

**Lee County Board Of County Commissioners**  
**Agenda Item Summary**

Blue Sheet No. 20021020

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve and execute contract with, and establish FY 03 program budget for, the Florida Department of Community Affairs (DCA) for a total of \$105,244 for the FY 2003 Comprehensive Weatherization Assistance Program (WAP). Funding breakout: \$16,897 for Weatherization Assistance (WAP); \$31,190 for the Low Income Home Energy Assistance Program (LIHEAP); and \$57,157 for the Low Income Emergency Home Repair Program (LEHRP). Also, approve Budget Amendment Resolution for FY02-03 effective October 2, 2002. **RK**

**WHY ACTION IS NECESSARY:** DCA program contract for WAP and its two enhancement programs, LIHEAP and LEHRP, must be approved and executed prior to issuance of grant funding.

**WHAT ACTION ACCOMPLISHES:** Enables the Department of Human Services to receive and administer the FY 2003 WAP, LIHEAP and LEHRP grant funding.

**2. DEPARTMENTAL CATEGORY: 05**  
**COMMISSION DISTRICT # CW**

**C5A**

**3. MEETING DATE:**

**09-17-2002**

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON

**5. REQUIREMENT/PURPOSE:**  
*(Specify)*

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER
- DCA Weatherization Assistance and Enhancement Programs

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER N/A
  - B. DEPARTMENT Human Services
  - C. DIVISION N/A
- BY: Karen B. Hawes, Director

**TIME REQUIRED:**

**7. BACKGROUND:** The Weatherization Assistance Program and its two enhancement programs, LIHEAP and LEHRP, allow client participation within the cities of Fort Myers and Cape Coral, as well as unincorporated Lee County. The objective of these programs is to reduce the energy consumption levels and perform minor repairs in households with incomes of 125% of poverty level or less, with priority given to eligible elderly or handicapped families, or families with children aged 12 or younger. Activities include items to improve the thermal efficiency of units, such as: weather stripping, window glazing, minor heating/cooling adjustments, insulation within attic spaces, replacement of non-functioning air conditioning units, etc. A portion of program funding will be utilized to offset the cost of administering the program through an earned fee-for-service by program.

**ATTACHMENTS:**

- Four (4) originals of the FY 2003 DCA contract for WAP/LIHEAP/LEHRP). Four (4) original signatures are required.
- Budget Resolution Request

**8. MANAGEMENT RECOMMENDATIONS:** Approve and execute contract

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>Karen Hawes</i>	N/A	N/A	N/A	<i>Andrea Sasser</i>	OA	COM	RISK	GC	<i>[Signature]</i>
					<i>RK 9/4</i>	<i>9/4/02</i>	<i>9/10/02</i>	<i>9/9/02</i>	

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

**RECEIVED BY**  
**COUNTY ADMIN. *RK***  
9-4-02  
9:26  
**COUNTY ADMIN.**  
**FORWARDED TO: *BL***  
9/5 1100  
7/2 11

**REC'D.**  
**by CO. ATTY.**  
9/4/02  
4:26 PM  
**CO. ATTY.**  
**FORWARDED TO:**  
*[Signature]*  
9:21 AM

# RESOLUTION #

Amending the General Fund #00100 Budget for additional revenues for Fiscal Year 2002-2003.

**WHEREAS**, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the General Fund #00100 budget for \$105,244 of the additional revenue from the Weatherization Assistance Program (WAP), Low Income Home Energy Assistance Program (LIHEAP) and Low Income Emergency Home Repair Program (LEHRP) grants and an appropriation of a like amount for rehabilitation grants and loans;

**WHEREAS**, the General Fund #00100 budget shall be amended to include the following amounts which were previously not included.

## ESTIMATED REVENUES

Prior Total:		\$311,059,227
Additions		
11069900100.331620.9002	WAP	\$16,897
11070000100.331620.9004	LIHEAP	31,190
12070000100.331620.9003	LEHRP	57,157
Amended Total Estimated Revenues		\$311,164,471

## APPROPRIATIONS

Prior Total:		\$311,059,227
Additions		
11069900100.508302.1133	Rehabilitation Grants and Loans	\$16,897
11070000100.508302.1133	Rehabilitation Grants and Loans	31,190
11070100100.508302.1133	Rehabilitation Grants and Loans	57,157
Amended Total Appropriations		\$311,164,471

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lee County, Florida, that the General Fund #00100 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this \_\_\_ day of \_\_\_\_\_, 2002.

ATTEST:  
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS  
LEE COUNTY, FLORIDA

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
CHAIRMAN

APPROVED AS TO FORM

\_\_\_\_\_  
OFFICE OF COUNTY ATTORNEY

DOC TYPE YA  
LEDGER TYPE BA

Contract Number: 03AL-2Y-09-46-01-015  
WAP-CFDA Number 81.042  
WAP/LH-CFDA Number 93.568  
LEHRP-CSFA Number 52.015

**COMPREHENSIVE WEATHERIZATION PROGRAM GRANT AGREEMENT**

THIS AGREEMENT is entered into by and between the State of Florida, Department of Community Affairs, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Department"), and Lee County Board of County Commission, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING FACTS:

A. WHEREAS, the Recipient represents that it is fully qualified, possesses the requisite skills, knowledge, qualifications and experience to provide the services identified herein under the following programs:

- Weatherization Assistance Program (WAP)
- Weatherization/Low-income Home Energy Assistance Program (WAP/LIHEAP)
- Low-Income Emergency Home Repair Program (LEHRP); and

B. WHEREAS, the Department has received these grant funds from the federal government and the State of Florida and has the authority to subgrant these funds to the Recipient upon the terms and conditions hereinafter set forth; and

C. WHEREAS, the Department has authority pursuant to Florida law to disburse the funds under this Agreement.

NOW, THEREFORE, the Department and the Recipient do mutually agree as follows:

(1) SCOPE OF WORK

The Recipient shall fully perform the obligations in accordance with the Fee for Service and Scope of Work, Attachments A-1 and A-2, of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Both the Recipient and the Department shall be governed by applicable State and Federal laws, rules and regulations, including but not limited to those identified in Attachment B-1.

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties and shall end on September 30, 2003, unless terminated earlier in accordance with the provisions of paragraph (9) of this Agreement. This offer terminates if it has not been executed and returned to the Department by the Recipient within 35 days after receipt of the Agreement by the Recipient. The Department has no obligation to enter into this Agreement after that time.

(4) MODIFICATION OF CONTRACT; REPAYMENTS

Either party may request modification of the provisions of this Agreement. Changes which are mutually agreed upon shall be valid only when reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of "Department of Community Affairs," and mailed directly to the Department at the following address:

Department of Community Affairs  
Cashier  
Finance and Accounting  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

*In accordance with § 215.34(2), Fla. Stat., if a check or other draft is returned to the Department for collection, the Department must add to the amount of the check or draft a service fee of Fifteen Dollars (\$15.00) or Five Percent (5%) of the face amount of the check or draft, whichever is greater.*

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of High Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) All original records pertinent to this Agreement shall be retained by the Recipient for five years following the date of termination of this Agreement or of submission of the final close-out report, whichever is later, with the following exceptions:

1. If any litigation, claim or audit is started before the expiration of the five year period and extends beyond the five year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.

2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time of acquisition shall be retained for five years after final disposition.

3. Records relating to real property acquisition shall be retained for five years after closing of title.

(c) All records, including supporting documentation of all program costs, shall be sufficient to determine compliance with the requirements and objectives of the Fee for Service and Scope of Work, Attachments A-1 and A-2 and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Department, its employees, and agents. "Reasonable" shall be construed according to the circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors or monitors retained by the Department.

