

**CDBG-DR INTERGOVERNMENTAL MEMORANDUM OF AGREEMENT***The following information is provided pursuant to 2 CFR 200.332(b)(1)*

|   |  |
|---|--|
| <b>Federal Award Identification Number (FAIN)/<br/>HUD CDBG-DR Grant No.:</b> | B-23-UN-12-0002  |
| <b>Assistance Listing Number (formerly CFDA #):</b>                           | 14.218 Community Development Block Grants/Entitlement Grants   |
| <b>Federal Register Notice &amp; Public Law:</b>                              | FR-6393-N-01: PL-117-328   |
| <b>Federal Award (HUD Grant Agreement) Date:</b>                              | 11/20/2023   |
| <b>Agreement No.:</b>   | DRMOA109   |
| <b>Responsible Entity (RE):</b>   | Lee County   |
| <b>Lead and Responsible Department:</b>                                       | Office of Strategic Resources and Government Affairs   |
| <b>CDBG-DR Funding Source/Program:</b>  | US Department of Housing and Urban Development   |
| <b>Subrecipient Department Name:</b>  | Lee County Public Safety   |
| <b>Subrecipient ID (Unique Entity Identifier via SAM.gov):</b>                | SS8JCN35XH77 (TIN 59-6000702)  |
| <b>Period of Performance (Start Date):</b>                                    | 1/1/2025   |
| <b>Period of Performance (End Date):</b>                                      | 12/31/2027   |
| <b>Total Amount Obligated via Agreement:</b>                                  | \$10,073,439.96  |
| <b>Project/Activity ID(s):</b>  | Public Facilities/DRMOA109   |
| <b>Federal Award Program/Project/Activity Description:</b>                    | CDBG-DR Public Facilities/Cape Coral EMS Base – Safe Room  |
| <b>Does the Federal award include an Indirect Cost Rate?</b>                  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| <b>If Yes, is the Indirect Cost Rate a:</b>                                   | <input type="checkbox"/> Federally Negotiated Rate _____ %<br><input type="checkbox"/> De Minimis Rate 15% |

**Official County Contact for Award:** Jeannie Sutton, Director, Strategic Resources and Government Affairs; 2115 Second St., Fort Myers, FL 33901; Phone: (239) 822-8438; Email: [JSutton@leegov.com](mailto:JSutton@leegov.com)

**INTERGOVERNMENTAL MEMORANDUM OF AGREEMENT**  
**between**  
**LEE COUNTY STRATEGIC RESOURCES AND GOVERNMENT AFFAIRS**  
**and**  
**LEE COUNTY PUBLIC SAFETY DEPARTMENT**  
**for the administration of**  
**CAPE CORAL EMS BASE – SAFE ROOM**

**THIS MEMORANDUM OF AGREEMENT (MOA)** entered into this 1st day of January, 2025, between the Lee County Public Safety Department hereafter referred to as **DEPARTMENT** and **LEE COUNTY**. The Office of Strategic Resources and Government Affairs (SRGA), hereafter to be known as the **LEAD AGENCY** will be administering the grant funds and will outline the parties terms of implementation, responsibilities and requirements for the Cape Coral EMS Base – Safe Room Project.

### **FUNDING OVERVIEW**

The U.S. Department of Housing and Urban Development (HUD) awarded **LEAD AGENCY** \$1,107,881,000 in funding to support long-term recovery efforts following Hurricane Ian (FEMA – 4673 – DR) through the Office of Disaster Recovery (ODR) within the Office of Community Planning and Development. Community Development Block Grant-Disaster Recovery (CDBG-DR) funding is designed to address needs that remain after all other assistance has been exhausted. Lee County Office of Strategic Resources and Government Affairs administers Lee County's CDBG-DR award.

### **RECITAL**

WHEREAS, the **DEPARTMENT** desires to administer the CDBG-DR Public Facilities Program grant through the delivery of the design and construction of the Cape Coral EMS Base – Safe Room Project in Lee County, Florida and has therefore applied for CDBG-DR funds through the **LEAD AGENCY** to support such activity(ies); and

WHEREAS, upon review of **DEPARTMENT'S** application, the **LEAD AGENCY** determined that the proposed activities align with the purpose of CDBG-DR funding and the **LEAD AGENCY'S** Action Plan for use of the funds; and

WHEREAS, **DEPARTMENT** is willing and able to provide the administration and management of the design and construction process for the Cape Coral EMS Base – Safe Room Project including 1. Procurement of a design firm, 2. Oversight of design services, 3. Procurement of a construction contractor, 4. Oversight of construction activities, and 5. Project Closeout in Lee County, Florida for the purpose of CDBG-DR Public Facilities Program; and

WHEREAS, the **LEAD AGENCY** agrees to allocate CDBG-DR funds to reimburse the **DEPARTMENT** for designated expenses specified in the projects budget; and

WHEREAS, the **LEAD AGENCY** and the **DEPARTMENT** are required to enter into a written agreement specifying the terms and conditions of the relationship of the **LEAD AGENCY** and **DEPARTMENT**

NOW, THEREFORE, the **LEAD AGENCY** and **DEPARTMENT** in consideration of the mutual covenants contained herein, do agree to the responsibilities, terms and conditions below.

#### **1. LEAD AGENCY'S Responsibilities**

- a. Abide by all State and Federal guidelines, specifically those statutes governing execution of the program/project and the use of CDBG-DR funds.

- b. Conduct all environmental studies in accordance with all applicable rules and regulations of SRGA and HUD.
- c. Ensure compliance with all applicable rules and regulations of HUD, including those specifically found at 2 CFR Part 200, 24 CFR 570, and Federal Register 88 FR 32046.
- d. Provide technical assistance to the **DEPARTMENT** as needed.
- e. Provide operational and financial oversight including receiving regular reports from the **DEPARTMENT** for required HUD reporting and payment processing.
- f. Conduct risk-based monitoring (in person or by desk audit) of programmatic and financial operations and information for compliance as it pertains to the **DEPARTMENT'S** project/program.
- g. Provide the required infrastructure and access for project documentation and record management.
- h. Provide the **DEPARTMENT** detail reporting requirements including method and frequency. The **DEPARTMENT** will be responsible for project related reporting to the **LEAD AGENCY**.

## 2. **DEPARTMENT'S Responsibilities**

- a. Provide project management oversight for the program/project including project planning, financial management, alignment of staff resources, project initiation, ongoing execution, reporting, records keeping, and closure of the funded project.
- b. Furnish project operational, financial, and progress reports as required by the **LEAD AGENCY** including ad-hoc requested reports, as required.
- c. Comply with and enforce with the **DEPARTMENT'S** staff and partners all applicable rules and regulations of HUD for the administration of CDBG-DR funding, including those specifically found at 2 CFR Part 200, 24 CFR 570, and Federal Register 88 FR 32046. Additionally, the **DEPARTMENT** shall be responsible for ensuring compliance with crosscutting requirements related to this **MOA**.
- d. The **DEPARTMENT** is subject to all applicable program guidelines as detailed in the CDBG-DR Public Facilities Program Guidelines and Exhibit H: Certifications CDBG-DR Compliance Provisions.
- e. Comply with the recordkeeping requirements of 2 CFR 200.334, 24 CFR 570.490(a) and Fla.Stat. Chap. 119.0701, specifically:
  - i. Keep and maintain adequate records and supporting documentation applicable to all services, work, information, expense, costs, invoices, and materials provided and performed pursuant to the requirements of this Agreement. Said records and documentation will be readily available and/or copied for **LEAD AGENCY** review and will be retained by the **DEPARTMENT** for a minimum of FIVE (5) years from the date of closeout of the CDBG-DR program, or for such period as required by law. If any litigation, claim negotiation, audit or other action involving the records has been initiated before the expiration of the eight-year 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.
  - ii. Maintain records for individual activities subject to the reversion of assets provisions at 24 CFR 570.503 or change of use provisions at 24 CFR 570.505 for as long as those provisions continue to apply to the activity(ies).
  - iii. Keep and maintain public records that ordinarily and necessarily would be required by the **LEAD AGENCY** in order to perform the services required under this **MOA**.
  - iv. Provide the public with access to public records on the same terms and conditions that the **LEAD AGENCY** 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.

- v. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law.
- vi. Meet all requirements for retaining public records and transfer, at no cost to the **LEAD AGENCY**, all public records in possession of **DEPARTMENT** 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 **LEAD AGENCY** in a format that is compatible with the information technology system of the **LEAD AGENCY**.

**IF THE DEPARTMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE DEPARTMENT'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>.**

- f. The **DEPARTMENT** agrees that any duly authorized representative of **LEAD AGENCY**, HUD and/or the Controller General of the United States shall, at all reasonable times, have access to and the right to inspect, copy, audit, and examine all such records related to project related expenditures and job generation as a result of the above described project until the completion of all close-out procedures, thru recordkeeping deadlines respecting the grant, and until the final settlement and conclusions of all issues arising out of the grant.
- g. The **DEPARTMENT** agrees to collaborate with **LEAD AGENCY** to permit project monitoring. The **DEPARTMENT** agrees to allow the **LEAD AGENCY**, persons duly authorized by the **LEAD AGENCY** and the Federal or State grantor agency (if applicable) or any representatives to inspect all grant-related records, papers, documents, facility, goods and services of the **DEPARTMENT** and/or interview any subcontractors and employees of the **DEPARTMENT** to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the **DEPARTMENT** reasonable notice. The monitoring is a limited scope review of the **MOA**, CDBG-DR, project management, and related requirements; monitoring does not relieve the **DEPARTMENT** of its obligation to manage the grant in accordance with applicable rules and sound management practices.

## **PROGRAM BUDGET/TERMS OF PAYMENT**

- 1. Funding for this agreement is through Hurricane Ian related HUD CDBG-DR allocated to Lee County, Florida. The **DEPARTMENT** agrees to accept as full compensation the total amount not to exceed **\$10,073,439.96**.
- 2. If for any reason whatsoever, the **DEPARTMENT** does not adhere to the commitments as contemplated in this agreement, the **LEAD AGENCY'S** sole remedy, and the limit of the **DEPARTMENT'S** liability under this agreement, will be for the **DEPARTMENT** to reimburse the **LEAD AGENCY** the amount contemplated by this agreement.
- 3. The **DEPARTMENT** will provide expenditure projection for the project to form a basis for the project budget. The budget should represent the annual estimated expenditures for each year of the project. Estimates can be chosen from among the activity expense categories below. The **DEPARTMENT** is permitted to adjust its approved budget between category lines up to 10%, with the total budget remaining unchanged. Budget changes must be reported within 30 days by providing a revised budget along with a written justification for the budget adjustment.

**Housing** - DRGR Activity Types commonly identified under the housing category:

- Acquisition - buyout of residential properties
- Acquisition of property for replacement housing
- Acquisition of relocation properties
- Clearance & Demolition\*
- Construction of new housing
- Construction of new replacement housing
- Debris Removal\*
- Disposition
- Homeownership Assistance (with waiver only)
- Homeownership Assistance to low- and moderate-income
- Rehabilitation/reconstruction of residential structures
- Relocation payments and assistance

**Non-Housing** (Economic Development, Public Facilities, and Infrastructure) - DRGR Activity Types commonly identified under the non-housing category:

- Acquisition - buyout of non-residential properties
- Acquisition - general
- Acquisition of buildings for the general conduct of government
- Acquisition, construction, reconstruction of public facilities
- Clearance and Demolition\*
- Code enforcement
- Construction of buildings for the general conduct of government
- Construction/reconstruction of water lift stations
- Construction/reconstruction of water/sewer lines or systems
- Construction/reconstruction of streets
- Debris removal\*
- Dike/dam/stream-river bank repairs
- Econ. Development or recovery activity that creates/retains jobs
- Privately owned utilities
- Public services
- Rehabilitation/reconstruction of a public improvement
- Rehabilitation/reconstruction of other non-residential structures
- Rehabilitation/reconstruction of public facilities

**Planning & Administration** - DRGR Activity Types Include:

- Planning
- Administration

**Cape Coral EMS Base – Safe Room Budget**

|  | <b>Most Impacted and Distressed (MID)</b> |
|--|---|
| <b>Activity Funds (Direct Project Costs)</b> | \$10,073,439.96                           |
| <b>Activity Delivery Funds</b>               | \$0.00                                    |
| <b>TOTAL</b>                                 | \$10,073,439.96                           |

4. The **LEAD AGENCY** will make payments on a reimbursement basis to the **DEPARTMENT**. Reimbursement payments are contingent upon the **DEPARTMENT'S** having complete and accurate reports and achieving the **MOA** specified deliverables/outcomes.
5. **Payment Request:** The **DEPARTMENT** will submit to the **LEAD AGENCY** a monthly Payment Request form as shown in the system of record, with an original authorized signature and supporting documentation.

Request for payment shall be according to the guidelines specified by the **LEAD AGENCY**. The **DEPARTMENT'S** submission for reimbursement shall indicate one of the **LEAD AGENCY** approved budget categories for each expense submitted on the request for reimbursement.

## **REPORTING AND AGREEMENT DELIVERABLES**

The **DEPARTMENT** shall provide the **LEAD AGENCY** with all reports and information set forth in the **LEAD AGENCY'S** approved system, including monthly performance reports and documentation outlined in all applicable exhibits to enable the Grantee to submit the required reporting to HUD within the Disaster Recovery Grant Reporting (DRGR) system.

The **DEPARTMENT'S** monthly reports, include administrative activity, financial activity, and program activity, must include sufficiently detailed summaries of the current status, progress, and completed work. The **DEPARTMENT** is responsible for all reporting of work of all contractors, subcontractors, and other entities under contract or agreement related to this Agreement.

At a minimum the following information will be required to be submitted in the system of record by the **DEPARTMENT**. Upon request from the **LEAD AGENCY**, the **DEPARTMENT** shall provide additional program or activity updates and information. If all required reports and copies are not sent to the **LEAD AGENCY** within the agreed-upon submission schedule or are otherwise not completed in a manner acceptable to the **LEAD AGENCY**, payments may be withheld in accordance with SUBSECTION V.B. DEFERRED PAYMENTS AND RETURN OF FUNDS (RECAPTURE FOR DISALLOWED COSTS) until the reports are completed. If the **LEAD AGENCY** withholds such payments, it shall notify the **DEPARTMENT** in writing of its decision, reasons for withholding payment, and the remedy for corrective action the **DEPARTMENT** must follow. The **LEAD AGENCY** may also take other action as stated within this Agreement or allowable by law.

The **DEPARTMENT'S** reporting deliverables include, but are not limited to, the following information:

1. **Project Schedule and Milestones:** A table or description of the work task, project start and end dates, other significant milestones (e.g., 50% complete), and timelines for the **DEPARTMENT** to submit outputs or deliverables to the **LEAD AGENCY**.
2. **Project Budget and Expense (Sources and Uses) Worksheet:** The **DEPARTMENT** must provide budget narratives and tables to describe all funding sources and the potential uses of those funding sources for the purposes of completing the project. This narrative will include, but may not be limited to, (a) a description and justification of the proposed costs, (b) a description of project implementation support with **DEPARTMENT** or vendor staff, (c) sources of leveraged funds committed by the **DEPARTMENT** to the project, and (d) timelines for the projected expenditure of CDBG-DR funds.
3. **Payment Request Form:** The means by which the **LEAD AGENCY** and the **DEPARTMENT** document project and activity expenses and requests for payment. The **DEPARTMENT** shall

utilize this form when submitting or requesting any costs for payment and the form must be accompanied by legible supporting documentation to indicate the reasonableness, allowability, and appropriate procurement of the expense(s).

As noted, all payments are reimbursements for eligible expenses or services defined as uncompensated expenses rendered during the Agreement term and paid prior to the final payment request due date. Copies of supporting documentation are required as part of the Payment Request for review of grant compliance and before payment will be authorized by the **LEAD AGENCY** to the **DEPARTMENT**. Reimbursement for eligible expenses will be made after review and authorization of a correct and complete Payment Request Form and required back up documentation. In accordance with the Federal Register Guidance, the **LEAD AGENCY** must be payor of last resort, meaning that if services are eligible to be billed to any other entity or funding source, including but not limited to, Medicaid, third party insurance or any other entity or funding source, the **LEAD AGENCY** 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 **DEPARTMENT'S** check issued with authorized signature. For construction contracts, inspection reports from qualified officials should be submitted with the appropriate monthly payment request.

