



REQUEST FOR FUNDING PROPOSAL (RFP)

**US Department of Housing & Urban Development (HUD)
HOME Investment Partnership (HOME) Program
Community Housing Development Organization (CHDO) Funds**

RFP Release Date: Friday October 21, 2016

Proposal Due Date: 5:00 p.m. Monday November 21, 2016

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.
Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.
Electronic or CD version required.

Submit Proposals to:

dpaxton@leegov.com
Lee County Department of Human & Veterans Services (LCDHVS)
Attn: Debbie Paxton
2440 Thompson Street
Fort Myers, FL 33901

This Document can be made available in alternative accessible formats upon request.

**Department of Human Services
2440 Thompson Street
Fort Myers, Florida 33901**

**Debbie Paxton, Contract Specialist
239-533-7942
dpaxton@leegov.com**

Questions regarding the HOME program, HOME requirements, or CHDO requirements may be researched at the following sites:

- A HOME and other Federal Regulations - 24 CFR 92 and 24 CFR 5, 2 CFR 200:
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>
- B HUD HOME Website:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/using/programs/home
- C HUD HOME 2013 HOME Final Rule Changes:
<https://www.hudexchange.info/home/home-final-rule/>
- D HOME CHDO Checklist:
<http://www.leegov.com/dhs/funding>
- E HOME Survivor Kit: A Guide to Success In a Performance-Based World
<https://www.hudexchange.info/resource/2385/chdo-survivor-kit/>
- F HOME Ownership Value: Maximum purchase price/after rehab value:
<https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>
- G Rent Limits: <https://www.hudexchange.info/manage-a-program/home-rent-limits/>
- H Income Limits: <https://www.hudexchange.info/manage-a-program/home-income-limits/>

Contact Debbie Paxton, Lee County Department of Human & Veterans Services (LCDHVS), 239-533-7942 or dpaxton@leegov.com.

The CHDO is required to comply with all contract and applicable State, County, and HUD HOME requirements including applicable environmental reviews and Davis Bacon Act requirements. The CHDO must comply with requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a-5; 40 U.S.C. 276c), and all other applicable Federal, state, and local laws and regulations pertaining to labor standards applicable to this agreement. The CHDO shall maintain documentation that demonstrates compliance with hour/wage requirements of this part.

Lee County Department of Human & Veterans Services (LCDHVS) is seeking proposals from Community Housing Development Organizations (CHDO) for projects that increase affordable housing inventory in Lee County. Special consideration will be given to projects located in unincorporated Lee County. Proposals are requested from CHDOs that desire to use the HOME program CHDO set-aside awarded by HUD to Lee County Board of County Commissioners, and administered through LCDHVS for the following types of projects:

EXAMPLES OF PROJECTS:

- ❖ Acquisition/Rehab/Resale of homebuyer housing
- ❖ Acquisition and/or Rehabilitation of rental housing
- ❖ New Construction of homebuyer housing
- ❖ New Construction of rental housing

Federal regulations limit the amount of HOME funds that can be invested in each project. The current HOME Maximum Per-Unit Subsidy is as follows:

1 bedroom	\$66,923
2 bedroom	\$81,377
3 bedroom	\$105,276
4+ bedroom	\$115,560

The after-rehabilitation value or sales price of homeownership units assisted with HOME funds cannot exceed 95 percent of the area median purchase price for single unit housing. This is referred to as the HOME Maximum Purchase Price. The current HOME Maximum Purchase Price for Lee County single unit housing is \$156,000 for existing housing and \$228,000 for new construction. The current limits for single and multi-family housing can be found at: <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/> and are subject to revisions by HUD.

Housing acquired or rehabilitated for homeownership that is not sold within nine (9) months of completion of construction must be converted to rental units OR funds repaid. HOME-assisted rental housing must achieve initial occupancy within six (6) months of project completion. Rental housing must comply with the HOME Rent Limits established by HUD. The HOME rent limits can be found at <https://www.hudexchange.info/manage-a-program/home-rent-limits/>. Lee County stipulates that rental housing funded under this RFP is restricted to tenants with annual household income at or below 50% of area median income.

Each HOME assisted homebuyer unit must benefit a household with an income at or below 80% of area median income and the unit must be their primary residence throughout the affordability period. More information about HOME income limits can be found at: <https://www.hudexchange.info/manage-a-program/home-income-limits/>.

All homebuyers purchasing HOME assisted property must receive housing counseling. HOME regulations require that assisted units remain affordable for a period from 5 years to 20 years depending on the type of activity and amount of HOME funds invested in the property. The affordability period will be determined as a part of the underwriting process for the project and will be included in the terms and conditions of the contract. LCDHVS may require affordability periods exceeding the minimum required by HOME regulations. A recorded document enforcing the affordability period (i.e. second mortgage, restrictive covenant) will be required.

The HOME Maximum Per-Unit Subsidy, HOME Maximum Purchase Price, HOME Rent Limits, and HOME Income Limits described above are provided as informational purposes only and are subject to change prior to awarding of funds from this Request for Proposal. The CHDO is responsible to ensure adherence to all updated provisions/limits and should review the HUD links/resources noted on page 2 on a regular basis to guarantee compliance.

Special consideration will be given to agencies who demonstrate experience working with HOME funded projects of similar size, scope, and level of capacity to proposed project and who are able to provide additional funding for this project from supplementary sources.

This RFP does not include funding for CHDO Operating Expenses, Capacity Building Costs, or Technical Assistance and Site Control Loans.

Lee County owns multiple single family residential lots in Lee County and to assist with the cost feasibility of a project may consider donating to a CHDO willing to build affordable housing on those sites. The information can be found at

<http://leegis.maps.arcgis.com/apps/Viewer/index.html?appid=c404cc67e23946939bc72624dcb8fd7b>

If interested in any lots, please include address in the proposal and/or contact Debbie Paxton for additional information.

Construction for the proposed project must be scheduled to start within six months of contract execution.

The estimated maximum amount available is \$304,947.00

BIDDER QUALIFICATIONS

In order for a proposal to be considered, the agency applying must already be qualified as meeting the CHDO regulatory thresholds **OR must complete and submit the CHDO qualification checklist with supporting documentation** (see link below) so that LCDHVS can qualify the CHDO as meeting the regulatory thresholds.

Only agencies that undergo an underwriting analysis by LCDHVS for the **specific** project as presented in the proposal/application can be certified as a CHDO and are eligible to receive funding under this RFP. The certification establishes that the CHDO has met the regulatory thresholds, demonstrates that the CHDO has development capacity to own, develop or sponsor housing in Lee County, and demonstrates ability to complete the proposed project timely and within regulations.