(e) Any additional terms and conditions pertaining to recordkeeping are set forth in Attachment C and all terms and conditions pertaining to property management and procurement under this Agreement are set forth in Attachment F.

(6) REPORTS

(a) At a minimum, the Recipient shall provide the Department with a client intake form, building work report, monthly summary form, monthly financial report, quarterly household assistance report (**Weatherization/Low-income Home Energy Assistance Program only**), and a close-out report.

(b) Monthly reports are due to be received by the Department by the tenth (10<sup>th</sup>) day of each month and shall continue to be submitted each month until submission of the administrative close-out report.

(c) Quarterly reports for the Weatherization/Low-income Home Energy Assistance Program are due no later than 30 days after the end of each quarter of the program year and shall continue to be submitted each quarter until submission of the administrative close-out report. The ending dates of each quarter of the program year are March 31, June 30, September 30, and December 31.

(d) *The close-out report is due 45 days after termination of this Agreement or upon completion of the activities contained in this Agreement.*

(e) If all required reports and copies, prescribed above, are not sent to the Department or are not completed in a manner acceptable to the Department, the Department may withhold further payments until they are completed or may take such other action as set forth in paragraph (9). The Department may terminate the Agreement with a Recipient if reports are not received within 30 days after written notice by the Department. "Acceptable to the Department" means that the work product was completed in accordance with generally accepted principles and is consistent with the Fee for Service and Scope of Work, Attachments A-1 and A-2.

(f) Upon reasonable notice, the Recipient shall provide such additional program updates or information as may be required by the Department.

(g) The Recipient shall provide additional reports and information as identified in Attachment D.

#### (7) MONITORING

The Recipient shall constantly monitor its performance under this Agreement to ensure that time schedules are being met, the Fee for Service and Scope of Work are being accomplished within specified time periods, and other performance goals are being achieved. Such review shall be made for each function or activity set forth in Attachments A-1 and A-2 to this Agreement. In addition, the Department will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised (see "AUDIT REQUIREMENTS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event that the Department determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Comptroller or Auditor General. In addition, the Department will monitor the performance and financial management by the Contractor throughout the contract term to ensure timely completion of all tasks.

#### (8) LIABILITY

(a) Except as otherwise provided in subparagraph (b) below, the Recipient shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall save the Department harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, the Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor.

(b) Any Recipient who is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent acts or omissions or tortious acts which result in claims or suits against the Department, and agrees to be liable to the extent set forth in Section 768.28, Fla. Stat., for any damages proximately caused by said acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(9) DEFAULT; REMEDIES; TERMINATION.

(a) If the necessary funds are not available to fund this Agreement as a result of action by Congress, the State Legislature, the Office of the Comptroller or the Office of Management and Budgeting, or if any of the following events occur ("Events of Default"), all obligations on the part of the Department to make any further payment of funds hereunder shall, if the Department so elects, terminate and the Department may, at its option, exercise any of its remedies set forth herein, but the Department may make any payments or parts of payments after the happening of any Events of Default without thereby waiving the right to exercise such remedies, and without becoming liable to make any further payment:

1. If any warranty or representation made by the Recipient in this Agreement or any previous Agreement with the Department shall at any time be false or misleading in any respect, or if the Recipient shall fail to keep, observe or perform any of the terms or covenants contained in this Agreement or any previous agreement with the Department and has not cured such in timely fashion, or is unable or unwilling to meet its obligations thereunder;

2. If any material adverse change shall occur in the financial condition of the Recipient at any time during the term of this Agreement from the financial condition revealed in any reports filed or to be filed with the Department, and the Recipient fails to cure said material adverse change within thirty (30) days from the time the date written notice is sent by the Department.

3. If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete or insufficient information;

4. If the Recipient has failed to perform and complete in timely fashion any of the services required under the Fee for Service and Scope of Work attached hereto as Attachments A-1 and A-2.

(b) Upon the happening of an Event of Default, then the Department may, at its option, upon written notice to the Recipient and upon the Recipient's failure to timely cure, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of the following remedies shall not preclude the Department from pursuing any other remedies contained herein or otherwise provided at law or in equity:

1. Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice of such termination. The notice shall be effective when placed in the United States mail, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in paragraph (10) herein;

2. Commence an appropriate legal or equitable action to enforce performance of this Agreement;

3. Withhold or suspend payment of all or any part of a request for payment;

4. Exercise any corrective or remedial actions, to include but not be limited to, requesting additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance, issuing a written warning to advise that more serious measures may be taken if the situation is not corrected, advising the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or requiring the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible;

5. Exercise any other rights or remedies which may be otherwise available under law.

(c) The Department may terminate this Agreement for cause upon such written notice as is reasonable under the circumstances. Cause shall include, but not be limited to, misuse of funds; fraud; lack of compliance with applicable rules, laws and regulations; failure to perform in a timely manner; and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(d) Suspension or termination constitutes final agency action under Chapter 120, Fla. Stat., as amended. Notification of suspension or termination shall include notice of administrative hearing rights and time frames.

(e) In addition to other remedies set forth herein, the Recipient shall return funds to the Department if it is found that any funds were used for ineligible purposes under the program laws, rules, and regulations governing the use of the funds under the relevant program.

(f) This Agreement may be terminated by the written mutual consent of the parties.

(g) Notwithstanding the above, the Recipient shall not be relieved of liability to the Department by virtue of any breach of this Agreement by the Recipient. The Department may, to the extent authorized by law, withhold any payments to the Recipient for purpose of set-off until such time as the exact amount of damages due the Department from the Recipient is determined.

(10) NOTICE AND CONTACT

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative identified below at the address set forth below and said notification attached to the original of this Agreement.

(b) The name and address of the Department contract manager for this Agreement is:

Mr. Norm Gempel  
Department of Community Affairs  
Division of Housing and Community Assistance  
Bureau of Community Assistance  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100  
Telephone: (850) 488-7541  
Fax: (850) 488-2488  
Email: [norm.gempel@dca.state.fl.us](mailto:norm.gempel@dca.state.fl.us)

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is:

Karen B. Hawes, Director  
Department of Human Services  
Lee County Government  
Telephone: (239) 652-7930  
Fax: (239) 652-7960  
Email: Haweskb@leegov.com

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be rendered as provided in (10)(a) above.

#### (11) OTHER PROVISIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any subsequent submission or response to Department request, or in any submission or response to fulfill the requirements of this Agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Recipient, cause the termination of this Agreement and the release of the Department from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this Agreement.

(c) No waiver by the Department of any right or remedy granted hereunder or failure to insist on strict performance by the Recipient shall affect or extend or act as a waiver of any other right or remedy of the Department hereunder, or affect the subsequent exercise of the same right or remedy by the Department for any further or subsequent default by the Recipient. Any power of approval or disapproval granted to the Department under the terms of this Agreement shall survive the terms and life of this Agreement as a whole.

(d) The Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), if applicable, which prohibits discrimination by public and private entities on the basis of disability in the areas of employment, public accommodations, transportation, State and local government services, and in telecommunications.

(f) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of Category Two for a period of 36 months from the date of being placed on the convicted vendor or Initial discriminatory vendor list.

(g) With respect to any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, the Recipient certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. Have not, within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 11(g)2. of this certification; and

4. Have not within a three-year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default.

Where the Recipient is unable to certify to any of the statements in this certification, such Recipient shall attach an explanation to this Agreement.

**(12) AUDIT REQUIREMENTS**

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) *These records shall be available at all reasonable times for inspection, review, or audit by state personnel and other personnel duly authorized by the Department. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.*

(c) The Recipient shall also provide the Department with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) In the event that the Recipient expends \$300,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal funds received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.

