

FEDERAL SUBRECIPIENT AGREEMENT

between

Hernando County, Florida and Community Food Bank of Citrus County, Inc.

for a federal subaward of an amount not to exceed \$250,000.00

from a federal award issued by U.S. Department of the Treasury

for the specific purpose of

responding to COVID-19’s negative economic impacts.

SUBAWARD COVERSHEET

INTERNAL TABLE – FOR COUNTY INTERNAL USE ONLY	
County Contract No.:	25-A0206/EK
County Department/Division:	Health & Human Services
Subaward Budget Line:	\$250,000.00

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Article 1: Standard ARPA Form Agreement

- A. This Subrecipient Agreement (“**Agreement**”) is a “**Standard ARPA Form Agreement.**” Any changes to this standard form shall be noted separately using the *Standard ARPA Form Amendments* form attached as “**Form 1,**” which must be separately executed by the parties to this Agreement in order to be binding upon the parties.
- B. **This is the 08/10/2021 version of the Standard ARPA Form Agreement.**

Article 2: The Parties

- A. This Agreement is entered into by and between the two parties indicated in the following table:

TABLE 1 – THE PARTIES	
Party #1	Name: Hernando County, Florida (the “ County ”) Entity Type: Political Subdivision of the State of Florida Principal Address: 15470 Flight Path Drive Brooksville, FL 34604 Agreement Liaison Name: Veda Ramirez Email Address: Vramirez@co.hernando.fl.us
Party #2:	Name: Community Food Bank of Citrus County, Inc. (the “ Subrecipient ”) Entity Type: Non-Profit Principal Address: 5259 W Cardinal Street Homosassa, FL 34446 Agreement Liaison Name: Barbara Sprague Email Address: Executivedirector@FEED352.org

- B. The County and the Subrecipient may unilaterally re-designate their respective agreement liaisons by providing written notice of such change to the other party in accordance with **Article 5 (“Notice”)** of this Agreement.
- C. Both the County and the Subrecipient may be individually referred to as “**party**” or collectively referred to as “**parties**” in this Agreement.

Article 3: Notice of Federal Subaward

- A. **This is a Federal Subrecipient Agreement for a Federal Subaward.** *Documentation of the County’s Receipt of the Federal Award* is attached as “**Attachment 1.**”
- B. **Federal Award Information.** The table below provides basic information regarding the underlying Federal Award pursuant to which this Agreement is being entered.

TABLE 2 – FEDERAL AWARD INFORMATION	
Award Project Description:	For use compliant with Section 603 of the Social Security Act, as amended by Section 9901 of the ARP Act of 2021.
Awarding Agency:	U.S. Department of the Treasury (the “ Federal Awarding Agency ”)
Award ID No.:	HR 1319, Title IX, Subtitle M, Section 9901 (the “ Federal Award ”)
Award Date:	05/19/2021

- C. **Federal Award Amount.** The amount of the underlying Federal Award received by the County is: **\$37,666,687.00**
- D. **Subrecipient Compliance with Federal Award.** At all times during which the Subrecipient is performing under this Agreement, the Subrecipient shall comply with the terms of the underlying Federal Award, as well as with any guidance provided by the Federal Awarding Agency.
- E. **Compliance with the Federal Uniform Guidance.** The Subrecipient shall comply with all applicable provisions of the *Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* as found in 2 CFR Part 200 (the “**Uniform Guidance**”) when meeting its obligations under this Agreement.
- F. **References for Emphasis Only.** The parties hereby agree that the specific provisions of the Uniform Guidance – or any other applicable federal, state, or local law – that are referenced in this Agreement are referenced for emphasis only. The exclusion of a specific applicable provision of law from this Agreement does not alleviate the Subrecipient from its obligation to comply with any such applicable provisions.
- G. **By executing this Agreement, the Subrecipient hereby certifies that it has reviewed 2 CFR Part 200 and any relevant Federal Awarding Agency guidance and that it understands its obligations pursuant to such federal regulations and guidance.**
- H. **Federal Subaward Amount.** The amount of the Federal Subaward issued pursuant to this Agreement is an amount not to exceed **\$250,000.00** (the “**Subaward**”). This Agreement’s use of “an amount not to exceed” shall in no way entitle the Subrecipient to reimbursement or payment of the maximum amount provided unless such reimbursement or payments have been earned by the Subrecipient in accordance with the terms and provisions of this Agreement.
- I. **Required Information.** Any additional information required pursuant to 2 CFR § 200.332 (“**Requirements for Pass-Through Entities**”) may be found in the *Required Information for Federal Subawards Schedule* attached to this Agreement as “**Exhibit A.**”

Article 4: Term of Agreement, Subaward Period of Performance, and Extensions

- A. **Term of Agreement.** The term of this Agreement begins on the date that it is fully executed by both parties (the “**Effective Date**”) and shall conclude on: **September 30, 2026.**

B. Subaward Period of Performance.

1. The “**Subaward Period of Performance**” is the time during which the Subrecipient may incur obligations to carry out the work or services authorized under this Agreement. The Subrecipient may not invoice for any work completed, or services rendered, outside of the Subaward Period of Performance. This provision is required pursuant to 2 CFR § 200.332(a)(1)(v).
2. The Subaward Period of Performance of this Agreement is: **December 17, 2024 to September 30, 2026.** If the date range provided in this provision exceeds the Period of Performance provided in the Federal Award, the Federal Award’s Period of Performance shall prevail.

Article 5: Notice

Service of all notices under this Agreement shall be in writing and sent by certified or registered mail or courier service, postage prepaid, and addressed to the addresses set forth below until such addresses are changed by written notice. Notices sent by certified/registered mail or courier with signature receipt requested shall be deemed effective as of date of receipt.

TABLE 3 – NOTICE	
To the County:	Health and Human Services Attn: Veda Ramirez 621 W. Jefferson St. Brooksville, FL 34601 AND Hernando County Administration Attn: Jeffrey Rogers Administration Building 15470 Flight Path Drive Brooksville, Florida 34604
To the Subrecipient:	Community Food Bank of Citrus County, Inc. Attn: Barbara Sprague 5259 W Cardinal Street Homosassa, FL 34446

Article 6: Subrecipient’s Obligations and Responsibilities

A. Scope of Services.

1. The Subrecipient shall be responsible for meeting the objectives of this Subaward, as detailed in the *Scope of Services* attached to this Agreement as “**Exhibit B**”, in a manner that is deemed satisfactory by the County and consistent with the standards set forth in this Agreement, the Federal Award, and any directives or guidance issued by the Federal Awarding Agency.

2. The Subrecipient shall not obligate, encumber, spend, or otherwise utilize funds provided pursuant to this Agreement for any activity or purpose not included in, or in conformance with, the *Scope of Services*.

B. **Subrecipient's Agreement Liaison.** The Subrecipient's agreement liaison identified in **TABLE 1 – THE PARTIES**, or as re-designated pursuant to **Article 2, Paragraph B** above, shall be available to communicate and meet with the County's agreement liaison and relevant County staff in order to review the Subrecipient's performance pursuant to this Agreement. The County reserves the right to, at no additional cost to the County, require that the Subrecipient change its agreement liaison should the County's agreement liaison believe so-doing best serves the performance or objectives of the Subaward.

C. **Authority to Practice.** The Subrecipient hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to meet its obligations under the *Scope of Services*, and that it will at all times conduct its activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the County upon request. Failure by the County to request such proof of licensure and approvals shall in no manner be construed as alleviating the Subrecipient's obligations pursuant to **Paragraph C** of this Article, nor shall it be construed as shifting or imposing any liability onto the County.

D. **Employees of the Subrecipient.**

1. **Skillful Provision of Services.** All services or work provided pursuant to this Agreement shall be performed by the employees, volunteers, associates, or agents of the Subrecipient (or of any subcontractor of the Subrecipient) in a professional and skillful manner.

2. **Employee Licensure.** Any employee, volunteer, associate, or agent of the Subrecipient (or of any subcontractor of the Subrecipient) whose performance under this Agreement requires licensure shall have such valid and active licensure for the full duration of their performance under this Agreement.

3. **Removal of Employees.** The County may require, in writing, that the Subrecipient removes any employee, volunteer, associate, or agent of the Subrecipient (or of any subcontractor of the Subrecipient) that the County's agreement liaison – using their sole discretion – deems to be incompetent, careless, or otherwise objectionable from performing work or services related to this Agreement. The County shall not be responsible for any costs related to such removal.

4. **E-Verify Use and Registration Certification.** Pursuant to Section 448.095, Florida Statutes, the Subrecipient must certify that it is registered with, and uses, the E-Verify system to verify the work authorization status of all newly hired employees. The Subrecipient must further certify that it does not employ, contract with, or subcontract with an unauthorized alien, and shall provide an affidavit affirming this prior to the effective date of the contract. These certifications shall be provided by use of the *E-Verify Use and Registration Certification* found attached to this Agreement as "**Form 2**". Violation of s. 448.095, Florida Statutes, may result in the Immediate Termination (as later defined in **Article 22 ("Termination")**) of this Agreement.

E. **Non-Discrimination.**

1. The Subrecipient shall, at no time during the provision of services funded through this Agreement, discriminate based on race, color, religion, national origin, sex, or sexual orientation.

2. The Subrecipient shall comply with any and all federal, state, and local anti-discrimination laws, rules, and regulations. For further information about the federal anti-discrimination requirements for this Agreement, see **Article 23, Paragraph D (“Federal Contract Terms”)**.

F. **Inherently Religious Activities.** When expending the Subaward, the Subrecipient must adhere to the following conditions:

1. The Subrecipient must not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of its provision of the services funded in whole or in part by the Subaward;
2. Such inherently religious activities must be offered separately, in time or location, from the Subaward-funded services; and
3. Participation in any inherently religious activities must be purely voluntary for the beneficiaries of the Subaward-funded services; therefore, the Subrecipient shall not implicitly or explicitly condition receipt of any services funded in whole or part by the Subaward on participation in any inherently religious activities.

G. **Public Entity Crimes and Scrutinized Companies.**

1. By use of the *Public Entity Crimes and Scrutinized Companies Certification* attached to this Agreement as “**Form 3**,” the Subrecipient must certify that:
 - a. The Subrecipient does not meet the definition of “Scrutinized Company” pursuant to Section 215.473, Florida Statutes; and
 - b. The Subrecipient – or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the Subrecipient or an affiliate of the Subrecipient – has not been convicted of a public entity crime pursuant to Section 287.133(3), Florida Statutes.
2. The County reserves the right to Immediate Termination (as later defined in **Article 22 (“Termination”)**) of this Agreement should the Subrecipient:
 - a. Be found to have falsified its certification in “**Form 3**”; or
 - b. Become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to either Section 287.133, Florida Statutes (“**Public Entity Crime; Denial or Revocation of the Right to Transact Business with Public Entities**”) or Section 287.135, Florida Statutes (“**Prohibition Against Contracting with Scrutinized Companies**”) subsequent to entering into this Agreement with the County.

Article 7: Procurement and Subcontracting Standards

A. **Procurement.** The Subrecipient must comply with 2 CFR §§ 200.318-200.327 (“**Procurement Standards**”) and must use such procedures when expending the Subaward. **Does the Subrecipient maintain written purchasing procedures in compliance with the aforementioned federal Procurement Standards? “Yes” X or “No”**

If **“Yes,”** then: By executing this Agreement, the Subrecipient hereby certifies that it maintains written purchasing procedures in compliance with 2 CFR §§ 200.318-200.327 (**“Procurement Standards”**) and will use such procedures when expending the Subaward.

If **“No,”** then: By executing this Agreement, the Subrecipient hereby certifies that it does not maintain written purchasing procedures that are in compliance with 2 CFR §§ 200.318-200.327 (**“Procurement Standards”**). As such, the Subrecipient hereby agrees to use the County’s purchasing procedures, as found in the County’s *Procurement Procedures Manual*, when expending the Subaward. The *Procurement Procedures Manual* can be found at this link: <https://www.ocfl.net/VendorServices.aspx>.

B. Simplified Acquisition Threshold. The **“Simplified Acquisition Threshold”** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. For the purposes of this Subaward, the Simplified Acquisition Threshold is: **\$150,000.00**. The Simplified Acquisition Threshold provided for in this Agreement is the one that the Subrecipient – and any of its sub-subrecipients – must use when making its expenditures of the Subaward.

