

**COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT  
BETWEEN BREVARD COUNTY  
AND BREVARD ALZHEIMER'S FOUNDATION, INC.  
FOR FEED HOPE NOW GROCERY DELIVERY VIA JOE'S CLUB  
TRANSPORTATION**

**THIS AGREEMENT** is by and between the **Board of County Commissioners of Brevard County, Florida**, a political subdivision of the State of Florida (hereinafter the County), and the **Brevard Alzheimer's Foundation, Inc.**, a business having its primary business location at **4676 North Wickham Road Melbourne, Florida 32935** (hereinafter the Contractor).

WITNESSETH:

**WHEREAS**, the County has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HUD Act), Public Law 93-383, and

**WHEREAS**, due to the Coronavirus (COVID-19), Brevard County has seen an unprecedented increase in demand for services (Health Services, Community Nutrition Programs, Child or Adult Day Care Services, Education Services, Substance Abuse Services) with local agencies experiencing an increase in demand since March 2020, and

**WHEREAS**, the County is desirous of engaging the Contractor to assist the County in utilizing such funds for the services of a Coronavirus Program which will prevent, prepare for or respond to coronavirus, and

**WHEREAS**, the provision of such services shall mutually benefit the parties hereto and the residents of Brevard County, Florida who have been or will be impacted by the Coronavirus (COVID-19).

**NOW THEREFORE**, in consideration of the covenants herein contained, it is mutually agreed between the parties as follows:

**I. SCOPE OF SERVICE/WORK:**

**A. Activities:**

The Contractor shall furnish all personnel, labor, materials, equipment, machinery, tools, apparatus and transportation in order to perform all services specified in **Attachment A Scope of Service** a copy of which is attached hereto and made a part hereof by this reference, hereinafter referred to as "Services".

**B. National Objectives:**

All activities funded with Community Development Block Grant funds shall meet one of the Community Development Block Grant program's National Objectives:

1. benefit low- and moderate-income persons; or
2. aid in the prevention or elimination of slums or blight; or
3. meet community development needs having a particular urgency, as defined in 24 Code of Federal Regulations (CFR) 570.208.

**2021 Community Development Block Grant Coronavirus Program Agreement  
Brevard Alzheimer's Foundation, Inc.-Feed Hope Now Grocery Delivery**

The Contractor certifies that the activity carried out under this Agreement shall meet the benefit to low-and moderate-income persons National Objective. Client services are limited to residents from the unincorporated areas of Brevard County outside the boundaries of the cities of Titusville, Cocoa, Melbourne and Palm Bay. Residents in the County Interlocal Agreement municipalities of Cocoa Beach, Indialantic, Indian Harbour Beach, Melbourne Village, Palm Shores, Rockledge and Satellite Beach are also eligible. The Contractor shall meet this objective by providing the services specified in the **Scope of Service (Attachment A)**.

C. Level of Accomplishment – Goals and Performance Measures

The Contractor certifies that the activities carried out under this Agreement shall meet the benefit of low and moderate-income persons National Objective. The Contractor shall meet this objective by providing services specified in the **Scope of Service (Attachment A)**.

D. Staffing

Contractor shall make no changes to the Key Personnel, as defined as the Contractor's President, Chief Executive Officer, Executive Director or Finance Manager, or general responsibilities, as identified in the Contractor's application submitted to the County on **February 17, 2021**, under this program without County's written approval.

E. Performance Monitoring/Reports

The County shall monitor the performance of the Contractor against the goals and performance standards as identified on **Attachment B Program Logic Model** and **Attachment C Evaluation Plan**, copies of which are attached hereto and incorporated by reference **which were submitted by the Contractor**. Project schedule/milestones shall be measured in accordance with **Attachment E 1 and E 2 Performance and Measurable Outcomes Reports**, copies of which are attached hereto and incorporated by reference.

Substandard performance as determined in the sole discretion of the County shall constitute noncompliance with this Agreement. If corrective action to cure the noncompliance is not taken by the Contractor within a reasonable amount of time as determined in the sole discretion of the County, after notification by the County, this Agreement may be suspended or terminated at the sole discretion of the County. Any failure by the County to make demand for corrective action shall not be deemed as a waiver by the County to pursue any remedy allowed under this agreement or by law.

II. **TIME OF PERFORMANCE:**

The term of the Agreement shall begin on the **1st day of April, 2021** and end on the **30th day of September, 2021**.

**III. BUDGET AND EXPENDITURE GOALS:**

**UNIT COST BUDGET**

DESCRIPTION OF SERVICE # OF UNITS (NAME) PROGRAM	COST PER UNIT ITEM	UNIT PROGRAM COST
One meal box delivered	<u>\$13.89</u>	<u>\$13.89</u>
<b># OF UNITS OF SERVICE TO BE PROVIDED</b>	<b><u>3600</u></b>	<b><u>3600</u></b>
<b>TOTAL PROGRAM COSTS</b>		<b><u>\$50,000.00</u></b>

The County may require a more detailed budget breakdown than the one contained herein, and the Contractor shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the County. Any amendments to the budget shall be approved in writing by both the County and Contractor, provided the changes are within the identified line-items of the original application.

The Contractor shall be responsible for meeting the **Quarterly Expenditure Schedule**. Contractor shall provide a reason for any delay in meeting the schedule in writing and shall provide the same to the County.

**EXPENDITURE SCHEDULE**

PERFORMANCE PERIOD	AMOUNT	TOTAL	PERCENT EXPENDED
FIRST QUARTER (04/01/2021-06/30/2021)	\$25,000.00	\$25,000.00	50%
SECOND QUARTER (07/01/2021-09/30/2021)	\$25,000.00	\$50,000.00	100%

**TOTAL BUDGET: \$50,000.00**

**IV. PAYMENT:**

For the work the Contractor provides under this Agreement, the County shall pay the Contractor a total sum not to exceed **\$50,000.00**. The Contractor shall be entitled to payment on a reimbursement basis as provided in the **Unit Cost Budget** and **Expenditure Schedule** referenced in Section III above.

The Contractor shall use the County's designated **Attachment D Monthly Request for Reimbursement Form**, a copy of which is attached hereto and incorporated by reference, to request payment. The Contractor shall request reimbursement on a **monthly** or **quarterly** basis. The **Performance and Measurable Outcomes Report (Attachment E 1 and E 2)** shall be completed and submitted with each **Monthly Request for Reimbursement Form (Attachment D)**.

The Contractor shall submit **monthly** reports within twenty calendar days after the end of the quarter for which the Contractor is requesting reimbursement using **Performance and Measurable Outcomes Report (Attachment E 1 and E 2)** to assist the County in determining whether measurable outcomes are being met.