Information regarding CHDO qualification should refer to the following sites for requirements: 24 CFR 92.300-303 at

<http://www.ecfr.gov/cgi-bin/text-idx?SID=e4a7e485966e5768e372c51f48933918&node=24:1.1.1.1.41.7&rqn=div6>

and

<https://www.hudexchange.info/home/topics/chdo/>.

Agencies interested in CHDO qualification must submit the CHDO Qualification checklist and necessary paperwork as indicated on the checklist (or current copies must already on file at LCDHVS) with the Proposal in order for funding to be considered. The CHDO Qualification checklist can be found at:

<http://www.leegov.com/dhs/funding>.

Under the HOME Investment Partnership Program section (middle of page).

The link directly to the Checklist is noted below:

<http://www.leegov.com/dhs/Documents/2016%20CHDO%20Qualification%20Request%20Checklist.pdf>

****Non-profit agencies can be sponsored by a qualified Lee County CHDO organization. Applicants proposing a sponsored project must include a statement from the non-profit that will participate in the proposed project.****

PROPOSAL SUBMISSION REQUIREMENTS

The attached proposal forms and complete narrative must be submitted to the LCDHVS **no later than 5:00 p.m. on Monday November 21, 2016. Proposals received after the due date and time will not be considered.** Electronic submission (email, flash drive, CD) is the required method for submission of proposal. Faxed proposals will not be accepted.

The bidder is instructed to:

- Number all pages of the proposal beginning with the Proposal Cover (page 1) and label all attachments.
- Use the content outline contained in this packet to develop the required narrative. Include the question in the narrative, and number the answers corresponding to each question. Do not omit answering any questions. Proposals with unanswered questions may not be considered.

Additionally,

- All costs associated with the proposal preparation are the responsibility of the bidder.
- All responses to this RFP become the property of Lee County.
- Submission of this proposal does not guarantee funding.
- The County reserves the right to request additional information from the bidder.
- The proposed project must specifically benefit residents of Lee County.
- Lee County reserves the right to use this proposal to increase the amount of HOME funding if available and/or use information provided in the proposal to utilize other funding sources.

REVIEW PROCESS

A LCDHVS Contract Specialist will initially screen all proposals for completeness and general compliance with RFP and HOME Program Regulations. A Review Team will then review and evaluate proposals initially deemed complete and eligible.

LCDHVS has the final decision making authority for proposal funding and reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to request additional information. The County reserves the right to reduce, amend, and/or rescind this RFP at any time prior to the final award and approval of any contract for services by the BoCC and to reject any and all proposals based on changes or non-availability in funding as notified by the BoCC and/or HUD. Submission of this proposal does not guarantee funding.

POST AWARD REQUIREMENTS

Following notification of award, a contract will be executed by the BoCC and administered by LCDHVS (example contract follows at the end of RFP). Bidder should thoroughly review the contract template to ensure ability to abide by all requirements, terms and conditions. The contract will be based upon the information submitted in the proposal and all accompanying exhibits and attachments. Contract language is not negotiable, however exhibits will be tailored to correspond with the awarded proposal. The contract is reimbursement based and the awarded CHDO must be able to pay for project costs prior to requesting payment. Homebuyer projects will be secured by individual, second or later position mortgage and notes (depending on other funding) between the homebuyer and Lee County. Rental projects will be secured by a restrictive covenant.

OTHER FEDERAL REQUIREMENTS

Approved projects are subject to all applicable regulations of federal funds including, but not limited to, public and competitive bidding, prevailing wage, affirmative action, civil rights, environmental review, property standards (if applicable), lead based paint regulations, relocation, and accessibility requirements. State/Local government codes must be met for any building converted, rehabilitated, or renovated with HOME funds.

HOME CHDO Set-Aside Proposal

RFP Due Date: _____

PROPOSAL COVER PAGE

Applicant/Agency Name: _____

Federal ID#: _____ Agency Fiscal Year: ____/____ through ____/____

DUNS #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Name of Contact Person: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Web Page: www. _____

Please list the amount being requested for the following eligible HOME activities:

Homebuyer acquisition/rehab/resale	\$	_____
Rental acquisition and/or rehab	\$	_____
Single family new construction	\$	_____
Rental new construction	\$	_____
Total Request	\$	_____

I hereby certify that I am an authorized representative of the agency and that to the best of my knowledge:

- The data in this application is true and accurate; including agency's overall organization, history, and agency's success with similar projects in the past, or with any current projects;
- This document has been duly authorized by the governing body;
- The agency will be able to meet all of the minimum proposal requirements as specified in the RFP;
- The agency will comply with the necessary certifications and assurances and provide project described in the proposal including federal regulations and requirements if a contract is awarded.

Representative's Name: _____ Title: _____

Representative's Signature: _____ Date: _____

REQUIRED NARRATIVE

I. PROPOSAL SUMMARY

Include a concise and complete project description, including project site address. Include project goals, how HOME funds will enhance this project, and the agency's proposed effect on affordable housing.

II. PROGRAM DESCRIPTION AND DESIGN

A. Describe the proposed project including:

1. Number and location of homes to be acquired/rehabilitated/constructed
2. Project timeline and milestones
3. Other funding sources, fundraising activities, match
4. Explain if the agency has current site control necessary for the project or necessary steps (and timeline) to obtain site control.
5. Include identified property for Lee County Inventory if applicable.

B. For Homebuyer projects:

1. Provide the sales price or proposed method by which the sales price for housing will be determined.
2. Describe plan to ensure that property will be sold to an eligible client within required time frame (9 months of completion of construction).
3. Describe plan to convert homebuyer property to a rental unit if not sold within required time frame and steps to ensure the rental unit is occupied within 6 months.
4. Describe how homebuyer counseling will be provided and if prospective homebuyer will be charged a fee (include the amount of the fee if applicable).
5. Attach a copy of the homebuyer qualification process.

C. For Rental Housing projects:

1. Provide the number and size of HOME assisted units and, if applicable, number and size of unassisted units
2. Provide initial rent amounts and the method of calculation used to determine the rent amount; method for calculation of rental amounts on an annual basis after the initial rent determination; and procedure for rent increases. Include methodology and process for when client's income exceeds HOME income eligibility limits.
3. Describe process to maintain compliance of property standard requirements.
4. Describe plan to ensure that initial occupancy occurs within 6 months of project completion.

