

February 10, 2023

The Honorable Steve Champion  
Chairman, Hernando County  
20 North Main Street  
Brooksville, Florida 34601

RE: Small Cities Community Development Block Grant (CDBG) Program  
Federal Fiscal Year (FFY) 2021/2022 Housing Rehabilitation Funding

Dear Chairman Champion:

The Florida Department of Economic Opportunity (DEO) is pleased to inform you that Hernando County has been awarded \$750,000 through the CDBG program for the project outlined in the County application.

The grant award is effective December 21, 2022 and is contingent upon mutual execution of the subgrant agreement. The County can now incur costs, begin the environmental review, and procure professional services for the project. The County may begin incurring administrative costs for the approved CDBG project in accordance with 24 C.F.R. Part 58. Administrative costs may not exceed \$5,000 until further authorized by DEO. The County is not authorized to conduct non-administrative activities until the County has received authorization from DEO.

Enclosed is a copy of the program conditions for the subgrant (Attachment D), which details the program condition deadlines and the financial consequences.

DEO has implemented a safe and secure electronic signature process relative to tracking, processing, and execution of the CDBG subgrant agreement. As soon as DEO completes the preliminary review of the contract, an electronic link will be emailed to the Chief Elected Official (CEO) or other person with signature authority for execution of the contract using an Internet-based DocuSign platform. The use of DocuSign will expedite processing of the subgrant agreement.

The local government designated contact person, grants manager, and consultant (if applicable) will each receive a copy of the notification, except for the link that was sent to the CEO/signatory, to ensure that all parties are informed of the contract status. Other related documents will be emailed to the project's contact person. The documents are necessary to allow DEO to provide local government staff with access to the on-line Subrecipient Enterprise Resource Application system for purposes of periodic reporting and filing requests for funds related to their CDBG project activities. The documents must be completed and returned via email to the assigned DEO CDBG grant manager within 45 days after receipt thereof.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
(850) 245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org) | [www.Twitter.com/FLDEO](https://twitter.com/FLDEO) | [www.Facebook.com/FLDEO](https://www.Facebook.com/FLDEO)

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DEO looks forward to continuing its partnership with Hernando County. If there are any questions about this letter, please contact Theresa Howard at [Theresa.Howard@deo.myflorida.com](mailto:Theresa.Howard@deo.myflorida.com) or (850) 717-8444.

Sincerely,

A handwritten signature in black ink that reads "Pam Portwood". The signature is fluid and cursive, with the first name "Pam" and last name "Portwood" clearly distinguishable.

Pam Portwood, Chief  
Bureau of Small Cities and Rural Communities

PP/jb

Enclosure

cc: Joshua Stringfellow, Financial Services Director, Hernando County  
Veda A. L. Ramirez, Manager, Health & Human Services, Hernando County