - h. Providing written reports to City staff and Commissioners, on key issues and legislative activity during the Session, as needed; and,
 - i. Providing briefings, in person and periodically as requested, to City staff and Commissioners on key issues or legislative committee or Session status.
- Working with City staff on the submission of grants to state agencies;

2. Fees, Costs and Terms of the Contract

The fee for providing the services listed above shall be \$1,650.00 per month, plus reimbursement for travel expenses, which are subject to approval in advance by the City Manager or designee. Any travel expenses will be billed at the same rates or per diems allowable to City employees. Minimal out-of-pocket expenses, such as lobbyist registration

fees, shall be invoiced on a monthly basis. Consultant will not charge the City for phone or facsimile services, or for travel to Quincy for meetings with staff or commissioners. The term of this contract shall be from October 1, 2021 through September 30, 2022.

3. Other Terms and Conditions

- a. This contract shall automatically renew every year for twelve additional months, unless either party provides written notice at least 30 days prior to the annual ending date of the party's intention to not renew.
- b. This contract may be terminated at any time by either party by providing a thirty day written notice of termination.
- c. It is understood that the construction, interpretation, and the performance of this contract shall be governed by the laws of the state of Florida.
- d. It is understood that this contract shall constitute the entire agreement between the City and the Consultant with respect to the matters discussed herein and shall not be altered, amended, or revised except in writing signed by an authorized representative of the City and SCG Governmental Affairs.

4. Public Records

For the services performed under this Agreement, Consultant shall maintain books, records, documents and other evidence according to generally accepted governmental accounting principles, procedures and practices which sufficiently and properly reflect all costs and expenditures of any nature, incurred by Consultant in connection with the services performed under this Agreement.

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE OFFICE OF THE CITY CLERK, 404 W. JEFFERSON ST., QUINCY, FL 32351, (850) 618-0030.

Consultant must comply with the public records laws, Chapter 119, F.S.; specifically, Consultant shall:

- a. Keep and maintain public records required by the City to perform the service.
- b. Upon request from the City's custodian of public records, provide City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for

the duration of the contract term and following completion of the contract if Consultant does not transfer the records to City.

- d. Upon completion of the contract, transfer, at not cost, to City all public records in possession of Consultant or keep and maintain public records required by City to perform the service. If Consultant transfers all public records to City upon completion of the contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of the contract, Consultant shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to City, upon the request from City's custodian of public records, in a format that is compatible with the information technology systems of the City.

The signatures below indicate each signatory's acceptance of all the terms and conditions of this contract regarding the engagement of SCG Governmental Affairs as a governmental consultant.

SCG Governmental Affairs

City of Quincy

Dr. Beverly A. Nash, Ph.D.
Interim City Manager

Signature:

Signature:

M. Lane Stephens

Date: _____

Date: _____

CITY OF QUINCY
 Vendor Payment History

From 10.01.2021 To 02.02.2022, for Vendor: 146889

Check No	Check Type	Check Date	Check Status	Discount	Check Amount	Invoice IS Number	Amount Paid/ Line Amount	Invoice Date	Description/ Expensed To C/L
146889									SCU GOVERNMENTAL AFFAIRS
20538	MOD	10.08.2021	CLRD	0.00	1,650.00	1 3363	1,650.00	10.01.2021	PROFESSIONAL SERVICES
							1,650.00		001-110-511-10343 PROFESSIONAL SERVICES
20896	MOD	11.05.2021	CLRD	0.00	1,650.00	1 3374	1,650.00	11.01.2021	PROFESSIONAL SERVICES
							1,650.00		061-110-511-10343 PROFESSIONAL SERVICES
31255	MOD	12.02.2021	CLRD	0.00	1,650.00	1 3363	1,650.00	12.01.2021	CONSULTING SERVICES
							1,650.00		061-110-511-10343 PROFESSIONAL SERVICES
TOTAL				0.00	4,950.00			Number of Checks:	3
Grand Total:				0.00	4,950.00			Number of Checks:	3

CITY OF QUINCY
 Vendor Payment History

From 10.01.2020 To 09.30.2021, for Vendor: 146889

Check No	Check Type	Check Date	Check Status	Deduction	Check Amount	LN	Invoice Number	Amount Paid/Line Amount	Invoice Date	Description/Expensed To G/L
146889	BCO	GOVERNMENTAL AFFAIRS								
16876	NOO	10.02.2020	CLRD	0.00	1,650.00	1	04012020	1,650.00	04.01.2020	PROFESSIONAL CONSULT JUNE
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
						2	3219	1,650.00	09.01.2020	PROFESSIONAL CONSULTING SEPT
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
16255	NOO	11.05.2020	CLRD	0.00	1,650.00	1	3228	1,650.00	10.01.2020	Consulting Services
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
						2	3239	1,650.00	11.01.2020	PROFESSIONAL CONSULTING SERVIC
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
14791	NOO	12.10.2020	CLRD	0.00	1,650.00	1	3251	1,650.00	12.01.2020	CONSULTING SERVICES DEC
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
17152	NOO	01.08.2021	CLRD	0.00	1,650.00	1	3263	1,650.00	01.01.2021	PROFESSIONAL CONSULTING JAN
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
17516	NOO	02.18.2021	CLRD	0.00	1,650.00	1	3274	1,650.00	02.01.2021	CONSULTING SERVICES FEB
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
18594	NOO	05.06.2021	CLRD	0.00	4,950.00	1	3285	1,650.00	03.01.2021	Professional Consulting
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
						2	3294	1,650.00	04.01.2021	Professional Consulting
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
						3	3309	1,650.00	05.01.2021	Professional Consulting
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
18912	NOO	06.03.2021	CLRD	0.00	1,650.00	1	3321	1,650.00	06.01.2021	PROFESSIONAL CONSULTING JUNE
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
19442	NOO	07.09.2021	CLRD	0.00	1,650.00	1	3329	1,650.00	07.01.2021	CONSULTING FOR JULY
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
19816	NOO	08.12.2021	CLRD	0.00	1,650.00	1	3343	1,650.00	08.01.2021	PROFESSIONAL CONSULTING SERV.
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
20175	NOO	09.09.2021	CLRD	0.00	1,650.00	1	3354	1,650.00	09.01.2021	Professional Consulting Servio
								1,650.00		001-110-511-30343 PROFESSIONAL SERVICES
TOTAL				0.00	21,100.00				Number of Checks:	10
									Grand Total:	0.00 21,100.00
									Number of Checks:	10

CITY OF QUINCY
 Vendor Payment History

From 10.01.2019 To 09.30.2020, for Vendor: 146889

Check No	Check Type	Check Date	Check Status	Discount	Check Amount	LN	Invoice Number	Amount Paid/ Line Amount	Invoice Date	Description/ Expensed To G/L
146889 BCO GOVERNMENTAL AFFAIRS										
11464	NOD	10.03.2019	CLRD	0.00	1,450.00	1	1063	1,450.00	09.01.2019	professional consulting
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
11745	NOD	11.07.2019	CLRD	0.00	1,450.00	1	1077	1,450.00	10.01.2019	professional consulting
								1,450.00		001-110-511-30341 PROFESSIONAL SERVICES
12549	NOD	01.07.2020	CLRD	0.00	3,300.00	1	1094	1,450.00	11.01.2019	PROFESSIONAL CONSULTING
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
								1,450.00	01.01.2020	PROFESSIONAL CONSULTING
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
13264	NOD	03.02.2020	CLRD	0.00	1,450.00	1	1137	1,450.00	02.01.2020	professional consulting
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
13729	NOD	04.24.2020	CLRD	0.00	4,950.00	1	1111	1,450.00	12.01.2019	PROFESSIONAL SERVICES
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
								1,450.00	03.01.2020	PROFESSIONAL SERVICES
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
								1,450.00	04.01.2020	PROFESSIONAL SERVICES
13904	NOD	05.07.2020	CLRD	0.00	1,450.00	1	1173	1,450.00	05.01.2020	Professional Consulting Service
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
14414	NOD	07.01.2020	CLRD	0.00	1,450.00	1	1194	1,450.00	07.01.2020	Professional Consulting Service
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
15126	NOD	08.04.2020	CLRD	0.00	1,450.00	1	1204	1,450.00	08.01.2020	PROFESSIONAL CONSULTING
								1,450.00		001-110-511-30343 PROFESSIONAL SERVICES
TOTAL				0.00	18,150.00				Number of Checks:	6
Grand Total:				0.00	18,150.00				Number of Checks:	6

SCG Governmental Affairs

111 N. Calhoun Street
Suite 6
Tallahassee, FL 32301
850-513-0004
E-Mail Lane@scggov.com

Invoice**Bill To:**

City of Quincy
Attn: Beverly Nash
404 W. Jefferson St. Quincy,
FL 32351

Invoice #: 3403
Invoice Date: 2/1/2022
Due Date: 2/1/2022

Professional services that includes lobbying the Florida Legislature, the Governor's Office and state agencies, in support of funding for priority local projects, as identified by the City and lobbying on substantive legislation that impacts or benefits the operations of municipal government in Florida. The projects for the 2022 Regular Session relate to water main and sewer line extensions west along Hwy. 90 to Woodberry Rd. \$1,650.00

NOTE: NEW ADDRESS
111 N. Calhoun Street, Suite 6
Tallahassee, FL 32301

Total	\$1,650.00
Payments/Credits	\$0.00
Balance Due	\$1,650.00

SCG Governmental Affairs

111 N. Calhoun Street
Suite 6
Tallahassee, FL 32301
850-513-0004
E-Mail Lane@scggov.com

Invoice**Bill To:**

City of Quincy
Attn: Beverly Nash
404 W. Jefferson St.
Quincy, FL 32351

Invoice #: 3392
Invoice Date: 1/1/2022
Due Date: 1/1/2022

Professional services that includes lobbying the Florida Legislature, the Governor's Office and state agencies, in support of funding for priority local projects, as identified by the City and lobbying on substantive legislation that impacts or benefits the operations of municipal government in Florida. The projects for the 2022 Regular Session relate to water main and sewer line extensions west along Hwy. 90 to Woodberry Rd.	\$1,650.00
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NOTE: NEW ADDRESS
111 N. Calhoun Street, Suite 6
Tallahassee, FL 32301

Total	\$1,650.00
Payments/Credits	\$0.00
Balance Due	\$1,650.00

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: February 8, 2022

Date Submitted: February 2, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager, City of Quincy
Rob Nixon, Manager, QCRA

Subject: **Sub-Recipient Contractual Agreement for Funding - Number: M0054 - Between the City of Quincy/Quincy Community Redevelopment Agency (QCRA) and the Florida Department of Economic Opportunity (DEO), Community Development Block Grant Disaster Recovery (CDBG-DR) Hometown Revitalization Program**

Statement of Issue/Justification:

The Florida Department of Economic Opportunity (DEO) announced the availability of funds to local government, state agencies, community revitalization agencies, community development districts and non-profits impacted by Hurricane Michael through the Rebuild Florida Hometown Revitalization Program.

The pre-application submission cycle officially opened: November 16, 2020. The City of Quincy submitted a pre-application and letter of interest on November 24, 2020 for "Project Downtown Quincy".

The final application was April 16, 2021. For the application, the proposed project must have met the minimum award amount of \$250,000 and must not have exceeded the maximum award amount of \$15 million.

The submitted project, "Project Downtown Quincy", will integrate long-term sustainability and resilience into rebuilding by supporting a vibrant and prosperous downtown Quincy with improved streetscapes, parking, parklets and

signage, a convertible festival street-plaza to address vacancies, employment, lack of downtown investments, improved health and safety, and a reimagined downtown that feels more cohesive. The improvements will reposition downtown Quincy for redevelopment, growth, investment and recovery.

The City of Quincy will be the fiscal agent and the QCRA will be responsible for the day-to-day operations of the project.

The project has the following deliverables:

Deliverable	Cost Reimbursement
No. 1 - Program Implementation	\$348,000.00
No. 2 - Engineering and Design	\$622,438.00
No. 3 - Construction	\$1,979,000.00
Total Project Cost	\$2,949,438.00

OPTIONS:

Option 1: Approve the engagement of the City of Quincy in the Sub-Recipient Contractual Agreement for Funding and authorize the Mayor and/or Interim City Manager to sign on behalf of the City of Quincy.

Option 2: Do not approve the engagement of the City of Quincy in the Contractual Agreement for Funding and authorize the Mayor and/or Interim City Manager to sign on behalf of the City of Quincy.

Option 3: Provide direction to the City staff from the City Commission.

STAFF RECOMMENDATION: Option 1

ATTACHMENT:

1. DEO Agreement Number: M0054 (pages 58)
2. Delegation of Authority Letter

State of Florida
Department of Economic Opportunity

Federally Funded
Community Development Block Grant
Disaster Recovery (CDBG-DR) Hometown Revitalization
Program
Subrecipient Agreement

THIS AGREEMENT is entered into by the State of Florida, Department of Economic Opportunity, (hereinafter referred to as "DEO") and the City of Quincy, Florida (hereinafter referred to as "Subrecipient"), each individually a "Party" and collectively "the Parties."

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

WHEREAS, pursuant to the authority of the Supplemental Appropriations for Disaster Relief Act, 2018 Public Law (P.L.) P.L. 115-254, approved October 5, 2018, and the Additional Supplemental Appropriations for Disaster Relief Act, 2019 P.L. 116-20, approved June 6, 2019 (together referred to as "the 2018 and 2019 Appropriations Acts"). The requirements of the 2018 and 2019 Appropriations Acts and implementing regulations at 24 CFR part 570, and the requirements of the Federal Register (FN) notice, 85 FR 4681 (January 27, 2020), (hereinafter referred to as the "Federal Register Guidance"), as now in effect and as may be amended from time to time, and as modified by waivers, alternative requirements, and other requirements described in in Federal Register notices published as of this date or in the future, the U.S. Department of Housing and Urban Development (hereinafter referred to as "HUD") has awarded Community Development Block Grant - Disaster Recovery (CDBG-DR) funds to DEO for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 United States Code (U.S.C.) 5301 *et seq.*) and described in the 2020 State of Florida Action Plan for Disaster Recovery (hereinafter referred to as the "Action Plan"). DEO is hereinafter referred to from time to time as "Grantee".

WHEREAS, CDBG-DR funds made available for use by Subrecipient under this Agreement constitute a subaward of the Grantee's Federal award, the use of which must be in accordance with requirements imposed by Federal statutes, regulations and the terms and conditions of DEO's Federal award.

WHEREAS, Subrecipient has legal authority to enter into this Agreement and by signing this Agreement, Subrecipient represents and warrants to DEO that it will comply with all the requirements of the subaward described herein.

WHEREAS, the aggregate use of CDBG-DR funds shall principally benefit low- and moderate-income persons in a manner that ensures at least 70 percent of the grant amount awarded under this Agreement is expended for activities that benefit such persons.

NOW THEREFORE, DEO and Subrecipient agree to the following:

(1) Scope of Work. The Scope of Work for this Agreement includes Attachment A, Scope of Work. With respect to Attachment B, Project Budget, and Attachment C, Activity Work Plan, Subrecipient shall submit to DEO such Attachments in conformity with the current examples attached hereto as necessary and appropriate. Provided further, if there is a disagreement between the Parties, with respect to the formatting and contents of such attachments, then DEO's decisions with respect to same shall prevail, at DEO's sole and absolute discretion.

(2) Incorporation of Laws, Rules, Regulations and Policies. Subrecipient agrees to abide by all applicable State and Federal laws, rules and regulations, as now in effect and as may be amended from time to time, including but not limited to, the Federal laws and regulations set forth in 24 CFR Part 570 applicable Federal Register Notices, and the State's Action Plan, and all applicable CDBG-DR regulations and guidelines.

Subrecipient shall ensure that all its activities under this Contract shall be conducted in conformance with these provisions, as applicable: 45 CFR Part 75, 29 CFR Part 95, 2 CFR Part 200, 20 CFR Part 601, 24 CFR Part 570 subpart I, *et seq.*, and all other applicable federal laws, regulations, and policies governing the funds provided under this Agreement as now in effect and as may be amended from time to time.

(3) Period of Agreement. This Agreement begins upon execution by both Parties (the "Effective Date") and ends thirty-six (36) months after execution by DEO, unless otherwise terminated as provided in this Agreement. DEO shall not grant any extension of this Agreement unless Subrecipient provides justification satisfactory to DEO in its sole discretion and DEO's Director of the Division of Community Development approves such extension.

(4) Modification of Agreement. Modifications to this Agreement shall be valid only when executed in writing by the Parties. Any modification request by Subrecipient constitutes a request to negotiate the terms of this Agreement. DEO may accept or reject any proposed modification based on DEO's sole determination and absolute discretion, that any such acceptance or rejection is in the State's best interest.

(5) Records.

- (a) Subrecipient's performance under this Agreement shall be subject to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards as now in effect and as may be amended from time to time.
- (b) Representatives of DEO, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability, and representatives of the Federal government and their duly authorized representatives shall have access to any of Subrecipient's books, documents, papers and records, including electronic storage media, as they may relate to this Agreement, for the purposes of conducting audits or examinations or making excerpts or transcriptions.
- (c) Subrecipient shall maintain books, records and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by DEO under this Agreement.
- (d) Subrecipient will provide to DEO all necessary and appropriate financial and compliance audits in accordance with Paragraph (7), Audit Requirements and Attachments I and J herein and ensure that all related party transactions are disclosed to the auditor.
- (e) Subrecipient shall retain sufficient records to show its compliance with the terms of this Agreement and the compliance of all subrecipients, contractors, subcontractors and consultants paid from funds under this Agreement for a period of six (6) years from the date DEO issues the final closeout for this award.. Subrecipient shall also comply with the provisions of 24 CFR 570.493 and 24 CFR 570.502(a)(7)(ii). Subrecipient shall further ensure that audit working papers are available upon request for a period of six

(6) years from the date DEO issues the final closeout of this Agreement, unless extended in writing by DEO. The six-year period may be extended for the following reasons:

1. Litigation, claim or audit initiated before the six-year period expires or extends beyond the six-year period, in which case the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
 2. Records for the disposition of non-expendable personal property valued at \$1,000 or more at the time of acquisition shall be retained for six (6) years after final disposition.
 3. Records relating to real property acquired shall be retained for six (6) years after the closing on the transfer of title.
- (f) Subrecipient shall maintain all records and supporting documentation for Subrecipient and for all contractors, subcontractors and consultants paid from funds provided under this Agreement, including documentation of all program costs in a form sufficient to determine compliance with the requirements and objectives of the scope of work and all other applicable laws and regulations.
- (g) Subrecipient shall either (i) maintain all funds provided under this Agreement in a separate bank account or (ii) ensure that Subrecipient's accounting system shall have sufficient internal controls to separately track the expenditure of all funds from this Agreement. Provided further, that the only option available for advanced funds is to maintain such advanced funds in a separate bank account. There shall be no commingling of funds provided under this Agreement with any other funds, projects or programs. DEO may, in its sole discretion, disallow costs made with commingled funds and require reimbursement for such costs as described herein, Subparagraph (21)(e), Repayments.
- (h) Subrecipient, including all of its employees or agents, contractors, subcontractors and consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to representatives of DEO, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability or representatives of the Federal government or their duly authorized representatives. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(6) Audit Requirements.

- (a) Subrecipient shall conduct a single or program-specific audit in accordance with the provisions of 2 CFR part 200 if it expends seven hundred fifty thousand dollars (\$750,000) or more in Federal awards from all sources during its fiscal year.
- (b) Within sixty (60) calendar days of the close of Subrecipient's fiscal year, on an annual basis, Subrecipient shall electronically submit a completed Audit Compliance Certification to audit@deo.myflorida.com, and DEO's grant manager; a blank version of which is attached hereto as Attachment J. Subrecipient's timely submittal of one completed Audit Compliance Certification for each applicable fiscal year will fulfill this requirement within all agreements (e.g., contracts, grants, memorandums of understanding, memorandums of agreement, economic incentive award agreements, etc.) between DEO and Subrecipient.
- (c) In addition to the submission requirements listed in Attachment I, Audit Requirements, Subrecipient shall send an electronic copy of its audit report to DEO's grant manager for this Agreement by June 30 following the end of each fiscal year in which it had an open CDBG-DR subgrant.
- (d) Subrecipient shall also comply with the Federal Audit Clearinghouse rules and directives, including but not limited to the pertinent Report Submissions provisions of 2 CFR 200.512, when such provisions are applicable to this Agreement.