Each **Monthly Request for Reimbursement (Attachment D)** shall be accompanied by such documentation or data in support of expenses for which payment is sought, as required by the County. Each invoice shall bear the signature of the Contractor or representative, such signature shall constitute the Contractor's representation to the County that the services indicated in the invoice have reached the level as required in this Agreement, have served a public purpose, have been properly and timely performed as required herein, that the expenses included in the invoice have been reasonably incurred in accordance with this agreement and that the amount requested is currently due and owing, and that there being no reason known to the Contractor that payment of any portion thereof should be withheld. Brevard County reserves the right to withhold ten percent of each payment request due to the Contractor, for the Contractor's failure to meet outcomes or the Contractor's failure to submit required **monthly** reports within the required time frame. Any withheld amount shall be remitted to the Contractor upon receipt of documentation that outcomes are being met or upon receipt of the required **monthly or quarterly** reports.

The Contractor shall be entitled to payment on a reimbursement basis as provided as **Attachment F Conditions and Methods of Compensation**, a copy of which is attached hereto and incorporated by reference. The County reserves the right in the County's sole discretion to deduct from the Contractor invoices an amount for nonconforming or other work not included in the Scope of Services and for work not provided but invoiced. The County shall remit payment in accordance with the Florida Prompt Payment Act, Florida Statute Section 218.70, et seq.

**The Contractor's final Request for Reimbursement is due on or before October 20, 2021.**

**V. ADMINISTRATIVE REQUIREMENTS:**

**A. Documentation and Record Keeping:**

**1. Records to be Maintained:**

The Contractor shall maintain all records required by the Federal regulations specified in 24 Code of Federal Regulations (CFR) 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the Community Development Block Grant programs;
- c. Records required to determine the eligibility of activities;

- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with Community Development Block Grant assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the Community Development Block Grant program;
- f. Financial records as required by 2 Code of Federal Regulations (CFR) Part 200, and 24 Code of Federal Regulations (CFR) 84.21–28; and
- g. Other records necessary to document compliance with Subpart K of 24 Code of Federal Regulations (CFR) Part 570.

- h. Criterion 1: Is the activity designed to alleviate the existing conditions?

Documented by activities to prevent, prepare for or respond to coronavirus

- i. Criterion 2: Does the condition pose a serious and immediate threat to the health or welfare of the community that is of recent origin or that recently became urgent?

Documented by HHS Public Emergency Declaration, Federal Disaster Declaration, or State/local emergency declaration.

## **2. Retention:**

The Contractor shall retain all financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for a period of not less than four years. The retention period begins on the date of the submission of the County's annual performance and evaluation report to Housing and Urban Development (HUD) in which the activities assisted under this Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records shall be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

## **3. Client Data:**

The Contractor shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to County monitors or their designees for review upon request.

## **4. Disclosure:**

The Contractor understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the County's or Contractor's responsibilities with respect to services provided under this contract, is prohibited by the **FS**

**501.171(c)** unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

**5. Close-outs:**

The Contractor's obligation to the County shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balance, and accounts receivables to the County), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Contractor has control over Community Development Block Grant funds, including program income.

**6. Audits and Inspections:**

All Contractor records with respect to any matters covered by this Agreement shall be made available to the County, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports shall be fully cleared by the Contractor within 30 days after receipt by the Contractor. Failure of the Contractor to comply with the above audit requirements shall constitute a violation of this contract and may result in the withholding of future payments. The Contractor hereby agrees to have an annual agency audit conducted in accordance with current County policy concerning Contractor audits and 2 Code of Federal Regulations (CFR) Part 200 Subpart F.

**B. REPORTING AND PAYMENT PROCEDURES:**

**1. Program Income (if applicable):**

The Contractor shall report all program income (as defined at 24 Code of Federal Regulations (CFR) 570.500(a)) generated by activities carried out with Community Development Block Grant funds made available under this contract, if applicable. The use of program income by the Contractor shall comply with the requirements set forth at 24 Code of Federal Regulations (CFR) 570.504. By way of further limitations, the Contractor may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds in the amount of any such program income balance on hand. All unexpended program income shall be returned to the County at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the County.

**2. Indirect Costs (if applicable):**

If indirect costs are charged, the Contractor shall develop an indirect cost allocation plan for determining the appropriate Contractor's share of

administrative costs and shall submit such plan to the County for approval, in a form specified by the County.

**C. PROCUREMENT:**

**1. Compliance:**

The Contractor shall comply with current County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (to include but not limited to unexpended program income, property, equipment) shall revert to the County upon termination of this Agreement.

The following procedures should be utilized (if applicable):

- a. If the purchase amount is less than \$1,000; no formal purchase procedures are required.
- b. If the purchase amount is \$1,000 or more, the Contractor shall solicit formal written bids from a minimum of three vendors.
- c. The Contractor shall maintain sufficient records to detail the significant history of procurement. These records shall include, but are not limited to, rationale for the method of procurement, selection of vendor and basis for the solicited prices. The Contractor shall encourage the solicitation of quotations for purchases from minority- and women-owned business enterprises.

**2. Travel:**

The Contractor shall obtain prior written approval from the County for any travel outside the metropolitan area paid for with funds provided under this Agreement.

**3. Safeguards:**

The Contractor shall implement procedures to ensure adequate safeguards for preventing loss, damage, or theft of property acquired with Community Development Block Grant funding, as identified by 24 Code of Federal Regulations (CFR) 570.502(a)(8) or 24 CFR 570.502(b).

**D. USE AND REVERSION OF ASSETS:**

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 Code of Federal Regulations (CFR) Part 200, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Contractor shall transfer to the County any Community Development Block Grant funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Contractor's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the Community Development Block Grant

National Objectives pursuant to 24 Code of Federal Regulations (CFR) 570.208 until five years after expiration of this Agreement or such longer period of time as the County deems appropriate. If the Contractor fails to use Community Development Block Grant assisted real property in a manner that meets a Community Development Block Grant National Objective for the prescribed period of time, the Contractor shall pay the County an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non- Community Development Block Grant funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the County. The Contractor may retain real property acquired or improved under this Agreement after the expiration of the five-year period [or such longer period of time as the County deems appropriate].

3. In all cases in which equipment is acquired, in whole or in part, with funds under this Agreement and said equipment is sold, the proceeds of any sale shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Contractor for activities under this Agreement shall be (a) transferred to the County for the Community Development Block Grant program or (b) retained after compensating the County an amount equal to the current fair market value of the equipment less the percentage of non- Community Development Block Grant funds used to acquire the equipment.