C. Subcontracting.

1. **Approval by the County.** The Subrecipient shall not use any portion of the Subaward to provide payment to subcontractors without such payment being pursuant to a federally-compliant contract that has been approved by the County. All proposed procurement and solicitation documents for the subcontracting of any work to be performed in connection with the Project shall be submitted to the County for review. The Subrecipient shall submit a copy of the executed subcontract and documentation of the competitive procurement process pursuant to which the subcontractor was selected {e.g. invitation to bid, request for proposal. etc.) to the County prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Subrecipient is ultimately responsible for all work performed under this Agreement. The Subrecipient agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract.
2. **Conflicts of Interest.** The Subrecipient must verify to the County in writing that “No employee, officer, or agent will 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.” If the Subrecipient has any direct or indirect ownership or investment interest in the outcome of the property, that would be considered a conflict of interest.
3. **Prohibition on Pre-Existing Subcontracts.** The Subrecipient may not use the Subaward to provide payment on pre-existing or continuing contracts it may have with subcontractors.
4. **Federally Required Contract Provisions.** The Subrecipient shall insert the relevant contract provisions found in Appendix II of 2 CFR Part 200 (**“Contract Provisions for Non-Federal Entity Contracts Under Federal Awards”**) into all contracts into which it enters while expending the Subaward. The County has provided a copy of such *Federally Required Contract Provisions*, which are attached as **“Attachment 2.”**
5. **Small and Minority Business Enterprises (“MBE”), Women Business Enterprises (“WBE”), and Labor Surplus Area Firms.** If the Subrecipient wishes to engage in subcontracting or make any procurements pursuant to this Agreement, the Subrecipient understands that it must first execute the *Small and Minority Business Enterprise (“MBE”),*

Women Business Enterprise (“WBE”), and Labor Surplus Area Firm Certification attached as “**Form 4**” stating that the Subrecipient shall take the “Five Affirmative Steps” regarding Small and Minority Business Enterprise, Women Business Enterprises, and Labor Surplus Area Firms as required by the Federal Government in 2 CFR § 200.321 in the solicitation and selection of such subcontractor(s) or procurements.

6. **Engaging in subcontracting, pursuant to this Agreement without complying with the requirements of this article is strictly prohibited.**

D. Sub-Subawards.

1. **Approval by the County.** The Subrecipient shall not issue sub-subawards to any non-Federal entity without first receiving approval from the County.
2. **Prohibition on Pre-Existing Subrecipient Agreements.** The Subrecipient may not use any pre-existing subrecipient agreements that might exist between the Subrecipient and their intended sub-subrecipients as a basis for providing any subawards to such sub-subrecipient entities.
3. **Pass-Through Requirements.**
 - a. The Subrecipient must pass through all obligations of the Federal Award and any placed upon the Subrecipient under this Agreement to any of its sub-subrecipients through a federally-compliant subrecipient agreement.
 - b. The Subrecipient must comply with all provisions of 2 CFR § 200.332 (“**Requirements for Pass-Through Entities**”) and any other applicable provisions of the Uniform Guidance when issuing a subaward to a sub-subrecipient.

- E. **Subrecipient/Contractor Determinations.** Prior to entering into an agreement with a third-party entity that is in part or in whole funded by the Subaward, the Subrecipient shall analyze the nature of such agreement pursuant to the provisions of 2 CFR § 200.331 (“**Subrecipient Subcontractor Determinations**”) to determine which type of relationship and requirements apply.

Article 8: Property Standards

- A. By executing this Agreement, the Subrecipient hereby certifies that it shall comply with 2 CFR §§ 200.310-200.316 (“**Property Standards**”) and will use such procedures when handling and managing any supplies, equipment, real estate, or other property procured with any portion of the Subaward.
- B. The Subrecipient shall maintain inventory records of all supplies, equipment, real estate, and other property procured with the Subaward and may not to sell, transfer, encumber, or otherwise dispose of any such property without the written permission of the County.

Article 9: Budget

- A. **Approved Budget.** The County-approved *Budget* for the Subaward is attached to this Agreement as “**Exhibit C**” and shall be the basis for which the County provides payment to the Subrecipient.
- B. **Budget Amendments.**
 1. **In General.** Requests to amend the *Budget* contemplated in this Agreement:
 - a. Must be received by the County no later than forty-five (45) days prior to the expiration of this Agreement’s term;

- b. Shall be made prior to the Subrecipient incurring any expenses that are not expressly provided for in the *Budget*; and
 - c. Shall be considered and approved at the sole discretion of the County.
2. **Informal Budget Amendments.** The County's agreement liaison noted in **TABLE 1 – THE PARTIES**, or as later re-designated pursuant to **Article 2, Paragraph B**, may, in writing, informally approve the following types of *Budget* amendments:
- a. **Discretionary Federal Awards.** If the Federal Award is discretionary in nature, then the County's agreement liaison may, in writing, informally approve requested amendments to the *Budget* that:
 - (1) Do not increase the maximum Subaward amount; and
 - (2) Are deemed by the County's agreement liaison as being consistent with the *Scope of Services* attached as "**Exhibit B**".
 - b. **Non-Discretionary Federal Awards.** If the Federal Awarding Agency approved the *Budget* contemplated in this Agreement, then the County's agreement liaison may, in writing, informally approve amendments to the *Budget* only upon receipt of written approval of such amendments by the Federal Awarding Agency.
3. **Formal Budget Amendments.** Budget amendments that do not meet either requirement of **Paragraph B** of this Article may not be informally amended by the County's agreement liaison and, instead, must be made by formal written amendment mutually executed by both parties to this Agreement.

C. Program Income.

- 1. 2 CFR § 200.1 ("**Definitions**"), defines "**Program Income**" as gross income earned by the Subrecipient that is directly generated by a supported activity or earned as a result of the Subaward during the Subaward Period of Performance. Program Income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under the Subaward, the sale of commodities or items fabricated under the Subaward, license fees and royalties on patents and copyrights, and principal and interest on loans made with Subaward Funds. Interest earned on advances of the Subaward is not program income. Except as otherwise provided, Program Income does not include rebates, credits, discounts, and interest earned on any of those items.
- 2. **The Subrecipient is not permitted to generate Program Income in its performance under this Agreement.**
- 3. In the event that the Subrecipient does generate unanticipated Program Income, unless otherwise directed by the County, in compliance with 2 CFR § 200.307(e)(1) ("**Program Income**"), the Subrecipient shall:
 - a. Calculate, document, and record such Program Income;
 - b. Immediately report such Program Income to the County;
 - c. Use the Program Income to reduce the Subaward reimbursements owed to the

- Subrecipient rather than to increase the funds committed to the project; and
- d. Return to the County, within thirty (30) calendar days from the expiration of the Subaward Period of Performance, any Program Income that the Subrecipient has earned and not expended pursuant to the provisions of this paragraph.

Article 10: Reimbursement Requests

- A. **Payment by Reimbursement.** This Subaward shall be paid through reimbursement for actual funding-eligible costs as permitted by this Agreement. In order to obtain payment, the Subrecipient shall make funding-eligible expenditures and thereafter submit a **“Reimbursement Request(s)”** to the County for such expenditures pursuant to the terms found in this Article.
- B. **Form of Reimbursement Requests.** Reimbursement Requests shall be delivered to the County in a manner consistent with that attached as **“Exhibit D.”** The Subrecipient shall additionally attach any supporting documentation as requested by the County’s agreement liaison noted in **TABLE 1 – THE PARTIES**, or as later re-designated pursuant to **Article 2, Paragraph B.**
- C. **Minimum Standards for Reimbursement Requests.** At minimum, all Reimbursement Requests submitted by the Subrecipient must:
 1. Include enough detail so that the County is able to confirm that the Subrecipient has only requested reimbursement of funding-eligible expenses that were incurred by the Subrecipient in compliance with the terms of this Agreement.
 2. If the *Budget* attached as **“Exhibit C”** has line-items or funding categories, indicate which line-item or funding category under which each funding-eligible cost is being requested for reimbursement.
 3. Pursuant to 2 CFR § 200.415(a) (**“Required Certifications”**), include the following federally required attestation executed by an individual that is able to legally authorized to do so by the Subrecipient:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”
 4. By executing this Agreement, the Subrecipient hereby affirms that it understands that the above are minimum standards for invoices only and are not meant to represent an exhaustive list of what the County’s agreement liaison may request or require in order to consider a Reimbursement Request complete or to approve such request for reimbursement.
- D. **Reimbursement Request Frequency and Due Dates.** Unless otherwise stated in the *Scope of Services* attached to this Agreement as **“Exhibit B”**, which hereby supersedes the frequency and due date for Reimbursement Requests noted in this provision if there is a conflict between the two, invoices are due as followed:
 1. **General Reimbursement Requests.** The period for submission of General Reimbursement Requests shall be **monthly** with such invoices due to the County by the **10th of the month**

subsequent to the provision of services for which the County is being invoiced. Should the Subrecipient fail to timely submit its General Reimbursement Request for any particular month, it accepts the risk that the County may choose not to provide reimbursement for any expenses the Subrecipient incurred during such month.

2. Initial Reimbursement Request.

a. If the Subaward Period of Performance began on a date prior to the execution of this Agreement, the Subrecipient shall submit an Initial Reimbursement Request that covers all funding-eligible expenses for the period of time beginning on the first day of the Subaward Period of Performance (for this Agreement: **December 3, 2024**) and ending on the date of execution of this Agreement. This Initial Reimbursement Request shall be submitted no later than the date that the first General Reimbursement Request is due to the County.

b. This Initial Reimbursement Request shall not be required if the Subaward Period of Performance and date of execution of this Agreement occur in the same month. If such occurs, the first General Reimbursement Request may include all expenses made for that month.

3. **Final Invoices.** Final Invoices shall be due to the County **no later than thirty (30) calendar days** after the expiration or termination of this Agreement.

E. **Withholding or Denial of Payment on Reimbursement Requests.** The County reserves the right to withhold or deny payment on any Reimbursement Request if such request:

1. Is incomplete or fails to provide the requisite supporting documentation;
2. Fails to be provided in a timely fashion as determined by the terms of this Agreement; or
3. Indicates expenditures that are not compliant with this Agreement, the Federal Award, or any directives issued by the Federal Awarding Agency.

Article 11: Payment Terms

A. **Local Government Prompt Payment Act.** The County shall make payments to the Subrecipient for work performed, or services provided, pursuant to this Agreement, in accordance with the Local Government Prompt Payment Act, Section 218.70 et. seq, Florida Statutes.

B. **Federal Funding Availability.** The County is only responsible for payments to the Subrecipient for which the County is provided funding by the Federal Awarding Agency. If the Federal Awarding Agency determines that a specific cost or expense requested by the Subrecipient is not permitted to be reimbursed under the terms and conditions of the Federal Award, the County shall not be responsible for making payment to the Subrecipient for that specific requested cost or expense. Should the Federal Awarding Agency withhold or deny funding to the County for any reason, the County may subsequently withhold or deny funding to the Subrecipient.

C. **Payment Limitations.** The County shall not make payments for, or in any way be responsible for, payment to the Subrecipient for any of the following:

1. Any goods or services provided that do not fall within the *Scope of Services* attached as “**Exhibit B**”;
 2. Any goods or services that fall within the *Scope of Services*, but that such payment by the County would supplant currently available, or already budgeted, funding for those goods or services; or
 3. Any goods or services that fall within the attached *Scope of Services*, but that such payment can be made through a third-party program or insurance provider, including but not limited to Medicaid or Medicare.
- D. **Prohibition on Duplicative Funding.** The Subrecipient may not accept duplicate funding for any cost, position, service, or deliverable funded by the Federal Award. Duplicative funding is defined as more than one-hundred percent (100%) payment from all funding sources for any cost, position, service, or deliverable. If duplicate funding is discovered, this Agreement may be suspended while the extent of the overpayment is determined, or may be terminated. Such suspension or termination may be initiated at the sole discretion of the County.
- E. **Costs in Excess of Award.** Any costs or expenses incurred by the Subrecipient that exceed the overall Subaward amount set forth in this Agreement, or which are were incurred by the Subrecipient outside of the Subaward Period of Performance, shall be the sole responsibility of the Subrecipient.
- F. **At no point shall the County be expected to, or responsible for, using its general revenue fund dollars or any non-Federal Award monies to make payment to the Subrecipient for any costs or expenses incurred by the Subrecipient pursuant or related to this Agreement or the Federal Award.**
- G. **Funds Paid in Advance.** If the Subrecipient is provided Subaward funds in advance pursuant to this Agreement, the Subrecipient and the County must agree to and execute the *Subaward Advance Terms and Certification* attached to this Agreement as “**Form 5.**” Additionally, the Subrecipient hereby certifies to the County that, if it receives an advance of the Subaward, it will comply with the following:
1. **Federal Advance Requirements.** The Subrecipient shall comply with 2 CFR § 200.305(b) (“**Federal Payment**”) and therefore shall:
 - a. Maintain written procedures that minimize the time elapsing between: (i) the transfer of funds by the County to the Subrecipient, and (ii) the Subrecipient’s disbursement of those funds for direct project costs and the proportionate share of any allowable indirect costs;
 - b. Review 2 CFR § 200.305(b) and maintain financial management systems that comply with the standards therein for fund control and accountability; and
 - c. Make timely payment to its contractors and vendors.
 2. **Fidelity & Employee Dishonesty Insurance.** The Subrecipient shall present proof of Fidelity & Employee Dishonesty Insurance with a limit of not less than the Subaward amount awarded under this Agreement. This insurance may be waived or adjusted at the discretion of the County’s Risk Management Division.