(7) Reports.

Subrecipient shall provide DEO with all reports and information set forth in Attachment G, Reports. The monthly reports and administrative closeout reports must include the current status and progress of Subrecipient and all subcontractors in completing the work described in Attachment A, Scope of Work, and

the expenditure of funds under this Agreement. Within 10 calendar days of a request by DEO, Subrecipient shall provide additional program updates or information. Without limiting any other remedy available to DEO, if all required reports and copies are not sent to DEO or are not completed in a manner acceptable to DEO, payments may be withheld until the reports are completed to DEO's satisfaction. DEO may also take other action as stated in Paragraph (12) Remedies or otherwise allowable by law.

(8) Inspections and Monitoring.

- (a) Subrecipient shall cooperate and comply DEO, HUD, and auditors with any inspections and will immediately provide access to records and financial statements as deemed necessary by DEO, HUD, and their respective auditors at least in accordance with requirements of 2 CFR part 200 and 24 CFR 570.489.
- (b) Subrecipient shall cooperate and comply with monitoring of its activities as deemed necessary to ensure that the subaward is used for authorized purposes in compliance with federal statutes, regulations, of this Agreement.
- (c) Without limiting the actions DEO, HUD, or their respective investigators may take, monitoring procedures will include at a minimum: (1) reviewing financial and performance reports required by the Grantee, (2) following-up and ensuring that Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to Subrecipient from the Grantee as detected through audits, on-site reviews and other means, and (3) issuing a management decision for audit findings pertaining to this Federal award provided to Subrecipient from the Grantee as required by 2 CFR §200.521.
- (d) Corrective Actions: DEO may issue management decisions and may consider taking enforcement actions if noncompliance is detected during audits DEO may require Subrecipient to take timely and appropriate action on all deficiencies pertaining to the Federal award provided to Subrecipient from the pass-through entity as detected through audits, on-site reviews and other means. In response to audit deficiencies or other findings of noncompliance with this agreement, DEO may in its sole discretion and without advance notice, impose additional conditions on the use of the CDBG-DR funds to ensure future compliance or provide training and technical assistance as needed to correct noncompliance. DEO may also take other action as stated in Paragraph (12) Remedies or otherwise allowable by law.

(9) Duplication of Benefits.

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 (42 U.S.C. 5155 *et seq.*) and described in Appropriations Acts. Subrecipient must comply with HUD's requirements for duplication of benefits, as described in the Federal Register and HUD guidance (including HUD training materials). Subrecipient shall carry out the activities under this Agreement in compliance with DEO's procedures to prevent duplication of benefits. Subrecipient shall sign a Subrogation Agreement (See Attachment M).

(10) Liability.

- (a) If Subrecipient is a state agency or subdivision, as defined in Section 768.28(2), F.S., pursuant to Section 768.28(19), F.S., neither Party indemnifies nor insures or assumes any liability for the other Party for the other Party's negligence.
- (b) Subrecipient assumes sole responsibility for the training and oversight of the parties it deals with or employs to carry out the terms of this Agreement to the extent set forth in Section 768.28, Florida Statutes. Subrecipient shall hold DEO harmless against all claims of whatever nature arises from the work and services performed by third parties under this Agreement. For purposes of this Agreement, Subrecipient agrees that it is not an employee or agent of DEO, but is an independent contractor.
- (c) Subrecipient agrees to be fully responsible for its negligent or tortious acts or omissions, which result in claims or suits against DEO. Subrecipient agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, F.S. Nothing herein shall be construed as

consent by DEO or the State of Florida to be sued by third parties in any matter arising out of any agreement, contract, or subcontract.

- (d) Nothing herein is intended to serve as a waiver of sovereign immunity by DEO or Subrecipient.

(11) Events of Default.

If any of the following events occur ("Events of Default"), DEO may, in its sole and absolute discretion, elect to terminate any obligation to make any further payment of funds, exercise any of the remedies set forth in Paragraph (12) Remedies or pursue any remedy at law or in equity, without limitation:

- (a) Any warranty or representation is made by Subrecipient, in this Agreement or any previous agreement with DEO, is or becomes false or misleading in any respect, or if Subrecipient fails to keep or perform any of the obligations, terms, or covenants in this Agreement or any previous agreement with DEO or HUD, and/or has not cured them in timely fashion and/or is unable or unwilling to meet its obligations under this Agreement and/or as required by statute, rule, or regulation;
- (b) Any material adverse change occurs in the financial condition of Subrecipient at any time during the term of this Agreement and Subrecipient fails to cure this adverse change within thirty (30) calendar days from the date written notice is sent by DEO;
- (c) If Subrecipient fails to submit any required report or submits any required report with incorrect, incomplete or insufficient information or fails to submit additional information as requested by DEO;
- (d) If Subrecipient fails to perform or timely complete any of its obligations under this Agreement, including participating in DEO's Implementation Workshop. The Parties agree that in the event DEO elects to make payments or partial payments after any Events of Default, it does so without waiving the right to exercise any remedies allowable herein or at law and without becoming liable to make any further payment.
- (e) Neither Party shall be liable to the other for any delay or failure to perform under this Agreement if such delay or failure is neither the fault nor the negligence of the Party or its employees or agents and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Party's control or for any of the foregoing that affects subcontractors or suppliers if no alternate source of supply is available. However, in the event of delay from the foregoing causes, the Party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the Party's performance obligation under this Agreement. If the delay is excusable under this paragraph, the delay will not result in any additional charge or cost under the Agreement to either Party. In the case of any delay Subrecipient believes is excusable under this paragraph, Subrecipient shall notify DEO in writing of the delay or potential delay and describe the cause of the delay either: (1) within ten (10) calendar days after the cause that creates or will create the delay first arose, if Subrecipient could reasonably foresee that a delay could occur as a result or (2) within five (5) calendar days after the date Subrecipient first had reason to believe that a delay could result, if the delay is not reasonably foreseeable. **THE FOREGOING SHALL CONSTITUTE SUBRECIPIENT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. DEO, in its sole discretion, will determine if the delay is excusable under this paragraph and will notify Subrecipient of its decision in writing. No claim for damages, other than an extension of time, shall be asserted against DEO. Subrecipient shall not be entitled to an increase in the Agreement price or payment of any kind from DEO for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist, Subrecipient shall perform at no increased cost, unless DEO determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to DEO or the State, in which case, DEO may do any or all of the following: (1) accept allocated performance or deliveries from Subrecipient, provided that Subrecipient grants preferential treatment to DEO with respect to products or services subjected to allocation; (2) purchase from other sources (without recourse to and by Subrecipient for the related costs and expenses) to replace all or part of the products or services that are

the subject of the delay, which purchases may be deducted from the Agreement quantity or (3) terminate the Agreement in whole or in part.

(12) Remedies.

If an Event of Default occurs, DEO may in its sole discretion and without limiting any other right or remedy available, provide thirty (30) calendar days written notice to Subrecipient and if Subrecipient fails to cure within those thirty (30) calendar days DEO may choose to exercise one or more of the following remedies, either concurrently or consecutively:

- (a) Terminate this Agreement upon written notice by DEO sent in conformity with Paragraph (16) Notice and Contact;
- (b) Begin any appropriate legal or equitable action to enforce performance of this Agreement;
- (c) Withhold or suspend payment of all or any part of a request for payment;
- (d) Demand Subrecipient return to DEO any funds used for ineligible activities or unallowable costs under this Agreement or any applicable law, rule or regulation governing the use of the funds; and
- (e) Exercise any corrective or remedial actions, including but not limited to:
 1. Requesting additional information from Subrecipient to determine the reasons for or the extent of non-compliance or lack of performance;
 2. Issuing a written warning to advise that more serious measures may be taken if the situation is not corrected; and/or
 3. Advising Subrecipient to suspend, discontinue or refrain from incurring costs for any activities in question.
- (f) Exercise any other rights or remedies which may be otherwise available under law.

Pursuit of any of the above remedies does not preclude DEO from pursuing any other remedies in this Agreement or provided at law or in equity. Failure to exercise any right or remedy in this Agreement or failure by DEO to require strict performance does not affect, extend or waive any other right or remedy available or affect the later exercise of the same right or remedy by DEO for any other default by Subrecipient.

(13) Dispute Resolution.

DEO shall decide disputes concerning the performance of the Agreement, and document dispute decisions in writing and serve a copy of same on Subrecipient. All decisions are final and conclusive unless Subrecipient files a petition for administrative hearing with DEO within twenty-one (21) days from the date of receipt of the decision. Exhaustion of administrative remedies prescribed in Chapter 120, F.S., is an absolute condition precedent to Subrecipient's ability to pursue any other form of dispute resolution; provided however, that the Parties may mutually agree to employ the alternative dispute resolution procedures outlined in Chapter 120, F.S.

(14) Citizen Complaints.

The goal of DEO is to provide an opportunity to resolve complaints in a timely manner, usually within fifteen (15) business days of the receipt of the complaint as expected by HUD, if practicable, and to provide the right to participate in the process and appeal a decision when there is reason for an applicant to believe its application was not handled according to program policies. All applications, guidelines and websites will include details on the right to file a complaint or appeal and the process for filing a complaint or beginning an appeal.

Applicants are allowed to appeal program decisions related to one of the following activities:

- (a) A program eligibility determination,
- (b) A program assistance award calculation, or
- (c) A program decision concerning housing unit damage and the resulting program outcome.

Citizens may file a written complaint or appeal through the Office of Long-Term Resiliency email at CDBG-DR@deo.myflorida.com or submit by postal mail to the following address:

Attention: Office of Long-Term Resiliency
Florida Department of Economic Opportunity
107 East Madison Street
The Caldwell Building, MSC 160
Tallahassee, Florida 32399

Subrecipient will handle citizen complaints by conducting:

- (a) Investigations as necessary,
- (b) Resolution, and
- (c) Follow-up actions.

If the complainant is not satisfied by Subrecipient's determination, then the complainant may file a written appeal by following the instructions issued in the letter of response. If, at the conclusion of the appeals process, the complainant has not been satisfied with the response, a formal complaint may then be addressed directly to the DEO at:

Department of Economic Opportunity
Caldwell Building, MSC-400
107 E Madison Street
Tallahassee, FL 32399

The Florida Office of Long-Term Resiliency operates in Accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination: 1-800-669-9777 (Toll Free), 1-800-927-9275 (TTY) or www.hud.gov/fairhousing.

(15) Termination.

- (a) DEO may immediately suspend or terminate this Agreement for cause by providing written notice, from the date notice is sent by DEO. Cause includes, but is not limited to; an Event of Default as set for in this Agreement; Subrecipient's improper or ineffective use of funds provided under this Agreement; fraud; lack of compliance with any applicable rules, regulations, statutes, executive orders, HUD guidelines, policies, directives or laws; failure, for any reason, to timely and/or properly perform any of Subrecipient's obligations under this Agreement; submission of reports that are incorrect or incomplete in any material respect and refusal to permit public access to any document, paper, letter or other material subject to disclosure under law, including Chapter 119, F.S., as amended. The aforementioned reasons for termination are listed in the immediately preceding sentence for illustration purposes but are not limiting DEO's sole and absolute discretion with respect to DEO's right to terminate this Agreement. In the event of suspension or termination, Subrecipient shall not be entitled to recover any cancellation charges or unreimbursed costs.
- (b) DEO may unilaterally terminate this Agreement, in whole or in part, for convenience by providing Subrecipient fourteen (14) days written notice from the date notice is sent by DEO, setting forth the reasons for such termination, the effective date and, in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, DEO determines that the remaining portion of the award will not accomplish the purpose for which the award was made, DEO may terminate the portion of the award which will not accomplish the purpose for which the award was made. Subrecipient

shall continue to perform any work not terminated. In the event of termination for convenience, Subrecipient shall not be entitled to recover any cancellation charges or unreimbursed costs for the terminated portion of work.

- (c) The Parties may terminate this Agreement for their mutual convenience in writing, in the manner agreed upon by the Parties, which must include the effective date of the termination.
- (d) In the event that this Agreement is terminated, Subrecipient shall not incur new obligations under the terminated portion of the Agreement after the date Subrecipient has received the notification of termination. Subrecipient shall cancel as many outstanding obligations as possible. DEO shall disallow all costs incurred after Subrecipient's receipt of the termination notice. DEO may, to the extent authorized by law, withhold payments to Subrecipient for the purpose of set-off until the exact amount of damages due to DEO from Subrecipient is determined.
- (e) Upon expiration or termination of this Agreement Subrecipient shall transfer to DEO any CDBG-DR funds on hand at the time of expiration or termination and any accounts receivable attributable to the use of CDBG-DR funds.
- (f) Any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG-DR funds (including CDBG-DR funds provided to subrecipient in the form of a loan) in excess of \$25,000 must either:
 1. Be used to meet a national objective until five years after expiration or termination of this Agreement, unless otherwise agreed upon by the Parties, or except as otherwise set forth herein; or
 2. If not used to meet a national objective, Subrecipient shall pay to DEO an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG-DR funds for the acquisition or improvement of the property for five years after expiration or termination of this Agreement.
- (g) The rights and remedies under this clause are in addition to any other rights or remedies provided by law or under this Agreement.

(16) Notice and Contact.

- (a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, first class or certified mail with return receipt requested, email with confirmation of receipt of email from Subrecipient, to the representative identified below at the address set forth below or said notification attached to the original of this Agreement.
- (b) The name and address of DEO's Grant Manager for this Agreement is:

Berenice Hernandez Avila
107 E. Madison St.
Tallahassee, FL 32399
Phone: 850-921-3283
 Email:
Berenice.HernandezAvila@deo.myflorida.com

- (c) The name and address of the Local Government Project Contact for this Agreement is:

Robert Nixon

404 W. Jefferson St.

Quincy, Florida 32351

Phone: 850-933-0287

Email: rnixon@myquincy.net

- (d) If different representatives or addresses are designated by either Party after execution of this Agreement, notice of the name, title and address of the new representative will be provided to the other Party to this Agreement. Such change shall not require a formal amendment of the Agreement.

(17) Contracts.

If Subrecipient contracts any of the work required under this Agreement, a copy of the proposed contract and any proposed amendments, extensions, revisions or other changes thereto, must be forwarded to the DEO grant manager for prior written approval. For each contract, Subrecipient shall report to DEO as to whether that contractor or any subcontractors hired by the contractor, is a minority vendor, as defined in Section 288.703, F.S. Subrecipient shall comply with the procurement standards in 2 CFR §200.318 - §200.327 and §200.330 when procuring property and services under this Agreement (refer to Attachments D & E).

Subrecipient shall include the following terms and conditions in any contract pertaining to the work required under this Agreement:

- (a) the period of performance or date of completion;
- (b) the performance requirements;
- (c) that the contractor is bound by the terms of this Agreement;
- (d) that the contractor is bound by all applicable State and Federal laws, rules, and regulations;
- (e) that the contractor shall hold DEO and Subrecipient harmless against all claims of whatever nature arising out of the contractor's performance of work under this Agreement;
- (f) the obligation of Subrecipient to document in Subrecipient's reports the contractor's progress in performing its work under this Agreement;
- (g) the requirements of 2 CFR Appendix II to Part 200 – Contract Provision for Non-Federal Entity Contract Under Federal Awards – (refer to Attachment I.)

Subrecipient must comply with CDBG regulations regarding debarred or suspended entities (24 CFR 570.489(l)), pursuant to which CDBG funds must not be provided to excluded or disqualified persons and provisions addressing bid, payment, performance bonds, if applicable, and liquidated damages.

Subrecipient shall maintain oversight of all activities performed under this Agreement and shall ensure that its contractors perform according to the terms and conditions of the procured contracts or agreements and the terms and conditions of this Agreement.

(18) Terms and Conditions.

This Agreement contains all the terms and conditions agreed upon by the Parties. There are no provisions, terms, conditions, or obligations other than those contained in this Agreement; and this Agreement supersedes all previous understandings. No waiver by DEO may be effective unless made in writing by an authorized DEO official.

(19) Attachments.

- (a) If any inconsistencies or conflict between the language of this Agreement and the attachments arise, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

- (b) This Agreement contains the following attachments:

- Attachment A – Scope of Work
- Attachment B – Project Budget (Example)
- Attachment C – Activity Work Plan (Example)
- Attachment D – Program and Special Conditions
- Attachment E – State and Federal Statutes, Regulations and Policies
- Attachment F – Civil Rights Compliance
- Attachment G – Reports
- Attachment H – Warranties and Representations
- Attachment I – Audit Requirements
 - Exhibit 1 to Attachment I – Funding Sources
- Attachment J – Audit Compliance Certification
- Attachment K – SERA Access Authorization Form
- Attachment L – 2 CFR Appendix II to Part 200
- Attachment M – Subrogation Agreement

(20) Funding/Consideration.

- (a) The funding for this Agreement shall not exceed Two Million Nine Hundred Forty Nine Thousand Four Hundred Thirty Seven Dollars and Zero Cents (\$2,949,437.00), subject to the availability of funds. The State of Florida and DEO's performance and obligation to pay under this Agreement is contingent upon annual appropriations by the Legislature and subject to any modification in accordance with Chapter 216, F.S. or the Florida Constitution.
- (b) DEO will provide funds to Subrecipient by issuing a Notice of Subgrant Award/Fund Availability ("NFA") through DEO's financial management information system. Each NFA may contain specific terms, conditions, assurances, restrictions or other instructions applicable to the funds provided by the NFA. By accepting funds made available through an NFA, Subrecipient agrees to comply with all terms, conditions, assurances, restrictions or other instructions listed in the NFA.
- (c) By execution of this Agreement, Subrecipient certifies that necessary written administrative procedures, processes and fiscal controls are in place for the operation of its CDBG-DR program for which Subrecipient receives funding from DEO. These written administrative procedures, processes and fiscal controls must, at minimum, comply with applicable state and federal law, rules, regulations, guidance and the terms of this Agreement. Subrecipient agrees to comply with all the terms and conditions of Attachment D, Program and Special Conditions.
- (d) Subrecipient shall expend funds only for allowable costs and eligible activities, in accordance with the Scope of Work.
- (e) Subrecipient shall request all funds in the manner prescribed by DEO. The authorized signatory for Subrecipient set forth on the SERA Access Authorization Form, Attachment K, to this Agreement, must approve the submission of each Request for Funds ("RF") on behalf of Subrecipient.
- (f) Except as set forth herein, or unless otherwise authorized in writing by DEO, costs incurred for eligible activities or allowable costs prior to the effective date of this Agreement are ineligible for funding with CDBG-DR funds.
- (g) If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the Federal Office of Management and Budget, the Florida Legislature, the State Chief Financial Officer or under Subparagraph (22), Mandated Conditions of this Agreement, all obligations on the part of DEO to make any further payment of funds will terminate and Subrecipient shall submit its

administrative closeout report and subgrant agreement closeout package as directed by DEO within thirty (30) calendar days from receipt of notice from DEO.