## **VI. FINANCIAL MANAGEMENT:**

### **A. ACCOUNTING STANDARDS:**

The Contractor shall comply with 2 CFR part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

### **B. COST PRINCIPLES:**

The contractor shall administer its program in conformance with 2 Code of Federal Regulations (CFR) Part 200 Subpart E, "Cost Principles for Non-Profit Organizations, as applicable. These principles shall be applied for all costs incurred whether charge on a direct or indirect basis.

### **C. RIGHT TO AUDIT:**

The Contractor shall keep books, records, and accounts of all activities, related to the Agreement, in compliance with generally accepted accounting procedures. All books, records and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the County and shall be retained by the Contractor for a period of five years after termination of this Agreement and shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. No reports, data, programs or other materials produced, in whole or in part for the benefit and use of the County, under this Agreement shall be subject to copyright by Contractor in the United States or any other country. All records or documents created by the County or provided to the **Brevard Alzheimer's Foundation, Inc.**, by the County in connection with activities or



services provided by **Brevard Alzheimer's Foundation, Inc.**, under the terms of this agreement, are public records and **Brevard Alzheimer's Foundation, Inc.**, agrees to comply with any request for such public records or documents made in accordance with Section 119.07 Florida Statutes.

**D. AUDIT REQUIREMENTS:**

If the **Brevard Alzheimer's Foundation, Inc.**, is a local government or a non-profit organization as defined in 2 Code of Federal Regulations (CFR) Part 200 Subpart F, as revised, and in the event that the **Brevard Alzheimer's Foundation, Inc.**, expends \$750,000 or more in Federal awards in its fiscal year, the **Brevard Alzheimer's Foundation, Inc.**, shall have a single or program-specific audit conducted in accordance with the Single Audit Act Amendments of 1996, and 2 Code of Federal Regulations (CFR) Part 200 Subpart F, as revised. In determining the Federal awards expended in its fiscal year, the **Brevard Alzheimer's Foundation, Inc.**, shall consider all sources of Federal awards, including Federal resources received from the County. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 Code of Federal Regulations (CFR) Part 200 Subpart F, as revised. An audit of the Operating Agency conducted by an independent certified public accountant (IPA) licensed under Chapter 473, Florida Statutes, in accordance with the provisions of 2 Code of Federal Regulations (CFR) Part 200 Subpart F, as revised, shall meet the requirements of this section. If the Operating Agency expends less than \$750,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 Code of Federal Regulations (CFR) Part 200 Subpart F, as revised, is not required. In the event that the Agency expends less than \$750,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 Code of Federal Regulations (CFR) Part 200 Subpart F, as revised, the cost of the audit shall be paid from non-Federal resources, such as the cost of such audit shall be paid from the Operating Agency's resources obtained from other than Federal entities.

In accordance with 2 Code of Federal Regulations (CFR) Part 200 Subpart F, as revised, if applicable, the **Brevard Alzheimer's Foundation, Inc.**, shall submit to the County a copy of the audit and all related responses within one hundred twenty days after termination of this Agreement. If unable to meet the audit deadline, the Agency shall submit a written request for an extension approval by the Brevard County Director of Housing and Human Services Department to the following address:

**Brevard County Housing and Human Services Department  
Ian Golden, Director  
2725 Judge Fran Jamieson Way, Building B  
Viera, Florida 32940**

The Contractor shall also provide the County with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement. The Contractor shall provide copies of any monitoring conducted during the term of this Agreement, conducted by any agency or agent, and agency responses to such audits or monitoring within thirty days of receipt in order to facilitate

county monitoring requirements. All information shall be sent to address as shown above.

The Contractor shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued, and shall allow the County or its designee, the Comptroller, or the Funding Agency access to such records upon request. However, if litigation or an audit has been initiated prior to the expiration of the five-year period, the records shall be retained until the litigation or audit findings have been resolved. The agency shall ensure that audit working papers are made available to the County, or its designee, the Comptroller, or Funding Agency upon request for a period of three years from the date the audit report is issued, unless extended in writing by the County.

In the event the audit shows that any or all of the funds disbursed hereunder were not spent in accordance with the conditions of this Agreement, the Contractor shall reimburse the County of all such funds within thirty days after the County has notified the Contractor in writing of such noncompliance.

#### **VII. INDEMNIFICATION:**

The Contractor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its work under this Agreement, where such claim, damage, loss, or expense is caused, in whole or in part, by the act or omission of the Contractor, or anyone directly or indirectly employed by the Contractor, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused, in part, by a party indemnified there under. In any and all claims against the County, or any of its agents or anyone directly or indirectly employed by the Contractor, or anyone for whose acts any of them may be liable, indemnification obligation under this section shall not be limited in any way by a limitation on the amount or type of damages, compensation or benefits payable by or for the custodial Contractor, under workers' compensation acts, or other related policies of insurance. The parties acknowledge specific consideration has been exchanged for this provision.

#### **VIII. GENERAL CONDITIONS:**

##### **A. Independent Contractor:**

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. The County shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Contractor is an independent contractor.

**B. Insurance and Bonding:** The Contractor shall keep in force and at all times maintain during the term of this Agreement:

**1. General Liability Insurance:** General Liability Insurance issued by responsible insurance companies and in a form acceptable to the County, with combined single limits of not less than One Million Dollars (\$1,000,000) for Bodily

Injury and Property Damage per occurrence.

**2. Automobile Liability Insurance:** Automobile Liability coverage shall be in the minimum amount of One Million Dollars (\$1,000,000) combined single limits for Bodily Injury and Property Damage per accident.

**3. Workers' Compensation Coverage:** Full and complete Workers' Compensation Coverage, as required by State of Florida law shall be provided.

**4. Professional Liability Insurance:** Professional liability insurance, in an amount not less than One Million Dollars (\$1,000,000) per claim, to cover its liabilities arising from activities performed under this Agreement.

**5. Insurance Certificates:** The Contractor shall provide the County with Certificate(s) of Insurance on all the policies of insurance and renewals thereof in a form(s) acceptable to the County. Said Liability Policies shall provide that the County be an additional insured and that the County shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized under the laws of the State of Florida.

The Contractor shall comply with the bonding and insurance requirements of 24 Code of Federal Regulations (CFR) 84.31 and 84.48, Bonding and Insurance.

**C. Amendments:**

This Agreement, together with any attachments, task assignments and schedules constitute the entire Agreement between the County and the Contractor and supersedes all prior written or oral agreements or understandings. This Agreement and any attachments, task assignments and schedules may only be amended, supplemented or canceled by a written instrument duly executed by both parties hereto. The Brevard County Director of Housing and Human Services shall have authority to execute modifications up to \$24,999.00. For any modification that exceeds \$24,999.00, the Chairperson of the Board of County Commissioners or County Manager shall have the authority to execute the modification, as allowed by law.