Include a Neighborhood Market Assessment that describes at a minimum the following:

1. Description and map of neighborhood market area which includes the site address and defined geographical boundaries of the market area. The description of the market area must be detailed and specific and could include census tract information or other identifying features.
2. Detailed explanation of how the market area was determined and specific resources used to develop the market assessment.
3. Site location advantages and disadvantages.

4. Documentation of waiting lists, counseling pipelines, recent sales/rent-ups, or other documentation supporting interest in the proposed unit.
5. Homebuyer Housing Projects – Provide the following information pertinent to the neighborhood market area:
 - a) Sales volume of houses for the past 12 months
 - b) Median sales price for comparable unit
 - c) Average length of time houses are on the market
 - d) For-sale housing vacancy rate and whether the vacancy rate has been increasing or decreasing
 - e) Name of source and date of housing information used in Neighborhood Market Assessment
 - f) Homebuyer Housing Assessment using attached format
6. Rental Housing Projects – Provide the following information for the neighborhood market area:
 - a) Number of units added to the market within the past 12 months
 - b) Current supply of rental housing
 - c) Rental housing vacancy rate and has it been increasing or decreasing
 - d) Name of source and date of housing information used in Neighborhood Market Assessment
 - e) Rental Housing Assessment using attached format

III. **AGENCY & ADMINISTRATIVE CAPACITY**

- A. Describe the plan to manage the development process and, if applicable, on-going rental housing property management.
- B. Explain how the agency ensures nondiscrimination in the provision of services.
- C. List primary staff who will be administering the proposed project, including tenure of staff and previous program experience.
- D. Provide a copy of Fair Lease and Grievance Procedure, Tenant Participation Plan, Tenant Selection Policy and copy of lease, if available. If policies not already developed, provide explanation and time line of when policies will be finalized. Contract will not be executed until policies are established.
- E. Describe agency's Affirmative Fair Housing Marketing Plan. A copy of the agency plan will be required to be submitted if funding is approved.
- F. Describe agency's overall organization, history, and success with similar projects in the past, or with any current projects.
- G. Describe how client files are maintained and reported.

IV. **FISCAL CAPACITY**

- A. Describe accounting systems and internal fiscal controls.
- B. List and describe all funds to be used for this project that have been secured and/or are expected to be received. If funding is anticipated, include time frame of when it is expected to be received.
- C. Attach a detailed project budget for the proposed activity. (See attached format.) Each line item amount must be a reasonable and necessary cost for the performance of the project.
- D. For Rental Housing projects, attach an Operating Expense Pro Forma demonstrating applicant's ability to cover facility operating and maintenance expenses throughout applicable affordability period.

CHDO PROJECT CAPACITY CHECKLIST

Proposal demonstrates capacity to own, develop or sponsor housing with the following documentation:

HOME OWNERSHIP PROJECTS:

- Entity is acting as Developer for this project and will be in sole charge of construction (§92.300(a)(6)(i))
- The entity owns the property in fee simple absolute (§92.300(a)(6))
- The project consists of rehabilitation in accordance with §92.254
- The project consists of new construction in accordance with §92.254
- The project involves acquisition in accordance with §92.254
- Entity is or has arranged financing for the project (§92.300(a)(6)(i))
- A budget and schedule has been established (§92.2 Definition Commitment ¶(2)(i))
- Underwriting has been completed (§92.2 Definition Commitment ¶(2)(i))
- Construction is scheduled to start within 12 months (§92.2 Definition Commitment ¶(2)(i))

RENTAL PROJECTS

- Entity is operating as an owner for this project (§92.300(a)(2))
- Entity is operating as a developer for this project (§92.300(a)(3))
- Entity is operating as a sponsor for this project (§92.300(a)(4))
- The project consists of rehabilitation in accordance with §92.254
- The project consists of new construction in accordance with §92.254
- The project involves acquisition in accordance with §92.254
- Entity is or has arranged financing for the project (§92.300(a)(2 & 3))
- A budget and schedule has been established (§92.2 Definition Commitment ¶(2)(i))
- Underwriting has been completed (§92.2 Definition Commitment ¶(2)(i))
- Construction is scheduled to start within 12 months (§92.2 Definition Commitment ¶(2)(i))

Acting as Owner:

- Proposal identifies strategy to hire or oversee a developer that will rehabilitate or construct the housing and will include an experienced contract manager that will oversee all aspects of the development, including obtaining zoning, securing non-HOME financing, selecting a developer or general contractor, overseeing the progress of the work and determining the reasonableness of costs (§92.300(a)(2))
- The CHDO owns the property in fee simple absolute (§92.300(a)(2))

Acting as Developer:

- Proposal indicates that the CHDO will be in sole charge in all aspects of the development process, including obtaining zoning, securing non-HOME financing, selecting a developer or general contractor, overseeing the progress of the work and determining the reasonableness of costs. (§92.300(a)(3) and §92.300(a)(6)(i))
- The CHDO owns the property in fee simple absolute. (§92.300(a)(3) and §92.300(a)(6))

Acting as Sponsor:

- Property is owned or developed by a wholly owned subsidiary of the CHDO (§92.300(a)(4)) OR
- Property is owned or developed by a limited partnership of which CHDO or wholly owned subsidiary is the sole general partner (§92.300(a)(4)) OR
- Property is owned or developed by a limited liability company of which the CHDO or subsidiary is the sole managing member (§92.300(a)(4)).
- The subsidiary of the CHDO (for profit or non profit) must be wholly owned by the CHDO (§92.300(a)(4)(i))
- If the Limited Partnership or LLC Agreement allows for the CHDO to be removed as general partner or sole managing member, it must be for cause and CHDO must be replaced by another CHDO. (§92.300(a)(4)(i))
- If proposal indicates that the CHDO plans to convey property upon completion, it indicates that the CHDO will own and develop the project and that it will convey at a predetermined time after completion to a designated non profit (that was not created by a governmental entity) (§92.300(a)(5))

DEVELOPMENT BUDGET

Include all funding sources, the dollar amount for each source, and all uses of funds. Attach documentation of funding sources such as commitment letters, mortgage, grant agreement, or tax credit including terms and conditions, and/or partnership agreements including cash contribution amount.