- (h) Subrecipient is ultimately responsible for the administration of this Agreement, including monitoring and oversight of any person or entity retained or hired by Subrecipient.
- (i) All expenditures under this Agreement shall be made in accordance with this Agreement and any applicable state or federal statutes, rules, or regulations.
- (j) Funding for this Agreement is appropriated under Public Law 115-254, Division I, the "Supplemental Appropriations for Disaster Relief Act, 2018" and Public Law 116-20, the "Additional Supplemental Appropriations for Disaster Relief Act, 2019" for the purpose of assisting in long-term recovery from major disasters that occurred in 2017, 2018, and 2019 in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq., (the "Stafford Act").
- (k) CDBG-DR funds, appropriated and identified by Public Law, are governed by one or more Federal Register notices that contain requirements, applicable waivers, and alternative requirements that apply to the use of these funds.

(21) Repayments.

- (a) Subrecipient shall only expend funding under this Agreement for allowable costs resulting from obligations incurred during the Agreement period. Subrecipient shall ensure that its contractors, subcontractors and consultants only expend funding under this Agreement for allowable costs resulting from obligations incurred during the Agreement period.
- (b) In accordance with Section 215.971, F.S., Subrecipient shall refund to DEO any unobligated funds which have been advanced or paid.
- (c) Subrecipient shall refund to DEO any funds paid in excess of the amount to which Subrecipient or its contractors, subcontractors or consultants are entitled under the terms and conditions of this Agreement.
- (d) Subrecipient shall refund to DEO any funds received for an activity if the activity does not meet one of the three National Objectives listed in 24 CFR § 570.483(b), (c), and (d); provided, however, Subrecipient is not required to repay funds for subgrant administration unless DEO, in its sole discretion, determines Subrecipient is at fault for the ineligibility of the activity in question.
- (e) Subrecipient shall refund to DEO any funds not spent in accordance with the conditions of this Agreement or applicable law. Such reimbursement shall be sent to DEO, by Subrecipient, within thirty (30) calendar days from Subrecipient's receipt of notification of such non-compliance.
- (f) In accordance with Section 215.34(2), F.S., if a check or other draft is returned to DEO for collection, Subrecipient shall pay to DEO a service fee of \$15.00 or five percent of the face amount of the returned check or draft, whichever is greater. All refunds or repayments to be made to DEO under this Agreement are to be made payable to the order of "Department of Economic Opportunity" and mailed directly to DEO at the following address:

Department of Economic Opportunity
Community Development Block Grant Programs Cashier
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

(22) Mandated Conditions.

- (a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations and materials submitted or provided by Subrecipient in this Agreement, in any later submission or response to a DEO request or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations and materials are incorporated herein by reference.

- (b) This Agreement shall be construed under the laws of the State of Florida and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. The Parties explicitly waive any right to jury trial.
- (c) If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then that provision shall be null and void only to the extent of the conflict or unenforceability, and that provision shall be severable from and shall not invalidate any other provision of this Agreement.
- (d) Any power of approval or disapproval granted to DEO under the terms of this Agreement shall survive the term of this Agreement.
- (e) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.
- (f) Subrecipient shall comply with all applicable local, state and federal laws, including the Americans With Disabilities Act of 1990, as amended; the Florida Civil Rights Act, as amended, Chapter 760, Florida Statutes; Title VII of the Civil Rights Act of 1964, as amended; (P.L. 101-336, 42 U.S.C. § 12101 *et seq.*) and laws which prohibit discrimination by public and private entities on in employment, public accommodations, transportation, state and local government services and telecommunications.
- (g) Pursuant to Section 287.133(2)(a), F.S., a person or affiliate, as defined in Section 287.133(1), F.S., who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of thirty-five thousand dollars (\$35,000) for a period of thirty-six (36) months following the date of being placed on the convicted vendor list. By executing this Agreement, Subrecipient represents and warrants that neither it nor any of its affiliates is currently on the convicted vendor list. Subrecipient shall disclose if it or any of its affiliates is placed on the convicted vendor list.
- (h) Pursuant to Section 287.134(2)(a), F.S., an entity or affiliate, as defined in Section 287.134(1), who has been placed on the discriminatory vendor list may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity. By executing this Agreement, Subrecipient represents and warrants that neither it nor any of its affiliates is currently on the discriminatory vendor list. Subrecipient shall disclose if it or any of its affiliates is placed on the discriminatory vendor list.
- (i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- (j) In the event travel is pre-approved by DEO, any bills for travel expenses shall be submitted and reimbursed in accordance with Section 112.061, F.S., the rules promulgated thereunder and 2 CFR § 200.474.
- (k) If Subrecipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to DEO or be applied against DEO's obligation to pay the Agreement award amount.
- (l) Subrecipient hereby acknowledges that Subrecipient is subject to Florida's Government in the Sunshine Law (Section 286.011, F.S.) with respect to the meetings of Subrecipient's governing board or the meetings of any subcommittee making recommendations to the governing board. Subrecipient hereby agrees that all such aforementioned meetings shall be publicly noticed, open to the public and the minutes of all the meetings shall be public records made available to the public in accordance with Chapter 119, F.S.
- (m) Subrecipient shall comply with section 519 of P. L. 101-144, the Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1990; and section 906

of P.L. 101-625, the Cranston-Gonzalez National Affordable Housing Act, 1990, by having, or adopting within ninety (90) days of execution of this Agreement, and enforcing, the following:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- (n) Upon expiration or termination of this Agreement, Subrecipient shall transfer to DEO any CDBG-DR funds remaining at the time of expiration or termination, and any accounts receivable attributable to the use of CDBG-DR funds.

(23) Lobbying Prohibition.

- (a) No funds or other resources received from DEO under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.
- (b) Subrecipient certifies, by its signature to this Agreement, that:
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
 3. Subrecipient shall require that this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose as described in this Agreement. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure.

(24) Copyright, Patent and Trademark.

Any and all patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida. Any and all copyrights accruing under or in connection with the performance of this Agreement are hereby transferred by Subrecipient to the State of Florida.

- (a) If Subrecipient has a pre-existing patent or copyright, Subrecipient shall retain all rights and entitlements to that pre-existing patent or copyright unless this Agreement expressly provides otherwise.
- (b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement or in any way connected with it, Subrecipient shall refer the discovery or invention to DEO for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films or other copyrightable material are produced, Subrecipient shall notify DEO. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by Subrecipient to the State of Florida.

- (c) Within thirty (30) calendar days of execution of this Agreement, Subrecipient shall disclose all intellectual properties relating to the performance of this Agreement which give rise to a patent or copyright. Subrecipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists, and DEO shall have the right to all patents and copyrights which accrue during performance of the Agreement.

(25) Legal Authorization.

- (a) Subrecipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. Subrecipient certifies that the undersigned person has the authority to legally execute and bind Subrecipient to the terms of this Agreement. DEO may, at its discretion, request documentation evidencing the undersigned has authority to bind Subrecipient to this Agreement as of the date of execution; any such documentation is incorporated herein by reference.
- (b) Prior to the execution of this Agreement Subrecipient warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, investigation or any other legal or financial condition that would in any way prohibit, restrain or diminish Subrecipient's ability to satisfy its obligations. Subrecipient shall immediately notify DEO in writing if its ability to perform is compromised in any manner during the term of the Agreement.

(26) Public Record Responsibilities.

- (a) In addition to Subrecipient's responsibility to directly respond to each request it receives for records, in conjunction with this Agreement and to provide the applicable public records in response to such request, Subrecipient shall notify DEO of the receipt and content of all such requests by sending an email to PRRequest@deo.myflorida.com within one (1) business day from receipt of the request.
- (b) Subrecipient shall keep and maintain public records required by DEO to perform Subrecipient's responsibilities hereunder. Subrecipient shall, upon request from DEO's custodian of public records, provide DEO with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, F.S., or as otherwise provided by law. Subrecipient shall allow public access to all documents, papers, letters or other materials made or received by Subrecipient in conjunction with this Agreement, unless the records are exempt from Article I, Section 24(a) of the Florida Constitution and Section 119.07(1), F.S. For records made or received by Subrecipient in conjunction with this Agreement, Subrecipient shall respond to requests to inspect or copy such records in accordance with Chapter 119, F.S. For all such requests for records that are public records, as public records are defined in Section 119.011, F.S., Subrecipient shall be responsible for providing such public records per the cost structure provided in Chapter 119, F.S., and in accordance with all other requirements of Chapter 119, F.S., or as otherwise provided by law.
- (c) This Agreement may be terminated by DEO for refusal by Subrecipient to comply with Florida's public records laws or to allow public access to any public record made or received by Subrecipient in conjunction with this Agreement.
- (d) If, for purposes of this Agreement, Subrecipient is a "contractor" as defined in Section 119.0701(1)(a), F.S. ("Subrecipient-contractor"), Subrecipient-contractor shall transfer to DEO, at no cost to DEO, all public records upon completion including termination, of this Agreement or keep and maintain public records required by DEO to perform the service. If Subrecipient-contractor transfers all public records to the public agency upon completion of the Agreement, Subrecipient-contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Subrecipient-contractor keeps and maintains public records upon completion of the Agreement, Subrecipient-contractor shall meet all applicable requirements for retaining public records in accordance with Chapters 119 and 257, F.S. All records stored electronically must be provided to DEO, upon request from DEO's custodian of public records, in a format that is compatible with the information technology systems of DEO.

- (e) If DEO does not possess a record requested through a public records request, DEO shall notify Subrecipient-contractor of the request as soon as practicable, and Subrecipient-contractor must provide the records to DEO or allow the records to be inspected or copied within a reasonable time, but in all cases within fourteen (14) business days. If Subrecipient-contractor does not comply with DEO's request for records, DEO shall enforce the provisions set forth in this Agreement. Subrecipient-contractor who fails to provide public records to DEO within a reasonable time may be subject to penalties under Section 119.10, F.S.
- (f) Subrecipient shall notify DEO verbally within twenty-four (24) hours and in writing within seventy-two (72) hours if any data in Subrecipient's possession related to this Agreement is subpoenaed or improperly used, copied or removed (except in the ordinary course of business) by anyone except an authorized representative of DEO. Subrecipient shall cooperate with DEO, in taking all steps as DEO deems advisable, to prevent misuse, regain possession or otherwise protect the State's rights and the data subject's privacy.
- (g) Subrecipient acknowledges that DEO is subject to the provisions of Chapter 119, F.S., relating to public records and that reports, invoices and other documents Subrecipient submits to DEO under this Agreement constitute public records under Florida Statutes. Subrecipient shall cooperate with DEO regarding DEO's efforts to comply with the requirements of Chapter 119, F.S.
- (h) If Subrecipient submits records to DEO that are confidential and exempt from public disclosure as trade secrets or proprietary confidential business information, such records should be identified as such by Subrecipient prior to submittal to DEO. Failure to identify the legal basis for each exemption from the requirements of Chapter 119, F.S., prior to submittal of the record to DEO serves as Subrecipient's waiver of a claim of exemption. Subrecipient shall ensure public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Subrecipient-contractor does not transfer the records to DEO upon completion, including termination, of this Agreement.
- (i) **IF SUBRECIPIENT-CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT-CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by telephone at 850-245-7140, via email at PRRequest@deo.myflorida.com, or by mail at Department of Economic Opportunity, Public Records Coordinator, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-4128.**
- (j) To the extent allowable by law, Subrecipient shall be fully liable for the actions of its agents, employees, partners, contractors and subcontractors and shall fully indemnify, defend, and hold harmless the State and DEO, and their officers, agents and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to public record requests or public record law violation(s), alleged to be caused in whole or in part by Subrecipient, its agents, employees, partners, contractors or subcontractors, provided, however, that Subrecipient does not indemnify for that portion of any costs or damages proximately caused by the negligent act or omission of the State or DEO. DEO, in its sole discretion, has the right, but not the obligation, to enforce this indemnification provision.
- (k) DEO does not endorse any Subrecipient, commodity, or service. Subject to Chapter 119, F.S., Subrecipient shall not publicly disseminate any information concerning this Agreement without prior written approval from DEO, including, but not limited to, mentioning this Agreement in a press release or other promotional material, identifying DEO or the State as a reference, or otherwise linking Subrecipient's name and either a description of the Agreement or the name of DEO or the State in any material published, either in print or electronically, to any other entity that is not a Party to this Agreement, except potential or actual employees, agents, representatives or subcontractors with the professional skills necessary to perform the work services required by the Agreement.

- (l) Subrecipient shall comply with the requirements set forth in Section 119.0701, F.S., when entering into any public agency contract for services after the Effective Date of this Agreement. Subrecipient shall amend each of Subrecipient's public agency contracts for services already in effect as of the Effective Date of this Agreement and which contract will or may be funded in whole or in part with any public funds. DEO may terminate this Agreement if Subrecipient does not comply with this provision.

(27) Employment Eligibility Verification.

- (a) Section 448.095, F.S., requires the following:

1. Every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

2. A private employer shall, after making an offer of employment which has been accepted by a person, verify such person's employment eligibility. A private employer is not required to verify the employment eligibility of a continuing employee hired before January 1, 2021. However, if a person is a contract employee retained by a private employer, the private employer must verify the employee's employment eligibility upon the renewal or extension of his or her contract.

(b) E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at:

<https://www.e-verify.gov/>

(c) If the Recipient does not use E-Verify, the Recipient shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

(28) Program Income.

- (a) Subrecipient shall report to DEO all program income (as defined at 24 CFR § 570.500(a) or in the Federal Register Guidance governing the CDBG-DR funds) generated by activities carried out with CDBG-DR funds made available under this Agreement as part of Subrecipient's Quarterly Progress Report. Subrecipient shall use program income in accordance with the applicable requirements of 2 CFR part 200, 24 CFR part 570.504, and the terms of this Agreement.
- (b) Program income generated after closeout shall be returned to DEO. Program income generated prior to closeout shall be returned to DEO unless the program income is used to fund additional units of CDBG-DR activities, specified in a modification to this Agreement and duly executed prior to administrative closeout.

(29) National Objectives.

All activities funded with CDBG-DR funds must meet the criteria for one of the CDBG program's National Objectives. Subrecipient certifies that the activities carried out under this Agreement shall meet the following national objectives and satisfy the following criteria:

- (a) Benefit to low- and moderate- income persons;
- (b) Aid in prevention or elimination of slums or blight; and
- (c) Meet a need having particular urgency (referred to as urgent need).

(30) Independent Contractor.

- (a) In Subrecipient's performance of its duties and responsibilities under this Agreement, it is mutually understood and agreed that Subrecipient is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended to or shall be deemed to constitute an employer/employee relationship, partnership or joint venture between the Parties. Subrecipient shall at

all times remain an independent contractor with respect to the services to be performed under this Agreement. Nothing in this Agreement shall be construed to create any agency or employment relationship between DEO, Subrecipient, its employees, subcontractors or agents. Neither Party shall have any right, power or authority to assume, create or incur any expense, liability or obligation, express or implied, on behalf of the other.

- (b) Subrecipient, its officers, agents, employees, subcontractors or assignees, in performance of this Agreement shall act in the capacity of an independent contractor and not as an officer, employee, agent, joint venturer, or partner of the State of Florida.
- (c) Subrecipient shall have sole right to control the manner, method and means by which the services required by this Agreement are performed. DEO shall not be responsible to hire, supervise or pay Subrecipient's employees. Neither Subrecipient, nor its officers, agents, employees, subcontractors or assignees are entitled to State retirement or State leave benefits, or to any other compensation of State employment as a result of performing the duties and obligations of this Agreement.
- (d) Subrecipient agrees to take such actions as may be necessary to ensure that each subcontractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, employee, servant, joint venturer or partner of the State of Florida.
- (e) Unless justified by Subrecipient, and agreed to by DEO in the Scope of Work, DEO will not furnish services of support (*e.g.*, office space, office supplies, telephone service, secretarial or clerical support) to Subrecipient or its subcontractor or assignee.
- (f) DEO shall not be responsible for withholding taxes with respect to Subrecipient's use of funds under this Agreement. Subrecipient shall have no claim against DEO for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, reemployment assistance benefits or employee benefits of any kind. Subrecipient shall ensure that its employees, subcontractors and other agents, receive benefits and necessary insurance (health, workers' compensation, reemployment assistance benefits) from an employer other than the State of Florida.
- (g) Subrecipient, at all times during the Agreement, must comply with the reporting and Reemployment Assistance contribution payment requirements of Chapter 443, F.S.
- (h) DEO shall not be responsible for provide any training to Subrecipient, its employees, assigns, agents, representatives or subcontractors in the professional skills necessary to perform the work services required by this Agreement; DEO may provide training in the form of an Implementation Workshop in keeping with implementation

~ Remainder of this page is intentionally left blank ~

**State of Florida
Department of Economic Opportunity
Federally Funded Subrecipient Agreement
Signature Page**

IN WITNESS THEREOF, and in consideration of the mutual covenants set forth above and in the attachments and exhibits hereto, the Parties executed this Agreement by their duly authorized undersigned officials.

CITY OF QUINCY, FLORIDA

DEPARTMENT OF ECONOMIC OPPORTUNITY

By _____
Signature
Dr. Beverly Nash

By _____
Signature
Dane Eagle

Title **City Manager**

Title **Secretary**

Date _____

Date _____

Federal Tax ID # **59-6000416**
DUNS # **093596070**

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

**OFFICE OF GENERAL COUNSEL
DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: _____

Approved Date: _____

Attachment A – Scope of Work

1. PROGRAM DESCRIPTION:

The Florida Department of Economic Opportunity (DEO) has allocated \$60,406,429 in funding for the Rebuild Florida Hometown Revitalization Program through the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program by the U.S. Department of Housing and Urban Development (HUD) to address unmet disaster recovery needs related to damage from Hurricane Michael. Federal Register requirements clearly state that funds may be used only for disaster relief and long-term recovery in communities affected by the specified disaster. Requirements provide that funds be directed to areas with the greatest need. All CDBG-DR funded eligible activities must tie to storm damage as specified in and not prior to the Presidential Disaster Declaration 4399 for Hurricane Michael on October 11, 2018.

Projects must meet a CDBG-DR National Objective such as: Benefit LMI persons, Slum and Blight or address an Urgent Need. Additional information can be found in the Federal Register, Volume 85, No.17.

Projects eligible for funding under this program include:

- Public facility improvements, including streetscapes, lighting, sidewalks, and other physical improvements.
- Acquisition, demolition, site preparation, or rehabilitation of commercial structures carried out by a unit of local government.

Assistance to small businesses for rehabilitation and physical improvements to their places of business. Façade improvements to private or public structures in commercial area

2. **PROJECT DESCRIPTION:** The proposed project will integrate long-term sustainability and resilience into rebuilding by supporting a vibrant and prosperous downtown Quincy with improved streetscapes, parking, parklets, and signage, a convertible festival street-plaza to address vacancies, employment, lack of downtown investments, improved health and safety, and a reimagined downtown that feels more cohesive. The improvements will reposition downtown Quincy for redevelopment and growth, investments and recovery.