Article 12: Return of Funds

- A. **Unauthorized Expenditures.** The Subrecipient shall reimburse the County for all unauthorized or funding-ineligible expenditures.
- B. **Payment(s) in Error.** The Subrecipient shall return to the County any payments made to the Subrecipient that were made in error or were in any manner fraudulent or inconsistent with the *Scope of Services* attached as “**Exhibit B**” or the Federal Award (“**Payment(s) in Error**”).
1. In the event that the Subrecipient, or any outside accountant or auditor, determines that a Payment in Error was made, the Subrecipient shall return to the County any associated funds no later than ten (10) business days from when the Subrecipient became aware of such Payment in Error.
 2. In the event that the County discovers a Payment in Error, the County shall notify the Subrecipient and the Subrecipient shall return any associated funds to the County no later than ten (10) business days from the Subrecipient’s receipt of such notice.
- C. **Federal Disallowance(s).** If the Federal Government demands reimbursement from the County due to a disallowance or finding that an expense or cost for which the County provided Subaward funding to the Subrecipient was in any way improper or not in compliance with the Federal Award, the Subrecipient shall return any associated funds to the County within a reasonable time period as mutually agreed upon by the County and the Subrecipient, or within six (6) months, whichever is the later of the dates.
- D. **Delay or Failure to Return Funds.** Should the Subrecipient fail to reimburse the County for any Payment in Error or Federal Disallowance within the time designated, the County may respond with any number of the following actions:
1. Charge an interest rate as determined by the State of Florida, Chief Financial Officer, pursuant to Chapter 55, Florida Statutes, on the amount of the overpayment or outstanding balance thereof. Interest shall accrue from the date of the Subrecipient’s initial receipt of overpayment funds up to the date of reimbursement of said overpayment funds to the County;
 2. Withhold any or all future payments until the amount of such overpayment has been recovered by the County;
 3. Terminate this Agreement; and
 4. Bar the Subrecipient from being considered when issuing future Federal Subawards or other County agreements.

Article 13: Progress Reporting and Subaward Closeout

- A. **Progress Reporting**
1. **Form of Progress Reports.** “**Progress Report(s)**” shall be delivered to the County in a manner consistent with that attached as “**Exhibit E.**”
 2. **Minimum Standards for Progress Reports.** At minimum, such Progress Reports must detail the outputs, outcomes, and progress the Subrecipient has made in accomplishing the objectives of the *Scope of Services* attached as “**Exhibit B.**” The County reserves the right to

reasonably and unilaterally revise such approved form and request any additional supporting documentation from the Subrecipient as it deems necessary to meet its federal reporting requirements and monitoring obligations.

3. **Progress Report Frequency and Due Dates.** Unless otherwise stated in the *Scope of Services*, which hereby overwrites the frequency and due date of Progress Reports noted in this provision if there is a conflict between the two, Progress Reports shall be submitted on a **monthly** basis and **are due by the 10th of the month subsequent to the provision of services of which the Subrecipient is reporting.**
4. **Withholding or Denial of Payment on Reimbursement Requests.** Failure to provide the required Progress Reports in accordance with this Article may necessitate the County's withholding of payment on any subsequent Reimbursement Requests and shall be considered cause for termination by the County pursuant to the terms of termination in this Agreement.
5. **Advances.** If a portion of the Subaward was advanced, failure to provide the required Progress Reports in accordance with this Article will obligate the Subrecipient to, at the County's written request, return to the County the balance of any unexpended advanced Subaward funds.

B. Subaward Closeout.

1. The closeout of the Federal Award, or this Subaward, does not affect any of the following:
 - a. The right of the Federal Awarding Agency or the County to disallow costs and recover funds on the basis of a later audit or other review. The Federal Awarding Agency or County must make any cost disallowance determination and notify the Subrecipient within the record retention period.
 - b. The requirement for the Subrecipient to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.
 - c. The ability of the Federal Awarding Agency to make financial adjustments to a previously closed award such as resolving indirect cost payments and making final payments.
 - d. Audit requirements in 2 CFR Part 200, Subpart F.
 - e. Property management and disposition requirements in §§ 200.310 through 200.316 of 2 CFR Part 200.
 - f. Records retention as required in §§ 200.334 through 200.337 of 2 CFR Part 200.
2. After closeout of the Federal Award, or this Subaward, a relationship created under the Federal Award, or this Subaward, may be modified or ended in whole or in part with the consent of the Federal Awarding Agency or the County and the Subrecipient, provided the responsibilities of the Subrecipient, including those for property management as applicable, are considered and provisions made for continuing responsibilities of the Subrecipient, as appropriate.

Article 14: Maintenance, Retention, and Access to Records

- A. The Subrecipient, and its subcontractors (if any) that are providing services or otherwise performing

pursuant to this Agreement shall abide by the requirements of this Article.

1. The Subrecipient shall establish and utilize generally accepted accounting principles in the maintenance of all records relating to this Agreement. Such practices shall comply with the general acceptable accounting principles and shall fully and accurately reflect, track, and document the Subrecipient's financial activities.
2. The Subrecipient shall establish and maintain separate accounting records for the Subrecipient's activities in meeting its obligations pursuant to this Agreement with sufficient documentation to identify the associated expenditures (e.g. detailed invoices, cancelled checks, payroll journals, bank statement reconciliations, etc.) and establish that such expenditures are allowable, necessary, and reasonable under this Agreement, the Federal Award, and any directives issued by the Federal Awarding Agency.
3. The Subrecipient shall furnish the County with any and all data needed for the purpose of monitoring, evaluation, auditing, and quality assurance. This data shall include information on the services provided or work performed, and any other data that may be required by the County, in its sole discretion, to adequately evaluate the Subrecipient's performance under this Agreement.
4. All records that were created, utilized, or maintained for the purpose of fulfillment of the Subrecipient's obligations pursuant to this Agreement, whether paper or electronic ("**Relevant Records**"), shall be retained by the respective record holder for a period of five (5) years after termination of this Agreement, including any extensions or renewals of this Agreement.
5. In the event of litigation, claims, or audit findings, all Relevant Records shall be retained for a period of five (5) years after the resolution of any such event.
6. The Subrecipient shall permit the County, the Comptroller of Hernando County (the "**Comptroller**"), the Federal Awarding Agency, the Comptroller General of the United States, or any of their authorized representatives to access, review, or reproduce any and all Relevant Records.
7. If the *Scope of Services* in "**Exhibit B**" is site-specific, or construction-related, access to the stated construction or work site shall be provided to the County, the Comptroller, the Federal Awarding Agency, the Comptroller General of the United States, or any of their authorized representatives.
8. **The Subrecipient shall ensure that the provisions of this Article are incorporated into any agreements into which it enters that are related to this Agreement and the Federal Award.**

B. Public Records.

1. Pursuant to Section 119.0701, Florida Statutes, the Subrecipient shall:
 - a. Keep and maintain public records required by the County to perform the service.
 - b. Upon request from the County, provide the County 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 amount set by the County.
 - 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 this Agreement's term and following completion of this Agreement if the Subrecipient does not transfer the records to the County.

- d. Upon completion, or termination, of this Agreement, transfer, at no cost, to the County all public records in possession of the Subrecipient or keep and maintain public records required by the Subrecipient to perform the service in accordance with Florida law.
- e. If the Subrecipient transfers all public records to the County upon completion of the Agreement, the Subrecipient shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Subrecipient keeps and maintains public records upon completion of this Agreement, the Subrecipient shall meet all applicable requirements for retaining public records in accordance with applicable federal and Florida law.
- f. All records stored electronically shall be provided to the County, upon request from the County, in a format that is compatible with the information technology systems of the County.

IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE SUBRECIPIENT SHALL CONTACT THE PURCHASING AND CONTRACTS OFFICE AT 15470 FLIGHT PATH DRIVE, BOOKSVILLE, FLORIDA 34604, Purchasing@HernandoCounty.us, (352) 754-4020.

- 2. **Florida Agencies.** If the Subrecipient is an "Agency" as defined by Section 119.011, Florida Statutes, then the Subrecipient shall comply with its own obligations under Chapter 119, Florida Statutes. The Subrecipient additionally agrees to cooperate in good faith with the County in the handling of public records created under this Agreement. Notwithstanding anything set forth in any provision of this Agreement to the contrary, the Subrecipient will not be required to destroy any records in its custody in violation of Chapter 119, Florida Statutes.

Article 15: Monitoring Requirements

- A. **Monitoring.** The Subrecipient shall permit the County, the Comptroller, or the designees of either such government agency, to periodically monitor the Subrecipient's performance and programmatic and financial activities, pursuant to the requirements found in 2 CFR § 200.332 ("**Requirements for Pass-Through Entities**") and any other relevant federal laws, regulations, or guidance.
- B. **Letter of Findings.**
 - 1. If the County, the Comptroller, or the designee of either such government agency, discovers any defect in the Subrecipient's performance under this Agreement (whether programmatic, financial, etc.), then a "Letter of Findings" may be provided to the Subrecipient.
 - 2. The Subrecipient shall respond to any such Letter of Findings with a Corrective Action Plan and Implementation Schedule, as instructed by the County, the Comptroller, or the designee of either such government agency, within thirty (30) calendar days of the date of the Letter of Findings. Failure to submit a Corrective Action Plan and Implementation Schedule shall constitute a material breach and may result in termination of this Agreement.

3. Nothing in this provision shall obligate the County, the Comptroller, or the designee of either such government agency, to first issue such a “Letter of Findings” to the Subrecipient prior to the County being permitted to exercise any of its rights in equity, at law, or as otherwise granted through this Agreement, including but not limited to the right to terminate this Agreement.

Article 16: Audit Requirements

- A. **Auditing.** The Subrecipient shall comply with the federal auditing requirements found in 2 CFR Subpart F (“**Audit Requirements**”).
- B. **Authorization to Audit.** The County, the Comptroller, the Federal Awarding Agency, the Comptroller General of the United States, or any of their authorized designees shall have the right to audit Subrecipient’s:
 1. Disbursement of the Subaward;
 2. Service or program delivery; and
 3. Compliance with the terms, conditions, and obligations set forth in this Agreement and the Federal Award.
- C. **Mandatory Audit, Certification, and Audited Financial Statement.** In determining the federal award amounts expended during its fiscal year, the Subrecipient shall consider all sources of federal awards including federal resources received from the State or other agencies.
 1. If the Subrecipient expends seven hundred fifty thousand dollars (\$750,000) or more in federal awards during its fiscal year, the Subrecipient must have a single audit completed and conducted in accordance with 2 CFR § 200.514 (“**Scope of Audit**”), unless the Subrecipient elects to have a program-specific audit in accordance with 2 CFR § 200.501(c) (“**Audit Requirements**”).
 2. If the Subrecipient expends less than seven hundred fifty thousand dollars (\$750,000) in federal awards during the fiscal year, the Subrecipient shall:
 - a. Provide an annual certification to the County that a single audit was not required; and
 - b. Annually submit an Audited Financial Statement to the County.
 3. If the Subrecipient is mandated to have an audit performed due to its expenditure of seven hundred fifty thousand dollars (\$750,000) or more in federal awards within one fiscal year, that audit must be completed no later than one-hundred and eighty (180) calendar days after the close of the Subrecipient’s fiscal year.
- D. **Submission of Audits and Audited Financial Statements.**
 1. The Subrecipient shall submit to the Comptroller and the County any and all auditor’s report received by the Subrecipient related to its obligations under this Agreement within ten (10) business days of receipt.
 2. A copy of the Single Audit Reporting Package, including the associated management letter, which was conducted in accordance with 2 CFR § 200.512 (“**Report Submission**”), or the applicable Audited Financial Statements, shall be forwarded to the County pursuant to the

notice provision in this Agreement, with a copy provided to the Hernando County Comptroller's Office, at the following:

**Hernando County Clerk of Circuit
Court & Comptroller
Financial Services
Attn: Grant & Revenue Manager
20 N Main St,
Brooksville FL 34601**

- E. **The Federal Audit Clearinghouse.** Audits must be submitted to the Federal Audit Clearinghouse either thirty (30) calendar days after receipt of the auditor's report, or nine (9) months after the end of the entity's fiscal year end date. Such audits shall be submitted electronically via the following website: <https://harvester.census.gov/facweb/>.
- F. **Failure to comply with any requirements in this Article shall be deemed as a breach of this Agreement and may result in the withholding or denial of any requests for payment or reimbursement to the Subrecipient.**

Article 17: Insurance

- A. The Subrecipient agrees to, on a primary basis and at its sole expense, at all times throughout the duration of this Agreement maintain the following types of insurance coverage with limits and on forms (including endorsements) as described in this Article. These requirements, as well as the County's review or acceptance of insurance maintained by the Subrecipient is not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by the Subrecipient under this Agreement.
- B. The Subrecipient shall require and ensure that each of its sub-contractors/consultants providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified in this Article.
- C. The Subrecipient shall have in full force the following insurance coverage, and will provide Certificates of Insurance to the Subrecipient prior to commencing operations under this Agreement to verify such coverage:

1. All Subrecipients:

Commercial General Liability – The Subrecipient shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than one million dollars (\$1,000,000) per occurrence. Subrecipient further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insured. The General Aggregate limit either shall apply separately to this contract or shall be at least twice the required occurrence limit.