The **DEPARTMENT** must submit the Payment Request Form with an authorized signature. Cancelled checks, paystubs, payroll reports, bank statements, and/or other documentation from vendors that expenses have been paid or services provided may be verified.

As applicable, processing of payment requests is also subject to the requirements and conditions as set forth within the **LEAD AGENCY'S Hurricane Ian CDBG-DR Subrecipient Manual**.

4. **Monthly Activity Report:** The **DEPARTMENT** must identify information for this report that ties actual, real-time project and expenditure status to the approved activity budget, scope of work, and projected outcomes. Narratives on budget activity, project progress or delays, and performance measures are included within this report.
5. **Demographics and Beneficiary Report:** The **DEPARTMENT** must report on data and include documentation, such as maps detailing service areas, number of individual persons benefitting from the project, and other demographic information on households, where applicable, to indicate the public benefit of the project and activity.
6. **Project Amendment Request:** As referenced under SECTION IV. AGREEMENT MODIFICATIONS AND AMENDMENTS, the **DEPARTMENT** must notify the **LEAD AGENCY** and provide information on any project or activity changes within a project amendment request for the **LEAD AGENCY** to determine whether the request rises to the level of an amendment to the Agreement.
7. **Single Audit:** Lee County expends more than \$1,000,000 in federal funding annually, and is subject to single audit. As a **DEPARTMENT** of Lee County, the **DEPARTMENT'S** CDBG-DR funded activity may be included in the County's Single Audit.

8. **Davis-Bacon and Related Acts (DBRA) Labor Standards Reports (as applicable):** When an activity triggers DBRA requirements, the **DEPARTMENT** must report and submit information on assigned labor compliance staff, labor compliance review processes and outcomes, bid and contract requirements documentation, work classification and minimum prevailing wage rates, written clearance of labor compliance issue resolutions, file maintenance plans, and payroll review plans.
9. **Section 3 Reports (as applicable):** When an activity triggers Section 3 requirements, the **DEPARTMENT** is required to submit data and information on Section 3 and Targeted Section 3 worker labor hours, total worker labor hours, and other qualitative efforts which the **DEPARTMENT** and their vendors took in an attempt to reach or achieve Section 3 goals.
10. **Closeout Report:** The **DEPARTMENT** must report project completion data and provide documentation of closeout processes in relation to this project and activity(ies). The closeout checklist and reports must be submitted to the **LEAD AGENCY** within 90 days after the end date of this agreement.

The **DEPARTMENT'S Agreement deliverables (as identified within "Exhibits")**, which the **DEPARTMENT** must follow, include, but are not limited to, the following information:

11. **Exhibit A: Scope of Work and Activities – Program/Project Activity Overview:** Brief description on the identified and agreed-upon CDBG-DR Program eligible activity, National Objective to be achieved for the activity and measures, as applicable, the number of individuals benefitting as a result of the project and its activities, and the appropriate CDBG-DR storm tie-back or resilience need being met, in accordance with SECTION II. SCOPE OF WORK AND ACTIVITIES.
12. **Exhibit B: Scope of Work and Activities – Project Activity Scope of Work Description:** Detailed scope of work defining the plan, design, and approach for the activity.
13. **Exhibit C: Financial/Grant Management System Budget Worksheet:** The high level, official budget for the project as approved under SECTION V.A. AGREEMENT PAYMENT. Any adjustments to this budget will require an amendment in accordance with SECTION IV. AGREEMENT MODIFICATIONS AND AMENDMENTS.
14. **Exhibit D: Indirect Cost Rate Allocation Plan (as applicable):** Lee County uses a federally negotiated indirect cost rate, as applicable, in accordance with 2 CFR 200.414. No action is required from the **DEPARTMENT** related to the federally negotiated rate.
15. **Exhibit E: Projected Performance Measures and Outcomes Form:** The **LEAD AGENCY** will utilize the **DEPARTMENT'S** detailed scope of work to establish and project out specific performance metrics which the **DEPARTMENT** is required to meet to as a condition of project completion and closeout. The **LEAD AGENCY** will select the performance measure based on the eligible activity and proposed scope of work approved within the NOFA Application, for the CDBG-DR Public Facilities Program.

## PROJECT TERM

Terms of this **MOA** shall be effective and binding upon approval and award of a grant to the **LEAD AGENCY** by the **DEPARTMENT** and continue for a period of 3 years.



## AMENDMENTS

In the event that there are proposed changes to the project scope by the **DEPARTMENT** or **LEAD AGENCY**, the **DEPARTMENT** must submit in writing a request for an amendment to the **MOA** that details the nature of proposed change, justification, and the desired effective date of the change(s). The **LEAD AGENCY** will review the change and if appropriate, approve the change. The **LEAD AGENCY** reserves the right to approve or deny all **MOA** amendments. An approved amendment shall be documented on the **MOA** amendment form and signed by both parties. The **LEAD AGENCY** may not assume and act upon proposed changes without a written and executed change to the **MOA**.

The **LEAD AGENCY**, the BoCC, or their designee may approve amendments to the Agreement, in accordance with the **LEAD AGENCY'S Internal Grant Management Manual**. As noted within the Manual, the **LEAD AGENCY** reserves the right to review the request from the **DEPARTMENT** and determine whether an amendment is required or whether **LEAD AGENCY** Manager or BOCC approval is needed.

## CONFLICT OF INTEREST

The **DEPARTMENT** agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the deliverance of services required in this **MOA**. The **DEPARTMENT** further agrees that no person having any such interest shall be employed or engaged in the delivery of the services of this **MOA**. The **DEPARTMENT** agrees that no employee, officer, agent of the **DEPARTMENT** 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 perceived, would be involved. The **DEPARTMENT** 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 **DEPARTMENT**. For federally funded contracts, conflict-of-interest provisions described in 2 CFR 200 and all other established, applicable HUD regulations must be followed. The **DEPARTMENT** shall notify the **LEAD AGENCY** if it learns of real or perceived conflict of interest related to this **MOA**.

## MANDATORY DISCLOSURE OF VIOLATIONS

The **DEPARTMENT** is required to promptly disclose, in writing, to the **LEAD AGENCY** and the appropriate federal awarding agency, any credible evidence of violations of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations, including those under the False Claims Act, as required by 2 CFR 200.113.

## TERMINATION

This **MOA** shall be in effect during the period provided by 8. Term above and is subject to the availability of HUD CDBG-DR funding. In accordance with 2 CFR 200, enforcement up to and including suspension or termination may occur if the **DEPARTMENT** materially fails to comply with any terms of the award.

In the event HUD CDBG-DR funds to finance the project becomes unavailable, the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours' written notice. However, the **DEPARTMENT** or the **LEAD AGENCY** may terminate this **MOA** without cause upon thirty (30) days' written notice.

The terms of this agreement shall be effective and binding upon project approval, award of a grant and the execution of this **MOA**.

## USE AND REVERSION OF ASSETS, REAL PROPERTY

The **LEAD AGENCY** must ensure that any equipment or fixed assets purchased in whole or in part with CDBG-DR funds be adequately safeguarded and assure such assets are used solely for authorized purposes. The purchase, use, management and disposition of equipment and other capital assets must comply with 2 CFR 200.313, 2 CFR 200.439, the applicable Federal Register Guidance, and 24 CFR 570. See SECTION XI:

SUSPENSION, EVENTS OF DEFAULT, REMEDIES, AND TERMINATION regarding the revision of any CDBG-DR funds or assets upon termination or expiration of this agreement. Per 24 CFR 570.502(a)(8), in all cases when equipment purchased with CDBG funds is sold, the net proceeds are considered program income, and shall be returned to the **LEAD AGENCY** within 30 days of receipt of the proceeds. Any real property under the **DEPARTMENT'S** control that was acquired or improved in whole or in part with CDBG-DR funds (including CDBG-DR funds provided to the SUBRECIPIENT in the form of a loan) in excess of \$25,000 must (1) be used to meet a national objective until five years after expiration or termination of this Agreement (24 CFR 570.505), unless otherwise agreed upon by the Parties, or except as otherwise set forth herein or (2) if not used to meet a national objective, the **DEPARTMENT** shall pay to the **LEAD AGENCY** an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG-DR funds for the acquisition or improvement of the property for five years after expiration or termination of this Agreement. The rights and remedies under this Section are in addition to any other rights or remedies provided by law or under this Agreement.

IN WITNESS WHEREOF, the **DEPARTMENT** and the **LEAD AGENCY** have executed this Agreement  
this the \_\_\_\_\_ day of \_\_\_\_\_, 1/9/2025 | 12:43 PM EST.

Signed by:  
(X) Christine Brady  
72E6BCCCC19F04BA...  
Assistant County Manager  
(Name and title of authorized **LEAD AGENCY** Signatory)

DocuSigned by:  
(X) [Signature]  
37899F903CDB409...  
Public Safety Director  
(Name and title of authorized **DEPARTMENT** signatory)

DS



ATTEST:  
CLERK OF THE CIRCUIT COURT

Signed by:  
BY: Latasha Seth  
3440D350053762...  
DEPUTY CLERK

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

DocuSigned by:  
BY: Amanda L. Swindle  
1198145550101479...  
OFFICE OF THE COUNTY ATTORNEY

**EXHIBIT A**  
**SCOPE OF WORK AND ACTIVITIES**  
**PROGRAM/PROJECT ACTIVITY OVERVIEW**

The information provided under this Exhibit is retrieved from the Subrecipient's approved application in response to the Public Facilities Infrastructure Program NOFA. In coordination and agreement with the Subrecipient, the County will utilize the information below to inform and update the County's approved System of Record for program and project eligibility with core HUD CDBG-DR requirements. Subrecipients will work with the County to ensure any edits and amendments to this Exhibit are subsequently reviewed and approved within the System of Record.

**Program/Project Activity Overview**

**Project Name:** Cape Coral EMS Base - Safe Room

**CDBG-DR Program eligible activity:** Rehabilitation/reconstruction of public facilities

**The National Objective to be achieved for each activity as a result of this Project:** Activities designed to meet community development needs having a particular urgency ("Urgent Needs").

*Per 24 CFR 570.208(c), to comply with the national objective of meeting community development needs having a particular urgency, and activity must be designed to alleviate existing conditions which the grantee certifies:*

- 1. Pose a serious and immediate threat to the health or welfare of the community;*
- 2. Are of recent origin or recently became urgent;*
- 3. The grantee/subgrantee is unable to finance the activity on its own; and,*
- 4. Other resources of funding are not available to carry out the activity.*

*In accordance with FR-6393-N-01, this activity is using the Urgent Need national objective which is allowed for a period of 36 months after the applicability date of the Lee County's Allocation Announcement Notice (May 28, 2023).*

**The method of measuring the National Objective, if LMI:** Not Applicable – activity will not meet a LMI national objective

**The number of individuals benefiting as a result of this Project:**

- Total beneficiaries: 386,045
- Total low/mod beneficiaries: 163,605

**CDBG-DR storm tie-back and/or Mitigation resilience measure:** During Hurricane Ian, Lee County EMS evacuated ambulances and staff members from the City of Cape Coral and Pine Island. The reason for this evacuation was the lack of a facility (building) that was structurally sufficient to safely house them. Staff and equipment were moved amongst four locations within inland Lee County

for safe shelter. EMS services were suspended for a period of 26 hours (September 28th @ 5 AM through September 29th @ 7 AM) while the storm passed. During this time period, 765 calls for service were answered by dispatchers but due to the unsafe conditions, were held in a pending status until environmental conditions were safe for ambulances to respond. It took fourteen hours to answer this backlog of calls. Once ambulance service resumed, there was a considerable delay in responding as ambulances were required to travel longer distances to return to the geographic they normally are assigned to (back into the City of Cape Coral). This project will address the following Unmet Needs:

1. Lack of FEMA P-361 Compliant Shelters: Current Situation: First responders in Lee County do not have access to shelters that meet FEMA P-361 standards during severe weather events. The existing EMS facilities do not provide adequate protection against extreme winds and storm surges. Impact: First responders are forced to leave the area during storms and return only when it is safe, which lengthens response times and reduces the efficiency of emergency services.
2. Need for Safe Shelter During Hurricanes: Current Situation: During hurricanes, additional staffing is required before, during, and after the storm. However, there is no safe location to shelter these employees, as current facilities are inadequate. Impact: This lack of safe shelter compromises the ability of EMS staff to remain in place during a storm, leading to delays in providing critical emergency services once the storm has passed.
3. Inadequate Protection of Current Facilities: Current Situation: Existing EMS facilities were severely affected by Hurricanes Ian and Idalia, with many not rated to FEMA P-361 standards. As a result, EMS staff were left without adequate protection from winds and debris. Impact: The safety of first responders was compromised, and their ability to deliver fast emergency services post-hurricane was hindered. "In accordance with FR-636-N-01, this activity is using the urgent need national objective which is allowed for a period of 36 months after the applicability date of the Lee County's Allocation Announcement Notice (May 18, 2023)."

**EXHIBIT B**  
**SCOPE OF WORK AND ACTIVITIES**  
**PROJECT ACTIVITY SCOPE OF WORK DESCRIPTION**

The information provided under this Exhibit is retrieved from the Subrecipient's approved application in response to the Public Facilities Infrastructure Program NOFA. In coordination and agreement with the Subrecipient, the County will utilize the information below to inform and update the County's approved System of Record for key performance measures and project budget cost eligibility. Subrecipients will work with the County to ensure any edits and amendments to this Exhibit are subsequently reviewed and approved within the System of Record and/or under a formal amendment in accordance with the Agreement.

**Project Activity Scope of Work Description ("Work")**

Lee County Public Safety proposes a Code Plus project for the construction of an approximately 10,004 square foot EMS station and Safe Room at 101 NW Douglas Parkway, Cape Coral, FL. This facility is designed to protect 88 first responders for up to 72 hours during natural hazard events such as hurricanes. These first responders are essential personnel who serve Lee County's 787,976 residents and currently lack a shelter meeting FEMA P-361 standards.

The proposed Safe Room will provide at least 20 square feet per occupant, meeting the P-361 minimum usable floor area requirements. The calculation of usable floor area was performed by subtracting unusable areas from the gross area as outlined in the BCA technical memo. This facility's location was chosen due to its proximity to existing EMS facilities and main transportation corridors prioritized for debris clearing, ensuring speedy resource delivery and faster emergency response times.

The entire 10,004 square foot structure will be designed to withstand winds up to 200 mph, the highest wind speed listed in the Risk Category IV design criteria for the State of Florida, including the Florida Keys. The Safe Room itself will be approximately 3,448 square feet, located in a corner of the larger structure, and will comply with ICC-500 and P-361 standards. During non-emergency periods, the Safe Room will serve as training space, meeting rooms, and office space.

Additionally, the project includes the installation of a new 150 kW generator protected from wind-borne debris, capable of maintaining life-safety systems for 72 hours during a storm. This generator will be included in the yearly operations and maintenance plans for the Safe Room.

**Design and Approach:** Lee County has been an entitlement grantee of HUD funds for more than 30 years. Lee County is also the direct recipient of \$1.1 billion in CDBG-DR funds to address recovery needs resulting from Hurricane Ian. Lee County utilizes federal, state, and local funding to undertake various infrastructure and public facilities project each year. The County's annual Capital Improvement plan outlines several projects similar to that which is proposed within this application. Examples of grant funded activities include, but are not limited to, road construction, transit rolling stock purchases, utilities expansion, beach

renourishment, bus transfer stations, rent and utilities assistance programs, community development, and construction of public parks. Lee County provides utility, transportation, and similar services throughout the County on a daily basis and has demonstrate capacity to undertake this project in full compliance with grant requirements.

**Major Project Milestones**

| Milestone                 | Due Date   |
|---------------------------|------------|
| Design Completion         | 07/01/2025 |
| Construction Start        | 01/01/2026 |
| Construction 50% Complete | 07/01/2026 |
| Construction Complete     | 04/01/2027 |

**EXHIBIT C**  
**FINANCIAL AND GRANT MANAGEMENT SYSTEM BUDGET WORKSHEET**

The information provided under this Exhibit is retrieved from the Subrecipient Agreement. In coordination and agreement with the Subrecipient, the County will utilize the information below to set up and encumber budget obligations within the County's financial accounting system for the awarded CDBG-DR funds. Subrecipients will work with the County to ensure any edits and amendments to this Exhibit are subsequently reviewed and approved within the System of Record, financial accounting records, and/or under a formal amendment in accordance with the Agreement.