3. SUBRECIPIENT RESPONSIBILITIES:

CDBG-DR Hometown Revitalization Policies, Procedures and Implementation

The City of Quincy will conduct the program design and implementation services necessary to mobilize and launch its production implementation systems to support the programs and projects to help people, properties and communities recover from storm related damage due to Hurricane Michael as follows:

1. Complete and submit to DEO within forty-five (45) days of agreement execution, a staffing plan for the City of Quincy CDBG-DR Program that includes:
 - a. Organizational chart; and,
 - b. Job descriptions for Subrecipient's employees, contracted staff, vendors, and contractors.
 - c. Scope of work and procurement plan for all contracted staff, vendors, and contractors.
2. Develop and submit a copy of the following policies and procedures to the DEO Agreement Manager within forty-five (45) days of agreement execution:
 - a. Procurement policies and procedures that incorporate 2 CFR Part 200.317-327.
 - b. Administrative financial management policies, which must comply with all applicable HUD CDBG-DR and State of Florida rules.
 - c. Quality assurance and quality control system policies and procedures that comply with all applicable HUD CDBG-DR and DEO Policies
 - d. Policies and procedures that at a minimum, include information about the Hometown Revitalization Program application process, application requirements, underwriting criteria, compliance requirements, and reporting methodology

- e. Policies and procedures to detect and prevent fraud, waste and abuse that describe how the subrecipient will verify the accuracy of applicant information, monitoring policy indicating how and why monitoring is conducted, the frequency of monitoring, and which items will be monitored, and procedure for referring instances of fraud, waste and abuse to HUD Office of Inspector General (OIG) Fraud Hotline (phone: 1-800-347-3735 or email: hotline@hudoig.gov).
 - f. Policies and procedures for the requirements under 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award.
3. Establish and administer a system of record and production and grants management reporting systems within forty-five (45) days of agreement execution.
 4. Complete and submit a Project Detail Budget (Attachment B) for approval by DEO no later than thirty (30) days after the execution of the subrecipient agreement.
 5. Complete and submit an Activity Work Plan (Attachment C) for approval by DEO no later than thirty (30) days after the execution of the subrecipient agreement.
 6. Maintain organized subrecipient agreement files and make them accessible to DEO or its representatives upon request.
 7. Comply with all terms and conditions of the subrecipient agreement, Hometown Revitalization Program Guidelines and Design, Action Plan, Action Plan Amendments, and Federal, State and local laws.
 8. Attend fraud related training by HUD OIG to assist in the proper management of CDBG-DR grant funds when available.
 9. Update all applicable Hometown Revitalization Program policies and procedures as needed and upon DEO request.
 10. Complete procurement of all vendors for internal grants management and compliance and direct program and project production, including:
 - a. Selection of vendors, subrecipients, and/or staff that will be responsible for managing applicant intake and related operations, compliance, finance and administration;
 - b. Selection of vendors, subrecipients, and/or staff that will be responsible for managing demolition and/or construction;
 - c. Selection of vendors, subrecipients, and/or staff that will be responsible for managing Land and Structure Buyout; and,
 - d. Selection of vendors, subrecipients, and/or staff that will be responsible for Appraisal, Environmental Review, title services, and legal services.
 11. Meet or exceed federal underwriting standards. Subrecipients must establish underwriting criteria that, at a minimum, complies with CDBG underwriting criteria found at 24 CFR 570.209. Project costs must be demonstrated to be reasonable. All other sources of financing must be committed or otherwise unavailable to the applicant. Project costs must be need-based, and documentation must be sufficient to prove that CDBG funds will not supplant non-federal financial funding or support.
 12. Include the following statement on all program materials and applications "Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729."
 13. Ensure all projects seeking assistance under the current CDBG-DR funds for Hurricane Michael, and any future funds allocated for Hurricane Michael, provided by DEO, receive the required Environmental Clearance from DEO prior to the Subrecipient being able to commit CDBG-DR funds.
 14. Evaluate each grant applicant for the potential for duplication of benefits and decline any grant amount that would constitute such a duplication.
 15. Develop and submit a monthly revised detailed timeline for implementation consistent with the milestones outlined in the Hometown Revitalization program guidelines and report actual progress against the projected progress.
 16. Develop and submit both a monthly and quarterly report to DEO by the 10th day of the following month or quarter, that outlines the progress made to date, the projected activities to be completed in the upcoming month or quarter, and any risks or issues identified for the delivery of the project. The

- reports must include metrics that demonstrate the implementation costs to date with projected spending, and any other information DEO determines is necessary.
17. Obtain approval from DEO and FEMA before conveying ownership.
 18. Provide scope of land use in accordance with DEO's direction, prior to closing.
 19. Enforce the proper land use according to *83 Fed. Reg. 5863* in perpetuity for a use that is compatible with open space, recreational, or floodplain and wetlands management practices.
 20. Enforce and monitor all deed restrictions.
 21. Approve the conveying of property and the proper use of land.
 22. Utilize a certified appraiser for each property that is eligible to be acquired.
 23. Utilize a certified damage inspector, insurance adjuster reports, or similar documentation to assess damages of each property to assure that damages were caused by Hurricane Michael.
4. **DELIVERABLES: Subrecipient** agrees to provide the following services as specified:
- A. Deliverable No. 1 - Program Implementation**
1. General grant administration/ management.
 - a. Maintain project records including files and proper auditable documentation.
 - b. Ensure accuracy with supporting documents when submitting invoices to DEO as specified in Section 7.
 - c. Ensure compliance with applicable regulations, laws, and grant subaward provisions.
 - d. Verify that expenditures submitted for reimbursement are allowable, reasonable, benefit the grant subaward, and have appropriately charged to the correct cost category.
 - e. Conduct required review of payroll(s)/ timesheets of Davis-Bacon Payroll(s)
 - f. Respond to citizen complaints in writing, phone, or email in a timely matter.
 2. Project management/activity delivery
 - a. Overall management of project activities, schedules, record review, development, scoring, selecting contractors and monitoring/ reviewing deliverables.
 3. Conduct complete environmental review and/ or assessment in accordance with 24 CFR Part 58.
- B. Deliverable No. 2- Engineering and Design**
1. Procure contractor to provide complete working plans/design drawings on the improvements and upgrades to Washington Street Event Center and the Kelly Lot redevelopment project, along with the installation of new, and rehabilitation of existing (total of sixteen (16)) parklets (a small seating area or greenspace to use as a public amenity along side a sidewalk) to include type and amount of materials and cost estimates.
 2. Contractor to apply for and receive appropriate required permits to ensure the safety of the work and compliance with building, construction, and zoning codes; surveying and inspection.
 3. Secure bonds and insurance to protect the Quincy Community Redevelopment Agency (QCRA)/City of Quincy and to protect contractors.
- C. Deliverable No. 3- Construction**
- The following improvements to the (16) parklets will be done in accordance with plans and specifications as approved by DEO:
1. Contractor to remove and dispose of existing sidewalk at Washington/ Madison NE corner. Replace curb ramp, irrigation line, and drip line connections. Install planters/ plants, tree wells and frame. Install lighting, electrical services, park bench in accordance with approved design plans.
 2. Contractor to remove and dispose of existing sidewalk at Washington/ Madison NW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/ plants, tree wells, frame, and drainage modification. Install lighting, electrical services, park bench in accordance with approved design plans.

3. Contractor to remove and dispose of existing sidewalk at Washington/ Madison SE corner. Replace curb ramp, irrigation line, and drip line connections. Install planters/ plants, tree wells, frame, and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans.
4. Contractor to remove and dispose of existing sidewalk at Washington/Madison SW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/ plants, tree wells, frame, and drainage modification. Install lighting, water meter boxes, and park bench in accordance with approved design plans.
5. Contractor to remove and dispose of existing sidewalk at Washington/Adams NE corner. Replace curb ramp, irrigation line and drip line connections. Install planets/ plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans.
6. Contractor to remove and dispose of existing sidewalk at Washington/ Adams NW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/ plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans.
7. Contractor to remove and dispose of existing sidewalk at Washington/ Adams SE corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans
8. Contractor to remove and dispose of existing sidewalk at Washington/ Adams SW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans
9. Contractor to remove and dispose of existing sidewalk at Jefferson/ Madison NE corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans
10. Contractor to remove and dispose of existing sidewalk at Jefferson/ Madison NW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans
11. Contractor to remove and dispose of existing sidewalk at Jefferson/ Madison SE corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans
12. Contractor to remove and dispose of existing sidewalk at Jefferson/ Madison SW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, in accordance with approved design plans
13. Contractor to install irrigation and drip line connections at Jefferson/Adams NE corner. Install planters/plants, tree wells and frame and drainage modification. Install lighting, electrical, water meter boxes, park bench, in accordance with approved design plans.

14. Contractor to remove and dispose of existing sidewalk at Jefferson/ Adams NW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, water meter boxes, park bench, bike rack, in accordance with approved design plans.

15. Contractor to remove and dispose of existing sidewalk at Jefferson/ Adams SE corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, electrical, in accordance with approved design plans

16. Contractor to remove and dispose of existing sidewalk at Jefferson/ Adams SW corner. Replace curb ramp, irrigation line and drip line connections. Install planters/plants, tree wells and frame and drainage modification. Install lighting, electrical, in accordance with approved design plans

Convertible Event Street on Washington Street-

17. Contractor to remove and dispose of existing sidewalks on Washington Street, excluding corners. Asphalt demolition and brick pavement. Replace irrigation line and drip line connections. Install planters/ plants, tree wells, frame, and drainage modification. Install lighting, park bench, ground outlet, and electrical in accordance with approved design plans.

Kelly lot-

18. Contractor to make improvements at Kelly Lot, excluding corners. Replace irrigation line and drip line connections. Install planters/plants (landscaping). Install lighting, park benches, ground outlet, electrical, sound stage, park entry feature, in accordance with approved design plans

19. Maintain traffic by establishing work zones, providing related transportation management and temporary traffic control on streets and highways right-of-way.

20. Mobilization to activate the contractor's physical and manpower resources for transfer to construction site until the completion of the contract.

5. DEO RESPONSIBILITIES:

- A. Monitor the ongoing activities of Subrecipient to ensure all activities are being performed in accordance with the Agreement to the extent required by law or deemed necessary by DEO in its discretion
- B. Assign a Grant Manager as a point of contact for Subrecipient
- C. Review Subrecipient's invoices described herein and process them on a timely basis
- D. DEO shall monitor progress, review reports, conduct site visits, as DEO determines necessary at DEO's sole and absolute discretion, and process payments to Subrecipient

6. DELIVERABLES: Subrecipient agrees to provide the following services as specified:

Deliverable No. 1 – Program Implementation		
Tasks	Minimum Level of Service	Financial Consequences
Subrecipient may provide project implementation activities as	Subrecipient may request reimbursement upon completion of a	Failure to complete the Minimum Level of Service as specified shall

<p>identified in Section 4.A of this Scope of Work, which shall be reimbursed upon satisfactory completion of an eligible task as detailed in Deliverables 2-3 of this Scope of Work.</p>	<p>minimum of one (1) task on a per completed task basis associated with a completed task as identified in Deliverables 2 - 3 as evidenced by submittal of the following documentation:</p> <ol style="list-style-type: none"> 1) Payroll documentation; 2) Section 3 training documentation including training materials and attendance documents (if applicable), to project activities (if applicable); 3) Environmental review activities (if applicable); 4) Project files (if applicable); 5) Evidence of fair housing activities (if applicable); 6) Davis Bacon reviews (if applicable); 7) Permit fees (if applicable); and 8) Invoice package in accordance with Section 7 of this Scope of Work. 	<p>result in non-payment for this deliverable.</p>
Deliverable No. 1 Cost: \$348,000.00		
Deliverable No. 2 – Engineering and Design		
Tasks	Minimum Level of Service	Financial Consequences
<p>Subrecipient shall complete tasks as detailed in Section 4.B of this Scope of Work</p>	<p>Subrecipient may request reimbursement for each individual site upon completion of the tasks listed in Section 4.B of this Scope of Work, or upon completion of construction/acquisition at the 20%, 40%, 60%, 80% and closeout milestones. All reimbursement requests must be evidenced by submittal of the following documentation:</p> <ol style="list-style-type: none"> 1) Copies of final design plans and working drawings; 2) Copies of all required permits; and 3) Invoice package in accordance with Section 7 of this Scope of Work. 	<p>Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable.</p>
Deliverable No. 2 Cost: \$622,438		
Deliverable No. 3 - Construction		
Tasks	Minimum Levels of Service	Financial Consequences

Subrecipient shall complete tasks as detailed in Section 4.C of this Scope of Work.	Subrecipient may request reimbursement for each individual site upon completion of the tasks listed in Section 4.C of this Scope of Work, or upon completion of construction/acquisition at the 20%, 40%, 60%, 80% and closeout milestones. All reimbursement requests must be evidenced by submittal of the following documentation: 1) AIA forms G702 and G703, or their substantive equivalent, certifying that the project, or a quantifiable portion of the project is complete; 2) Photographs of the completed project, or progress made; and 3) Invoice package in accordance with Section 7 of this Scope of Work.	Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable.
Deliverable No. 3 Cost: \$1,979,000		
Total Project Cost Not to Exceed: \$2,949,438.00		

COST SHIFTING: The deliverable amounts specified within the Deliverables table above are established based on the Parties' estimation of sufficient delivery of services fulfilling grant purposes under the Agreement in order to designate payment points during the Agreement Period; however, this is not intended to restrict DEO's ability to approve and reimburse allowable costs the City of Quincy incurred providing the deliverables herein. Prior written approval from DEO's Grant Manager is required for changes to the above Deliverable amounts that do not exceed 10% of each deliverable total funding amount. Changes that exceed 10% of each deliverable total funding amount will require a formal written amendment request from the City of Quincy, as described in **MODIFICATION** section of the Agreement. Regardless, in no event shall DEO reimburse costs of more than the total amount of this Agreement.

7. INVOICE SUBMITTAL

DEO shall reimburse Subrecipient in accordance with Section 6, above. In accordance with the Funding Requirements of s. 215.971(1), F.S. and Section 20 of this Agreement, Subrecipient and its subcontractors may only expend funding under this Agreement for allowable costs resulting from obligations incurred during this Agreement. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures (<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>).

- A. Subrecipient shall provide one invoice for services rendered during the applicable period of time as defined in the deliverable table. In any month no deliverable has been completed, Subrecipient will provide notice that no invoicing will be submitted.
- B. The following documents shall be submitted with the itemized invoice:
 1. A cover letter signed by Subrecipient's Agreement Manager certifying that the costs being claimed in the invoice package: (1) are specifically for the project represented to the State in the budget appropriation; (2) are for one or more of the components as stated in Section 6, DELIVERABLES, of this SCOPE OF WORK; (3) have been paid; and (4) were incurred during this Agreement.

2. Subrecipient's invoices shall include the date, period in which work was performed, amount of reimbursement, and work completed to date;
 3. A certification by a licensed professional using AIA forms G702 and G703, or their substantive equivalents, certifying that the project, or a quantifiable portion of the project, is complete.
 4. Photographs of the project in progress and completed work;
 5. A copy of all supporting documentation for vendor payments;
 6. A copy of the bank statement that includes the cancelled check or evidence of electronic funds transfer. The State may require any other information from Subrecipient that the State deems necessary to verify that the services have been rendered under this Agreement.
- C. Subrecipient's invoice and all documentation necessary to support payment requests must be submitted into DEO's Subrecipient Management Reporting Application (SERA). Further instruction on SERA invoicing and reporting, along with a copy of the invoice template, will be provided upon execution of the Agreement.

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Attachment B – Project Budget (Example)

Subrecipient: _____ Contract Number: _____ Modification Number: _____

Activity/Project		National Objective				Beneficiaries				Budget			
		LMI	Slum & Blight	Urgent Need	VLI	LI	MI	Non-LMI	Total	CDBG-DR Amount	Other Funds	Source*	Total Funds
1.	Project Implementation												
2.	Engineering Services												
3.	Construction												
4.													
5.	Administration												
6.	Planning												
Totals:													

*Show the sources and amounts of Other Funds needed to complete the project below, including local funds, grants from other agencies and program income.

	Source of Other Funds Amount
1.	
2.	
3.	
4.	

Attachment D – Program and Special Conditions

1. Subrecipient shall demonstrate that progress is being made in completing project activities in a timely fashion pursuant to the activity work plan. If Subrecipient does not comply with the activity work plan schedule, a justification for the delay and a plan for timely accomplishment shall be submitted to DEO within 21 calendar days of receiving DEO's request for justification for the delay. Any project for which Subrecipient has not completed the activities listed in the Activity Work Plan may be rescinded unless DEO agrees that Subrecipient has provided adequate justification for the delay.
2. Subrecipient shall maintain records of expenditure of funds from all sources that will allow accurate and ready comparison between the expenditures and the budget/activity line items as defined in the Project Detail Budget and Activity Work Plan.
3. Subrecipient shall request DEO's approval for all professional services contracts and/or agreements that will be reimbursed with CDBG-DR funds. Copies of the following procurement documents must be provided to DEO for review:
 - a. When publication of a Request for Proposal (RFP) is used as a means of solicitation, a copy of the advertisement, including an affidavit of publication;
 - b. DEO will either approve the procurement or notify Subrecipient that the procurement cannot be approved because it violates State, Federal or local procurement guidelines. Subrecipient shall notify DEO in writing no later than 90 calendar days from the effective date of this agreement if it will not be procuring any professional services or if it will be using non-CDBG-DR funds to pay for professional services.
4. Prior to the obligation or disbursement of any funds, except for administrative expenses and not to exceed \$5,000, Subrecipient shall complete the following:
 - a. Submit for DEO's approval the documentation required in paragraph 3 above for any professional services contract. Subrecipient proceeds at its own risk if more than the specified amount is incurred before DEO approves the procurement. If DEO does not approve the procurement of a professional services contract, the local government will not be able to use CDBG-DR funds for that contract beyond \$5,000.
 - b. Comply with 24 CFR part 58 and the regulations implementing the National Environmental Policy Act, 40 CFR §1500-1508. When Subrecipient has completed the environmental review process, it shall submit a Request for Release of Funds and Certification. DEO will issue an Authority to Use Grant Funds (form HUD-7015.16) when this condition has been fulfilled to the satisfaction of DEO. If DEO has not issued an Authority to use Grant Funds within 15 days of Subrecipient's submission of the required documentation, DEO shall provide Subrecipient a written update regarding the status of the review process. **"SUBRECIPIENT SHALL NOT BEGIN CONSTRUCTION BEFORE DEO HAS ISSUED THE "AUTHORITY TO USE GRANT FUNDS."**
5. Subrecipient agrees to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. §4601-4655; hereinafter, the "URA"), implementing regulations at 24 CFR part 42, 49 CFR part 24 and 24 CFR §570.606(b), the requirements of 24 CFR §42.325 – 42.350 governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. §5304(d)), and the requirements in 24 CFR §570.606(d), governing optional relocation assistance policies.
6. If Subrecipient undertakes any activity subject to the URA, Subrecipient shall document completion of the acquisition by submitting all documentation required for a desk monitoring of the acquisition, including a notice to property owners of his or her rights under the URA, an invitation to accompany the appraiser, all appraisals, offer to the

owner, acceptance, contract for sale, statement of settlement costs, copy of deed, waiver of rights (for donations), as applicable. The documentation shall be submitted prior to completing the acquisition (closing) so that DEO can determine whether remedial action may be needed. Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR §570.606(b)(2), that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project.

7. Subrecipient shall timely submit completed forms for all prime and subcontractors as required by this Agreement, DEO, HUD, and applicable, regulations and guidance laws, specifically including but not limited to:
 - a. Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Primary Covered Transactions);
 - b. Section 3 Participation Report (Construction Prime Contractor);
 - c. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Subcontractor), (if applicable); and
 - d. Section 3 Participation Report (Construction Subcontractor), (if applicable).
8. In addition, each construction contract or agreement for new or replacement housing must contain language that requires the contractor to meet the Green Building Standard for Replacement and New Construction of Residential Housing, as defined in the Allocation notice published in the Federal Register Volume 81, Number 224 on Monday, November 21, 2016.
9. For each Request for Funds (RFF) that includes reimbursement of construction costs, Subrecipient shall provide a copy of the American Institute of Architects (AIA) form G702, Application and Certification for Payment, or a comparable form approved by DEO, signed by the contractor and inspection engineer, and a copy of form G703, Continuation Sheet, or a comparable form approved by DEO. For each RFF that includes construction costs, Subrecipient shall provide a copy of AIA form G702, or a comparable form approved by DEO, if applicable, signed by the contractor and the local building inspector or housing specialist and a copy of form G703, or a comparable form approved by DEO, if applicable.
10. For each project, when Subrecipient issues the Notice to Proceed to the contractor(s), copies of the following documents shall be sent to DEO:
 - a. Notice to Proceed;
 - b. The contractor's performance bond (100 percent of the contract price); and
 - c. The contractor's payment bond (100 percent of the contract price).
11. Subrecipient shall undertake an activity each quarter to affirmatively further fair housing pursuant to 24 CFR § 570.487(b)(4).
12. Subrecipient shall ensure that a deed restriction is recorded on any real property or facility, excluding easements, acquired with CDBG-DR funds. This restriction shall limit the use of that real property or facility to the use stated in the subgrant application and that title shall remain in the name of Subrecipient. Such deed restriction shall be made a part of the public records in the Clerk of Court of the county in which the real property is located. Any future disposition of that real property shall be in accordance with 24 CFR § 570.505. Any future change of use of real property shall be in accordance with 24 CFR § 570.489(j).
13. Subrecipient shall comply with the historic preservation requirements of the National Historic Preservation Act of 1966, as amended, the procedures set forth in 36 CFR part 800, and the Secretary of the Interior's Standards for Rehabilitation, codified at 36 CFR 67, and Guidelines for Rehabilitating Historic Buildings.