*In connection with the above audit requirements, the Recipient shall fulfill the requirements relative to audit responsibilities as provided in Subpart C of OMB Circular A-133, as revised.*

If the Recipient expends less than \$300,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$300,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds (i.e., the cost of such an audit must be paid from Recipient funds obtained from other than Federal entities).

1. The annual financial audit report shall include all management letters and the Recipient's response to all findings, including corrective actions to be taken;

2. The annual financial audit report shall include a schedule of financial assistance specifically identifying all Agreements and other revenue by sponsoring agency and Agreement number;

3. Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient directly to each of the following:

Department of Community Affairs  
Office of Audit Services  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

and

State of Florida Auditor General  
Attn: Ted J. Sauerbeck  
Room 574, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32302-1450

The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

4. In the event that a copy of the audit report for an audit required by subparagraph (d) above and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for the reasons pursuant to Section .320(e)(2), OMB Circular A-133, as revised, the Recipient shall submit the required written notification pursuant to Section .320(e)(2) and a copy of the Recipient's audited schedule of expenditures of Federal awards directly to the address below. Pursuant to Section .320(f), OMB Circular A-133, as revised, the Recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department at the following program address:

Department of Community Affairs  
Office of Audit Services  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

(e) In the event that the Recipient expends a total amount of State awards (i.e., State financial assistance provided to a recipient to carry out a State project) from all state sources equal to or in excess of \$300,000 in any fiscal year of such Recipient, the Recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; and applicable rules of the Executive Office of the Governor and the Comptroller.

In determining the State awards expended in its fiscal year, the Recipient shall consider all sources of Recipient State awards, including State funds received from the Department, except that State awards received by a nonstate entity for Federal program matching requirements shall be excluded from consideration. The funding for this Agreement was received by the Department as a Grant and Aid appropriation.

1. The annual financial audit report shall include all management letters and the Recipient's response to all findings, including corrective actions to be taken.

2. The annual financial audit report shall include a schedule of financial assistance specifically identifying all Agreements and other revenue by sponsoring agency and Agreement number.

3. The complete financial audit report, including all items specified in (12)(e) 1 and 2 above shall be sent directly to:

Department of Community Affairs  
Office of Audit Services  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

and

State of Florida Auditor General  
Attn: Ted J. Sauerbeck  
Room 574, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32302-1450

4. In connection with the audit requirements addressed in (e) above, the Recipient shall ensure that the audit complies with the requirements of Section 215.97, Florida Statutes. This includes submission of a reporting package as defined by Section 215.97, Florida Statutes.

5. If the Recipient expends less than \$300,000 in State awards in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the Recipient expends less than \$300,000 in State awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from non-State funds (i.e. the cost of such an audit must be paid from Recipient funds obtained from other than State entities).

(f) In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Department of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the Department has notified the Recipient of such non-compliance.

(g) The Recipient shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this contract for a period of three years after the date of submission of the final expenditures report. However, if litigation or an audit has been initiated prior to the expiration of the three-year period, the records shall be retained until the litigation or audit findings have been resolved.

(h) The Recipient shall have all audits completed by an independent certified public accountant (IPA) who shall either be a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above.

(i) The audit is due seven (7) months after the end of the fiscal year of the Recipient or by the date the audit report is issued by the state Auditor General, whichever is later.

(j) An audit performed by the State Auditor General shall be deemed to satisfy the above audit requirements.

(13) SUBCONTRACTS.

(a) If the Recipient subcontracts any or all of the work required under this Agreement, a copy of the executed subcontract must be forwarded to the Department within thirty (30) days after execution of the subcontract. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by all applicable state and federal laws and regulations, and (ii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.

(14) TERMS AND CONDITIONS.

The Agreement contains all the terms and conditions agreed upon by the parties.

(15) ATTACHMENTS.

(a) All attachments to this Agreement are incorporated as if set out fully herein.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments hereto, the language of such attachments shall be controlling, but only to the extent of such conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit	1	Federal and State Resources Form
Attachment	A-1	Fee for Service Summary and Detail
Attachment	A-2	Scope of Work
Attachment	B-1	Program Statutes and Regulations
Attachment	B-2	Allowable Program Activities
Attachment	C	Record Keeping
Attachment	D	Reports
Attachment	E	Advance Justification
Attachment	F	Property Management and Procurement
Attachment	G	Statement of Assurances
Attachment	H	County Allocations
Attachment	I	Special Conditions
Attachment	J	Recipient Information Form

#### (16) FUNDING/CONSIDERATION

(a) This is a performance based cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed a total of **\$ 105,244**, subject to the availability of funds. The total of funds shall be subdivided and reimbursement of costs shall be limited to the amount indicated below for each Program and its attendant Control Reference Number (CRN) for the indicated time frame.

Weatherization Assistance Program: **CRN 03WX-2Y-09-46-01-015** Amount **\$16,897**  
(Upon execution by both parties through March 31, 2003)

Weatherization/Low-Income Home  
Energy Assistance Program: **CRN 03LH-2J-09-46-01-015** Amount **\$ 31,190**  
(Upon execution by both parties through September 30, 2003)

Low-Income Emergency  
Home Repair Program: **CRN 03LE-35-09-46-01-015** Amount **\$57,157**  
(Upon execution by both parties through September 30, 2003)

Performance of work for each of the above listed programs must be in accordance with the provisions of Attachment A-2, Scope of Work. The amount expended in each county shall approximate as closely as possible the amounts listed for each county in Attachment H.

#### **WAP AND WAP/LIHEAP ALLOWABLE FEE FOR SERVICE AND ADMINISTRATION COSTS:**

The Recipient will be reimbursed for thirty percent of the total cost of Materials, Labor and energy related Health and Safety measures for the Weatherization Assistance Program (WAP) and the Weatherization Low-income Home Energy Assistance Program (WAP/LIHEAP) as a Fee for Service based on monthly completion of units. Based on the Fee for Service amount, the total cost of Materials, Labor and the Health and Safety total, the Recipient may charge the Weatherization Assistance Program ten percent and the Weatherization Low-income Home Energy Assistance Program seven percent for Administration as explained in the provisions of Attachment A-1, Fee for Service Summary and Detail. Administration may not exceed ten percent or seven percent of the amount of the agreement for these two programs, respectively as indicated in the subdivided amounts noted above.

#### **LEHRP ALLOWABLE FEE FOR SERVICE AND ADMINISTRATION COSTS:**

The Recipient will be reimbursed for ten percent of the total cost of Materials, Match and Labor for the Low-income Emergency Home Repair Program (LEHRP) as a Fee for Service based on monthly completion of units. Based on the Fee for Service amount, the total cost of Materials and Labor, the Recipient may charge the Low-Income Home Emergency Repair Program ten percent for Administration as explained in the provision of Attachment A-1 Fee for Service Summary and Detail. Administration

may not exceed ten percent of the amount of the agreement for this program as indicated in the subdivided amount noted above.

If the Recipient has failed to meet the performance requirements of the Fee for Service Scope of Work, Attachments A-1 and A-2, of the Agreement, the Department may unilaterally, upon written notice to the Recipient, decrease the funding under this Agreement. The decrease will be effective upon receipt of notice by the Recipient in accordance with Paragraph 10 of this Agreement.

(b) Any advance payment under this Agreement is subject to s. 216.181(16), Florida Statutes. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months for each of the programs noted in subparagraph 16(a) of this Agreement. For a federally funded program, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested, the data on which the request is based and the amount of the request for each of the three programs shall be included in this Agreement as Advance Request Information, Attachment E.