**D. Public Records:**

Pursuant to Section 119.0701, Florida Statutes, a request to inspect or copy public records relating to this Agreement must be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Contractor of the request and the Contractor shall provide the records to the County or allow the records to be inspected or copied within twenty-four hours (not including weekends or legal holidays) of the request so the County can comply with the requirements of Chapter 119, Florida Statutes, Florida Public Records Law. The Contractor may also provide a cost estimate to produce the requested documents consistent with the policy set forth in Brevard County Administrative Order AO-47, incorporated herein by this reference. A copy of AO-47 is available upon request from the County's public records custodian designated below.

If Contractor fails to provide the requested public records to the County within a reasonable time, the Contractor may face civil liability for the reasonable cost of enforcement incurred by the party requesting the records and may be subject to criminal penalties pursuant to Section 119.10, Florida Statutes. Contractor's failure to comply with public records requests is considered a material breach of this Contract and grounds for termination. If Contractor claims certain information is exempt and/or confidential, it must cite to specific statutory provisions or case law in order to justify removal or redaction of said information.

Should the County face any legal action to enforce inspection or production of the records within the Contractor's possession and control, the Contractor agrees to indemnify the County for all damages and expenses, including attorney's fees and costs. The Contractor shall hire and compensate attorney(s) to represent the Contractor and County in defending such action. The Contractor shall pay all costs to defend such action and any costs and attorney's fees awarded pursuant to Section 119.12, Florida Statutes.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS BRITTANY RAY, 2725 JUDGE FRAN JAMIESON WAY, B-103, VIERA, FL 32940, BITTANY.RAY@BREVARDFL.GOV, AT (321) 633-2076.**

**E. Attorney's Fees:**

In the event of any legal action to enforce the terms of this Agreement each party shall bear its own attorney's fees and costs.

**F. Governing Law:**

This Agreement shall be governed, interpreted and construed according to the laws of the State of Florida.

**G. Compliance with Statutes:**

Contractor shall be aware of and shall comply with all federal, state and local laws.

**H. Compliance with ADA of 1990:**

The Contractor shall comply with the American with Disabilities Act of 1990 (PL101-336), as amended and all state and local laws requiring physical and program accessibility to people with disabilities, and agrees to defend, hold harmless, and Contractor shall indemnify the County from and against and any and all liability for any noncompliance on the part of the Contractor.

**I. Venue:**

Venue for any legal action by any party to this Agreement to interpret, construe or enforce this Agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida and any trial shall be non-jury.

**J. Assignments:**

Contractor shall not assign any portion of this Agreement without the prior written permission of the County.

**K. Suspension or Termination:**

In accordance with 2 CFR part 200, the County may suspend or terminate this Agreement if the Contractor materially fails to comply with any terms of this Agreement, which include, but are not limited to, the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Contractor to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Contractor to the County reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR part 200, this Agreement may also be terminated for convenience by either the County or the Contractor, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the County determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the County may terminate the award in its entirety.

Such termination is effective upon the party's receipt of the Notice of Termination. Any work completed or services provided prior to the date of termination shall, at the option of the County, become the property of the County. The County is only responsible for payment for services provided prior to the effective date of termination. The County may also terminate this Agreement with twenty-four hours written notice based upon our availability of funds as determined by evaluation of the departmental expenditure goals, compliance with these contract terms, and regulatory compliance by the Brevard County Director of Housing and Human Services Department.

**L. Unauthorized Alien Workers:**

The County 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 United States Code (U.S.C.) Section 1324a(e)(Section 274A)(e) of the Immigration and Nationality Act (INA). The County

shall consider a contractor's intentional employment of unauthorized aliens as grounds for immediate termination of this Agreement.

**M. E-Verify:**

- a. In accordance with Chapter 448.095, Florida Statutes, 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.
- b. The County shall not enter into, or renew, a contract with a vendor/ contractor that is not enrolled in E-Verify. Any vendor/contractor that has a contract with the County shall be contractually required to utilize E-Verify to confirm the employment eligibility of any employee hired during the contract term.
- c. The County shall verify the Vendor's/Contractor's participation in E-Verify Program by confirming their enrollment on the Department of Homeland Security E-Verify Website. Vendor's/Contractor's whose participation cannot be verified on the Department of Homeland Security's E-Verify Website, shall provide acceptable evidence of their enrollment prior to award and the execution of a contract. Acceptable evidence shall include, but not be limited to, a copy of the fully executed E-Verify Memorandum of Understanding for the business.
- d. A contractor who registers with and participates in the E-Verify program may not be barred or penalized under this section if, as a result of receiving inaccurate verification information from the E-Verify program, the contractor hires or employs a person who is not eligible for employment.
- e. Nothing in this section may be construed to allow intentional discrimination of any class protected by law.

All Contractors shall read, sign and comply with **Attachment G** Confirmation of E-Verify Participation Form, a copy of which is attached hereto and incorporated by this reference.

**N. Federal Tax Identification Number:**

The Contractor shall provide to the County the Contractor's Federal Tax ID Number or, if the Contractor is a sole proprietor, a Social Security Number.

**O. Conflict of Interest:**

1. The Contractor agrees to abide by the provisions of 2 CFR part 200 and 570.611, which include but are not limited to the following:
  - a. The Contractor shall maintain a written code of standards of conduct that shall govern the performance of its officers, employees or agents engaged in the ward and administration of contracts supported by Federal funds.
  - b. No employee, officer or agent to the Contractor shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
  - c. No covered persons who exercise or have exercised any functions or responsibilities with respect to Community Development Block Grant-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities,

may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the Community Development Block Grant -assisted activity, or with respect to the proceeds from the Community Development Block Grant -assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one year thereafter. For purposes of this section, a covered person includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the County, Contractor, or any designated public agency.

2. The Contractor shall not engage the services of any person or persons now employed by the County, including any department, agency, board or commission thereof, to provide services relating to this Agreement without written consent from the County.

3. The Contractor shall not accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

4. The Contractor shall not award a contract or subcontract under this Agreement to any company who the Contractor has a financial or any other interest in, including but not limited to employing an employee of the Contractor or any member of an employee's, agents, or officer's immediate family.

5. No Contractor, including officers, employees, agents, consultants or elected or appointed officials, may occupy a unit unless approved by the County.

**P. Public Entity Crimes:**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime 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 the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of thirty-six months from the date of being placed on the convicted vendor list.

**Q. Information Release/Grantor Recognition:**

News releases, publicity releases, or advertisements relating to this Agreement or the tasks or projects associated with the project, shall be submitted in writing to the County and be approved in advance of any release or publication. Any release or advertisement advertising or publicizing the lease shall be approved by the County in advance. Releases shall identify the funding entity as well as the funding source.