**Financial and Grant Management System Budget Worksheet**

As noted within the Agreement, the Subrecipient's allocation of CDBG-DR funding for this project is broken down in the following manner:

|                                       | <b>Most Impacted and Distressed (MID)</b> |
|---------------------------------------|---|
| Activity Funds (Direct Project Costs) | \$10,073,439.96                           |
| Activity Delivery Funds               | \$0                                       |
| Total                                 | \$10,073,439.96                           |

**EXHIBIT D**  
**INDIRECT COST RATE ALLOCATION PLAN**

The information provided under this Exhibit is retrieved from the Subrecipient Agreement and the Subrecipient's approved application in response to the Public Facilities Infrastructure Program NOFA. In coordination and agreement with the Subrecipient, the County will utilize the information below to set up and encumber budget obligations for an indirect cost rate within the County's financial accounting system. Subrecipients will work with the County to ensure any edits and amendments to this Exhibit are subsequently reviewed and approved within the System of Record, financial accounting records, and/or under a formal amendment in accordance with the Agreement.

**Indirect Cost Rate Allocation Plan**

When applicable, documentation that supports the indirect cost rate and Activity Delivery Cost must be included under this Exhibit. The County is responsible for reviewing and approving the Subrecipient's indirect cost allocation plan or proposal included below. Calculated Modified Total Direct Costs (MTDCs) subject to a: **Not applicable – an indirect cost rate will not be utilized or requested from the subrecipient under this Agreement.**

See the plan or proposal above for further details and requirements of when the Subrecipient is set to receive indirect costs. The County also identifies financial data and information in Exhibit C for the Subrecipient's use in the submission of Payment Request Forms, Single Audits, and other reports which require the County's accounting of CDBG-DR funding through its financial system.



**EXHIBIT E****PROJECTED PERFORMANCE MEASURES AND OUTCOMES FORM**

The information provided under this Exhibit is retrieved from the Subrecipient Agreement and, if applicable, the Subrecipient's approved application in response to the *Public Facilities Infrastructure Program* NOFA. In coordination and agreement with the Subrecipient, the County will utilize the information below to set up detailed performance management goals for the Subrecipient to meet through implementing and completing the project.

The Subrecipient will report via the monthly activity report on how the project has progressed on reaching the target numbers of the projected performance measure(s). Subrecipients will work with the County to ensure any updates to this Exhibit are subsequently reviewed and approved within the System of Record in accordance with the Agreement.

**Projected Performance Measures and Outcomes**

When applicable, documentation which supports the performance measure(s) is taken from the Subrecipient's stated project scope of work ("projected outcomes"). The following table provides those measures which the Subrecipient must report performance on related to meeting performance goals:

| Eligible Activity Type                              | Possible Performance Measures/Accomplishments<br>(select at least one measure for the eligible activity being met) | Projected Total |
|---|--|-----------------|
| Rehabilitation/ reconstruction of public facilities | # of buildings (non-residential)   | 1 Building      |
|   | # of Linear feet of green public improvement   |                 |
|   | # of Non-business Organizations benefitting  |                 |
|   | # of public facilities   |                 |
|   | # of Linear feet of Public Improvement   |                 |
|   | # of Acres wetlands  |                 |
|   | # of Linear miles of Public Improvement  |                 |
|   | # of cable feet of public utility  |                 |
|   | # of Properties  |                 |
|   | # of Elevated Structures   |                 |
|   | # of Businesses  |                 |
|   | # of Section 3 Labor Hours   | 4,200 Est.      |
|   | # of Targeted Section 3 Labor Hours  | 840 Est.        |
|   | # of Total Labor Hours   | 16,800 Est      |

**EXHIBIT F****APPLICATION**

The information provided under this Exhibit is retrieved from the Subrecipient's approved application in response to the *Public Facilities Infrastructure Program* NOFA. In coordination and agreement with the Subrecipient, the County will utilize the information below as a reference point to establish the original, approved conditions under which the original project was considered. The County will review this Exhibit when considering changes to the Agreement or other project details as outlined within the System of Record. Subrecipients will work with the County to ensure any edits and amendments to this Exhibit are subsequently reviewed and approved within the System of Record and/or under a formal amendment in accordance with the Agreement.

**Application**

*Please see the following documentation below: The full, approved project application, submitted by the Subrecipient, for which this Agreement was completed. Supporting documentation submitted by the Subrecipient as part of the application process is incorporated by reference and is maintained within the System of Record. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:*

1. *Subrecipient Agreement*
2. *Public Facilities Infrastructure Program NOFA.*
3. *Public Facilities Infrastructure Program Guidelines*
4. *Notice to Proceed*
5. *Subrecipient's application in response to the Notice of Funding Availability*



Lee County  
*Southwest Florida*

# Public Facilities Infrastructure Program



### Organization Information

- ▶ Organization Name: Lee County Board of County Commissioners
- ▶ Address: PO Box 9366 Fort Myers, FL 33902-9366
- ▶ Telephone: (239) 533-3911
- ▶ Federal Employer ID #: 59-6000702
- ▶ Organization Website: <https://www.leegov.com/publicsafety>
- ▶ Unique Entity Identifier: SS8JCN35XH77

### Authorized Organization Representative

- ▶ Name: Benjamin Abes
- ▶ Title: Director, Public Safety

### Contact Person

- ▶ Name: Paul DiCicco
- ▶ Title: Chief, Emergency Medical Services
- ▶ Email: [pdicicco@leegov.com](mailto:pdicicco@leegov.com)
- ▶ Telephone: (239) 533-3966

### Partner Organization

- ▶ Will your organization be partnering with any other organizations? No



## Project Information

► Name: Cape Coral EMS Base - Safe Room

## Public Facility Description

Code Plus project for the construction of an approximately 10,004 square foot EMS station and Safe Room at 101 NW Douglas Parkway, Cape Coral, FL. This facility is designed to protect 88 first responders for up to 72 hours during natural hazard events such as hurricanes. These first responders are essential personnel who serve Lee County's 787,976 residents and currently lack a shelter meeting FEMA P-361 standards.

The proposed Safe Room will provide at least 20 square feet per occupant, meeting the P-361 minimum usable floor area requirements. The calculation of usable floor area was performed by subtracting unusable areas from the gross area as outlined in the BCA technical memo. This facility's location was chosen due to its proximity to existing EMS facilities and main transportation corridors prioritized for debris clearing, ensuring speedy resource delivery and faster emergency response times.

## Project Type

- |  |   |
|--|---|
| <input type="checkbox"/> Aquisition  | <input checked="" type="checkbox"/> Safe Rooms                  |
| <input checked="" type="checkbox"/> New Construction   | <input type="checkbox"/> Handicapped Accessibility Improvements |
| <input type="checkbox"/> Building Hardening  | <input type="checkbox"/> Energy Efficiency Improvements         |
| <input checked="" type="checkbox"/> Backup Generator: Must be a permanent fix to the structure. No portable generators |   |

► Other:



## Target Service Location

### Target Service Location

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> City of Cape Coral | <input type="checkbox"/> Town of Fort Myers Beach             |
| <input type="checkbox"/> City of Fort Myers            | <input type="checkbox"/> Village of Estero                    |
| <input type="checkbox"/> City of Bonita Springs        | <input checked="" type="checkbox"/> Unincorporated Lee County |
| <input type="checkbox"/> City of Sanibel               | <input type="checkbox"/> All of Lee County                    |

## National Objective

► National Objective: L/M Income Area Benefit

### Provide a description how the proposed project will meet the selected National Objective

This project will benefit all residents and visitors of the City of Cape Coral. Attachment D is a map that depicts the project location and proximity to LMI impact areas. As referenced in Attachment D, this project will serve and protect vulnerable individuals on a 24/7/365 basis. Protecting our population is a high priority and a project built to Risk V and FEMA P-361 Standards will ensure that our responders are kept safe and are ready to respond post disaster.

## National Objective Descriptions

| National Objective                   | Description   |
|--------------------------------------|---|
| L/M Income Area Benefit              | Census block groups that align with the service area maps   |
| L/M Income Limited Clientele         | The infrastructure improvements benefit a specific persons who are presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS or migrant farm workers)  |
| L/M Income Job Creation or Retention | The project proposes activities designed to create or retain permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons. Must include income certifications or describe method on how LMI job creation will be documented   |
| Urgent Need                          | Does the narrative description on the application under Urgent Need provide specific examples of needs that have urgency, including how the existing conditions pose a serious and immediate threat to the health and welfare of the community?   |
| Slums and Blight                     | Does the designated activity area meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law? Additionally, the area must meet one of the two conditions: <ul style="list-style-type: none"> <li>• Public improvements throughout the area are in a general state of deterioration; or</li> <li>• At least 25 percent of the properties throughout the area exhibit one or more of the following:               <ul style="list-style-type: none"> <li>• Physical deterioration of buildings/improvements;</li> <li>• Abandonment of properties;</li> <li>• Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;</li> <li>• Significant declines in property values or abnormally low property values relative to other areas in the community; or</li> <li>• Known or suspected environmental contamination</li> </ul> </li> </ul> |





## National Objective

## The scope of the project

Lee County Public Safety proposes a Code Plus project for the construction of an approximately 10,004 square foot EMS station and Safe Room at 101 NW Douglas Parkway, Cape Coral, FL. This facility is designed to protect 88 first responders for up to 72 hours during natural hazard events such as hurricanes. These first responders are essential personnel who serve Lee County's 787,976 residents and currently lack a shelter meeting FEMA P-361 standards.

The proposed Safe Room will provide at least 20 square feet per occupant, meeting the P-361 minimum usable floor area requirements. The calculation of usable floor area was performed by subtracting unusable areas from the gross area as outlined in the BCA technical memo. This facility's location was chosen due to its proximity to existing EMS facilities and main transportation corridors prioritized for debris clearing, ensuring speedy resource delivery and faster emergency response times.

The entire 10,004 square foot structure will be designed to withstand winds up to 200 mph, the highest wind speed listed in the Risk Category IV design criteria for the State of Florida, including the Florida Keys. The Safe Room itself will be approximately 3,448 square feet, located in a corner of the larger structure, and will comply with ICC-500 and P-361 standards. During non-emergency periods, the Safe Room will serve as training space, meeting rooms, and office space.

Additionally, the project includes the installation of a new 150 kW generator protected from wind-borne debris, capable of maintaining life-safety systems for 72 hours during a storm. This generator will be included in the yearly operations and maintenance plans for the Safe Room.

## The projected outcome(s) of the project

- **Enhanced Emergency Response:** The completion of the EMS station and Safe Room will significantly enhance emergency response capabilities in Lee County. First responders will have a secure facility to operate from during natural hazard events, ensuring continuous emergency services to the population.
- **Compliance with Standards:** By adhering to FEMA P-361 and ICC-500 standards, the project will provide a facility capable of withstanding extreme weather conditions, thereby protecting the lives of first responders.
- **Improved Safety and Efficiency:** The strategic location of the new facility near main transportation corridors will facilitate faster emergency response times and efficient resource delivery.

## The unmet or mitigation need that is being addressed by the project and how it aligns with community goals

#### Unmet Needs:

##### 1. Lack of FEMA P-361 Compliant Shelters:

- Current Situation: First responders in Lee County do not have access to shelters that meet FEMA P-361 standards during severe weather events. The existing EMS facilities do not provide adequate protection against extreme winds and storm surges.
- Impact: First responders are forced to leave the area during storms and return only when it is safe, which lengthens response times and reduces the efficiency of emergency services.

##### 2. Need for Safe Shelter During Hurricanes:

- Current Situation: During hurricanes, additional staffing is required before, during, and after the storm. However, there is no safe location to shelter these employees, as current facilities are inadequate.
- Impact: This lack of safe shelter compromises the ability of EMS staff to remain in place during a storm, leading to delays in providing critical emergency services once the storm has passed.

##### 3. Inadequate Protection of Current Facilities:

- Current Situation: Existing EMS facilities were severely affected by Hurricanes Ian and Idalia, with many not rated to FEMA P-361 standards. As a result, EMS staff were left without adequate protection from winds and debris.
- Impact: The safety of first responders was compromised, and their ability to deliver fast emergency services post-hurricane was hindered.

#### Mitigation Needs Addressed:

##### 1. Construction of Code Plus Station with Attached Safe Room:

- Proposed Solution: The construction of a code-plus station with an attached safe room designed to withstand 200 mph winds, which is above the 170 mph wind requirement in Lee County's building codes.
- Benefit: This facility will provide robust protection for first responders, ensuring they can remain on-site during severe weather events.

##### 2. Enhanced Protection for First Responders:

- Proposed Solution: Increasing the protection level with a Code Plus project and safe room, which not only safeguards the structure and equipment but also ensures the safety of 88 first responders during severe weather.
- Benefit: First responders will have a secure place to shelter, allowing them to maintain their readiness and quickly resume emergency services once the storm passes.

##### 3. Improved Emergency Response Capabilities:

- Proposed Solution: with this new structure in place, first responders will be able to stay on-site and provide faster, critical lifesaving services after a weather event.

· Benefit: This will enhance the ability to perform essential functions such as maintaining resident safety, providing emergency medical treatment, triaging injuries, transporting victims, and conducting post-disaster damage assessments.

#### Conclusion

The proposed project addresses several critical unmet needs by providing a secure shelter for first responders, ensuring compliance with FEMA P-361 standards, and improving the overall emergency response capability of Lee County. By constructing safe rooms that can withstand extreme weather conditions, the project mitigates the risks posed by hurricanes, ensuring that first responders can remain operational and effective during and after such events. This approach not only protects the lives and well-being of emergency personnel but also ensures the continuity of critical emergency services for the community.



## Project Design and Approach: Applicant/Subrecipient

**Description of your agency's experience completing projects of a similar size and scope, including federal, state, and/or local government grant experience and capacity of the organization to administer the project and oversee all compliance requirements.**

Lee County has been an entitlement grantee of HUD funds for more than 30 years. Lee County is also the direct recipient of \$1.1 billion in CDBG-DR funds to address recovery needs resulting from Hurricane Ian. Lee County utilizes federal, state, and local funding to undertake various infrastructure and public facilities project each year. The County's annual Capital Improvement plan outlines several projects similar to that which is proposed within this application. Examples of grant funded activities include, but are not limited to, road construction, transit rolling stock purchases, utilities expansion, beach renourishment, bus transfer stations, rent and utilities assistance programs, community development, and construction of public parks. Lee County provides utility, transportation, and similar services throughout the County on a daily basis and has demonstrate capacity to undertake this project in full compliance with grant requirements.

### The applicant's plan of executing the Subgrantee Agreement

Lee County has developed a standard subrecipient agreement that is complaint with CDBG-DR requirements. This agreement will be used to provide oversight for this project, and many other CDBG-DR funded programs. The agreement will be executed with the subgrantee after the completion of required environmental reviews and will be monitored in accordance with Lee County's Compliance and Monitoring Manual. Upon award of the project, the County will meet with the subgrantee to define the specific project scope, schedule, deliverables, and implementation plan. The County will impart the importance of grant compliance and outline the subgrantee's responsibilities. These project details and the responsibilities of the parties will be memorialized in the Subgrantee Agreement, which will be approved by each entity's respective authority.

### The applicant's plan for Oversight and Monitoring of Subgrantee

Lee County's Office of Strategic Resources and Government Affairs (SRGA) is responsible for the administration of the County's CDBG-DR allocation. As part of SRGA's general administration of the grant funding, SRGA has created a Monitoring Manual that guides subrecipient oversight and monitoring. SRGA will follow this manual and provide ongoing administrative oversight of the project as well as monitoring reviews at regular intervals. This manual provides a comprehensive structure for providing oversight and monitoring all CDBG-DR funded programs and subrecipients. Lee County will conduct an initial risk assessment of each subrecipient/subgrantee prior to the execution of the subrecipient agreement. This assessment will identify the conditions within the agreement, and any special training or technical assistance that will need to be provided to the subrecipient/subgrantee. Within 6 months after the execution of the subrecipient agreement, Lee County will conduct a follow up risk assessment that evaluates the subrecipients performance within the project. This assessment will help to



## Project Design and Approach: Applicant/Subrecipient

establish the schedule for monitoring the subrecipient and project. Monitoring will occur at least one time annually, and more frequently if significant risks are identified. Beyond monitoring, the grant manager assigned to this project will hold regular check-ins with each subrecipient/subgrantee to ensure that the project is moving forward and address any technical assistance needs before they become risks or monitoring concerns/findings.