1. No advance payment is requested.   X  

2. Advance payments are requested as follows:

a. WAP \$ \_\_\_\_\_

b. WAP/LIHEAP \$ \_\_\_\_\_

c. LEHRP \$ \_\_\_\_\_

Total Advance \$ \_\_\_\_\_

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Fee for Service and Scope of Work, Attachments A-1 and A-2 of this Agreement.

(d) Any grant funds not expended for the agreed service and in accordance with the program budget shall be considered Department funds and shall be returned by the Recipient to the Department within forty-five (45) days following the Agreement termination date or the date set by the Department.

(e) Provision of funding under this Agreement shall not be construed as a guarantee of future or subsequent funding under any of the programs. The performance by the Department under this Agreement, and any amendments to this Agreement, shall be subject to and contingent upon the availability of moneys lawfully appropriated to the Department and applicable for the purpose of this Agreement.

(f) The Department or the Recipient may request modifications to this Agreement. Acceptable changes shall be incorporated in writing as modifications to this Agreement. All requests for modifications submitted to the Department for approval must include a narrative description of the proposed changes and their effect upon the approved scope of services. Modifications require a minimum of thirty (30) days to process from the time of receipt by the Department and are only effective upon the date of written execution by both parties or on the date set by the Department.

(17) STANDARD CONDITIONS.

The Recipient agrees to be bound by the following standard conditions:

(a) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(b) If otherwise allowed under this Agreement, extension of an Agreement for contractual services shall be in writing for a period not to exceed six (6) months and shall be subject to the same terms and conditions set forth in the initial Agreement. There shall be only one extension of

this Agreement unless the failure to meet the criteria set forth in the Agreement for completion of the Agreement is due to events beyond the control of the Recipient.

(c) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(d) If otherwise allowed under this Agreement, all bills for any travel expenses shall be submitted in accordance with s. 112.061, Fla. Stat.

(e) The Department of Community Affairs reserves the right to unilaterally cancel this Agreement for refusal by the Recipient to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., and made or received by the Recipient in conjunction with this Agreement.

(f) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Department or be applied against the Department's obligation to pay the contract amount.

(g) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

(18) LOBBYING PROHIBITION.

(a) No funds or other resources received from the Department in connection with this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who

fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(19) LEGAL AUTHORIZATION

The Recipient certifies with respect to this Agreement that it possesses the legal authority to receive the funds to be provided under this Agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this Agreement.

(20) ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment G.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized.

Recipient:

**STATE OF FLORIDA**  
**DEPARTMENT OF COMMUNITY AFFAIRS**

BY: \_\_\_\_\_  
Name

BY: \_\_\_\_\_  
Shirley W. Collins, Director

Chair, Lee County Board of County  
Title Commissioners

Division of Housing and Community Development

Date: \_\_\_\_\_

Date: \_\_\_\_\_

FID # 59-6000702

## Exhibit 1

### FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

#### Federal Programs:

Federal Agency: United States Department of Energy  
Title: Weatherization Assistance Program  
CFDA Number: 81.042

Federal Agency: United States Department Health and Human Services  
Title: Weatherization - Low Income Home Energy Assistance Program  
CFDA Number: 93.568

### COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

#### Federal Program:

List applicable compliance requirements as follows:

1. Purposes resources must be used for:

*The Recipient will use these funds to perform energy saving repairs and installation of energy saving measures on low-income homes throughout the state. These funds will be administered statewide through an existing network of non-profit and local government agencies. These funds will be expended in accordance with the Scope of Work, Attachment A-2; Program Statues and Regulations, Attachment B-1; Record Keeping, Attachment C; Reports, Attachment D; Property Management and Procurement, Attachment F; Statement of Assurances, Attachment G; County Allocations, Attachment H; Special Conditions (When Applicable), Attachment I of this Agreement and applicable OMB Circulars.*

2. Eligibility requirements for recipients of the resources:

*The recipient will comply with eligibility requirements as set forth in the Department of Energy 10 CFR Part 440 Final Rule and applicable OMB Circulars. First applicable compliance requirement (e.g., what services/purposes resources must be used for).*

### STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING MATCHING RESOURCES FOR FEDERAL PROGRAMS: N/A

#### SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

NOTE: If the resources awarded to the recipient represent more than one State project, provide the same information shown below for each State project and show total state financial assistance awarded that is subject to Section 215.97, Florida Statutes.

State Agency: Department of Community Affairs  
Title: The Low Income Emergency Home Repair Program  
CFSA Number: 52.015

### COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

1. Purposes resources must be used for:

*The Recipient will use these funds to perform emergency home repairs on low-income homes throughout the state. These funds will be administered statewide through an existing network of non-profit and local government agencies. These funds will be expended in accordance with the Scope of Work, Attachment A-2; Program Statues and Regulations, Attachments B-1 and B-2; Record Keeping Attachment C; Reports, Attachment D; Property Management and Procurement, Attachment F; Statement of Assurances, Attachment G; County Allocations, Attachment H; Special Conditions (When Applicable), Attachment I of this Agreement and applicable OMB Circulars.*

2. Eligibility requirements for recipients of the resources:

*The recipient will comply with eligibility requirements as set forth in the Department of Energy 10 CFR Part 440 Final Rule and applicable OMB Circulars. First applicable compliance requirement (e.g., what services/purposes resources must be used for).*

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the recipient.

**ATTACHMENT A-1**  
**FEE FOR SERVICE SUMMARY AND DETAIL REPORTING INSTRUCTIONS**  
**BWR MATERIAL AND LABOR TOTALS MUST EQUAL THE AMOUNTS SHOWN ON THE FSR**

From the Financial Status Report (FSR)  
for WAP, WAP/LIHEAP and LEHRP

**CURRENT MONTH    TOTAL TO DATE**

1. a) Material (Total from BWRs) (Separate per program)			
b) Labor (Total from BWRs) (Separate per program)			
2. Health and Safety- \$300 maximum per unit for Material & Labor to repair energy-related hazards. (Applies to the WAP and WAP/LIHEAP) <b>or</b> Match Contribution for current month (from BWRs) (Applies to the LEHRP )			
3. Total of Lines 1a, 1b, & 2 (Applies to each program)			
4. Fee for Service: (Line 3 X 30% for WAP and WAP/LIHEAP) <b>or</b> (Line 3 X 10% for LEHRP )			
5. Total of Lines 1a, 1b, 2 & 4 (current month column) (Applies to each program)			
6. Administration (Line 5 X 10% for WAP and LEHRP) <b>or</b> (Line 5 X 7% for WAP/LIHEAP)			
7. Comprehensive Annual Audit (Applies to each program)			
8. Training & Technical Assistance (Applies to the WAP and WAP/LIHEAP)			
9. Totals (Current Month & Total to Date Columns) (This would be line 8 on the LEHRP FSR)			

**NOTES:**

- FOR MONTHLY REPORTING, THERE ARE STILL SEPARATE FSR's FOR EACH PROGRAM. THESE FORMS WILL BE PROVIDED IN THE FORMS PACKET.**
- ONLY THOSE HOMES IN WHICH ALL WORK HAS BEEN COMPLETED, FINAL INSPECTION PERFORMED AND SIGNED OFF BY THE CLIENT AND INSPECTOR, MAY BE REPORTED AS COMPLETED.**