**R. Debarment and Suspension:**

Brevard County will not intentionally award contracts to any agency or its Contractors and/or subcontractors that:

1. Have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local Department or agency;
2. Have, 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 a 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 presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in subsection (2) above; and
4. Have, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.
5. **Brevard Alzheimer's Foundation, Inc.**, has provided the County with a Certification Regarding Debarment and Suspension. In accordance with the Certification Regarding Debarment and Suspension, **Brevard Alzheimer's Foundation, Inc.**, shall provide the County with the same document completed for all lower tier covered transactions (such as transactions with sub-Counties and/or Contractors and/or subcontractors) and in all solicitations for lower tier covered transactions in accordance with 45 Code of Federal Regulations (CFR) Part 76.

**S. Construction Agreement:**

The parties hereby acknowledge that they fully reviewed this Agreement, its attachments and had the opportunity to consult with legal counsel of their choice, and that this Agreement shall not be construed against any party as if they were the drafter of this Agreement.

**T. Provisions Related to Other Federal Requirements:**

Other Federal Requirements governing this Community Development Block Grant Agreement are contained in and identified as **Community Development Block Grant Federal Requirements (Attachment H)**.

**IX. SEVERABILITY:**

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

**X. ATTACHMENTS:**

In the performance of this Agreement, the Contractor shall comply with all the requirements of the following attachments:

**2021 Community Development Block Grant Coronavirus Program Agreement  
Brevard Alzheimer's Foundation, Inc.-Feed Hope Now Grocery Delivery**



- Attachment A: Scope of Service**
- Attachment B: Program Logic Model**
- Attachment C: Evaluation Plan**
- Attachment D: Monthly or Quarterly Request for Reimbursement**
- Attachment E1 and E2: Performance and Measurable Outcomes Reports**
- Attachment F: Conditions and Methods of Compensation**
- Attachment G: Confirmation of E-Verify Participation Form**
- Attachment H: Community Development Block Grant Federal Requirements**

**XI. NOTICES:**

Notice under this Agreement shall be given by certified mail or hand delivery as follows: Mr. Ian Golden, Director, Housing and Human Services Department, 2725 Fran Jamieson Way, Building B, Viera, Florida, 32940 and Notice shall be given to the Contractor by certified mail or hand delivery as follows: **Timothy Timmermann Jr./Executive Director, Brevard Alzheimer's Foundation, Inc., 4676 North Wickham Road Melbourne, Florida 32935.**

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first above written.

BOARD OF COUNTY COMMISSIONERS OF  
BREVARD COUNTY, FLORIDA

By: Frank Abbate  
Frank Abbate, County Manager

Date: 2/1/21

As approved by the Board on 11/10/2020

Reviewed for Legal Form and Content:

By: Robin Rogers  
Robin Rogers  
Assistant County Attorney

WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

CONTRACTOR

By: [Signature]  
Signature of Authorized Signer

DATE: 6/14/21

Timothy Timmermann Jr./Executive Director  
Name and Title

Brevard Alzheimer's Foundation, Inc.  
Name of Company

4676 North Wickham Road  
Mailing Address

Melbourne, Florida 32935  
City, State, Zip Code

321-253-4430  
Area Code/Telephone Number

**ATTACHMENT A  
SCOPE OF SERVICE  
BREVARD ALZHEIMER'S FOUNDATION, INC.  
FEED HOPE NOW GROCERY DELIVERY**

The program's requirements, established by Second Harvest of Central Florida, are that the family must have a senior 50years old in the household, and the family must be transportation disadvantaged. Every two weeks, the food boxes will be delivered by BAFI drivers and volunteers. Every other delivery will also include perishable items and produce as supplies are available. Each delivery will have a unit cost of \$13.89. Each meal delivered will have a unit cost of 33 cents! Every other Tuesday, the Brevard Alzheimer's Foundation receives each of the boxes to be delivered. The boxes are then broken up in 20 countywide routes to be delivered in the next few hours.

Total number of clients (300 families) served at the cost of \$0.00 each for a total amount of \$0.00 to the client. The food boxes with 14 days of food will be supplied by Second Harvest Food Bank of Central Florida. The Brevard Alzheimer's Foundation will perform the delivery of the food. Neither the food or the delivery will have a cost to the recipients. If a family is identified as needy with access to reliable transportation, the qualifying family will have an opportunity to receive food boxes from a local Second Harvest Food Pantry.

## ATTACHMENT B – PROGRAM LOGIC MODEL FORM

<b>AGENCY NAME:</b>	Brevard Alzheimer's Foundation, Inc.
<b>PROGRAM NAME:</b>	Feed Hope Now Grocery via Joe's Club Transportation
<b>FOCUSED CARE AREA:</b>	Health Services, Senior Services, Services for Individuals with Disability, Transportation Services, Homelessness

Have you made any changes to the Program Logic Model?     YES     NO. Date Revised:

PROGRAM RESOURCES	ACTIVITIES	OUTPUTS	OUTCOMES	GOALS
<b>SERVICE PROVIDERS:</b> Brevard Alzheimer's Staff, Paid Drivers, Volunteer Drivers, Case Managers  <b>PROGRAMSETTINGS:</b> 10 agency vehicles, 12 volunteer vehicles10  <b>COMMUNITY FACTORS:</b> The non-profit, no-cost to the recipient grocery delivery  <b>COLLABORATIONS:</b> Second Harvest, SCAT, FDOT, SRA	Deliver Grocery Boxes with 14 days of food for a family of 4  Perform Wellness check on delivery	One Unit: One Delivery. (one box feeds family of four for 14 days)  300 Households  12 bi-weekly deliveries from April 1, 2021 to September 30,2021  151,200 Meals	Nutrition assistance to transportation disadvantaged seniors and disabled adults  Bi-Weekly Wellness checks on homebound seniors	Healthier Community  Less hospital visits. Less ER visits  Less reliance on Medicaid system  Seniors will have improved quality of life, be healthier, and age with dignity and grace while remaining at home

2021 Community Development Block Grant Coronavirus Program Agreement  
 Brevard Alzheimer's Foundation, Inc.-Feed Hope Now Grocery Delivery

<p><b>SERVICE TECHNOLOGY:</b> Software for routing and food delivery tracking</p> <p><b>FUNDING SOURCES:</b> FDOT, Brevard County Commissions, Agency Fundraising</p> <p><b>PARTICIPANTS:</b> Transportation for disadvantaged seniors and disabled adults</p>			
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**2021 Community Development Block Grant Coronavirus Program Agreement  
Brevard Alzheimer's Foundation, Inc.-Feed Hope Now Grocery Delivery**