**Please provide a project administration team highlighting roles and responsibilities of each individual participating in program participation and management.**

Lee County's Office of Strategic Resources and Government Affairs (SRGA) has a grants administration team with expertise in project administration, contract management, procurement, and documentation. A Grants Analyst will be assigned to the project and provide administrative oversight and subgrantee support. The County's CDCBG-DR implementation vendor will provide technical assistance to the subgrantee as needed. Subgrantee requests for reimbursement will be reviewed by the Grants Analyst and then processed by a Fiscal Officer.



## Project Design and Approach: Subgrantee

**The partner's experience undertaking projects of similar complexity and providing public services**

N/A

**The partner's plan for Maintenance and Operations**

N/A

**Please provide a project administration team highlighting roles and responsibilities of each individual participating in program participation and management**

N/A



## Applicant Capacity and Experience: Applicant/Subrecipient

### Capacity to perform financial management and oversight

Lee County has developed a variety of compliance and monitoring tools to ensure adequate financial and programmatic and financial management and oversight for all CDBG-DR programs. All costs related to this activity will be tracked in Lee County financial systems using a standard subsidiary and subledger numbering process that directly corresponds to the application project/activity naming convention followed in DRGR. This allows for all internal financial reporting to be an identical match for DRGR reporting, and easy reconciliation and review of project funding and performance. Lee County has integrated and documented internal control processes throughout all of their financial management policies and procedures. Examples of internal controls include, but are not limited to, separation duties between draw requestors and draw approvers, a three-party approval process for all payment requests, QA/QC check points, and independent internal auditors.

### Capacity to perform grant management functions as demonstrated through prior experience managing grants with in-house staff or with a grant management consultant

Lee County has contracted with HGA LLC to support the day-to-day operations of grant management functions. HGA is providing staff augmentation services to support Lee County's implementation of CDBG-DR programs. These services include the provision of Grant Managers, who will be responsible for drafting and finalizing subrecipient agreements, providing regular support to subrecipients, and serving as first reviewer on subrecipient payment requests and policies and procedures. Lee County Strategic Resources and Government Affairs (SRGA) Analysts will QA/QC the work completed by HGA, including a review of each payment request and all supporting documentation presented for payment with CDBG-DR funds. Lee County has also established a compliance and monitoring process that teams HGA and SRGA staff to conduct a variety of targeted and broad monitoring reviews for all subrecipients.

### Internal auditing capability

Lee County's Clerk of Court serves as the internal auditor for Lee County Board of County Commissioner Departments, including Strategic Resources and Government Affairs (SRGA). The Inspector General Department's Charter establishes independence of the internal audit activity by a reporting relationship directly to the organization's most senior level; The Lee County Clerk of Circuit Court & Comptroller (LCCC). Specifically, the Chief Internal Audit Officer/Inspector General reports to the LCCC for strategic direction, reinforcement, and accountability. The Charter assures that Internal Auditors have unrestricted access to records and personnel as necessary and are allowed to employ appropriate examining techniques without impediment. Standard 1110 - Organizational Independence. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined





## Applicant Capacity and Experience: Applicant/Subrecipient

approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### Administrative staffing

Lee County's Strategic Resources and Government Affairs team consists of 9 highly skilled administrative positions that hold various roles and responsibilities for the administration of CDBG-DR funds. One grants analyst, supported by the deputy director and assistant county manager, has the responsibility of coordinating with staff augmentation vendors to the management and oversight of public facilities and infrastructure projects. Cross-cutting requirements, such as Davis Bacon, Section 3, ADA, and Civil Rights, are assigned to a separate grants analyst. Environmental review responsibilities are undertaken by an SRGA performance analyst. Each team member collaborates closely to ensure consistent and clear communication regarding project status.

### Monitoring and control of timely expenditure of funds

Lee County's Office of Strategic Resources and Government Affairs (SRGA) is responsible for the administration of the County's CDBG-DR allocation. As part of SRGA's general administration of the grant funding, SRGA has created a Monitoring Manual that guides subrecipient oversight and monitoring. SRGA will follow this manual and provide ongoing administrative oversight of the project as well as monitoring reviews at regular intervals. This manual provides a comprehensive structure for providing oversight and monitoring all CDBG-DR funded programs and subrecipients. Lee County will conduct an initial risk assessment of each subrecipient/subgrantee prior to the execution of the subrecipient agreement. This assessment will identify the conditions within the agreement, and any special training or technical assistance that will need to be provided to the subrecipient/subgrantee. Within 6 months after the execution of the subrecipient agreement, Lee County will conduct a follow-up risk assessment that evaluates the subrecipients' performance within the project. This assessment will help to establish the schedule for monitoring the subrecipient and project. Monitoring will occur at least one time annually, and more frequently if significant risks are identified. Beyond monitoring, the grant manager assigned to this project will hold regular check-ins with each subrecipient/subgrantee to ensure that the project is moving forward and address any technical assistance needs before they become risks or monitoring concerns/findings.

**Describe how the subrecipient will implement Construction, Davis Bacon, and Related Acts and understand project costs must be based on paying laborers and mechanics federal prevailing wages, as published by DOL. The then-current wage rates must be attached to the construction contract and accepted by the general contractor prior to contract execution**



## Applicant Capacity and Experience: Applicant/Subrecipient

Lee County SRGA has designated a Davis Bacon Coordinator who is responsible to ensuring that the County and subrecipients/subgrantees are compliant with DBRA. All federally funded procurement packages will include required information and wage determinations in compliance with DBRA. SRGA's Coordinator or program management staff will review procurement packages from subrecipients/subgrantees to ensure they contain information all required DBRA information, including appropriate and timely wage determinations. Upon execution of contracts with vendors SRGA staff will attend pre-construction meetings to ensure vendors are award of DBRA requirements and wage rates. Subrecipients/subgrantees are responsible for submitting weekly certified payroll reports to Lee County for review. Lee County or their designee will also conduct on-site employee interviews in coordination with subrecipients/subgrantees to ensure compliance with all DBRA requirements. Subrecipients/subgrantees are required to submit quarterly reports regarding DBRA compliance, including any repayment or sanctions undertaken for non-compliance vendors.

**Confirm that the subrecipient will not take any choice limiting actions, including, but not limited to, physical work or activity, may start until environmental clearance is obtained. All prohibitions regarding 'choice limiting actions' will apply, rendering the award void and applicant ineligible for award. Activities with multiple environmental issues which cannot be addressed timely and cost-effectively will cause the award of CDBG-DR Funds to be canceled**

Lee County will not execute subrecipient agreements with any subrecipient/subgrantee prior to the completion of a Part 58 compliant environmental review, and receipt of Authorization to Use Grant Funds from HUD, if applicable. Lee County has and will continue to communicate environmental compliance requirements with subgrantees/subrecipients during all TA and onboarding meetings.

**Explain the applicant/subrecipient's plan to provide OR ensure the subgrantee provides opportunities and training to low and very low-income persons to the greatest extent feasible. These efforts should be, especially focused on recipients of government assistance for housing and to businesses that provide economic opportunities to low and very low-income persons. The applicant/subrecipient should explain how they will comply with Section 3 requirements set forth in 24 CFR Part 75**

Lee County SRGA has designated a Section 3 coordinator who is responsible to ensuring that the County and subrecipients/subgrantees make work and training opportunities available to low- and moderate-income individuals. All federally funded procurement packages include notification regarding Section 3 participation and goals. Additionally, Lee County procurement includes additional points for vendors that are Section 3 or have an adequate Section 3 implementation plan. Lee County ensures that Section 3 employees and businesses are aware of contracting and employment opportunities through distribution of informational materials at local job fairs, and coordination with Lee County's procurement department. Lee County also maintains a list of Section 3 certified business concerns and notifies them of solicitations via email. SRGA's Section 3



## Applicant Capacity and Experience: Applicant/Subrecipient

Coordinator or program management staff will review procurement packages from subrecipients/subgrantees to ensure they contain information regarding Section 3 participation. Subgrantees/subrecipients are also required to document good faith efforts taken to engage Section 3 entities and workers through monthly report submissions.

### **Describe how the subrecipient will take affirmative steps to ensure good faith effort outreach to small, minority, women and veteran-owned business to be included in all solicitation opportunities (procurement of services and goods) and documenting efforts and procurement opportunities**

Lee County SRGA has designated a grants analyst who is responsible to ensuring that the County and subrecipients/subgrantees take affirmative steps to ensure outreach to small, minority, women and veteran-owned businesses (WMBE). All federally funded procurement packages include notification regarding WMBE participation and goals. Additionally, Lee County procurement maintains a list of WMBE certified businesses. These entities are notified of available procurement opportunities via direct email. SRGA's Section 3 Coordinator or program management staff will review procurement packages from subrecipients/subgrantees to ensure they contain information regarding WMBE participation. Subgrantees/subrecipients are also required to document good faith efforts taken to engage WMBE entities through monthly report submissions.

### **Subrecipients must provide their procurement policy documents for analysis**

See Lee County's procurement ordinance at <https://www.leegov.com/bocc/Ordinances/23-21.pdf> CDBG-DR specific procurement policies are available for review within the CDBG-DR Grant Manual. Lee County will also ensure subrecipients and subgrantees procure goods and services in accordance with 2 CFR 200 requirements, and have outlined those procurement requirements within the subrecipient manual available here: <https://cdbgdr.leegov.com/pages/Resources>

### **Subrecipient's ability to Complete Subgrantee Capacity Assessment**

N/A

### **Subrecipient's ability to Complete Subgrantee Risk Assessment**

N/A



**Subrecipient's Ability to Execute a Subgrantee Agreement**

N/A

**Please describe Subrecipient's Plans for Subgrantee Oversight and Monitoring**

N/A



## Applicant Capacity and Experience: Subgrantee

### Subgrantee's Capacity to perform financial management and oversight

N/A

### Subgrantee's Capacity to perform grant management functions as demonstrated through prior experience managing grants with in-house staff or with a grant management consultant

N/A

### Subgrantee's Internal auditing capability

N/A

### Subgrantee's Administrative staffing

N/A

### Subgrantee's Monitoring and control of timely expenditure of funds

N/A

**Describe how the subgrantee will implement Construction, Davis Bacon and Related Acts and understand project costs must be based on paying laborers and mechanics federal prevailing wages, as published by DOL. The then-current wage rates must be attached to the construction contract and accepted by the general contractor prior to contract execution**

N/A



## Applicant Capacity and Experience: Subgrantee

Confirm that the subgrantee will not take any choice limiting actions, including, but not limited to, physical work or activity, may start until environmental clearance is obtained. All prohibitions regarding 'choice limiting actions will apply, rendering the award void and applicant ineligible for award. Activities with multiple environmental issues which cannot be addressed timely and cost-effectively will cause the award of CDBG-DR Funds to be canceled

N/A

Explain the subgrantee's plan to provide opportunities and training to low and very low-income persons to the greatest extent feasible. These efforts should be , especially focused on recipients of government assistance for housing and to businesses that provide economic opportunities to low and very low-income persons. The applicant/subrecipient should explain how they will comply with Section 3 requirements set forth in 24 CFR Part 75

N/A

Describe how the subgrantee will take affirmative steps to ensure good faith effort outreach to small, minority, women and veteran-owned business to be included in all solicitation opportunities (procurement of services and goods) and documenting efforts and procurement opportunities

N/A

Subgrantee's must comply with 2 CFR Part 200 requirements for procurement

N/A

**Timelines of critical tasks to be accomplished for each proposed activity, including a description of the steps you will take to complete the funded activities and describe any dependencies or actions that need to happen before you can start on the activities**

#### 1. Immediate Procurement Process:

- **Procurement Process Initiation:** Upon award, Lee County will immediately initiate the procurement process to hire a general contractor. This step is critical for ensuring that the project begins without delay and follows a structured approach to contractor selection.
- **Soliciting Contractors:** Lee County will solicit bids from qualified contractors, ensuring that the selection process is competitive and transparent.
- **Hiring a General Contractor:** The selection of a general contractor will be based on their experience, qualifications, and ability to meet the project requirements within the specified timeline and budget.

#### 2. Phased Project Completion:

- **Design Phase:** The first phase involves the design of the EMS station and Safe Room. During this phase, detailed architectural and engineering plans will be developed, incorporating FEMA P-361 standards and other relevant codes.
- **Zoning and Permitting:** Concurrently, Lee County will navigate the zoning and permitting process. This includes obtaining necessary approvals from local authorities, ensuring compliance with local building regulations, and addressing any environmental impact assessments.
- **Construction Phase:** Once design and permitting are completed, the construction phase will commence. This phase involves the actual building of the EMS station and Safe Room, adhering to the established plans and standards.

#### 3. Project Timeline:

- **Estimated Duration:** The project is projected to be completed within 24-35 months. This timeline is realistic, considering the complexities involved in the design, permitting, and construction phases.
- **Project Milestones:** Key milestones will be established to monitor progress, including completion of design, obtaining permits, and major construction benchmarks. Regular progress reviews will be conducted to ensure adherence to the timeline.

#### Projected Outcomes:

- **Enhanced Emergency Response:** The completion of the EMS station and Safe Room will significantly enhance emergency response capabilities in Lee County. First responders will have a secure facility to operate from during natural hazard events, ensuring continuous emergency services to the population.
- **Compliance with Standards:** By adhering to FEMA P-361 and ICC-500 standards, the project will provide a facility capable of withstanding extreme weather conditions, thereby protecting the lives of first responders.

· **Improved Safety and Efficiency:** The strategic location of the new facility near main transportation corridors will facilitate faster emergency response times and efficient resource delivery.

**Conclusion:** The proposed implementation plan outlines a clear and structured approach to completing the EMS station and Safe Room project. By immediately initiating the procurement process and following a phased approach to design, permitting, and construction, Lee County is positioned to successfully complete the project within the 24-35 month timeline. The planned facility will greatly enhance the safety and efficiency of emergency response operations in the region.

## Monthly spending plans and proposed draw down schedules

The proposed drawdown schedule is based on an estimated completion time of 24 to 35 months. Using the high-end estimate, the expected drawdown will be \$285,000 each month for the duration of the project.

## Proposed reporting for outcomes achieved

**Summary of Activities:** Description of major activities completed during the month. Key milestones achieved.

**Quantitative Metrics:** Financial expenditures and budget updates. Number of tasks completed vs. planned. Performance metrics related to specific project goals.

**Qualitative Analysis:** Narrative of successes and challenges encountered. Insights on how obstacles were managed or overcome. Client or stakeholder feedback. Adjustments to the project plan if needed.

## Subrecipients plan to ensure the project is timely, draws are completed on time, and reports are complete and accurate

1. **Project Timeliness** Develop a comprehensive work plan with clear milestones and deadlines. Assign specific tasks to team members with defined responsibilities and timelines. Hold weekly or bi-weekly progress meetings to review project status. Address any delays or obstacles promptly, and adjust plans as necessary.

2. **Timely Draws** Establish a drawdown schedule aligned with project milestones and phases. Ensure all necessary documentation and approvals are in place ahead of draw requests. Utilize an efficient financial management system to track expenses and budget. Prepare draw requests in advance, allowing time for review and correction if needed.



3. Complete and Accurate Reporting Use standardized reporting templates to ensure consistency and completeness. Include sections for financial status, progress metrics, and narrative analysis. Implement a verification process to check the accuracy of data before submission. Cross-check financial data, project metrics, and narrative information for consistency.