## REPORTING INSTRUCTIONS

1.a)	<b>MATERIAL:</b> Total materials installed on the units submitted for allowable weatherization measures.
b)	<b>LABOR:</b> Total labor tied to the installation of materials on the units submitted. (This does not include pre and post blower door labor, inspections, intake, etc.)
2.	<p><b>HEALTH AND SAFETY (ENERGY-RELATED HAZARD MEASURES ONLY):</b> This line 2 category appears only on the <b>WAP</b> and the <b>WAP/ LIHEAP</b> FSR's and must be reported separately. This is for material and labor (other than weatherization material &amp; labor) to abate energy-related health and safety hazards. Maximum amount allowable is \$300 per unit.</p> <p style="text-align: center;">or</p> <p><b>MATCH CONTRIBUTION (Current Month):</b> This line 2 category appears only on the <b>LEHRP</b> FSR and must be reported separately. Match should be reported monthly. Match is required and in the aggregate reported cannot exceed nor be less than 20% of total expenditures for the Agreement period.</p>
3.	<b>TOTAL LINES 1a, 1b, and 2:</b> This is the amount used for calculating the Fee for Service.
4.	<p><b>FEE FOR SERVICE:</b></p> <p><b>(LINE 3 X 30% for the WAP and WAP/LIHEAP)</b> This amount will be based on the total of material, labor, and energy related health and safety measures spent for units completed monthly. Liability insurance and costs that were program support will be incorporated into the Fee for Service (FFS).</p> <p style="text-align: center;">or</p> <p><b>(Line 3 X 10% for the LEHRP)</b> This amount will be based on the total of material and labor and the eligible match contribution spent for units completed monthly.</p>
5.	<p><b>TOTAL OF LINE 1a, 1b, 2 AND LINE 4:</b> This is the amount used for calculating the monthly administration amount for the <b>WAP</b> and the <b>WAP/LIHEAP</b>.</p> <p style="text-align: center;">or</p> <p><b>TOTAL OF LINE 1a, 1b, and LINE 4:</b> This is the amount used for calculating the monthly administration of the <b>LEHRP</b>.</p>
6.	<p><b>ADMINISTRATION (LINE 5 X 10%):</b> This can only be earned monthly and is based on the total of material, labor, plus line 2 (health and safety in the <b>WAP</b>, or match in the <b>LEHRP</b>) and the Fee for Service.</p> <p style="text-align: center;">or</p> <p><b>ADMINISTRATION (LINE 5 X 7%):</b> This can only be earned monthly, based on the total of material, labor, health and safety and Fee for Service for the <b>WAP/LIHEAP</b>.</p>
7.	<b>COMPREHENSIVE ANNUAL AUDIT:</b> This is for the pro rata share of the agency audit charged to each program. The Recipient must not bill in excess of 1/12th of the cost of the audit in any single month.
8.	<b>TRAINING AND TECHNICAL ASSISTANCE:</b> Equipment, travel for training, workshops or conferences will not be reimbursed without prior written approval from the Department. (This line item is only allowed in the WAP and WAP/LIHEAP, it is not on the LEHRP FSR.)
9.	<b>TOTALS (CURRENT MONTH &amp; TOTAL TO DATE COLUMNS):</b> Add these columns and enter the totals on this line. (This is line 8 on the LEHRP FSR.)

**ATTACHMENT A-2**

**SCOPE OF WORK**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**and**

**WEATHERIZATION/LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM**

In carrying out this Agreement, the Recipient will provide the necessary personnel, materials, services and facilities, except as otherwise provided herein, to carry out the program in the counties listed in Attachment I. The Recipient will be responsible for the following activities:

- A. Soliciting, identifying and qualifying low-income residents within the Recipient's identified service area with the need and desire for energy conservation assistance. The Recipient will make the services provided for under this contract available to all eligible clients in the counties to be served.
- B. Evaluating the needs of each residence following the National Energy Audit (NEAT) and supplemental Department and federal Department of Energy guidelines; and completing work write-ups describing in detail the needed improvements on each dwelling. Each unit must be evaluated with a walk-around inspection package, visual observation and measurements, blower door tests and monoxer tests. This information will be entered into the NEAT computer program which will generate a print-out of recommended measures to be performed. This print-out sheet will separate the measures by Air Infiltration Reduction Items, Savings to Investment Ratio (SIR), and Cost of materials and labor to perform the measures. The Department also requires that the following measures be installed on every unit receiving energy conversation measures; low flow showerhead, water heater blanket, water line insulation and air filters for heating and cooling units.
- C. Supervising, monitoring and ensuring the quality of all work by staff, volunteers and subcontractors.
- D. Providing a final inspection and certification of all work by an employee of the Recipient not directly responsible for the work to evaluate the quality and completeness of the job.
- E. Providing the Department with documentation and reports as required by this Agreement as well as other information related to this project as may be specified by the Department.

**SCOPE OF WORK**  
**LOW-INCOME EMERGENCY HOME REPAIR PROGRAM**

In carrying out this Agreement, the Recipient will provide the necessary personnel, materials, services and facilities, except as otherwise provided herein, to carry out the program in the counties listed in Attachment I. The Recipient will be responsible for the following activities:

- A. Soliciting, identifying and qualifying low-income residents within the Recipient's identified service area with the need and desire for energy conservation assistance. The Recipient will make the services provided for under this contract available to all eligible clients in the counties to be served.

The names of the counties to be served the amount allocated to each are listed below:

- B. Supervising, monitoring and ensuring the quality of all work by staff, volunteers and subcontractors. Providing a final inspection and certification of all work by an employee of the Recipient not directly responsible for the work to evaluate the quality and completeness of the job.
- C. Providing the Department with documentation and reports as required by this contract as well as other information related to this project as may be specified by the Department.

**D.** The Recipient shall provide services to qualifying low-income persons for the purposes stated herein. The following dwelling units are eligible:

(1) A dwelling unit that is occupied by an individual or family that is low-income as defined in Rule 9B-57.001, F.A.C.

(2) Recipient may make repairs to buildings containing rental units occupied by persons eligible for assistance under Rule 9B-57.011 F.A.C., where;

(a) Recipient has obtained the written permission of the owner or his/her agent;

(b) Not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building:

1. Are eligible dwelling units, or

2. Will become eligible dwelling units within 180 days of completed repairs.

(c) The Recipient agrees to establish procedures to ensure that:

1. Rents shall be not be raised because of the increased value of dwelling units due solely to the work provided under this program for a period of one year from the date of completion of all repair work;

2. No undue or excessive enhancement will occur to the value of the dwelling units;

3. All landlords participating in the program are encouraged to provide a match contribution of labor and/or material equal to at least 25 percent (25%) of the total value of the labor and material to be completed on the building including these grant funds and any other match funds; and

4. No more than five units owned by a specific landlord may participate in the program during any program year, unless the landlord contributes at least 25 percent (25%) match as defined in c. above. The landlord's contribution may be waived or reduced if the landlord can document that he/she cannot afford to provide match.

5. The Recipient must disclose in the grant contract, prior to beginning work, its intent to provide assistance to any unoccupied units or units planned for resale within one year after the work is completed. The Department may request additional information on the units to assure that the work done on the units will benefit eligible low-income people. If satisfactory proof cannot be provided, the Department will not qualify these units as eligible for the program. If such units are provided service without Department approval, all program funds expended on the unit will be disallowed and the grantee will be required to return the funds to the Department.

**E.** The following types of units are not eligible for the program:

(1) Publicly owned rental units.

(2) Units planned for demolition within one year after work is completed.

(3) Units under litigation or subject to impending legal action.

**F.** The following activities may be paid for with grant funds or the value of such activities may be accepted as match for the grant:

(1) Identifying low-income residents, completing work write-ups, and negotiating contracts for work to be done on the dwelling;

(2) Leveraging grant funds and community partnership development;

(3) Supervising and monitoring contractors and volunteers;

- (4) Providing the Department with documentation and reports;
- (5) Coordinating projects with housing assistance agencies and service providers;
- (6) Attending Department sponsored or approved workshops, meetings or training sessions;
- (7) Purchasing instructional or educational materials to train volunteers or staff for this program;
- (8) Purchasing building material, tools, equipment, material and labor.