14. Pursuant to section 102(b), Public Law 101-235, 42 U.S.C. §3545, Subrecipient shall update and submit Form HUD 2880 to DEO within thirty (30) calendar days of Subrecipient's knowledge of changes in situations which would require that updates be prepared. Subrecipient must disclose:
 - a. All developers, contractors, consultants and engineers involved in the application or in the planning, development or implementation of the project or CDBG-DR-funded activity; and
 - b. Any person or entity that has a financial interest in the project or activity that exceeds \$50,000 or 10 percent of the grant, whichever is less.
15. If required, Subrecipient shall submit a final Form HUD 2880, to DEO with Subrecipient's request for administrative closeout, and its absence or incompleteness shall be cause for rejection of the administrative closeout.
16. Conflicts of interest relating to procurement shall be addressed pursuant to 24 CFR §570.489(g). Title 24 CFR §570.489(h) shall apply in all conflicts of interest not governed by 24 CFR § 570.489(g), such as those relating to the acquisition or disposition of real property; CDBG-DR financial assistance to beneficiaries, businesses or other third parties; or any other financial interest, whether real or perceived. Additionally, Subrecipient agrees to comply with, and this Agreement is subject to, Chapter 112 F.S.
17. Any payment by Subrecipient using CDBG-DR funds for acquisition of any property, right-of-way, or easement that exceeds fair market value as determined through the appraisal process established in HUD Handbook 1378 shall be approved in writing by DEO prior to distribution of the funds. Should the Recipient fail to obtain DEO pre-approval, any portion of the cost of the acquisition exceeding Fair Market Value shall not be paid or reimbursed with CDBG-DR funds.
18. Subrecipient shall take photographs or video of all activity locations prior to initiating any construction. As the construction progresses, additional photography or videography shall document the ongoing improvements. Upon completion of construction, final documentation of the activity locations will be provided to DEO with the administrative closeout package for this Agreement.
19. If an activity is designed by an engineer, architect or other licensed professional, it shall be certified upon completion by a licensed professional as meeting the specifications of the design, as may have been amended by change orders. The date of completion of construction shall be noted as part of the certification. This certification shall be accomplished prior to submission of an administrative closeout package and a copy of the certification shall be submitted with the administrative closeout package.



Attachment E – State and Federal Statutes, Regulations, and Policies

The CDBG-DR funds available to Subrecipient through this agreement constitute a subaward of the Grantee's Federal award under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200. This agreement includes terms and conditions of the Grantee's Federal award that are imposed on Subrecipient and Subrecipient agrees to carry out its obligations in compliance with all of the obligations described in this agreement.

Subrecipient agrees to, and, by signing this Agreement, certifies that, it will comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 CFR part 570, as modified by the Federal Register notices that govern the use of CDBG-DR funds available under this agreement. These Federal Register notices include, but are not limited to, Federal Register Guidance Vol. 83, No. 28/Friday, February 9, 2018/Notices and Vol. 83, No. 157/Tuesday, August 14, 2018/Notices. Notwithstanding the foregoing, (1) Subrecipient does not assume any of Grantee's responsibilities for environmental review, decision-making and action, described in 24 CFR part 58 and (2) Subrecipient does not assume any of the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. Subrecipient shall also comply with all other applicable Federal, state and local laws, regulations and policies as now in effect and as may be amended from time to time that govern the use of the CDBG-DR funds in complying with its obligations under this agreement, regardless of whether CDBG-DR funds are made available to Subrecipient on an advance or reimbursement basis.

Subrecipient also agrees to use funds available under this Agreement to supplement rather than supplant funds otherwise available. Subrecipient further agrees to comply with all other applicable Federal, State and local laws, regulations and policies governing the funds provided under this Agreement, including, but not limited to the following:

I. State of Florida Requirements

State of Florida Requirements are stated throughout this Agreement and Attachments thereto.

II. Audits, Inspections, and Monitoring

1. Single Audit

Subrecipient must be audited as required by 2 CFR part 200, subpart F when it is expected that Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

2. Inspections and Monitoring

Subrecipient shall permit the Grantee and auditors to have access to Subrecipient's records and financial statements as necessary for the Grantee to meet the requirements of 2 CFR part 200.

Subrecipient must submit to monitoring of its activities by the Grantee as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this agreement.

This review must include:

- (1) reviewing financial and performance reports required by the Grantee;
- (2) following-up and ensuring that Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to Subrecipient from the Grantee detected through audits, on-site reviews, and other means; and

(3) issuing a management decision for audit findings pertaining to this Federal award provided to Subrecipient from the Grantee as required by 2 CFR §200.521.

3. **Corrective Actions**

Subrecipient shall be subject to reviews and audits by the Grantee, including onsite reviews of Subrecipient as may be necessary or appropriate to meet the requirements of 42 U.S.C. 5304(e)(2). The Grantee may issue management decisions and may consider taking enforcement actions if noncompliance is detected during audits. The Grantee may require Subrecipient to take timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews and other means. In response to audit deficiencies or other findings of noncompliance with this agreement, Grantee may impose additional conditions on the use of the CDBG-DR funds to ensure future compliance or provide training and technical assistance as needed to correct noncompliance.

III. Drug-Free Workplace

Drug-free workplace. Subrecipients must comply with drug-free workplace requirements in Subpart B of part 2429, which adopts the government-wide implementation (2 CFR part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

IV. Procurement and Contractor Oversight

Subrecipient shall comply with the procurement standards in 2 CFR §200.318-327 when procuring property and services under this agreement. Subrecipient shall impose the Subrecipient's obligations under this agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors.

Subrecipient must comply with CDBG regulations regarding debarred or suspended entities, specifically including, 24 CFR 570.609 and 24 CFR 570.489, as applicable. CDBG funds may not be provided to excluded or disqualified persons.

Subrecipient shall maintain oversight of all activities under this agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this agreement. To check for debarred or suspended entities, please visit <https://www.sam.gov/SAM/>

V. Property Standards

Real property acquired by Subrecipient under this agreement shall be subject to 24 CFR 570.489(j) and 24 CFR 570.200(j). Subrecipient shall also comply with the Property Standards at 2 CFR 200.310, 2 CFR 200.312, 2 CFR 200.314-316. Subrecipient shall also comply with 2 CFR 200.313 Equipment, except that when the equipment is sold, the proceeds shall be program income and equipment not needed by Subrecipient for activities under this agreement shall be transferred to the Grantee for its CDBG-DR program or shall be retained after compensating the Grantee.

Subrecipient shall also comply with the Property Standards in 2 CFR 200.310-316, except to the extent they are inconsistent with 24 CFR 570.200(j) and 24 CFR 570.489(j), in which case Subrecipient shall comply with 24 CFR 570.200(j) and 24 CFR 570.489(j), except to the extent that proceeds from the sale of equipment are program income and subject to the program income requirements under this agreement, pursuant to 24 CFR 570.489(e)(1)(ii).

VI. Federal Funding Accountability and Transparency Act (FFATA)

Subrecipient shall comply with the requirements of 2 CFR part 25 Universal Identifier and System for Award Management (SAM). Subrecipient must have an active registration in SAM, <https://www.sam.gov/SAM/> in accordance with 2 CFR part 25, appendix A, and must have a Data Universal Numbering System (DUNS) number <https://fedgov.dnb.com/webform/>. Subrecipient must also comply with provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation, 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

VII. Relocation and Real Property Acquisition

Subrecipient shall comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 42 USC 4601 – 4655, 49 CFR part 24, 24 CFR part 42, and 24 CFR 570.606.

In addition to other URA requirements, these regulations (49 CFR § 24.403(d)) implement Section 414 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5181, which provides that "Notwithstanding any other provision of law, no person otherwise eligible for any kind of replacement housing payment under the URA shall be denied such eligibility as a result of his being unable, because of a major disaster as determined by the President, to meet the occupancy requirements set by such Act."

VIII. Nondiscrimination

1. 24 CFR part 6

Subrecipient will comply with 24 CFR part 6, which implements the provisions of section 109 of title I of the Housing and Community Development Act of 1974 (Title I) (42 U.S.C. 5309). Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion or sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance. Subrecipient will adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504). Section 109 of the HCDA makes these requirements applicable to programs or activities funded in whole or in part with CDBG-DR funds. Thus, Subrecipient shall comply with regulations of 24 CFR part 8, which implement Section 504 for HUD programs, and the regulations of 24 CFR part 146, which implement the Age Discrimination Act for HUD programs.

2. Architectural Barriers Act and the Americans with Disabilities Act

Subrecipient shall ensure that its activities are consistent with requirements of Architectural Barriers Act and the Americans with Disabilities Act. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed or altered in accordance with standards that ensure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed or altered with funds allocated or reallocated under this part after December 11, 1995 and meets the definition of "residential structure" as defined in 24 CFR 40.2 or the definition of "building" as defined in 41 CFR 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (appendix A to 24 CFR part 40 for residential structures, and appendix A to 41 CFR part 101-19, subpart 101-19.6, for general type buildings).

The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

3. State and Local Nondiscrimination Provisions

Subrecipient must comply with the Florida Small and Minority Business Assistance Act (§288.703-288.706, F.S.); Title VI of the Civil Rights Act of 1964 (24 CFR part 1).

1. General Compliance:

Subrecipient shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended. No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or

activity funded by this agreement. The specific nondiscrimination provisions at 24 CFR 1.4 apply to the use of these funds. Subrecipient shall not intimidate, threaten, coerce or discriminate against any person for the purpose of interfering with any right or privilege secured by title VI of the Civil Rights Act of 1964 or 24 CFR part 1, or because individual has made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing under 24 CFR part 1. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of 2 CFR part 1, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

2. Assurances and Real Property Covenants:

As a condition to the approval of this Agreement and the extension of any Federal financial assistance, Subrecipient assures that the program or activities described in this Agreement will be conducted and the housing, accommodations, facilities, services, financial aid or other benefits to be provided will be operated and administered in compliance with all requirements imposed by or pursuant to this part 1.

If the Federal financial assistance under this agreement is to provide or is in the form of personal property or real property or interest therein or structures thereon, Subrecipient's assurance herein shall obligate Subrecipient or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases, the assurance shall obligate Subrecipient for the period during which Federal financial assistance is extended pursuant to the contract or application. This assurance gives the Grantee and the United States a right to seek judicial enforcement of the assurance and the requirements on real property.

In the case of real property, structures or improvements thereon, or interests therein, acquired with Federal financial assistance under this Agreement or acquired with CDBG-DR funds and provided to Subrecipient under this agreement, the instrument effecting any disposition by Subrecipient of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If Subrecipient receives real property interests or funds or for the acquisition of real property interests under this Agreement, to the extent that rights to space on, over, or under any such property are included as part of the program receiving such assistance, the nondiscrimination requirements of this part 1 shall extend to any facility located wholly or in part in such space.

4. Affirmative Action

1. Approved Plan

Subrecipient agrees that it shall carry out pursuant to the Grantee's specifications an Affirmative Action Program in compliance with the President's Executive Order 11246 of September 24, 1966, as amended, and implementing regulations at 42 CFR 60. The Grantee shall provide Affirmative Action guidelines to Subrecipient to assist in the formulation of such program. Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the release of funds under this agreement.

2. Women- and Minority-Owned Businesses (W/MBE)

Subrecipient shall take the affirmative steps listed in 2 CFR 200.321(b)(1) through (5) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible when Subrecipient procures property or services under this agreement.

3. Notifications

Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

IX. Labor and Employment**1. Labor Standards**

Subrecipient shall comply with the in labor standards in Section 110 of the Housing and Community Development Act of 1974, as amended and ensure that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under this agreement shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 3141, *et seq.*) and 29 CFR part 1, 3, 5, 6 and 7, provided, that this requirement shall apply to the rehabilitation of residential property only if such property contains not less than 8 units.

Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874) and its implementing regulations of the U.S. Department of Labor at 29 CFR part 3 and part 5. Subrecipient shall maintain documentation that demonstrates compliance with applicable hour and wage requirements. Such documentation shall be made available to the Grantee for review upon request.

X. Section 3 of the Housing and Urban Development Act of 1968**1. Low-Income Person Definition**

A low-income person, as this term is defined in Section 3 (b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher and or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or A very low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437 a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

2. Compliance

Subrecipient shall comply with the provisions of Section 3 of the Housing Urban Development Act of 1968, as amended, 12 USC 1701u, and implementing its implementing regulations at 24 CFR part 75 (formerly 24 CFR part 135). Compliance with Section 3 shall be achieved, to the greatest extent feasible, consistent with existing Federal, state and local laws and regulations. Accordingly, a subrecipient of Section 3-covered assistance is required to develop strategies for meeting both the regulatory requirements at 24 CFR part 75 and any other applicable statutes or regulations. Subrecipient and any of its contractors and subcontractors shall include the following "Section 3 clause" in every "Section 3-covered contract".

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training

positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate actions, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
 - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
 - F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
 - G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
3. **Section 3 Benchmarks and Reporting**
- A. **Benchmarks.** Contracts over \$200,000 trigger Section 3 Benchmark requirements. When triggered, best efforts must be made to extend Section 3 opportunities to verified Section 3 residents and business concerns to meet these *minimum* numeric goals:
 - 1. Twenty-five percent (25%) of the total hours on a Section 3 project must be worked by Section 3 workers; and
 - 2. Five percent (5%) of the total hours on a Section 3 project must be worked by Targeted Section 3 workers.
 - B. **Reporting.** If the subrecipient's reporting indicates that the subrecipient has not met the Section 3 benchmarks described in 24 CFR § 75.23, pursuant to 24 CFR § 75.25(b), the subrecipient must report in a form prescribed by HUD on the qualitative nature of its activities and those its contractors and subcontractors pursued.
 - C. Recipient will comply with any Section 3 Project Implementation Plan documents, if any, provided by HUD or DEO which may be amended from time to time for HUD reporting purposes.

XI. Conduct

1. Hatch Act

Subrecipient shall comply with the Hatch Act, 5 USC 1501 – 1508, and shall ensure that no funds provided, nor personnel employed under this agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

2. Conflict of Interest

In the procurement of supplies, equipment, construction and services pursuant to this agreement, Subrecipient shall comply with the conflict of interest provisions in the Grantee's procurement policies and procedures. In all cases not governed by the conflict of interest provisions in the Grantee's procurement policies and procedures, Subrecipient shall comply with the conflict of interest provisions in 24 CFR 570.489(h).

3. Lobbying Certification

Subrecipient hereby certifies that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any

cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

3. The language of paragraph (i) through (iv) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly; and

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is required by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XII. Religious Activities

Subrecipient agrees that funds provided under this agreement shall not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction or proselytization.

Equal Treatment for Faith-Based Organizations. Prohibits any State or local government receiving funds under any Department program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

XIII. Environmental Conditions

1. Prohibition on Choice Limiting Activities Prior to Environmental Review

Subrecipient must comply with the limitations in 24 CFR 58.22 even though Subrecipient is not delegated the requirement under Section 104(g) of the HCD Act for environmental review, decision-making and action (see 24 CFR part 58) and is not delegated the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. 24 CFR 58.22 imposes limitations on activities pending clearance and specifically limits commitments of HUD funds or non-HUD funds by any participant in the development process before completion of the environmental review. A violation of this requirement may result in a prohibition on the use of Federal funds for the activity. If DEO has not issued an Authority to Use Grant Funds within 15 days of Subrecipient's submission of the required documentation, DEO shall provide Subrecipient a written update regarding the status of the review process.

2. Air and Water

Subrecipient shall comply with the following requirements insofar as they apply to the performance of this agreement:

- (1) Air quality. (1) The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)); and (2) Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency—40 CFR parts 6, 51, and 93); and
- (2) Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, including the requirements specified in Section 114 and Section 308 of the Federal Water Pollution Control Act, as amended, and all regulations and guidelines issued thereunder.

- (3) The Clean Air and Water Act: If this Contract is in excess of \$100,000, Contractor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act, as amended, 42 U.S.C. 7401, Section 508 of the Clean Water Act, as amended, 33 U.S.C. 1368, et seq., Executive Order 11738 and Environmental Protection Agency regulations. Contractor shall report any violation of the above to DEO.
- (4) Energy Efficiency: Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Pub. L. 94-163.

3. Flood Disaster Protection

Subrecipient shall comply with the mandatory flood insurance purchase requirements of Section 102 of the Flood Disaster Protection Act of 1973, as amended by the National Flood Insurance Reform Act of 1994, 42 USC 4012a. Additionally, Subrecipient shall comply with Section 582 of the National Flood Insurance Reform Act of 1994, as amended, (42 U.S.C. 5154a), which includes a prohibition on the provision of flood disaster assistance, including loan assistance, to a person for repair, replacement or restoration for damage to any personal, residential, or commercial property if that person at any time has received Federal flood disaster assistance that was conditioned on the person first having obtained flood insurance under applicable Federal law and the person has subsequently failed to obtain and maintain flood insurance as required under applicable Federal law on such property. Section 582 also includes a responsibility to notify property owners of their responsibility to notify transferees about mandatory flood purchase requirements. More information about these requirements is available in the Federal Register notices governing the CDBG-DR award and listed at the beginning of this Attachment.

4. Lead-Based Paint

The Subrecipient shall follow the Grantee's procedures with respect to CDBG assistance that fulfill the objectives and requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this title.

5. Historic Preservation

Subrecipient shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended, codified in title 54 of the United States Code, and the procedures set forth in 36 CFR part 800 insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state or local historic property list.

7. Additional Regulations

- (1) The Temporary Assistance for Needy Families Program ("TANF"), 45 CFR Parts 260-265, the Social Services Block Grant ("SSBG"), 42 U.S.C. 1397d, and other applicable federal regulations and policies promulgated thereunder.
- (2) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681, *et seq.*, which prohibits discrimination on the basis of sex in educational programs.
- (3) Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- (4) The Pro-Children Act: Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) 103-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early

childhood development, education or library services on a routine or regular basis, to children up to age 18.

- (5) **Public Announcements and Advertising:** When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, Contractor shall clearly state (1) the percentage of the total costs of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
- (6) **Purchase of American-Made Equipment and Products:** Contractor assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Agreement will be American-made.
- (7) The Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117), which prohibits distribution of federal funds made available under the Act to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries. The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.
- (8) **Contract Work Hours and Safety Standards Act (40 U.S.C. §327–333)** — If this Contract involves federal funding in excess of \$2,000 for construction contracts or in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers, compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR Part 5) is required. Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (9) **Resource Conservation and Recovery Act (RCRA).** Under RCRA (Pub. L. 94–580 codified at 42 U.S.C. 6962), state and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal awards or other Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to the EPA guidelines.
- (10) **Immigration Reform and Control Act.** Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under the contract.

XIV. Non-Compliance

When it is determined that the Subrecipient is in non-compliance with federal or state program requirements, the State may impose any of the additional conditions and/or requirements outlined in 2 CFR § 200.207.

Attachment F – Civil Rights Compliance

Fair Housing

As a condition for the receipt of CDBG-DR funds, each Subrecipient must certify that it will "affirmatively further fair housing" in its community. A Subrecipient shall demonstrate its commitment to affirmatively further fair housing by implementing the actions listed below.

