

December 12, 2023

The Honorable John Allocco
Chairman, Hernando County
20 N Main Street
Brooksville, Florida 34601

RE: Monitoring Report – Procurement of Administrative Services
Small Cities Community Development Block Grant (CDBG) Program
Contract Number: 23DB-H08

Dear Chairman Allocco:

Theresa Howard, grant manager for the subgrant agreement referenced above, has conducted a desk monitoring for procurement of professional services. This letter, which contains no findings or concerns, is a summary of the review and does not require a response.

Procurement of CDBG-funded contracts must comply with applicable state and federal regulations. The principal federal procurement regulations are found in title 2 Code of Federal Regulation part 200. The procurement of some professional services is also subject to section 287.055, Florida Statutes (the Consultants Competitive Negotiation Act).

The County's procurement process and the contract with Guardian Resource Management Inc. for administrative services were reviewed. The contract appears to comply with program requirements. The procurement is approved.

Please note that any and all amendments, extensions, modifications, and material changes to contracts being reimbursed with CDBG funds must be submitted to the Department of Commerce for review and approval.

This letter also documents compliance with Program Condition Number 11 of your subgrant agreement. Please contact Theresa Howard, Government Operations Consultant II, at (850) 717-8444 or at Theresa.Howard@commerce.fl.gov if there are any questions about this letter.

Sincerely,



Shaurita Jackson, Deputy Chief
Bureau of Small Cities and Rural Communities

SJ/th

cc: Veda A.L Ramirez, Manager, Hernando County
J.Corbett Alday, Guardian CRM Inc.