Funding Source	Amount	Committed Pending
Total		

	Requested Amount of HOME Funds	Other Funds	Total Cost
Land Cost – The costs of acquiring improved or unimproved real estate			
Surveys/ Title work– Costs for surveys, title fees, recording fees			
Design Fees (architectural, engineering) Cost for professional services to prepare plans and documents			
Assessments/ Infrastructure – Impact fees, utility connections			
Development Order			
Permit - Building permits, costs to process the project			
Site Preparation – on-site roads, sewer, water			
Other Environmental Review – Specify nature of other costs for professional services to prepare plans and documents			
Concrete/Masonry			
Plumbing			
HVAC			
Electrical			
Fire Alarm			
Roofing			
Structural Steel			
Doors and Windows			
Carpentry			
Flooring			
Interior Paint			
Exterior Paint or Other Finish			
Soffit, Fascia, Gutters			
Other (specify)			
TOTAL			

Homebuyer Housing Assessment:	
1. Total number of households in neighborhood market area (Data source: _____ Date of market study: _____)	<input type="text"/>
2. Number of income eligible households in neighborhood market area (Data source: _____ Date of market study: _____)	<input type="text"/>
3. Percentage of income eligible households (Divide Line 2 by Line 1)	<input type="text"/> %
4. Number of housing units in this project	<input type="text"/>
5. Market penetration percentage (Divide Line 4 by Line 2)	<input type="text"/> %
6. Estimated percent of households below 30% of AMI (Data source: _____ Date of market study: _____)	<input type="text"/>
7. Remaining number of potential income-eligible households (Line 2 less the sum of Line 2 multiplied by Line 6)	<input type="text"/>
Market capture rate for potential homebuyers (Divide Line 4 by Line 7)	<input type="text"/> %

Rental Housing Assessment:	
1. Total number of households in neighborhood market area (data source)	<input type="text"/>
2. Number of rental households in neighborhood market area (data source)	<input type="text"/>
3. Percentage of total (Divide Line 2 by Line 1)	<input type="text"/> %
4. Number of income eligible households in neighborhood market area (data source)	<input type="text"/>
5. Number of income eligible rental households (data source)	<input type="text"/>
6. Number of proposed units	<input type="text"/>
Market Capture Rate for potential tenants (Divide Line 6 by Line 5)	<input type="text"/> %

Optional Resources:

CPD Maps: <http://egis.hud.gov/cpdmaps/#>

CPD Maps Desk Guide: <https://www.hudexchange.info/resource/2405/cpd-maps-desk-guide/>

CSFA # _____
CFDA # _____
Contract No. _____
Funding Source:

STANDARD NONPROFIT/GOVERNMENT CONTRACT

**SUBRECIPIENT CONTRACT BETWEEN
THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS
And**

THIS CONTRACT between Lee County, a political subdivision and Charter county of the State of Florida, hereinafter referred to as “**COUNTY**” and _____ a Nonprofit Corporation/Government/Municipality registered under the laws of Florida Chapter 617, operating under the laws of the State of Florida and, hereinafter referred to as “**PROVIDER**” will become effective upon the date approved by the Board of County Commissioners (BOCC).

WHEREAS, COUNTY believes it to be in the public interest to provide certain activities to the Lee County residents through the **PROVIDER** according to this Contract, the agency's intent as stated in the proposal and attachments and/or exhibits, and all other terms and conditions as specified.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein **COUNTY** and the **PROVIDER** agree as follows:

ARTICLE I SCOPE OF SERVICES

Any proposal/application submitted which resulted in this funding award are binding and incorporated as a part of this contract including all conditions and projected levels of service.

For federally funded projects, all requirements and conditions as described in Attachment A, Program Guidelines must also be followed.

All projects funded by Department of Housing and Urban Development (HUD) Homeless Assistance Grants must actively participate in the Centralized Intake/Coordinated Assessment process and input data into the Homeless Management Information System (HMIS).

All activities funded with CDBG/HOME funds must benefit persons of income levels at or below 80% of the area median income and as defined in the pertinent program requirements. Subrecipient certifies that the activity carried out under this Agreement will meet the CDBG/HOME income eligibility requirements.

ARTICLE II TERM OF CONTRACT

This Contract shall begin **2014** and end, **2014** unless terminated as specified in Article VIII, Suspension/Termination.

For unit rate contracts, programs must be operational within 45 days of contract begin date (identified above).

ARTICLE III COMPENSATION AND REPORTS

A. Contract Payment

The **COUNTY** will make payments on a reimbursement basis to the **PROVIDER** and the **PROVIDER** agrees to accept as full compensation the total amount not to exceed **\$.00**. Payments will be authorized only for work completed and/or services delivered during the term of the contract as stated in ARTICLE II: TERM OF CONTRACT, and prior to the payment request date. Documentation of eligible expenses will be provided as stated in Article III C. Contract Deliverables. Payment is subject to the provisions of Article III B Deferred Payment/Return of Funds and Article IX, Suspension/Termination. Funding is contingent upon the availability of funds.

The **COUNTY** has agreed to purchase the service(s) listed in Article I. For unit rate contracts, this contract is for the payment of a fixed number of units of service at the fixed unit rate. For line item contracts, this contract is for payment of line item amounts as identified in the approved budget.

Program	<u>Unit Rate:</u> Unit Description	<u>Unit Rate:</u> Units purchased by County	<u>Unit Rate:</u> Unit rate reimbursed by County	Total
	<u>Line Item:</u> Approved Budget Category	<u>Line Item:</u> Annual Budget Amount	<u>Line Item:</u> N/A	

For Partnering for Results (PFR) contracts, Lee County will fund no more than 25% of the program’s actual cash expenses. The agency must be able to substantiate receipt of at least 75% of revenue from other sources or the amount of contract may be reduced. Documentation of expenses may be required at any time during the contract term if the ratio of county funding to program expenses exceeds or is close to exceeding the 25/75% requirement. In addition, Lee County may not fund program if revenues significantly exceed expenses.

Once funding is approved and a contract issued by DHS it must be returned by the agency for execution within 30 days. In addition, funds must begin to be drawn within 60 days of contract execution unless Contract Specialist authorizes additional time. Failure to return signed contract or begin spending funds within allocated time frame may result in reduction or forfeiture of funds.

B. Deferred Payment/Return of Funds

The **COUNTY** may defer payment to the **PROVIDER** for noncompliance with contract deliverables or program requirements.

If, as a result of monitoring or audit, units of service provided are not documented a

payment may be deferred. If units are found to be unallowable, no future payments will be made until the full amount of overpayment is remitted to Lee County or a repayment agreement is accepted by Lee County. If the monitoring or audit occurs after the term of this contract, the **PROVIDER** will be required to remit funds to the **COUNTY** in accordance with the repayment conditions below.