**G.** Recipient's administrative expenses may not exceed ten percent (10%) of the total grant funds.

**H.** The Recipient agrees to comply with program parameters which have been established to assist low-income persons, particularly the elderly and persons with disabilities, to make emergency repairs to their housing units that will preserve and protect the health and safety of their living environment. Recipient agrees to limit persons eligible for assistance under this program to those persons who are at or below 125 percent (125%) of the poverty level as specified annually in the federal Office of Management and Budget Poverty Guidelines; or that dwelling units to be assisted under LEHRP is occupied by a permanent resident who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable state or local law at any time during the 12-month period preceding the determination of eligibility for assistance under the LEHRP. The Recipient agrees to establish procedures to ensure that eligible persons over 60 years of age and eligible persons who are physically disabled shall be given priority in the program.

**I.** The cost of labor and material for repairs provided under this Agreement shall be at least \$300 per house over the life of the Agreement, and shall average no more than \$2,000 per house.

**J.** Work conducted under this program must comply with the Department installation standards and all applicable laws, rules, regulations, ordinances, and codes of the state and local governments.

**ATTACHMENT B-1**

**PROGRAM STATUTES AND REGULATIONS**  
**WEATHERIZATION ASSISTANCE PROGRAM**

**and**

**WEATHERIZATION/LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM**

Both the Recipient and the Department shall be governed by applicable laws and rules, including but not limited to:

- A.** Pub. L. 94-385, Part A, Title IV ("Energy Conservation and Production Act of 1976"); the Omnibus Budget Reconciliation Act of 1981, Title XXVI of Pub. L. 97-35 (Low-Income Home Energy Assistance Act of 1981); Title II, Part 2, of the National Energy Conservation Policy Act of 1978 (Pub. L. 96-619); Title V, Subtitle E, of the Energy Security Act of 1981 (Pub. L. 96- 294); and Chapter 163, Fla. Stat.
- B.** All federal statutes relating to nondiscrimination including but not limited to:
1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
  2. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps;
  4. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101- 6107), which prohibits discrimination on the basis of age;
  5. The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92- 255), as amended, relating to nondiscrimination on the basis of drug abuse;
  6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  7. Subsections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; and
  9. The requirements of any other nondiscrimination statute(s) which may apply to the Weatherization Assistance Program.
  10. The Americans with Disabilities Act of 1990, Public Law 101-336 (42 U.S.C. Sections 12101 through 12213).
- C.** Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 C.F.R. Part 60).
- D.** All applicable standards, orders, or regulations issued pursuant to the Clean Air Act as amended (42 U.S.C. 1857 et seq.) and the federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
- E.** The Recipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4081 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

- F. The Recipient will assist in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)
- G. In compliance with 10 C.F.R. Subpart E, Part 1036.510 (Appendix B), the Recipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any Federal Department or agency.
- H. The Recipient shall screen applicants for program eligibility under 1986 Immigration and Nationality Act, as currently amended.
- I. Recipients which procure \$10,000 or more of insulation products annually are required to put into effect an affirmative procurement program to insure the purchase of insulation products composed of the highest percentage of recoverable materials practicable, taking into consideration competition, availability, technical performance and cost in accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, and guidelines promulgated by the Environmental Protection Agency.
- J. All applicable federal rules, regulations and guidelines including 10 C.F.R. 600, and all applicable OMB Circulars, as revised, as they relate to the application, acceptance, and use of federal funds under this Agreement.
- K. Other applicable federal and State laws, rules, regulations and guidelines.
- L. There shall be no religious worship, instruction, or proselytization as any part of, or in connection with, the performance of this Agreement.
- M. The Recipient certifies that neither its organization nor any member of the staff is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension." The contractor may not make any subcontract to a debarred or suspended party. A current listing of such parties is maintained by the Department for review.
- N. Before beginning work on any dwelling, the Recipient shall have:
  1. Documentation of client income eligibility in accordance with the most recent federally established Poverty Income Guidelines. Client income verification must be conducted within 180 days prior to the date the work begins.
  2. Documentation of authorization from the owner of the dwelling or his authorized agent.
  3. Documentation of proof of ownership.
  4. Agreement with the owner of rental property assuring compliance with 10 C.F.R. Part 440.22.
- O. INTEREST INCOME: Except as provided for advance payments, the Recipient may temporarily invest grant funds, but any interest income shall either be returned to the Department or be applied against the Department's obligation to pay the contract amount. Any interest income earned by the temporary investment of these grant funds that are not applied against the Department's obligation to pay shall be returned to the Department at the time of submission of the final close-out report.
- P. PROGRAM INCOME: Recipient may apply net program income, after costs incident to the generation of gross program income are deducted, excluding interest income, to meet matching requirements, or may reprogram it for eligible program activities in accordance with Rule Chapter 9B-24, Florida Administrative Code. The amount of program income and its disposition must be reported to the Department at the time of submission of the final close-out report. Expenditure of program income balances at contract end must be approved by the Department.

Q. A written appeal system must be adopted by the Board of Directors of the Recipient, posted in the Recipient's agency, and provided in writing to those applying for services.

In the event of a complaint/appeal, the complaint/appeal shall first be heard by the:  
Director, Department of Human Services (Title of Position).

Should the first designated party be unable to resolve the difficulty, the second complaint/appeal will be heard by: County Manager (Title of Position).

Should the second level complaint/appeal be unable to resolve the difficulty, the final hearing will be held by: Board of County Commissioners (Committee or Full Board).

All complaints received by the Department will be referred to the Recipient.

**PROGRAM STATUTES AND REGULATIONS**  
**LOW-INCOME EMERGENCY HOME REPAIR PROGRAM**

Both the Recipient and the Department shall be governed by applicable laws and rules, including but not limited to:

- A. Rule Chapter 9B-57, F.A.C., and s.420.36, Fla. Stat.
- B. The Recipient may temporarily invest LEHRP grant funds, but any interest income shall be returned to the Department at the time of submission of the final close-out report.
- C. The Recipient may apply program income, excluding interest income, to eligible program activities in accordance with Rule Chapter 9B-24, F.A.C.
- D. Before beginning work on any dwelling, the Recipient shall have:
  - (1) Documentation of client income eligibility in accordance with the most recent federally established Poverty Income Guidelines. Client income verification must be conducted within 180 days prior to the date the work begins.
  - (2) Documentation of authorization from the owner of the dwelling or his authorized agent.
  - (3) Documentation of proof of ownership.
  - (4) Agreement with the owner of rental property assuring compliance with Rule 9B-57.
- E. The Recipient must provide a match equal to twenty percent (20%) of the funds expended under this Agreement. Match more than this amount may not be claimed. Match can only be claimed when it is used, not when it is received by the Recipient. Match may be either cash or non-cash donations as defined in Rule 9B-57.001 F.A.C.
- F. Loans and federal grant funds made to the Recipient or the homeowner are not acceptable match.
- G. Personnel services counted as match or paid out of these grant funds must be directly related to allowable program activities.
- H. This Agreement must be signed by the Recipient, and the specified number of complete, acceptable and executed copies returned to the Department on or before 45 calendar days after initial receipt of the contract by the Recipient. Failure to comply within said 45 days shall be grounds for the Department to withdraw this offer.

I. A written appeals system must be adopted by the board of directors of the Recipient, posted in the Recipient's agency, and provided in writing to those applying for services.