**ATTACHMENT C  
EVALUATION PLAN**

<b>AGENCY NAME:</b>	Brevard Alzheimer's Foundation, Inc.
<b>PROGRAM NAME:</b>	Feed Hope Now Grocery Delivery via Joe's Club Transportation
<b>FOCUSED CARE AREA:</b>	Health Services, Senior Services, Services for Individuals with Disabilities, Transportation Services, Homelessness

Have you made changes to the evaluation plan?  YES  NO Date Revised:

<b>OUTCOMES</b>	<b>INDICATORS</b>	<b>MEASUREMENT TOOL/APPROACH</b>	<b>SAMPLING STRATEGY &amp; SIZE</b>	<b>FREQUENCY &amp; SCHEDULE OF DATA COLLECTION</b>
A higher likelihood of eating healthy	Increased number of clients eating healthy	Collect data from clients on eating habits	100% of client base	Initial entry. Survey on reevaluation. Annual survey.
Less doctor and emergency room visits	Nourished clients have less need for healthcare	Collect data from clients on well-being	100% of client base	Initial entry. Survey on reevaluation. Annual survey.
Improved physical health	Nourished clients are more physically fit	Collect data from clients on well-being	100% of client base	Initial entry. Survey on reevaluation. Annual survey.
Reduced feelings of isolation and loneliness	Clients have bi-weekly delivery to look forward to	Review driver notes for potential problems	100% of client base	Initial entry. Survey on reevaluation. Annual survey.

**ATTACHMENT D  
MONTHLY REQUEST FOR REIMBURSEMENT FORM**

**THIS SECTION FOR HOUSING AND HUMAN SERVICES USE ONLY**

CONTRACT/PROJECT MONITOR: Katrina Verdier-Lang

FINANCIAL APPROVAL: \_\_\_\_\_

BUSINESS AREA: \_\_\_\_\_ COST CENTER: \_\_\_\_\_ GL ACCOUNT: \_\_\_\_\_

VENDOR NUMBER: \_\_\_\_\_ PURCHASE ORDER NUMBER: \_\_\_\_\_

DOCUMENT NUMBER: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

APPROVED FOR PAYMENT BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FUNDING SOURCE: Community Development Block Grant

NAME OF ORGANIZATION: Brevard Alzheimer's Foundation, Inc.

NAME OF PROGRAMS: Feed Hope Now Grocery Delivery

CONTACT PERSON: Timothy Timmermann/Executive Director

PROGRAM ADDRESS: 4676 North Wickham Road Melbourne, FL 32935

MAILING ADDRESS: 4676 North Wickham Road Melbourne, FL 32935

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

REQUEST DATE: \_\_\_\_\_

REQUEST NUMBER: \_\_\_\_\_

FINAL PAYMENT REQUEST: YES \_\_\_\_\_ NO \_\_\_\_\_

TOTAL AMOUNT TO BE PAID: \_\_\_\_\_

I certify the services itemized on the authorization invoice have been provided and are a proper charge against the Community Development Block Grant funds appropriate for this program:

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: Any incomplete or inaccurate request will be returned to the agency by mail. Contract Period covers April 1, 2021 through September 30, 2021.**



Cost Per Unit:	Number of County Units of Service:	Number of Other Units of Services:	Description of Services:	Amount:

Total Amount Expended: \$ \_\_\_\_\_

**Summary:**

◆ Total Budgeted: \$ \_\_\_\_\_

◆ Total Previous: \$ \_\_\_\_\_

◆ Total this Request: \$ \_\_\_\_\_

Remaining Funds: \$ \_\_\_\_\_

Number	Date of Request	Amount Requested:	Expended YTD	% YTD	Remaining Funds
					<b>\$50,000.00</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					

**ATTACHMENT E1  
BREVARD COUNTY  
HOUSING AND HUMAN SERVICES DEPARTMENT  
PERFORMANCE AND MEASURABLE OUTCOMES REPORT**  
(This report *must be completed in its entirety* and submitted with each Request for Reimbursement)

DATE	
FUNDING SOURCE	Community Development Block Grant PS
NAME OF AGENCY	Brevard Alzheimer's Foundation, Inc.
NAME OF PROGRAM	Feed Hope Now Grocery Delivery
REPORTING PERIOD	
AUTHORIZED SIGNATURE AND TITLE	

1. Amount of funds expended this invoice:
2. Amount of funds expended to date:
3. Please state the progress achieved towards accomplishments outlined in your scope of work and/or services.
4. Please state any problem(s) your organization may be experiencing in regards to completing the accomplishments outlined in your scope of work and/or services, and plan(s) to resolve the problem(s).
5. Has your organization experienced any (key) programmatic turnover? YES or NO, if yes please explain.
6. Did the agency provide match funding for this month/quarter? YES or NO, if yes explain.
  - Type/Source:
  - Match to Provide:
  - Current Match:
  - Previous Match:
  - Match Remaining:
7. Did your agency leverage funding this month/quarter? YES or NO or N/A, if yes list the amount leveraged and source:
  - Amount Leveraged:
  - Source:
8. Please list any other funding your agency is currently receiving:
  - Other Federal Funding:
  - Other State Funding:
  - Other Local Funding:
  - Private Funding:
  - Total Funding:

9. Please report the number of unduplicated clients served in accordance to the categories listed below:

<b>RACE</b>	<b>UNDUPLICATED CLIENTS SERVED (MONTHLY)</b>	<b>UNDUPLICATED CLIENTS SERVED (YEAR TO DATE)</b>
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/ Alaskan Native & Black/African American		
Other		
<b>TOTALS</b>		

10. Please report number of unduplicated clients served in accordance to the categories listed below

<b>ETHNICITY</b>	<b>UNDUPLICATED CLIENTS SERVED (MONTHLY)</b>	<b>UNDUPLICATED CLIENTS SERVED (YEAR TO DATE)</b>
Hispanic Origin		
Non-Hispanic Origin		
<b>TOTALS</b>		

11. Please report the number of unduplicated clients served in accordance to the categories listed below:

	<b>Unduplicated Clients Served (Monthly)</b>	<b>Unduplicated Clients Served (Year to Date)</b>
Number of unduplicated Adult Seniors (60 yrs. Or older)		
Number of unduplicated Adults (18-59)		
Number of unduplicated Youth (17 and under)		

12. Please indicate the number of unduplicated clients served in accordance to the categories listed below:

	<b>Unduplicated Clients Served (Monthly)</b>	<b>Unduplicated Clients Served (Year to Date)</b>
Number of unduplicated clients served whose income has been determined extremely low (30%)		
Number of unduplicated clients served whose income has been determined very low (50%)		
Number of unduplicated clients served whose income has been determined low (80%)		
Number of unduplicated clients served whose income has exceeded the income limits		
<b>TOTALS</b>		