The Subrecipient agrees to endorse the County as an Additional Insured with a CG 20 26 Additional Insured–Designated Person or Organization endorsement, or its equivalent to all commercial general liability policies. The certificate holder and additional insured shall be listed in the name of the Hernando County, Florida.

2. Subrecipients Providing Services at County Facilities:

Workers' Compensation – The Subrecipient shall maintain coverage for its employees with

statutory workers' compensation limits and no less than one hundred thousand dollars (\$100,000) for each incident of bodily injury or disease for Employer's Liability. Said coverage shall include a waiver of subrogation in favor of the County if services are being provided at County facilities. Elective exemptions as defined in Chapter 440, Florida Statutes, will be considered on a case-by-case basis. Any Agency using an employee leasing arrangement shall complete the *Leased Employee Affidavit* attached as "**Form 6.**"

Business Automobile Liability – The Subrecipient shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of ISO form as filed for use in Florida or its equivalent, with limits of not less than five hundred thousand dollars (\$500,000) per accident. In the event the Subrecipient does not own automobiles, the Subrecipient shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

3. Subrecipients Providing Services to Vulnerable Populations:

Sexual Abuse and Molestation Coverage with limits of not less than one hundred thousand dollars (\$100,000) per occurrence shall also be included for those programs that provide services directly to Vulnerable Person(s). "Vulnerable Person(s)" are minors as defined in Section 1.01(13), Florida Statutes, or vulnerable adults as defined in Section 415.102, Florida Statutes.

4. Subrecipients Providing Services that are of a Professional Nature:

Professional Liability with a limit of not less than one million dollars (\$1,000,000) per wrongful act or claim. For policies written on a claims-made basis, the Subrecipient agrees to maintain a retroactive date prior to or equal to the effective date of this Agreement. In the event the policy is cancelled, non-renewed, switched to occurrence form or any other event that triggers the right to purchase a Supplemental Extended Reporting Period ("**SERP**") during the life of this Agreement the Subrecipient agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Subrecipient of the obligation to provide replacement coverage.

- D. Insurance carriers providing coverage required in this "Insurance" subsection must be authorized or eligible to conduct business in the State of Florida and must possess a current A.M. Best Financial Strength Rating of A-Class VIII.
- E. Any request for an exception to these insurance requirements must be submitted in writing to the County for approval.
- F. The Subrecipient shall provide to the County current certificates of insurance evidencing all required coverage prior to execution and commencement of any operations/services provided under this Agreement. In addition to the certificate(s) of insurance the Subrecipient shall also provide copies of any applicable endorsements as required above.
- G. For continuing service contracts, renewal certificates shall be submitted upon request by either the County or its certificate management representative. The certificates shall clearly indicate that the Subrecipient has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. No material change or cancellation of the insurance shall be effective without thirty (30) calendar days prior written notice to the County. Certificates shall specifically reference the respective Agreement number. The certificate holder shall read:

Hernando County, Florida
Attention: Risk Management Department
15470 Flight Path Dr
Brooksville, FL 34604

- H. **State Agencies or Subdivisions.** If the Subrecipient is a “state agency or subdivision” (as defined by Section 768.28(2), Florida Statutes):
1. **Paragraphs A – G** of this Article are not applicable. However, such paragraphs do apply to any of the Subrecipient’s subcontractors that are not agencies or political subdivisions of the State of Florida and must be included by the Subrecipient in any such subcontracts.
 2. Without waiving its right to sovereign immunity as provided in Section 768.28, Florida Statutes, the Subrecipient may self-insure its liability with coverage limits of \$200,000 per person and \$300,000 per occurrence or such other limited sovereign immunity as set forth by the Florida legislature. A statement of self-insurance shall be provided to the County’s Risk Management Division at the address in **Paragraph G** of this Article.

Article 18: Indemnification, Sovereign Immunity, and Liability

- A. **Indemnification.** Each party agrees to defend, indemnify, and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including attorneys’ fees) arising from the indemnifying party’s own negligent acts or omissions, or those negligent acts or omissions of the indemnifying party’s officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party’s negligent performance under this Agreement. The foregoing shall not constitute an agreement by either party to assume any liability of any kind for the acts, omissions, or negligence of the other party, its officers, officials, employees, agents, or contractors.
- B. **Sovereign Immunity.**
1. The County’s above indemnification is expressly limited to the amount set forth in Section 768.28(5), Florida Statutes, as amended by the Florida State Legislature. Nothing contained in this Article, or in any part of this Agreement, shall constitute a waiver of the County’s sovereign immunity provisions or protections pursuant to Section 768.28, Florida Statutes.
 2. **State Agencies or Subdivisions.** If the Subrecipient is a “state agency or subdivision” (as defined by Section 768.28(2), Florida Statutes), then **Paragraph B.1.** of this Article applies to the Subrecipient in the same manner in which it applies to the County.
- C. **Liability.**
1. Unless otherwise explicitly stated in this Agreement, in no event shall either party be responsible to the other for any indirect damages, incidental damages, consequential damages, exemplary damages of any kind, lost goods, lost profits, lost business, or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability or other legal theory), a breach of any warranty, or a breach of term of this Agreement.
 2. Without waiving any of the provisions or protections under this Agreement or pursuant to Florida law, under no circumstances shall the County be liable to the Subrecipient under any

contract, negligence, strict liability, or other legal or equitable theory for any amounts in excess of those limits per claim and per occurrence set forth for tort liability in Section 768.28 of the Florida Statutes, which limits are hereby made applicable to all manner of claims against the County related to this Agreement and are not confined to tort liability.

- D. **State Agencies or Subdivisions.** If the Subrecipient is a “state agency or subdivision” (as defined by Section 768.28(2), Florida Statutes), then **Paragraph C.2.** of this Article applies to the Subrecipient in the same manner in which it applies to the County.

Article 19: Independent Contractor, Non-Agent Subrecipient, and Third Parties

- A. **Independent Contractor.** It is understood and agreed that nothing contained in this Agreement is intended to, or should be construed as, creating or establishing the relationship of copartners between the parties, or as constituting the Subrecipient as the agent, representative, or employee of the County for any purpose or in any manner whatsoever. The Subrecipient is to be, and shall remain, an independent contractor with respect to all services performed under this Agreement, and that any individuals hired, or performing services or work, pursuant to this Agreement shall be considered to be the employee of the Subrecipient for all purposes, including but not limited to for any worker’s compensation matters.
- B. **Non-Agent Subrecipient.** The Hernando County Board of County Commissioners has not delegated to any County officer or employee the authority to appoint any agent on the County’s behalf regarding the subject matter of this Agreement. Accordingly, nothing in this Agreement is intended to, or shall be construed as to, appoint the Subrecipient as an agent of the County. Additionally, no review or approval of the Subrecipient’s services, requests for reimbursement, reports, or records by the County may be construed as the County appointing the Subrecipient as an agent of the County.
- C. **No Third-Party Claims.** Nothing in this Agreement, express or implied, shall confer to a third-party – or be construed as conferring to a third-party in any way – any legal or equitable right, benefit, claim, or remedy of any nature arising under or by reason of this Agreement. Moreover, the Federal Government, the County, and the employees and/or contractors of each of the foregoing governments, shall be held harmless from liability to any third parties for claims asserted under this agreement.

Article 20: Confidentiality

- A. **Confidentiality.** The parties hereby agree to maintain any confidential information transmitted by the other party over the course of this Agreement confidential to the extent that such confidentiality is lawfully permitted pursuant to Florida or Federal law.
- B. **Health Insurance Portability and Accountability Act (“HIPAA”)**
1. **Generally.** If the Subrecipient meets the definition of “**Covered Entity,**” as defined in 45 CFR § 160.103, or a “**Hybrid Entity,**” as defined in 45 CFR § 164.103, then:
 - a. Before providing any services funded, in whole or in part, through this Agreement that may cause the Subrecipient to generate Protected Health Information (“**PHI**”) as defined in 45 CFR § 160.103, the Subrecipient must first obtain legally sufficient medical release authorizations from each individual receiving such services.
 - b. Such required medical release authorizations may be limited in scope; however, they must at least permit the disclosure of any PHI that is in any way related to the Subaward-funded services that individual(s) receive to both the County and the

Comptroller for reporting, monitoring, and auditing purposes.

- c. The County hereby reserves the right to deny payment for any costs the Subrecipient incurs in its provision of otherwise funding-eligible services to any individual(s) for whom it does not have a valid and current medical release authorization as required by this provision.
 - d. Additionally, the Subrecipient must require any of its subcontractors for which this provision is applicable to secure such requisite medical release authorizations as well.
2. **Business Associate Agreements.** Should the Subrecipient's provision of services under this Agreement require access to PHI generated by the County, then the Subrecipient must execute a Business Associate Agreement that complies with the standards found in 45 CFR § 164.504(e).

C. Florida Information Protection Act ("FIPA")

1. Pursuant to Section 501.171(g)1., Florida Statutes, "**Personal Information**" means either of the following:
 - a. An individual's first name or first initial and last name in combination with any one or more of the following data elements for that individual:
 - (1) A social security number;
 - (2) A driver license or identification card number, passport number, military identification number, or other similar number issued on a government document used to verify identity;
 - (3) A financial account number or credit or debit card number, in combination with any required security code, access code, or password that is necessary to permit access to an individual's financial account;
 - (4) Any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional; or
 - (5) An individual's health insurance policy number or subscriber identification number and any unique identifier used by a health insurer to identify the individual.
 - b. A user name or e-mail address, in combination with a password or security question and answer that would permit access to an online account.
2. If, pursuant to this Agreement, the Subrecipient is maintaining, storing, or processing personal information on behalf of the County, the Subrecipient is the County's "Third-Party Agent" under FIPA and hereby agrees to comply with all obligations for such "Third-Party Agents" as detailed in Section 501.171, Florida Statutes. These obligations include, but are not limited to:
 - a. Taking reasonable measures to protect and secure data in electronic form containing personal information; and
 - b. Providing notice to the County in the event of a breach of security of the Subrecipient's system as expeditiously as practicable, but no later than ten (10) calendar days

following the determination of the breach of security or reason to believe the breach occurred.

3. The Subrecipient shall be responsible and liable for all costs associated with any required notices, fines, or fees assessed against the County for any breach of Personal Information that is the fault of the Subrecipient.

Article 21: Remedies for Noncompliance

- A. **Remedies for Noncompliance.** Pursuant to 2 CFR § 200.339 (“**Remedies for Noncompliance**”), if the Subrecipient fails to comply with the U.S. Constitution, federal statutes, regulations, or the terms and conditions of a Federal Award or any additional conditions that the Federal Awarding Agency or County may impose, and the Federal Awarding Agency or County determine that such noncompliance cannot be remedied by imposing additional conditions, the Federal Awarding Agency or County may take one or more of the following actions, as appropriate in the circumstances:
 1. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient or more severe enforcement action by the Federal Awarding Agency or County;
 2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate this Agreement;
 4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal Awarding Agency regulations, which may be initiated at the recommendation of the County;
 5. Withhold further Federal Awards for the project or program; or
 6. Take other remedies that may be legally available.