Each Subrecipient shall do the following:

- 1) Have in place a fair housing resolution or ordinance that covers all Federally protected classes (race, color, familial status, handicap, national origin, religion and sex);
- 2) Designate an employee as the Fair Housing Coordinator who is available during regular business hours to receive fair housing calls;
- 3) Publish the Fair Housing Coordinator's contact information quarterly in a newspaper of general circulation in Subrecipient's jurisdiction so that people know who to call to ask fair housing questions or register a complaint. Alternatively, Subrecipient can post the coordinator's contact information throughout the quarter on the home page of its website;
- 4) Establish a system to record the following for each fair housing call:
 - a) The nature of the call,
 - b) The actions taken in response to the call,
 - c) The results of the actions taken and
 - d) If the caller was referred to another agency, the results obtained by the referral agency;
- 5) Conduct at least one fair housing activity each quarter. Identical activities (see examples below) shall not be conducted in consecutive quarters; and
- 6) Display a fair housing poster in the CDBG-DR Office. (This does not count as a fair housing activity.)

Subrecipient shall ensure that the fair housing contact person has received training so that he/she can handle fair housing phone inquiries or refer the inquiries to the appropriate people/agencies. Records maintained by the contact will help the community do the following:

- Define where discriminatory practices are occurring,
- Help the community measure the effectiveness of its outreach efforts, and
- Provide the community with a means to gain information that can be used to design and implement strategies that will eliminate fair housing impediments.

Examples of fair housing activities include the following:

- Making fair housing presentations at schools, civic clubs and neighborhood association meetings;
- Conducting a fair housing poster contest or an essay contest;
- Manning a booth and distributing fair housing materials at libraries, health fairs, community events, yard sales and church festivals; and
- Conducting fair housing workshops for city/county employees, realtors, bank and mortgage company employees, insurance agents and apartment complex owners.

Printing a fair housing notice on a utility bill is no longer accepted as a fair housing activity; however, mailing a DEO-approved fair housing brochure as an insert with utility bills will be accepted as an activity. Placing posters in public buildings does not meet the requirement for a fair housing activity.

Subrecipient shall document its fair housing activities by keeping photographs, newspaper articles, sign-in sheets and copies of handouts in their CDBG-DR project file and include information about the activities in the comment section of each quarterly report.

Equal Employment Opportunity

As a condition for the receipt of CDBG-DR funds, each Subrecipient must certify that it and the contractors, subcontractors, subrecipients and consultants that it hires with CDBG-DR funds will abide by the Equal Employment Opportunity (EEO) Laws of the United States. A Subrecipient shall demonstrate its commitment to abide by the laws through the actions listed below.

Each Subrecipient shall do the following:

- 1) Have in place an equal employment opportunity resolution or ordinance that protects its applicants and employees and the applicants and employees of its contractors, subcontractors, subrecipients and consultants from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment, on the basis of race, color, religion, sex, national origin, disability, age or genetics;
- 2) Designate an employee as the EEO Coordinator who is available during regular business hours to receive EEO calls;
- 3) Publish the EEO Coordinator's contact information quarterly in a newspaper of general circulation in Subrecipient's jurisdiction so that people know who to call to ask EEO questions or register a complaint. Alternatively, Subrecipient can post the coordinator's contact information throughout the quarter on the home page of its website; and
- 4) Establish a system to record the following for each EEO call:
 - a) The nature of the call,
 - b) The actions taken in response to the call and
 - c) The results of the actions taken;
- 5) Each Subrecipient shall maintain a list of certified minority-owned business enterprises (MBE) and women-owned business enterprises (WBE) that operate in its region. Subrecipient shall use this list to solicit companies to bid on CDBG-DR-funded construction activities and shall provide a copy of the list to the prime contractor(s) to use when it hires subcontractors and consultants. The Florida Department of Management Services maintains a list of certified minority- and women-owned businesses that can be used to develop a local MBE/WBE list at the following website: <https://osd.dms.myflorida.com/directories>.
- 6) Incorporate the Equal Employment Opportunity clause set forth in 41 CFR Part 60-1.4(b) into any contracts or subcontracts that meets the definition of "federally assisted construction contract" in 41 CFR 60-1.3.

Section 504 and the Americans with Disabilities Act (ADA)

As a condition for the receipt of CDBG-DR funds, Subrecipient must certify that it provides access to all federally funded activities to all individuals, regardless of handicap. Subrecipient shall demonstrate its commitment to abide by the laws through the actions listed below.

Subrecipient shall do the following:

- 1) Have in place a resolution or ordinance that is designed to eliminate discrimination against any person who:
 - a) Has a physical or mental impairment which substantially limits one or more major life activities,
 - b) Has a record of such an impairment or
 - c) Is regarded as having such an impairment;
- 2) Designate an employee as the Section 504/ADA Coordinator who is available during regular business hours to receive Section 504/ADA calls;

- 3) Publish the Section 504/ADA Coordinator's contact information quarterly in a newspaper of general circulation in Subrecipient's jurisdiction so that people know who to call to ask Section 504/ADA questions or register a complaint. Alternatively, Subrecipient can post the coordinator's contact information throughout the quarter on the home page of its website; and
- 4) Establish a system to record the following for each Section 504/ADA call:
 - a) The nature of the call,
 - b) The actions taken in response to the call and
 - c) The results of the actions taken.

Section 504 prohibitions against discrimination (see 45 CFR part 84) apply to service availability, accessibility, delivery, employment and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A Subrecipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from Federally funded programs, services or other benefits,
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers, or
- Deny employment opportunities, including hiring, promotion, training and fringe benefits, for which they are otherwise entitled or qualified.

The ADA regulations (Title II, 28 CFR part 35, and Title III, 28 CFR part 36) prohibit discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability.

Title II covers all activities of state and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting and town meetings). State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision or speech disabilities.

Title III covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation and commercial facilities. Public accommodations are private entities who own, lease, lease to or operate facilities such as restaurants, retail stores, hotels, movie theaters, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, zoos, funeral homes, day care centers and recreation facilities including sports stadiums and fitness clubs. Transportation services provided by private entities are also covered by Title III.

Section 3 - Economic Opportunities for Low- and Very Low-Income Persons

Each Subrecipient shall encourage its contractors to hire qualified low- and moderate-income residents for any job openings that exist on CDBG-DR-funded projects in the community. Subrecipient and its contractors shall keep records to document the number of low- and moderate-income people who are hired to work on CDBG-DR-funded projects. The number of low- and moderate-income residents who are hired to work of the project shall be reported in the comment section of the quarterly report.

The following Section 3 Clause is required to be included in CDBG-DR-funded contracts of \$100,000 or more.

Section 3 Clause

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are Subrecipients of HUD assistance for housing.
- B. The Parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
- F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

Civil Rights Regulations

As a condition for the receipt of CDBG-DR funds, each Subrecipient must certify that it will abide by the following Federal laws and regulations:

- 1. Title VI of the Civil Rights Act of 1964 – Prohibits discrimination by government agencies that receive Federal funding;
- 2. Title VII of the Civil Rights Act of 1964 – prohibits employment discrimination on the basis of race, color, religion, sex or national origin;
- 3. Title VIII of the Civil Rights Act of 1968 – as amended (the Fair Housing Act of 1988);
- 4. 24 CFR § 570.487(b) – Affirmatively Furthering Fair Housing;
- 5. 24 CFR § 570.490(b) – Unit of general local government's record;
- 6. 24 CFR § 570.606(b) – Relocation assistance for displaced persons at URA levels;
- 7. Age Discrimination Act of 1975;
- 8. Executive Order 12892 – Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing;

9. Section 109 of the Housing and Community Development Act of 1974 – No person shall be excluded from participation in, denied benefits of or subjected to discrimination under any program or activity receiving CDBG-DR funds because of race, color, religion, sex or national origin;
10. Section 504 of the Rehabilitation Act of 1973 and 24 CFR part 8, which prohibits discrimination against people with disabilities;
11. Executive Order 11063 – Equal Opportunity in Housing;
12. Executive Order 11246 – Equal Employment Opportunity; and
13. Section 3 of the Housing and Urban Development Act of 1968, as amended – Employment/Training of Lower Income Residents and Local Business Contracting.

I hereby certify that the City of Quincy, Florida shall comply with all of the provisions and Federal regulations listed in this Attachment F.

By: _____ **Date:** _____

Name: Dr. Beverly Nash

Title: City Manager

Attachment G – Reports

The following reports must be completed and submitted to DEO in the time frame indicated below. Failure to timely file these reports constitutes an Event of Default, as defined in Paragraph (10) Default, of this Agreement.

1. **Monthly Progress Report** must be submitted to DEO ten (10) calendar days after the end of each month.
2. A **Quarterly Progress Report** must be submitted to DEO on forms to be provided by DEO no later than the 10th of every April, July, October and January.
3. A **Contract and Subcontract Activity** form, Form HUD-2516, currently available at https://www.hud.gov/sites/documents/DOC_36660; which is incorporated herein by reference, must be submitted by April 15 and October 15 each year through the DEO's SERA reporting system. The form must reflect all contractual activity for the period, including Minority Business Enterprise and Woman Business Enterprise participation. If no activity has taken place during the reporting period, the form must indicate "no activity."

Subrecipient shall closeout its use of the CDBG-DR funds and its obligations under this Agreement by complying with the closeout procedures in 2 CFR § 200.343. Activities during this close-out period may include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances and accounts receivable to the Grantee) and determining the custodianship of records.

Notwithstanding the terms of 2 CFR 200.343, upon the expiration of this Agreement, Subrecipient shall transfer to the recipient any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds. Further, any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to Subrecipient in the form of a loan) shall be treated in accordance with 24 CFR 570.503(b)(7).

4. In accordance with 2 CFR part 200, should Subrecipient meet the threshold for submission of a single or program specific audit, the audit must be conducted in accordance with 2 CFR part 200 and submitted to DEO no later than nine months from the end of Subrecipient's fiscal year. If Subrecipient did not meet the audit threshold, an **Audit Certification Memo** must be provided to DEO no later than nine months from the end of Subrecipient's fiscal year.
5. A copy of the **Audit Compliance Certification** form, Attachment J, must be emailed to audit@deo.myflorida.com within sixty (60) calendar days of the end of each fiscal year in which this subgrant was open.
6. The **Section 3 Summary Report**, form HUD-60002, must be completed and submitted through DEO's SERA reporting system by July 31, annually. The form must be used to report annual accomplishments regarding employment and other economic opportunities provided to persons and businesses that meet Section 3 requirements.
7. Request for Funds must be submitted as required by DEO and in accordance with the *Project Description and Deliverables, Project Detail Budget and Activity Work Plan*.
8. All forms referenced herein are available online or upon request from DEO's grant manager for this Agreement.

Attachment H – Warranties and Representations

Financial Management

Subrecipient's financial management system must comply with the provisions of 2 CFR part 200 (and particularly 2 C.F.R. 200.302 titled "Financial Management"), Section 218.33, F.S., and include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program.
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Subrecipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request for Funds (RFF). Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the 2 CFR part 200 (and particularly 2 CFR 200 Subpart E titled "Costs Principles") and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

Competition

All procurement transactions must follow the provisions of 2 CFR § 200.318-200.327 and be conducted in a manner providing full and open competition. Subrecipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids or requests for proposals shall be excluded from competing for such procurements. Awards must be made to the responsible and responsive bidder or offeror whose proposal is most advantageous to the program, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by Subrecipient. Any and all bids or offers may be rejected if there is a sound, documented reason.

Codes of Conduct

Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer or agent shall participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in a tangible personal benefit from a firm considered for a contract. The officers, employees and agents of Subrecipient shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. The standards of conduct must provide for disciplinary actions to be applied for violations of the standards by officers, employees or agents of the Subrecipient. (*See* 2 CFR § 200.318(c)(1))

Business Hours

Subrecipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site at all reasonable times for business. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

Licensing and Permitting

All contractors or employees hired by Subrecipient shall have all current licenses and permits required for all of the particular work for which they are hired by Subrecipient.

Attachment I – Audit Requirements

The administration of resources awarded by DEO to Subrecipient may be subject to audits and/or monitoring by DEO as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200 Subpart F - Audit Requirements, and section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEO staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this Agreement, Subrecipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by DEO. In the event DEO determines that a limited scope audit of Subrecipient is appropriate, Subrecipient agrees to comply with any additional instructions provided by DEO staff to Subrecipient regarding such audit. Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED. This part is applicable if Subrecipient is a state or local government or nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A Subrecipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through DEO by this agreement. In determining the federal awards expended in its fiscal year, Subrecipient shall consider all sources of federal awards, including federal resources received from DEO. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §200.502-503. An audit of the Subrecipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, Subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §200.508-512.
3. A Subrecipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If Subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Subrecipient resources obtained from other than federal entities).

PART II: STATE FUNDED. This part is applicable if Subrecipient is a non-state entity as defined by Section 215.97(2), F.S.

1. In the event that Subrecipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Subrecipient (for fiscal years ending June 30, 2017, and thereafter), Subrecipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through DEO by this agreement. In determining the state financial assistance expended in its fiscal year, Subrecipient shall consider all sources of state financial assistance, including state financial assistance received from DEO, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, Subrecipient shall ensure that the audit complies

with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If Subrecipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If Subrecipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from Subrecipient's resources obtained from other than state entities).

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), F.S., State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, F.S. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

N/A

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of Subrecipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of Subrecipient directly to each of the following:

- a. DEO at each of the following addresses:

Electronic copies (preferred):
Audit@deo.myflorida.com

or

Paper (hard copy):
Department Economic Opportunity
MSC # 75, Caldwell Building
107 East Madison Street
Tallahassee, FL 32399-4126

- b. The Auditor General's Office at the following address:

Auditor General
Local Government Audits
342 Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or the management letter required by Part III of this form shall be submitted by or on behalf of

Subrecipient directly to:

Electronic copies (preferred):
Audit@deo.myflorida.com

or

Paper (hard copy):
Department Economic Opportunity
MSC # 75, Caldwell Building
107 East Madison Street
Tallahassee, FL. 32399-4126

4. Any reports, management letters, or other information required to be submitted to DEO pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
5. Subrecipients, when submitting financial reporting packages to DEO for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to Subrecipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION. Subrecipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five (5) years from the date the audit report is issued, or six (6) state fiscal years after all reporting requirements are satisfied and final payments have been received, whichever period is longer, and shall allow DEO, or its designee, CFO, or Auditor General access to such records upon request. Subrecipient shall ensure that audit working papers are made available to DEO, or its designee, CFO, or Auditor General upon request for a period of six (6) years from the date the audit report is issued, unless extended in writing by DEO. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer.

Exhibit 1 to Attachment I – Funding Sources

Federal Resources Awarded to the Subrecipient Pursuant to this Agreement Consist of the Following:

Federal Awarding Agency:	U.S. Department of Housing and Urban Development
Federal Funds Obligated to Subrecipient:	\$2,949,438.00
Catalog of Federal Domestic Assistance Title:	Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii
Catalog of Federal Domestic Assistance Number:	14.228
Project Description:	Funding is being provided under the Hometown Revitalization Program to renew the Quincy Business area to attract business and repair damages caused by Hurricane Michael.
<i>This is not a research and development award.</i>	

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to this Agreement are as Follows:

Federal Program

1. Subrecipient shall perform its obligations in accordance with Sections 290.0401- 290.048, F.S.
2. Subrecipient shall perform its obligations in accordance with 24 CFR §570.480 – 570.497.
3. Subrecipient shall perform the obligations as set forth in this Agreement, including any attachments or exhibits thereto.
4. Subrecipient shall perform the obligations in accordance with chapter 73C-23.0051(1) and (3), F.A.C.
5. Subrecipient shall be governed by all applicable laws, rules and regulations, including, but not necessarily limited to, those identified in Award Terms & Conditions and Other Instructions of Subrecipient's Notice of Subgrant Award/Fund Availability (NFA).

State Resources Awarded to the Subrecipient Pursuant to this Agreement Consist of the Following: *N/A*

Matching Resources for Federal Programs: *N/A*

Subject to Section 215.97, Florida Statutes: *N/A*

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement are as Follows:
N/A

NOTE: Title 2 CFR § 200.331 and Section 215.97(5), F.S., require that the information about Federal Programs and State Projects included in Exhibit 1 and the Notice of Subgrant Award/Fund Availability be provided to the Subrecipient.

Attachment J – Audit Compliance Certification

Email a copy of this form within 60 days of the end of each fiscal year in which this subgrant was open to audit@deo.myflorida.com.

Subrecipient:

FEIN:

Subrecipient's Fiscal
Year:

Contact Name:

Contact's Phone:

Contact's Email:

1. Did Subrecipient expend state financial assistance, during its fiscal year that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between Subrecipient and the Department of Economic Opportunity (DEO)? Yes No

If the above answer is yes, answer the following before proceeding to item 2.

Did Subrecipient expend \$750,000 or more of state financial assistance (from DEO and all other sources of state financial assistance combined) during its fiscal year?

Yes No

If yes, Subrecipient certifies that it will timely comply with all applicable State single or project-specific audit requirements of Section 215.97, Florida Statutes and the applicable rules of the Department of Financial Services and the Auditor General.

2. Did Subrecipient expend federal awards during its fiscal year that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between Subrecipient and DEO? Yes No

If the above answer is yes, also answer the following before proceeding to execution of this certification:

Did Subrecipient expend \$750,000 or more in federal awards (from DEO and all other sources of federal awards combined) during its fiscal year? Yes No

If yes, Subrecipient certifies that it will timely comply with all applicable single or program-specific audit requirements of 2 CFR part 200, subpart F, as revised.

By signing below, I certify, on behalf of Subrecipient, that the above representations for items 1 and 2 are true and correct.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title of Authorized Representative

Attachment K – Subrecipient Enterprise Resource Application (SERA) Form

Attachment K will be provided after execution of this Agreement

Attachment L

2 CFR Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 42424240 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of

Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See 2 CFR § 200.323 - Procurement of recovered materials.

(K) See 2 CFR § 200.216 - Prohibition on certain telecommunications and video surveillance services or equipment.

(L) See 2 CFR § 200.322 - Domestic Preferences for procurements.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

Attachment M

State of Florida
Department of Economic Opportunity

Federally Funded
Community Development Block Grant
Disaster Recovery (CDBG-DR) Subrogation Agreement

This Subrogation and Assignment Agreement ("Agreement") is made and entered by and between the City of Quincy, Florida (hereinafter referred to as "Subrecipient"), and the State of Florida, Department of Economic Opportunity (hereinafter referred to as "DEO").

In consideration of Subrecipient's receipt of funds or the commitment by DEO to evaluate Subrecipient's application for the receipt of funds (collectively, the "Grant Proceeds") under the DEO Community Development Block Grant-Disaster Recovery Program (the "CDBG-DR Program") administered by DEO, Subrecipient hereby assigns to DEO all of Subrecipient's future rights to reimbursement and all payments received from any grant, subsidized loan, lawsuit or insurance policies of any type or coverage or under any reimbursement or relief program related to or administered by the Federal Emergency Management Agency ("FEMA") or the Small Business Administration ("SBA") (singularly, a "Disaster Program" and collectively, the "Disaster Programs") that was the basis of the calculation of Grant Proceeds paid or to be paid to Subrecipient under the CDBG-DR Program and that are determined in the sole discretion of DEO to be a duplication of benefits ("DOB") as provided in this Agreement.

The proceeds or payments referred to in the preceding paragraph, whether they are from insurance, FEMA or the SBA or any other source, and whether or not such amounts are a DOB, shall be referred to herein as "Proceeds," and any Proceeds that are a DOB shall be referred to herein as "DOB Proceeds." Upon receiving any Proceeds, Subrecipient agrees to immediately notify DEO who will determine in its sole discretion if such additional amounts constitute a DOB. If some or all of the Proceeds are determined to be a DOB, the portion that is a DOB shall be paid to DEO, to be retained and/or disbursed as provided in this Agreement. The amount of DOB determined to be paid to DEO shall not exceed the amount received from the CDBG-DR Program.