**Describe the process carried out to determine cost estimations prior to applying**

A budget that was part of a bid package from a contractor for a very similar code plus fire station build in the City of Fort Myers in January of 2021. (See RFQ 0046-19 CMAR Fire Station No 17 - Executed GMP Agreement). Final cost of the 1,776 sq ft safe room is estimated at \$1,244,724 (See Budget Worksheet). The budget in the bid package for Fort Myers was for a 12,000 sq ft code plus fire station. The cost per sq ft for each line item was calculated and 40 percent inflation was calculated into the project cost. The total budget for a code plus station and safe room is \$10,073,441.36. The City of Fort Myers Fire Station 17 is the newest code plus structure to be completed in Lee County.

**Describe additional steps you will take, if approved, to manage costs, change orders, and ensure the project is completed on time and within budget**

Constructing this building to code plus standards exceeds the current building code required by Lee County and meets the FEMA P-361 and State of Florida Risk Category V requirements for essential public facilities. This is the minimum building requirement to house first responders during periods of inclement weather. Constructing a facility meeting these requirements will ensure that first responders are protected from the elements of a storm and that the building withstands storm damage, reducing the cost of repair.

Change orders will be addressed frugally and material will be utilized that meets the specified requirements at the lowest cost possible without compromising the safety and structural components of the building.

**Describe the actions that will be taken to implement the project after construction completion. Describe how the finished project will be maintained and updated**

This project will be subject to a publicly competitive procurement process. As such, details pertaining to the plan and associated cost may change. Additionally, building code requirements may also change prior to the completion of this project. Lee County Public Safety has a long-standing relationship with partner agencies both internal and external that will ensure the successful completion of the proposed project.

**Describe how the project is innovative, based on national best practices, and designed in accordance with an existing evidence-based program**



While safe rooms and code plus structures are not a new concept, the geographic location of these structures is paramount to their operational effectiveness. Locating this structure within the City of Cape Coral ensures that emergency response resources are readily available to respond when conditions permit them to safely do so. Safe room and

code plus projects have been deployed successfully across the United States in numerous jurisdictions. These structures have proven to be extremely valuable for the health and safety of the population served.

### **Subrecipients plan to oversee cost effectiveness and internal controls of the subgrantee**

N/A



**A description of how the subgrantee will coordinate with other planning, community development, and/or recovery or resilience projects and initiatives that are underway**

N/A

**Describe how the subgrantee will coordinate with other partners carrying out related activities and/or projects**

N/A



## A description of the area of the need that will be addressed

Access to emergency medical services is a critical life-safety need for the citizens and visitors of Lee County. The population growth in the City of Cape Coral necessitates the expansion of EMS in the geographic area proposed in this project.

The location of this project is in North-central portion of the City of Cape Coral. The immediate service area for this station is identified in Attachment B – Cape Coral EMS

Base Service Area. During times of disaster, the service area of this station will expand to incorporate the entire City of Cape Coral, Pine Island, and Matlacha. A map denoting the service area is included as Attachment C. Ambulance resources will be moved from traditional locations to the code plus, safe room this project will provide.

This project will also serve a benefit on a county-wide scale as resources and staff from a various locations throughout the county have the potential to be stationed at this location during the course of a disaster. During recovery time periods, the facility may serve as a point of distribution (POD) for basic human needs.

## A description of the intended impact the plan will have on the community and area of high need

The approval and funding of this project will improve access to emergency medical care to the residents and visitors of the City of Cape Coral and throughout Lee County on a 24/7/365 basis. During times of disaster, this facility will serve as a safe haven for first responders and allow for an immediate response once cleared by the EOC.

Emergency healthcare is an essential function of the response and recovery phases of disaster as instances of injury and illness significantly increase during these time periods.

## A description of the intended beneficiaries of the project, including any HUD-defined vulnerable populations and communities who are the intended beneficiaries of the project

This project will benefit all residents and visitors of the City of Cape Coral. Attachment D is a map that depicts the project location and proximity to LMI impact areas. As referenced in Attachment D, this project will serve and protect vulnerable individuals on a 24/7/365 basis. Protecting our population is a high priority and a project built to Risk V and FEMA P-361 Standards will ensure that our responders are kept safe and are ready to respond post disaster.

The applicable census tracts and block groups that are projected to benefit from the project. Census data can be found here: [Low- and Moderate-Income](#)



## Area Data

|   | Census Tract           | Block Group |
|---|------------------------|-------------|
| 1 | 101.01 - 101.05        | 1,2,3,4,5,6 |
| 2 | 102.01 - 102.04        | 1,2,3,4,5,6 |
| 3 | 701.01, 701.02, 702.01 | 1,2,3       |

## The types of entities benefitting from the plan

- ☒ Residents
 ☒ Businesses
- ☒ Local Government
 ☐ Other:

- If "Residents" is selected, list the projected number of beneficiaries and number of LMI beneficiaries who will benefit from the project

|                                |        |
|--------------------------------|--------|
| Total Number of Beneficiaries: | 653665 |
| Total LMI Beneficiaries:       | 58255  |

**The target populations from the table below who will benefit from the project**

- ☒ Populations presumed by HUD to be LMI persons:
  - Abused children
  - Elderly persons (62 and older)
  - Battered spouses
  - Homeless persons
  - Severely disabled adults (as defined by the Census)
  - Illiterate adults
  - Persons living with AIDS
  - Migrant farm workers
- ☒ Vulnerable populations, as defined by HUD in the Consolidated Notice:
  - Groups or communities whose circumstances present barriers to obtaining or understanding information or accessing resources, based on such factors as the following:
    - Geography
    - Markets
    - Prevalent housing stock and tenure
    - History
    - Prejudice
- ☒ Underserved communities, as defined by HUD in the Consolidated Notice:
  - Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life

**A description of the method used to identify the intended beneficiaries of the project if it were implemented**

The location of this project was determined through an analysis of past emergency call volume, emergency vehicle response time, and projected development and growth. Based upon the information gathered during this analysis, and commercially available land, this location was selected. In addition to drive time analysis, a review of flood and evacuation zones were conducted. The location of this parcel and proposed project will serve the residents of the City of Cape Coral and surrounding area with prompt emergency response times.

**A description of the community outreach and engagement that has happened to date, including a description of the stakeholders and approaches to outreach and engagement**

Public Safety has met with the Board of County Commissioners in a public forum to discuss the expansion of EMS services. This parcel and location was among the expansion presented. The public was present and had the opportunity to interact and comment. No opposition was voiced during or after the meeting.



**A description and justification of the proposed costs**

The State of Florida building code requires that essential public facilities be constructed to Risk Category V Standards. Building to meet the requirements of this code increases the cost of construction by approximately 20%. Included in this budget estimate is projected cost of constructing a code plus EMS station with an attached safe room which meets the FEMA P-361 Standards ensuring the first responders are protected during disasters such as hurricanes or tornados.

The presented budget is representative of an itemized code plus construction project which is estimated to the best of our ability without having factors such as surveys, permits, a formal construction design, or contractor retained. Based upon our research, the proposed budget accurately reflects the cost to construct a structure meeting the FEMA and Florida Building Code requirements.

**A description of whether the project will be implemented with applicant staff, vendor support and/or other**

Applicant staff listing has been attached.

**A description of the timeframe, dependencies, and methods for obligating grant funds, and how the applicant plans to ensure funds are spent timely. A description of how the applicant will address and control for dependencies, if applicable**

A financial management system is implemented to track expenditures against the budget. Automated Systems: Use automated systems for managing funds, tracking spending, and generating reports. Regular Audits: Conduct regular internal audits to ensure compliance and identify any issues early. Requirement for monthly financial and progress reports from all subrecipients and contractors.



## Budget Form

| Description                     | CDBG-DR Funds Requested | Leveraged Funds | Project Cost   |
|---------------------------------|-------------------------|-----------------|----------------|
| Activity Delivery Costs         |                         |                 |                |
| Environmental Review Costs      | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |
| File Management                 | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |
| Inspections                     | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |
| Program Administration          | \$446,387.93            | \$0.00          | \$446,387.93   |
| Source of External Funds        | N/A                     |                 |                |
| Construction                    |                         |                 |                |
| Bonding/Insurance               | \$228,026.05            | \$0.00          | \$228,026.05   |
| Source of External Funds        | N/A                     |                 |                |
| Construction Management         | \$5,687,761.90          | \$0.00          | \$5,687,761.90 |
| Source of External Funds        | N/A                     |                 |                |
| Debris Removal                  | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |
| Demolition                      | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |
| Fixtures/Equipment              | \$74,321.32             | \$0.00          | \$74,321.32    |
| Source of External Funds        | N/A                     |                 |                |
| General Contractor              | \$653,916.40            | \$0.00          | \$653,916.40   |
| Source of External Funds        | N/A                     |                 |                |
| Landscaping                     | \$248,584.33            | \$0.00          | \$248,584.33   |
| Source of External Funds        | N/A                     |                 |                |
| Maintenance of Traffic          | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |
| Mobilization                    | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |
| Site Preparation                | \$2,437,137.59          | \$0.00          | \$2,437,137.59 |
| Source of External Funds        | N/A                     |                 |                |
| Planning/Design                 |                         |                 |                |
| Development of Bidding Document | \$0.00                  | \$0.00          | \$0.00         |
| Source of External Funds        | N/A                     |                 |                |



|                          |              |        |              |
|--------------------------|--------------|--------|--------------|
| Drawings/Blueprints      | \$200,662.92 | \$0.00 | \$200,662.92 |
| Source of External Funds | N/A          |        |              |
| Land Acquisition         | \$0.00       | \$0.00 | \$0.00       |
| Source of External Funds | N/A          |        |              |
| Permitting               | \$0.00       | \$0.00 | \$0.00       |
| Source of External Funds | N/A          |        |              |
| Site Plan                | \$0.00       | \$0.00 | \$0.00       |
| Source of External Funds | N/A          |        |              |
| Surveys                  | \$72,680.81  | \$0.00 | \$72,680.81  |
| Source of External Funds | N/A          |        |              |
| Testing                  | \$23,960.71  | \$0.00 | \$23,960.71  |
| Source of External Funds | N/A          |        |              |

### Funding Summary

| CDBG-DR Funds Requested | Leveraged Funds | Project Cost    |
|-------------------------|-----------------|-----------------|
| \$10,073,439.96         | \$0             | \$10,073,439.96 |

## Duplication of Benefits

| Source of Funds   | Amount | Status of Funds |
|---|--------|-----------------|
| FEMA Building Resilient Infrastructure and Communities (BRIC) | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| FEMA Hazard Mitigation Grant Program (HMGP)                   | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| FEMA Public Assistance (PA)                                   | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| Local (Municipal) Funds                                       | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| Other CDBG-DR Funds (from Florida COM)                        | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| Other State Funds   | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| Resilient Florida   | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| US Army Corps of Engineers (USACE)                            | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| US Department of Transportation                               | \$0.00 | N/A             |
| Purpose of Funds:   | N/A    |                 |
| Total   | \$0.00 |                 |

**Describe how the proposed project integrates mitigation measures and strategies to reduce natural hazard risks, including climate-related risks. Mitigation measures include but are not limited to, reducing risks to people and property; public service interruption for members who are most vulnerable to natural and climate-related risks; and/or community lifelines**

## Integration of Mitigation Measures and Strategies

1. Risk Reduction to People and Property: • **Sheltering Capacity:** The proposed facility can shelter 88 emergency medical technicians (EMTs) and paramedics. This capability ensures that first responders are safe during natural disasters, thereby reducing the risk to their lives and ensuring they are available to provide critical services immediately after the event. • **Consolidation of Stations:** Relocating 12 existing EMS stations, which are not FEMA P-361 rated, into a single, safer facility during times of disaster enhances the protection of both personnel and property. This project ensures that all critical personnel and equipment are housed in a structurally sound environment designed to withstand natural disasters.

2. Public Service Interruption for Vulnerable Populations: • **Decreased interruption to EMS Operations:** By providing a secure location for EMS personnel and equipment, the proposed facility mitigates the risk of lengthy service interruptions. During and after a natural disaster, having ready and protected EMS resources ensures that response times are minimized, which is critical for assisting the most vulnerable populations who are disproportionately affected by service interruptions. • **Enhanced Response Readiness:** The facility's design, which includes bays for ambulances and other response equipment, ensures that all necessary tools for emergency response are protected and immediately available post-disaster. This preparedness is crucial for maintaining continuous emergency medical services, particularly for populations that are most in need during such events.

3. Protection of Community Lifelines: • **Emergency Medical Services as a Community Lifeline:** EMS is a fundamental community lifeline, particularly during and after natural disasters. The proposed plan directly supports the resilience of this lifeline by ensuring that EMS personnel and equipment are protected and ready to respond. This reduces the overall impact of disasters on the community and aids in faster recovery. • **Facility Resilience:** Constructing the facility to FEMA P-361 standards (or similar robust standards) for emergency shelters ensures that it can withstand severe weather conditions, thereby preserving a critical part of the emergency response infrastructure. This resilience is essential for maintaining the continuity of operations that are vital for public safety and community recovery.

**Conclusion** The proposed plan effectively integrates mitigation measures and strategies aimed at reducing natural hazard risks, including climate-related risks. By focusing on the protection and readiness of emergency medical services, the plan addresses key areas such as risk reduction to people and property, minimizing service interruptions for vulnerable populations, and maintaining critical community lifelines. This holistic approach ensures that EMS can continue to operate efficiently and effectively, even in the face of severe natural disasters, thereby enhancing the overall resilience of Lee County.

## Identify the risks or hazards being reduced and the impacts that those hazards have on people and property

**Pre-Disaster Risks:**

- **Stress-Related Medical Emergencies:** The stress of preparation activities can lead to acute medical conditions such as heart attacks or strokes.
- **Traumatic Injuries:** Activities like boarding up windows or making last-minute repairs increase the likelihood of falls, lacerations, and muscle strains.

**During the Disaster:**

- **Suspension of Services:** Adverse conditions during a storm can necessitate the suspension of emergency services until it is safe to operate.
- **Immediate Response Needs:** Post-storm conditions often lead to a backlog of emergency calls, requiring immediate attention to injuries, rescues, and medical emergencies.

**Post-Disaster Risks:**

- **Injuries from Debris Clearing:** Post-storm activities, such as clearing debris, can result in additional injuries.

### 2. Impacts on People and Property:

**Impact on People:**

- **Increased Medical Emergencies:** The lead-up to a disaster can see a spike in medical emergencies due to stress and physical activity. Post-disaster, the need for emergency medical services is critical to address injuries and illnesses that arise from storm-related activities.
- **Delay in Emergency Response:** The temporary suspension of services and subsequent backlog can delay critical medical interventions, potentially leading to worsened health outcomes or fatalities.

**Impact on Property:**

- **Structural Damages:** Boarding up and repairing structures might cause injuries, leading to additional personal and property damages if accidents occur.
- **Secondary Damages:** Inadequate response readiness can exacerbate property damage, as timely rescue and intervention services are crucial in mitigating further harm during and after a disaster.

### 3. Mitigation Measures in the Proposed Project:

**Facility Construction:**

- **FEMA P-361 Standards:** Ensuring the facility is built to these standards guarantees it can withstand severe weather conditions, safeguarding both personnel and equipment.
- **Critical Infrastructure:** The inclusion of a generator, fuel supplies, and a secondary water source enables the facility to function autonomously for up to 72 hours, ensuring continuous operation during and after a disaster.

**Operational Benefits:**

- **Safe Housing for Responders:** The proposed project provides a secure location for first responders, ensuring they are protected and ready to respond immediately after the disaster.
- **Reduction in Response Time:** By having responders and equipment housed safely and ready to deploy, the project reduces the time required to resume services post-disaster, thereby minimizing the impact on human health and property.

**Conclusion** The proposed plan effectively identifies key risks and hazards associated with natural disasters, including both pre-disaster and post-disaster phases. The impacts of these hazards on people and property are clearly outlined, emphasizing the increased medical emergencies and injuries that occur before, during, and after such events. The mitigation measures proposed, such as constructing the facility to FEMA P-361 standards and ensuring it is self-sustaining for 72 hours, directly address these risks by providing a secure, ready-to-respond base for emergency services. This approach enhances the

community's resilience and ensures that critical emergency medical services are available when needed most.