Article 22: Termination

- A. **Termination for Convenience by the County.** Pursuant to 2 CFR Part 200, Appendix II, Paragraph B, contracts made pursuant to a Federal Award must address termination for convenience by the County including the manner by which it will be effected and the basis for settlement. As such, the County may terminate this Agreement for convenience by providing a written thirty (30) calendar day notice to the Subrecipient.
- B. **Termination by the Subrecipient.** Pursuant to 2 CFR § 200.340(a)(4), the Subrecipient may terminate this Agreement upon sending the County written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of partial termination, if the County determines that the reduced or modified portion of the Subaward will not accomplish the purposes for which the Subaward was made, the County may terminate the Subaward in its entirety. Additionally, a Subrecipient’s failure to complete performance on a Subaward in the manner initially agreed upon may compromise the Subrecipient’s ability to receive subawards, other grants, or any other contract opportunities from the County in the future.
- C. **Termination for Cause.**
 1. **Immediate Termination.**

- a. The County reserves the right to “**Immediate Termination**” of this Agreement, with such termination to be effectuated as of the Subrecipient’s receipt of written notice which may be hand-delivered or transmitted by electronic mail to the Subrecipient’s agreement liaison noted in **TABLE 1 – THE PARTIES**, or as later re-designated pursuant to **Article 2, Paragraph B**. Notwithstanding the foregoing, the County, as a courtesy, may additionally provide the Subrecipient with such notice in the manner provided in **Article 5 (“Notice”)** of this Agreement.
- b. Immediate Termination pursuant to this provision shall be permitted for any number of the following reasons:
 - (1) The Federal Awarding Agency terminates the Federal Award;
 - (2) Any circumstance under which the County is no longer receiving Federal Award funds to reimburse the Subrecipient occurs;
 - (3) The amount invoiced by the Subrecipient meets or exceeds the amount of the Subaward provided for in this Agreement;
 - (4) The Subrecipient files bankruptcy or otherwise becomes insolvent;
 - (5) The Subrecipient is determined to be ineligible to do business in the State of Florida;
 - (6) If the Subrecipient is a non-profit agency, loss of the Subrecipient’s non-profit status; or
 - (7) As otherwise expressly provided for in this Agreement.
2. **Standard Termination for Cause.** The County may terminate this Agreement for cause upon providing a written fourteen (14) calendar day breach of contract and termination notice. Such termination for cause may be for any material breach of this Agreement, or if the County, using its sole discretion, determines that the Subrecipient is unable to perform under this Agreement.
3. **Opportunity to Cure.** Without creating an obligation to provide an opportunity to cure or accept the Subrecipient’s proposed cure if such an opportunity is provided, the County reserves the right to provide the Subrecipient the opportunity to cure any stated breach. Such opportunity to cure can be used in tandem with, or in lieu of, a Letter of Findings issued in accordance with **Article 15 (“Monitoring Requirements”)** of this Agreement. If the County provides such opportunity to cure, shall:
 - a. Provide the opportunity to cure as a part of the County’s breach of contract and termination notice; and
 - b. Allot an appropriate deadline by which the Subrecipient must provide its proposed cure to the County.
4. **In the Event of Wrongful Termination for Cause.** If a court of competent jurisdiction determines that this Agreement was wrongfully terminated for cause, then the Subrecipient’s damages for such termination, if any, shall be the same as if the County terminated this Agreement for convenience.

D. Reporting to Federal Awarding Agency. If the County determines that termination of this Agreement

was due to the Subrecipient's material failure to comply with the Subaward's terms and conditions, the County reserves the right to report the Subrecipient to the Federal Awarding Agency so that it may report the termination to the OMB-designated integrity and performance system accessible through the federal System of Award Management ("**SAM**").

E. In the Event of Termination. After receipt of a notice of termination, except as otherwise directed, the Subrecipient shall take all of the following actions:

1. Pursuant to 2 CFR § 200.339(c), continue to remain responsible for compliance with the requirements in 2 CFR §§ 200.344 ("**Closeout**") and 200.345 ("**Post-Closeout Adjustments and Continuing Responsibilities**");
2. Within fourteen (14) calendar days, remit to the County any advanced funds paid that have not yet been recouped by the County (if any);
3. Stop working under this Agreement on the date of receipt of the notice of termination unless otherwise stated in such notice;
4. Place no further orders and enter into no further agreements to the extent that either relate to the performance of the work which was terminated and direct any subcontractors to do the same;
5. Terminate all orders and subcontracts to the extent that they relate to the performance of the work, which was terminated;
6. Finalize all necessary reports, invoices, and other documentation required under the terms of this Agreement up to the date of termination, up to and including the final invoice due at the end of the project without reimbursement beyond that due as of the date of termination for services rendered to the termination date;
7. Take any other actions as reasonably directed in writing by the County; and
8. If the *Scope of Services* attached as "**Exhibit B**" includes the provision of care to individuals, take any reasonable steps to, in good faith, assist the County in transferring care of such individuals to another organization, if necessary.

F. Payment in Event of Termination. If this Agreement is terminated before performance is completed, whether for convenience or cause, the Subrecipient shall be paid for the work or services satisfactorily performed. In the event the Agreement is terminated for cause, the County shall be entitled to collect all or part of any funds owed to the County by the Subrecipient by deduction from the reimbursement amount due the Subrecipient. No other damages, fees, or costs may be assessed against the County for its termination of the Agreement.

G. Force Majeure.

1. The Subrecipient shall not be held responsible for any delay or failure in performance of any part of this Agreement to the extent such delay or failure is caused by explosion, war, embargo, government requirement, civil or military authority, pandemic, act of God, or other similar causes beyond the Subrecipient's control so long as the Subrecipient's delay is not caused by the Subrecipient's own fault or negligence. Notwithstanding the foregoing, the Subrecipient cannot claim *Force Majeure* under this provision for any emergency, exigency, or "Act of God" that is specifically contemplated within the *Scope of Services* of this Agreement, or which in any way existed at the time this Agreement was executed.

2. The above notwithstanding, in order to claim delay pursuant to this provision, the Subrecipient shall notify the County in writing within seven (7) business days after the beginning of any such cause that would affect its performance under this Agreement. Failure to notify the County in a timely manner of any claim of Force Majeure made pursuant to this provision is cause for termination of this Agreement.
3. If the Subrecipient's performance is delayed pursuant to this provision for a period exceeding seven (7) business days from the date the County receives the required Force Majeure notice, the County shall have the right to terminate this contract thereafter and shall only be liable to the Subrecipient for any work performed pursuant to this Agreement prior to the date of the County's termination.
4. No other damages, fees, or costs may be assessed against the County for its termination of this Agreement pursuant to this provision. Nothing in this provision shall prevent the County from terminating this Agreement for any purpose otherwise expressly stated in this Agreement.

Article 23: Federal Contract Terms

Section 1: Federal Terms (For: All Contracts)

- A. **Non-Obligation by Federal Government.** The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the County, the Subrecipient, or any other party pertaining to any matter resulting from this Agreement.
- B. **Federal Awarding Agency Seal, Logo, and Flags.** The Subrecipient shall not use the seal(s), crest(s), or reproduction of flags or likenesses of the Federal Awarding Agency without specific pre-approval therefrom.
- C. **Suspension and Debarment.** The Subrecipient acknowledges and understands that the regulations at 2 CFR Part 180 (“**OMB Guidelines to Agencies on Governmentwide Debarment and Suspension**”) specifically prohibit the County from entering into a “**Covered Transaction,**” as defined in 2 CFR § 180.200, with a party listed on the System for Award Management (“**SAM**”) Exclusions list. The Subrecipient shall therefore complete the *Federal Suspension and Debarment Certification* attached to this Agreement as “**Form 7.**”
- D. **Federal Non-Discrimination.**
 1. The Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, English proficiency, or disability.
 2. The Subrecipient shall not, on the grounds of race, color, creed, national origin, sex, age, English proficiency, or disability, exclude a person from participation in, deny him/her benefits, or subject him/her to discrimination.
 3. The Subrecipient shall adhere to any and all federal implementing regulations and other requirements that the Funding Agency has with respect to nondiscrimination.
 4. The Subrecipient shall ensure that any and all of its subcontractors are bound to the terms of this Non-Discrimination provision.
- E. **Rights to Inventions Made Under this Agreement.** If the Federal Award or this Agreement meet the definition of “**Funding Agreement**” under 37 CFR § 401.2(a), and the Subrecipient is a small business firm or nonprofit organization, then the Subrecipient hereby acknowledges and understands that the

County is obligated to comply with the requirements of 37 CFR § 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 Federal Awarding Agency.

F. **Program Fraud and False or Fraudulent Statements or Related Acts.** The Subrecipient acknowledges that 31 USC Chapter 38 (“**Administrative Remedies for False Claims and Statements**”) applies to the Subrecipient’s actions pertaining to this Agreement.

G. **Domestic Preferences for Procurements.**

1. As appropriate, and to the extent consistent with law, the Subrecipient should, to the greatest extent practicable under this Subaward, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to: iron, aluminum, steel, cement, and other manufactured products). Pursuant to federal law, this provision must be included in all subawards (including all contracts and purchase orders) for work or products under the Federal Award. The Subrecipient shall include this provision in any contracts or agreements in which the Subaward is being utilized.
2. For the purposes of this provision:
 - a. “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - b. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

H. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.**

The Subrecipients is prohibited from obligating or expending any portion of the Subaward funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - b. Telecommunications or video surveillance services provided by such entities or using such equipment.

- c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

- I. **Procurement of Recovered Materials.** If the Subrecipient is a state agency, a political subdivision of a state, or a contractor of a state agency or political subdivision of a state, then it must comply with the requirements of 2 CFR § 200.323 (“**Procurement of Recovered Materials**”). For the purposes of this provision, the Subrecipient does not meet the applicable definition of “contractor” of a state or political subdivision of a state. However, if the Subrecipient is a state agency or a political subdivision of the state, then it must meet the requirements of this paragraph.

Section 2: Federal Terms (For: Contracts that Exceed \$100,000)

- A. **Byrd Anti-Lobbying Amendment, 31 USC § 1352 (as amended).** If this Agreement exceeds one-hundred thousand dollars (\$100,000) in value, the Subrecipient shall:
 1. File a *Certification Regarding Lobbying* attached to this Agreement as “**Form 8**” (if applicable);
 2. Certify to the County that it shall not use, and has not used, federally 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 USC § 1352; and
 3. Disclose to the County any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures will be forwarded to the Federal Awarding Agency.

Section 3: Federal Terms (For: Contracts that Exceed \$150,000)

- A. **Clean Air Act.** If this Agreement exceeds one hundred fifty thousand dollars (\$150,000) in value, the Subrecipient shall:
 1. Comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 USC § 7401 et seq.;
 2. Report each violation of the Clean Air Act to the County. Additionally, the Subrecipient hereby acknowledges that the County shall, in turn, report each violation as required to assure notification to the Federal Awarding Agency and the appropriate Environmental Protection Agency Regional Office; and
 3. Include these requirements in each subcontract that exceeds one hundred fifty thousand dollars (\$150,000) financed in whole, or in part, with federal assistance provided by the Federal Awarding Agency.
- B. **Federal Water Pollution Control Act.** If this Agreement’s value exceeds one hundred fifty thousand dollars (\$150,000), the Subrecipient shall:
 1. Comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC § 1251 et seq.;

2. Report each violation of the Federal Water Pollution Control Act to the County. Additionally, the Subrecipient hereby acknowledges that the County shall, in turn, report each violation as required to assure notification to the Federal Awarding Agency and the appropriate Environmental Protection Agency Regional Office; and
3. Include these requirements in each subcontract that exceeds one hundred fifty thousand dollars (\$150,000) financed in whole, or in part, with federal assistance provided by the Federal Awarding Agency.

Section 4: Federal Terms (For: Contracts that Exceed the Simplified Acquisition Threshold)

A. **Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (Apr 2014).** If this Agreement exceeds the Simplified Acquisition Threshold, the following applies:

1. This Agreement and employees working on this Agreement shall be subject to the whistleblower rights and remedies in the pilot program on contractor employee whistleblower protections established at 41 USC § 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.
2. The Subrecipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 USC § 4712, as described in section 3.908 of the Federal Acquisition Regulation.
3. The Subrecipient shall insert the substance of this clause, including this paragraph, in all subcontracts that exceed the Simplified Acquisition Threshold, which for the purposes of this Agreement is as provided in **Paragraph B of Article 7 (“Procurement and Subcontracting Standards”)** above.

Article 24: General Provisions (Alphabetical)

- A. **Assignments and Successors.** The parties deem the services to be rendered pursuant to this Agreement to be personal in nature. Each party binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. Neither party shall assign, sublet, convey, or transfer its interest in this Agreement without the written consent of the other, which consent shall be in the sole determination of the party with the right to consent.
- B. **Attorneys’ Fees and Costs.** Unless otherwise expressly stated in this Agreement, the parties shall each bear their own costs, expert fees, attorneys’ fees, and other fees incurred in connection with this Agreement and any action or proceeding arising out of or relating to this Agreement (an “**Action**”).
- C. **Conflicts.** The Subrecipient shall comply with all applicable local, state, and federal laws, regulations, executive orders, and the policies, procedures, and directives of the Federal Awarding Agency. Should there be conflict between the various applicable laws and this Agreement, the most restrictive shall govern.
- D. **Construction and Representations.** Each party acknowledges that it has had the opportunity to be represented by counsel of such party’s choice with respect to this Agreement. In view of the foregoing, and notwithstanding any otherwise applicable principles of construction or interpretation, this Agreement shall be deemed to have been drafted jointly by the parties and in the event of any ambiguity, shall not be construed or interpreted against the drafting party. Neither party has relied upon any representations or statements made by the other party to this Agreement which are not

specifically set forth in this Agreement.