Subrecipient agrees to assist and cooperate with DEO to pursue any of the claims Subrecipient has against the insurers for reimbursement of DOB Proceeds under any such policies. Subrecipient's assistance and cooperation shall include but shall not be limited to allowing suit to be brought in Subrecipient's name(s) and providing any additional documentation with respect to such consent, giving depositions, providing documents, producing record and other evidence, testifying at trial and any other form of assistance and cooperation reasonably requested by DEO. Subrecipient further agrees to assist and cooperate in the attainment and collection of any DOB Proceeds that Subrecipient would be entitled to under any applicable Disaster Program.

If requested by DEO, Subrecipient agrees to execute such further and additional documents and instruments as may be requested to further and better assign to DEO, to the extent of the Grant Proceeds paid to Subrecipient under the CDBG-DR Program, the Policies, any amounts received under the Disaster Programs that are DOB Proceeds and/or any rights thereunder, and to take, or cause to be taken, all actions and to do, or cause to be done, all things requested by DEO to consummate and make effective the purposes of this Agreement.

Subrecipient explicitly allows DEO to request of any company with which Subrecipient held insurance policies, or FEMA or the SBA or any other entity from which Subrecipient has applied for or is receiving Proceeds, any non-public or confidential information determined to be reasonably necessary by DEO to monitor/enforce its interest in the rights assigned to it under this Agreement and give Subrecipient's consent to such company to release said information to DEO.

If Subrecipient (or any lender to which DOB Proceeds are payable to such lender, to the extent permitted by superior loan documents) hereafter receives any DOB Proceeds, Subrecipient agrees to promptly pay such amounts to DEO, if Subrecipient received Grant Proceeds under the CDBG-DR Program in an amount greater than the amount Subrecipient would have received if such DOB Proceeds had been considered in the calculation of Subrecipient's award.

In the event that Subrecipient receives or is scheduled to receive any subsequent Proceeds, Subrecipient shall pay such subsequent Proceeds directly to DEO, and DEO will determine the amount, if any, of such subsequent Proceeds that are DOB Proceeds ("Subsequent DOB Proceeds"). Subsequent Proceeds in excess of Subsequent DOB Proceeds shall be returned to Subrecipient. Subsequent DOB Proceeds shall be disbursed as follows:

1. If Subrecipient has received full payment of the Grant Proceeds, any Subsequent DOB Proceeds shall be retained by DEO.
2. If Subrecipient has received no payment of the Grant Proceeds, any Subsequent DOB Proceeds shall be used by DEO to reduce payments of the Grant Proceeds to Subrecipient, and all Subsequent DOB Proceeds shall be returned to Subrecipient.
3. If Subrecipient has received a portion of the Grant Proceeds, any Subsequent DOB Proceeds shall be used, retained and/or disbursed in the following order: (A) Subsequent DOB Proceeds shall first be used to reduce the remaining payments of the Grant Proceeds, and Subsequent DOB Proceeds in such amount shall be returned to Subrecipient; and (B) any remaining Subsequent DOB Proceeds shall be retained by DEO.
4. If DEO makes the determination that Subrecipient does not qualify to participate in the CDBG-DR Program or Subrecipient determines not to participate in the CDBG-DR Program, the Subsequent DOB Proceeds shall be returned to Subrecipient, and this Agreement shall terminate.

Once DEO has recovered an amount equal to the Grant Proceeds paid to Subrecipient, DEO will reassign to Subrecipient any rights assigned to DEO pursuant to this Agreement.

Subrecipient represents that all statements and representations made by Subrecipient regarding Proceeds received by Subrecipient shall be true and correct as of the date of the signing of this Agreement.

Warning: Any person who intentionally or knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729.

~ Remainder of this page is intentionally left blank ~

The person executing this Agreement on behalf of Subrecipient hereby represents that he\she has received, read, and understands this notice of penalties for making a false claim or statement regarding Proceeds received by Subrecipient.

In any proceeding to enforce this Agreement, DEO shall be entitled to recover all costs of enforcement, including actual attorney's fees.

CITY OF QUINCY, FLORIDA

**DEPARTMENT OF ECONOMIC
OPPORTUNITY**

By _____
Signature
Dr. Beverly Nash

By _____
Signature
Dane Eagle

Title **City Manager**

Title **Secretary**

Date _____

Date _____

QUINCYCRA
Quincy Community Redevelopment Agency

Delegation of Authority

From:

Quincy Community Redevelopment Agency (QCRA)
City of Quincy
404 West Jefferson Street, Quincy, Florida 32351

To:

Berenice Hernandez Avila
OPS Government Operations Consultant II
Office of Long-Term Resiliency
107 E. Madison Street, Tallahassee, FL 32399

Dear Ms. Berenice Hernandez Avila:

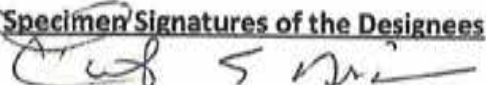
Mr. Robert Nixon, QCRA Manager, is an authorized signatory for the Quincy Community Redevelopment Agency for the Hometown Revitalization Grant. Dr. Beverly Nash, Appointed City Manager, is an authorized signatory for the City of Quincy for the Hometown Revitalization Grant. Both of these individuals, Robert Nixon and Dr. Beverly Nash, have the authority to execute and deliver all documents and instruments required in connection with the Hometown Revitalization Grant and the associated projects and tasks, including and without limitation applications, reports, project supporting documentation and financial statements assurance documents for the QCRA and City respectively.

Sincerely,

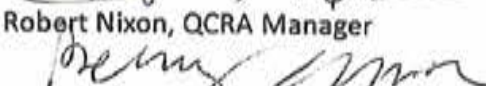


Mayor Ronte Harris
City of Quincy, Florida
Rharris@myquincy.net

Specimen Signatures of the Designees



Robert Nixon, QCRA Manager



Dr. Beverly Nash, Interim City Manager, City of Quincy, Florida



City of Quincy, Florida

For Information ONLY

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
For Information ONLY**

Date of Meeting: February 8, 2022

Date Submitted: January 27, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager
Marcia Carty, Director, Finance Department

Subject: **Operational Audit** – State of Florida Auditor General's Office per Jack L. McLean Jr., Dated: December 17, 2021 at the request of the City Commission

Per Former City Manager and staff.

December 17, 2021

Sherrill F. Norman, CPA
State of Florida Auditor General
111 W. Madison Street Tallahassee, FL 32399

Re: State Operational Audit of City of Quincy, Florida

Dear Ms. Norman:

I am sending you this letter at the direction of the City of Quincy Commissioners to research the steps necessary to procure an operational audit from the State of Florida Auditor General's Office. At the Commissioners' meeting of November 23, 2021, it was passed by a majority vote of 3 to 2 to proceed with an operational audit.

The focus and purpose for an operational audit conducted by the Auditor would be to determine if the City's network of risk management, control, and governance processes, as designed and represented by management, are adequate, and functioning in a manner that report the following:

- ✓ Determine if there is any missing cash; and review the bank records and statements to determine if the City has too many bank accounts based upon the City's size, complexity, and the utility operations,
- ✓ Review the budget for the current fiscal year for the usage of prior year revenues,
- ✓ IT professional services contract process,
- ✓ Risks are appropriately identified and managed, and
- ✓ Are significant financial, managerial, and operating information accurate, reliable, and timely.

We would like to respectfully and officially request an audit at your discretion to assess processes, efficiencies and effectiveness of the City's operation and management.

The City of Quincy is prepared to move forward and have the Joint Legislature Audit Committee review our interest in a state audit. Enclosed you will find

the city council meeting minutes from the November 23, 2021 commission agenda, which highlights discussions of the above referenced.

Please confirm acknowledgment of this letter and its request to be on the Joint Legislature Audit Committee's next agenda. It is understood that this will likely take place sometime towards the end of this calendar year.

We greatly appreciate your promptness and assistance in this matter. If you have any questions, please contact my office at 1-850-618-1880.

Sincerely,



Jack L. McLean, Jr.
City Manager

Beverly Nash

From: Marcia Carty
Sent: Tuesday, January 25, 2022 5:49 PM
To: Beverly Nash
Subject: Auditor General Request
Attachments: auditor general request.pdf

Dr. Nash,

Finally have caught up with my emails and had a note to send to you the Auditor General operational audit request the Commissioners asked the previous City Manager to send off – here is a copy.

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
FOR INFORMATION ONLY**

Date of Meeting: February 8, 2022

Date Submitted: February 2, 2022

To: Honorable Mayor and Members of the City
Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager, City of
Quincy
Matthew Chester, Dewberry Engineering

Subject: **City of Quincy Project UPDATE – Month of
February 2022**

Per vendor/contractor – Dewberry Engineering and staff.



CITY OF QUINCY PROJECTS UPDATE
FEBRUARY 1, 2022

Prepared for: Dr. Beverly Nash, Interim City Manger
Prepared by: Matthew Chester, Project Administrator, Dewberry Engineering
cc: Mr. Reggie Bell, Public Works Director
Mr. Robin Ryals, Utilities Director

Stewart Street SCOP Phase I

- Resurfacing of Stewart Street from MLK to US 90
- Design is complete
- CEI firm has been selected.
- Project bid on 10/21/2021 and no bids were turned in. Re-bid 12/06/2021 and low bid was \$576,977.85.
- On 12/27/2021 the City requested additional funding from FDOT to complete the project.

Project Funding
Total project cost: \$472,939.00
(design, CEI, construction)
FDOT Funded

Stewart Street SCOP Phase II

- Resurfacing of Stewart Street from US 90 to King Street
- On 10/21/2021 the City hired Dewberry Engineering to design the project.
- Currently the design is 60% complete.

Total project cost: \$145,228.00
(design, CEI, construction)
FDOT Funded

Stewart Street (Hurricane Sally) FEMA project

- After Hurricane Sally, Dewberry Engineering provide a damage assessment, met with FEMA, and drafted construction drawings for the repairs. Also, Dewberry assisted the City with bid documents, all at no cost.
- The project bid 3 times at which twice no bids were turned in. The third time the project was bid as a "bid alternate" with the Stewart Street SCOP Ph I project. However, the alternate was over budget.
- At this time, Rostan is appealing for additional funds from FEMA.

Total project cost: unknown at time of reporting.
FEMA Funded

Virginia Street Lift Station

- Design includes upgrades to existing lift station to increase pumping capacities.
- Design drawings and specifications have been prepared.
- Dewberry working with City staff to complete FDEP permitting.

Total Grant Amount: \$97,000.00
75% Grant Funded
City Responsible for 25% match

Virginia Street Drainage Basin Study

- Dewberry awaiting authorization to begin formal design.
- Dewberry has begun collecting preliminary documentation to assist with design upon authorization.

Total design cost: \$20,000.00
City Funded

Joe Adams Rd Rural Infrastructure Fund Study

- Project includes evaluation of existing conditions and necessary improvements to accommodate commercial/industrial development on City owned parcel south of Joe Adams Rd.
- All testing and data collection has been completed
- Conceptual site plans have been prepared and submitted to the City for review.
- Dewberry is finalizing Feasibility Study Report.
 - To be provided to the City by 2/4/22 for review

Total design cost: \$149,950.00
Grant Funded

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
FOR INFORMATION ONLY**

MEETING DATE: February 8, 2022

DATE OF REQUEST: February 3, 2022

TO: Honorable Mayor and Members of the City Commission

FROM: Dr. Beverly A. Nash, Ph.D. Interim City Manager
Janice Shackelford Clemons, City Clerk

SUBJECT: Corrected Copy – Minutes of November 23, 2021,
Regular City Commission Meeting

Per the City Clerk

Corrected Copy

CITY COMMISSION
Tuesday, November 23, 2021
6:05 P.M. (Eastern)

REGULAR MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION REGULAR MEETING MINUTES

The City of Quincy City Commission met in a regular in-person meeting on Tuesday, November 23, 2021, with **Mayor Ronte Harris** presiding and the following

Commissioners present:

Mayor Pro-Tem Keith A. Dowdell
Commissioner Angela G. Sapp
Commissioner Freida Bass-Prieto
Commissioner Anessa A. Canidate

City Staff and Guests:

Jack L. McLean Jr., City Manager
Marcia Carty, Finance Director
Gary Roberts, City Attorney
Janice Shackelford Clemons, City Clerk
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Ann Sherman, Director of Human Resources and Customer Service
Anthony Baker, Fire Chief
Vancheria Starling, Executive Assistant to the City Manager
Robin Ryals, Utilities Director
Charles Hayes, Procurement Officer
Jim Southerland Sr., WQTN-13 Administrator
Timothy Ashley, Police Chief

The regular in-person meeting was recorded, televised, and transmitted through TV Channel (WQTN-13) and Facebook. (Note: Digital formatted documents/media are public records.)

Called to Order:

Mayor Ronte Harris called the regular Commission meeting to order at 6:05 pm and requested a roll call.

Approval of Agenda

Mayor Harris stated that before the Commission is a printed amended agenda.

Commissioner Sapp offered a motion to approve the amended agenda as printed. Commissioner Canidate seconded the motion.

Mayor Harris stated that the amended agenda packet does not have material for agenda item #5, Revenues and Unfunded Items.

City Manager Jack L. McLean Jr. stated that the material for agenda item #5, Revenues and Unfunded Items, was emailed to the Commission this morning before noon.

City Manager Jack L. McLean Jr. stated that the material for agenda item #5, Revenues and Unfunded Items, are in the white notebook.

Mayor Harris stated that the Commission is receiving this material for the first time.

City Manager Jack L. McLean Jr. confirmed that the Commission is receiving material on agenda item #5 for the first time.

Mayor Harris stated that the Commission had requested that agenda items be received no later than Thursday.

Mayor Harris stated how the Commission can discuss materials not seen until this evening.

Mayor Harris stated that he is not in favor of the amended agenda as printed.

City Manager Jack L. McLean Jr. stated that Commissioner Bass-Prieto requested the item placed on the agenda.

Mayor Harris stated that his only request is to get the material to the Commission timely.

Commissioner Bass-Prieto stated her reasons for requesting Revenues and Unfunded Items placed on the amended agenda;

- The Commission had not finished completing the budget.
- She had been speaking on this matter several times.
- There are close to \$900,000 of unfunded items.
- It is unfair to the citizens, non-profits, and departments that the Commission did not complete the budget process timely.
- The Commission needs to decide on the unfunded items.

Mayor Harris suggested tabling agenda item #5, Revenues and Unfunded items.

Mayor Harris asked what the will and pleasure of the Commission is on agenda item #5.

Commissioner Bass-Prieto stated that she doesn't mind tabling item #5 until the next regular Commission Meeting.

Mayor Harris stated he had no issue scheduling a workshop before the next regular meeting.

Commissioner Bass-Prieto stated that this item had been discussed many times among the Commission.

Commissioner Bass-Prieto stated that the Commission needs to know where the City stands financially.

Commissioner Sapp amended her motion to table agenda item #5, Revenues and Unfunded Items, and approve the amended agenda as printed. Commissioner Canidate seconded the motion.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	Yes
Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Canidate	Yes

The Motion Carried 5 to 0.

Special Presentations

None

Proclamations

None

Items for Consent by the Commission

1. Approval of Minutes of the November 9, 2021, Regular Meeting

- Janice Shackelford, City Clerk

Summary of the Discussion by Staff and the Commission

Commissioner Bass-Prieto offered a motion to approve the minutes as printed. Mayor Pro Tem Dowdell seconded the motion.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	Yes
Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Canidate	Yes

The Motion Carried 5 to 0.

City Manager Jack L. McLean Jr. noted that during his comments, the minutes reflect the Christmas parade being held on December 21 instead of December 10.

Mayor Harris instructed the city clerk to check the November 9 recordings and correct the date.

Public Hearings and Ordinances as Scheduled or Agendaed

None

Public Opportunity to Speak on Commission Propositions – (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3)(a), Fla. Stat.)

None

Resolutions

2. Resolution 1416-2021 Christmas Parade Road Closure

- Jack L. McLean Jr., City Manager
- Timothy Ashley, Police Chief

3. Resolution 1417-2021 Rescission of Commission November 9, 2021 Vote

- Jack L. McLean Jr., City Manager
- Gary Roberts, City Attorney

Agenda Item #2: Resolution 1416-2021 Christmas Parade Road Closure

Summary of the Discussion by Staff and the Commission

RESOLUTION NO. 1416-2021 - Corrected

A RESOLUTION GRANTING THE REQUEST OF THE CITY OF QUINCY THE TEMPORARY ROAD CLOSING FOR THE 2021 GADSDEN COUNTY CHRISTMAS PARADE.

Police Chief Ashley stated that the police department is ready to provide services for the parade.

Police Chief Ashley stated that the police department would be in position two hours before the parade began.

Commissioner Sapp offered a motion to approve Resolution No. 1416-2021 temporary road closure for the Christmas Parade. Commissioner Bass-Prieto seconded the motion.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	Yes
Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Canidate	Yes

The Motion Carried 5 to 0.

Agenda Item #3: Resolution 1417-2021 Rescission of Commission November 9, 2021 Vote

Summary of the Discussion by Staff and the Commission

RESOLUTION NO. 1417-2021

RESOLUTION OF THE CITY OF QUINCY, FLORIDA, SETTLING A LAWSUIT FILED BY THE CITY MANAGER AND PROVIDING FOR COMPLIANCE WITH LAW.

City Attorney Gary Roberts stated that City Manager Jack L. McLean Jr. filed a lawsuit pursuant to the November 9 vote to freeze hiring and pay raises.

City Attorney Gary Roberts stated that he provided the Commission an opinion on November 10 regarding the November 9 vote.

City Attorney Gary Roberts stated that during the November 16 hearing, the judge suggested resolving the matter at the Commission level.

City Attorney Gary Roberts stated that the City filed a motion to dismiss.

City Attorney Gary Roberts stated that the hearing on the motion to dismiss is December 3.

City Attorney Gary Roberts stated that the judge is looking to see if he and Attorney Jazil could resolve the matter tonight and report to him in the am.

City Attorney Gary Roberts stated that he had prepared a resolution for this matter.

City Attorney Gary Roberts stated that the resolution could settle the lawsuit filed.

City Attorney Gary Roberts asked that the Commission accept the resolution.

City Attorney Gary Roberts stated after he and Attorney Jazil reviewed the lawsuit filed by the city manager, it appears that the Commission may have infringed on the city manager's rights to do his job.

City Attorney Gary Roberts reminded the Commission that litigation is costly.

City Attorney Gary Roberts stated that accepting the resolution is an excellent way to resolve the litigation.

Mayor Pro Tem Dowdell stated that his motion intended to allow the city manager to hire with the understanding when he did, he would inform the Commission.

Mayor Pro Tem Dowdell stated that he has significant concerns about the City's finances.

Mayor Pro Tem Dowdell stated how negotiations could go forth with the police and fire departments not knowing the City's financial status.

Mayor Pro Tem Dowdell stated that the police and fire departments expect a salary increase.

Mayor Pro Tem Dowdell asked why the City has so many bank accounts.

Mayor Pro Tem Dowdell stated that the auditor expressed to him that it is unusual for a City this size to have numerous bank accounts.

Mayor Pro Tem questioned the location of the City's bank accounts.

Mayor Pro tem Dowdell stated that he is burdened with the City's finances.

Mayor Harris stated that he had no issue with the rescission.

Mayor Harris stated that the Commission voted to place restrictions on the city manager due to a management issue.

Mayor Harris stated that the city manager hired and paid an individual \$68,000 to work on the smart grid without the knowledge of the Commission.

Mayor Harris stated that it was the Mayor Pro Tem that kept inquiring about the smart grid contract and found it to be unsigned.