**Describe the value of the proposed project to the community. Describe the anticipated short-term impacts during normal circumstances, as well as how the project will enhance resilience in the long term and during extreme events. Description should include qualitative or quantitative data**

## Short-Term Impacts During Normal Circumstances

1. Enhanced Response Times: • Proximity to Residents: By adding a new facility, Lee County can strategically position emergency resources closer to residents, particularly in the City of Cape Coral. This results in faster response times for medical emergencies during normal operations. • Centralized Coordination: The consolidation of services in a robust, central location enhances the coordination of EMS efforts, potentially leading to more efficient deployment of resources across the county.

2. Increased Capacity: • Housing First Responders and Equipment: The facility will house up to 88 first responders and 13 emergency response apparatus and equipment, ensuring that a significant portion of the county's emergency response capabilities are well-maintained and readily accessible.

## Long-Term Resilience and Impact During Extreme Events

1. Enhanced Disaster Response: • Improved Readiness: The facility is designed to withstand extreme weather conditions, such as major hurricanes. This ensures that first responders and their equipment are protected and ready to deploy immediately after a disaster, enhancing the overall disaster response capabilities of Lee County. • Sustained Operations: Built to FEMA P-361 standards, the facility will include critical infrastructure such as a generator, fuel supplies, and a secondary water source, enabling it to function autonomously for up to 72 hours. This ensures continuous operation during and after a disaster, reducing downtime and improving service availability.

2. Community Protection and Safety: • Safety of First Responders: By providing a secure shelter for up to 88 first responders, the facility ensures that essential personnel are safe, well-rested, and prepared to serve the community immediately after a disaster. • Preservation of Equipment: Housing 13 emergency response vehicles and related equipment within a protected facility reduces the risk of damage to these critical assets, ensuring they are operational when needed most.

3. Quantitative and Qualitative Benefits: • Faster Response Times Post Disaster: Quantitatively, the reduction in response times will decrease, particularly post-disaster. Ambulances will be stationed within the City of Cape Coral versus positioning these assets East of I-75. • Qualitative Community Assurance: Qualitatively, the presence of a robust, disaster-resistant EMS facility provides peace of mind to residents, knowing that emergency services will be reliably available even during severe weather events. This enhances community trust and confidence in the county's emergency preparedness.

**Conclusion** The proposed plan significantly enhances both the short-term and long-term resilience of emergency medical services in Lee County. In normal circumstances, it improves response times and coordination, benefiting residents by providing quicker and more efficient emergency care. During extreme events, the facility ensures the protection and readiness of first responders and equipment, thereby safeguarding the community's access to critical emergency services. This dual benefit underscores the facility's value, enhancing the overall safety and well-being of the community through improved

emergency preparedness and response capabilities.





Application Certification

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and that the application and all support documentation has been duly authorized by the governing body of the applicant. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

- ▶ Authorized Organization Representative Name: Christine Brady
- ▶ Authorized Submitter Representative Name: Benjamin Abes
- ▶ Authorized Submitter Representative Title: Director, Public Safety
- ▶ Certification Date: 05/24/2024
- ▶ Authorized Submitter Representative Signature: Benjamin Abes
- ▶ Authorized Submitter Representative IP Address: 208.89.76.203

**EXHIBIT G****CERTIFICATE(S) OF INSURANCE**

The information provided under this Exhibit is retrieved from the Subrecipient Agreement or the Subrecipient's approved application in response to the *Public Facilities Infrastructure NOFA*. In coordination and agreement with the Subrecipient, the County will utilize the information below to confirm that the Subrecipient has sufficient coverage against personal, commercial, or any other liability regarding the spending of CDBG-DR dollars. Subrecipients will work with the County to ensure any edits and amendments to this Exhibit are subsequently updated, reviewed, and/or approved within the System of Record when necessary.

**Certificate(s) of Insurance** The Subrecipient has provided the following documentation below in an effort to confirm sufficient coverage is in place

(1) Workers' Compensation Coverage

Certificate of Insurance for this insurance policy has been received and all annual renewals for this policy will be collected and maintained by Lee County throughout the duration of the Agreement. Certificates of Insurance are stored in VistaTRAK in Subrecipient Management >General Items; Organization Information: Certificates of Insurance line item.

(2) Commercial General Liability

Certificate of Insurance for this insurance policy has been received and all annual renewals for this policy will be collected and maintained by Lee County throughout the duration of the Agreement. Certificates of Insurance are stored in VistaTRAK in Subrecipient Management >General Items; Organization Information: Certificates of Insurance line item.

(3) Business Auto Liability

Certificate of Insurance for this insurance policy has been received and all annual renewals for this policy will be collected and maintained by Lee County throughout the duration of the Agreement. Certificates of Insurance are stored in VistaTRAK in Subrecipient Management >General Items; Organization Information: Certificates of Insurance line item.

(4) Directors & Officers Liability

Certificate of Insurance for this insurance policy has been received and all annual renewals for this policy will be collected and maintained by Lee County throughout the duration of the Agreement. Certificates of Insurance are stored in VistaTRAK in

Subrecipient Management >General Items; Organization Information: Certificates of Insurance line item.

(5) Fidelity Bonding

Certificate of Insurance for this insurance policy has been received and all annual renewals for this policy will be collected and maintained by Lee County throughout the duration of the Agreement. Certificates of Insurance are stored in VistaTRAK in Subrecipient Management >General Items; Organization Information: Certificates of Insurance line item.

**EXHIBIT H (SIGNATURE REQUIRED)****CERTIFICATIONS**  
**CDBG-DR COMPLIANCE PROVISIONS**  
*Housing and Infrastructure*

This Exhibit to the Community Development Block Grant Disaster Recovery ("CDBG-DR") Program Subrecipient Agreement contains supplementary compliance conditions for use with procured contracts and subrecipient agreements that are funded in whole or in part by the U.S. Department of Housing and Urban Development ("HUD") under Title I of the Housing and Community Development Act of 1974 (Pub. L. 93-383) as amended.

This Exhibit shall be included as part of the terms of the Agreement for all procured contracts and subrecipient agreements funded fully or in part by the CDBG-DR Program by Lee County and the selected contractor or subrecipient.

By signing this Exhibit, the Subrecipient certifies they understand that all the below compliance provisions will apply to all projects that are awarded CDBG-DR funds.

**1. NATIONAL OBJECTIVES**

In accordance with [24 CFR 570.208](#), Section 104(b)(3) of the Housing and Community Development Act of 1974, all CDBG-DR funded activities must meet a National Objective. Under Section 101(c) of the authorizing Act (42 U.S.C. 5301), all CDBG-DR Activities must satisfy one of the named National Objectives.

1. Benefit to Low-to-Moderate Income Persons (LMI)
2. Urgent Need (UN)
3. Elimination of Slum and Blight (SB)

Upon completion of approved activity(ies) funded under this Agreement and prior to the funding expiration date of this Agreement, whichever comes first, the Subrecipient must document that the approved activity(ies) met the approved National Objective, as necessary.

For Subrecipients with a National Objective requirement, the County shall review the actual National Objective achievements of the activity. If the Subrecipient does not or cannot satisfactorily document the National Objective achievement of an approved activity(ies), the activity(ies) may be deemed ineligible, and repayment of funds may be required of the Subrecipient.

## **2. DUPLICATION OF BENEFITS**

A Duplication of Benefits (DOB) occurs when a person, household, business, or other entity receives disaster assistance from multiple sources for a cumulative amount that exceeds the total need for a particular recovery purpose. The amount of the duplication is the amount of assistance provided in excess of the total need for the same purpose. It is the County's responsibility to ensure that CDBG-DR programs provide assistance only to the extent that the disaster recovery need has not been fully met by funds that have already been paid, or will be paid, from another source.

The Subrecipient or Contractor must report all funds obtained for the same activity from any source from the date of the disaster until the activity is completed.

The Subrecipient or Contractor agrees to repay to the County, immediately upon demand, any assistance later received for the same purpose as the CDBG-DR funds and that exceeds the total need for the particular recovery purpose.

- a. **CDBG-DR Funds as Match (Infrastructure)**: When applicable and approved by the County, Subrecipients may use grant funds to satisfy a match requirement, share, or contribution for any other Federal program when used to carry out an eligible CDBG-DR activity. This includes programs or activities administered by the Federal Emergency Management Agency (FEMA) or U.S. Army Corps of Engineers (USACE). By law, only \$250,000 or less of CDBG-DR funds may be used for the non-Federal cost-share of any project funded by USACE. Furthermore, Appropriations acts prohibit the use of CDBG-DR funds for any activity reimbursable by, or which funds are also made available by, FEMA or USACE.

For all match activities, Subrecipients must document that CDBG-DR funds have been used for the actual costs incurred for the assisted project and for costs that are eligible, meet a national objective, and meet other applicable CDBG requirements.

## **3. EQUAL EMPLOYMENT OPPORTUNITY**

The obligations undertaken by the Subrecipient or Contractor include, but are not limited to, the obligation to comply with all Federal laws and regulations described in Subpart K of 24 CFR Part 570 and specifically with each of the following, among other things, as the same may be amended from time to time:

- a. **Title VI of the Civil Rights Act of 1964**: This act provides that no person shall

be excluded from participation, denied program benefits, or subject to discrimination based on race, color, and/or national origin under any program or activity receiving Federal financial assistance.

- b. **Title VII of the Civil Rights Act of 1968 (The Fair Housing Act)**: This act prohibits discrimination in housing on the basis of race, color, religion, sex and/or national origin. This law also requires actions which affirmatively promote fair housing.
- c. **Restoration Act of 1987**: This act restores the broad scope of coverage and clarifies the application of the Civil Rights Act of 1964. It also specifies that an institution which receives Federal financial assistance is prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability or age in a program or activity which does not directly benefit from such assistance.
- d. **Section 109 of Title 1 of the Housing and Community Development Act of 1974 [42 U.S.C. 5309]**: This Section of Title 1 provides that no person shall be excluded from participation (including employment), denied program benefits, or subject to discrimination on the basis of race, color, national origin, or sex under any program or activity funded in whole or in part under Title 1 of the Act.
- e. **The Fair Housing Amendment Act of 1988**: This act amended the original Fair Housing Act to provide for the protection of families with children and people with disabilities, strengthen punishment for acts of housing discrimination, expand the Justice Department jurisdiction to bring suit on behalf of victims in federal district courts, and create an exemption to the provisions barring discrimination on the basis of familial status for those housing developments that qualify as housing for persons age 55 or older.
- f. **The Age Discrimination Act of 1975**: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination on the basis of age under any program or activity receiving federal funding assistance. Effective January 1987, the age cap of 70 was deleted from the laws. Federal law preempts any State law currently in effect on the same topic.
- g. **Section 504 of the Rehabilitation Act of 1973**: It is unlawful to discriminate based on disability in Federally assisted programs. This Section provides that no otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funding assistance.
- h. **The Americans with Disabilities Act of 1990 (ADA)**: This act modifies and expands the Rehabilitation Act of 1973 to prohibit discrimination against "a

qualified individual with a disability" in employment and public accommodations. The ADA requires that an individual with a physical or mental impairment who is otherwise qualified to perform the essential functions of a job, with or without reasonable accommodation, be afforded equal employment opportunity in all phases of employment.

- i. **Executive Order 11063**: This executive order provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in housing and related facilities provided with Federal assistance and lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the Federal government.
- j. **Executive Order 12259**: This executive order provides that the administration of all Federal programs and activities relating to housing and urban development be carried out in a manner to further housing opportunities throughout the United States.
- k. **The Equal Employment Opportunity Act**: This act empowers the Equal Employment Opportunity Commission (EEOC) to bring civil action in Federal court against private sector employers after the EEOC has investigated the charge, found "probable cause" of discrimination, and failed to obtain a conciliation agreement acceptable to the EEOC. It also brings Federal, state, and local governments under the Civil Rights Act of 1964.
- l. **The Uniform Guidelines on Employee Selection Procedures adopted by the Equal Employment Opportunity Commission in 1978**: This manual applies to employee selection procedures in the areas of hiring, retention, promotion, transfer, demotion, dismissal, and referral. It is designed to assist employers, labor organizations, employment agencies, licensing, and certification boards in complying with the requirements of Federal laws prohibiting discriminatory employment.
- m. **The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002)**: This act was passed to ensure equal employment opportunity for qualified disabled veterans and veterans of the Vietnam War. Affirmative action is required in the hiring and promotion of veterans.
- n. **Executive Order 11246**: This executive order applies to all Federally assisted construction contracts and subcontracts. It provides that no person shall be discriminated against on the basis of race

#### 4. **CERTIFICATION OF NONSEGREGATED FACILITIES**

(applicable to contracts and subcontracts over \$10,000)

The Subrecipient or Contractor and its subcontractor(s) certifies that the entity does not maintain or permit employees to perform their services at any location where segregated facilities are maintained. The Subrecipient or Contractor certifies further that it shall not maintain or provide for employees any segregated facilities at any of its establishments and will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The Subrecipient or Contractor and its subcontractor(s) agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The Subrecipient or Contractor further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in project files; and will provide notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

## **5. ENVIRONMENTAL PROTECTION AND ACTS**

- a. **National Environmental Protection Act (NEPA):** All Federally funded activities are subject to the National Environmental Policy Act of 1969 (NEPA) and its regulations under 40 CFR 1500 – 1508. Additionally, [24 CFR 58.22](#) prohibits committing or spending HUD or non-HUD funds on any activity that could have an adverse environmental impact or limit the choice of reasonable alternatives prior to completion of an environment review once a project has Federal funding, in full or in part. This prohibition on "choice-limiting actions" prohibits physical activity, including acquisition, rehabilitation, and construction, as well as contracting for or committing to any of these actions, prior to completion of the environmental review. Awarded activities must have completed an environmental review to demonstrate compliance with NEPA, as well as 24 CFR 58.
- b. **Clean Air and Water Acts:** *(applicable to contracts and subcontracts exceeding \$100,000)* The Subrecipient or Contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.



- c. **Flood Disaster Protection:** The Subrecipient or Contractor shall comply with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001). The Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, that flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).
- d. **Energy Efficiency:** The Subrecipient or Contractor shall comply with mandatory standards and policies relating to energy efficiency under the Energy Policy and Conservation Act (Public Law 94-163).
- e. **Procurement of Recovered Materials:** Per 2 CFR 200.323, if a subrecipient is a state agency or an agency of a political subdivision of a state, it and its contractors, must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

## 6. **CONSTRUCTION STANDARDS**

While the following Construction Standards requirements are called out below, the Subrecipient also certifies and acknowledges that it has read and complies with all requirements as noted within the *CDBG-DR Construction Standards Procedure* for Housing Programs and applicable program guidelines.

- a. **Green and Resilient Building Standards in Housing:** All new construction or rehabilitation of residential structures must meet an industry-recognized standard that has achieved certification under (i) Enterprise Green Communities; (ii) LEED (New Construction, Homes, Midrise, Existing Buildings Operations and Maintenance, or Neighborhood Development); (iii) ICC-700 National Green Building Standard Green+ Resilience; (iv) Living Building Challenge; or (v) any other equivalent comprehensive green building program acceptable to HUD. Additionally, all such covered construction must achieve a minimum energy efficiency standard, such as (i) ENERGY STAR (Certified Homes or Multifamily High-Rise); (ii) DOE Zero Energy Ready Home; (iii) EarthCraft House, EarthCraft Multifamily; (iv) Passive House Institute Passive Building or EnerPHit certification

from the Passive House Institute US (PHIUS), International Passive House Association; (v) Greenpoint Rated New Home, Greenpoint Rated Existing Home (Whole House or Whole Building label); (vi) Earth Advantage New Homes; or (vii) any other equivalent energy efficiency standard acceptable to HUD

- b. **Rehabilitation of Nonsubstantially Damaged Residential Buildings (Housing):** Per Federal Register Notice 88 FR 32046, for rehabilitation other than the rehabilitation of substantially damaged residential buildings described in 6.a. above, the Subrecipient must follow the guidelines specified in the HUD CPD Green Building Retrofit Checklist.

Subrecipients must apply these guidelines to the extent applicable for the rehabilitation work undertaken, for example, the use of mold resistant products when replacing surfaces such as drywall. Products and appliances replaced as part of the rehabilitation work must be ENERGY STAR-labeled, WaterSense-labeled, or Federal Energy Management Program (FEMP)-designated products or appliances.

- c. **Broadband Infrastructure in Housing:** Per Federal Register Notice 88 FR 32046, any substantial rehabilitation, as defined by 24 CFR 5.100, reconstruction, or new construction of a building with more than four units must include installation of broadband infrastructure.