- E. **Counterparts and Electronic Transmission of Signatures.** This Agreement may be executed in counterparts, both of which shall be deemed an original and which taken together shall constitute one agreement. Any counterpart may be delivered by any party by electronic transmission of the full Agreement as executed by that party to the other party as mutually agreed upon by the parties, and delivery shall be effective and complete upon completion of such transmission.
- F. **Governing Law.** This Agreement shall be considered as having been entered into in the State of Florida and shall be construed and interpreted in accordance with the laws of that state.
- G. **Headings.** The headings or captions of articles, sections, or subsections used in this Agreement, including the Table of Contents or Table of Terms and Provisions, are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this Agreement.
- H. **Jury Waiver.** Each party hereby irrevocably waives, to the fullest extent permitted by applicable law, any right that party does or might have to a trial by jury related to any Action.
- I. **Remedies.** No remedy conferred upon any party in this Agreement is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any rights, power, or remedy hereunder shall preclude any other or further exercise thereof.
- J. **Severability.** The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependence is a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant, or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.
- K. **Signatory.** Each signatory below represents and warrants that he or she has full power and is duly authorized by their respective party to enter into and perform under this Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this Agreement as stated.
- L. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation, or termination of this Agreement, including, by way of example only, the indemnification and public records provisions, shall survive the expiration, cancellation, or termination of this Agreement.
- M. **Use of County and Subrecipient Logos.** Both parties are prohibited from use of any and all of the other party's emblems, logos, or identifiers without written permission from that party. For more information about the use of the County's logos, refer to Section 2-3, Hernando County Code.
- N. **Venue.** Each of the parties hereby irrevocably submits to the jurisdiction of any federal or state court of competent jurisdiction sitting in Hernando County, Florida, regarding any Action, and further agrees that any such Action shall be heard and determined in such Florida federal or state court. Each party hereby irrevocably waives, to the fullest extent it may effectively do so, the defense of an inconvenient forum to the maintenance of any Action in Hernando County, Florida.

O. **Waiver.** No delay or failure on the part of any party to this Agreement to exercise any right or remedy accruing to such party upon the occurrence of an event of violation shall affect any such right or remedy, be held to be an abandonment thereof, or preclude such party from the exercise thereof at any time during the continuance of any event of violation. No waiver of a single event of violation shall be deemed to be a waiver of any subsequent event of violation.

P. **Written Modification.**

1. No modification of this Agreement shall be binding upon any party to this Agreement unless it is reduced to writing and is signed by a duly authorized representative of each party to this Agreement.
2. Notwithstanding the above subparagraph, the parties hereby recognize that the Federal Awarding Agency may issue unilateral changes to the Federal Award that the County is permitted to unilaterally “pass-down” to the Subrecipient without formal amendment to this Agreement.
3. The County shall provide notice such unilateral amendments to the Subrecipient in a timely fashion to both by electronic mail to the Subrecipient agreement liaison noted in **TABLE 1 – THE PARTIES**, or as later re-designated pursuant to **Article 2, Paragraph B**.
4. The Subrecipient hereby agrees to work with the County in good faith to make any additional amendments to this Agreement as may be necessary pursuant to directive provided by the Federal Awarding Agency.

Article 25: Attachments

The documents provided for in the table below are hereby incorporated by both reference and attachment and therefore form a material part of this Agreement.

Attachment Name	Attachment Title
Form 1	Standard ARPA Form Amendments
Form 2	E-Verify Use and Registration Certification
Form 3	Public Entity Crimes and Scrutinized Companies Certification
Form 4	Small and Minority Business Enterprise (“MBE”), Women Business Enterprise (“WBE”), and Labor Surplus Area Firm Certification
Form 5	Subaward Advance Terms and Certification
Form 6	Leased Employee Affidavit
Form 7	Federal Suspension and Debarment Certification
Form 8	Certification Regarding Lobbying
Exhibit A	Required Information for Federal Subawards Schedule
Exhibit B	Scope of Services
Exhibit C	Budget
Exhibit D	Reimbursement Request
Exhibit E	Monthly Progress Report
Attachment 1	Documentation of the County’s Receipt of the Federal Award
Attachment 2	Federally Required Contract Provisions
Appendix Coversheet	Any additional attachments required by the Federal Awarding Agency or the County.

Article 26: Entire Agreement

This Agreement, and any documents incorporated, referenced, or attached to this Agreement, sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement. In regards to such subject matter, this Agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this Agreement.

[SIGNATURES ON FOLLOWING PAGES]

HERNANDO COUNTY, FLORIDA SIGNATURE PAGE

The County has executed this Agreement on the date set forth below.

HERNANDO COUNTY, FLORIDA

By: The Board of County Commissioners

By: _____
Chairman

Date: _____

ATTEST:

By: _____

Date: _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: Melissa Tartaglia
County Attorney's Office

**SUBRECIPIENT SIGNATURE
ON FOLLOWING PAGE**

SUBRECIPIENT SIGNATURE PAGE

**HERNANDO COUNTY, FLORIDA'S
SIGNATURE ON PREVIOUS PAGE**

The Subrecipient has executed this Agreement on the date set forth below.

Community Food Bank of Citrus County, Inc.

By: Barbara Sprague, CEO
Barbara Sprague, CEO

Date: 11/22/24

**Form 1
Standard ARPA Form Amendments**

COMPLETION OF THIS FORM IS REQUIRED FOR ALL SUBRECIPIENTS

Please select one of the choices below.

- There are **no amendments or additional provisions** to the Standard ARPA Form Agreement found in this Agreement.
- There **are amendments and/or additional provisions** to the Standard ARPA Form Agreement found in this Agreement. They are as followed:

Amendments		
Article	Paragraph	Amendment

Additional Provisions

Pursuant to **Article 1, Paragraph A**, of this Agreement, the parties have agreed to the above-provided amendments to the Standard Form Agreement. Such amendments shall be held as binding upon the parties with the remainder of the Agreement remaining in full force and effect.

<p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Official Title</p> <p>Hernando County, Florida</p> <p>_____</p> <p>County Name</p> <p>_____</p> <p>Date</p>	<p align="center"><i>Barbara Sprague</i></p> <p>_____</p> <p>Signature</p> <p>Barbara Sprague</p> <p>_____</p> <p>Printed Name</p> <p>CEO</p> <p>_____</p> <p>Official Title</p> <p>Community Food Bank of Citrus County, Inc.</p> <p>_____</p> <p>Subrecipient Name</p> <p align="center"><i>11/22/24</i></p> <p>_____</p> <p>Date</p>
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**Form 2
E-Verify Registration and Use Certification**

COMPLETION OF THIS FORM IS REQUIRED FOR ALL SUBRECIPIENTS

Please note that the County will verify that the Subrecipient has an active registration on <https://e-verify.gov>. If the Subrecipient does not have an active registration noted on the E-Verify website because the Federal Government has not yet updated its website, it must then provide a copy of the *E-Verify Memorandum of Understanding for Employers* that the Subrecipient received upon registration to the County.

E-VERIFY REGISTRATION USE CERTIFICATION
--

The undersigned hereby certifies on behalf of the Subrecipient, that:

- A. They have personal knowledge of the factual assertions set forth in this *E-Verify Use and Registration Certification and Affidavit*.
- B. The Subrecipient is registered with the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and shall provide evidence of such registration to the County upon request.
- C. The Subrecipient does not and shall not employ, contract, or subcontract with an unauthorized alien, pursuant to Section 448.095, Florida Statutes.
- D. The Subrecipient shall require all subcontractors performing work under this Agreement to provide an affidavit stating that such subcontractors do not employ, contract with, or subcontract with an unauthorized alien, pursuant to Section 448.095, Florida Statutes.

Pursuant to the binding authority granted to the undersigned, the Subrecipient hereby certifies that it understands and will comply with its obligations as stated in this affidavit.

Signature of Subrecipient Representative	CEO
Barbara Sprague	Official Title
Printed Name	Date

INTERNAL TABLE – FOR COUNTY INTERNAL USE ONLY	
The Subrecipient's active E-Verify Registration was confirmed by	N/A-per Balmoral email dated 11/7/24
The method of confirmation was: _____	Date: _____

Form 3
Public Entity Crimes and Scrutinized Companies Certification

COMPLETION OF THIS FORM IS REQUIRED FOR ALL SUBRECIPIENTS

Part 1:
Certification of Compliance with Section 287.133, Florida Statutes (Public Entity Crime)

The undersigned hereby certifies, on behalf of the Subrecipient, that:

- A. Neither the Subrecipient, nor one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the Subrecipient, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.
- B. The Subrecipient has not been placed on any convicted vendor list by the State of Florida and that it will not utilize any funding provided pursuant to this Agreement to subcontract with any vendor that has been placed on any such convicted vendor list.
- C. The Subrecipient acknowledges that for the purposes of this certification, the terms “public entity crime,” “convicted,” and “affiliate,” are as defined in Section 287.133, Florida Statutes, which the Subrecipient has reviewed prior to the execution of this certification.
- D. The Subrecipient acknowledges that the County reserves the right to terminate this Agreement immediately (pursuant to **Article 22, Paragraph C (“Termination”)** of the Agreement) and take full advantage of any legal remedies available in equity or law should the Subrecipient be found to:
 - 1. Have falsified its certification of eligibility to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.133, Florida Statutes; or
 - 2. Have become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.133, Florida Statute subsequent to entering into this Agreement with the County.
- E. The Subrecipient shall immediately notify the County if at any point during the term of the Agreement, the Subrecipient’s status under Section 287.133, Florida Statutes, changes in any manner.

Part 2:
Certification of Compliance with Section 287.135, Florida Statutes (Scrutinized Companies)

The undersigned hereby certifies, on behalf of the Subrecipient, that:

- A. The Subrecipient certifies that it is eligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes.
- B. The Subrecipient is not:
 - 1. On the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, and the Subrecipient is not engaged in a boycott of Israel;

Form 3
Public Entity Crimes and Scrutinized Companies Certification (Continued)

2. On the "Scrutinized Companies with Activities in Sudan List" or the "Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List," created pursuant to Section 215.473, Florida Statutes; or
 3. Engaged in business operations in Cuba or Syria.
- C. The Subrecipient acknowledges that the County reserves the right to terminate this Agreement immediately (pursuant to **Article 22, Paragraph C ("Termination")** of the Agreement) and take full advantage of any legal remedies available in equity or law should the Subrecipient be found to:
1. Have falsified its certification of eligibility to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes; or
 2. Have become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statute subsequent to entering into this Agreement with the County.
- D. The Subrecipient shall immediately notify the County if at any point during the term of the Agreement, the Subrecipient's status under Section 287.135, Florida Statutes, changes in any manner.

Pursuant to the binding authority granted to the undersigned, the Subrecipient hereby certifies that it understands and will comply with its obligations as stated in both Part 1 and Part 2 this certification.



Signature of Subrecipient Representative

Barbara Sprague

Printed Name

CEO

Official Title

11/22/24

Date

Form 4
Small and Minority Business Enterprise ("MBE"), Women Business Enterprise ("WBE"),
and Labor Surplus Area Firm Certification


COMPLETION OF THIS FORM IS REQUIRED FOR ALL SUBRECIPIENTS

CERTIFICATION OF COMPLIANCE WITH 2 CFR § 200.321

The undersigned hereby certifies on behalf of the Subrecipient, that the Subrecipient will comply with all of the following should the Subrecipient subcontract using any portion of the Subaward:

- A. When selecting subcontractors and making procurements with the Subaward, the Subrecipient shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus firms are used whenever possible while expending the Subaward.
- B. Pursuant to 2 CFR § 200.321, such affirmative steps must include:
 - 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
 - 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- C. The Subrecipient understands that it must pass this obligation down to its subcontractors (if any).

Pursuant to the binding authority granted to the undersigned, the Subrecipient hereby certifies that it understands and will comply with its obligations as stated in this affidavit.



Signature of Subrecipient Representative

Barbara Sprague

Printed Name

CEO

Official Title

11/22/24

Date

**Form 5
Subaward Advance Terms and Certification**

COMPLETION OF THIS FORM IS CONDITIONAL

This form is required for all Subrecipients that will be receiving an advance of the Subaward. Will the Subrecipient be receiving an advance pursuant to this Agreement?