The **PROVIDER** agrees to return to the **COUNTY** any overpayments due to funds disallowed pursuant to the terms of this Contract and/or Federal requirements. For contracts funded under the Partnering for Results (local general fund) process, repayment will be required if the amount paid exceeds 25% of program expenses. Such funds shall be considered **COUNTY** funds and must be refunded to the **COUNTY** within thirty (30) days of receiving notice from the **COUNTY** in writing regarding the overpayment. Should repayment not be made in a timely manner, the **COUNTY** will charge interest of one (1) percent per month compounded on the outstanding balance after forty (40) calendar days after the date of notification or discovery. The **PROVIDER** will be required to reimburse the **COUNTY** for any acts of non-compliance resulting in disallowed costs or fines.

C. Contract Deliverables

1. Required Reports (checked boxes are applicable)

EXHIBIT 1- Payment Request - Due: Monthly by the 20th of the following month. All payments will be **reimbursement** for eligible expenses/services defined as uncompensated expenses rendered during the contract term and paid prior to final payment request due date as indicated in the Contract Closeout Section (Article III 2 D). Copies of supporting documentation is required as part of the Payment Request for review of grant compliance and before payment will be authorized by Human and Veterans Services. **Reimbursement** for eligible expenses will be made after review and authorization of a correct and complete Exhibit 1 and all required back up documentation. Lee County must be payor of last resort, meaning that if services are eligible to be billed to any other entity including but not limited to: Medicaid, third party insurance or any other entity, then Lee County will not pay for that service.

Appropriate back-up/supporting documentation may include: cancelled checks, vendor invoices, authorized purchase orders, attendance/service logs, other funder invoices, expenditure spreadsheets or other original documentation, as well as a copy of the PROVIDER'S check issued with authorized signature. Two-sided copies of back-up documentation are preferred. For Construction Contracts, inspection reports from qualified officials should be submitted with the appropriate monthly payment request. For PFR contracts, documentation of expenses may be required as back-up/supporting documentation if the ratio of county funding to program expenses exceeds or is close to exceeding the 25/75% requirement.

The Exhibit 1 (Payment Request) must be submitted with an **original, authorized** signature. An email or fax submission of Exhibit 1 is acceptable **ONLY** when there is no reimbursement requested. Cancelled checks, bank statements and/or other documentation from vendor that expense has been paid or service provided may be verified during monitoring.

Processing of payment requests is also subject to requirements and conditions as outlined in Attachment A, Program Guidelines.

- EXHIBIT 2- Program/Demographics/Beneficiary Report –Due: As indicated on Exhibit 2.**
- EXHIBIT 3 – Performance Outcomes Report – Due: As indicated on Exhibit 3.**
- EXHIBIT 4 - Quarterly Unit Rate & Revenue Analysis Report – Due: 30 days following the end of each quarter. (Jan 31; April 30; July 31; Oct 31). Documentation to support expenditures and revenue MUST be attached i.e. QuickBooks; Profit/Loss Statement.**
- EXHIBIT 5- Annual Progress Report or Closeout Report- Due as indicated on Exhibit 5 and/or in Section D.**
- EXHIBIT 6 - Certificate of Insurance - Insert in contract.**
- EXHIBIT 7 – Statement of Work – Insert in contract.**
- EXHIBIT 8 - Equipment/Fixed Assets Inventory Form- Due: 30 days from purchase of equipment or fixed assets, and annually on October 1.**
- EXHIBIT 9 - Annual Certification of Continued Operation (ESG) - Due: As indicated on Exhibit 9.**
- EXHIBIT 10- Current Board of Directors Roster**

For all reports except the Exhibit 1 (Payment Request) either an email or hard copy of reports is acceptable. The Exhibit 1 (Payment Request) must have original signatures. Other reports requiring signatures can have an electronic signature or a scanned copy of the report with signature.

2. Required Documents

- Audited Financial Statement and Management Letter for fiscal year(s) in which contract funds are expended – **Due Date: Non profits - 180 days following the end of PROVIDER’S fiscal year(s); Governments/municipalities - 270 days following the end of fiscal year(s).**
- Copy of latest Form 990 - **Due Date: Non profits – -180 days following the end of PROVIDER’S fiscal year(s)**
- Monitoring Reports – A copy of monitoring reports issued from other sources that fund any program covered under this contract and copies of **PROVIDER’S** response to the funding agency are due to the **COUNTY** no later than **30 days** after receipt by the **PROVIDER.**

D. Contract Closeout

- Partnering for Results: Unit Rate Analysis Report -Due: 30 days after contract end.**
- Partnering for Results: Final Payment Request –Due: 4 days after contract end.**
- Partnering for Results: Close Out Report – Due 30 days after contract end.**

- State Mandated: Final Payment Request – **Due: 4 days after contract end**
- HOME – Closeout package for each property – **Due: 120 days after payment request.**
- Supportive Housing Program and Rental Assistance (COC) – Final Payment Request and Annual Progress Report – **Due: 45 days end date of operating year.**
- CDBG – Final Payment Request and Beneficiary Reports – **Due: 20th of the month after term end.**
- Other Funding Source – _____
Final Closeout Payment Request – **Due:** _____
Final Closeout Report - **Due -** _____

ARTICLE IV AUDITS, MONITORING, AND RECORDS

A. Monitoring

The **PROVIDER** agrees to permit persons duly authorized by the **COUNTY** and the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the **PROVIDER** and/or interview any clients and employees of the **PROVIDER** to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the **PROVIDER** reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the **PROVIDER** of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring the **COUNTY** will deliver to the **PROVIDER** a written report regarding the manner in which services are being provided. The **PROVIDER** will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the **COUNTY** with a reasonable and acceptable justification for not correcting the noted shortcomings. The **PROVIDER'S** failure to correct or justify the deficiencies within the time specified by the **COUNTY** may result in the withholding of payments, being deemed in breach or default, or termination of this Contract.

B. Audits and Inspections

The **PROVIDER** will make all records referenced in Article IV. C. and all items included on financial statements available for audit or inspection purposes at any time during normal business hours and as often as **COUNTY** deems necessary.

The Clerk of Courts Internal Audit Division, the Federal or State grantor agency (if applicable), Lee County employees, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of **PROVIDER** or Certified Public Accountant (CPA) that are pertinent to the contract, in order to make audits, examinations, excerpts, transcripts and copies of such documents. If contract non-compliance or material weaknesses in the organization are noted, the **COUNTY** or other authorized representatives have the right to unlimited access to records during an audit or inspection. This includes timely and reasonable access to a **PROVIDER'S** personnel for the purpose of interview and discussion related to such documents.