- d. **Elevation Standards (Housing and Infrastructure):**

- i. ***Housing:*** All new construction or rehabilitation of residential structures and located in the one percent annual chance (or 100-year) floodplain must be elevated at least two feet above the base flood elevation.
  - ii. ***Mixed-use and Non Residential:*** Non-residential structures and infrastructure must be elevated or floodproofed, in accordance with FEMA floodproofing standards at 44 CFR 60.3(c)(3)(ii) or successor standard, up to at least two feet above base flood elevation.
  - iii. ***Critical Actions:*** Structures and services defined at 24 CFR 55.2(b)(3) and within the 500-year (or 0.2 percent annual chance) floodplain must be elevated or floodproofed (in accordance with FEMA floodproofing standards at 44 CFR 60.3(c)(2-3) or successor standard) to the higher of the 500-year floodplain elevation or three feet above the 100-year floodplain elevation.
- e. **Planning and Design (Infrastructure):** All newly constructed infrastructure that is assisted with CDBG-DR funds must be designed and constructed to withstand extreme weather events and the impacts of climate change. To satisfy this requirement, the Subrecipient is required to provide resilience performance metrics as identified by the County.

- f. **Flood Control Structures (Infrastructure and Non-Residential Structures):**

Subrecipients that use CDBG-DR funds to assist flood control structures (i.e., dams and levees) are prohibited from using CDBG-DR funds to enlarge a dam or levee beyond the original footprint of the structure that existed before the disaster event, without obtaining approval from the County, HUD, and any Federal agencies that HUD determines are necessary based on their involvement or potential involvement with the levee or dam. Additional requirements and approval steps are outlined under Federal Register Notice guidance at 88 FR 32046.

## **7. AFFORDABILITY PERIOD REQUIREMENTS (HOUSING)**

While the following minimum affordability period requirements are called out below, the Subrecipient also certifies and acknowledges that it has read and complies with all requirements as noted within the applicable program guidelines regarding affordability period requirements.

- a. **New Construction and Rehabilitation of Affordable Rental Housing:** To meet the LMI housing national objective, a Subrecipient who implements rental housing activities that will result in the new construction or rehabilitation of five or more units, assisted with CDBG-DR funds, must rent to LMI households at affordable rents as described within the *Lee County Action Plan for CDBG-DR Funds*. Furthermore, the minimum timeframes, enforceability, and other related requirements acceptable for compliance can be found under the HOME Investment Partnerships Program (HOME) requirements at 24 CFR 92.252(e), including the table listing the affordability periods at the of 24 CFR 92.252(e). The County has adopted these requirements and spells out affordability restriction enforcement and minimum affordability periods within the respective program guidelines, which Subrecipients are required to follow, where applicable.
- b. **New Construction of Homes Built for LMI Households:** For Subrecipients who implement activities where there is a construction of new single-family units (four units or less) for homeownership that will meet the LMI housing national objective criteria, the County has set affordability restrictions, which follow minimum affordability period and enforcements mechanisms of the HOME requirements set at 24 CFR 92.254(a)(4). Subrecipients whose activities are applicable to these requirements must follow the County's respective program guidelines regarding affordability restrictions, resale or recapture requirements, affordability period requirements, and all other requirements prescribed under the applicable guidelines regarding affordability.

## **8. CONTRACTING WITH SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISES, VETERAN OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS**

The Subrecipient or Contractor will take necessary affirmative steps to assure that minority firms, women's business enterprises, veteran owned businesses, and labor

surplus area firms are used in subcontracting when possible. Steps include:

- a. Placing qualified small and minority businesses, veteran owned businesses, and women's business enterprises on solicitation lists:
- b. Assuring that small and minority businesses, and women's and veteran's business enterprises are solicited whenever they are potential sources:
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, veteran owned, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, veteran owned businesses, and women's business enterprises; and
- e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

## **9. POLITICAL ACTIVITY**

The Subrecipient or Contractor will comply with the provisions of the Hatch Act (5 U.S.C. 1501 et seq.), which limits the political activity of employees.

## **10. LOBBYING PROHIBITION AND BYRD ANTI-LOBBYING AMENDMENT**

The Subrecipient is prohibited from using contracted funds for the following purposes: (1) political activities; (2) lobbying; (3) political patronage; (4) nepotism activities; and (5) inherently religious activities such as worship, religious instruction, or proselytization. The Subrecipient will also comply with Chapter 216.347, Florida Statutes, which prohibits the expenditure of Agreement funds for the purpose of lobbying the legislature, state or county agencies.

Additionally and in accordance with 24 CFR 87, the Subrecipient certifies that it will not use CDBG-DR funds received from the County to directly or indirectly influence legislation or any other official action by the Florida legislature, any state agency, or other local government and county (BOCC) business, including through the use of Federal appropriated funds being paid to any person for influencing or attempting to influence an office or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative agreement. If the County and/or the Subrecipient suspects such action of occurring, the County reserves the right to request that the Subrecipient disclose and certify such activities in accordance with reporting requirements noted within the Agreement.

The Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) requires that 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.

The Contractor certifies, to the best of his or her knowledge and belief that:

- 1) No Federally appropriated funds have been paid or will be paid by, or on behalf of, the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

## **11. DEBARMENT AND SUSPENSION**

A contract award ([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).

By executing this Agreement or contract, the Subrecipient or Contractor verifies and affirms that it has not been suspended or debarred from participating in or receiving federal government contracts, subcontracts, loans, grants or other assistance programs and will not enter into contracts with any entity that has been suspended or debarred from federal contract work.

## **12. CONFLICT OF INTEREST**

No officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Subrecipient or Contractor shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.

No member of, or delegate to, Congress, or any Resident Commissioner, shall be admitted to any share or part of any contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to any contract if made with a corporation for its general benefit.

### **13. DOMESTIC PREFERENCES FOR PROCUREMENTS**

Per [2 CFR 200.322](#), as appropriate and to the extent consistent with law, the subrecipient should, to the greatest extent practicable under a Federal award, 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). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For purposes of this section: (1) "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. (2) "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; or aggregates such as concrete; glass, including optical fiber; and lumber.

### **14. DAVIS-BACON AND RELATED LABOR STANDARD ACTS**

- a. **Davis Bacon Act:** Subrecipient or Contractor shall comply with the Davis Bacon Act (40 U.S.C. §§ 31413148) and 29 CFR Subtitle A, Parts 1, 3 and 5, as applicable, to construction, alteration, and repair contracts over \$2,000.00.
- b. **AntiKickback Act of 1986:** Subrecipient or Contractor shall ensure that all contracts comply with the AntiKickback Act of 1986 (41 U.S.C. §§ 5158) that prohibits attempted as well as completed "kickbacks," which include any money, fees, commission, credit, gift, gratuity, thing of value, or compensation of any kind.
- c. **Contract Work Hours and Safety Standards Act of 1962:** Subrecipient or Contractor shall ensure all contracts comply with the Contract Work Hours and Safety Standards Act of 1962 (40 U.S.C. § 3702) which requires that workers

receive overtime compensation at a rate of one and one-half (1-1/2) times their regular hourly wage after they have worked forty (40) hours in one week.

- d. For the purposes of this requirement "construction work" includes, but is not limited to, rehabilitation, alteration, demolition, installation or repair done under contract and paid for, in whole or in part, through this agreement or contract. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "construction contract").
- e. Subrecipient or Contractor shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the County for review upon request.

### **15. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968**

The work to be performed under this contract may be subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3), and implementing regulation at [24 CFR, Part 75](#). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The responsibilities outlined in 24 CFR Part 75.19 include:

- a. Implementing procedures designed to notify Section 3 workers about training and employment opportunities generated by Section 3 covered assistance and Section 3 business concerns about contracting opportunities generated by Section 3 covered assistance.
- b. Notifying potential Contractors for Section 3 covered projects of the requirements of Part 75, Subpart C and incorporating the Section 3 clause set forth below in all solicitations and contracts in excess of \$100,000 as required at 24 CFR 75.27.

#### **Section 3 Clause**

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR. Part 75, which implements Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.

The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75 and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.

The contractor acknowledges that subrecipients, contractors, and subcontractors are required to meet the employment, training, and contraction requirements of 24 CFR 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.

The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.

Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.



The contractor agrees to submit, and shall require its subcontractors to submit to them, annual reports detailing the total number of labor hours worked on the Section 3 Project, the total number of labor hours worked by Section 3 Workers, and the total number of hours worked by Targeted Section 3 Workers, and any affirmative efforts made during the quarter to direct hiring efforts to low- and very low-income persons, particularly persons who are Section 3 workers and Targeted Section 3 workers.

- c. Facilitating the training and employment of Section 3 workers and the award of contracts to Section 3 business concerns by undertaking activities such as described in Section 75.25(b), as appropriate, to reach the goals set forth in Section 75.23 and in Federal Register Vol. 85, No. 189, page 60909, until superseded by HUD in a subsequent publication. As of September 29, 2020, the minimum Section 3 benchmark is twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.
- d. Documenting actions taken to comply with the foregoing requirements, the results of those actions taken and impediments, if any.

**16. UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY  
ACQUISITION POLICIES ACT OF 1970, AS AMENDED (42 U.S.C. 4601 et  
seq.) – “URA”**

The Subrecipient understands that activities and projects it undertakes with CDBG–DR funds may be subject to the URA at 49 CFR Part 24, section 104(d) of the HCDA (42 U.S.C. 5304(d)), and CDBG program requirements related to displacement, relocation, acquisition, and replacement of housing, except as modified by waivers and alternative requirements provided in Federal Register Notices 88 FR 3198 and 88 FR 32046. In such Notices, HUD waived or provided alternative requirements for the purpose of promoting the availability of decent, safe, and sanitary housing with respect to the use of CDBG–DR funds allocated under the Consolidated Notice.

Subrecipients are required to adopt the County’s Residential Anti-Displacement and Relocation Assistance Plan or establish separate optional relocation policies prior to undertaking any activity assisted with CDBG-DR funding which involves relocation. The written policy must be available to the public, describe the relocation assistance that the Subrecipient has elected to provide, and provide for equal relocation assistance within each class of displaced persons according to 24 CFR 570.606(d).

In the event of displacement because of a federally funded award, Subrecipients must comply with the URA, for any household, regardless of income, which is involuntarily and permanently displaced, and to comply with Section 104(d). The County also provides notice to Subrecipients that any demolition or disposition of public housing is

subject to Section 18 of United States Housing Act of 1937, as amended, and 24 CFR Part 970.

**17. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.**

Per [2 CFR 200.216](#), Recipients and subrecipients are prohibited from obligating or expending loan or grant 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 use 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 117–328, section 208, subsection (a), covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). 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, is prohibited.

**18. AGREEMENTS BETWEEN SUBRECIPIENTS AND CONTRACTORS**

- a. The Subrecipient shall not enter into any agreement, written or oral, with any contractor or other party without the prior determination that the contractor or other party is eligible to receive federal funds and is not listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible contractors.

The terms “other party” is defined as public or private nonprofit agencies or organizations and certain (limited) private for-profit entities who receive grant funds from a Subrecipient to undertake Approved Activities.

- b. An agreement between the Subrecipient and any contractor or other party shall require:
- 1) Compliance with all State and Federal requirements described in this Agreement including, without limitation, those that pertain to labor standards, nondiscrimination, Americans with Disabilities Act, Equal Employment Opportunity and Drug Free Workplace, and prevailing wages.
  - 2) Maintenance of at least the minimum State required Workers' Compensation Insurance for those employees who will perform the Approved Activities.

- 3) Maintenance, as required by law, of unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the contractor, or any subcontractor, in performing the Approved Activities.
- 4) Compliance with the applicable Equal Opportunity Requirements described in Section 3 of this Exhibit.

**c. Contractors shall:**

- 1) Perform Activities in accordance with Federal, state, and local regulations, as applicable.

**19. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

If a Federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the Subrecipient or Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance, the Subrecipient or Contractor must comply with 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 regulation issued by the awarding agency.

**20. PATENTS**

- a. The Subrecipient or Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract including its use by the Owner, unless otherwise specifically stipulated in the Contract Document.
- b. License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the Owner of the project must be reasonable, and paid to the holder of the patent, or his authorized license, direct by the Owner and not by or through the Subrecipient or Contractor.
- c. If the Subrecipient or Contractor uses any design device or materials covered by letters, patents or copyrights, he shall provide for such use by suitable agreement with the owner of such patented or copyrighted design device or material. It is mutually agreed and understood that without exception the contract prices shall include all royalties or costs arising from the use of such design, device, or materials, in any way involved in the work. The Subrecipient or Contractor and/or

his Sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device, materials, or any trademark or copy-right in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense, or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## **21. COPYRIGHT**

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to the Subrecipient or Contractor for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner.

## **22. DRUG-FREE WORKPLACE ACT OF 1988**

- a. Publish and give a policy statement to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the covered workplace and specifying the actions that will be taken against employees who violate the policy.
- b. Establish a drug-free awareness program to make employees aware of a) the dangers of drug abuse in the workplace; b) the policy of maintaining a drug-free workplace; c) any available drug counseling, rehabilitation, and employee assistance programs; and d) the penalties that may be imposed upon employees for drug abuse violations.
- c. Notify employees that as a condition of employment on a Federal contract or grant, the employee must a) abide by the terms of the policy statement; and b) notify the employer, within 5 calendar days, if he or she is convicted of a criminal drug violation in the workplace.
- d. Notify the contracting or granting agency within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
- e. Impose a penalty on or require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted of a reportable workplace drug conviction.
- f. Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the act.

**23. EMPLOYMENT ELIGIBILITY VERIFICATION SYSTEM (E-VERIFY)**

Subrecipients must certify that they will verify employment eligibility of all new employees hired during the Agreement term through the U.S. Department of Homeland Security's E-Verify system.

Section 448.095, F.S., requires the following:

1. Every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
  2. A private employer shall, after making an offer of employment which has been accepted by a person, verify such person's employment eligibility. A private employer is not required to verify the employment eligibility of a continuing employee hired before January 1, 2021. However, if a person is a contract employee retained by a private employer, the private employer must verify the employee's employment eligibility upon the renewal or extension of his or her contract
- a. E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to the employer to use E-Verify. The Department of Homeland Security's E-Verify system can be found at: <https://www.e-verify.gov/>.
  - b. If the subrecipient or its contractors, consultants, or subrecipients, does not use E-Verify, they shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the Effective Date of the Subrecipient Agreement.

**24. SPECIAL CONDITIONS PERTAINING TO HAZARDS, SAFETY STANDARDS, AND ACCIDENT PREVENTION**

- a. Use of Explosives: When the use of explosives is necessary for the prosecution of the work, the contractor shall observe all local, state, and Federal laws in purchasing and handling explosives. The contractor shall take all necessary precautions to protect completed work, neighboring property, water lines, or other underground structures. Where there is danger to structures or property from blasting, the charges shall be reduced, and the material shall be covered with suitable timber, steel, or rope mats.
- b. The contractor shall notify all owners of public utility property of intention to use explosives at least 8 hours before blasting is done close to such property. Any

supervision or direction of use of explosives by the engineer does not in any way reduce the responsibility of the contractor or his Surety for damages that may be caused by such use.

- c. Danger Signals and Safety Devices: The contractor shall make all necessary precautions to guard against damages to property and injury to persons. The contractor shall put up and maintain in good condition, sufficient red or warning lights at night, suitable barricades, and other devices necessary to protect the public.
- d. Protection of Lives and Health: The contractor shall exercise proper precautions at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the worksite, which occur as a result of prosecution of the work. The safety provisions of applicable laws and building and construction codes, in addition to specific safety and health regulations described by Chapter XIII, Bureau of Labor Standards, Department of Labor, Part 1518, Safety and Health Regulations for Construction, as outlined in the Federal Register, Volume 36, No. 75, Saturday, April 17, 1971, Title 29 - LABOR, shall be observed and the contractor shall take, or cause to be taken,, such additional safety and health measures as the Developer may determine to be reasonably necessary.