In the event of a complaint/appeal, the complaint/appeal shall first be heard by the  
Director, Department of Human Services  
(Title of Position)

Should the first designated party be unable to resolve the difficulty, the second complaint/appeal will be heard by: County Manager  
(Title of Position)

Should the second level complaint/appeal be unable to resolve the difficulty, the final hearing will be held by: Board of County Commissioners  
(Committee or Full Board)

All complaints received by the Department will be referred to the Recipient.

## ATTACHMENT B-2

### ALLOWABLE PROGRAM ACTIVITIES LOW-INCOME EMERGENCY HOME REPAIR PROGRAM

- A.** The Recipient agrees to charge only the following repairs, including material and labor, under the LEHRP program:
- (1) Correcting rotting or other deficiencies in support beams, load bearing walls, and floor joists including termite inspections and treatment.
  - (2) Repair or replacement of unsafe or nonfunctional heating, air conditioning or water heating systems.
  - (3) Building or enhancing access for physically disabled persons, including physically disabled accessibility repairs, improvements or assistive devices, including wheelchair ramps, steps, porches handrails or other health and safety measures.
  - (4) Plumbing, pump, well, and line repairs to ensure safe drinking water and sanitary sewage.
  - (5) Electrical repairs.
  - (6) Repairs to deteriorating interior or exterior walls, floors and roofs.
  - (7) Other interior and exterior repairs that are necessary for the health and safety of the resident.
- B.** A safety check must be conducted on all related support systems included ducts, electric, venting and piping. All related support systems must meet local codes prior to or in conjunction with the installation of new equipment.
- (1) Heating, cooling and water heating equipment must be installed by a licensed contractor certified to perform the work required.
  - (2) Replaced units must be properly disposed of by the Recipient agency. Equipment being replaced must be removed from the dwelling and disposed of in compliance with federal, state and local regulations and in a way that will render the equipment unusable. Operable units may not be reused but may be taken apart and individual part(s) recycled. The cost of disposal is an eligible expense under this Agreement.
  - (3) Heating, cooling and water heating equipment must be replaced using the standards set by the Department.

## ATTACHMENT C

### RECORD KEEPING

- A. Information on each client should include, but not be limited to: Client Intake Form, Client Selection (Priority) Criteria Form, Copy of the signed Compliant/Appeal Procedures Form, Picture ID, Social Security Cards for all members of the household, Documentation of Income, Documentation of Ownership or Landlord Agreement (when applicable), Building Work Report (BWR), NEAT Audit Printout if the home was weatherized, Household Data Form, invoices and payment vouchers.
- B. Supplemental Data Collection for WAP and WAP/LIHEAP - All subgrantees are encouraged to continue recording in the space provided on the Client Intake Form and the Monthly Summary Report, the pre-utility bill amount of the client prior to receiving weatherization services, and collect the post utility bill amount approximately sixty (60) days after all weatherization work is completed. This comparison of utility amounts will provide the actual energy savings reflected through weatherization work performed and should be included in the subgrantee Semi-Annual Success Report.

## ATTACHMENT D

### REPORTS

- A. Reports are due to the Department by the 10th of the month. The Recipient shall submit a Financial Status Report (FSR), Monthly Production Summary, a Client Intake Form and a Building Work Report (BWR) package for each dwelling unit on which work has been completed and inspected. This is required for each program. The Building Work Report package shall consist of a signed, dated copy of the BWR, and if the home received services through the WAP and/or WAP-LIHEAP, a copy of the NEAT printout sheet. In addition, the Recipient shall submit a WAP-LIHEAP Quarterly Household Report by the 10th of the month following the end of the program quarter. Subgrantee are also required to submit the DOE Semi-Annual Leveraging Report and Semi-Annual Success Report during the month after the second and fourth quarters of the agreement period.
- B. All subgrantees are encouraged to continue recording in the space provided on the Client Intake Form and the Monthly Summary Report, the pre-utility bill amount of the client prior to receiving weatherization services, and collect the post utility bill amount approximately sixty (60) days after all weatherization work is completed. This comparison of utility amounts will provide the actual energy savings reflected through weatherization work performed and should be included in the subgrantee Semi-Annual Success Report.
- C. Failure to submit all required reports as outlined in A. and B. shall constitute grounds for suspension or termination of this Agreement. Reports and notices must be submitted to:

Department of Community Affairs  
Division of Housing and Community Development  
Bureau of Community Assistance, Weatherization Assistance Program  
2555 Shumard Oak Blvd., The Sadowski Building  
Tallahassee, Florida 32399-2100

- D. Hand delivered reports must be date stamped in by Department staff. Each report form shall be signed by the Recipient's designated agent.

**ATTACHMENT E  
2003 COMPREHENSIVE WEATHERIZATION PROGRAM GRANT AGREEMENT  
JUSTIFICATION OF ADVANCE PAYMENT**

**RECIPIENT: Lee County Board of County Commissioners**

Indicate if you are requesting an advance or if no advance is being requested by completing the appropriate areas below. If an advance payment is requested, budget data on which the request is based must be submitted. Any advance payment under this Agreement is subject to s. 216.181(16)(a)(b), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the recipient within the initial 3 months. Thereafter, disbursements shall be made on a reimbursement basis.

**NO ADVANCE REQUESTED**

No advance payment is requested. Payment will be made solely on a reimbursement basis.

**TOTAL COMBINED ADVANCE REQUESTED**

Advance payment of \_\_\_\_\_ is requested, balance of payments will be made on a reimbursement basis. The funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate this program without this advance.

**DIRECTIONS:**

- 1. First Time Recipients:** Must provide the Department with an estimation of expenditures for the first three months of the contract. Only the column for the current fiscal year needs to be completed.
- 2. Continuing Recipients:** Must compare three years of expenditures to advance payments received.

COMPLETE BELOW FOR THE FIRST THREE MONTHS EXPENDITURES FOR EACH PROGRAM	(1) Contract 00 (First 3 months)	(2) Contract 01 (First 3 months)	(3) Contract 02 (First 3 months)	(4) Total (3 Years)	(5) Average ( 3 Years)
1 WEATHERIZATION (WAP)	\$3,273.27	\$0.00	\$1,355.66	\$4,628.93	\$1,542.98
2 WAP LIHEAP	\$0.00	\$4,165.42	\$0.00	\$4,165.42	\$1,388.47
3 LEHRP	\$9,376.73	\$580.00	\$0.00	\$9,956.73	\$3,318.91

Required Information	(6) Contract 00 (First 3 months)	(7) Contract 01 (First 3 months)	(8) Contract 02 (First 3 months)	(9) Total	(10) Average
4 TOTAL ADVANCES (All three Programs by year)	\$24,687.00	\$16,451.00	\$0.00	\$41,138.00	\$13,712.67
5 TOTAL EXPENDITURES (All three Programs by year)	\$12,650.00	\$4,745.42	\$1,355.66	\$18,751.08	\$6,250.36
6 DIFFERENCE	\$12,037.00	\$11,705.58	-\$1,355.66	\$22,386.92	\$7,462.31

**NOTE:**

- 1. Expenditures:** Line 1, 2 and 3 per program/per previous three contract years - Materials and labor, Administration, travel, equipment expenses, audit expenses, and Fee For Service (based on materials and labor expenditures).
- 2. Line 5:** Total each column above (lines 1-3).
- 3. Advance Requested:** Should be based on the total average Line 5 Column 10 - or the Request for Waiver information below.
- 4. Line 6:** Difference between advance and expenditure.