Mayor Harris stated that a person was hired as a grants writer before the position was available.

Mayor Harris stated that he knew of no other way but to deal with the problem hence the 30-day notice and move on.

Mayor Harris asked how the Commission can provide oversight to a city manager who does what he pleases.

Mayor Harris stated that he is not comfortable giving free rein to the city manager during the next 24 days.

Mayor Harris stated that he found out through a lawsuit that the City needed to hire police officers.

Mayor Harris stated that the city manager never brought to the Commission's attention the need to hire police officers.

Mayor Harris stated that the Commission would never vote not to hire police officers.

Mayor Harris stated that the city manager has an obligation by the charter to inform the Commission on items that affect the City financially.

City Attorney Gary Roberts stated that the judge determined the emergency injunction filed by City Manager Jack L. McLean Jr., not an emergency.

Mayor Harris stated that:

- With all of the pomp and circumstances written in the newspaper about needing police officers, the judge opined that the city manager's lawsuit was not an emergency.
- The newspaper projected that the City was in chaos.
- The City went several months without a police chief.
- The Commission forced the city manager to provide a deadline to hire a police chief and other vacant positions.

- The Commission every month receives a human resources report on job vacancies.
- The police departments vacancies were not reflected on the human resources monthly report.
- The human resources reports are not true and accurate.
- The Commission should have known about the vacancies in the police department before the city manager's lawsuit.

Commissioner Bass-Prieto offered a motion to request an audit from the Auditor General's Office of the State of Florida. Mayor Harris seconded the motion.

Mayor Pro Tem Dowdell stated that he has no issues with the auditor general's audit.

Mayor Pro Tem Dowdell stated that the Commission needs to give its concerns to the auditor general.

Commissioner Bass-Prieto stated that the auditor general has a format for doing audits.

Commissioner Bass-Prieto stated that the auditor general's audit is thorough.

Commissioner Bass-Prieto stated that the other option is a forensic audit, which looks for misuse of funds.

Commissioner Bass-Prieto stated that the auditor general would look into everything.

Commissioner Canidate stated that the check and balances are her concerns.

Commissioner Canidate suggested a forensic audit.

Commissioner Sapp asked City Attorney Gary Roberts to research the differences in a forensic and auditor general's audit.

Commissioner Bass-Prieto amended her motion to approve an audit from the auditor general's office or a forensic audit. Mayor Harris seconded the motion.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	Yes
Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Canidate	Yes

The Motion Carried 5 to 0.

Commissioner Sapp offered a motion to approve Resolution 1417-2021, the Rescission of the Commission November 9, 2021 vote. Commissioner Bass-Prieto seconded the motion.

Mayor Harris stated:

- That he supports the motion.
- He cares about the City of Quincy.
- What is the City's recourse regarding the reckless behavior of the city manager?

City Attorney Gary Roberts stated that he doesn't believe that the city manager would be careless when making decisions.

City Attorney Gary Roberts stated that the resolution states that everyone, including the city manager, must comply with the city charter.

City Attorney Gary Roberts stated that if the resolution passes, the litigation becomes moot.

Mayor Harris asked if the vacancies in the police department were budgeted.

Finance Director Marica Carty stated that all of the positions in the current budget are budgeted.

Police Chief Ashley confirmed that the police department needs five police officers.

Police Chief Ashley stated that some are going through the hiring process.

Mayor Pro Tem Dowdell stated that before hiring Police Chief Ashley, the city manager expressed to the Commission that the police department had no vacancies.

Mayor Harris stated that it is not the intent of the Commission to hinder the hiring of police officers.

Commissioner Bass-Prieto suggested listing departmental vacancies in the human resources monthly report.

Mayor Harris stated that before the post-budget workshops, he asked human resources for a list of vacancies.

Commissioner Bass-Prieto stated that it is unclear if some positions were added during the budget process.

With no further discussion, Mayor Harris asked what the will and pleasure on Resolution 1417-2021.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	Yes
Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Candidate	Yes

The Motion Carried 5 to 0.

Reports, Requests, and Communications by the City Manager

None

Other Items Requested to Be Agendaed by Commission Member(s), the City Manager, and Other City Officials

4. Toys for Tots

- Jack L. McLean Jr., City Manager
- Mayor Ronte Harris, District 3

5. Revenues and Unfunded Items

- Jack L. McLean Jr., City Manager
- Commissioner Freida Bass-Prieto, District 4

Agenda Item #4: Toys for Tots

Summary of the Discussion by Staff and the Commission

Mayor Harris stated that he asked to place agenda item #4, Toys for Tots, on the agenda due to time restraints.

Mayor Harris stated that he understands Commissioner Bass-Prieto's concerns about funding the non-profits.

Mayor Harris stated that the Commission supported Toys for Tots for years.

Commissioner Bass-Prieto offered a motion to fund Toys for Tots from the Commission's Contingency Line-Item for \$5000. Mayor Harris seconded the motion.

Commissioner Sapp stated that she would like the Commission to fund the non-profits, especially the Gadsden Arts Center who has always done excellent work and provided transparency to the Commission.

Mayor Harris stated that he would send the city manager a recommended agenda before the next Committee meeting to include funding of the non-profits.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	Yes
Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Candidate	Yes

The Motion Carried 5 to 0.

Mayor Harris requested that the city manager provides the distribution schedule for Toys for Tots.

Mayor Harris stated that maybe the Commission would volunteer with Toys for Tots during its distribution.

Comments

City Manager Jack L. McLean Jr.

- Cameras are up and running on Steward Street in the November timeframe as promised.
- City Hall will be closed Thursday and Friday in observance of Thanksgiving.
- Thanked all of the directors, especially Ann Sherman, for putting together the Thanksgiving baskets.
- Stated that each basket included a turkey and fixings for a complete Thanksgiving meal.
- Stated that forty families received a Thanksgiving basket.
- Stated that the Christmas lighting ceremony is on December 10.
- Thanked the two commissioners who donated towards the advertisement for the December 10 mailer.
- Stated that he welcomed a forensic audit.
- Stated that the forensic audit is costly.
- Stated that the City spent approximately \$130,000 on a forensic audit.
- Stated that the City conducted a forensic audit, and the findings were no more than what was known.
- Hopeful that the auditor general audit is not as expensive.
- Stated that the auditor general provides for more of a detailed audit.
- Stated that he welcomed the auditor's general audit and believes that there is a great deal and hopefully some innocent misunderstandings regarding the budget process.
- Stated that the number of bank accounts went down.
- Stated that the bank accounts were delivered on three occasions to the Commission and through a public records request.
- Stated that in the prior year's budget, the first investigative position was created.
- Stated that in this year's budget, the Commission created additional investigative positions.
- Stated that these positions were identified in the November 20 anti-crime fund and would be funded through the regular budget.
- Stated that there is a separate distinction between the \$100,000 placed in the anti-crime fund and the law enforcement police budget.
- Stated that these positions were part of the budget the city manager recommended, and the Commission approved.
- Stated that on November 8, Police Chief Ashley was sworn in and identified positions he wanted to create.
- Stated that the November 9 vote hiring freeze vote disabled the police department from moving forward on the chief's request.

- Stated that his lawsuit was about a declaration of rights for all parties to adhere to the charter.
- Stated that the charter provides for oversight.
- Stated that he spoke with three-five past city managers.
- Stated that the past city managers all agreed that Mayor Pro Tem Dowdell's motion interferes in day-to-day operations.
- Stated that a 2-15 is a part of the oversight.
- Stated that the example of \$55,000, \$68,000, and \$50,000 have been discussed on several occasions.
- Stated that the Commission did not help fill the IT position and stood in the way of filling the position.
- Stated that the city manager would not be reckless in the next 24 days and had not been reckless.
- Stated that the Commission would have the same oversight from the city manager.
- Stated that the city manager had placed the City in a better position while going through a hurricane and coming out in good shape.
- Stated that the City has \$2 million in reserves, which the City did not have before he got there.
- Stated that we will allow the auditor general to comment about the City's position.
- Stated that the City's position is getting difficult not because of the economy but due to the collective decisions.
- Stated that the City is not in a good position, and he would lay it out in due time.
- Stated that the Commission played a role, and he did too.
- Stated that the City is better off than it has been in 10-15 years.
- Stated that the problem is what the City does over the next three years.
- Stated that the first year the City received a perfect audit with no comments.
- Stated that the City gets a financial stress test every year through the audit process.
- Stated that when you don't like the city manager, do get into murky waters and speak on nick picky items.
- Stated that the Commission had a right to change the city manager but not to scare the public and say that the City was in bad shape.
- The public expects more from us.
- Stated that if we stick to the charter, we would be okay.
- Stated that you can get the leader you want, or the people can get the leader they choose.

City Attorney Gary Roberts

- No comments

City Clerk Janice Shackelford

- No comments

Commission

Commissioner Bass-Prieto

- Wished everyone a joyful and happy Thanksgiving.
- Stated that the pandemic placed a damper on things.
- Stated that Main Street, the County, and the City collaborated in lighting up Quincy for the holidays.
- Invited everyone out to Mistletoe Market on December 4.
- Stated that there is a lighting contest for businesses and residents.
- Stated that hopefully, some traditions could be established that can be passed on.
- Stated that after the Christmas parade, there would be food trucks.
- Stated that the Christmas parade is on December 10, starting at 6 pm.

Commissioner Sapp

- Asked that the post-budget workshops be minimal and that the Commission should come to the workshop and plan to take care of business.
- Appreciates the cameras going up on Stewart Street.
- Stated that more cameras would be going up throughout the City.
- Thanked Police Chief Ashley and Asst. Chief Mixson's for their video about the cameras and their usefulness.
- Thanked the city manager and others who helped get the cameras up.
- Stated that the stop signs along MLK are doing the job and slowing down traffic.
- Looking forward to the Thanksgiving holiday and wished everyone a Happy Thanksgiving.

Commissioner Canidate

- Wished the citizens a Happy Thanksgiving.
- Excited to hear the cameras are up.
- Asked if the IT position was filled.
- Thanked Ms. Helen Jackson for coming and speaking.
- Stated that she is committed to doing her best for the residents of Flagler Street.

City Manager Jack L. McLean Jr. responded to Commissioner Canidate's question.

- Stated that the IT position is not filled.
- Stated that he is working on filling the position through contract.
- Stated that he has approved invoices for work being completed in IT.
- Stated that the individual working on IT would prefer a vendor relationship as opposed to a contract relationship.
- Stated that there is not an IT employee.
- Stated that he's reviewing the contract.
- Stated that if the contract exceeds his authority, he will bring it to the Commission's attention.

Mayor Pro Tem Dowdell

- No comments

Mayor Harris

- Asked the city manager about the completion date of the smart grid.
- Asked the city manager for an update on police and fire negotiations.
- Asked the city manager to provide the status on projects before December 16.
- Stated that the city manager shared many accomplishments.
- Stated that the complaint from the residents on Flagler Street matters the most to him.
- Stated that what matters to people involves everyday living.
- Stated he, too, had made a tough decision.
- Stated his concerns on the phone not being answered at city hall, rudeness to customers, no returned phone calls, and lack of assistance.
- Stated that someone said that nothing had changed at city hall, but a picture on the wall.
- Stated that he had supported and defended the city manager.
- Stated that it was time to move for the citizens towards things that matter to them.
- Stated that he was described as an angry black man in a previous meeting.
- Stated that he would accept that title as an angry black man due to being compassionate about getting things done.
- Stated that the Commission must serve who elected them.
- Stated that the citizens want relief.
- Stated that change is painful but necessary.
- Wished everyone a Happy Thanksgiving.
- Stated to the believers to enjoy life and do the best you can while here because when crossing the other side, there will be a halleluiaah good time.

City Manager Jack L. McLean Jr. responses to Mayor Harris:

- The smart grid would not be completed by December 16.
- Stated that the police negotiations is scheduled for next week.
- Stated that he would provide the Commission with an update after the police negotiation.

Comments from the Audience

Bobby Clemons, 1236 Canal St in Quincy, FL, asked the following questions:

- What is the criteria for getting speed humps?
- Who decides where speed humps are placed?
- What are the specifications on speed humps?

Public Works Director Reggie Bell responses to Bobby Clemons:

- A citizen must request speed humps.

- Conducts a petition from the neighbors where the speed hump is to be placed.
- Consults with the police department for safety measures.
- Petition is given to the city manager for approval.
- Public Works uses the City of Tallahassee's specifications.
- A speed hump ahead sign is placed before going over the actual speed hump.

Bobby Clemons followed up with the following responses:

- There are three-speed humps within 100 yards of each other.
- Stated that a neighbor with a high-performance vehicle is moving, and the residents are left with three-speed humps.
- Stated that this is unfair.
- Prepared to bring the City his bill for a front-end alignment.
- Stated that there are no speed humps ahead sign in this example.
- Stated that the City does not have its own specifications.

City Manager Jack L. McLean Jr. stated that he would asked Public Works Director Reggie Bell to provide the specifications used for speed humps to Bobby Clemons.

City Manager Jack L. McLean Jr. stated that specifications change from time to time.

Nekeshia Harris, no address provided, made the following comments:

- Provided part 2 for YouRising Crime Prevention Initiative.
- Stated that she and Rev. Nikki Clemons are determined to get into the community and not just be pastors.
- Utilizes the capstone project.
- Stated that YouRising is an evidence-based program.
- Utilizes the broken window theory.
- The organization is grassroots.
- Stated that the organization is local and willing to assist in preventing crime.

Helen Jackson, 2040 Flagler Street, Quincy, FL, made the following comments:

- Has lived on Flagler Street for more than 25 years.
- Has been dealing with the flooding issue for a long time.
- House floods and lost two cars due to excessive rain.
- No one provided her assistance to cover her lost.
- Stated that the residents on Flagler Street did not get a lawyer and sue the City.
- Stated that the City Manager had lost his job and went and got a lawyer to sue the City of Quincy.
- Stated that he should have lost his job and others should lose their job too.
- Stated that the citizens are not treated fairly.
- Stated that the residents on Flagler Street are afraid when it rains.
- Stated that there is never enough money to fix the flooding issue.
- State that something needs to be done about missing money.
- Stated that she's speaking for all residents living on Flagler Street.
- Stated that the street had been patched and not fixed.

Dr. Beverly Nash, 65 N Virginia St, Quincy, FL, made the following comments:

- Stated that the Girl Scouts for Gadsden County, the City of Quincy are well and alive.
- Stated that the Gateway Girl Scouts thank the Commission for the \$10,000 award towards crime prevention in the City.
- A person had been hired and being trained.
- Girls have been identified in the City to participate in the Girl Scouts.
- Develop a recruitment strategy and plan.
- Stating that the Girl Scouts will provide a progress report.
- Stated to City Manager Jack L. McLean Jr. to get respect, you have to give respect.
- Stated that she was disappointed after being terminated in the position of the grants.
- Stated that the city manager did not give her respect.
- Stated that she was on the team that rehired the city manager.
- Stated that she worked very hard and gave her finances towards the rehiring of the city manager.
- Stated that the city manager treated her as a stranger and did not have the decency to come to her.
- Stated that she feels disrespected and used.
- Stated that the city manager disappointed and hurt her.
- Stated that the city manager did not live up to the person she expected.
- Stated that the city manager is not a leader.
- Stated that a leader would have explained his intentions.
- Stated that she would not agree to lie for the city manager; he terminated her.
- Stated that she once respected the city manager but does not respect the city manager now.

City Manager Jack L. McLean Jr. responses to Dr. Beverly Nash:

- Stated that he did not like the decision he made.
- Stated that the paperwork speaks for itself.
- Stated that we were a part of a team.
- Stated that he did not enjoy making the decision.
- Stated that he intended to lift the suspension.
- Placed in the budget an administrative assistant before her 70 birthday to assist her.
- Stated that the last incident was with Hurricane Sally. The record in the personal file speaks for itself.
- Stated that he was sorry, it reached this point.

Summary of the Discussion on the City Manager's Position.

Commissioner Bass-Prieto offered a motion to put out an RFP for a city manager. Commissioner Sapp seconded the motion.

Commissioner Bass-Prieto stated that there is not much time.

Commissioner Bass-Prieto stated that the finance director is busy with the audit.

Commissioner Bass-Prieto stated that she would like to hire a new city manager as soon as possible.

Commissioner Sapp stated that she had heard comments that City Manager Jack L. McLean Jr. was brought back too soon.

Commissioner Sapp stated that the Commission appointed former City Manager Mike Wade without going through a process.

Commissioner Sapp stated that the Commission has an opportunity to get this done correctly.

Commissioner Sapp stated that she would like for the Commission to search for a city manager that would work with the Commission towards getting things done for the betterment of the community.

Mayor Harris stated that he had no issues with doing an RFP.

Mayor Harris stated that the Commission should undertake discussions on the process.

Mayor Harris stated that there would need to be an interim period until a permanent city manager is hired.

Mayor Harris stated that the city manager would still be discussed at the December 14 regular Commission meeting.

Commissioner Canidate stated that she would like to discuss the expectations for the city manager.

Commissioner	Vote
Mayor Harris	No
Commissioner Sapp	Yes
Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Canidate	No

The Motion Carried 3 to 2.

The adjournment was motioned by Mayor Harris and seconded by Commissioner Sapp at 8:45 pm.

Please Note: The City Commission places the official copies of Commission Meeting Minutes on file with the City Clerk's Office upon approval.

Submitted by Janice Shackelford Clemons, City Clerk

APPROVED:

Ronte Harris, Mayor, and Presiding
Officer of the City Commission and
of the City of Quincy, Florida

ATTEST:

Janice Shackelford Clemons, City Clerk per
Clerk of the of Quincy, Florida
Clerk of the City Commission thereof

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
FOR INFORMATION ONLY**

MEETING DATE: February 8, 2022
DATE OF REQUEST: February 3, 2022
TO: Honorable Mayor and Members of the City Commission
FROM: Dr. Beverly A. Nash, Ph.D. Interim City Manager
Robin Ryals, Director, Utilities Department
SUBJECT: Capital Project – Solar Array Field Project

Per the Utilities Department and staff.

City of Quincy

January 31, 2022

Capital Project: Joe Adams Road - Solar Array Field Project – Work has begun!





**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: February 8, 2022

DATE OF REQUEST: February 3, 2022

TO: Honorable Mayor and Members of the City Commission

FROM: Dr. Beverly A. Nash, Ph.D. Interim City Manager
Isam Khan, VISTA/BRACE/AmeriCorps Volunteer

SUBJECT: Customer Satisfaction Survey 2022

Per staff.

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
FOR INFORMATION ONLY**

Date of Meeting: February 8, 2022

Date Submitted: February 3, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager, City of Quincy
Isam Khan, VISTA/BRACE Volunteer

Subject: **Summary: Customer Satisfaction Survey 2022 – Phase 1**

CUSTOMER SATIFICATION SURVEY SUMMARY

Collection Start Date: December 22, 2022
Collection End Date: January 17, 2022
Collection Sites: City Hall, Drive-Thru Window, Customer Service area and Back Door Walk-Ins (Phase 1)

There was a total of 37 respondents/citizens that came through the back door and 35 collected from the drive-thru window/Customer Service area. Total number of citizens participated: **72**. Citizens who used the drive-thru window tended to score higher than citizens who came through the back door. An average score of 4.7 and 4.8 were scored on questions one and two respectively for the drive-thru window, compared to the back door scores of 4.4 and 4.5. The **most commended departments were: utilities and customer service** (70% of respondents/citizens). Specific employees that were commended the most were: **Joann Kimble (Building and Planning Department) (4.1%) and Kendra Howard (8.3%)**. There were several suggestions made for improvements and added services: utility bills too high, want lower utility bills (6.9%); make services easier for those who speak Spanish (1.3%), fix the website and internet issues (2.7%), and overall communication with the citizens concerning their bills (2.7%).

One citizen stated: “Customer Service is always amazing! Answering phones could be better.”