## **25. PROHIBITION AGAINST PAYMENTS OF BONUS OR COMMISSION**

The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of:

- a. Obtaining the County's approval of the Application for such assistance; or,
- b. Any other approval or concurrence of the County required under this Agreement, Title I of the Housing and Community Development Act of 1974, or State regulations with respect thereto; provided, however, that reasonable fees for bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

## **26. CONFIDENTIAL FINDINGS**

All of the reports, information, data, etc., prepared or assembled by the Subrecipient or Contractor under any Agreement are confidential, and the Subrecipient or Contractor agrees that they shall not be made available to any individual or organization without prior written approval of the Owner.

## **27. ACCESS TO RECORDS – MAINTENANCE OF RECORDS**

Lee County, the Department of Housing and Urban Development, the Comptroller

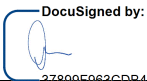
General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Subrecipient or Contractor which are directly pertinent to this specific contract, for the purpose of audits, examinations, and making excerpts and transcriptions. All records connected with any contract will be maintained in a central location by the unit of local government and will be maintained for a period of five (5) years from the official date of the County’s final closeout of the grant.

**28. INSPECTION**

The authorized representative and agents of Lee County and the Department of Housing and Urban Development shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

**29. PROVISIONS REQUIRED BY LAW DEEMED INSERTED**

Each and every provision of law and clause required by law to be inserted in any contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

|     |   |                          |
|-----|---|--------------------------|
| BY: |  | 12/23/2024   8:14 PM EST |
|     | 37900F063CDB460...  |                          |
|     | Signature   | Date                     |
|     | Benjamin Abes   |                          |

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Name (print)

**EXHIBIT I****CDBG-DR SPECIAL TERMS AND CONDITIONS**

This Exhibit to the Community Development Block Grant Disaster Recovery ("CDBG-DR") Program Subrecipient Agreement contains special conditions for use with procured contracts and subrecipient agreements that are funded in whole or in part by the U.S. Department of Housing and Urban Development ("HUD") under Title I of the Housing and Community Development Act of 1974 (Pub. L. 93-383) as amended.

This Exhibit shall be included as part of the terms of the agreement for all procured contracts and subrecipient agreements funded fully or in part by the CDBG-DR Program by Lee County and the selected contractor or subrecipient.

**1. INITIAL RISK ASSESSMENT**

The Subrecipient has provided, or will provide, the County with information about the Subrecipient's experience, processes, policies, and procedures related to the management of Federal funding by the Subrecipient. These submissions, in addition to discussions with the Subrecipient, have been used by the county to assess the risk of noncompliance and capacity to compliantly execute the required activities for which the Agreement is made.

Should there be substantive changes to the organization, key personnel, methods, capacity, policies, or processes of the Subrecipient that impact the implementation of this Agreement, the Subrecipient shall notify the County of said changes within 30 days of those changes.

The Subrecipient agrees to provide documents and information to the County, within 30 days of such a request made by the County, to facilitate its due diligence review as required by Federal Register Notice 88 FR 32046. Subrecipient further agrees to comply with the requirements, requests, and results of the County's due diligence and maintain the capacity to carry out disaster recovery activities in a timely and compliant manner at all times during the term hereof.

**2. RISK ASSESSMENT**

During the term of this Agreement, the Subrecipient agrees to provide documents and information, within 30 days of such a request made by the County, to facilitate the County's Subrecipient risk assessment process. The Subrecipient further agrees to comply with the requirements, requests, and results of the County's risk assessment, including participation in Subrecipient monitoring events.

**3. SPECIAL CONDITIONS**

Pursuant to Exhibit A, Scope of Work, and the Risk Assessment Sections, as referenced above, Subrecipient agrees to adhere to the following Special Conditions:



Subrecipient's Name

Activity No.

Exhibit I

Page 2 of 2

**A. ENVIRONMENTAL REVIEW SPECIAL CONDITION**

The environmental review for this project is currently classified as "Exempt" under 24 CFR §58.34. However, upon the completion of 30% design, the Subrecipient must initiate the process for an Environmental Assessment (EA) pursuant to 24 CFR Part 58.

The Subrecipient shall adhere to the following requirements upon reaching 30% design completion:

1. **Notification to the County:** The Subrecipient must notify their Grant Manager and Lee County in writing via email or a VistaTRAK note that the project has reached 30% design completion.
2. **Submission of Designs:** The Subrecipient must upload the 30% design documents to VistaTRAK for County review.
3. **Restriction on Activities:** The Subrecipient must not execute any construction contracts, commit funds, or undertake any choice-limiting actions as defined in 24 CFR §58.22, until an Authority to Use Grant Funds (AUGF) has been issued by HUD.
4. **Coordination with Lee County:** The Subrecipient must coordinate closely with Lee County to ensure compliance with all applicable federal, state, and local environmental review requirements.

Failure to comply with these conditions may result in noncompliance findings and the withholding of reimbursement for project expenses until compliance is achieved and documented.

**EXHIBIT J****SUBRECIPIENT STAFF ORGANIZATION****LEE COUNTY PUBLIC SAFETY**

The Subrecipient must complete the following information, as applicable, as an extension of the requirements outlined within SECTION XIX. NOTICES of the Agreement. The Subrecipient is not required to hire or create the following positions or titles but should assign the following roles to staff members who will serve as a primary point of contact for relevant responsibilities associated with that role.

Some projects or activities will not require a contact for all roles identified below. In addition, individual staff members may perform multiple roles. The Subrecipient will complete the contact information for those roles which are applicable for successful completion of this project/activity and denote where a specific member is performing multiple roles. If certain roles are not applicable for implementation of this project/activity, please denote "Not Applicable" under the Contact Information for each role.

The Subrecipient is responsible for providing an updated version of this Exhibit as contact information changes or updates are made to personnel which impact the roles and responsibilities. Descriptions of each role are outlined below.

**Section 1: Subrecipient Contract Administrator****1. Description**

The Subrecipient Contract Administrator (must be a Subrecipient employee) is identified in SECTION XIX. NOTICES of the Agreement. Unless otherwise directed by the County, any notice, report, or other communication required by the Agreement shall be directed via the County's approved system or written to the Subrecipient's Contract Administrator at the contact information identified in SECTION XIX. NOTICES of the Agreement.

**2. Contact Information**

Name: Benjamin Abes  
Title: Director  
Agency: Lee County Public Safety  
Address: 2000 Main Street, Suite 100, Fort Myers, FL 33901  
Telephone: (239) 533-3911  
Email: Benjamin.abes@leegov.com

**Section 2: Project Manager****3. Description**

The Subrecipient staff member who will serve as the primary contact and decision-maker for the project's implementation. This staff member is responsible for ensuring the project reaches established milestones and deadlines for completion, oversees all elements of project completion (e.g., procurement actions, reconciliations, contract management, administration), and is considered the administrator to ensure general and overall compliance of the project/activity with the CDBG-DR grant.

#### **4. Contact Information**

Name: Paul DiCicco  
Title: Deputy Director of Public Safety  
Agency: Lee County Public Safety  
Address: 2000 Main Street, Suite 100, Fort Myers, FL  
33901 Telephone: (239) 533-3966  
Email: pdicicco@leegov.com

### **Section 3: Section 3, Davis Bacon and Labor Standards Coordinator**

#### **1. Description**

The Subrecipient staff member who will serve as the contact and subject matter expert for ensuring the project's compliance with Section 3 and Davis-Bacon and Related Acts (DBRA) labor standards. This staff member is responsible for actions such as providing guidance to (including conducting monitoring and oversight of) contractors and vendors on Section 3 and labor compliance requirements. This includes, but is not limited to, overseeing Section 3 goals reporting by contractors and vendors, conducting employee interviews, reviewing certified labor payrolls, and completing Section 3 and labor compliance reports for submission of performance data to the County. The Coordinator would likely be responsible for ensuring proper recordkeeping of such files to provide access to records by the County or other parties, as described in the Agreement, in support of monitoring, audits, and inspections. *If this role is handled by a consultant or other personnel who is not a part of the Subrecipient's staff, please also note a Subrecipient staff member who is responsible for overseeing the acceptable completion of duties by personnel for this role.*

#### **2. Contact Information**

Name: Raphaela Morais-Peroba  
Title: Grants Analyst  
Agency: Strategic Resources and Government Affairs  
Address: 1500 Monroe Street, Fourth Floor, Fort Myers, FL 39901  
Telephone: (239) 533-8782  
Email: rperoba@leegov.com

### **Section 4: Section 504 Coordinator**

**1. Description**

The Subrecipient staff member who will serve as the contact and subject matter expert for ensuring the project's compliance with Section 504, the Americans with Disabilities Act of 1990 ("ADA") and ensuring meaningful access to persons who are Limited English Proficiency (LEP). This staff member is responsible for actions which include, but are not limited to, conducting a Section 504 evaluation or self-assessment of Subrecipient facilities, detailing and tracking complaints or grievances on potential Section 504 or Civil Rights violations, and developing and maintaining Language Access Plans (LAPs) for LEP individuals, as applicable. The Coordinator would likely be responsible for ensuring proper recordkeeping of files to provide access to records by the County or other parties, as described in the Agreement, in support of monitoring, audits, and inspections. *If this role is handled by a consultant or other personnel who is not a part of the Subrecipient's staff, please also note a Subrecipient staff member who is responsible for overseeing the acceptable completion of duties by personnel for this role.*

**2. Contact Information**

Name: Raphaela Morais-Peroba  
Title: Grants Analyst  
Agency: Strategic Resources and Government Affairs  
Address: 1500 Monroe Street, Fourth Floor, Fort Myers, FL 39901  
Telephone: (239) 533-8782  
Email: rperoba@leegov.com

**Section 5: Fair Housing Coordinator****1. Description**

The Subrecipient staff member who will serve as the contact and subject matter expert for ensuring the project's compliance with Fair Housing requirements as outlined within the Agreement and Exhibits. This staff member is responsible for actions which affirmatively promote fair housing, which may include, but are not limited to, conducting, overseeing, and documenting fair housing activities, conducting affordable housing reports, and detailing and tracking complaints or grievances on potential Fair Housing violations, as applicable. The Coordinator would likely be responsible for ensuring proper recordkeeping of such files to provide access to records by the County or other parties, as described in the Agreement, in support of monitoring, audits, and inspections. *If this role is handled by a consultant or other personnel who is not a part of the Subrecipient's staff, please also note a Subrecipient staff member who is responsible for overseeing the acceptable completion of duties by personnel for this role.*

**2. Contact Information**

Name: Raphaela Morais-Peroba  
Title: Grants Analyst  
Agency: Strategic Resources and Government Affairs

Address: 1500 Monroe Street, Fourth Floor, Fort Myers, FL 33901  
Telephone: (239) 533-8782  
Email: rperoba@leegov.com

## **Section 6: Financial Manager**

### **1. Description**

The Subrecipient staff member who will serve as the primary contact and subject matter expert for all financial management duties associated with the project. This staff member is most likely responsible for overseeing accounting actions such as accounts receivable, accounts payable, project budget setup, or encumbering the CDBG-DR dollars within the Subrecipient's financial management system and/or fiscal year (FY) obligations of CDBG-DR dollars to the project/activity governed by this Agreement. Tasks of the Financial Manager may include, but are not limited to, approving project invoices, overseeing monthly account reconciliations, creating or approving annual budgets for expending CDBG-DR dollars under this project/activity, and being responsible for walking through accounting procedures for County staff. The Financial Manager would likely be responsible for ensuring proper recordkeeping of such financial and accounting records for access by the County or other parties, as described in the Agreement, in support of monitoring, audits, and inspections. Given the segregation of duties for financial and accounting staff, the Financial Manager may also supervise or oversee multiple accounting clerks, financial analysts, or other financial staff who perform duties described above.

### **2. Contact Information**

Name: Rich Wofford  
Title: Fiscal Manager, Public Safety Operations  
Agency: Lee County Public Safety  
Address: 2000 Main Street, Suite 100, Fort Myers, FL 33901  
Telephone: (239) 533-3922  
Email: rwofford@leegov.com

## **Section 7: Certification of Time Allocation**

Are there any staff who are working on both CDBG-DR and non CDBG-DR programs? YES/NO

If so how many, and list names: Not applicable.

**EXHIBIT K****CDBG-DR PROGRAM SUBROGATION AGREEMENT**

This Subrogation and Assignment Agreement ("Agreement") is made and entered into by and between **LEE COUNTY PUBLIC SAFETY** (hereinafter referred to as "Subrecipient") and Lee County (hereinafter referred to as "County").

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

The proceeds or payments referred to in the preceding paragraph, whether they are from insurance, FEMA, or the SBA, or any other source, and whether or not such amounts are a DOB, shall be referred to herein as "Proceeds," and any Proceeds that are a DOB shall be referred to herein as "DOB Proceeds."

The Subrecipient agrees to notify the County within five (5) business days of any additional or new payments, loans, grants, or awards by HUD, FEMA, SBA, the State of Florida, or any other entity not specifically disclosed in this Agreement. Further, the Subrecipient understands and acknowledges the County's right and responsibility to enforce this requirement by recapturing all or a portion of the CDBG-DR Subrecipient Award if the Proceeds received are determined to be DOB Proceeds within this CDBG-DR Program activity. The Subrecipient will be required to pay back the received CDBG-DR Subrecipient Award, which was found to be DOB Proceeds, within 30 days of receipt of the identified duplicative payment. The amount of DOB determined to be paid to the County shall not exceed the Subrecipient Award amount received by the Subrecipient from the CDBG-DR Program.

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

If requested by the County, the Subrecipient agrees to execute such further and additional documents and instruments as may be requested to further and better assign to the County, to the extent of the Subrecipient Award paid to the Subrecipient under the CDBG-DR Program, the

policies, any amounts received under the CDBG-DR Program that are DOB Proceeds, and/or any right thereunder, and to take, or cause to be taken, all actions and to do, or cause to be done, all things requested by the County to consummate and make effective for the purposes of this Agreement.

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

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

In the event that the Subrecipient receives or is scheduled to receive any subsequent Proceeds, the Subrecipient shall notify the County in the manner above of such subsequent Proceeds. The County will determine the amount, if any, of the subsequent Proceeds that are DOB Proceeds ("Subsequent DOB Proceeds"). Subsequent Proceeds in excess of the determined Subsequent DOB Proceeds shall not be requested from the Subrecipient to provide to the County. Subsequent DOB Proceeds shall be remitted to the County as follows:

1. If the Subrecipient has received full payment of the Subrecipient Award, any Subsequent DOB Proceeds shall be remitted to the County.
2. If the Subrecipient has received no payment of the Subrecipient Award, any determined Subsequent DOB Proceeds shall be used by the County to reduce payments and the agreed-upon amount of the Subrecipient Award to the Subrecipient, and all Subsequent DOB Proceeds shall be retained by the Subrecipient for use on the CDBG-DR Program activity.
3. If the Subrecipient has received a portion of the Subrecipient Award, any Subsequent DOB Proceeds shall be used, retained, and/or disbursed in the following order: **(A)** Subsequent DOB Proceeds shall first be used to reduce the remaining payments or agreed-upon amount of the Subrecipient Award, and Subsequent DOB Proceeds in such amount shall be retained by the Subrecipient for use on the CDBG-DR Program activity; and **(B)** any remaining Subsequent DOB Proceeds shall be remitted to the County.
4. If the County makes the determination that the Subrecipient does not qualify to participate in the CDBG-DR Program or the Subrecipient determines not to participate in the CDBG-DR Program, the Subsequent DOB Proceeds shall be returned to the Subrecipient, less any portion of the Subrecipient Award amount paid to the Subrecipient and which needs to be remitted to the County, and this Agreement shall terminate.

Once the County has recovered an amount equal to the Subrecipient Award paid to the Subrecipient, the County will reassign to the Subrecipient any right assigned to the County pursuant to this Agreement.

Lee County Public Safety  
DRMOA109  
Exhibit K  
Page 3 of 3

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

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

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


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

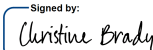
**LEE COUNTY PUBLIC SAFETY**

**LEE COUNTY**

By: Benjamin Abes

By: Christine Brady

Signature:  DocuSigned by:  
37899F063C0B409

Signature:  Signed by:  
72EBCCCC19F04BA

Title: Public Safety Director

Title: Assistant County Manager

Date: 12/23/2024 | 8:14 PM EST

Date: 1/7/2025 | 1:05 PM EST