C. Records

The **PROVIDER** shall retain all financial, client demographics, and programmatic records, supporting documentation, statistical records, and other records, which are necessary to document service provision, expenditures, income and assets of the **PROVIDER** by funding source, program, and functional expenses category during the term of this contract and a minimum of five (5) years from the date of contract expiration. The retention period may be longer depending on the funding source. If any litigation, claim, negotiation, audit, or other action involving the records has been initiated before the expiration of the retention period, the records shall be retained for one (1) year after the final resolution of the action and final resolution of all issues that arise from such action.

PROVIDER specifically acknowledges its obligations to comply with §119.0701, F.S., with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
- 2) provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of **PROVIDER** upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.

D. Independent Audit

A complete independent financial audit of the agency's financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and/or current Generally Accepted Government Auditing Standards (GAGAS) as applicable is required and must include the following:

- auditor's opinion
- requisite reports on internal control and compliance, if required
- management letter addressing internal controls (Note: If there were no items to be addressed, the letter must still be completed and state that no comments were noted.)
- management's response to such letter

- the programs that are funded by this Lee County contract either in the statement of functional expenses, revenues and expenditures, footnotes, schedule of Federal awards and State financial assistance or as supplemental data in the financial statements. The statement should be consistent with programs detailed in the corresponding proposal(s), exhibit(s), and attachment(s).

An original, bound version must be submitted. As an alternative an electronic format **sent from the auditing firm** is acceptable. The audit must be submitted to the **COUNTY** no later than one hundred eighty (180) days following the end of a non profit **PROVIDER'S** fiscal year and two hundred seventy (270) days following the end of a government/municipality **PROVIDER'S** fiscal year. If applicable, any corrective action plan must be submitted. Failure to submit the report within the required time frame can result in the withholding of payment, or termination of the contract by the **COUNTY**.

The audit must be conducted by an independent, licensed certified public accountant with an unmodified opinion on their current peer review and must be in accordance with the General Accounting Office (GAO) Yellow Book, Generally Accepted Government Auditing Standards, OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" if applicable, the Florida Single Audit Act (F.S. 215.97) if applicable, and the Auditor General Rule 10.550 (Government) or 10.650 (Not For Profit) as applicable.

Copy of the latest Form 990 must also be submitted no later than one hundred eighty (180) days following the end of a non profit **PROVIDER'S** fiscal year.

ARTICLE V AMENDMENTS

PROVIDER must submit a written request (email is acceptable) for a contract amendment which details the nature of and justification for the requested change and the desired effective date of the change(s). The **COUNTY** reserves the right to approve or deny all contract amendments. An approved amendment shall be documented on the contract amendment form and signed by both parties.

The Department Director may approve amendments, which do not substantially change the original contracted scope of service and statement of work. The Board of County Commissioners must approve amendments which increase or decrease contract funds; significantly change program design including target population or major changes in outcomes; change or add to the standard provider contract language which is not for the purpose of correcting original omissions or clarifying original contract intent.

For federally funded projects, HUD must approve (24 CFR 583.405), in writing, any **significant** changes to an approved Homeless Continuum of Care program prior to initiating a contract amendment. Amendments to CDBG, HOME, or ESG which involve new or alteration of existing activities that will significantly change the scope, location, or objectives of the approved activities or beneficiaries must receive prior HUD approval.

ARTICLE VI CONTRACTOR STATUS

A. Independent Contractor

It is the Parties' intention that the **PROVIDER** will be an independent contractor and not the County's employee for all purposes, including, but not limited to, the application of the Fair

Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Florida revenue and taxation law, Florida Worker's Compensation law and Florida Unemployment Insurance Law. The **PROVIDER** will retain sole and absolute discretion in the judgment of the manner and means of carrying out the **PROVIDER'S** activities and responsibilities hereunder. The **PROVIDER** agrees that it is a separate and independent enterprise from the public employer, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the **PROVIDER** and **COUNTY**, and **COUNTY** will not be liable for any obligation incurred by the **PROVIDER**, including, but not limited to, unpaid minimum wages and/or overtime premiums.

B. Subcontracts

Primary roles and responsibilities of **PROVIDER** cannot be subcontracted. It is mutually agreed that any program component that is subcontracted by **PROVIDER** must have a written contract upon execution of this contract. Provider must provide written notice to the County of all subcontractors as well as provide copies of all contracts entered into with subcontractors upon the County's request. Procurement and/or bidding of non primary roles and responsibilities must be awarded on a fair and non collusive basis and must be in compliance with all applicable Lee County, State of Florida and Federal standards. The **PROVIDER** shall not enter into a transaction with a person or affiliate placed on the Florida Department of Management Services' Convicted Vendor List. For projects and services receiving federal funds, the **PROVIDER** shall also not enter into a transaction with debarred, suspended or ineligible contractors and participants included on the Federal Excluded Parties List. The **PROVIDER** must ensure each subcontractor conforms to the terms and conditions of this contract and if applicable Attachment A, Program Guidelines and must be subject to indemnification as stated in Article VIII.

ARTICLE VII CONFLICT OF INTEREST

The **PROVIDER** agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required in this contract. The **PROVIDER** further agrees that no person having any such interest shall be employed or engaged for said performance. The **PROVIDER** agrees that no employee, officer, agent of the provider or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The **PROVIDER** or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the **PROVIDER**.

For federally-funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

ARTICLE VIII RISK MANAGEMENT

A. Hold Harmless and Indemnity Clause

To the fullest extent permitted by applicable law, **PROVIDER** shall protect, defend, indemnify, save and hold the County, the Board of County Commissioners, its agents, officials, and

employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the **PROVIDER** resulting from the **PROVIDER'S** work as further described in this contract, which may arise in favor of any person or persons resulting from the **PROVIDER'S** performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the County, its officials, commissioners, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, **PROVIDER** hereby agrees to indemnify the County for all reasonable expenses and attorney's fees incurred by or imposed upon the County in connection therewith for any loss, damage, injury or other casualty. **PROVIDER** additionally agrees that the County may employ an attorney of the County's own selection to appear and defend any such action, on behalf of the County, at the expense of the **PROVIDER**. The **PROVIDER** further agrees to pay all reasonable expenses and attorney's fees incurred by the County in establishing the right to indemnity.

The **PROVIDER** further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the Contract. All individuals hired are employees of the **PROVIDER** and not of the **COUNTY**.