**REQUEST FOR WAIVER OF CALCULATED MAXIMUM**

The recipient has exceptional circumstances that require an advance greater than the first three months average expenditures of the previous three years. Complete estimated chart and Justification below. **Insert total expenses above in Advance Requested.**

BUDGET CATEGORY	2002-2003 Anticipated Expenditures for the First Three Months of Contract	Justification (Explanation of Circumstances) Attach additional pages if needed.
WEATHERIZATION		
WAP-LIHEAP		
LEHRP		
TOTAL Anticipated (First 3 months)		

**ATTACHMENT F**

**PROPERTY MANAGEMENT AND PROCUREMENT**

- A.** The Recipient shall comply with procurement standards equivalent to the requirements of 10 C.F.R. 600.436(b) for local government Recipients and 10 C.F.R. 600.119 for non-profit Recipients and relevant state and local laws applicable to the procurement of supplies, equipment, construction, and services.
  
- B.** The Recipient shall comply with property management standards for non-expendable property equivalent to 10 C.F.R. 600.432 for local government Recipients and 10 C.F.R. 600.117 for non-profit Recipients.

## ATTACHMENT G

### STATEMENT OF ASSURANCES

The Recipient hereby certifies the following assurances:

- A. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the contract, including all understandings and assurances contained therein, and directing and authorizing the Recipient's chief executive to act in connection with the agreement and to provide such additional information as may be required.
- B. The Recipient, in performing the requirements of this agreement shall comply with applicable laws, rules, regulations, ordinances, and codes of the federal, state and local governments. The Recipient shall ensure that subcontractors possess proper, current state and local licenses to perform the services.
- C. Units of local government, Indian tribes and non-profit organizations shall secure and maintain such insurance as may be necessary for protection from claims under Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement.
- D. Priority in selection of clients will be given to the elderly, the disabled, families with children under 12 and Native American Indians.
- E. The Recipient shall give priority to units served in order of preference as follows for the Weatherization Assistance Program and the Weatherization/Low-Income Home Energy Assistance Program:
  - 1. single family owner occupied units,
  - 2. single family renter occupied units in buildings up to five units,
  - 3. multi-family units (5 units or more per building), with 10% owner participation,
  - 4. multi-family units (5 units or more per building), without owner participation in cases where the landlord can document an inability to pay the required 10%.
- F. To the maximum extent practicable, the use of services provided under this Agreement shall be coordinated with other Federal, State, local, or privately funded programs in order to improve energy efficiency and to conserve energy.
- G. The Recipient will permit attendance by the department's representatives at any meetings of the Recipients Board of Directors, executive committee or legislative body.
- H. The Recipient will permit on-site program evaluation by the Florida Energy Office, the Department of Energy, the Department's field representative and by technical assistance groups assigned by the Department. The Recipient will also allow inspection, verification, and audit of financial transactions and records by staff or agents of the department, the Comptroller's Office, legislative or federal auditors, and Department of Energy personnel.
- I. In order to ensure that no undue or excessive enhancement takes place on renter occupied units, the Recipient shall require that the landlords of buildings with five or more units, or any combination of buildings with an aggregate total of five units or more, that receive services under this contract will pay ten percent (10%) of the total cost of the work performed. The landlord's participation may be waived or reduced if they can document in writing that they cannot afford to participate. A written agreement between the Recipient and the landlord detailing the landlord's commitment and legal responsibilities will be executed after pre-inspection and work determination has been completed and prior to work beginning on the unit.
- J. The Recipient will not use funds provided under this Agreement to supplant other federal, state or local funds.
- K. All non-profit Recipients will maintain a fidelity bond indemnifying against losses resulting from the fraud or lack of integrity, honesty or fidelity of one or more employees, officers or other persons holding a position of trust. The amount of the bond must be no less than one-fourth of the total amount of this Agreement.
- L. All WAP and WAP/LIHEAP work ordered, completed and paid for from these grant funds must be directly related or incidental to the Scope of Work (Attachment A). Incidental repairs are those necessary to make the installation of energy

conservation measures effective or to protect such materials. The cost of incidental repairs, labor and materials, may not exceed 25% of the total cost of labor and materials for the house.

- M.** As part of the initial evaluation of the house for WAP and WAP/LIHEAP, the Recipient will perform an air pollution source survey and a blower door test in accordance with department prescribed protocol. If there are gas appliances present, a carbon monoxide test is required. After air tightening procedures are performed on the unit, another blower door test and monoxer test will be performed to make sure the house is not tightened beyond acceptable measures.
- N.** Elimination of energy-related health and safety hazards are permissible for the WAP and WAP/LIHEAP if such elimination is necessary before, or as a result of, installation of weatherization materials. The maximum amount allowed shall not exceed \$300 per unit and this amount must be included in the total cost of the unit.
- O.** All weatherization work will be performed according to the Department of Energy C.F.R. part 440 guidelines using the National Energy Audit (NEAT) or other audits required by the Department on all units receiving weatherization services.
- P.** The Recipient shall maintain Internet computer services and notify the Department of the e-mail addresses of employees involved in this Agreement.
- Q.** Conduct outreach activities designed to ensure that eligible households, especially households with elderly individuals, disabled individuals, families with children under 12 and households with a high residential energy use, are made aware of the assistance available under this Agreement.
- R.** Coordinate with the Low-Income Home Energy Assistance Program (LIHEAP) provider(s) in the agency's service area in regard to the availability of program services for those clients currently receiving LIHEAP assistance due to their repeated high energy bills.

**ATTACHMENT H**

**COUNTY ALLOCATIONS**

The financial allocation specified for each county by program is designated to be spent in that county. For recipients of funds designated for more than one county, in the event that circumstances will not allow the full expenditure of any program funds allocated to a particular county, a request to expend any part of those funds in another county must be submitted in writing to the Department. This request must justify the lack of need of program services in that county. Funds may not be expended in another county without prior written approval of the Department.

**ALLOCATION BY PROGRAM**

<b><u>COUNTY</u></b>	<b><u>WAP</u></b>	<b><u>WAP-LIHEAP</u></b>	<b><u>LEHRP</u></b>
Lee	\$ 16,897	\$ 31,190	\$ 57,157

**ATTACHMENT I**  
**SPECIAL CONDITIONS**

**ATTACHMENT J  
RECIPIENT INFORMATION FORM**

Please complete all information applicable to your organization.

**A. RECIPIENT CATEGORY:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> County Government | <input type="checkbox"/> City Government                  |
| <input type="checkbox"/> Community Action Agency      | <input type="checkbox"/> Other private, Non-Profit Agency |
| <input type="checkbox"/> Indian Tribe                 | <input type="checkbox"/> Other, Specify _____             |

**B. GENERAL ADMINISTRATIVE INFORMATION:**

1. Recipient's full legal name: Lee County Board of County Commissioners

2. THE WARRANT WILL BE MAILED TO THIS ADDRESS UNLESS OTHERWISE INDICATED:

Recipient's Name and Title: Lee County Department of Human Services

Mailing address: 83 Pondella Road, Suite #1

City: North Fort Myers Zip Code: 33903

Telephone: (239) 652-7930 FAX Number: (239) 652-7960

E-mail address \_\_\_\_\_

3. Street Address (if different from above): \_\_\_\_\_

4. Chief Elected Official:

Robert P. Janes, Chairman, Lee County Board of County Commissioners  
(Name) (Title)

E-mail address DIST1@leegov.com

5. Executive Director

Karen K. Hawes Director, Department of Human Services  
(Name) (Title)

E-mail address Haweskb@leegov.com

6. Program Coordinator:

Booker T. Haynes, Jr., Rehabilitation Specialist  
(Name) (Title)

E-mail address Haynesbt@leegov.com FAX Number (239) 652-7955

7. Finance Director:

Barbara J. Hollis Fiscal Manager  
(Name) (Title)

E-mail address Hollisbj@leegov.com FAX Number (230) 652-7960