If **“NO”** then the Subrecipient may disregard this form. IF **“YES”** then the Subrecipient hereby agrees to the following terms and executes the following certification.

Part 1: Subaward Advance Terms

A. 2 CFR § 200.305(b) (**“Payment”**) permits the County to issue advance payments of the Subaward to the Subrecipient as long as such advanced payments are: (1) limited to the minimum amounts needed; and (2) timed to be in accordance with the actual, immediate cash requirements of the Subrecipient in carrying out the *Scope of Services*.

B. As such, the following **“Subaward Advance Budget”** was prepared:

C. Based upon the foregoing, the County shall issue an advance of \$_____ at the beginning of the Agreement’s term, or when such advance is agreed upon by the parties in writing. **All advanced Subaward funds must be spent no later than thirty (30) calendar days from the Subrecipient’s receipt of the advance.**

D. Subaward Advance Reconciliation.

1. The Subrecipient shall provide the County with a *Subaward Advance Reconciliation Report* with all documentation necessary (paid invoices, receipts, etc.) showing that the advance was appropriately spent no later than forty-five (45) calendar days after the Subrecipient receives the advance of the Subaward.
2. Such *Subaward Advance Reconciliation Report* must be: (a) executed by the Subrecipient’s authorized representative; and (b) include the federal attestation language outlined in **Article 10, Paragraph C.3. (“Reimbursement Requests”)**.
3. If the Subrecipient failed to expend all of the advanced Subaward funds within the thirty (30) days provided, the balance of unspent funds shall be deducted from subsequent invoices received by the County until it is fully exhausted. Any such advanced funds remaining at the end of the Agreement’s term must be returned to the County.

Form 5
Subaward Advance Terms and Affidavit (Continued)

- 4. The County reserves its right to suspend any further payments to the Subrecipient until it receives a sufficient *Subaward Advance Reconciliation Report* from the Subrecipient. Nothing in this **Form 5** should be construed as limiting the County from pursuing any additional remedies contemplated in the Agreement or at law

- E. The Subrecipient shall comply with all terms found in the Agreement regarding advances, including but not limited to, those found in **Article 11, Paragraph G (“Payment Terms”)** and shall provide evidence to the County that it has obtained the Fidelity & Employee Dishonesty Insurance as contemplated therein.

Part 2: Subaward Advance Certification

The undersigned hereby certifies on behalf of the Subrecipient, that:

- 1. The Subrecipient understands and will comply with the *Subaward Advance Terms* provided in **Part 1** above.
- 2. The Subaward Advance Budget provided for in Part 1 above is a true and accurate representation of the Subrecipient’s actual, immediate cash requirements for carrying out the *Scope of Services*.
- 3. The Subrecipient shall comply with 2 CFR § 200.305(b) and therefore shall maintain written procedures that minimize the time elapsing between: (1) the transfer of funds by the County to the Subrecipient, and (2) the Subrecipient’s disbursement of such funds for direct project costs and the proportionate share of any allowable indirect costs.
- 4. The Subrecipient has reviewed 2 CFR § 200.305(b) and maintains financial management systems that comply with the standards therein for fund control and accountability.
- 5. The Subrecipient shall make timely payment to its contractors, vendors, and any agencies providing services to the Subrecipient pursuant to the Agreement.
- 6. Should the Subrecipient be found to have mismanaged the Subaward advanced by the County, the County may consider such mismanagement cause for termination of the Agreement.

Pursuant to the binding authority granted to the undersigned, the Subrecipient hereby certifies that it understands and will comply with its obligations as stated in this affidavit.

	CEO
Signature of Subrecipient Representative	Official Title
Barbara Sprague	
Printed Name	Date

NOTE TO COUNTY STAFF: All advances must be approved by the Board of County Commissioners. Prior to an advance being approved, the Risk Management Division and Orange County Attorney’s Office must review such advance request and the Division/Department overseeing this Agreement must receive advance training from Grants Accounting.

**Form 6
Leased Employee Affidavit**

COMPLETION OF THIS FORM IS CONDITIONAL

This form is required for all Subrecipients that will be performing part or all of the services in the *Scope of Services* attached as “**Exhibit B**” on County property. Will any portion of the services be performed on County Property? **No**

If “**NO**” then the Subrecipient may disregard this form. IF “**YES**” then select an option below:

- The Subrecipient **will not be using an employee leasing arrangement** and therefore is not obligated to complete the below Leased Employee Affidavit pursuant to **Article 17, Paragraph C.2.** of this Agreement. Continue to “**Form 7.**”
- The Subrecipient **will be using an employee leasing arrangement** and attests to the following:

LEASED EMPLOYEE AFFIDAVIT

The undersigned hereby certifies on behalf of the Subrecipient, that:

- A. The Subrecipient hereby certifies that it has workers’ compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____
Workers’ Compensation Carrier: _____
A.M. Best Rating of Carrier: _____
Inception Date of Leasing Arrangement: _____

- B. The Subrecipient understands that its contract with the employee leasing company limits its workers’ compensation coverage to enrolled worksite employees only and that the Subrecipient’s leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure. Accordingly, the Subrecipient affirms that 100% of its workers are covered as worksite employees with the employee leasing company.
- C. The Subrecipient further certifies that it does not hire any casual or uninsured labor outside the employee leasing arrangement and hereby agrees to notify the County in the event that it has any workers not covered by the employee leasing workers’ compensation policy. In the event that the Subrecipient has any workers not subject to the employee leasing arrangement, the Subrecipient hereby agrees to obtain a separate workers’ compensation policy to cover such workers. The Subrecipient further agrees to provide the County with a certificate of insurance providing proof of workers’ compensation coverage prior to such workers entering the County’s worksite or performing any obligation pursuant to this Agreement.
- D. The Subrecipient hereby agrees to notify the County if its employee leasing arrangement terminates with the employee leasing company and it understands that it is required to furnish proof of replacement workers’ compensation coverage prior to the termination of the employee leasing arrangement and further agrees to notify the County in the event that it switches employee-leasing companies.
- E. The Subrecipient hereby acknowledges that it has an obligation to supply an updated workers’ compensation certificate to the County that documents the change of carrier.

Pursuant to the binding authority granted to the undersigned, the Subrecipient hereby certifies that it understands and will comply with its obligations as stated in this affidavit.

Signature of Subrecipient Representative
Barbara Sprague
Printed Name

CEO

Official Title

Date

Form 7
Federal Suspension and Debarment Certification

COMPLETION OF THIS FORM IS REQUIRED FOR ALL SUBRECIPIENTS

Please note that the County will verify that the Subrecipient has an active registration with SAM.gov on <https://www.SAM.gov>. If the Subrecipient does not have an active registration noted in the SAM.gov system, then this Agreement will not be executed by the County.

FEDERAL SUSPENSION AND DEBARMENT CERTIFICATION

The undersigned hereby certifies on behalf of the Subrecipient, that:

- A. They have personal knowledge of the factual assertions set forth in this *Federal Suspension and Debarment Certification*.
- B. The Subrecipient complies with 2 CFR Part 180, Subpart C ("**Responsibilities of Participants Regarding Transactions Doing Business with Other Persons**").
- C. The Subrecipient is registered and maintains an active registration with SAM.gov and will maintain an active registration with SAM.gov for the entire term of this Agreement.
- D. The Subrecipient does not appear on the SAM Exclusions list and shall notify the County within five (5) business days if it is added to the SAM Exclusions list, or should its status under the SAM system change in any way during the term of this Agreement.
- E. The Subrecipient shall include a requirement to comply with 2 CFR Part 180, Subpart C in any lower tier covered transactions into which it enters.
- F. The Subrecipient understands and agrees that the County reserves the right to institute additional restrictions and conditions to this Agreement, terminate this Agreement, and pursue any other remedy available under local, state, and federal law, should the Subrecipient: (1) be found to have misrepresented its SAM.gov status in any manner; or (2) fail to notify the County of any change in its status under the SAM.gov system.

This certification is a material representation of fact relied upon by the County. If it is later determined that the Subrecipient fails to comply with 2 CFR Part 180, Subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to, suspension or debarment.

Pursuant to the binding authority granted to the undersigned, the Subrecipient hereby certifies that it understands and will comply with its obligations as stated in this affidavit.

Barbara Sprague
Signature of Subrecipient Representative

CEO
Official Title

Barbara Sprague
Printed Name

11/22/24
Date

INTERNAL TABLE – FOR COUNTY INTERNAL USE ONLY

The Subrecipient's active SAM.gov registration was confirmed by _____ on _____

**Form 8
Certification Regarding Lobbying**

COMPLETION OF THIS FORM IS CONDITIONAL

This form is required for all Subrecipients receiving a Subaward in an amount that exceeds \$100,000. Does the Subaward exceed \$100,000? **Yes**

If **"NO"** then the Subrecipient may disregard this form. IF **"YES"** then the Subrecipient hereby executes the following *Certification Regarding Lobbying* as required by 31 USC § 1352:

**CERTIFICATION REGARDING LOBBYING
31 USC § 1352**

**Part 1:
Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies on behalf of the Subrecipient that:

- A. No Federal appropriated funds have been paid or shall be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of an 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.
- B. If any funds other than Federal appropriated funds have been paid or shall 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, the Subrecipient shall complete and submit **Standard Form-LLL, "Disclosure of Lobbying Activities"**, in accordance with its instructions.
- C. The Subrecipient shall require that the language 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.
- D. 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 section 1352, title 31, U.S. Code. 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.

**Part 2:
Statement for Loan Guarantees and Loan Insurance**

The undersigned certifies on behalf of the Subrecipient that:

- A. If any funds have been paid or shall 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 commitment providing for the United States to insure or guarantee a loan, the Subrecipient shall complete and submit **Standard Form-LLL, "Disclosure of Lobbying Activities"**, in accordance with its instructions.

Form 8
Certification Regarding Lobbying (Continued)

B. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Pursuant to the binding authority granted to the undersigned, the Subrecipient hereby certifies that it understands and will comply with its obligations as stated in both Part 1 and Part 2 this certification.

 _____ Signature of Subrecipient Representative	CEO _____ Official Title
Barbara Sprague _____ Printed Name	11/22/24 _____ Date

[REMAINDER OF PAGE LEFT BLANK]

Exhibit A
Required Information for Federal Subawards Table

REQUIRED PURSUANT TO 2 CFR § 200.332		
Federal Requirements	Subaward-Specific Information	
Subrecipient Name (registered name in SAM.gov)	COMMUNITY FOOD BANK OF CITRUS COUNTY, INC.INC	
Subrecipient's Uniform Entity Identifier (UEI)	HFTMZD3BNQC5	
Federal Award Identification Number (FAIN)	HR 1319, Title IX, Subtitle M, Section 9901	
Date of Federal Award by NEH:	05/19/2021	
Subaward Period of Performance Start and End Date	Start: 12/17/2024	End 09/30/2026
Federal Award Budget Period Start and End Date	Start: 03/03/2021	End: 12/31/2026
Amount of Federal Funds obligated by this action by the Pass-Through Entity to the Subrecipient	\$250,000.00	
Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity including the current financial obligation	\$250,000.00	
Total Amount of the Federal Award committed to the Subrecipient by the Pass-Through Entity	\$250,000.00	
Federal Award Project Description	For use compliant with Section 603 of the Social Security Act, as amended by Section 9901 of the ARP Act of 2021.	
Name of Federal Awarding Agency	U.S. Department of the Treasury	
Name of Pass-Through Entity	Hernando County, Florida	
Pass-Through Entity's Awarding Official Contact Information	Name: Veda Ramirez Email: Vramirez@co.hernando.fl.us	
Assistance Listings Number and Name	Number: 21.027 Name: Coronavirus Local Fiscal Recovery Fund (CLFRF)	
Is the Subaward R&D related?	No	
Is there an indirect cost rate for the Subaward?	No	
Requirements of the Federal Award imposed on the Subrecipient?	Yes, see the terms of the Agreement and attached exhibits and forms.	
Are there any additional requirements imposed on Subrecipient in order for the Pass-Through Entity to meet its own reporting responsibilities to the Federal Awarding Agency?	Yes, see the terms of the Agreement and attached exhibits and forms.	
Is there a requirement that the Subrecipient must permit the Pass-Through Entity and auditors to have access to the Subrecipient's records and financial statements?	Yes, see: Article 14 (“Maintenance, Retention, and Access to Records”) and Article 16 (“Audit Requirements”) .	
Are there appropriate terms and conditions concerning closeout of the Subaward?	Yes, see: Article 13 (“Progress Reporting and Subaward Closeout”)	

Exhibit B Scope of Services

Introduction

The work identified in this agreement will be performed on property owned or leased by the Community Food Bank. Unless approved by the County, no other entity shall be granted utilization of these funds.