B. Insurance Requirements:

Insurance – Non Profit Providers

The **PROVIDER** agrees to secure and maintain the insurance coverage outlined below during the term of this Contract. The **PROVIDER** agrees that this insurance requirement shall not relieve or limit **PROVIDER'S** liability and that the **COUNTY** does not in any way represent that the insurance required is sufficient or adequate to protect the **PROVIDER'S** interests or liabilities, but are merely minimums. It is the responsibility of the **PROVIDER** to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance *naming Lee County Board of County Commissioners as Certificate Holder and additional insured* will be attached to this contract as an exhibit. Name and address for Certificate Holder should be: Lee County Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902. Certificate(s) must be provided for the following coverage's at the time of contract execution and upon policy renewal:

1. **Workers' Compensation**– Statutory benefits as defined by Florida Statute 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees. Employers' liability will have minimum limits of:
 - \$100,000 per accident
 - \$500,000 disease limit
 - \$100,000 disease limit per employee

2. **Commercial General Liability** – Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:
 - \$300,000 bodily injury per person (BI)
 - \$500,000 bodily injury per occurrence (BI)
 - \$300,000 property damage (PD) or
 - \$500,000 combined single limit (CSL) of BI and PD

The General Liability Policy Certificate shall name "**Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials**" as "**Additional Insured**". The **PROVIDER** agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.

3. **Business Auto Liability** – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
 - \$100,000 bodily injury per person (BI)
 - \$300,000 bodily injury per occurrence (BI)
 - \$100,000 property damage (PD) or
 - \$300,000 combined single limit (CSL) of BI and PD
4. **Directors & Officers Liability** – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.
5. **Fidelity Bonding** – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

Insurance – Government/Municipality

Documentation of the above coverage requirements are not applicable to government/municipalities that are self insured.

C. Notice of cancellation or modification

The **COUNTY** will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Lee County Risk Manager, P. O. Box 398, Ft. Myers, FL 33902.

ARTICLE IX **SUSPENSION/TERMINATION**

A. Suspension

The **COUNTY** reserves the right to suspend funding for failure to comply with the requirements of this contract. Agencies that fail to submit required documents by the due date can be suspended, and payment will be withheld until all requirements are satisfied.

In the event **PROVIDER** ceases operation for any reason or files for protection from creditors under bankruptcy law, any remaining unpaid portion of this Contract, less funds for expenditures already incurred, shall be retained by the **COUNTY** and the **COUNTY** shall have no further funding obligation to the **PROVIDER** with regard to those unpaid funds.

If anticipated Program revenue from other sources exceeds expenses by 25%, Lee County reserves the right to suspend contract until final expenses/revenue is confirmed.

B. Termination by COUNTY

The **COUNTY** may at any time and for any reason cancel this Contract by giving twenty-four (24) hours written notice to the **PROVIDER** by Certified Mail following a determination by the Board of County Commissioners, at its sole discretion, that such cancellation is in the best interest of the people of the county. From the date of cancellation, neither party shall have any further obligation unless specified in the termination notice.

If the financing for this project is contingent upon funding sources other than Lee County as identified in the proposal/application of the contract and such funds become unavailable the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours written notice. If confirmed Program revenue from other sources exceeds expenses by 25%, Lee County reserves the right to terminate contract upon no less than twenty four (24) hours written notice.

For unit rate contracts, if program is not operational within 45 days from contract start date, funds for said program will be withdrawn and contract will be amended or terminated.

C. Termination by PROVIDER

The **PROVIDER** may at any time and for any reason cancel this Contract by giving seventy-two (72) hours prior written notice to the **COUNTY** by Certified Mail of such and specifying the effective date.

COUNTY'S obligation to make any payments under any provision of this Contract shall cease on the effective date of termination.

ARTICLE X ASSURANCE, CERTIFICATIONS, AND COMPLIANCE

The **PROVIDER** agrees that compliance with these assurances and certifications constitutes a condition of continued receipt of or benefit from funds provided through this Contract, and that it is binding upon the **PROVIDER**, its successors, transferees, and assignees for the period during which services are provided.

IMMIGRATION LAWS:

The **COUNTY** will not intentionally award contracts to any provider/contractor/vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act (INA).

The **COUNTY** shall consider the employment by any **PROVIDER** of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of the contract by The **COUNTY**.

OTHER REQUIREMENTS:

The **PROVIDER** further assures that all contractors, subcontractors, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of

its programs and activities are not discriminating against those participants or employees in violation of statutes, regulations, guidelines and standards. By acceptance of this funding, the **PROVIDER** assures and certifies the following:

- A.** That they will comply with all applicable laws, ordinances, and regulations of the United States, the State of Florida, the **COUNTY**, and the municipalities as said laws, ordinances, and regulations exist and are amended from time to time. In entering into this contract, the **COUNTY** does not waive the requirements of any **COUNTY** or local ordinance or the requirements of obtaining any permits or licenses that are normally required to conduct business or activity contemplated by the **PROVIDER**.
- B.** That they will comply with all applicable Federal, State and local anti-discrimination laws pertaining to nondiscrimination in programs receiving Federal financial assistance, including but not limited to:
- **Title VI of the Civil Rights Act of 1964**, as amended, and its implementing regulations – including that recipients/grantees of federal financial assistance are required to take reasonable steps to ensure meaningful access to persons who are Limited English Proficiency (LEP), as per Executive Order 13166.
 - **Section 109 - Title I of the Housing & Community Development Act of 1974**
 - **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794)
 - **Age Discrimination Act of 1975** (42 U.S.C. 610 et. seq.)
 - **Fair Housing Act**

Additional information can be accessed at the following websites:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp

<http://www.hud.gov/offices/fheo/lep.xml>

These requirements are designed to prevent discrimination in the delivery of benefits and services because of race, color, religion (creed), sex, national origin, age, familial status or disability. Affirmative marketing plans and use of universal design features for construction and rehabilitative projects should be incorporated when possible.

All advertising of residential real estate for sale, rent, or financing should contain an equal housing opportunity logotype, statement, or slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, handicap, familial status, or national origin. The choice of logotype, statement or slogan will depend on the type of media used (visual or auditory) and, in space advertising, on the size of the advertisement. Different styles/types/sizes of logos and information regarding brochures and can be located at the following website:

<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>

- C.** That they will comply with the Americans with Disabilities Act of 1990 (“ADA”) (as codified at U.S.C 42.126 (sections 12101-12213) and 28CFR35, which gives civil rights protections to individuals with disabilities, guaranteeing equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications. A Single-Point-of-Contact shall be required if the agency employs 15 or more employees. The Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the provider’s Single-Point-of-Contact.