13. Please indicate the number of unduplicated clients served in accordance to the categories listed below:

<b>FEMALE HEAD OF HOUSEHOLD</b>	<b>UNDUPLICATED CLIENTS SERVED (MONTHLY)</b>	<b>UNDUPLICATED CLIENTS SERVED (YEAR TO DATE)</b>
YES		
NO		

14. Is technical assistance needed? YES or NO, if yes in what area(s)?

**ATTACHMENT E2  
 PERFORMANCE AND MEASURABLE OUTCOMES REPORT  
 BREVARD ALZHEIMERE'S FOUNDATION, INC.  
 FEED HOPE NOW GROCERY DELIVERY VIA JOE'S CLUB TRANSPORTATION**

2021 CORONAVIRUS PROGRAM MEASURABLE OUTCOMES	APR	MAY	JUN	JUL	AUG	SEPT	YTD CLIENTS	YTD UNITS
100% likelihood of eating healthy								
One Unit: One Delivery. (one box feeds family of four for 14 days)								
300 Households receive delivery								

SIGNATURE/DATE: \_\_\_\_\_

Report must be submitted along with your Request for Reimbursement within 20 calendar days after the end of the month in which you are requesting reimbursement!

**ATTACHMENT F  
CONDITIONS AND METHOD OF COMPENSATION  
BREVARD ALZHEIMER'S FOUNDATION  
FEED HOPE NOW GROCERY DELIVERY VIA JOE'S CLUB TRANSPORTATION**

The Contractor, **Brevard Alzheimer's Foundation, Inc.** shall be paid a total sum not to exceed **\$50,000.00** in **Community Development Block Grant Coronavirus Program** funds for the services specified under this Agreement. Compensation shall be allowed on a **Unit Cost reimbursement basis**.

Payment shall be made subject to the County's receipt of the **Monthly Request for Reimbursement Form (Attachment D)** specifying and certifying the expenses incurred and expended in conformance with this Agreement for the preceding month and it is determined by the County in the County's sole discretion that the Contractor is entitled to receive the amount requisitioned under the terms of this Agreement.

The final Reimbursement Request shall be submitted no later than **October 20, 2021**. Any **Community Development Block Grant Coronavirus Program** funding covered by this Agreement not expended for eligible activities by **September 30, 2021**, shall revert to the County.

The Contractor understands that compensation under this Agreement shall be from Community Development Block Grant Funds and that Contractor shall not request reimbursement from the County for services, which have been committed to be paid by another source of revenue.

**The Contractor shall notify the County in writing within 15 days of execution of this Agreement of all authorized personnel who shall be empowered to file requests for payment pursuant to this Agreement.**

**CONDITIONS OF REIMBURSEMENT:**

Reimbursement is contingent upon:

- a) The receipt and approval of all documentation by County as required by this agreement.
- b) The satisfactory evaluation of the Contractor by the Housing and Human Services Department.
- c) Compliance with all other terms as provided in this Agreement.

**METHOD OF REIMBURSEMENT REQUESTS:**

The Contractor shall comply with cost principles as established in **2 CFR Part 200 Subpart E for Non-Profit Organizations**. The following pertains to Requests for Reimbursement:

- a) The County shall reimburse the Contractor for all approved budgeted costs outlined in this Agreement, under **Section III, BUDGET AND EXPENDITURE GOALS**, as permitted by Federal, State, and County regulations and policies.
- b) The **Monthly Request for Reimbursement Form (Attachment D)** shall be submitted with proper documentation attached, including, but not limited to, a copy of all invoices, times cards, computer printouts and checks, payroll information, reports or any other applicable information needed as determined by the Housing and Human Services Department staff for activities and materials for which reimbursement is requested.
- c) Requests for Reimbursement shall be submitted **monthly**. Reimbursement requests must be submitted to the Housing and Human Services Department for approval within **twenty calendar days after the end of the month** for which the Contractor is requesting reimbursement. Upon approval, Housing and Human Services Department staff shall authorize Brevard County Finance Department to make the applicable reimbursement.



**ATTACHMENT G  
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS  
CONFIRMATION OF E-VERIFY PARTICIPATION FORM**

In accordance with Board of County Commissioners Policy 25 all vendors that conduct business with Brevard County are required to be registered with and utilize the U.S. Department of Homeland Security's E-Verify System in accordance with the terms governing use of the system.

1. In accordance with Chapter 448.095, Florida Statutes, 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. The County shall not enter into, or renew, a contract with a vendor/ contractor that is not enrolled in E-Verify. Any vendor/contractor that has a contract with the County shall be contractually required to utilize E-Verify to confirm the employment eligibility of any employee hired during the contract term.
3. The County shall verify the Vendor's/Contractor's participation in E-Verify Program by confirming their enrollment on the Department of Homeland Security E-Verify Website. Vendor's/Contractor's whose participation cannot be verified on the Department of Homeland Security's E-Verify Website, shall provide acceptable evidence of their enrollment prior to award and the execution of a contract. Acceptable evidence shall include, but not be limited to, a copy of the fully executed E-Verify Memorandum of Understanding for the business.
4. A contractor who registers with and participates in the E-Verify program may not be barred or penalized under this section if, as a result of receiving inaccurate verification information from the E-Verify program, the contractor hires or employs a person who is not eligible for employment.
5. Nothing in this section may be construed to allow intentional discrimination of any class protected by law.

BUSINESS/ORGANIZATION NAME: Brevard Alzheimer's Foundation, Inc.

BID/RFP NUMBER AND NAME: 2021 CDBG-CV

AUTHORIZED REPRESENTATIVE'S SIGNATURE:

 DATE: 6/18/21

NAME: Timothy Timmermann Jr.

POSITION: Executive Director

**ATTACHMENT H  
COMMUNITY DEVELOPMENT BLOCK GRANT  
AND  
COMMUNITY DEVELOPMENT BLOCK GRANT-CV  
FEDERAL REQUIREMENTS**

Brevard County has received a Community Development Block Grant (CDBG)-CV from the United States Department of Housing and Urban Development (HUD) under Title I of the Housing and Community Development Act of 1974, as amended, Public Law 93-383, as part of its Community Development Block Grant /Entitlement Grant (CDBG) Program; for the period of **April 1, 2021, to September 30, 2021**. The number for the (CDBG) Entitlement Grants Program can be found in Catalog of Federal Domestic Assistance Part 14.218. Specific regulations governing the CDBG-CV contract are as follows:

In addition to the terms and conditions in the contract, applicants receiving CDBG-CV funds must comply with the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Pub. L 116-136) as applicable, and the regulations implementing the Community Development Block Grant (CDBG) program found at 24 CFR Part 570 to include other HUD regulatory/citation requirements.