Budget

Our budget and on-boarding of the additional pantries as well as empowerment space and micro-retail incubator is dependent on the acquired facility or ground-up construction. If we are to occupy an existing building the build-out and needs will change accordingly as the cooler and freezer spaces require specific infrastructure and are best suited for a new construction opportunity. New pantry clients will be on-onboarded in phases and empowerment service partners will be managed by a volunteer steering committee. The micro-retail incubator will also be managed by a volunteer board with scaled lease agreements. Our current business model depicts the Maintenance Fees charged per pound to pantry partners for rescued products which are often waived and covered instead by grants or other funding. The purchased retail grade product has a small handling fee of up to 6% to cover our labor costs. In addition to these revenue vehicles that have allowed the Community Food Bank to be self-sustaining, we would explore progressive lease options for the mico-retail space and empowerment center should collaborative funding be found.

Project Timeline

Phase 1: Pre-Construction (Month 1-3)

- Project Planning and Design (Month 1)
- Define project scope and objectives
- Hire an architect/engineer
- Preliminary design and layout drafts
- Develop a budget estimate
- Site Acquisition and Permitting (Month 1-2)
- Secure the property where the warehouse will be built
- Apply for necessary zoning permits and licenses
- Environmental assessments (if necessary)
- Final Design Approval (Month 3)
- Finalize architectural plans
- Confirm design and construction specifications
- Obtain building permits from local authorities

Phase 2: Groundwork and Foundation (Month 4-5)

- Site Preparation (Month 4)
- Clear the land of any debris, vegetation, or existing structures
- Conduct grading and leveling of the site
- Foundation Work (Month 4-5)
- Excavate for the foundation
- Pour concrete for the foundation and footing
- Allow for curing time

Phase 3: Construction (Month 6-9)

- Structural Framing (Month 6)
- Erect steel or wooden framing for the warehouse and center
- Install support beams, walls, and roof structures

- Roofing and Exterior Work (Month 6-7)
- Install roofing materials
- Apply exterior wall finishes
- Ensure all weatherproofing measures are in place
- Utilities Installation (Month 7-8)
- Rough in plumbing, electrical, and HVAC systems
- Install service lines for water, electricity, and sewage
- Interior Construction (Month 8-9)
- Build interior walls, rooms, and office spaces
- Install insulation and drywall
- Begin finishing work: flooring, painting, and fixtures

Phase 4: Final Touches and Inspection (Month 10-12)

- Final Installations and Landscaping (Month 10)
- Complete installations of kitchens, restrooms, and other facilities
- Landscaping around the property (plant trees, shrubs, etc.)
- Finalize any outdoor lighting or signage
- Inspections and Corrections (Month 11)
- Arrange for inspections by local building authorities
- Address any identified issues or corrections needed
- Final Walkthrough and Cleanup (Month 12)
- Conduct a final walkthrough with stakeholders
- Address any last-minute touch-ups
- Clean the site and prepare for opening

Phase 5: Opening and Community Engagement (End of Month 12)

- Opening Ceremony (End of Month 12)
- Organize a grand opening event to introduce the center to the community
- Invite local leaders, stakeholders, and media
- Begin outreach programs and distribution services

Agency Mission

The mission of the Community Food Bank is to be the driving force to promote awareness, inspire involvement, and end hunger. Since we opened our doors in 2013, the Community Food Bank has grown to provide 2 million pounds of food relief each year to over 30,000 Hernando County residents from our main location in Citrus County through just 10 of the county's 32 pantries. Added to our other distribution area, this is a total of over 5.1 meals to over 70,000 every month. Whether facing food insecurity, nutritional deficits, or natural disasters, the Community Food Bank ensures that NO ONE in our community goes hungry.

Prospective clients our target population includes a significant percentage of low-income individuals and families who experience food insecurity choices between basic needs, generational poverty, and lack of access to providers and resources. Engaging with local service organizations, schools, churches, and community groups will help attract our target audience from the entire county.

Service Area

The service area includes all of Hernando County and is focused on the elevation of the South Brooksville population.

Need

The clients that the Community Food Bank and our network of pantry partners serve are disproportionately impacted by the far-reaching public health and negative economic impacts of the pandemic, generational poverty, low wages, disaster recovery, and age. These impacts include poor diets, lack of medical care access, lack of access to career and educational advancement training and opportunities, and lack of support for business entrepreneurs. 18% live in poverty. 10% of residents do not have a vehicle. 20% of children live in poverty. 22% are disabled. (Florida Chamber of Commerce) The current number of clients that the Community Food Bank serves in Hernando County is approximately 30,000 per month. This represents 7% of the Hernando County population. Our headquarters in Homosassa is at its service capacity for pantries and does not currently allow for any wrap-around services to be offered. Since convening our Hernando Task Force in 2021, the Community Food Bank has worked to research the areas we could most impact now and in the future, create dialog regarding true needs, develop alliances and support, and raise awareness with stakeholders, donors, and other partners. We have tentative commitments with Feeding Tampa Bay, FarmShare, and Emergency Management to expand our service availability to all pantries and locations of need in the county. We have also worked to increase our donor base and recruit investors for our capital campaign. Our current headquarters will allow us to phase in new agency partners, support logistics and operational needs, and direct funding activities. The campus will serve as a vital hub for local engagement and empowerment. By providing a safe, welcoming space for residents, we encourage positive interactions and foster a sense of belonging with community based support among residents.

Agency Request

The Community Food Bank is requesting funding to lease property and build a warehouse with empowerment center hosting capability, a micro-retail incubator marketplace, and a community-friendly campus accessible for disaster recovery, events, and other needs while being able to pivot to accommodate changes in need. These capital improvements will serve to address food insecurity in our community while providing resources for economic empowerment, health care, and education to those who are marginalized, disadvantaged, or impoverished. With a construction budget of \$1,595,000 and operating costs of \$178,830-226,931 per year, our mission is to create a sustainable local food distribution network and serve as a community hub for all resources to county residents.

Results

As a result of these ARPA funds, the Community Food Bank and Empowerment Center has the potential to transform lives in our community by improving access to food and promoting education and empowerment. With careful planning and community involvement, we can create a sustainable model that addresses food insecurity and empowers individuals to lead healthier and more productive lives. This capacity expansion will allow the Community Food Bank to distribute 2-5 million more meals, groceries, and supplies to residents. The empowerment center will reach hundreds of residents each week, filling the gap in their medical and mental health, skill training and career advancement opportunities, financial management, and entrepreneurial advancement.

**Exhibit C
Budget**

Category	Budget
Phase 1: Pre-Construction	\$0.00
Phase 2: Groundwork and Foundation	\$250,000.00
Phase 3: Construction	\$0.00
Phase 4: Final Touches and Inspection	\$0.00
Phase 5: Opening and Community Engagement	\$0.00
Total Budget	\$250,000.00



Exhibit D
Reimbursement Request
 HERNANDO COUNTY FLORIDA
 AMERICAN RESCUE PLAN ACT
 Subrecipient Payment Request FY ____ / ____

AGENCY NAME:	DATE:
PROJECT TITLE:	INVOICE NO.:
PREPARER'S NAME:	
EMAIL:	PHONE:

ACCOUNT SUMMARY:

Approved ARPA Budget	
ARPA Reimbursements Received To Date	
Pending Reimbursements To Date (including this invoice)	
Remaining ARPA Balance	\$ -

CURRENT REQUEST:

ARPA BUDGET LINE-ITEM PER APPROVED AGREEMENT <small>(List individual line-item costs per approved budget, Exhibit "C")</small>	BUDGET AMOUNT\$	(PREVIOUS REQUESTS)	(CURRENT AMOUNT REQUESTED FOR REIMBURSEMENT)	REMAINING BUDGET BALANCE
PERSONNEL COSTS:				
Salaries				\$
Fringe Benefits				\$
Total Personnel Costs:		\$	\$	\$
OPERATING/CONSTRUCTION COSTS: <small>(List individual operating/construction line-item costs)</small>				
				\$
				\$
				\$
				\$
				\$
				\$
Total Operating/Construction Costs:	\$	\$	\$	\$
TOTAL: (Personnel Costs + Oper/Const Costs)	\$	\$	\$	\$

TOTAL PAYMENT REQUESTED THIS INVOICE: \$

Note: Corresponding back-up source documentation must be attached. The 'Documentation Required for Reimbursement Checklist' may be included as back-up and/or used for guidance in preparing the submittal.

 Signature of Preparer Date

 Signature of Authorized Supervisor, Executive Director, or Board Member Date

For County Use Only: Date Received: _____ By: _____
 P.O. No.: _____ Amt\$: _____
 Inv. No.: _____ Acct. No.: _____
 Inv. Date.: _____ Auth. By: _____

Exhibit E Monthly Progress Report



Hernando County Florida

SUBRECIPIENT QUARTERLY PERFORMANCE PROGRESS REPORT

1. Federal Award Identification Number (FAIN)	2. Federal Award Number	3. Subrecipient Agreement Number:
4. Recipient: Hernando County Florida 15470 Flight Path Dr. Brooksville, FL 34604		5. Subrecipient: Name: Address: City, State, Zip:
6. Subrecipient FEIN:	7. Subrecipient UD Number:	8. Reporting Period End Date:

a. Narrative: What major activities and accomplishments have been completed during this reporting period?
b. Problems: Are there any foreseen delays in completing the project within the project period?
c. Significant findings and events:
d. Activities planned for next reporting period:
e. Please provide the percentage of project completed and anticipated completion date.
f. Did you link your budgets to program/project activities?

Performance Measures

Deliverable #	Task #	Task Description	Indicator	Costs per Unit	Outcome Measures	Funding Expended

I certify to the best of my knowledge and belief that this report is correct and complete for performance activities for the purposes set forth in the award documents.

Subrecipient Representative Signature
Date:

Print Name and Title:

Attachment 1
Documentation of the County's Receipt of the Federal Award

The following are hereby incorporated into this "Attachment 1" by reference:

The allocation to the County made pursuant to H.R. 1319, Title IX, Subtitle M, Section 9901.

From the U.S. Department of the Treasury's *Coronavirus State and Local Fiscal Recovery Funds* website (<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>):

See: "Allocation Information" > "Allocation for Counties"

Florida	Gulf County	\$2,649,216.00
Florida	Hamilton County	\$2,802,470.00
Florida	Hardee County	\$5,232,196.00
Florida	Hendry County	\$8,162,281.00
Florida	Hernando County	\$37,666,687.00
Florida	Highlands County	\$20,632,184.00
Florida	Hillsborough County	\$285,912,528.00
Florida	Holmes County	\$3,810,372.00
Florida	Indian River County	\$31,063,168.00
Florida	Jackson County	\$9,015,375.00
Florida	Jefferson County	\$2,767,118.00
Florida	Lafayette County	\$1,635,875.00
Florida	Lake County	\$71,308,368.00
Florida	Lee County	\$149,675,549.00
Florida	Leon County	\$57,024,862.00
Florida	Levy County	\$8,061,471.00
Florida	Liberty County	\$1,622,667.00
Florida	Madison County	\$3,592,048.00
Florida	Manatee County	\$78,327,168.00
Florida	Marion County	\$71,009,435.00
Florida	Martin County	\$31,272,363.00
Florida	Miami-Dade County	\$527,733,745.00

Attachment 2
Federally Required Contract Provisions

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 (40 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

Attachment 2
Federally Required Contract Provisions (Continued)

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 § 200.323.
- (K) See § 200.216.
- (L) See § 200.322.

Anti-Human Trafficking Affidavit

In compliance with Fla. Stat. § 787.06(13), this affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Hernando County or any of its subordinate units (the "Governmental Entity").

1. My name is Barbara Sprague and I am over eighteen years of age. The following information is given from my own personal knowledge.
2. I am an officer or representative with Community Food Bank, a non-governmental entity (the "Nongovernmental Entity"). I am authorized to provide this affidavit on behalf of Nongovernmental Entity.
3. Neither Nongovernmental Entity, nor any of its subsidiaries or affiliates, uses *coercion for labor or services*, as such italicized terms are defined in Fla. Stat. § 787.06, as it may be amended from time to time.
4. If, at any time in the future, Nongovernmental Entity does use coercion for labor or services, Nongovernmental Entity will immediately notify Governmental Entity and no contracts may be executed, renewed, or extended between the parties.
5. This declaration is made pursuant to Fla. Stat. § 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Barbara Sprague, declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

FURTHER AFFIANT SAYETH NAUGHT.

Community Food Bank, Inc.
Name of Nongovernmental Entity

Barbara Sprague
Printed Name of Affiant

CEO
Title of Affiant

Barbara Sprague
Signature of Affiant

11/20/2024
Date