- D.** That they will administer their programs under procedures, supervision, safeguards, and such other methods as may be necessary to prevent fraud and abuse, and that it will target its services to those who most need them.
- E.** That if clients are to be transported under this contract, the **PROVIDER** will comply with the provisions of Chapter 427, Florida Statutes, which requires the coordination of transportation for the disadvantaged.
- F.** That any products or materials purchased with contract funds shall be procured in accordance with the provisions of Chapter 403.7065, Florida Statutes, which refers to the procurement of products or materials with recycled content.
- G.** That they will comply with Chapter 39.201, Florida Statutes, that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).
- H.** That they will comply with Chapter 415.1034, Florida Statutes, that any person who knows or has reasonable cause to suspect that a vulnerable and or disabled adult has been abused, neglected, or exploited, shall immediately report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).
- I.** That if personnel in programs under this contract work directly with children/youths and vulnerable or disabled adults, the **PROVIDER** will comply with applicable provisions under Florida Statutes 943.0542; 943.04351; 393.0655; 402, regarding employment screening.
- J.** That they will comply with Chapter 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the legislature, State or county agencies.
- K.** That they will notify the **COUNTY** immediately of any funding source changes and/or additions from other sources that are different from that shown in the **PROVIDER'S** application/proposal. This notification must include a statement as to how this change in funding affects provision of service as well as the use of and continued need for **COUNTY** funds.
- L.** That they will acknowledge support for activities funded wholly or in part by **COUNTY** funds. In publicizing, advertising, or describing the program, state "Funding provided by Lee County Board of County Commissioners".
- M.** That they will notify the **COUNTY** of any **SIGNIFICANT** changes to the **PROVIDER** organization to include Board Membership (roster), Articles of Incorporation and Bylaws within ten (10) working days of the effective date.
- N.** For federally funded programs, that they will comply with applicable uniform administrative requirements as described in 2 CFR Part 200 and all other established, applicable HUD regulations as now in effect and as may be amended from time to time.

- O. The provider shall ensure that Lee County funds are restricted to people legally able to reside in the US.
- P. The provider will input applicable updates to the 10 Year Plan to End Homelessness Database on a regular basis, usually quarterly.
- Q. The PROVIDER is prohibited from using contracted funds for the following: political activities; lobbying; political patronage; nepotism activities; and inherently religious activities such as worship, religious instruction, or proselytization.
- R. The PROVIDER must verify employment eligibility of all new employees hired during the contract term through the U.S. Department of Homeland Security's E-Verify system.

ARTICLE XI HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Lee County, pursuant to the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a "covered entity" as the law defines that term. Any "personal health information" (PHI) as defined by the law that the COUNTY receives pursuant to this Agreement is subject to the disclosure and security requirements of HIPAA. Transfer of information to the COUNTY sufficiently "de-identified" to no longer be considered PHI is encouraged as being in the best interest of client PHI confidentiality to the extent that client services are unaffected. Particular methods to accomplish the highest levels of client service coupled with PHI confidentiality shall be an on-going task of the effected staffs of the COUNTY and PROVIDER.

ARTICLE XII CONTRACT DISPUTE RESOLUTION PROCEDURE

Any dispute between the parties with respect to provisions contained in a Lee County Department of Human and Veterans Service (DHS) contract or issues that arise pertinent to a contract shall be resolved as follows:

The parties may, by mutual agreement, attempt to resolve their dispute in the following manner within a thirty (30) day period. If both parties are in agreement, the thirty (30) day time period can be extended for an additional ten days.

- a. Duly authorized representatives shall meet as often as mutually agreeable to discuss in good faith the dispute and to negotiate a mutually agreeable resolution. Authorized representatives for DHS include Contract Specialist, and Program Manager.
- b. During the course of the dispute process requests made by one Party to the other for non-privileged information, reasonably related to the dispute shall be responded to in good faith.
- c. If the dispute is unable to be resolved between the authorized representatives within the specified time period, it will be forwarded to the Department Director for resolution. A decision by the Director will be issued within ten days.
- d. If the dispute remains unresolved after the Department Director's decision, the issue including all pertinent background information will be forwarded to the Board of County Commissioners for consideration.
- e. Either Party may at any time commence formal court proceedings, which shall be immediately communicated, and will end the process of Dispute Resolution as described in this section.

ARTICLE XIII

NOTICES

Official notices concerning this Contract will be directed to the following authorized representatives:

PROVIDER:

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail : _____

COUNTY:

Name: _____ Attn: _____

Title: Contract Specialist

Agency: Human and Veterans Services

Address: 2440 Thompson Street

Fort Myers, Florida 33901

Telephone: (239) 533-79

Fax: (239) 533-7960

E-Mail: @leegov.com

The signatures of the **two** persons shown below are designated and authorized to sign all applicable reports:

Name (printed/typed)

OR _____
Name (printed/typed)

Signature

Signature

Title

Title

In the event that either party designates different representatives after execution of this contract, notice of the name and address of the new representative will be rendered in writing by authorized officer of **PROVIDER** to the **COUNTY**.

ARTICLE XIV SPECIAL PROVISIONS

If needed, **PROVIDER** may be called upon to assist the **COUNTY** during a natural disaster or emergency. This includes the use of the **PROVIDER'S** facility to assist with Emergency Food Stamp pre registration if facility is operational and computer terminals are available. **PROVIDER** will be responsible to notify United Way 211 immediately after a disaster declaration if the location is accessible and operational and of any **PROVIDER** staff who are available to assist with recovery efforts.

ARTICLE XV ALL TERMS AND CONDITIONS INCLUDED

This contract and its attachments, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is legally determined unlawful or unenforceable, the remainder of the contract shall remain in full force and effect and such terms or provisions shall be stricken.

IN WITNESS THEREOF, PROVIDER and COUNTY have caused this 16-page contract and all Contract Exhibits and Attachments as indicated on next page to be executed by their undersigned officials as duly authorized.

PROVIDER:

By: _____
Name (print)

(Signature of authorized officer)

Title

Date

COUNTY: LEE COUNTY

By: _____
Name (print)

(Signature of authorized officer)

Board of County Commissioners
Title

Date

**STATE OF FLORIDA
COUNTY OF LEE**

The foregoing instrument was acknowledged before me this ____ day of _____, 2016,

by, _____
who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY:

By: _____
Notary of Public (Signature)

Name (typed)

ATTEST: CLERK OF CIRCUIT COURT

By: _____

Title: _____

Date: _____

**APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:**

By: _____

Title: _____

Date: _____

OFFICE of the COUNTY ATTORNEY