**24 CFR 5.109 (Formerly 24 CFR 507.200 (j)) EQUAL PARTICIPATION OF FAITH-BASED ORGANIZATIONS IN HUD PROGRAMS AND ACTIVITIES.**

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.

**2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

The Contractor must comply with the requirements and standards as described in 2 CFR Part 200, Subparts D, E, and F, as applicable:

- **Subpart D - Post-Federal Award Requirements** (formerly OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations; and
- **Subpart E - Cost Principles** (formerly OMB Circular A-122 Cost Principles for Non-profit Organizations; and
- **Subpart F - Audit Requirements** (formerly OMB Circular A-133 Audit of Institutions of Higher education and Other Non-profit Institutions.

**2 CFR Part 220 - COST PRINCIPLES FOR EDUCATIONAL INSTITUTIONS (formerly OMB CIRCULAR A-21)**

Principles for determining costs applicable to grants, Contracts, and other agreements with Educational institutions

**24 CFR 570.504(c) PROGRAM INCOME**

If applicable, the County may require remittance of all or part of any program income balances (including investments thereof) held by the Contractor (except those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum draw-down, or cash or investments held for Section 108 loan guarantee security needs) at the end of the program year. Program income is generated by activities derived from CDBG funds made available under this agreement, and must be disbursed before the Contractor requests funds from the County.

**24 CFR 570.601 PUBLIC LAW 88-352 AND PUBLIC LAW 90-284; AFFIRMATIVELY FURTHERING FAIR HOUSING; EXECUTIVE ORDER 11063**

The Contractor agrees that it shall be committed to carry out pursuant to the County's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966.

**24 CFR 570.602 SECTION 109 OF THE ACT**

Section 109 of the Act requires that no person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance made available pursuant to the Act. Section 109 also directs that the prohibition against discrimination on the basis of age under the Age Discrimination Act and the prohibition against recrimination on the basis of disability under Section 504 shall apply to programs or activities receiving Federal financial assistance under Title I programs. The policies and procedures necessary to ensure enforcement of Section 109 are codified in 24 CFR Part 6.

**24 CFR 570.603 LABOR STANDARDS**

Section 110(a) of the Act contains labor standards that apply to non-volunteer labor financed in whole or in part with assistance received under the Act. In accordance with section 110(a) of the Act, the Contract Work Hours and Safety Standards Act also applies. However, these requirements apply to the rehabilitation of resident property only if such property contains not less than eight (8) units. The regulations in 24 CFR Part 70 apply to the use of volunteers.

**24 CFR 570.605 NATIONAL FLOOD INSURANCE PROGRAM**

Notwithstanding the date of HUD approval of the In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Contractor shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, 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).

**24 CFR 570.606 DISPLACEMENT, RELOCATION, ACQUISITION, AND REPLACEMENT OF HOUSING (IF APPLICABLE)**

The Contractor agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. [The County may preempt the optional policies.] The Contractor shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Contractor also agrees to comply with applicable County ordinances, resolutions and policies concerning the displacement of persons from their residences.

**24 CFR 570.607 EMPLOYMENT AND CONTRACTING OPPORTUNITIES**

To the extent that they are otherwise applicable, grantees shall comply with Executive Order 11246, as amended, and Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.

**24 CFR 570.608 LEAD-BASED PAINT**

The Contractor agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

**24 CFR 570.609 USE OF DEBARRED, SUSPENDED OR INELIGIBLE CONTRACTORS OR SUB-RECIPIENTS**

The requirements set forth in 254 CFR Part 5 apply to this program.

**24 CFR 570.611 CONFLICT OF INTEREST**

The Contractor agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- a) The Contractor shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.

- b) No employee, officer or agent of the Contractor shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c) No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the County, the Contractor, or any designated public agency.

**24 CFR 570.612 EXECUTIVE ORDER 12372**

Executive Order 12372, Intergovernmental Review of Federal Programs, and the Department's implementing regulations at 24 CFR Part 52, allow each State to establish its own process for review and comment on proposed Federal financial assistance programs. Executive Order 12372 applies to the CDBG Entitlement program and the UDAG program. The Executive Order applies to all activities proposed to be assisted under UDAG, but it applies to the Entitlement program only where a grantee proposes to use funds for the planning or construction (reconstruction or installation) of water or sewer facilities. Such facilities include storm sewers as well as all sanitary sewers, but do not include water and sewer lines connecting a structure to the lines in the public light-of-way or easement. It is the responsibility of the grantee to initiate the Executive Order review process if it proposes to use its CDBG or UDAG funds for activities subject to review.

**24 CFR 570.613 ELIGIBILITY RESTRICTIONS FOR CERTAIN RESIDENT ALIENS**

Certain newly legalized aliens, as described in 24 CFR Part 49, are not eligible to apply for benefits under covered activities funded by the programs listed in paragraph (e) of this section. Benefits under this section means financial assistance, public services, jobs and access to new or rehabilitated housing and other facilities made available under covered activities funded by programs listed below. Benefits do not include relocation services and payments to which displacees are entitled by law. Covered activities under this section means activities meeting the requirements of § 570.208(a) that either:

1. Have income eligibility requirements limiting the benefits exclusively to low- and moderate-income persons;
2. Are targeted geographically or otherwise to primarily benefit low- and moderate-income persons (excluding activities serving the public at large, such as sewers, roads, sidewalks, and parks), and that provide benefits to persons on the basis of an application.

The restrictions under this section apply only to applicants for new benefits not being received by covered resident aliens as of the effective date of this section.

Compliance can be accomplished by obtaining certification as provided in 24 CFR 49.20.

The Community Development Block Grant program for small cities, administered under subpart F of Part 570 of this title until closeout of the recipient's grant.

1. The Community Development Block Grant program for entitlement grants, administered under subpart D of Part 570 of this title.
2. The Community Development Block Grant program for States, administered under subpart I of Part 570 of this title until closeout of the unit of general local government's grant by the State.
3. The Urban Development Action Grants program, administered under subpart G of Part 570 of this title until closeout of the recipient's grant.

### **24 CFR 570.614 ARCHITECTURAL BARRIERS ACT AND THE AMERICANS WITH DISABILITIES ACT**

(a) The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of residential structure as defined in 24 CFR 40.2 or the definition of building as defined in 41 CFR 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (appendix A to 24 CFR Part 40 for residential structures, and appendix A to 41 CFR Part 101-19, subpart 101-19.6, for general type buildings).

(b) The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable that is, easily accomplishable and able to be carried out without much difficulty or expense.

### **DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

#### **[Docket No. FR-6218-N-01]**

Notice of Program Rules, Waivers, and Alternative Requirements Under the CARES Act for Community Development Block Grant Program Coronavirus Response Grants, Fiscal Year 2019 and 2020 Community Development Block Grants, and for Other Formula Programs